



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

GŴYS A RHAGLEN

SUMMONS AND AGENDA

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for a

**CYFARFOD O
GYNGOR SIR
YNYS MÔN**

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

a gynhelir yn

to be held at the

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

**COUNCIL CHAMBER
COUNCIL OFFICES
LLANGFNI**

**DYDD IAU
14 MAI 2015**

**THURSDAY
14 MAY 2015**

→ am 10.30 o'r gloch ←

→ at 10.30 am ←

AGENDA

1. MINUTES

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

- 26th February, 2015
- 30th March, 2015 (Extraordinary)
- 7th April, 2015 (Extraordinary)

2. DECLARATION OF INTEREST

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

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

4. QUESTIONS RECEIVED PURSUANT TO RULE 4.1.12.2 OF THE CONSTITUTION

To submit the following question on notice by Councillor R. Meirion Jones to the Chairperson :-

“Earlier this year the Council in Cardigan declared that it was encouraging the retention of Welsh names for houses. I feel that we in Anglesey should be doing something similar. I note that the Chief Executive supports the idea and that he raised the matter in the County Language Forum and I have contacted officers. We have now received internal information and from Cardigan Council. We also know that the Planning Bill is before the Assembly at the moment. I would like the Chief Executive to let us know the current situation with regard to this matter and how he sees the way forward to get this done.

The Plaid Cymru Group supports the principle and wants to safeguard our heritage and therefore wishes to see the Isle of Anglesey County Council developing a policy on the matter. I am asking the question on behalf of the Group.”

5. PRESENTATION OF PETITIONS

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

6. ANNUAL DELIVERY DOCUMENT (IMPROVEMENT PLAN) 2015/16

- To submit the report of the Programme and Business Planning Manager.
- To report that the Executive upon consideration of the above at their meeting on 20th April, 2015 had **RESOLVED:-**

• “To authorise the Officers through the Portfolio Holder for Performance Transformation, Corporate Plan and Human Resources to undertake the task

of completing the final draft and,

- *To recommend the adoption of the Annual Delivery Document for 2015/16 by the full Council at its meeting on 14th May, 2015.”*

7. CHANGES TO THE CONSTITUTION - CONTRACT PROCEDURE RULES

- To submit the report of the Head of Function (Council Business)/ Monitoring Officer.

- To report that the Executive upon consideration of the above at their meeting on 16th March, 2015 had **RESOLVED to recommend to the full County Council that :-**

“Council approves the new Contract Procedure Rules and delegates authority to the Monitoring Officer to incorporate the new Contract Procedure Rules (‘CPRs’) into the Constitution.”

8. CONSTITUTIONAL CHANGES - AUDIT COMMITTEE TERMS OF REFERENCE

- To submit the report of the Head of Function (Council Business)/Monitoring Officer.

- To report that the Executive upon consideration of the above at their meeting on 20th April, 2015 had **RESOLVED to recommend to the full Council that:-**

“It approves the changes to the Council’s Constitution, being new terms of reference for the Audit Committee, as contained in the Appendix to the report.”

9. CONSTITUTIONAL CHANGES - POWERS OF THE CHIEF EXECUTIVE

- To submit the report of the Head of Function (Council Business)/Monitoring Officer.

- To report that the Executive upon consideration of the above at their meeting on 20th April, 2015 had **RESOLVED to recommend to the full Council that:-**

- ***“It amends the Constitution to enable the Chief Executive to make structural changes to the Scheme of Delegation to Officers without going through the Executive and full Council.***

- ***It authorises the Monitoring Officer to implement the change by adding a new paragraph to the Scheme of Delegation in line with Appendix 1, and thereafter to implement any relevant decisions of the Chief Executive.”***

10. AUDIT COMMITTEE - ANNUAL REPORT 2014-15

To submit the report of the Chair of the Audit Committee.

11. STANDARDS COMMITTEE ANNUAL REPORT 2014-15

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

12. SCRUTINY ANNUAL REPORT 2014-15

To submit the report of the Chair of the Corporate Scrutiny Committee.

13. DEMOCRATIC SERVICES ANNUAL REPORT 2014-15

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

14. THE LEADER OF THE COUNCIL'S ANNUAL REPORT

To consider the Council's Annual Report in accordance with paragraph 4.1.16 of the Constitution. – **TO FOLLOW**

15. EXCLUSION OF THE PRESS AND PUBLIC

To consider adoption of the following:-

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

16. RESTRUCTURING THE SENIOR LEADERSHIP TEAM

- To submit the recommendations of the Appointments Panel held on 1st May, 2015.
- To submit the report of the Chief Executive.

17. EXCLUSION OF THE PRESS AND PUBLIC

To consider adoption of the following:-

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

18. JOB EVALUATION IMPLEMENTATION AND EQUAL PAY

To submit the report of the Head of Profession – Human Resources.

ISLE OF ANGLESEY COUNTY COUNCIL

Minutes of the meeting held on 26 February 2015

PRESENT: Councillor Vaughan Hughes (Chair)

Councillors Raymond Jones, Lewis Davies, R Dew, Ann Griffith, John Griffith, D R Hughes, K P Hughes, T LI Hughes, Victor Hughes, W T Hughes, Llinos Medi Huws, A M Jones, Carwyn Jones, G O Jones, H E Jones, R LI Jones, R.Meirion Jones, Richard Owain Jones, Jeffrey M.Evans, Alun W Mummery, R G Parry OBE, Dylan Rees, J A Roberts, Nicola Roberts, P S Rogers, Alwyn Rowlands, Dafydd Rhys Thomas and Ieuan Williams

IN ATTENDANCE: Chief Executive,
Deputy Chief Executive,
Director of Lifelong Learning,
Director of Community,
Head of Function (Resources)/Section 151 Officer,
Head of Function (Council Business)/Monitoring Officer,
Head of Housing Services,
Head of Economic and Community Regeneration,
Interim Head of Democratic Services,
Head of Profession (Human Resources),
Acting Accountancy Services Manager (BHO),
Committee Officer (MEH).

ALSO PRESENT: None

APOLOGIES: Councillor Jim Evans

1. MINUTES

The minutes of the previous meetings of the Isle of Anglesey County Council held on the following dates were submitted and confirmed as correct :-

- 4 December, 2014 (Extraordinary) (10.00 a.m.)
- 4 December, 2014 (2.00 p.m.)
- 20 January, 2015 (Extraordinary)
- 4 February, 2015 (Extraordinary)

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

- The Chair made the following announcements :-
 - Best wishes for a speedy recovery to the Vice-Chair, Councillor Jim Evans who has been hospitalised recently.
 - The Chair was pleased that Councillor Jeff Evans has recovered from his knee replacement surgery.
 - Best wishes was extended to the Deputy Chief Executive, Mrs. Bethan Jones on her appointment with the Besti Cadwaladr University Health Board. The Chair wished to thank Mrs. Jones for her contribution to the services of the County Council since 2012.

The Leader of the Council also wished to thank Mrs. Bethan Jones for her service to the Council and wished her well in her new post.

The Chief Executive wished to thank Mrs. Bethan Jones on behalf of the Senior Officers and staff of the County Council for her work over the last 2 years with the Authority. He wished Mrs. Jones well in her new post.

The Deputy Chief Executive thanked the Members and Officers for their kind words.

- The Chair wished to remind the Members of the Chairs Charitable evening to be held at the Breeze Hill Hotel, Benllech on the 27th March, 2015 at 7.00 p.m. He noted that the entertainment will be provided by Ynys Môn Young Farmers and the proceeds will be towards the Anglesey Marie Curie Nurses and Samaritans.
- Congratulations were extended to Miss Enid Williams, Principal Youth Officer on her appointment as President of the Anglesey Show for 2015/16.
- Condolences are extended to Mr. Evan Jones, Highways Department on the loss of his wife Mrs. Elizabeth Jones. Mrs. Jones was a former Administrative Officer at Ysgol Syr Thomas Jones, Amlwch and a former Clerk of the Llannerch-y-medd Community Council. She was also active in supporting Eisteddfod Môn.
- Condolences were also extended to any Member of the Council or staff who had suffered bereavement.

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

- The Chief Executive reported that a report on the result of the consultation process in respect of the restructuring of the Senior Leadership Team will be submitted to a special meeting of the full County Council in due course.

3. DECLARATION OF INTEREST

Declarations of Interest received by :-

Councillors Llinos M. Huws, Carwyn Jones, Bob Parry OBE, Nicola Roberts and Peter S. Rogers in respect of Item 5 during discussion on the proposal to charge for the Breakfast Club at schools. The Members left the meeting during discussion of the matter.

4. PRESENTATION OF PETITIONS

None received.

5. 2015/16 BUDGET

The Portfolio Holder (Finance) presented the Executive's proposals for the Revenue and Capital budgets 2015/16, Treasury Management Strategy Statement and setting the Council Tax as 5 (a) to (ch) within the Agenda. He noted that it has been a financial challenge to the Council in preparing the budget for the financial year but he wished to thank the Head of Function (Resources) and his staff for their work in preparing the budget. He also thanked the Shadow Portfolio Holder, Councillor John Griffith for his attendance at numerous meetings in respect of setting the budget for 2015/16. Numerous seminars and meetings have taken place for Members to have an input to the budget together with a public consultation before Christmas.

He noted that no significant budget reductions in statutory services are proposed. The social services and education budgets have been safeguarded completely. The authority received a 3.9% reduction in its Revenue Support Grant for 2015/16 meaning that it was required to identify savings in the region of £4m. The public consultation exercise on the budget drew responses mainly regarding the increase in Council Tax and the savings proposal in relation to school breakfasts

which is included in the efficiencies schedule subject to consultation and scrutiny. In proposing a 4.5% increase in the Council Tax, the Authority has been mindful of the number of low income families on the Island however the rate of Council Tax on Anglesey remains still one of the lowest in Wales.

The Shadow Portfolio Holder for Finance also thanked the Officers of the Finance Department for their work in preparing the budget. He was pleased that he has been involved in the Budget Steering Committee in preparing for the budget. He raised the following matters of concern to him within the budget :-

- The proposal to charge for school's breakfast clubs was of concern due to some families with more than one child.
- Risk factors in respect of the revenue budgets i.e. private fostering care, out of county placement for children, therapy for mental health issues;
- Budgetary cuts within the highway maintenance service of £400k;
- Increase in parking fees;
- The Capital Bid for the Smarter Working project will require £1.1m to upgrade the reception area and other departmental building work. The project is dependent on selling the authorities assets which may not sell as quickly as anticipated;
- Increase in transportation fees for 16+ students to attend schools;
- £60k cuts in the bus tender provision with the potential loss of bus service in rural communities;
- School budgets should be maintained as toilets in some schools are in dire repair;
- The rewiring of education buildings needs to be addressed.

The Leader of the Council referred to the savings proposal in respect of school's breakfast clubs and noted that the matter will be subject to consultation with relevant stakeholders. He anticipated that the matter will be discussed by the Executive at its May meeting. Members of the Opposition Group expressed that breakfast clubs for children are the means for eating a healthy diet and can improve the children's concentration in lessons. Concerns were expressed that some families who are on low income but do not qualify for benefits or free schools meals would be affected by charging for breakfast clubs. The Opposition Group requested that following the required consultation process with the relevant stakeholders that the matter should be discussed at full Council and not through the Executive.

The following matters of concerns by Members in respect of the budget were discussed :-

- The David Hughes Smallholding Estate needs to have adequate funds to enhance and sustain the unique legacy afforded to the Island;
- 50% cuts in the Tourist Information Centre at Llanfairpwll;
- Increase in the Council Tax of 4.5%.

The Leader of the Opposition Group stated that as a Group they were unable to support the budget proposals which was due mainly to the proposed charging for school breakfast clubs and the Smarter Working Project.

Following consideration of the papers as a single package and the observations made at today's meeting, a vote was taken on the final budget proposed by the Executive for 2015/2016. The vote was as follows :-

For the budget proposals as presented :	15
Against the budget proposals :	12
Abstain :	2

RESOLVED :-

- **To accept the budget proposals as presented for 2015/16;**
- **That the savings proposal to charge for breakfast clubs be discussed at the next full County Council meeting following consultation with relevant stakeholders;**

• **To accept the draft Council Tax Resolution as (ch) in the Agenda :-**

1. RESOLVED

- (a) Pursuant to the recommendations of the Executive, to adopt the Medium Term Financial Plan at Section 12 Medium Term Financial Plan and 2015/16 Budget, as a Budget Strategy within the meaning given by the Constitution, and to affirm that it becomes part of the budget framework with the exception of figures described as current.
- (b) Pursuant to the recommendations of the Executive to adopt revenue budget for 2015/16 as shown at Appendix 3 Medium Term Financial Plan and 2015/16 Budget.
- (c) Pursuant to the recommendations of the Executive to adopt a capital budget as shown in paper Capital Bids 2015/16.
- (ch) To delegate to the Head of Function (Resources) the power to make adjustments between headings in Appendix 3 Medium Term Financial Plan and 2015/16 Budget in order to give effect to the Council's decisions.
- (d) To delegate to the Executive Committee for the financial year 2015/16 the powers to transfer budgets between headings as follows:-
 - (i) unlimited powers to spend each budget heading in Appendix 3 Medium Term Financial Plan and 2015/16 Budget against the name of each service, on the service to which it relates;
 - (ii) powers to approve the use of service and earmarked reserves to fund one- off spending proposals that contribute to the delivery of the Council's objectives and improve services;
 - (iii) powers to vire from new or increased sources of income.
- (dd) To delegate to the Executive Committee in respect of the financial year 2015/16 and on the advice of the Head of Function (Resources), the power to release up to £500k from general balances to deal with priorities arising during the year.
- (e) To delegate to the Executive Committee in respect of the period to 31 March 2016, the following powers:-
 - (i) powers to make new commitments from future years' revenue budgets up to amount identified under New Priorities in the Medium Term Financial Plan;
 - (ii) the power and the duty to make plans for achievement of revenue budget savings implied by the Medium Term Financial Plan;
 - (iii) powers to transfer budgets between capital projects in Paper Capital Bids 2015/16 and to commit resources in following years and consistent with the budget framework.
- (f) To set and approve the prudential and treasury indicators which are estimates and limits for 2015/16 and onwards as shown in paper Treasury Management Strategy Statement 2015/16.
 - (ff) To approve the Treasury Management Strategy Statement for 2015/16.
 - (g) To confirm that items 1(b) to (ff) become part of the budget framework.

- 2. RESOLVED** to adopt and affirm for the purposes of the financial year 2015/16 the decision of the County Council on 10 March 1998 to set the discount level applicable to the prescribed Class A and prescribed Class B of dwellings under Section 12 of the Local Government Finance Act 1992 (as amended), as described by the Council Tax (Prescribed Classes of Dwellings) (Wales) Regulations 1998, as follows:-

Prescribed Class A	Nil Discount
Prescribed Class B	Nil Discount

- 3. RESOLVED** to adopt and affirm for the purposes of the financial year 2015/16 the decision of the County Council on 6 March 2007 to set the discount level applicable to the prescribed Class C of dwellings under Section 12 of the Local Government Finance Act 1992 (as amended), as described by the Local Authorities (Calculation of Tax Base) and Council Tax (Prescribed Classes of Dwellings) (Wales) (Amendment) Regulations 2004 as follows:-

Prescribed Class C	Nil Discount
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4. That it be noted that at its meeting on 28 February 1996 the Council resolved not to treat any expenses incurred by the Council in part of its area or in meeting any levy or special levy as special expenses and that the resolutions remain in force until expressly rescinded.
5. That it is noted that a resolution of the Executive on 1 December 2014 approved the amount calculated by the Isle of Anglesey County Council for its council tax base for 2015/16 and to further note that the full Council in its meeting on 4 December 2014 approved that the local Council Tax Reduction Scheme will continue unchanged for 2015/16.
6. At its meeting on 1 December 2014, the Executive, in accordance with the Local Government Finance Act 1992 and the Local Authorities (Calculation of Council Tax Base)(Wales) Regulations 1995 (SI1995/2561) as amended by SI1999/2935 and the Local Authorities (Calculation of Council Tax Base) and Council Tax (Prescribed Classes of Dwellings)(Wales) Amendment) Regulations 2004, resolved to approve the amounts calculated by the Isle of Anglesey County Council as its tax base and for the parts of the area, for the year 2015/16, as follows:-
- a) 30,188.51 being the amount approved by The Executive as the Isle of Anglesey County Council's council tax base for the year.
- b) The parts of the Council's area, being the amounts calculated by the Executive as the amounts of the Isle of Anglesey County Council's council tax base for the year for dwellings in those parts of its area to which one or more special items relate, are as follows:-

Amlwch	1,462.07
Beaumaris	1,046.72
Holyhead	3,788.07
Llangefni	1,899.07
Menai Bridge	1,408.16
Llanddanielfab	366.62
Llanddona	356.87
Cwm Cadnant	1,114.53
Llanfair Pwllgwyngyll	1,295.38
Llanfihangel Esceifiog	667.65
Bodorgan	435.73
Llangoed	624.09
Llangristiolus & Cerrigceinwen	603.80
Llanidan	400.60
Rhosyr	963.80
Penmynydd	235.34
Pentraeth	555.40
Moelfre	605.10
Llanbadrig	646.65
Llanddyfnan	489.39
Llaneilian	546.97
Llannerchymedd	500.62
Llaneugrad	181.83
Llanfair Mathafarn Eithaf	1,762.34
Cylch y Garn	395.35

Mechell	525.09
Rhosybol	457.77
Aberffraw	291.03
Bodedern	413.58
Bodffordd	414.76
Trearddur	1,215.13
Tref Alaw	241.90
Llanfachraeth	219.65
Llanfaelog	1,218.52
Llanfaethlu	281.01
Llanfair-yn-neubwll	554.48
Valley	973.58
Bryngwran	345.73
Rhoscolyn	329.73
Trewalchmai	354.40

7. That the following amounts be now calculated by the Council for the year 2015/16 in accordance with Sections 32 to 36 of the Local Government Finance Act 1992:-

a) £182,940,882 being the aggregate of the amounts which the Council estimates for the items set out in Section 32(2)(a) to (d) of the Act.

b) £57,230,942 being the aggregate of the amounts which the Council estimates for the items set out in Section 32(3)(a) and (c) of the Act.

c) £125,709,940 being the amount by which the aggregate at 6(a) above exceeds the aggregate at 6(b) above, calculated by the Council, in accordance with Section 32(4) of the Act, as its budget requirement for the year.

ch) £ 93,691,000 being the aggregate of the sums which the Council estimates will be payable for the year into its council fund in respect of redistributed non-domestic rates, revenue support grant and specific grant, reduced by any amount calculated in accordance with Section 33(3) of the Act.

d) £1,060.63 being the amount at 6(c) above less the amount at 6(ch) above, all divided by the amount at 5(a) above, calculated by The Executive, in accordance with Section 33(1) of the Act, as the basic amount of its council tax for the year.

dd) £1,058,656 being the aggregate amount of all special items referred to in Section 34(1) of the Act.

e) £ 1,025.57 being the amount at 6(d) above less the result given by dividing the amount at 6(dd) above by the amount at 5(a) above, calculated by the Executive, in accordance with Section 34(2) of the Act, as the basic amount of its council tax for the year for dwellings in those parts of its area to which no special item relates.

f) Part of the Council's area		D
Amlwch	£	1,084.08
Beaumaris	£	1,051.40
Holyhead	£	1,110.55
Llangefni	£	1,088.09
Menai Bridge	£	1,076.70
Llanddaniel-fab	£	1,046.03
Llanddona	£	1,040.00
Cwm Cadnant	£	1,053.83
Llanfair Pwllgwyngyll	£	1,053.75
Llanfihangel Esceifiog	£	1,048.49

f) Part of the Council's area		D
Bodorgan	£	1,043.59
Llangoed	£	1,040.98
Llangristiolus & Cerrigceinwen	£	1,033.85
Llanidan	£	1,046.06
Rhosyr	£	1,045.80
Penmynydd	£	1,039.59
Pentraeth	£	1,053.48
Moelfre	£	1,044.57
Llanbadrig	£	1,064.23
Llanddyfnan	£	1,039.63
Llaneilian	£	1,046.13
Llannerch-y-medd	£	1,045.37
Llaneugrad	£	1,044.82
Llanfair Mathafarn Eithaf	£	1,049.66
Cylch y Garn	£	1,039.23
Mechell	£	1,040.27
Rhos-y-bol	£	1,038.68
Aberffraw	£	1,049.62
Bodedern	£	1,040.08
Bodffordd	£	1,040.04
Trearddur	£	1,051.18
Tref Alaw	£	1,040.87
Llanfachraeth	£	1,044.12
Llanfaelog	£	1,043.21
Llanfaethlu	£	1,046.03
Llanfair-yn-neubwll	£	1,043.06
Valley	£	1,052.64
Bryngwran	£	1,050.73
Rhoscolyn	£	1,033.15
Trewalchmai	£	1,043.91

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

Valuation Bands

(ff)Part of the Council's Area :		A	B	C	D	E	F	G	H	I
Amlwch	£	722.72	843.18	963.63	1,084.08	1,324.98	1,565.89	1,806.80	2,168.16	2,529.52
Beaumaris	£	700.93	817.76	934.58	1,051.40	1,285.04	1,518.69	1,752.33	2,102.80	2,453.27
Holyhead	£	740.36	863.77	987.16	1,110.55	1,357.33	1,604.13	1,850.91	2,221.10	2,591.29
Llangefni	£	725.39	846.30	967.19	1,088.09	1,329.88	1,571.69	1,813.48	2,176.18	2,538.88
Menai Bridge	£	717.80	837.44	957.07	1,076.70	1,315.96	1,555.23	1,794.50	2,153.40	2,512.30
Llanddaniel-fab	£	697.35	813.58	929.81	1,046.03	1,278.48	1,510.93	1,743.38	2,092.06	2,440.74
Llanddona	£	693.33	808.89	924.45	1,040.00	1,271.11	1,502.22	1,733.33	2,080.00	2,426.67
Cwm Cadnant	£	702.55	819.65	936.74	1,053.83	1,288.01	1,522.20	1,756.38	2,107.66	2,458.94
Llanfair Pwllgwyngyll	£	702.50	819.59	936.67	1,053.75	1,287.91	1,522.08	1,756.25	2,107.50	2,458.75
Llanfihangel	£	698.99	815.50	931.99	1,048.49	1,281.48	1,514.49	1,747.48	2,096.98	2,446.48
Bodorgan	£	695.72	811.69	927.64	1,043.59	1,275.49	1,507.41	1,739.31	2,087.18	2,435.05

Valuation Bands

(ff)Part of the Council's Area :		A	B	C	D	E	F	G	H	I
Llangoed	£	693.98	809.66	925.32	1,040.98	1,272.30	1,503.64	1,734.96	2,081.96	2,428.96
Llangristiolus &	£	689.23	804.11	918.98	1,033.85	1,263.59	1,493.34	1,723.08	2,067.70	2,412.32
Llanidan	£	697.37	813.61	929.83	1,046.06	1,278.51	1,510.98	1,743.43	2,092.12	2,440.81
Rhosyr	£	697.20	813.40	929.60	1,045.80	1,278.20	1,510.60	1,743.00	2,091.60	2,440.20
Penmynydd	£	693.06	808.57	924.08	1,039.59	1,270.61	1,501.63	1,732.65	2,079.18	2,425.71
Pentraeth	£	702.32	819.38	936.43	1,053.48	1,287.58	1,521.69	1,755.80	2,106.96	2,458.12
Moelfre	£	696.38	812.45	928.51	1,044.57	1,276.69	1,508.82	1,740.95	2,089.14	2,437.33
Llanbadrig	£	709.48	827.74	945.98	1,064.23	1,300.72	1,537.22	1,773.71	2,128.46	2,483.21
Llanddyfnan	£	693.08	808.61	924.12	1,039.63	1,270.65	1,501.69	1,732.71	2,079.26	2,425.81
Llaneilian	£	697.42	813.66	929.90	1,046.13	1,278.60	1,511.08	1,743.55	2,092.26	2,440.97
Llannerch-y-medd	£	696.91	813.07	929.22	1,045.37	1,277.67	1,509.98	1,742.28	2,090.74	2,439.20
Llaneugrad	£	696.54	812.64	928.73	1,044.82	1,277.00	1,509.19	1,741.36	2,089.64	2,437.92
Llanfair Mathafarn Eithaf	£	699.77	816.41	933.03	1,049.66	1,282.91	1,516.18	1,749.43	2,099.32	2,449.21
Cylch y Garn	£	692.82	808.29	923.76	1,039.23	1,270.17	1,501.11	1,732.05	2,078.46	2,424.87
Mechell	£	693.51	809.10	924.69	1,040.27	1,271.44	1,502.61	1,733.78	2,080.54	2,427.30
Rhos-y-bol	£	692.45	807.87	923.27	1,038.68	1,269.49	1,500.32	1,731.13	2,077.36	2,423.59
Aberffraw	£	699.74	816.38	933.00	1,049.62	1,282.86	1,516.12	1,749.36	2,099.24	2,449.12
Bodedern	£	693.38	808.96	924.52	1,040.08	1,271.20	1,502.34	1,733.46	2,080.16	2,426.86
Bodffordd	£	693.36	808.92	924.48	1,040.04	1,271.16	1,502.28	1,733.40	2,080.08	2,426.76
Trearddur	£	700.78	817.59	934.38	1,051.18	1,284.77	1,518.37	1,751.96	2,102.36	2,452.76
Tref Alaw	£	693.91	809.57	925.22	1,040.87	1,272.17	1,503.48	1,734.78	2,081.74	2,428.70
Llanfachraeth	£	696.08	812.10	928.11	1,044.12	1,276.14	1,508.17	1,740.20	2,088.24	2,436.28
Llanfaelog	£	695.47	811.39	927.30	1,043.21	1,275.03	1,506.86	1,738.68	2,086.42	2,434.16
Llanfaethlu	£	697.35	813.58	929.81	1,046.03	1,278.48	1,510.93	1,743.38	2,092.06	2,440.74
Llanfair-yn-neubwll	£	695.37	811.27	927.17	1,043.06	1,274.85	1,506.64	1,738.43	2,086.12	2,433.81
Valley	£	701.76	818.72	935.68	1,052.64	1,286.56	1,520.48	1,754.40	2,105.28	2,456.16
Bryngwran	£	700.48	817.24	933.98	1,050.73	1,284.22	1,517.72	1,751.21	2,101.46	2,451.71
Rhoscolyn	£	688.76	803.57	918.36	1,033.15	1,262.73	1,492.33	1,721.91	2,066.30	2,410.69
Trewalchmai	£	695.94	811.93	927.92	1,043.91	1,275.89	1,507.87	1,739.85	2,087.82	2,435.79

being the amounts given by multiplying the amounts at 6(e) and 6(f) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Executive, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.7. That it be noted that for the year 2015/16 the Police and Crime Commissioner North Wales has stated the following amounts in a precept issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:-

Precepting Authority	Valuation Bands									
	A	B	C	D	E	F	G	H	I	
Police and Crime Commissioner North Wales	£	156.96	183.12	209.28	235.44	287.76	340.08	392.40	470.88	549.36

8. That, having calculated the aggregate in each case of the amounts at 6(ff) and 7 above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of council tax for the year 2015/16 for each of the categories of dwellings shown below:-

Valuation Bands

Part of the Council's Area:		A	B	C	D	E	F	G	H	I
Amlwch	£	879.68	1,026.30	1,172.91	1,319.52	1,612.74	1,905.97	2,199.20	2,639.04	3,078.88
Beaumaris	£	857.89	1,000.88	1,143.86	1,286.84	1,572.80	1,858.77	2,144.73	2,573.68	3,002.63
Holyhead	£	897.32	1,046.89	1,196.44	1,345.99	1,645.09	1,944.21	2,243.31	2,691.98	3,140.65
Llangefni	£	882.35	1,029.42	1,176.47	1,323.53	1,617.64	1,911.77	2,205.88	2,647.06	3,088.24
Menai Bridge	£	874.76	1,020.56	1,166.35	1,312.14	1,603.72	1,895.31	2,186.90	2,624.28	3,061.66
Llanddaniel-fab	£	854.31	996.70	1,139.09	1,281.47	1,566.24	1,851.01	2,135.78	2,562.94	2,990.10
Llanddona	£	850.29	992.01	1,133.73	1,275.44	1,558.87	1,842.30	2,125.73	2,550.88	2,976.03
Cwm Cadnant	£	859.51	1,002.77	1,146.02	1,289.27	1,575.77	1,862.28	2,148.78	2,578.54	3,008.30
Llanfair Pwllgwyngyll	£	859.46	1,002.71	1,145.95	1,289.19	1,575.67	1,862.16	2,148.65	2,578.38	3,008.11
Llanfihangel Esceifiog	£	855.95	998.62	1,141.27	1,283.93	1,569.24	1,854.57	2,139.88	2,567.86	2,995.84
Bodorgan	£	852.68	994.81	1,136.92	1,279.03	1,563.25	1,847.49	2,131.71	2,558.06	2,984.41
Llangoed	£	850.94	992.78	1,134.60	1,276.42	1,560.06	1,843.72	2,127.36	2,552.84	2,978.32
Llangristiolus &	£	846.19	987.23	1,128.26	1,269.29	1,551.35	1,833.42	2,115.48	2,538.58	2,961.68
Llanidan	£	854.33	996.73	1,139.11	1,281.50	1,566.27	1,851.06	2,135.83	2,563.00	2,990.17
Rhosyr	£	854.16	996.52	1,138.88	1,281.24	1,565.96	1,850.68	2,135.40	2,562.48	2,989.56
Penmynydd	£	850.02	991.69	1,133.36	1,275.03	1,558.37	1,841.71	2,125.05	2,550.06	2,975.07
Pentraeth	£	859.28	1,002.50	1,145.71	1,288.92	1,575.34	1,861.77	2,148.20	2,577.84	3,007.48
Moelfre	£	853.34	995.57	1,137.79	1,280.01	1,564.45	1,848.90	2,133.35	2,560.02	2,986.69
Llanbadrig	£	866.44	1,010.86	1,155.26	1,299.67	1,588.48	1,877.30	2,166.11	2,599.34	3,032.57
Llanddyfnan	£	850.04	991.73	1,133.40	1,275.07	1,558.41	1,841.77	2,125.11	2,550.14	2,975.17
Llaneilian	£	854.38	996.78	1,139.18	1,281.57	1,566.36	1,851.16	2,135.95	2,563.14	2,990.33
Llannerch-y-medd	£	853.87	996.19	1,138.50	1,280.81	1,565.43	1,850.06	2,134.68	2,561.62	2,988.56
Llaneugrad	£	853.50	995.76	1,138.01	1,280.26	1,564.76	1,849.27	2,133.76	2,560.52	2,987.28
Llanfair Mathafarn	£	856.73	999.53	1,142.31	1,285.10	1,570.67	1,856.26	2,141.83	2,570.20	2,998.57
Cylch y Garn	£	849.78	991.41	1,133.04	1,274.67	1,557.93	1,841.19	2,124.45	2,549.34	2,974.23
Mechell	£	850.47	992.22	1,133.97	1,275.71	1,559.20	1,842.69	2,126.18	2,551.42	2,976.66
Rhos-y-bol	£	849.41	990.99	1,132.55	1,274.12	1,557.25	1,840.40	2,123.53	2,548.24	2,972.95
Aberffraw	£	856.70	999.50	1,142.28	1,285.06	1,570.62	1,856.20	2,141.76	2,570.12	2,998.48
Bodedern	£	850.34	992.08	1,133.80	1,275.52	1,558.96	1,842.42	2,125.86	2,551.04	2,976.22
Bodffordd	£	850.32	992.04	1,133.76	1,275.48	1,558.92	1,842.36	2,125.80	2,550.96	2,976.12
Trearddur	£	857.74	1,000.71	1,143.66	1,286.62	1,572.53	1,858.45	2,144.36	2,573.24	3,002.12
Tref Alaw	£	850.87	992.69	1,134.50	1,276.31	1,559.93	1,843.56	2,127.18	2,552.62	2,978.06
Llanfachraeth	£	853.04	995.22	1,137.39	1,279.56	1,563.90	1,848.25	2,132.60	2,559.12	2,985.64
Llanfaelog	£	852.43	994.51	1,136.58	1,278.65	1,562.79	1,846.94	2,131.08	2,557.30	2,983.52
Llanfaethlu	£	854.31	996.70	1,139.09	1,281.47	1,566.24	1,851.01	2,135.78	2,562.94	2,990.10
Llanfair-yn-Neubwll	£	852.33	994.39	1,136.45	1,278.50	1,562.61	1,846.72	2,130.83	2,557.00	2,983.17
Valley	£	858.72	1,001.84	1,144.96	1,288.08	1,574.32	1,860.56	2,146.80	2,576.16	3,005.52
Bryngwran	£	857.44	1,000.36	1,143.26	1,286.17	1,571.98	1,857.80	2,143.61	2,572.34	3,001.07
Rhoscolyn	£	845.72	986.69	1,127.64	1,268.59	1,550.49	1,832.41	2,114.31	2,537.18	2,960.05
Trewalchmai	£	852.90	995.05	1,137.20	1,279.35	1,563.65	1,847.95	2,132.25	2,558.70	2,985.15

(d) Amendments to the Budget

No amendments received.

6. CONSTITUTIONAL CHANGES - TERMS OF REFERENCE OF APPEALS COMMITTEE

Reported – that the Executive upon consideration of the above at their meeting on 9th February, 2015 had **RESOLVED** to recommend to the County Council that :-

- *“Council approve the changes to the Constitution, as contained in Appendix 1 attached to this report;*
- *The Head of Profession (Human Resources) be authorised to amend any relevant policies and procedures to reflect the said changes;*
- *The Head of Function (Council Business)/Monitoring Officer be authorised to make any consequential amendments to the Constitution to reflect the said changes.”*

RESOLVED to endorse the recommendation of the Executive in this respect.

7. EXTENDING THE TERM OF THE STANDARDS COMMITTEE

Reported – that the Executive upon consideration of the above at their meeting on 9th February, 2015 had **RESOLVED** to recommend to the County Council that :-

- *‘The Council approve the reappointment of the independent Members of the Standards Committee for a further term of 4 years, from 17th December, 2015;*
- *The Council delegates authority to the Monitoring Officer to make all consequential amendments to the Council’s Constitution, and the Standards Committee’s Constitution, to extend all future appointments to an automatic two terms for all independent Members of the Standards Committee’.*

RESOLVED to endorse the recommendation of the Executive in this respect.

8. LOCAL HOUSING STRATEGY

Reported – that the Executive upon consideration of the above at their meeting on 12th January, 2015 had **RESOLVED** as follows :-

- *‘To recommend the Local Housing Strategy and accompanying Action Plan for adoption by the County Council;*
- *That the Executive be provided with an annual update on progress on performance against the Action Plan and Strategy.’*

RESOLVED to endorse the recommendation of the Executive in this respect.

9. REVIEW OF THE AUTHORITY’S STREET TRADING POLICY

Submitted – the report of the Head of Planning and Public Protection in relation to the above.

RESOLVED to endorse the report and adopt the amended policy following the review of the Authority’s Street Trading Policy.

11. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED to adopt the following :-

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

12. PAY POLICY 2015

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

The Council published its first pay policy statement in 2012 and minor amendments to reflect current Council Strategy had been incorporated into this year’s report with amendments which cover the Welsh Government Regulations as noted in 1.2 of the report.

RESOLVED :-

- **To include within the Authority’s Pay Policy statement a clause giving the Council the authority to implement any nationally negotiated pay awards to Chief Officers to which they are contractually entitled.**
- **To endorse the Pay Policy Statement for 2015/16 and to the amended 2014/15 Pay Policy statement.**

Councillors Jeff Evans and Nicola Roberts wished it to be recorded that they abstained from voting in respect of this item.

The meeting concluded at 5.00 pm

**COUNCILLOR VAUGHAN HUGHES
CHAIR**

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ISLE OF ANGLESEY COUNTY COUNCIL

Minutes of the extraordinary meeting held on 30th March, 2015

PRESENT: Councillor Vaughan Hughes (Chair)
Councillor Jim Evans (Vice-Chair)

Councillors Lewis Davies, Richard Dew, Jeff Evans, John Griffith, Kenneth P. Hughes, Trefor Lloyd Hughes, Victor Hughes, W. T. Hughes, Llinos M. Huws, R. Llewelyn Jones, R. Meirion Jones, Alun Mummery, R.G. Parry, OBE, Dylan Rees, Alwyn Rowlands, Ieuan Williams.

IN ATTENDANCE: Chief Executive
Director of Community
Head of Function (Council Business)/Monitoring Officer
Head of Democratic Services
Head of Housing Services
Business Manager (Housing Services) (NM)
Committee Officer (ATH)

APOLOGIES: Councillors Ann Griffith, Derlwyn R Hughes, Aled M Jones, Carwyn Jones, G O Jones, H Eifion Jones, Raymond Jones, Richard Owain Jones, J Arwel Roberts, Nicola Roberts

The Chief Executive reported that this extraordinary meeting of the Council had been convened by the Chair of the Council under the provisions of the Constitution, subsequent to the confirmation by the Welsh Government of additional Social Housing Grant funding for the development of 10 homes on the a Council owned site adjoining Bryn Paun, Llangoed. The additional funding has been allocated at the end of the financial year and must be claimed before 31 March, 2015 at the latest.

1. **DECLARATION OF INTEREST**

Councillor Lewis Davies sought clarification whether having been involved with the Bryn Paun development as a Local Member, he needed to declare an interest in the matter.

The Monitoring Officer confirmed that his involvement in that capacity did not create an interest.

No other declaration of interest was received.

2. EXCLUSION OF THE PRESS AND PUBLIC

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

3. SOCIAL HOUSING DEVELOPMENT – LAND ADJOINING BRYN PAEN, LLANGOED

The report of the Head of Housing Services which set out the background to the identification of Bryn Paun, Llangoed as a potential social housing development site and the considerations involved in advancing the scheme was presented for the Council's consideration.

The Portfolio Holder for Housing and Social Services confirmed the Council's success in securing the additional Social Housing grant funding from the Welsh Government and referred to the recommendations of the report to progress the matter.

The Head of Housing Services reported that the original objective for the site in 2012 was to implement a proposal to meet the needs for affordable homes in communities by developing a model where the land value is used as the subsidy to achieve affordability. The Rural Housing Enabler identified the need for affordable homes in Llangoed which has since been supported by the Community Council and a potential development site adjoining Bryn Paun which was owned by the Housing Services was identified. North Wales Housing was chosen to work in partnership with the Housing Services to develop the scheme. The Officer referred to issues which have had to be addressed in the intervening 3 years and confirmed that a viable development for 10 homes has since been worked up by North Wales Housing in partnership with the Housing Services. The development layout has been agreed and full planning permission obtained. The scheme was prioritised for the Additional Social Housing Grant Bid because having full planning approval and agreed development cost it was ready to commence and qualified for consideration. The award of the additional allocation enables the development of these much needed homes as a bonus to the annual Grant Allocation which has been reducing over recent years. The Officer referred to the financial considerations involved in the scheme, and she confirmed that since the drafting of the report an independent valuation report on the land value has been received.

Councillors Lewis Davies and Alwyn Rowlands as Local Members welcomed the award of the additional grant funding and acknowledged the work and efforts expended in bringing the scheme to fruition.

It was resolved unanimously –

- To approve the disposal of the Housing Revenue Account site adjoining Bryn Paun, Llangoed, to North Wales Housing at a price reflecting social**

housing purposes, which will be evidenced by an independent valuation report.

- **To approve the disposal of the site to North Wales Housing for the development of 10 social housing rented homes due to the additional Social Housing grant becoming available.**

**Councillor Vaughan Hughes
Chair**

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ISLE OF ANGLESEY COUNTY COUNCIL

Minutes of the Extraordinary meeting held on 7 April 2015

- PRESENT:** Councillor Vaughan Hughes (Chair)
Councillor Jim Evans (Vice-Chair)
- Councillors Raymond Jones, Lewis Davies, R Dew, Ann Griffith, John Griffith, D R Hughes, K P Hughes, Victor Hughes, W T Hughes, Llinos Medi Huws, A M Jones, G O Jones, H E Jones, R LI Jones, R.Meirion Jones, Richard Owain Jones, Jeffrey M.Evans, R G Parry OBE, Dylan Rees, J A Roberts, P S Rogers, Alwyn Rowlands, Dafydd Rhys Thomas and Ieuan Williams.
- IN ATTENDANCE:** Chief Executive,
Corporate Director (Lifelong Learning),
Corporate Director (Community),
Interim Head of Function (Resources)/Section 151 Officer,
Head of Profession – Human Resources,
Head of Democratic Services (Items 1 to 4 only),
Legal Services Manager (Items 1 to 4 only),
Acting Accountancy Manager (Items 1 to 4 only),
HR Strategy Manager (Items 1 to 4 only),
Committee Officer (MEH) (Items 1 to 4 only),
HR Operations Manager.
- ALSO PRESENT:** None
- APOLOGIES:** Councillors T LI Hughes, Carwyn Jones, Alun W Mummery and Nicola Roberts.

1. DECLARATION OF INTEREST

The Legal Services Manager referred to Item 5 of the Agenda which deals with the job evaluation process and equal pay. He stated that it was apparent that numerous Elected Members had relatives working for the Council and following consultation with the Group Leaders the Head of Function (Council Business)/Monitoring Officer arranged a Dispensation Panel of the Standards Committee to request a dispensation for those Elected Members. The Dispensation Panel resolved to grant a dispensation pursuant to paragraph 2(d) of the Code of Conduct to those Elected Members who considered that they had prejudicial interest so as to take part in the discussion on the item but not vote.

Declarations of prejudicial interests and reliance on the dispensation granted due to family members working for the County Council were received by the following in respect of Item 5 :-

Councillors Lewis Davies, Jeff M. Evans, T.V. Hughes, Llinos M. Huws, H. Eifion Jones, R.Ll. Jones, R.O. Jones, Bob Parry OBE, J. Arwel Roberts, Dafydd R. Thomas, Ieuan Williams.

Councillors R. Meirion Jones and Dylan Rees declared that they are former employees of the Council. Councillor Dylan Rees stated that he obtained legal opinion from the Monitoring Officer and was advised that he would be allowed to speak on Item 5 but if he argued for back-pay for former employees he would therefore have a prejudicial interest and would not be allowed to vote. Councillor R. Meirion Jones also stated that he would not vote if back-pay was argued for employees.

The following Officers of the Council declared a prejudicial interest in Item 5 and left the meeting before discussion of the item as the matter may directly affect the salary scale of their posts and terms and conditions of employment :-

Head of Democratic Services, Legal Services Manager, Acting Accountancy Manager, HR Strategy Manager and Committee Officer.

2. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED to adopt the following :-

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

3. STAFF APPOINTMENTS - APPOINTMENT OF CHIEF EXECUTIVE

RESOLVED to ratify the recommendation of the Appointments Committee held on 27th March, 2015 to appointment Dr. Gwynne Jones as Chief Executive as from 1st June, 2015.

4. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED to adopt the following :-

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

5. JOB EVALUATION IMPLEMENTATION AND EQUAL PAY

- To consider the recommendations of the Pay and Grading Review Panel held on the 17th March, 2015.
- To submit the report of the Head of Profession Human Resources.

Councillor Alwyn Rowlands outlined the recommendations of the Pay and Grading Review Panel held on the 17th March, 2015 and proposed that the Full Council accept the recommendations. Councillor Rowlands thanked the Human Resource service and all parties involved for their commitment and hard work with the project over the past two years.

The Head of Profession - Human Resources outlined the report and current position following further negotiation with the Trade Unions following the Pay and Grading Review Panel. The Interim Section 151 Officer outlined the financial position and confirmed that the recommendation presented to the Pay and Grading Review Panel was affordable.

Following consideration of the recommendations of the Pay and Grading Review Panel and the additional information presented by the Head of Profession Human Resource and the Interim Section 151 Officer, it was proposed to support the recommendations of the Pay and Grading Review Panel:

In favour:

Councillors Dylan Rees, R Meirion Jones, Alwyn Rowlands, Richard A Dew, Kenneth P Hughes, John Griffith, Gwilym O Jones, Peter Rogers, Derlwyn R Hughes, William T Hughes, Aled Morris Jones, Raymond Jones, Jim Evans, Vaughan Hughes.

Against:

No members voted against.

The following declared a prejudicial interest:

Councillors Robert G Parry OBE, Lewis Davies, Llinos M Huws, Jeffrey M Evans, Dafydd R Thomas, Richard O Jones, H Eifon Jones, Ieuan Williams, T V Hughes, J Arwel Roberts.

It was RESOLVED to accept the recommendations of the Pay and Grading Review Panel held on the 17th March, 2015.

The meeting concluded at 3.30 pm

**COUNCILLOR VAUGHAN HUGHES
CHAIR**

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ISLE OF ANGLESEY COUNTY COUNCIL	
Report to:	County Council
Date:	14.5.14
Subject:	Annual Delivery Document 15/16
Portfolio Holder(s):	Alwyn Rowlands
Head of Service:	
Report Author: Tel: E-mail:	Gethin Morgan 752111 GethinMorgan@anglesey.gov.uk
Local Members:	

A –Recommendation/s and reason/s
<p>The County Council is asked to accept and adopt the Annual Delivery Document for 15/16.</p> <p>For the purposes of clarity the Annual Delivery Document is otherwise known as the Improvement Plan (outlined in the Constitution).</p>

B – What other options did you consider and why did you reject them and/or opt for this option?
<p>No other options were considered as it is part of the Policy Framework which identifies the need for such a document to be adopted by Full Council.</p>

C – Why is this a decision for the Executive?
<p>This is a decision for the Executive as it outlines the main areas for improvement and delivering the council’s corporate priorities during 2015-16 which discharges our duty for continuous improvement under the Local Government Measure – Wales and the ‘Wales Programme for Improvement’.(2009, 2011)</p>

CH – Is this decision consistent with policy approved by the full Council?
Yes

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

DD – Who did you consult?		What did they say?
1	Chief Executive / Strategic Leadership Team (SLT) (mandatory)	Agreed with operational direction for 15/16
2	Finance / Section 151 (mandatory)	No comment
3	Legal / Monitoring Officer (mandatory)	No comment
4	Human Resources (HR)	
5	Property	
6	Information Communication Technology (ICT)	
7	Scrutiny	Presented to Corporate Scrutiny Committee meeting on the 16 th April, 2015. Comments and revisions by Committee included in the amended final version attached.
8	Local Members	
9	Any external bodies / other/s	WAO – correspondence inform us that final version meets the requirements of the 2009 Welsh Local Government Measure

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

F - Appendices:

Annual Delivery Document 2015/16

FF - Background papers (please contact the author of the Report for any further information):

Corporate Plan 2013-17 as adopted by full Council in December 2013



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

**Isle of Anglesey County Council
Annual Delivery Document**

**(Improvement Plan)
2015/16**

Isle of Anglesey County Council
Llangefni
Anglesey
LL77 7TW
Tel: (01248) 752111

INTRODUCTION

This annual delivery document focuses on the work we're doing to realise the ambitious targets set by the Isle of Anglesey County Council's Corporate Plan 2013-17.

Our Corporate Plan is underpinned by some of the most far-reaching engagement and consultation we've undertaken.

Residents were asked which of our services were most important to them, and which they felt weren't as important.

The overwhelming and consistent priorities emerging across all demographics on the Island were:

- Supporting the most vulnerable
- Developing the Economy
- Raising the standards of and modernising our schools

These priorities form the foundation and focus areas in our Corporate Plan which sets out our strategic aims up to 2017.

Public feedback also led to the County Council adopting its main aim, namely that - by 2017 – it becomes: **"... a professional and well-run council, innovative and outward looking in our approach, committed to developing our people and partnerships in order to deliver efficient and effective services of good quality, that are highly valued by our citizens"**

In order to achieve this aim, the Council will need to change the way many of its services are delivered.

Seven key priorities will shape this transformation over the coming years, namely:

- Transforming Older Adult Social Care
- Regenerating Our Communities and Developing the Economy
- Improving Education, Skills and Modernising our Schools
- Increasing Our Housing Options & Reducing Poverty
- Transforming our Leisure & Library Provision
- Becoming Customer, Citizen & Community Focused
- Transforming our Information and Communication Technologies (ICT)

This is the second year where we have produced an Annual Delivery Document. The document (also known as the Improvement Plan 2015/16) shows how we'll deliver on our key priorities over the next 12 months and highlights our drive to ensure continuous service improvement as expected by the Welsh Government. We will carefully monitor the delivery of these targets and outcomes through established performance management processes and procedures.

Listening to what you, as Anglesey residents, our service users and local businesses think – and acting on it – will also form an essential part of the transformation process.

Transforming Older Adult Social Care

People are living longer and we expect an increase in the number those over 85 on the Island during the next 10 years. Anglesey has one of the highest older people's populations in Wales. This means that there will also be an increase in the number of people with complex long-term health conditions, such as dementia.

The Council has recognised the need to change the way it delivers adult social care. This will ensure the necessary level of support needed to meet growing demand (both in terms of finance and workforce) and sustainability of services for future generations. In order to begin this transformation process, we will be undertaking the following during 2015/16.

How will we do this in 2015/16?

We will develop and establish, in collaboration with partners, two extra care housing schemes in the North and centre of the Island, with planning for a further extra care housing scheme in the South of the Island by:

- Implementing a phased approach in Llangefni by securing build partners, approving final designs and starting work on site; as well as completing preparatory work in the North of the island.
- Progressing the agenda in the South of the Island with a decision taken on final proposals regarding land sites , approval of a business case, identifying build partners, approval of final designs and start of building work

Improve the range and availability of community based services for older people which will reduce the reliance on and need for residential care homes by:

- Implementing the "A Place to Call Home" Action Plan, which will re-focus on the individual and provide Older people with independent advocacy, ensure better quality of care or support as a result of safeguarding issues when moving directly from hospital to a care home or from another care home. This is inclusive of staff training in dementia awareness and access to Mon Enhanced Care
- Developing, agreeing and beginning to implement the 'Community Hub' model , in which the broad range of support and services that are provided by local (and often informal) communities are enhanced and "joined up" so that improved support and care is provided by and through the community that is local to the older person in need.
- Further embed the Single Point of Access model which will support more effective access to information, advice and assistance and integrate individuals with other local resources.

Re-develop our re-ablement service to support and help people to get better, and regain independence using support plans which are outcome based by:

- Strengthening the market and implementing a programme to externalise homecare further whilst developing a specialist model of internal provision
- Establishing an agreed model of Local Authority homecare provision which will provide re-ablement and specialist dementia support

In partnership with the Health Board, develop joint service delivery and management in particular in relation to dementia, older people services in general and support for carers by

- Introducing a North Wales specification for the provision of enriched residential care for dementia sufferers
- Embed multi-disciplinary working within our co-located teams in Llanfairpwll, Amlwch and Holyhead to ensure we respond to service users' needs in the community in a timely and efficient way.
- Develop a greater integration of Learning Disability services including consideration of joint commissioning and joint budgets

Summary Statement:

In realizing the above, we will, by the end of financial year 2015/16, have completed all the necessary planning and started building in Llangefni. We will also have completed the preparatory work in Amlwch and identified a third site in the South of the island.

We will have continued our focus on reducing the need for residential care through our joint community based plans and policies such as "A Place to Call home". This will complement our work to develop specialised domiciliary, home care and re-ablement priorities in the field of dementia.

We will have made further progress in the integration of Health and Social Care practices in the field of Learning Disability.

Regenerating Our Communities and Developing the Economy

Improving the local economy, creating jobs and improving prosperity for residents remains a key priority for the County Council. The economy is a significant issue, with our communities recognising new job creation as crucial means of improving the island's quality of life and reducing inequalities. Whilst inward investment by the private sector is a critical economic driver, the Council also has a role in creating an environment for growth where local businesses can develop and new businesses can be established and flourish.

Greater local, regional and national collaboration will be vital to the progress of our economic development priorities, in particular in relation to improving the vibrancy of our rural and urban communities and supporting the needs of the island's tourism sector.

The County Council's Energy Island Programme also provides a once in a generation opportunity to create hundreds of new jobs as a result of the planned investment and growth potential of the low carbon energy sector. We will look to develop schemes which provide more employment opportunities for young people, improve infrastructure and support the local and regional supply chain.

How will we do this in 2015/16?

Work with the Welsh Government and other partners to strengthen the island's economy by improving infrastructure, skills availability and supporting local companies. We'll do this by:

- Developing 10 projects to capitalise upon local and regional regeneration opportunities
- Creating 5 new jobs, safeguarding 10 jobs & supporting 10 businesses in Holyhead (new or existing) through the Holyhead Investment Fund
- Collaborating with the public, private and third sectors to improve opportunities for jobs, growth and increased prosperity
- Maximising European and domestic funding opportunities by submitting external funding applications (including 2014-2020 EU Structural Funds and the Rural Development Plan).
- Providing support, guidance and advice to 50 island businesses

Supporting the visitor economy, through our destination management plan, by working with partners to promote Anglesey's image and distinctive strengths. We'll do this by:

- Increasing tourism visits by 2% (approx. 30,000) through a targeted marketing and advertising campaign

- Establishing 6 new tourist information points in key settlements on the Island
- Hosting the Aviva Tour of Britain Grant Depart on the 6th of September
- Developing the island's Cruise economy by welcoming Cruise ships to the Port of Holyhead
- Working with partners to develop and promote Anglesey's image and distinctive strengths
- Supporting and assisting five local tourism events
- Effectively managing the Council's Maritime function activities

Work with partners to overcome infrastructure constraints (for example broadband width and mobile technologies) to enable development, investment and job creation by:

- Assisting Superfast Cymru as and when required with the marketing and promotion of the Broadband Scheme on Anglesey
- Constructing 3 new business units in Llangefni
- Clearing 0.54 hectares of land in Llangefni for redevelopment
- Collaborating with Scottish Power Energy Network to improve Anglesey's electrical infrastructure
- Working with Welsh Water to identify potential improvements to water and sewerage infrastructure on Anglesey
- Collaborating with private sector developers to ensure the island's residents can capitalise upon local and regional opportunities for jobs, growth and prosperity
- Managing a supply chain programme on behalf of the North Wales Economic Ambition Board to ensure the region can capitalise upon opportunities arising from the low carbon energy sector

Effectively carry out our planning responsibilities in relation to all major projects on Anglesey, ensuring that any potential negative impacts are reduced and positive community benefits maximised by:

- Securing adequate and timely funding through Planning Performance Agreements to enable developer contributions to assist statutory planning consenting processes undertaken by the Council
- Maximising the socio-economic benefits of major developments through the statutory planning process
- Co-ordinating and progressing the Energy Island Programme to help secure major energy developments and de-risk the projects

- Identifying, defining and developing Isle of Anglesey County Council's major energy projects vision and legacy aspirations
- Maintaining collaboration with the Department for Energy and Climate Change and Welsh Government

Drive community regeneration and develop holistic town and community plans for the island's main settlements, prioritising Holyhead, Llangefni and Amlwch by:

- Maximising local benefits from proposed major projects through non statutory processes and mechanisms (including voluntary community benefit contributions)
- Ensuring that Holyhead fully benefits from all major Economic regeneration opportunities (in line with Welsh Government priorities) by managing and co-ordinating the Vibrant & Viable Places (VVP) Programme
- Levering in £150,000 of private sector investment into Holyhead
- Successfully supporting the Llangefni Town Centre / Regeneration initiative to improve the socio-economic vitality and vibrancy of the town; examples of initiatives include:
 - Developing a Green Transport Plan for Llangefni (including walking and cycling);
 - Progressing the Llangefni Link Road project – decision on planning application anticipated Spring/Summer 2015

Summary Statement:

In realizing the above, we hope to have achieved robust Business Cases for varied initiatives across a range of strategic priority areas, by the end of the 2015/16 financial year.

We will have created jobs or safeguarded a number of existing ones through supporting businesses. We will have continued to focus on tourism by increasing visitor numbers by 2% and establishing 6 new tourist information points

We will have made progress on the Energy Island and Enterprise Zone programmes to secure additional employment and a lasting legacy for Anglesey. In addition, we will have focussed our efforts on the exciting Vibrant & Viable Places initiative.

Improving Education, Skills and Modernising our Schools

The Council wants every child, young person and learner, irrespective of their background or circumstance to achieve their full potential and play an active role as responsible citizens and community champions. In order to realise this, and contribute to the Welsh Government's ambitious vision for education nationally, we want to raise education standards on Anglesey.

The Council is to challenge current thinking, encourage innovation and develop a school infrastructure that will drive up standards of teaching and attainment. We must also reduce surplus places, improve educational outcomes for children and young people and be responsive to our socio-economic and community improvement programme.

How will we do this in 2015/16?

Continue to raise the standards in educational attainment rates and attendance by:

- Making appropriate use of available data to agree challenging targets for all primary and secondary schools in relation to achievement at Foundation Stage, expected level and expected level+1 at FP, KS2, 3 and KS4;
- Using core data sets and national categorisation model to challenge individual school performance;
- Implementing the revised Partnership Agreement to target schools requiring focused support and monitoring as well as schools requiring substantial support. Continuing to develop the role of Elected Members in reviewing progress;
- Utilising a robust escalation process to challenge schools not making sufficient progress, and using excellent practitioners (both local and regional) to secure improvement through the self-improving (school to school) initiative, and focused Challenge Advisor support and challenge for school staff and Governors;
- Embedding Local Authority expectations that schools implement targeted interventions to support all pupils to fulfil their potential, and ensure robust arrangements for standardising and moderating assessments at Foundation Phase, KS2 and KS3.

Develop and agree a school modernisation strategy to guide long term decisions which will include the provision of 2 new area primary schools by:

- Beginning construction of a new school in the Llannau area and one in Holyhead - pending appropriate permissions and approvals
- Agreeing approvals and permissions for the Rhosyr (Brynsiencyn / Parc y Bont / Dwyran / Newborough / Llangaffo / Bodorgan) area modernisation programme by April 2016.

- Beginning the consultation process for the Seiriol area (Beaumaris and Llangoed schools, including Llanfaes and Llanddona villages).

Adopt and deliver a regional skills strategy which enables Anglesey and North Wales to up-skill its workforce and align itself with future opportunities by:

- Developing further collaboration between Anglesey schools and the Energy Island Programme to ensure the best possible environment for high standard teaching and learning for STEM (Science, Technology, Engineering and Maths), and other related skills for employment in the context of future Energy Island and the Regional Skills Ambition Board developments.
- Further developing the Gwynedd and Môn Post-16 Learning Consortium.
- Developing the use of effective post 16 tracking and performance data to identify best practice and improve performance at A and AS level.
- Developing more effective use of e-learning at A and AS level, within the Learning Partnership.
- Continuing to collaborate with Cwmni Prentis Menai to ensure that Anglesey's young people have opportunities to access excellent work-related training and apprenticeships.
- Undertaking a review of the Youth Service to deliver the demands of the Youth Engagement and Progression framework, and ensure a sustainable and efficient youth service for Anglesey.

Summary Statement:

In realizing the above, we will have achieved a trend of improvement in the educational attainment rates at KS1, 2, 3 and 4 by the end of the 2015/16 financial year. In addition, we will have made significant progress to ensure that new schools are opened in the Llannau area by September 2016 and on the Cybi site, in Holyhead, by last quarter 2016. We will also have approved Business Cases and identified sites for the Rhosyr and Seiriol area schools.

We will have continued in our role of identifying, challenging and supporting schools that are under performing, as well as ensuring that more able and talented pupils are challenged to fulfil their potential.

We will have developed further collaboration between Anglesey schools and the Energy Island Programme to promote related skills for employment in the energy sector; and with Cwmni Prentis Menai to ensure that Anglesey's young people have opportunities to access excellent work-related training and apprenticeships.

Increasing our Housing Options & Reducing Poverty

Ensuring that everyone is able to live in a safe and appropriate home is hugely important. This will help people in their efforts to find jobs, access leisure amenities, education and gain the associated social and economic benefits that they both desire and deserve.

We will continue our efforts to develop the housing market for local people with a particular emphasis being placed on working with partners to design, develop and establish more affordable housing options for our citizens.

With major global energy companies working towards a significant investment in Anglesey, we will continue to work with landlords in the social and private sector to maximise the number and quality of homes for contractors.

How will we do this in 2015/16?

Work with partners to modernise and co-ordinate the benefits advice service, which will improve independence, support our anti-poverty strategy and mitigate the effects of welfare reform by:

- Establishing stronger links between anti-poverty funded programmes e.g. Môn Communities First, Families First, and Flying Start through a Common Outcomes Framework pilot; and maximise community benefits opportunities between Môn Communities First, LIF and Viable and Vibrant Places programme [VVP]
- Providing advice and support services to help households protect and maximise their income
- Awarding discretionary housing payments to households impacted by Welfare Reform
- Leading and supporting the implementation of the Corporate Welfare Reform Action Plan to reduce the likelihood of residents experiencing poverty and homelessness
- Supporting the implementation of Universal Credit, through offering support to new claimants
- Finding ways to overcome landlord concerns about Welfare Reform issues especially payment of Housing Benefit.
- Placing a greater emphasis on preventing homelessness.

Increase the affordable housing options island wide and bring empty homes back into use by:

- Completing 24 one and two bed housing units funded through Small Homes grant
- Completing 34 Housing Units through Social Housing Grant Scheme and Housing Finance Grant

- Acquiring an additional 10 Council housing units
- Bringing 60 long term empty properties back into use

Explore options to support young people to enter the housing market by:

- Assisting 8 households through Anglesey Home Buy scheme

Work with partners to support apprenticeship opportunities for young people by:

- Creating 10 job opportunities / apprenticeships through the construction of affordable housing schemes
- Creating job opportunities / apprenticeships through our Council housing capital plan, investing over £9.8 million during 2015-2016 on planned maintenance, fire risk management, central heating works, environmental works and remodelling of existing properties

Support those at risk of becoming homeless and homeless individuals to find permanent homes by:

- Sourcing 10 additional properties from Private landlords per quarter through use of Anglesey Landlord Incentive Package and establishing a comprehensive database of landlords operating on the island
- Increasing the numbers of landlords on Anglesey Housing Services' database by a minimum of 20 per quarter
- Granting Planning Permission for 20 new affordable homes

Summary Statement:

In realizing the above, we will have increased affordable housing options island wide by the end of the 2015/16 financial year. We'll achieve this by bringing 60 empty homes back into use; completing 24 one and two bed housing units funded through Small Homes grant and VVP and completing 34 Housing Units through Social Housing Grant Scheme and Housing Finance Grants. We will increase our Council Housing stock by 10 units and will have identified suitable sites for developing new Council Housing units on the Island.

We will have created 10 job opportunities / apprenticeships through the construction of affordable housing schemes. We will have also taken the lead in supporting the implementation of the Corporate Welfare Reform Action Plan with the aim of reducing the likelihood of the Island's citizens experiencing poverty and homelessness. We will have also sourced 10 additional properties from Private landlords per quarter through use of Anglesey Landlord Incentive Package.

Transforming our Leisure & Library Provision

Our leisure facilities and activities continue to be popular and valued. They support and maintain the health and well-being of service users. We are committed to adopting a more commercial approach to leisure provision, together with carrying out a number of improvements to modernise the quality and accessibility of existing facilities and activities.

Our focus will concentrate on increasing participation in leisure activities to improve income generation and reduce our reliance on core Council funding; investing in improved facilities to offer more varied activities and meet customer expectations; introducing modern leisure payment and booking systems and enhancing customer care to reflect the changing needs of users.

We want to keep our place and presence at the heart of communities with our library provision. This will mean more partnership working and shared premises, to give local people improved, simplified and seamless access to the information and services they need.

How will we do this in 2015/16?

Develop and implement a medium term leisure strategy to guide decision making which will reduce the need for council investment over the life of this plan by:

- Implementing key projects outlined in the 2014 - 2017 [Leisure Plan](#)
- Increasing participation numbers at our Leisure Centres
- Investing in more flexible, fit for the future facilities in response to changing customer needs
- Transferring the outdoor facilities in Holyhead to alternative management organisations
- Developing and implementing a Leisure Customer Care Improvement Programme
- Delivering a mix of outreach activities to increase attendances and improve participation

Interlink our indoor sports hall type facilities with our secondary school provision and explore with external community providers to run the facilities in the evening, weekends and school holidays by:

- Adopting a more commercial approach to the management of facilities and provision of activities at Amlwch, Holyhead, Llangefni and Menai Bridge Leisure Centres

Encourage to develop and support the provision of sport and leisure activities within communities, by communities by:

- Successfully transfer the management of Llangefni Golf Course and Driving Range to alternative management organisation (until April 2017)

Explore options and implement a revised Library provision model by:

- Gaining approval for the initial Library transformation models, undertaking public consultation and agreeing the preferred model for delivery from April 2016.

Explore options surrounding the delivery of the cultural experience offered at heritage sites and implement the agreed preferred option by:

- Gaining approval for the initial Heritage transformation models, undertaking public consultation and agreeing the preferred model for delivery from April 2016.

Summary Statement:

In realizing the above, we will have enhanced facilities with improved participation, customer experience, and increased income at all our leisure centres by the end of the 2015/16 financial year.

We will have transferred the outdoor facilities in Holyhead to alternative management organisations as well as developing and implementing a Leisure Customer Care Improvement Programme and delivering a mix of outreach activities to increase attendances and improve participation.

We will have agreed new models for delivery of the Library and Cultural services, established a new management structure for Llangefni Golf Driving Range.

Becoming Customer, Citizen & Community Focused

We still have some way to go on standardising and simplifying processes and through our work with other Councils we envisage securing further efficiencies in our supporting functions and better resilience for specialist services and scarce skills.

An essential part of transforming our Council will be listening to what our citizens, service users and businesses think – and acting on it. Over the past two years we have demonstrated a real commitment in improved service provision which will only get better. We will maximise our bilingual communication techniques through the use of social media such as Facebook and Twitter as well as traditional face to face focus groups, citizen panels and public roadshows.

How will we do this in 2015/16?

Develop, agree and sign up to a robust and valid customer charter which in particular sets out our expectation of staff in dealing with customers by

- Delivering project to contribute to the corporate aim of establishing an excellent customer, citizen and community focus. Building on the adoption of the customer service charter for the Council. We will be ensuring that all services will be meeting the service charter standards and that monitoring arrangements will be in place to ensure continuity of good practise. The standards will be -
 - Welcome you when you enter the Council
 - Aim see those of you with appointments within 10 minutes
 - Aiming to provide the best possible service within available resources
 - Solving problems with a 'can do' of attitude
 - Answer telephone calls within 5 rings when our facilities are open
 - Respond to the call bilingually and then in your preferred language
 - Aim to answer your letters, faxes or e-mails within 15 working days
 - Encourage communication via email
- Developing a tool to attract and retain a flexible workforce to meet our expectation and values for our organisation going forward. Recruiting the right people and modifying the attitudes of existing staff through value alignment questions for new and existing staff
- Developing and strengthening our engagement with and involvement of Anglesey citizens in the Council's decision making and accountability processes by Supporting the 4 year "Gwrandewch/Listen" Community Voices Project partnership so as to increase engagement

of individuals and communities of interest in the design and delivery of public services on Anglesey

Explore the quality of the buildings in which customers receive their service, aiming to achieve a consistent standard across the Council that presents the right image for the services available by:

- The smarter working programme consolidating our main and some outlying receptions to provide a one stop shop approach to serve customer needs at the point of contact.

Ensure the promotion of the Welsh language and Welsh culture through the implementation of a developed Welsh Language strategy by:

- Identifying the main priorities for the Welsh Language Strategy through regular meetings of the Welsh Language Forum

Summary Statement:

In realizing the above, we will, by the end of the 2015/16 financial year have delivered a project to contribute to the corporate aim of establishing an excellent customer, citizen and community focus; and taken steps to ensure we have a recruitment policy and process that recruits the right people for the right jobs.

We will have further developed and strengthened our engagement with and involvement of Anglesey citizens in the Council's decision making and accountability processes by supporting the 4 year "Gwrandewch/Listen" Community Voices Project partnership.

Transforming our Information and Communication Technologies (ICT)

In transforming our services, the Council's resources will be used more efficiently and effectively to achieve targets identified and plan accordingly. The Council will become a 24/7 organisation by using channels such as websites and social media, methods already being used by our customers to access many of their other personal or business needs such as banking or shopping. This way, our customers can access what they need to, when they need to, wherever they are and in the language they prefer.

All interaction, internal and external, will be enabled electronically. Face to face and other routes will exist, for those who need it. By changing the systems it will free staff up to get on and 'do their job' within clear boundaries and using processes which are robust yet agile. Our systems will support our priorities and rigorous rationalisation will ensure that those that do not are no longer used.

How will we do this in 2015/16?

Enable staff to access the computer systems they need securely from any location by

- Implementation of the Smarter Working Programme that will include the development of robust and sustainable solutions to enable remote access which will mean that staff will be able to work more flexibly to meet the needs and demands of our customers.

Enable customers and citizens to communicate with the Council electronically over the web at a time and place convenient to them by

- Developing and enhancing the single financial assessment service.
- Establishing e-forms system for Social Care & Corporate use.
- Establishing e-form systems for Revenue & Benefits and review for Corporate use.
- Developing further the use of e-forms for members to register interests, e forms for electoral registration and administration of elections.

We expect that this will empower our customers to access our services when they need them most in the way that they want to receive it.

Ensure services use technology more widely to provide more efficient and effective service delivery by

- Driving the following initiatives forward : –
 - Financial Management system

- Dynamic Web enabled Human Resource system
- Performance & Project Management system
- Records Management system
- Systems that facilitate Remote Access
- Recruitment and retention tool (RRT)

Seek out and embrace emerging ICT technologies to meet current and future needs of the Council and the Island's citizens by

- Reviewing, re-drafting and adopting a comprehensive ICT Strategy document that will outline the authority's approach to and use of technology to ensure service delivery and secure business improvements
- Developing and delivering a robust backup solution to support the business critical IT systems which will under-pin the Authority's transformation

Summary Statement:

In realizing the above, we will manage more joined up and more accessible services for customers dealing with the Council. This will be inclusive of improving or acquiring in-house systems that will make the council and its staff more efficient and effective in dealing with the public's needs

Prioritisation of other Improvements

This year, for the first time in the history of the current Council, a self-assessment was undertaken that recognized the improvements we have made over the last two years.

Further improvements needed were also highlighted if we want to meet the demands of our six key themes and establish ourselves and compete as one of Wales' best councils in local government in Wales.

It also highlighted that the roles and responsibilities of members of staff are now more clearly distinguished. It recognized that cooperation for the purpose of improvement is growing with the development of relationships and professional conduct throughout the corporation. The Council has responded positively to the current economic climate and recognises the further challenges it faces. The internal culture is showing promising development with the establishment of groups such as the managers' conferences, the 6 key themes and staff forums where good practice is discussed. This is also reflected in the way we have established the annual staff awards.

There is now a transformational direction and vision in the areas of older adults on the island and a modernization strategy for further education. We will develop smarter working for the benefit of the citizen and recognize a need to improve our financial management practices while embedding risk management.

Taking into account what has already been expressed, our intention as a public body this year is to realize further improvements as listed under the three key areas below -

(A) Leadership -

We will provide effective and strong leadership and establish the necessary institutional and professional conduct to ensure improvement. To achieve this, we will:

- Develop the role of our Senior Leadership Team to drive the strategic direction of the Council forward by ensuring that Corporate Plan priorities are addressed in a timely fashion.
- Maintain and increase the transformation programme to modernize contact and service delivery methods within the Council, by adopting an IT strategy with enabling functions.
- Guide the development of our workforce to ensure that we have the right skills to deliver the highest quality services and identify staff with the potential to develop as managers and leaders of the future.
- Strengthen partnership relations with Town and Community Councils and lead on collaborative partnership initiatives that will develop the potential benefits to citizens and staff for the future.

(B) Governance -

We will provide an integrated performance management framework, linking the Corporate Plan to the Medium Term Financial Strategy down to the annual budget setting process and reviews of development individual performance. To achieve this, we will:

- Refine internal financial control arrangements and configure finance and expenditure against specific corporate priorities.
- Implement the corporate procurement project and develop corporate business continuity arrangements at corporate and service levels.
- Respond positively to each set of recommendations whether they come from our internal or external auditors.
- Further embed risk management processes and develop partnership policy with clear guidance on criteria for establishing partnerships with clear governance models

(C) Performance -

We will be a Council that emphasizes results and outcomes for our citizens and strive to improve performance in important areas of our work. To achieve this, we will:

- Build on the success of the Corporate Transformation Programme Boards and the processes that underpin them.
- Continue to refine our service and corporate scorecards and achieve consistency in the quality of our service delivery planning.
- Procure and implement an electronic corporate performance management system, and ensuring the analytical skills needed to empower staff through training on performance management.

By achieving the above we will take a major step towards our goal by 2017 of becoming:

“... a professional and well-run council, innovative and outward looking in our approach, committed to developing our people and partnerships in order to deliver efficient and effective services of good quality, that are highly valued by our citizens”

Further Information

To find out more about anything in this document or to make any comments please contact:

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This document is available on tape, in braille and on the Council's website:

<http://www.anglesey.gov.uk/corporateplan>

Further information may also be obtained as follows:

Policies, plans and strategies published by the Council can be accessed at: www.anglesey.gov.uk

The Annual Improvement Report (AIR) is available on the Council's website by clicking on this link:

www.anglesey.gov.uk/airwao

Audit and Inspection Reports produced by the Council's Regulators are available from their respective websites, as follows:

•Wales Audit Office:

www.wao.gov.uk

•Care and Social Services Inspectorate Wales:

www.cssiw.org.uk

•Estyn:

www.estyn.gov.uk

If you do not have access to the internet, or would like to obtain a document that is not listed above, please contact the Council via the contact details outlined at the top of this page.

ISLE OF ANGLESEY COUNTY COUNCIL	
Report to:	Executive and Council
Date:	Executive 16th March 2015 Council 14th May 2015
Subject:	New Contract Procedure Rules
Portfolio Holder(s):	Alwyn Rowlands
Head of Service:	Lynn Ball – Head of Function (Council Business) / Monitoring Officer
Report Author: Tel: E-mail:	Awena Walkden – Solicitor (Corporate governance) Ext: 2563 apxce@anglesey.gov.uk
Local Members:	N/A

A –Recommendation/s and reason/s
<p><u>RECOMMENDATION/S</u></p> <p>The Executive recommends to full Council that Council approve the new Contract Procedure Rules (as contained in Appendix 1 to this Report) and delegate authority to the Monitoring Officer to incorporate the new Contract Procedure Rules (“CPRs”) into the Constitution.</p> <p><u>REASONS</u></p> <p>The Council’s CPRs set out the framework under which all procurement activity is undertaken. In the event that statutory or other legal requirements even exceed the authority contained in the CPRs, then those requirements will take precedence over the CPRs.</p> <p>The current CPRs require updating because:-</p> <ul style="list-style-type: none"> (i) The current version is administratively burdensome and creates unnecessary “red tape”, making it inefficient; (ii) It is no longer in line with best practice and may cause complications in multi-authority contracts, and also for contractors who deal with multiple authorities; (iii) The North Wales Procurement Group made up of contract specialists in the region, have met on many occasions over the last few years to discuss the need for change in the CPRs used by most authorities. Appendix 1 has been designed to pick up on the key points from those discussions; (iv) The current contract values have been increased to authorise Officers to procure

smaller contracts more quickly and without having to jump through as many hoops. There will, however, be a requirement for Officers to keep a proportionate audit trail of the process followed and the reasons for their decision. These will be subject to internal audit and review;

- (v) To take into account the legislative requirements for e-tendering;
- (vi) To update the “exceptions” rules so that prior authorisation comes from Officers and not from the Executive. This is to speed up the process and bring the rules in line with the approach elsewhere.

In summary, the following have been taken into account in creating the new CPRs:-

1. Current best practice;
2. Emerging law on procurement;
3. Recommendations from the Council’s procuring officers.

A summary is attached in Appendix 2 which sets out the main changes proposed.

FINANCIAL IMPLICATIONS

There are no financial implications in updating the CPRs. However, the financial thresholds under the CPRs will change.

B – What other options did you consider and why did you reject them and/or opt for this option?

Maintaining the status quo would not be an option as changes are required for reasons of legal compliance. However, the changes to thresholds and authorisation for exceptions are not legal requirements; they are proposed to make the Council more business like and efficient and to support procuring officers to speed up implementation.

C – Why is this a decision for the Executive?

New CPRs involve constitutional changes which can only be approved by the full Council after consideration by the Executive.

CH – Is this decision consistent with policy approved by the full Council?

Any changes to the CPRs will require full Council approval

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

Yes

DD – Who did you consult?		What did they say?
1	Chief Executive / Strategic Leadership Team (SLT) (mandatory)	Supportive of changes
2	Finance / Section 151 (mandatory)	I have no comment on this report
3	Legal / Monitoring Officer (mandatory)	Joint author of report so comments included
4	Human Resources (HR)	
5	Property	
6	Information Communication Technology (ICT)	
7	Scrutiny	
8	Local Members	
9	Any external bodies / other/s	

E – Risks and any mitigation (if relevant)		
1	Economic	
2	Anti-poverty	
3	Crime and Disorder	
4	Environmental	
5	Equalities	
6	Outcome Agreements	
7	Other	Rigour in letting of minor contracts mitigated by:- <ul style="list-style-type: none"> - Specialist designation - Training - Audit trail - Use of framework contracts - Testing by Internal Audit Review after 12 months with further recommendations and/or further review

F - Appendices:
<ol style="list-style-type: none"> 1. Copy of the proposed new Contract Procedure Rules 2. Summary of key amendments / changes between the new CPR's and the current CPR's

FF - Background papers (please contact the author of the Report for any further information):

N/A

ATODIAD / APPENDIX 1

Constitution: 4.9 Contract Procedure Rules

4.9.1 General

4.9.1.1 These Rules are the Contract Procedure Rules of the Isle of Anglesey County Council ("The Council") written in accordance with the Public Contracts Regulations 2006 (2015) for procurement by contracting authorities

4.9.1.2 These Rules may only be amended by full Council, having considered any advice offered by the Head of Function (Resources)/S151 Officer and/or Head of Function (Council Business) / Monitoring Officer in respect of any proposed amendment

4.9.1.3 These Rules are to be read in conjunction with the Council's Financial Procedure Rules (4.8) and any procurement guidance or procedures issued by the Council, and any good practice guidance applicable to the type of relevant procurement

4.9.1.4 These Rules are to apply to all "relevant contracts" entered into by, or on behalf of, the Council, for the provision of works, supplies, goods, materials or services. These include arrangements for:-

4.9.1.4.1 the supply or disposal of goods or materials

4.9.1.4.2 the hire, rental or lease of goods or equipment

4.9.1.4.3 the execution of works

4.9.1.4.4 the delivery of services including (but not limited to) those related to

(a) the recruitment of staff

(b) land and property transactions

(c) financial and consultancy services

(d) the supply of staff supplied by employment agents, consortiums or other companies

(e) schools maintained by the Council, and their employees, except where amended by the Fair Funding Scheme applicable to schools

4.9.1.5 Relevant contracts do not include:-

4.9.1.5.1 contracts of employment which make an individual a direct employee of the Council

4.9.1.5.2 agreements regarding the acquisition, disposal, transfer of land (to which the Financial Procedure Rules apply)

4.9.1.5.3 the payment of grants to third parties (although consideration may need to be given to the State Aid Rules).

4.9.1.6 'Responsible Officer' (RO) within these Rules includes a Director or Head of Service or other such person who has been given authority under the Council's Delegation Scheme

4.9.1.7 'Approved Procuring Officer (APO)' within these Rules means an officer who is authorised to procure services/works on behalf of the Council. All such officers have a continuing obligation to demonstrate to their relevant Head of Service that they have received sufficient training to enable them to understand the procurement rules, including, where applicable, the Public Contracts Regulations 2006 (2015). Additionally, all RO's shall be jointly responsible with their APO's for ensuring that appropriate training is received, refreshed and updated in accordance with the obligation imposed under this paragraph.

4.9.1.8 These Rules set out the mandatory requirements. Failure to comply with these Rules, the Council's Constitution or UK and EU legal requirements may be brought to the attention of the Monitoring Officer, Internal Audit Manager or other relevant officer as appropriate and may result in disciplinary action being taken

4.9.1.9 In addition, employees should have regard to :-

4.9.1.9.1 any procurement guidance or procedures issued by the Council

4.9.1.9.2 any good practice guidance applicable to the relevant type of procurement

4.9.2 General Principles

4.9.2.1 All procurement procedures **MUST**:-

4.9.2.1.1 realise value for money by achieving optimum combination of price and quality

4.9.2.1.2 be consistent with the highest standards of integrity

4.9.2.1.3 operate in a transparent manner

4.9.2.1.4 ensure fairness in allocating public contracts

4.9.2.1.5 comply with all legal requirements, including the EU treaty principles

4.9.2.1.6 ensure that non-commercial considerations do not influence any contracting decisions

4.9.2.1.7 support all relevant Council priorities and policies

4.9.2.1.8 comply with commercial confidentiality requirements as well as relevant statutory requirements, including, but not limited, to FOIA 2000 and DPA 1998

NB These Rules shall be applied to contracting activities of any partnership for which the Council is the accountable body unless the Council expressly agrees otherwise

4.9.2.2 Joint procedures

4.9.2.2.1 The Council may entrust all or part of the tendering or quotations procedure to another authority or authorities acting jointly, or a similar body, which has procedures analogous to these procedures, designed to ensure compliance with the same objectives, subject to the following:-

(a) if the body to which the procedure is to be entrusted is a public sector body, the arrangements shall require prior notice to the Portfolio Holder for Finance and the Portfolio Holder for the relevant Service and the prior approval of the Head of Function (Finance)/S151 Office or the Head of Function (Council Business) / Monitoring Officer who shall first consider a report detailing the analogous procedures adopted by that body

(b) otherwise, the arrangement shall require the prior approval of the Executive, as well as the Head of Function (Finance)/S151 Officer or the Head of Function (Council Business) / Monitoring Officer who shall first consider a report detailing the analogous procedures adopted by that body

(c) if the body is a local authority or a group of local authorities, the arrangement may allow acceptance of the tender or quotation to be delegated to the body, if agreed at the time the arrangement is made

4.9.2.2.2 otherwise, the acceptance of tender or quotation may not be delegated outside of the Council

4.9.2.2.3 in ALL cases the arrangement must allow the Council and its auditors full access to the audit trail of decisions taken

4.9.2.3 Partnerships

4.9.2.3.1 Financial Procedure Rule 4.8.6.4 deals with partnership arrangements and places responsibility on the Executive for their approval. The terms of such approval may include procedures which may affect the way in which procurement is carried out by or on behalf of the Council or the partnership, where the contracting party is the partnership, the Executive's approval must include approval of the partnership's procurement procedures

4.9.3 Exceptions

4.9.3.1 Except where the Public Contract Regulations 2006 (2015) apply, the Executive has the power to waive or vary the requirements within these Rules

4.9.3.2 Additionally, these Rules may be waived or varied where the circumstances are certified by the Head of Function (Finance)/S151 or Head of Legal/Monitoring Officer as meeting any of the following criteria:-

4.9.3.2.1 for works, services and supplies which are either patented or of such special character that it is not possible to obtain competitive prices

4.9.3.2.2 for supplies purchased or sold in a public market or auction

4.9.3.2.3 for the execution of works or services or the purchase of supplies involving specialist or unique knowledge or skills

4.9.3.2.4 with an organisation that has won a contract for an earlier phase of work via a competitive process and where the works forms part of a serial programme and has previously been identified as such

4.9.3.2.5 for works, services or supplies which are only available from one organisation

4.9.3.2.6 involving such urgency that it is not possible to comply with these Rules.

4.9.3.2.7 for the purchase of an art or museum specimen or to meet the specific requirements of an art or cultural event which cannot be competitive due to the nature of the requirement

4.9.3.2.8 in relation to time, limited grant funding from an external body where the time limitations will not allow a competitive process to be completed **and** where the grant conditions allow this

4.9.3.2.9 for social care services under the National Health Services and Community Care Act 1990 or the Children's Act 1989, provided that where the contract is put out to tender, the tenders are invited or negotiated in accordance with Rule 4.9.4

4.9.4 Tendering and Quotations

4.9.4.1 Before conducting any procurement exercise the RO/APO will estimate the cost of such procurement, including any incidental or ancillary costs. They must satisfy themselves that the authority exists within the Council's approved budget for such expenditure, or will exist before expenditure is committed, and that they have the delegated authority to spend from such budgets

4.9.4.2 Before conducting any procurement exercise, the RO/APO shall make themselves aware of any relevant current contractual obligations and ensure that they are adhered to throughout the process

4.9.4.1.3 When estimating the cost of the procurement, the RO/APO shall include the anticipated value over the full term of the contract, including any extensions and / or renewals. If the full term of the contract is unknown, then the RO/APO may seek further guidance from the Procurement Service

4.9.4.1.4 The Public Contract Regulations contain the aggregation rules that should be applied when estimating the contract value

4.9.4.2 Competition can be carried out in two ways:-

4.9.4.2.1 documents sent out in conventional form either printed or on CD. Returns are in the same form; ideal where the market may not be familiar with on-line applications

4.9.4.2.2 everything available on-line. Often called e-tendering. The Council subscribes to an e-tendering solution. This saves time and cost of printing and is ideal for well developed IT literate markets

4.9.4.2.3 E-tendering **MUST** be used for all contracts over £25k in value

4.9.4.3 The RO/APO shall consult the Procurement Service prior to any tender at Large Contract value or above

4.9.4.4 The RO/APO must consult with the Insurance Officer prior to any procurement process commencing, for advice about insurance values

4.9.4.5 The Public Contract Regulations 2006 (2015) shall apply to all projects where the expected cost will exceed the EU threshold levels at the time the project is begun for the relevant goods works or services procured. The Legal Section shall be consulted in all such cases

4.9.4.6 The full tendering procedure outlined in Rule 4.9.7 shall apply where the expected cost is £30k up to EU threshold (**LARGE CONTRACTS**)

4.9.4.7 The quotations procedure outlined in Rule 4.9.6 shall apply where the expected cost is £10k up to £30k (**SMALL CONTRACTS**)

4.9.4.8 The single quotation procedure outlined in Rule 4.9.5 shall apply where the risk is small and the expected contract value is up to £10k (**MINOR CONTRACTS**)

4.9.5 Minor Contracts Quotations Procedure (up to £10k)

4.9.5.1 The RO/APO shall ascertain whether a corporate purchasing arrangement (such as National Procurement Service Framework) is in use for the particular requirement and, if so, an order shall be made under that arrangement

4.9.5.2 If no arrangement exists the RO/APO shall obtain, where practical, a minimum of one quotation which must be sourced from an approved list of suppliers, where such a list exists, or by a general list of registered suppliers

4.9.5.3 If none exist then the RO/APO shall assess which person or firm is competent for the purposes intended

4.9.5.4 An audit trail must be maintained to ensure that processes have been followed and justification shown for selection of a person or firm invited to quote

4.9.6 Small Contracts Quotation Procedure (£10k up to £30k)

4.9.6.1 The RO/APO shall check whether a corporate purchasing arrangement is in use for the particular requirement and, if so, an order shall be placed under that arrangement.

4.9.6.2 If no such arrangement is in place the RO/APO shall invite a minimum of three quotes for the work/services

4.9.6.3 All those invited to quote shall be given the same access to information concerning the proposed contract

4.9.6.4 All those invited to quote shall be given the same deadline for quotations and quotations will not be evaluated until after that deadline

4.9.6.5 An audit trail shall be maintained showing what quotations were invited, how, and the results of the exercise.

4.9.6.6 For any contract of £25k or more in value a public advertisement shall be placed through the sell2wales website at www.sell2wales.gov.uk. This may be supplemented by advertisement in trade journals etc at the discretion of the Service concerned

4.9.7 Tendering Procedure Large Contracts (£30k up to EU threshold)

4.9.7.1 The RO/APO shall check whether a corporate purchasing arrangement is in place for the particular requirement and, if so, an order shall be placed under the arrangement

4.9.7.2 If no such arrangement is in place and the RO/APO is satisfied that there is no interest to economic operators located in other member states they will place a public advertisement through the sell2wales website at www.sell2wales.gov.uk or any such website as directed under the Public Contract Regulations 2006 (2015) in order to comply with its purchasing obligations. This may be supplemented by advertisement in trade journals at the discretion of the Service concerned

4.9.7.3 In all other cases a public advertisement inviting expressions of interest must be published on sell2wales and also sufficiently accessible to open the award up to competition within the EU market (to the extent that, in all the circumstances of the case the contract might potentially be of interest to contractors in other member states)

4.9.7.4 The advertisement should specify the nature and purpose of the proposed contract and, where relevant, where further particulars can be obtained, invite tenders for its execution and specify the procedure for submission of tenders. At least 10 working days notice must be given

4.9.7.5 No tender shall be considered unless contained in a plain envelope addressed impersonally to the Head of Function (Council Business) / Monitoring Officer and shall be securely sealed and shall bear the word "Tender" followed by the subject to which the tender relates, but shall not bear any distinguishing mark or mark intended to indicate the identity of the sender and prospective tenderers shall be notified accordingly. On arrival, such envelopes shall be retained unopened in the Legal Section until the time appointed for their opening

4.9.7.6 Tenders shall be opened at one time, in the presence of at least two employees, including the Head of Function (Council Business) / Monitoring Officer or nominee and the RO/APO or their nominee. Details of each tender shall be recorded by a sequentially numbered list. Both the tenders and the list shall be signed by the parties present at the opening of such tenders

4.9.7.7 Any tender received after the specified time shall be returned promptly to the tenderer by the Head of Function (Council Business) / Monitoring Officer however if the Head of Function (Council Business) / Monitoring Officer is satisfied that there is evidence of posting in time for delivery by the specified time in the normal course of postal delivery and the other tenders have not been opened then they, at their absolute discretion, may allow the tender

4.9.7.8 Where examination of tenders reveals clerical or arithmetical errors or discrepancies which would affect the tender figure(s) the tenderer is to be given details of such errors or discrepancies in writing by the RO/APO and;

4.9.7.9 In the case of errors of transcription or computations manifest upon the face of the document then the tenderer shall be allowed the opportunity of correcting those errors and;

4.9.7.10 In all other cases afforded the opportunity of confirming or withdrawing the offer in writing to the RO/APO. If that tenderer withdraws, the next tenderer in competitive order (as assessed by the assessment method adopted) is to be examined and dealt with in the same way

4.9.7.11 A change to this procedure may be made where the exercise follows national or recognised good practice guidelines which specify an alternative procedure and all tenderers are notified in advance of the procedure to be followed

4.9.7.12 Any other exception to this procedure may be authorised only by or on behalf of the Head of Function (Finance)/S151 Officer or Head of Function (Council Business)/Monitoring Officer after consideration of a report from the RO/APO

4.9.7.13 For the avoidance of doubt and to ensure consistency, any advertisement which is required to be published under this section 4.9.7 must be approved by the Corporate Procurement Team prior to being submitted to the market /for publication.

4.9.8 Output Specification, Evaluation and Acceptance

4.9.8.1 In any procurement exercise the following information shall be provided to firms wishing to tender or quote:-

4.9.8.1.1 a description of the goods required or specification of work or services required. This shall include the Council's terms and conditions and a Data Processing Agreement if applicable

4.9.8.1.2 whether and, if so, how firms are to be assessed on the basis of their technical capability

4.9.8.1.3 whether and, if so, how firms are to be assessed on their financial and economic standing

4.9.8.1.4 whether the assessment is to be on the basis of price only or most economically advantageous tender / quote. If it is the latter, details of any scoring scheme to be used for the evaluation should also be supplied, including any sub-criteria

4.9.8.1.5 all tenders over the Large Contracts threshold must be evaluated on the basis of most economically advantageous tender

4.9.8.1.6 that the Council is not bound to accept the lowest or any tender / quote

4.9.8.1.7 if variant tenders are accepted, a statement to that effect, and details of how they will be assessed

4.9.8.1.8 a statement that the Freedom of Information Act 2000 applies to the Council and that any information that the tenderer considers to be confidential or would be likely to prejudice their commercial interests should be separately identified, with reasons, in the tender or quotation

4.9.8.2 The acceptance of a quote may be authorised by an employee of the Council provided that :-

4.9.8.2.1 they have the authority to do so under the Scheme of Delegation and authority to commit a Council budget which is adequate for the proposed contract and;

4.9.8.2.2 the tender / quote has been evaluated in accordance with the information provided and either:-

(a) if the contract is to be awarded on price, the quote is the lowest price or

(b) if the tender is to be awarded on most economically advantageous tender or quotation and the scoring scheme has been provided to the firm and the contract is to be awarded in accordance with that scoring scheme

4.9.8.2.3 The RO/APO shall notify all tenderers of the result of the tendering exercise and the date on which the standstill period ends (if applicable)

4.9.8.2.4 The award decision letter to unsuccessful tenderers must include the following:-

(a) the award criteria

(b) the reason for the decision, including the characteristics and relative advantages of the successful tenderer

(c) the scores obtained by the unsuccessful tenderer (a full breakdown of scores against each criteria and sub-criteria supported with a brief narrative)

(d) the successful tenderers name

(e) a precise statement of when the standstill period is to end (if applicable)

4.9.8.2.5 All applicants excluded from being invited to tender shall be notified of the rejection of their application and the reasons for it

4.9.8.3 Variations to the acceptance procedure may be approved in any of the following:-

4.9.8.3.1 services provided directly to users – where the payment is made in respect of services provided directly to members of the public and the Council is required by the relevant social services legislation to take account of the wishes of the service users;

4.9.8.3.2 contracts made as agents – where the tender is being invited as agent for another personal body which has overriding requirements set aside in writing;

4.9.8.3.3 promotion of competition – where the Head of Function (Finance)/S151 Officer or Head of Function (Council Business) / Monitoring Officer approves an alternative method for a specific procurement exercise with the objective of promoting, maintaining or improving competition in market

4.9.9 Terms to be specified in tenders, quotations and contracts

4.9.9.1 The description of goods required or works or services required in any invitation to tender or quote shall include the following:-

4.9.9.1.1 any applicable standards issued by the International Standards Institute or other recognised standard including Health and Safety requirement and CDM Regulations

4.9.9.1.2 where relevant any provisions of the Council's Language Scheme

4.9.9.1.3 for every contract or order, proof of adequate insurance cover shall be required to the satisfaction of the Head of Function (Finance)/S151 Officer including public liability, employer's liability and professional indemnity if required

4.9.9.1.4 a right of access to relevant documentation and records of the contractor for monitoring and audit purposes and requirements of the Data Protection Act 1998

4.9.9.1.5 the works, materials, matters, services or things to be furnished and applied or done (including technical specifications)

4.9.9.1.6 the price to be paid with the statement of discounts or other deductions

4.9.9.1.7 the time or times within which the contract is to be performed

4.9.9.2 in every written contract over the Small Contract threshold the following provisions must be included within the proposed terms of contract:-

4.9.9.2.1 the termination of the contract and the recovery of any sums paid where there has been evidence of bribery or corruption

4.9.9.2.2 entitling the Council to terminate part or all of the contract or to obtain substituted provision of the supplies, services and works to be supplied under the contract in the event of a breach of contract by, or insolvency of, the contractor

4.9.9.2.3 the price and or any mechanism by which the price, any additional price, or discounts, are to be ascertained

4.9.9.2.4 prohibiting the contractor from sub-contracting, assigning or otherwise transferring the contract without the prior written consent of the Council and providing that the contractor shall remain liable to the Council for any part of the contract that may be sub-contracted

4.9.9.2.5 the compliance by the contractor with legislative requirements in respect of

(a) health and safety, including the setting up of appropriate systems and procedures for the supply of services and works procured including the CDM Regulations

(b) the prevention of inequality and promotion of equality

(c) the observance of human rights in the performance of functional activity under the contract (as if the contractor were a public body)

(d) freedom of information and requiring the contractor to co-operate with the Council in dealing with requests, the contractor accepting that information will be liable to disclosure and following the requirements as to local transparency on contracts and tenders

(e) data protection

(f) workforce transfer legislation where appropriate including associated codes of practice

(g) any other legal obligation

4.9.9.2.6 compliance with the Council's sustainability policies

4.9.9.2.7 indemnities for any claim in respect of employers liability or public liability arising from the contract, including if appropriate infringement of intellectual property rights and appropriate insurance requirements of the contractor

4.9.9.2.8 indemnities in respect of claims made against the Council in respect of contractors' activities and the provision of satisfactory insurance against such claims

4.9.9.2.9 in cases where the contractors' activities are of a type that can normally be so insured the provision to the Council of evidence of satisfactory indemnity insurance held by the contractor

4.9.9.2.10 for contracts above the Large Contract threshold involving the carrying out of works or the provision of services the provision of adequate security in respect of completion by the contractor either by means of retention of sums due or an obligation to pay liquidated damages or substituted performance or (where appropriate) the provision of a performance bond or parent company guarantee

4.9.9.2.11 the provision to the Council of adequate intellectual property protection with an indemnity protection where appropriate

4.9.9.2.12 the provision to the Council of adequate warranties from manufacturers of mechanical and engineering supplies or for supplies of other products where the Council's requirements have prescribed or prohibited materials or where a duty of skill and care is appropriate to the manufacture of the product in contracts for the purchase of supplies

4.9.9.2.13 if necessary, provisions to ensure that appropriate vetting and barring is undertaken to ensure safety of vulnerable groups

4.9.9.2.14 the Council's entitlement to undertake monitoring and compliance procedures

4.9.9.2.15 the provision to the Council of adequate confidentiality obligations together with appropriate indemnities

4.9.9.3 Every contract which exceeds £50,000 in value:-

4.9.9.3.1 be made under the Council's seal and be attested by at least one officer of the Council, or

4.9.9.3.2 be signed by at least two officers of the Council and that one of the two officers shall be the Head of Function (Council Business) / Monitoring Officer or their nominee.

4.9.10 Post contract management

4.9.10.1 The contract management arrangements shall be set out in the invitation to tender and subsequent contract. These shall ensure timely reporting of performance, quality, customer satisfaction and management information in relation to service priorities and objectives

4.9.10.2 A contract may not be varied without the consent of the Head of Function (Finance)/S151 Officer or the Head of Function (Council Business)/Monitoring Officer or under his or her specific delegation to other officer/s

4.9.10.3 No contract exceeding EU threshold may be extended by duration or value unless:-

4.9.10.3.1 such extension was included in the original Contract Notice and contract documentation or such extension is in accordance with the provisions detailed in the Public Contract Regulations and alternative options have been considered by way of an options appraisal and the RO/APO is satisfied that the extension demonstrates value for money and is in the best interests of the Council in the light of the contractor's performance

4.9.10.4 Contracts below EU threshold may be extended by duration or value if:-

4.9.10.4.1 such extension would not mean that had it been included in the original contract the overall value would have exceeded the EU threshold and alternative options have been considered by way of options appraisal and the RO/APO is satisfied that the extension demonstrates value for money and is in the best interests of the Council in the light of the contractor's performance and the combined value of this and other contracts of similar characteristics regardless of supplier remain below the EU threshold

4.9.11 Variations

4.9.11.1. Any proposed variation/s at any point which exceed/s 10% of the value of a contract shall first be assessed to ensure that it does not breach legislation or policy. The reason/s for the variation must be explicitly documented. Variations shall not be used to mask poor performance or underlying problems and the effect on original timeframes, deliverables and value for money must form part of the assessment. If the effects are significant, or in excess of 10% of the value of the contract, the relevant RO must be consulted together with any stakeholders and advice must be sought from the Procurement Section.

ATODIAD / APPENDIX
2

SUMMARY OF PROPOSED CHANGES TO THE CONTRACT PROCEDURE RULES

1. We have tried to keep the layout broadly the same, with only some minor amendments to the layout, to bring it in line with the formats used in other Councils. This is to ensure that those who rely on these Rules in their day to day work are able to adapt to this new model with ease. It is also intended to help providers, particularly those in Anglesey and North Wales, compare the arrangements in place for each Council. We think this simplifies the process for them and encourages and supports more local businesses to tender or quote for works and services.
2. The Rules now include a new requirement for Officers to check whether there is already an in-house, or approved, arrangement. This is to encourage the use of frameworks, including any local buying consortium, and to support collaboration frameworks. This is intended to save time and money and may encourage the use of local suppliers who are identified under any relevant framework.
3. The contract values have been changed as follows:-
 - **£1 → £10,000 (Minor Contracts)**

This allows the Responsible Officer to assess the competent suppliers and request a minimum of one written quote. It is suggested that this be increased from the current ceiling of £3,000, to allow for a quicker, smoother and less bureaucratic process. There is, though, a quid pro quo. That is, an explicit requirement (it is already implicit) for a full audit trail to be retained by the Responsible Officer, on file, to justify the decisions made. The general principles of procurement, as provided for in the Rules, are devised to ensure transparency, a fair allocation of work, and value for money for the Council.
 - **£10,000 → £30,000 (Small Contracts)**

In this case the Responsible Officer is still to obtain three written quotations. The suggested value remains at the current ceiling of £30,000.
 - **£30,000 up to EU threshold (Large Contracts)**

Requires that the full tender procedure be used. This has not changed. However, there is also a new legal requirement for the Council to consider any cross-border interest which may apply to the specific contract. If one is likely to exist, then there is a requirement for any advertisement placed to extend to the European market. If it is likely that no interest will apply, then a national advertisement is required.
4. There is a new requirement to use e-tendering for all procurements over the EU threshold. This has changed to reflect recent changes in legislation.
5. There is a current requirement to seek authority to use e-tendering, below the EU threshold. It has now become a discretion of the Responsible Officer.
6. The exceptions in the rules have changed too, in that prior authorisation will come from (it is proposed) Officers and not from the Executive. Anything outside the exceptions, though, will still require Executive approval (i.e. Executive or Portfolio Holder). This is intended to speed up the process of taking and implementing decisions and to remove

the delay involved in taking an Executive decision. The Officers still have the option of an Executive decision if the matter is controversial. An Executive decision will still be mandatory if a budget is required.

7. The output, specification and terms to be specified have changed to include relevant legislative requirements, such as the use of the Data Processing Agreement and the Welsh Language Scheme.
8. There is also an extension to the requirement to include evaluation criteria and sub-criteria as well as contract award rules, which will ensure compliance with EU legislation.
9. There are some amendments to the post contract management requirements such as variation/extension rules which will further ensure EU compliance.

ISLE OF ANGLESEY COUNTY COUNCIL	
Report to:	Executive and Council
Date:	20th April 2015 14th May 2015
Subject:	Audit Committee Terms of Reference
Portfolio Holder(s):	Alwyn Rowlands
Head of Service:	Lynn Ball
Report Author: Tel: E-mail:	Awena Walkden 2563
Local Members:	N/A

A –Recommendation/s and reason/s
<p>The Executive recommends to Council that the Council approve the changes to the Council’s Constitution, being new terms of reference for the Audit Committee as contained in the Appendix to this Report.</p> <p><u>Reasons</u></p> <p>The Deputy Chief Executive requested that changes be made to the Audit Committee’s terms of reference to reflect changes in good practice as anticipated in the Public Sector Internal Audit Standards (2013), Local Government Measure 2011, Audit and Accounts Regulations 2010 and, especially, the CIPFA Guidance 2014.</p> <p>Having reviewed the new CIPFA Guidance, against the current terms of reference of the Audit Committee, the Head of Profession (Internal Audit) is of the opinion that the terms of reference do not clearly set out the purposes of the Committee. So, at a meeting on the 10th December 2014, the Audit Committee decided to recommend to Council a change of name to the Audit and Governance Committee and to make the enhanced role of the Committee more apparent. On the 9th February 2015 the Committee agreed new terms of reference in accordance with the Appendix to this Report.</p>

B – What other options did you consider and why did you reject them and/or opt for this option?
<p>The only other option available would be to maintain the status quo. However, it is recognised corporately, and by the Audit Committee, that the terms of reference need to be amended to comply with current best practice and CIPFA Guidance.</p>

C – Why is this a decision for the Executive?
As this is a constitutional change requiring the Executive’s view prior to the report being presented to full Council.

CH – Is this decision consistent with policy approved by the full Council?
Yes

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

DD – Who did you consult?		What did they say?
1	Chief Executive / Strategic Leadership Team (SLT) (mandatory)	Initiated by the Deputy Chief Executive
2	Finance / Section 151 (mandatory)	
3	Legal / Monitoring Officer (mandatory)	Report author
4	Human Resources (HR)	
5	Property	
6	Information Communication Technology (ICT)	
7	Scrutiny	
8	Local Members	
9	Any external bodies / other/s	Head of Profession (Internal Audit) and all Members of the Council’s Audit Committee

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

F - Appendices:

Suggested new terms of reference

FF - Background papers (please contact the author of the Report for any further information):

Current terms of reference are to be found at <http://www.anglesey.gov.uk/council-and-democracy/councillors-democracy-and-elections/constitution/constitution-part-3-responsibility-for-functions/constitution-34-regulatory-and-other-committees/>

Isle of Anglesey County Council

3.4.8 Audit & Governance Committee – PROPOSED DRAFT Terms of Reference

3.4.8.1 Purpose

3.4.8.1.1 The Audit and Governance Committee is a key component of the Council's governance framework providing independent and high level resource to support good governance and strong public financial management.

3.4.8.1.2 The Committee provides to those charged with governance independent assurance on the adequacy of the governance and risk management frameworks, the internal control environment, and the integrity of the financial reporting. By overseeing internal and external audit and other regulators it makes an important contribution to ensuring that effective assurance arrangements are in place.

3.4.8.1.3 The terms of reference of the Audit and Governance Committee are set out below.

3.4.8.1.4 The Committee shall be advised by the Head of Function (Resources) as the officer with responsibility for financial administration, and by the both the external and internal auditors. They may additionally, within an approved budget, seek independent advice from outside the Council.

3.4.8.1.5 The external/internal auditors of the Council shall have the right to request the Chair of the Audit Committee to consider any matter which the auditors believe should be brought to the attention of the Council.

3.4.8.2 Corporate Governance

3.4.8.2.1 Review the Council's arrangements for corporate governance and agree actions to ensure compliance with best practice.

3.4.8.2.2 Monitor the Council's compliance with its own and other published standards and controls including compliance with statutory requirements including Health and Safety.

3.4.8.2.3 Ensure that the Council has a sound system of internal control which facilitates the effective exercise of functions and which includes arrangements for the management of risk and adequate and effective financial management.

3.4.8.2.4 Monitor the effectiveness of the control environment, including arrangements for ensuring value for money.

3.4.8.2.5 Review the effectiveness of internal control at least once a year and oversee the production and recommend the adoption of the Annual Governance Statement at the time the draft annual accounts are signed and dated by the relevant financial officer at the latest.

3.4.8.2.6 Provide an annual report to the Council on the Committee's performance and effectiveness.

3.4.8.2.7 Keep under review the governance arrangements relating to significant partnerships to which the Council is a party and keep under review the effectiveness of the Council's arrangements for dealing with partnership working.

3.4.8.2.8 The Committee may review the corporate governance, risk management and internal control issues in connection with the discharge of any Council functions. As well as reviewing documentation, in fulfilling the audit role, it may require any member or officer of the Council to attend before it to explain in relation to matters within their remit:

- (i) compliance or otherwise with Council procedures;
 - (ii) compliance or otherwise with established corporate governance standards;
 - (iii) the degree to which risk has been considered and addressed;
- and it is the duty of those persons to attend if so required.

3.4.8.3 Risk Management

3.4.8.3.1 To develop and keep under review the Risk Management Strategy for the Council.

3.4.8.3.2 Review the development, operation and embedding of risk management within the Council including making reports and recommendations to the Council on the adequacy of those arrangements.

3.4.8.3.3 Review the Corporate Risk Register and, where appropriate, request a response from management on actions to manage risks.

3.4.8.3.4 Review the risk profile of the Council and assurances that action is being taken on risk related issues, including those relating to significant partnerships.

3.4.8.3.5 To raise awareness of risk management within the Council and to ensure that training and education needs in respect of risk management are identified and addressed

3.4.8.3.6 To ensure appropriate and effective communication reporting lines are in place in the context of Risk Management

3.4.8.4 Financial Accounts

3.4.8.4.1 Review and scrutinise the Council's statement of accounts prior to its adoption by the full Council ensuring that proper accounting policies have been followed and that all concerns arising from the financial statement or the audit are brought to the attention of the Council through appropriate reports and recommendations.

3.4.8.4.2 Scrutinise the Council's Treasury Management Strategy and the Annual Report on Treasury Activities prior to approval by the Council.

3.4.8.4.3 Receive six monthly reports on Treasury Management in order to monitor developments and trends.

3.4.8.4.4 Review the Council's risk exposure and its ability to manage risk in relation to its Treasury Management activities.

3.4.8.4.5 To give any instructions concerning accounting records and control systems as may be required by the Accounts and Audit Regulations (Wales) 2005.

3.4.8.5 Internal and External Audit

3.4.8.5.1 Approve the Internal Audit Charter and ensure that the Charter provides the required level of organisational independence and authority for internal audit to carry out their work effectively.

3.4.8.5.2 Approve decisions regarding the appointment and removal of the chief audit executive and the remuneration of the chief audit executive.

3.4.8.5.3 Consider the audit planning strategies of the internal and external auditors including the external audit fee.

3.4.8.5.4 Approve the risk based Internal Audit Plan and ensure that adequate internal audit budget and resources are available to complete.

3.4.8.5.5 Consider the annual reports and opinions of the internal and external auditors including consideration of the external auditor's Annual Letter.

3.4.8.5.6 Consider individual internal audit and external regulator reports including from the Wales Audit Office.

3.4.8.5.7 Review progress in delivering the Internal Audit Plan and Internal Audit Strategy through the receipt and consideration of quarterly progress reports from the chief audit executive.

3.4.8.5.8 Consider management's response to issues raised by the internal auditor and external regulators and where appropriate request a response from management.

3.4.8.5.9 Review the performance of the internal and external auditors on an annual basis.

3.4.8.5.10 The external and internal auditors of the Council shall have the right to request the Chair of the Audit and Governance Committee to consider any matter which the auditors believe should be brought to the attention of the Council.

3.4.8.5.11 To consider the Audit Manager's Annual Report and opinion, and a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the Council's corporate governance arrangements.

3.4.8.6 Countering Fraud and Corruption

3.4.8.6.1 Review Council policies and procedural arrangements for officers and members to raise concerns in confidence about possible wrongdoing in financial reporting and other matters, including appropriate follow up action.

3.4.8.6.2 Review the Council's policy and procedures for preventing, detecting, investigating and prosecuting fraud and corruption.

3.4.8.6.3 Review the Council's systems and controls for the prevention of bribery and receive reports on non-compliance.

3.4.8.6.4 Receive an annual report on all suspected irregularities including any instances of fraud and corruption, from the Corporate Fraud Officer.

3.4.8.6.5 To receive an annual report from the Head of Function (Resources) on the implementation of the policy.

3.4.8.7 Advisory Resources

3.4.8.7.1 The Committee shall be advised by the designated Section 151 Officer as the officer with responsibility for financial administration, and by the both the external and internal auditors. They may additionally, within an approved budget, seek independent advice from outside the Council.

3.4.8.8 Frequency

3.4.8.8.1 Minimum 4 meetings per year.

3.4.8.8.2 The Committee must meet if the Council as a whole resolves that it should or if at least one-third of the members of the committee requisition a meeting in writing to the Chairman of the Committee.

3.4.8.9 Membership

3.4.8.9.1 Eight members of the Council, to be politically balanced, plus a maximum of two lay co-opted members to be appointed by the Committee.

3.4.8.9.2 Members of the Executive will not be eligible to be members of this Committee. The Portfolio Holder for Finance is required, as far as is possible, to attend each Audit and Governance Committee meeting.

3.4.8.9.3 The co-opted members, not being members of the Council, to be recruited for skills appropriate to the Audit and Governance Committee's work, and who shall be appointed by the Councillor members of the Audit and Governance Committee for a fixed term to be determined by them when the appointment is made.

3.4.8.9.4 All members of the Committee shall have a vote.

3.4.8.9.5 The Audit and Governance Committee will appoint its Chairperson who will not be a member of any of the groups represented on the Executive except when all groups are represented on the Executive (and could be a co-opted member).

JEF PROPOSED DRAFT

ISLE OF ANGLESEY COUNTY COUNCIL	
Report to:	Executive and Council
Date:	Executive 20 April 2015 Council 14 May 2015
Subject:	Chief Executive – Authority to Change Scheme of Delegation
Portfolio Holder(s):	Alwyn Rowlands
Head of Service:	Lynn Ball – Head of Function (Council Business)/Monitoring Officer
Report Author: Tel: E-mail:	Awena Walkden – Solicitor (Corporate Governance) Ext. 2563 apxce@anglesey.gov.uk
Local Members:	N/A

A –Recommendation/s and reason/s
<p>The Executive recommends to Council that:</p> <ol style="list-style-type: none"> 1. Council amend the Constitution to enable the Chief Executive to make structural changes to the Scheme of Delegation to Officers without going through the Executive and full Council. 2. Council authorises the Monitoring Officer to implement the change by adding a new paragraph to the Scheme of Delegation in line with Appendix 1, and thereafter to implement any relevant decisions of the Chief Executive. <p><u>Issues</u></p> <ol style="list-style-type: none"> 3. Under the current wording of the Constitution, at Article 15.2.1, any changes to the Constitution must be approved by the full Council after consideration by the Executive. 4. This process is slow and bureaucratic, so it is recommended that flexibility be introduced by allowing the Chief Executive to make some amendments to the Scheme of Delegation to Officers without taking a full report to the Executive and Council; thereby authorising the Chief Executive to amend the Scheme of Delegation at Part 3.5 and Part 7. 5. Heads of Service already have authority to restructure their own Services, provided that the restructure remains within budget and complies with HR policies and legal requirements. 6. This proposed amendment would allow the Chief Executive authority to restructure the posts of the Heads of Service, Heads of Function, Directors and Deputy Chief

Executive without going to full Council – such changes would involve transfer of roles and responsibilities from one party to another, changes in responsibilities and changes to job titles. It would not include decisions outside budget and would be subject to compliance with HR Policies and legal requirements.

7. In exercising this power the Chief Executive would consult with the relevant parties affected, having first consulted with the Head of Profession (HR) and the relevant Portfolio Holder(s).

B – What other options did you consider and why did you reject them and/or opt for this option?

Maintain the status quo. The reasons against this are described in Section A of this Report.

C – Why is this a decision for the Executive?

The implementation of the Recommendations will result in Constitutional changes which can only be approved by the full Council after consideration by the Executive.

CH – Is this decision consistent with policy approved by the full Council?

Yes

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

Yes

DD – Who did you consult?		What did they say?
1	Chief Executive / Strategic Leadership Team (SLT) (mandatory)	Initiated by the Deputy Chief Executive and agreed by the Chief Executive
2	Finance / Section 151 (mandatory)	Any adjustments that have the effect of changing the delegation to the S151 Officer needs to be a decision of full Council and this needs to be made clearer. The S151 Officer has confirmed that the proposed changes set out in Appendix 1 address his concerns.

3	Legal / Monitoring Officer (mandatory)	Joint author of Report so comments are included here
4	Human Resources (HR)	Required consultation and other HR processes to be followed regarding any proposed restructures.
5	Property	
6	Information Communication Technology (ICT)	
7	Scrutiny	
8	Local Members	
9	Any external bodies / other/s	Approved in principle by the Group Leaders for a decision by Council

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

F - Appendices:
Suggested amendment to the Scheme of Delegation

FF - Background papers (please contact the author of the Report for any further information):

3.5.2.11 Bydd gan y Prif Weithredwr awdurdod i ddiwygio teitlau swyddi, a meysydd cyfrifoldeb yr Uwch Dîm Arweinyddiaeth, Penaethiaid Swyddogaeth a'r Penaethiaid Gwasanaeth fel y bydd ef / hi yn ei ystyried yn angenrheidiol er mwyn darparu swyddogaethau'r Cyngor, blaenoriaethau gweledigaeth ac o ganlyniad i ad-drefnu staff, mewn ymgynghoriad â'r Swyddog Adran 151, Swyddog Monitro, Pennaeth Proffesiwn / AD a'r Deilydd(ion) Portffolio perthnasol. Bydd unrhyw newidiadau o'r fath o fewn cyllideb ac yn cydymffurfio â pholisïau a phrosesau AD y Cyngor. I osgoi amheuaeth, rhaid cyfeirio unrhyw newidiadau arfaethedig all gael effaith andwyol ar allu'r Swyddog Adran 151 neu'r Swyddog Monitro i wneud eu rolau statudol yn effeithiol i'r Cyngor llawn ar gyfer eu cymeradwyo lle bo'r Swyddog Adran 151 neu'r Swyddog Monitro yn gofyn am hynny.

3.5.2.11 The Chief Executive shall have authority to amend the job titles, and areas of responsibility of the Senior Leadership Team, the Heads of Function and the Heads of Service as he/she considers necessary to deliver the Council's functions, vision, priorities and as a consequence of staff reorganisation, in consultation with the s.151 Officer, Monitoring Officer, Head of Profession (HR) and the relevant Portfolio Holder(s). Any such changes will be within budget and compliant with the Council's HR policies and processes. For the avoidance of doubt, any proposed changes that may have an adverse impact on the S.151 Officer's or the Monitoring Officer's ability to carry out their statutory roles effectively must be referred to full council for approval where the S151 Officer or Monitoring Officer so requests.

ISLE OF ANGLESEY COUNTY COUNCIL	
COMMITTEE:	AUDIT COMMITTEE
DATE:	27 APRIL 2015
TITLE OF REPORT:	INTERNAL AUDIT ANNUAL REPORT 2014/15
PURPOSE OF REPORT:	FOR INFORMATION
REPORT BY:	FORMER AUDIT MANAGER
ACTION:	TO NOTE CONTENTS

1. INTRODUCTION

- 1.1** The following report summarises the work of the Internal Audit Section for 2014/2015. The Audit Manager makes regular progress reports in year to the Audit Committee which allows an on-going evaluation of the overall internal control framework as reflected within Audit coverage.
- 1.2** A common set of Public Sector Internal Audit Standards (PSIAS) became effective from 01 April 2013. The PSIAS apply to all public sector internal audit service providers and were adopted by the County Council from that date.
- 1.3** The Chief Audit Executive confirms that, as far as he is aware, the Internal Audit Service has complied with the Public Sector Internal Audit Standards during the year with the exception that there has been no formal internal or external quality assurance and improvement programme undertaken in 2014-15. (PSIAS 1310)

2. OUTPUT GENERATED DURING THE YEAR

- 2.1** The following table gives a comparison of the planned number of audits with the actual audits carried out as at 31 March 2015. As in any year, in 2014/15 it was necessary to amend the audit plan to take account of various factors throughout the year. This year, these factors mainly related to additional work being required to meet emerging risks and referrals. In particular this year additional work was required to be undertaken around Information Management and Logical Access Controls as well as work related to the administration of Third Sector Schemes.
- 2.2** In all 46 reports (Final and Draft) resulting from formal reviews were issued during 2014/2015, compared to the 50 in the original Internal Audit Operational Plan 2014-15.
- 2.3** Where reviews have not been carried out in 2014/15 but there is an assessed on-going level of risk that requires review these reviews have been included in the Internal Operational Plan for 2015/16.
- 2.4** All the key financial reviews in the plan were completed in final or draft format by the end of the period in March 2015.
- 2.5** In addition to the work on the 2014/15 Internal Audit Operational Plan the first quarter of 2014/15 was taken up in part with the finalisation of work from the 2013/14 Internal Audit Operational Plan with seven final reports being issued during this period.

3. PERFORMANCE INDICATORS

- 3.1** Each year the Council's Internal Audit Service participates in pan Wales benchmarking against indicators relating to cost and output. This benchmarking is carried out in May / June each year and, therefore, the results for 2014/15 were not available in time to be included in this annual report.

- 3.2** When the results are published they will be included in the next Internal Audit progress report thereafter.
- 3.3** The Internal Audit Service also monitors key indicators of performance such as % of Operational Plan completed in period; overall customer satisfaction levels from questionnaires; and % of High & Medium Internal Audit recommendations implemented.

3.4 % of Operational Plan Completed: As in any year a number of reviews included in the Internal Audit Operational Plan have been either postponed to next year or have been removed from the Plan as circumstances change and new systems come on line. Conversely a number of reviews are added to the Plan in year as emerging risks or changes to existing practices come to light during the year. Therefore the calculation of percentage of Operational Plan completed is based on the number of reviews completed to Draft report stage rather than the actual number of Draft reports issued that relate to areas specifically included in the approved Operational Plan at the start of year.

The number of reviews included in the original Operational Plan for 2014-15 as approved in April 2014 was 50. The number of reviews in year completed to Draft and / or Final report stage was 46. Therefore the percentage of the Operational Plan completed has been calculated as 92%.

3.5 % of High and Medium Internal Audit Recommendations Implemented: The percentage of High and Medium recommendations implemented as at 31 March 2015 was 49% overall and 71% excluding recommendations relating to schools which have been again proved difficult to monitor over the year. The Internal Audit Service will work with the Education Service to address this problem in 2015/16.

During 2014/15 the Internal Audit Progress Report format has been amended so that details of the outstanding High category recommendations are highlighted for the Audit Committee's information. Internal Audit Progress reports are presented to the Senior Leadership Team for their information and support in ensuring that identified High level risks are being addressed promptly.

The Internal Audit Service has been working with the Audit Committee to improve implementation rates of High and Medium recommendations and increasing the accountability of Heads of Service who fail to implement agreed recommendations within agreed timescales. The Internal Audit Service will aim to increase the information provided to Heads of Service on recommendation status within their Service to assist them with this task.

3.6 Internal Audit will carry out a review of outstanding recommendations in April 2015 and will again in 2015/16 be working with Services to update the 4Action system with the latest implementation data which it is hoped will assist in an improvement against target.

4. OVERALL CONCLUSION ON THE AREAS AUDITED

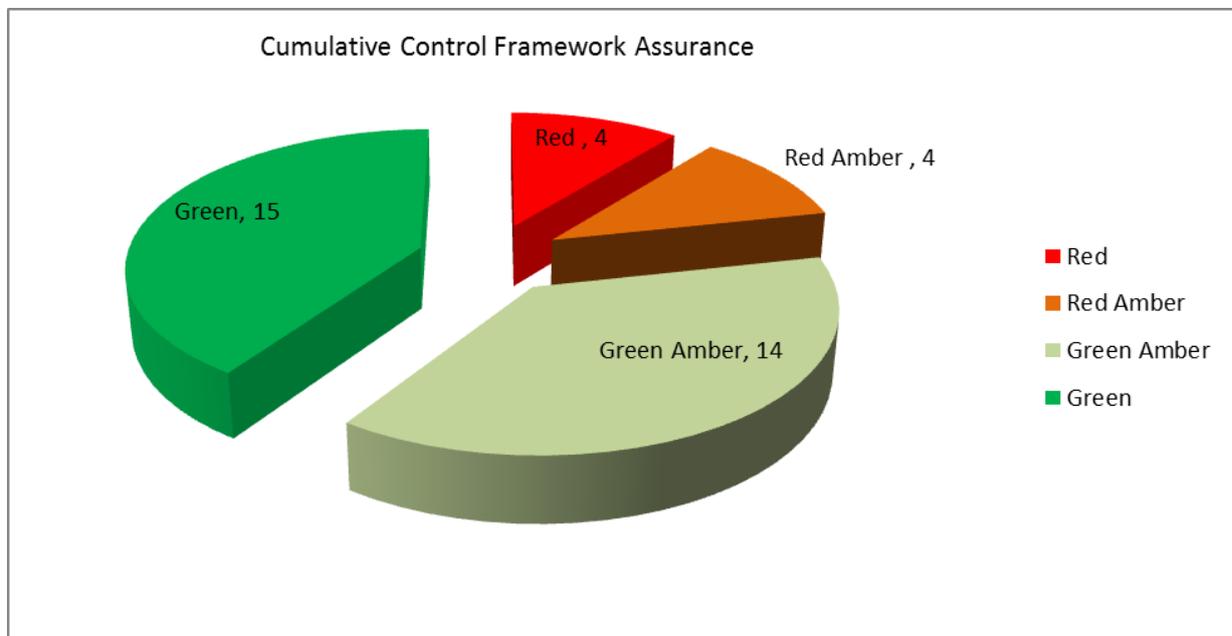
4.1 Table 1 shows the number of reviews undertaken in 2014/15 for which an opinion of either Green; Green/Amber; Red/Amber or Red opinion was given and includes the definition for each assurance level.

Table 1

RAG Opinion/ Grade	What is meant by the RAG Opinion/Grade	System/ Risk 2014/15
Green	Taking account of the issues identified, the Authority can take reasonable assurance that the controls upon which the organisation relies to manage this risk are suitably designed, consistently applied and effective.	15
Green Amber	Taking account of the issues identified, the Authority can take reasonable assurance that the controls upon which the organisation relies to manage this risk are suitably	14

	designed, consistently applied and effective. However, we have identified issues that, if not addressed, increase the likelihood of the risk materialising.	
Red Amber	Taking account of the issues identified, whilst the Authority can take some assurance that the controls upon which the organisation relies to manage this risk are suitably designed, consistently applied and effective, action needs to be taken to ensure this risk is managed.	4
Red	Taking account of the issues identified, the Authority cannot take assurance that the controls upon which the organisation relies to manage this risk are suitably designed, consistently applied or effective. Action needs to be taken to ensure this risk is managed.	4
Advisory/Referral	Advisory review designed to provide best practice advice – No formal opinion.	9
Total		46

Table 2 – Pie Chart of RAG Opinions



4.2 The overall results of our Internal Audit work which resulted in a RAG assurance opinion are that 78% of such reviews resulted in 'positive' opinions (Green or Green/Amber) and 22% resulted in 'negative' assurance opinions (Red and Red/Amber). The 22% of reports receiving negative assurance opinions is made up of eight reports (Four Red and Four Red/Amber).

The overall opinion for the systems reviewed is a positive Green/Amber opinion which is in line with previous years.

4.3 This overall RAG Opinion translates to a minimal to low risk to the Authority, based on the scope of the work carried out, the action recommended to management being implemented and those systems continuing to operate as intended.

4.4 The Audit Manager is, however, aware of areas where significant weaknesses in control would prevent the Council placing reasonable reliance on the systems of internal control in respect of the work of the Internal Audit Service during the year.

A report on progress made on the previously reported areas of Internal Audit concern was presented to the Committee by the Deputy Chief Executive at its

September 2014 meeting. The areas will continue to be a concern for Internal Audit until all significant recommendations have been implemented and assurance can be provided that the frameworks and systems are in place; have been embedded; are robust and are effective. The current position on these areas is provided below.

Business Continuity – Recommended actions to strengthen controls in this area have been collated from a number of assurance provider reports, including those of Internal Audit. Progress on arrangements is now being made on a North Wales basis.

Risk Management – The Council is in the process of developing its Risk Management Framework and embedding risk management in the organisation. The Corporate Risk Register is still in development and a regular reporting regime has yet to be implemented.

Information Management – The Information Commissioner’s Office has undertaken a review in this area and identified similar issues and control weaknesses to those identified by the WAO, PWC and Internal Audit in previous reports. A draft follow up report from the Information Commissioner’s Office is being considered.

Governance - Issues relating to non-compliance with key corporate policy and procedure have again been identified in 2014-15, for example in relation to corporate procurement; ICT Security; Third Sector Scheme; etc. The Council has stopped the use of its electronic policy compliance and sign off of policies system which recorded users as having read, understood and agreed to abide by policies. Without such record of sign off it is more difficult to show that the policies have been adequately disseminated to relevant staff. A report concerning these issues was issued in 2011-12, and again in the Logical Access report in October 2014; however a number of key recommendations remained unimplemented.

Corporate Procurement Framework – Management has restructured and strengthened the Procurement Team. New Contract Procedures Rules are to be introduced and implemented. A review of Procurement arrangements has been included in the Internal Audit operational Plan for 2015/16 to provide assurance that the changes made have led to increased compliance with procurement regulation, policy and procedure.

Partnerships Framework - The Council does not have a formal Partnership Framework in place to provide assurance that all partnerships have adequate governance, management and performance arrangements in place to meet their stated objectives and that they provide value for money in relation to the Council’s financial and other resources invested in them.

A review of corporate compliance with guidance issued in relation to the administration of Third Sector Schemes also received a ‘Red Assurance’ opinion in 2014/15.

A follow up of the Internal Audit review of Partnership Arrangements issued in June 2013 is to take place in quarter 1 of 2015/16.

Schools Recommendation Implementation – There is a continuing issue with regards to schools implementing internal audit recommendations. These recommendations relate to financial and governance issues within schools which should be of concern to Head Teachers and to the Education Department.

These are considered important issues for the Council which need on-going work to address them in 2015/16.

- 4.5** It should be noted that any system of internal control can only provide reasonable, but not absolute, assurance against material misstatement or loss.

The audits undertaken and completed did not identify any other areas of concern which are considered significant or business critical for the Council as a whole beyond those stated at 4.4 above.

5. COUNTER FRAUD ARRANGEMENTS

- 5.1** On the 1st November 2014 the Department for Work and Pensions Single Fraud Investigation Service (SFIS) took responsibility for the investigation of all “benefit” fraud investigations being conducted by the Isle of Anglesey County Council. This resulted in one of the authorities investigators transferring to the SFIS team and the other investigator was appointed to the new role of Corporate Counter Fraud Officer (CCFO) within the Internal Audit Service.
- 5.2** In effect this means that the Authority will no longer investigate Housing Benefit (HB) fraud, this function now being carried out by the SFIS. However SFIS will not investigate Council Tax Reduction Scheme (CTRS) fraud offences as this is not classed as a “benefit”, therefore it is envisaged that the Counter Fraud Officer will investigate CTRS offences. At this time it is not clear whether SFIS will partake in joint HB and CTRS fraud investigations in the future.
- 5.3** With the creation of the Corporate Counter Fraud Officer post it is envisaged that the post holder will investigate CTRS offences and other Council Tax offences. It is planned that in consultation with the Housing Service that the CCFO will investigate incidents of tenancy fraud that may be identified by the Housing Service. The CCFO will also become responsible for the investigation of any possible fraud offences that may be referred to the Internal Audit Service or identified by them during their routine auditing duties.
- 5.4** In addition to the traditional reactive measures mentioned above, it is intended that the CCFO will have a more proactive role in Corporate Fraud prevention and create a corporate framework geared towards creating a culture of fraud awareness and prevention within the Authority.
- 5.5** It is intended that an initial priority for the CCFO will be to liaise with all Services within the authority to produce a corporate fraud risk assessment. This risk assessment will be utilised to assist in formulating policies that will reduce losses to the Council and ultimately to the public purse. In addition the CCFO will facilitate fraud awareness training in relation to forged and counterfeit documents that may be produced for identification etc.

6. STATEMENT ON INTERNAL CONTROL

- 6.1** PSIAS 2450 requires the Chief Audit Executive to deliver an annual internal audit opinion and report that can be used by the organisation to inform its governance statement. The standard requires that the audit opinion must conclude on the overall adequacy and effectiveness of the organisation’s framework of governance, risk management and control.
- 6.2** Summaries and outcomes of all completed Internal Audit reports are reported to the Audit Committee via the Audit Manager’s quarterly Internal Audit Progress reports. Any system based review receiving a ‘Red’ assurance opinion, is reported in detail to the Audit Committee and a follow up of management responses to the report reported back to the next Audit Committee.
- 6.3** In total four ‘Red Assurance’ reports were issued in 2014-15. These opinions relating to reviews of; Agency Staff Arrangements; Logical Access Controls and Segregation of Duties; and Third Sector Schemes. A further ‘Red Assurance’ opinion was given for the follow up of recommendation implementation for the Logical Access and Segregation of Duties review.

- 6.4** A total of four reviews undertaken in 2014-15 resulted in a 'Red Amber' assurance opinion. These opinions relating to reviews of Follow Up of implementation of recommendations made in the 2013/14 Creditors report; Homelessness Arrangements; Teacher's Payroll; and Sundry Debtors review 2014/15.
- 6.5** On the basis of Internal Audit work completed during 2014/15, and taking into account the outstanding areas of concern detailed at section 4.4 of this report and the number of 'Red' and 'Red Amber' reports issued as detailed in sections 6.3 and 6.4 of this report, the Council has adequate arrangements of control to manage risks. Action however, needs to be taken to address the areas of outstanding concern, especially in relation to risk management and governance, and to strengthen control in those other areas of review where weaknesses have been identified in 2014/15 and in previous years.

AUDIT MANAGER

27 April 2014

Reports Issued In Period with RAG Opinion

Appendix A

Creditors Follow Up	Red Amber
Effeciencies	ADVISORY
Benefits	Green Amber
Payroll	Green Amber
Treasury Management	GREEN
VAT	ADVISORY
Complaints	GREEN
Agency	RED
Home Carers Hours	Green Amber
Charitable Trust	ADVISORY
Penalty Charge Notices	GREEN
Porth Amlwch	ADVISORY
Housing Rents	Green Amber
Logical Access Controls	RED
Information Governance – Follow Up	GREEN
Ysgol Henblas	GREEN
Ysgol Cylch y Garn	GREEN
School Financial Management – Budgets	ADVISORY
Third Sector Schemes	RED
School Clothing Grants	GREEN
Schools Follow Up	Green Amber
Plas Arthur – Leisure Centre	GREEN
NFI 2014	ADVISORY
Gaerwen Depot - Diesel	ADVISORY
Closure of Accounts	GREEN
Amlwch Leisure Centre	GREEN
Logical Access Controls – Follow Up	RED
Third Sector Scheme – Follow Up	Green Amber
TalNet	Green Amber
Maritime Fuel	ADVISORY
Homelessness	Red Amber
Sports Development	GREEN
Teachers’ Payroll	Red Amber
Ysgol Pentraeth	Green Amber
Ysgol Llangoed	GREEN
Council Tax	Green Amber
NNDR	Green Amber
Cashiers	GREEN
Sundry Debtors	Red Amber
Creditors	Green Amber
Main Accounting System	Green Amber
Payroll	Green Amber
Treasury Management	GREEN
Housing Benefits	Green Amber
Housing Rents	GREEN
Bryn Trewarn	ADVISORY

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ISLE OF ANGLESEY COUNTY COUNCIL

MEETING:	County Council
DATE:	14 May 2015
TITLE:	Annual Report of the Chair of the Standards Committee
REPORT BY:	Michael Wilson, Chair of the Standards Committee & Co-opted Member of the Council
PURPOSE OF REPORT:	To Report on the Activities of the Standards Committee in 2014-15 and to secure Council Approval for the Committee's Programme for 2015-16
CONTACT OFFICER:	Lynn Ball, Head of Function (Council Business) / Monitoring Officer (ext 2568)

Introduction

1. The Standards Committee is a statutory committee which comprises 9 members (2 county councillors, 5 independent members and 2 community council members).
2. The current Committee was appointed for a period of 4 years until 17th December 2015. The Monitoring Officer has taken a report to the full Council requesting the opportunity for the independent members of the Standards Committee to serve another term. The decision of full Council on 26th February 2015 was to extend all future appointments to an automatic two terms for all independent members of the Standards Committee. The term of the current independent members is therefore extended to 17th December 2019.
3. The Standards Committee has the following roles and functions (amongst others):-
 - (a) promoting and maintaining high standards of conduct by councillors;
 - (b) assisting councillors to observe their Code of Conduct;
 - (c) advising, training, or arranging to train, councillors;
 - (d) granting dispensations;
 - (e) dealing with any reports from a case tribunal or interim case tribunal, and any report from the Monitoring Officer on a report referred to her by the Public Services Ombudsman for Wales

Background

At its meeting on the 8th May 2014 the County Council resolved to approve the Standards Committee's Programme for 2014/15. The original Programme identified proposed areas of work, timetable and resources. This document is reproduced at **ENCLOSURE A** to this

Report and has been updated to include the work which has since been delivered against the agreed objectives.

Chairman's Remarks

The Chairman would like to thank the Committee members for their hard work and commitment during the year.

Last year, the Committee was pleased to note that less of its time had been spent in conducting hearings, or attending meetings/mediation arising from alleged breaches of the Code of Conduct. This positive development has continued and, in the three and a half years in which the current Standards Committee has been in place, it has seen significant improvement in standards within the Council, resulting in a reduction in conduct issues and complaints being raised. The Committee would particularly like to thank members and officers for their commitment and dedication in continuing to maintain high standards and, after more than two years of the current Council, it is hoped that cultural change has embedded and that positive and productive working relations are now the norm.

As a consequence, during the past year the Committee has been able to take on a more proactive role, particularly in organising regional Standards Committee events in North Wales to promote good practice, and foster positive relationships among the Standards Committees of the region. These events have included:-

- i. Holding the Standards Committee training here for the six North Wales Authorities;
- ii. Holding the Standards Committee Forum;
- iii. Hosting the Ombudsman to come and speak with all Standards Committees in North Wales and to answer questions on future intentions and developments and, particularly, to try and influence future arrangements.

Once again the Committee has reviewed the three Registers of Interests and issued an advisory to all Members.

The Committee continues to try and innovate and improve its contribution every year and, while regional collaboration has been important, particularly given the introduction of provisions that will enable the establishment of regional Standards Committees in 2015, we have also extended our review of registers to a broad overview of training, and independent members of the Standards Committee have contacted members direct to discuss any individual issues or concerns arising from the review of the Registers.

We have also improved our own arrangements for personal development reviews and devised a training programme for the members of the Standards Committee.

We have also been trying to focus on ethical training for Town and Community Councils. The capacity for this has only become available owing to the reduction in issues relating to this Council.

The Standards Committee has also taken the view that, with a greater emphasis on transparency around the role of Community Councils (Guidance issued 7th May 2015 under the Local Government (Democracy) (Wales) Act 2013) and potentially more in the pipeline with the Welsh Government's White Paper on Reforming Local Government : Power to the People, as well as more transfer of responsibilities to Community Councils (e.g. CCTV to the Town Councils) it was considered important to support these Councils in those aspects of their work within the remit of the Standards Committee.

To this end, training was provided to community councillors in 2013/14 but in 2014/15 we chose, instead, to put the focus on the Clerks to the Town and Community Councils. This was well attended and well received and in 2015/16 we intend to take a risk based approach and focus our training offer on town councillors.

As Chair of the Committee I have reported our activities to Group Leaders with occasional attendance at the Group Leaders' meetings for specific issues.

The Standards Committee has also acted as consultee, for example on briefing notes for elected Members to supplement formal training <http://monitor.anglesey.gov.uk/corporate-resource/corporate-governance/briefing-notes-to-members/>. We have also responded to the consultation by the Welsh Government's Finance Committee on the powers of the Ombudsman (on 20th March 2015) and the provisions relevant to the work of the Standards Committee within the recent Welsh Government White Paper on Reforming Local Government with regard to paragraph 3.31, 3.32, 3.33, 3.34, 3.35, 3.36 and 3.42 (on 24th April 2015).

More detail about the activities undertaken by the Committee, and the Committee's future plans, are contained within the enclosures to this Report. We very much look forward to continuing our work and are grateful for the support we receive from councillors and officers.

RECOMMENDATION:-

1. To note the Programme delivered by the Standards Committee between April 2014 and May 2015 at **ENCLOSURE A.**
2. To endorse the Standards Committee's Work Programme for 2015/16 as outlined in **ENCLOSURE B.**

ENCLOSURE A

STANDARDS COMMITTEE WORK PROGRAMME – May 2014 to April 2015

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		TIMETABLE	RESOURCES	STATUS AS AT YEAR END
1.	To conduct hearings into alleged breaches of the Members' Code of Conduct following a referral from the Public Services Ombudsman for Wales (PSOW)	<ul style="list-style-type: none"> As and when referrals are made and in accordance with the performance indicator 	<ul style="list-style-type: none"> Monitoring Officer Deputy Monitoring Officer 	<ul style="list-style-type: none"> 11/09/2014 Standards Committee conducted an interim hearing following a referral from PSOW. 19/12/2014 Standards Committee conducted a full hearing following referral from PSOW.
2.	To conduct hearings into applications for Dispensations made by County Councillors and Town/Community Councillors	<ul style="list-style-type: none"> As and when referrals are made and in accordance with the performance indicator 	<ul style="list-style-type: none"> Monitoring Officer Deputy Monitoring Officer 	<ul style="list-style-type: none"> No action required 1/4/2015 Generic applications made by Monitoring Officer at request of Group Leaders re: pay structure and terms and conditions.
3.	To undertake an advisory role in connection with any matters arising under the Council's Local Resolution Protocol, or its successors in the event that a national model is developed	<ul style="list-style-type: none"> As an when requested 	<ul style="list-style-type: none"> Monitoring Officer Deputy Monitoring Officer 	<ul style="list-style-type: none"> No referral received
4.	To oversee training and development on the Members' Code of Conduct in accordance with paragraph 2.4(e) of the Code; to include training and development for Town and Community Councils.		<ul style="list-style-type: none"> Monitoring Officer Deputy Monitoring Officer 	<ul style="list-style-type: none"> 30/10/2014 Training provided to the Clerks of Town and Community Councils by the Monitoring Officer 11/3/2015 A report on the positive feedback and attendance at the training event was submitted to the

				<p>Standards Committee.</p> <ul style="list-style-type: none"> The Standards Committee approves briefing notes to members which supplement formal training. Five briefing notes have been issued on the following topics:- <ol style="list-style-type: none"> Section 25 Localism Act 2011; Public Procurement; Local Council Housing Allocations; Political Freedom of Speech v Code of Conduct; Gifts and Hospitality FAQ's; Dispensations. <p>All Briefing notes are available on the Council's intranet at: http://monitor.anglesey.gov.uk/corporate-resource/corporate-governance/briefing-notes-to-members/</p> <ul style="list-style-type: none"> Standards Committee reviewed Members' training records as part of 5 and 6 below.
5.	To supervise the two Registers of Members' Interests by annual reviews followed by any necessary advice and guidance.	<ul style="list-style-type: none"> By the end of April 2015 	<ul style="list-style-type: none"> Monitoring Officer Deputy Monitoring Officer 	<ul style="list-style-type: none"> February 2015 annual review of registers by the Standards Committee. 11/03/2015 findings discussed in meeting. 24/3/2015 General results from review circulated to all members.

6.	To supervise the register of Gifts and Hospitality by annual reviews followed by any necessary advice and guidance	<ul style="list-style-type: none"> By the end of April 2015 	<ul style="list-style-type: none"> Monitoring Officer Deputy Monitoring Officer 	<ul style="list-style-type: none"> February 2015 annual review of registers by the Standards Committee. 11/03/2015 findings discussed in meeting. 24/3/2015 General results from review circulated to all members.
7.	To undertake the role of consultee on any proposed change to the Constitution relevant to the role of the Standards Committee and especially where such proposed changes might disproportionately prejudice the rights and interests of any minority group.	<ul style="list-style-type: none"> As and when required 	<ul style="list-style-type: none"> Monitoring Officer Deputy Monitoring Officer 	<ul style="list-style-type: none"> No action required
8.	To undertake the role of consultee on any proposed legislative/policy changes relevant to the Standards Committee's area of responsibility.	<ul style="list-style-type: none"> As and when required 	<ul style="list-style-type: none"> Monitoring Officer Deputy Monitoring Officer 	<ul style="list-style-type: none"> 11th March 2015 Consultation papers were presented to the Standards Committee relating to the PSOW's powers (Finance Committee of WAG), and on Reforming Local Government : Power to Local People. The Committee has submitted its collective response to the relevant parts of the consultations on 20/3/2015 and 24/4/2015.
9.	To make any recommendations to the Council for improvements in those areas of work which relate to the Standards Committee.	<ul style="list-style-type: none"> Not relevant 	<ul style="list-style-type: none"> Monitoring Officer Deputy Monitoring Officer 	<ul style="list-style-type: none"> Recommendation for independent Committee members to sit for two terms. 26/5/2015 Approved by Council
10.	The Chair of the Standards Committee to present an annual report to the Council	<ul style="list-style-type: none"> Annual meeting 	<ul style="list-style-type: none"> Chairman 	<ul style="list-style-type: none"> 14th May 2015

	outlining the work of the committee during the previous year.			
11.	<p>To ensure that the knowledge and skills of the Standards Committee are developed and updated by:-</p> <ul style="list-style-type: none"> - regular reviews of decided cases from <ul style="list-style-type: none"> o other relevant authorities o Adjudication Panel for Wales - to participate and contribute on the North Wales Standards Committee Forum 		<ul style="list-style-type: none"> • Monitoring Officer 	<ul style="list-style-type: none"> • Review of published decisions : 11/06/2014 11/09/2014 11/03/2015 • 1/7/2014 IOACC's Standards Committee organised training for all North Wales Standards Committee members. The event was adjudged successful and beneficial. • 26/11/2014 IOACC's Standards Committee hosted the IOACC's North Wales Standards Committee Forum and invited the new PSOW to attend. The Forum presented the PSOW with questions. A report enclosing those questions and the responses was presented to the Standards Committee on 11th March 2015.
12.	To monitor progress on Member complaints filed with the PSOW and to undertake an annual analysis of complaints data in relation to Ynys Mon County Council in order to identify trends/issues of concern/training needs.	<ul style="list-style-type: none"> • Ongoing 	<ul style="list-style-type: none"> • Monitoring Officer • Customer Complaints Officer 	<ul style="list-style-type: none"> • Reviewed on:- 11/06/2014 11/09/2014 23/09/2014 11/03/2015

13.	To maintain contact with Group Leaders, through regular informal meetings, in order to discuss issues of concern/common interest.	<ul style="list-style-type: none"> All year 		<ul style="list-style-type: none"> 31 July 2014- discussion on Standards Committee's recommendations from the review of registers. 5 February 2015- discussion of findings from hearing held on 19/12/2014.
14.	<p>Report quarterly performance indicators</p> <ol style="list-style-type: none"> Relationships between Members and Political Groups. The effectiveness of the Council's Standards Committee Standards of conduct and behaviour of Members 	<ul style="list-style-type: none"> All year 	<ul style="list-style-type: none"> Monitoring Officer 	<ul style="list-style-type: none"> Reviewed on:- 11/06/2014 11/09/2014 11/03/2015
15.	Training and Development of the Standards Committee	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> The Chairman HR Training Manager Monitoring Officer Deputy Monitoring Officer 	<ul style="list-style-type: none"> 11th June 2014 the Standards Committee approved and signed their new job descriptions. September 2014 Personal Development Review ("PDR") forms were devised for the committee by Legal and HR, and PDR reviews were conducted by the Chair September 2014 Monitoring Officer conducted the Chairman's PDR. Following the PDRs, Chair devised a Training Plan for the Committee's Members.

ENCLOSURE B

STANDARDS COMMITTEE WORK PROGRAMME – MAY 2015 TO APRIL 2016

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		TIMETABLE	RESOURCES	STATUS AS AT YEAR END
1.	To conduct hearings into alleged breaches of the Members' Code of Conduct following a referral from the Public Services Ombudsman for Wales (PSOW)	<ul style="list-style-type: none"> As and when referrals are made and in accordance with the performance indicator 	<ul style="list-style-type: none"> Monitoring Officer Deputy Monitoring Officer 	
2.	To conduct hearings into applications for Dispensations made by County Councillors and Town/Community Councillors	<ul style="list-style-type: none"> As and when referrals are made and in accordance with the performance indicator 	<ul style="list-style-type: none"> Monitoring Officer Deputy Monitoring Officer 	
3.	To undertake an advisory role in connection with any matters arising under the Council's Local Resolution Protocol, or its successor, in the event that a national model is developed	<ul style="list-style-type: none"> As and when requested 	<ul style="list-style-type: none"> Monitoring Officer Deputy Monitoring Officer 	
4.	To oversee training and development on the Members' Code of Conduct in accordance with paragraph 2.6 of the Code; particularly Town Councils.	<ul style="list-style-type: none"> As and when required 	<ul style="list-style-type: none"> Monitoring Officer Deputy Monitoring Officer 	
5.	To supervise the two Registers of Members' Interests by annual reviews followed by any necessary advice and guidance.	<ul style="list-style-type: none"> By the end of April 2016 	<ul style="list-style-type: none"> Monitoring Officer Deputy Monitoring Officer 	

6.	To supervise the register of Gifts and Hospitality by annual reviews followed by any necessary advice and guidance	<ul style="list-style-type: none"> • By the end of April 2016 	<ul style="list-style-type: none"> • Monitoring Officer • Deputy Monitoring Officer 	
7.	To undertake the role of consultee on any proposed change to the Constitution relevant to the role of the Standards Committee and especially where such proposed changes might disproportionately prejudice the rights and interests of any minority group.	<ul style="list-style-type: none"> • As and when required 	<ul style="list-style-type: none"> • Monitoring Officer • Deputy Monitoring Officer 	
8.	To undertake the role of consultee on any proposed legislative/policy changes relevant to the Standards Committee's area of responsibility.	<ul style="list-style-type: none"> • As and when required 	<ul style="list-style-type: none"> • Monitoring Officer • Deputy Monitoring Officer 	
9.	To make any recommendations to the Council for improvements in those areas of work which relate to the Standards Committee.	<ul style="list-style-type: none"> • As and when required 	<ul style="list-style-type: none"> • Monitoring Officer • Deputy Monitoring Officer 	
10.	The Chair of the Standards Committee to present an annual report to the Council outlining the work of the committee during the previous year.	<ul style="list-style-type: none"> • May 2016 	<ul style="list-style-type: none"> • Chair 	
11.	<p>To ensure that the knowledge and skills of the Standards Committee are developed and updated by:-</p> <ul style="list-style-type: none"> - regular reviews of decided cases from <ul style="list-style-type: none"> o other relevant authorities o Adjudication Panel for Wales - to participate and contribute on the North Wales Standards Committee Forum 	<ul style="list-style-type: none"> • As and when required subject to capacity 	<ul style="list-style-type: none"> • Monitoring Officer • Deputy Monitoring Officer 	

	<ul style="list-style-type: none"> - to participate and contribute to the All Wales Standards Committee Conference. - To be reviewed under a performance review scheme similar to that used by the elected members. 			
12.	To monitor progress on Member complaints filed with the PSOW and to undertake an annual analysis of complaints data in relation to Ynys Mon County Council in order to identify trends/issues of concern/training needs.	<ul style="list-style-type: none"> • As and when required 	<ul style="list-style-type: none"> • Monitoring Officer • Deputy Monitoring Officer 	
13.	To maintain contact with Group Leaders, through regular informal meetings, in order to discuss issues of concern/common interest.	<ul style="list-style-type: none"> • As and when required 	<ul style="list-style-type: none"> • The Chair 	
14.	<p>Report quarterly performance indicators</p> <ol style="list-style-type: none"> 1. Relationship between Members and Political Groups. 2. The effectiveness of the Council's Standards Committee 3. Standards of conduct and behaviour of Members 	<ul style="list-style-type: none"> • Quarterly 	<ul style="list-style-type: none"> • Monitoring Officer • Deputy Monitoring Officer 	

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ISLE OF ANGLESEY COUNTY COUNCIL	
REPORT TO :	County Council
DATE:	14 May 2015
TITLE OF REPORT:	Annual Report of the Scrutiny Committees- 2014/2015
REPORT BY:	Councillor Meirion Jones (Chair of the Corporate Scrutiny Committee) and Councillor Derlwyn Hughes (Chair of the Partnership and Regeneration Scrutiny Committee).
PURPOSE OF REPORT:	To report on the work of the two Scrutiny Committees in 2014/2015
CONTACT OFFICER:	Geraint Wyn Roberts (Scrutiny Officer)
E-mail:	gwrce@anglesey.gov.uk
Telephone	01248 752039

1.0 RECOMMENDATION(S)

- 1.1 To note and approve the Scrutiny Committees Annual Report 2014-2015.
- 1.2 To appoint the Chair of the Corporate Scrutiny Committee as the “Scrutiny Champion” from May 2015 to May 2016 and the Chair of the Partnership and Regeneration Scrutiny Committee from May 2016 to May 2017. Thereafter the role of the “ Scrutiny Champion” to alternate between the two Scrutiny Committee Chairs.

2.0 BACKGROUND

- 2.1 The Scrutiny Annual Report 2014-2015 encompasses the work undertaken by the two Scrutiny Committees between the Council's Annual Meeting on the 8 May 2014 and 14 May 2015. Throughout this period the Scrutiny Committees have been fortunate to have received contributions from members and officers.
- 2.2 The Chairs of the two Scrutiny Committees led on developing the work programmes during this period. Details of matters considered are included in the attached Scrutiny Committees Annual Report 2014/2015.
- 2.3 At the Annual Meeting last year it was resolved to appoint Councillor Peter Rogers to serve as “Scrutiny Champion” from May 2014 to May 2015. In order to strengthen the link between the champion and the two Scrutiny Committees it is now considered that the role of “Scrutiny Champion” be allocated to the Chair of the Corporate Scrutiny Committee from May 2015 to May 2016 and the Chair of the Partnership and Regeneration Scrutiny Committee from May 2016 to May 2017. Thereafter the role to alternate between the two Committee Chairs.
- 2.4 The role of the “Scrutiny Champion” is not remunerated. The Scrutiny Champion’s role is to:
 - Promote the Scrutiny function in and outside the Council
 - Support the continuing development of Scrutiny in the Council.

Appendix:
Scrutiny Committees Annual Report 2014/2015

ISLE OF ANGLESEY COUNTY COUNCIL

SCRUTINY COMMITTEES

ANNUAL REPORT

2014-2015

CONTENTS

Scrutiny Committees Annual Report 2014-2015 of the Isle of Anglesey County Council	
	Foreword
1.	What is Overview & Scrutiny
2.	Scrutiny Performance
3.	Corporate Scrutiny Committee Focus
4.	Corporate Scrutiny Committee Membership (2014-15)
5.	Corporate Scrutiny Committee Work Programme (2014-15)
6.	Partnership and Regeneration Scrutiny Committee Focus
7.	Partnership and Regeneration Scrutiny Committee Membership (2014-15)
8.	Partnership and Regeneration Scrutiny Committee Work Programme (2014-15)
9.	Scrutiny Engagement
10.	Appendix 1- Extract from the "Commission on Public Service Governance on Public Service Governance Report" dated January 2014. (also known as "the Williams Report").Recommendations 31-34

Foreword

Councillor R Meirion Jones

(Chair of the Corporate Scrutiny Committee 2014-15)



This is the second opportunity I have had to introduce the Scrutiny Annual Report.

It is important for us to know where we have been in order to know where we are going. The elections in May 2013 saw the start of the Council's new structure of electoral wards with fewer members, 30 instead of 40. The new Scrutiny Committee structure also came into operation with two scrutiny committees – the Corporate Scrutiny Committee and the Partnership and Regeneration Scrutiny Committee instead of the previous five.

2014/15 was even more challenging for Scrutiny. It did not anticipate it would have to bear the impact of losing two direct officer support posts due to the across the board efficiency savings the Council was required to make. As the work of the Authority had not diminished the workload for Scrutiny to scrutinise remained similar to before, but, with reduced capacity, this made it increasingly difficult to achieve.

It could be said that this was compounded by Scrutiny's own success at developing its new Members. There has been a great deal of scrutiny activity and it has shown how Scrutiny Members contributed to the effective corporate governance of the Authority. Scrutiny is only as good as the effort the Scrutiny Members make it. We need to ensure that we can make and own our Forward Work Programme and suggest topics. Our officers do sterling work but we as Members must do the work. The Scrutiny Members deserve praise for all their hard work and we are fortunate with their range of knowledge, life experience and passion for public service. They are an example of a change in culture in that they have been willing to roll up their sleeves, to contribute directly and relishing the scrutiny process of being hands on and challenging policy and practice to come up with new ideas and drive improvement rather than the old more passive committee process. Despite the forced reductions Scrutiny was still able to act as critical friends and make challenges to proposals, make a difference and adding value to the process. Thanks are also due to the many officers and contributors to our activities.

These are just some examples of 2014/15 Corporate Scrutiny Committee/Panel Reviews -

- Closure of Llangefni Skate park Review
- Smarter Working Project Review
- Golf Course Closure Review

- Annual Budget-Setting Process 2015-16 (There was also consideration of the process and of the outcomes with the previous year's Budget-Setting Process. Many of the issues raised have been looked at by the Panel set up to consider the budget Process.)
- Scrutiny School Improvement Review Group
- Scrutiny review of Sickness Absence Management Panel
- Scrutiny review of Efficiency Savings for 2014-15 Panel

Obviously this created more work but such enthusiasm and work from Scrutiny Members should not be wasted and it will be necessary to revisit how to build in more capacity. Informal scrutiny briefing sessions prior to the formal meetings were developed and have been adopted as an improvement to the arrangements.

With non-executive members taking a more organised and active involvement in monitoring change management some tension was caused for those it focuses on, that is, the decision-makers and their professional advisors and we were made aware of this in the latter part of the year. The Wales Audit Office report 'Improvement Study-Scrutiny in Local Government' 2014 report echoed this when it highlighted local authorities still lack understanding of the role of direct scrutiny support, and the member led principle. Reference to this was made in the scrutiny service plan for 2014/15 but due to the capacity issues little progress was made and more effort will be required to further embed it and thereby strengthen Scrutiny. Further confirmation that Scrutiny requires this unique support, is supported by recommendations 31-34 in the Williams Report (Please see Appendix 1) and Welsh Government's backing for the establishment of the national standard 'Characteristics required for Effective Scrutiny'.

As I said in last year's Report and I reiterate here "It has been a challenging year, with many financial challenges. It is important that the Council continues to rise to the challenges and from a Scrutiny perspective that it continues to look at service improvement and contributes to policy development."

This Report provides an overview of the second year of the two Scrutiny Committees and highlights the achievements of the elected members in undertaking their scrutiny role. We hope that this document gives an interesting insight into our work.

Councillor Derlwyn Hughes

(Chair of the Partnership and Regeneration Scrutiny Committee 2014-15)



2014/2015 was a successful year of consolidation for scrutiny in Isle of Anglesey. We built on the experience and good practice refined over the last 2/3 years to shape the way in which we reviewed and challenged the policies and decisions of the Executive and service delivery of other agencies.

The following report contains an outline of the key elements of the scrutiny work programme for 2014/2015, highlighting both the breadth of scrutiny's remit and the volume and diversity of our work. I hope you find them interesting and informative and will feed back to us any comments, questions or proposals for future reviews.

In selecting topics, our purpose has always been to act as a critical friend and to contribute in a positive way to the achievement of continuous service improvement and value for money.

I would like to thank the many members, officers and outside representatives whose thoughtful contributions, patience and enthusiasm have been invaluable throughout the year. Without their support scrutiny would not have a voice and our decision making processes would be less accountable, less inclusive and the weaker for it.

Looking forward to 2015/2016, we hope to continue the good work undertaken over the past year in engaging Town / Community Councils, communities and residents groups as we seek to further broaden the horizons of scrutiny and encourage involvement in the scrutiny process.

1. WHAT IS OVERVIEW AND SCRUTINY

1.1 Scrutiny Committees form part of the way in which Local Government in Wales operates. As well as the establishment of a decision making Executive the Local Government Act 2000 required the establishment of one or more Scrutiny Committees to hold the decision-makers to account, drive improvement and play a role in assisting in policy development and review.

1.2 During 2014-2015 the scrutiny function at the Isle of Anglesey County Council was undertaken by following two Scrutiny Committees:

- Corporate Scrutiny Committee;
- Partnership and Regeneration Scrutiny Committee;

1.3 The three guiding principles of good scrutiny are to:

- Promote open and transparent decision making and to hold the decision takers to account in a constructive manner.
- Support the Council in achieving its vision for the county and its strategic aims and priorities.
- Promote continuous improvement, best practice and innovation with the services, functions and policies which the Council has responsibility for or influence over.

1.4 The Scrutiny Committees can undertake their work in one of the following ways

- Consider a topic during a formal meeting.
- Consider a topic over a longer period of time by establishing a Scrutiny Review Panel.
- Conduct informal sessions on a particular matter.
- Undertake site visits.

2. SCRUTINY PERFORMANCE

- 2.1 A Scrutiny Annual Report primary aim is to give an account of what the Scrutiny Committees have done from May to May in each year. Included in the report is a summary of items the two Committees have considered during 2014 /2015. The two Scrutiny Committees aim for next year is to add value by making meaningful and constructive recommendations to the decisions takers on how policies may be improved or request that a decision taken be reconsidered by way of the “call-in” process.
- 2.2 All Council’s in Wales have to provide services against a backdrop of reduced public expenditure which is likely to continue in the short to medium term. The general financial environment on the Island is difficult and scrutiny has an important part to play in improving service efficiency and the way the Council operates.
- 2.3 In order to measure itself Scrutiny has a wide set of quarterly performance indicators by which it can compare progress from one quarter to another. A schedule of all the indicators can be obtained from the scrutiny unit but the two key indicators for 2014- 2015 are shown in the table below:

Indicator Title(2014-2015)	Target (Q) – Quarterly (A) – Annually	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4	End of Year
% of attendance of Committee Members and Portfolio Holders at Scrutiny Committee	80% (Q)	81%	81% ↔	90% ↑	77% ↓	82%
The % of Scrutiny Committee recommendations approved by the Executive	90% (Q)	100%	100% ↔	80% ↓	100% ↑	95%

3. Corporate Scrutiny Committee Focus

The focus of the Committee's work will be to secure assurance regarding the performance / delivery of all services, ensuring the Council achieves its corporate and service objectives (as outlined in its Corporate Business Plan, Annual Budget, Budget and Policy Framework, Performance Management Framework, Corporate Policies or their successor plans and policies) and to support and make recommendations for continuous improvement.

4. Committee Membership 2014-15

	Name	Ward	Political Party/Group		Name	Ward	Political Party/Group
	Cllr R Meirion Jones (Chair)	Aethwy	Plaid Cymru		Cllr Gwilym Jones (Vice Chair)	Llifon	Independent
	Cllr Raymond Jones	Caergybi	Independent		Cllr Jim Evans	Aethwy	Independent
	Cllr Victor Hughes	Bro Rhosyr	Independent		Cllr Lewis Davies	Seiriol	Plaid Cymru
	Cllr Ann Griffith	Bro Aberffraw	Plaid Cymru		Cllr Llinos Medi Huws	Talybolion	Plaid Cymru
	Cllr R Llewelyn Jones	Caergybi	Unaffiliated		1 Vacant Seat		

Please note that during the course of 2014 -2015 the membership of the Committee also included Councillor Jeff Evans and Councillor Peter Rogers.

5. Committee Work Programme (2014/15)

The Corporate Scrutiny Committee met on 14 occasions.

Corporate Scrutiny Committee Work Programme 2014/15	
Committee Date	Item Considered
8 May 2014	To elect a Chairperson for the Corporate Scrutiny Committee
	To elect a Vice-Chairperson for the Corporate Scrutiny Committee
12 May 2014	Chairman's Update
	Committee Nomination to the Corporate Parenting Panel
	Housing Services Building Maintenance Unit
	Corporate Scorecard Quarter 4 2013/2014
	Arrangements for safeguarding Children in Schools
	Scrutiny Request-Closure of B4419 at Pentre Berw
	Work Programme
1 July 2014	Chairman's Update
	Older Adult's Accommodation Options-Garreglwyd
	Meeting the Needs of Older Adults: Accommodation Options Amlwch and Llangefni
	Annual report of the Statutory Director of Social Services
	Finance Matters- Capital Budget 2013-2014 Out Turn
	Finance Matters –Revenue Budget 2013/14 Provisional Out Turn
	Corporate Transformation Programme Board
1 September 2014	Chairman's Update
	Performance Monitoring-Corporate Scorecard Quarter 1 2014/2015
	Budget Monitoring –Capital Budget Quarter 1 2014/15
	Budget Monitoring – Revenue Budget Quarter 1 2014/15

	Member Referral –Closure of Llangefni Skate Park Outside Plas Arthur Leisure Centre
	Work Programme
	Extra Care Housing
26 September 2014	Closure of Llangefni Skate Park
15 October 2014	Chairman's Update
	Budget 2015/2016
	Smarter Working Project
	Extra Care Options in Amlwch and Llangefni
	School Modernisation- Holyhead Area
	Llangefni Skate Park-Scrutiny Review
4 November 2014	Smarter Working Project (Call-in)
24 November 2014	Chairman's Update
	Corporate Score Card Quarter 2
	Budget Monitoring –Capital Budget Quarter 2 2014/15
	Budget Monitoring-Revenue Budget Quarter 2 2014/15
	Revenue Budget Proposals 2015/16
	Transformation Programme Updates
	School Bus Contracts –Tenders and Charges Structure
	Llangefni Golf Club
13 January 2015	Chairman's update
	Work Programme
	Annual Report of the Education Service
	Analysis Report – Quality Core Assessment Practice- Children's Services

	Scrutiny Outcome Panels Update
3 February 2015	2015/16 Initial Budget Proposals
10 February 2015	Capital Bids 2015/16
	Budget Proposals 2015/16- Response to the Public Consultation
	Corporate self-Assessment
24 March 2015	Debt Write Off
	Corporate Score Card Q3 2014/2015
	Revenue and Capital Monitoring Reports Q3 2014/2015
	Scrutiny Outcome Panel- Efficiency Savings
	Scrutiny Outcome Panel- Sickness Absence
16 April 2015	Chair and Members Update
	Annual Delivery Document 2015/2016

6. Partnership and Regeneration Scrutiny Committee Focus

The Partnership and Regeneration Scrutiny Committee focus is to ensure that the interests of the citizens of the Isle of Anglesey are promoted, and that the Council's priorities and resources are most beneficially reflected, in the partnerships, joint working, collaboration and external agency arrangements, as exist from time to time. The remit of the Committee will extend to local, regional and national arrangements and will include (but will not be limited to) those areas in which the Council has a statutory duty such as crime and disorder matters. In addition the Committee's remit also extends to regeneration matters and the "Enterprise Island" concept (or successor plans and policies).

7. Committee Membership 2014-15

The Committee comprises of 10 elected Members.

	Name	Ward	Political Party/Group		Name	Ward	Political Party/Group
	Cllr Derlwyn R Hughes (Chair)	Lligwy	Independent		Cllr Alun Mummery (Vice Chair)	Aethwy	Plaid Cymru
	Cllr William T Hughes	Twrcelyn	Independent		Cllr Richard Owen Jones	Twrcelyn	Independent
	Cllr Dafydd Rhys Thomas	Ynys Cybi	Independent		Cllr John Griffith	Talybolion	Plaid Cymru
	Cllr Carwyn Jones	Seiriol	Plaid Cymru		Cllr Dylan Rees	Canolbarth Mon	Plaid Cymru
	Cllr Robert Llewelyn Jones	Caergybi	Unaffiliated	1	Vacant Seat		

Please note that during the course of 2014 -2015 the membership of the Committee also included Councillor Raymond Jones.

8. Committee Work Programme (2014/15)

During 2014/15 the Partnership and Regeneration Scrutiny Committee met on 9 occasions. The dates and items considered are shown in the table below. Minutes of each meeting are on the Council's website.

Partnership and Regeneration Scrutiny Committee Work Programme 2014/15	
Committee Date	Item Considered
8 May 2014	To elect a Chairperson for the Partnership and Regeneration Scrutiny Committee
	To elect a Vice-Chairperson for the Partnership and Regeneration Scrutiny Committee
13 May 2014	Committee Nomination to the Corporate Parenting Panel
	Single Integrated Plan
	Clearing of Files from Old Ysgol Y Graig Llangerfni
	Update by the Chair and Vice-Chair
	Work Programme
11 July 2014	New Nuclear Build at Wylfa-Supplementary Planning
24 July 2014	North Wales Police Communications Centre
	Regional and Local Arrangements to Safeguard Children and Adults
	Regional Commissioning of Children and Young People's Advocacy Service
	Corporate Transformation Programme Board –Progress Update
	Update by the Chair and Vice-Chair
	Work Programme
25 September	Single Integrated Plan- Gwynedd and Ynys Mon

2014	Mon Communities First –Progress Report
	Local Housing Strategy for Anglesey 2014/2019
	Charter/Pleasure Boat Fees 2014/2015
	Work Programme for the Anglesey Integrated Delivery Board for Health and Social Care Services
	North Wales Wales Fire and Rescue Service-Consultation on the Improvement Plan 2015/2016
	Update by the Chair and Vice-Chair
	Work Programme
27 November 2014	Single Integrated Plan (Gwynedd and Ynys Mon) and Proposed Joint Local Service Board Scrutiny Arrangements
	Housing Revenue Account Subsidy –Voluntary Agreement
	Proposed Changes to the Private Sector Housing Renewal Strategy and Policy
	Annual Report on the SLA with Regional School Improvement Service (GwE)
	Annual Report- Listening and Learning from Complaints
	Annual Update –Safeguarding Arrangements for Vulnerable Adults in Anglesey
	Update by the Chair and Vice-Chair
Work Programme	
14 January 2015	Proposed Joint Local Service Board Scrutiny Arrangements
	Annual Council Reporting Framework (ACRF) Local Authority Social Services Inspection Evaluation and Review
	Corporate Safeguarding (Children)
	Update by the Chair and Vice-Chair
	Work Programme
12 March 2015	Well Being of Future Generations Bill and Key Priorities of Gwynedd and Ynys Mon
	Annual Community Safety Partnership Update
	Partnership Working Proposals in Relation to Securing Improvements to the A5025 and Other Highways to facilitate the Development Proposals of Horizon Nuclear Power
	Early Years Budget
	Update by the Chair and Vice-Chair
	Work Programme

12 Mai 2015	Llys Llewelyn, Aberffraw
	Finance Transformation Manager post for Libraries, Culture and Youth Services
	Update by the Chair and Vice-Chair
	Work Programme

9. SCRUTINY ENGAGEMENT

- 9.1 The views and ideas of the public and other organisations with an interest in a topic under consideration are valuable in effective Scrutiny.
- 9.2 Best practice Scrutiny normally involves Members working with local people and organisations to provide effective and responsive services.
- 9.3 Scrutiny Committees will meet in public (except in circumstances where confidential matters are to be discussed) and the dates, location of the meetings and the forward work programmes are available on the Council's web site at <http://www.anglesey.gov.uk>
- 9.4 Partners and outside agencies may also be invited to attend Scrutiny Committees to enable the Committee to seek their views and observations on issues affecting the delivery of corporate objectives.
- 9.5 To find out more about Scrutiny in Anglesey or to give your views please contact the Scrutiny Team at:

Scrutiny Team,
Isle of Anglesey County Council,
Council Offices.
Llangefni.
Anglesey.
LL77 7TW

scrutiny@anglesey.gov.uk

Bev Symonds	Scrutiny Manager responsible for: - Lead support officer to the Corporate Scrutiny Committee	(01248) 752078 bsxce@anglesey.gov.uk
Geraint Wyn Roberts	Scrutiny Officer responsible for: - Lead support officer to the Partnership and Regeneration Scrutiny Committee	(01248) 752039 gwrce@anglesey.gov.uk

APPENDIX 1- Extract from the “Commission on Public Service Governance on Public Service Governance Report” dated January 2014. (also known as “the Williams Report”).

Recommendations 31-34

Scrutiny

31. The importance, status and value of scrutiny must be recognised, prioritised, continually sustained and reinforced. To support this:
- All elected members, independent health board members, non-executive directors, and officers must acknowledge the importance and value of scrutiny in improving services for people and organisations in Wales. The independence of scrutiny must be strongly asserted and protected, as must its essentially constructive and positive nature;
 - Executive members, non-executive directors, and officers, must similarly acknowledge the value of scrutiny in helping them to deliver services better. They must publicise and explain their decisions clearly, and invite scrutiny of them, including pre-decision scrutiny, willingly and openly. They must also acknowledge and respond to scrutiny reports promptly and in good faith; and
 - As part of raising the stature and profile of scrutiny, and engaging citizens, there must be increased visibility of the outputs and outcomes from local government scrutiny.
32. Organisations must regard scrutiny as an investment to deliver improvements and future savings. They must resource and support scrutiny accordingly:
- Local authorities must make appropriate support available, at officer level, to develop co-ordinated scrutiny plans, identify gaps in expertise on the committees and provide proportionate and understandable information to committee members. Other organisations must similarly ensure that resources for scrutiny are sufficient for an effective scrutiny function;
 - Mandatory training must be provided to all members and chairs of local government scrutiny committees. Equivalent training must also be mandatory for community health council members engaged in scrutiny roles, fire and rescue authority members, others charged with formal scrutiny. Equivalent training should also be given to non-executive or independent members to support their role in holding their executive to account; and
 - Organisations must adopt a “best practice” approach to scrutiny not a “least required”. The scrutiny outcomes and characteristics being prepared by the Centre for Public Scrutiny must be developed in discussion with other public sector organisations. Once agreed, they must be adopted by each organisation within 6 months.
33. Local government scrutiny committees and other formal scrutiny bodies must engage more effectively with the public and partners. That should include the co-option of individuals from advocacy and other groups onto scrutiny committees to increase such committees’ capacity and capability to provide constructive and informed scrutiny.

Audit, inspection and regulation

34. Auditors, inspectors and regulators who report on individual organisations must do so directly to the appropriate scrutiny or audit committee. Where appropriate, they should assist the Committee in its consideration and holding the executive to account.

ISLE OF ANGLESEY COUNTY COUNCIL	
MEETING:	COUNTY COUNCIL
DATE:	14 MAY 2015
TITLE OF REPORT:	Democratic Services Committee – Annual Report 2014/15
REPORT BY:	Chair of Democratic Services
PURPOSE OF REPORT:	To report on the Work of the Committee during 2014/15

1) **Introduction**

The Local Government (Wales) Measure 2011 places a duty on the Council to establish a Democratic Services Committee as supported by the Head of Democratic Services.

The main purpose of the Committee is to review the adequacy of provision within the Authority in terms of staff, accommodation and other resources to fulfill the duties and functions of Democratic Services. Under the Measure the Committee is obliged to meet at least once per annum and to report on such matters to Council.

This is the third annual report prepared by the Committee since its establishment in 2012.

2) **Work Programme of Committee**

This report summarises the issues discussed by the Committee during 2014/15 and also provides commentary on current status.

In general the Committee has focused on the following areas:

- Member Development and Training Plans
- Modernising working practices
- Webcasting of meetings, and Town and Community Council websites
- Local Government (Wales) Measure 2011
- Members Annual Report
- Budget for 2015/16 and impact on Democratic Services
- Independent Remuneration Panel Annual Report

The table below summarises the issues discussed at each meeting during the past year.

	<p>Family Absence</p> <p>Member Development Training Plan</p> <p>Town and Community Councils Website grants</p>	<p>by the Executive on the 14 July, 2014 and Council endorsed the recommendations not to proceed with remote attendance at its meeting on the 9 October, 2014.</p> <p>This report dealt with the requirements in the Local Government (Wales) Measure 2011 and proposed changes to the Constitution including the establishment of a Democratic Services sub-committee for the purpose of hearing appeals under the regulations. This was accepted by the Committee and subsequently considered by the Executive on 14 July, 2014 and endorsed by Council on 9 October, 2014.</p> <p>A progress report was considered by the Committee following approval of the plan by Council on the 8 May, 2014.</p> <p>A progress report was submitted to the Committee on the present position regarding the allocation of grants to the Town and Community Councils for website development.</p>
18/09/2014	<p>Webcasting of Council Meetings</p> <p>Members Annual Reports</p>	<p>A progress report on the roll out of the webcasting pilot was considered by the Committee noting that webcasting had commenced in June 2014; the Committee also approved a draft webcasting protocol incorporating WLGA guidance for Members and Officers.</p> <p>This report focused on the preparation of annual reports by Members during 2013 – 2014 noting that all Members had prepared reports up to the</p>

	<p>Town and Community Councils Website grants</p> <p>Committee Work Programme 2014 - 2015</p>	<p>period March 2014 and information published on the Council's website by the 30 June, 2014. The report also referred to the timetable for preparation of reports covering 2014 – 2015. Further reports on this issue were considered by the Committee during the year.</p> <p>This was a further progress report on the allocation of the grants to Town and Community Councils for website development.</p> <p>This was a progress report on the Committees Work Programme for the year and the views of the Committee sought on issues to be considered by the Committee following the two focus groups held in June to review working practices. The Committee was advised that further iPad training would be provided to Members on the 26 September, 2014.</p>
02/12/14	<p>Independent Evaluation of the Anglesey Intervention</p> <p>Web-casting of Council Meetings</p>	<p>The Committee considered and noted a report commissioned by Welsh Government on the Anglesey Intervention. The report summarised a number of key conclusion and opportunities for learning.</p> <p>This was an update to the report submitted to the Committee on 18 September, 2014. The report summarised statistics on the number of live and archived hits.</p>

	<p>Town and Community Councils Website Development grants</p> <p>Member Development Programme</p>	<p>This was a further progress report on the allocation of the grants to Town and Community Councils for website development.</p> <p>This was an update to the report considered by the Committee on the 18 June, 2014. The report also referred to the timeframe for undertaking personal development reviews for Members, to inform the 2015 – 2016, Member Development Plan. The report also referred to the announcement by the Minister for Local Government to discontinue the WLGA's improvement grant with effect from March 2015 and implications not least on National Training Programmes and the Charter for Member Development and Support. The Committee resolved to make representations to Welsh Government in response to the ending of the WLGA Improvement Grant.</p>
29/01/15	<p>Budget Consultation</p> <p>Members Annual Reports</p>	<p>The Committee was given the opportunity to make any comments on draft Budget proposals in relation to Democratic Services. One particular aspect which was drawn to the Committee's attention was the proposed savings within the Committee section to reduce printing and postage costs following the roll out of iPads for Members. The proposed savings were endorsed by the Committee.</p> <p>This was an update to the report submitted to the Committee on 18 September, 2014. The report also referred to a review undertaken across</p>

	<p>WLGA Continuing Professional Development for Councillors 2015</p>	<p>Wales by the Minister for Public Services on the number of annual reports published for 2013 – 2014, noting that only Anglesey and another Authority had published annual reports for all its Members. The report also proposed a simplified version of the template to assist Members prepare reports for 2014 – 2015 and this was accepted by the Committee.</p> <p>This report focused on work undertaken by the WLGA in the form of a draft competency framework to support Members in their roles and to assist with the preparation of Personal Development Reviews. The Committee endorsed the competency framework.</p>
<p>25/03/15</p>	<p>Independent Remuneration Panel Annual Report 2015 – 2016</p> <p>Members Annual Report</p>	<p>A report was submitted to the Committee summarising the determinations made by the Independent Remuneration Panel for Wales in relation to Member remuneration for 2015 – 2016 and the requirements for the Democratic Services Committee to review the level of support provided to Members to carry out their duties. Members' remuneration for 2015 – 2016 is the subject of a separate report to Council on the 14 May, 2015 and the issue of support provided to Members will form part of this Committee's Work Programme for 2015 – 2016. In this respect the Committee resolved that the Head of Democratic Services seek the views of Members prior to reporting back to this Committee.</p> <p>This report made reference to observations made by the Standards Committee on the</p>

	<p>Webcasting of Meetings</p> <p>Appointment of Head of Democratic Services</p>	<p>12 March, 2015 following a review of the Council's registers which had noted that there were certain inconsistencies between the information provided in annual reports and in the Council's Standing Register and recommended minor changes to the template for preparing annual reports be approved. This primarily concerned information on outside bodies and attendance levels. This was accepted by the Committee.</p> <p>This was an update to the report submitted to the Committee on 02 December, 2014. The report summarised statistics on the number of live and archived hits.</p> <p>This report endorsed the recommendation of the Appointments Committee held on 27 January, 2015 in relation to the permanent appointment to this post.</p>
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3) Recommendation

The County Council is requested to accept the report and note the matters discussed as part of the Committee's Work Programme for 2014/15.

Chair of Democratic Services Committee
28/04/2015

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DDIM I'W GYHOEDDI NOT FOR PUBLICATION

(Ail-strwythuro'r Uwch Dim Rheoli gyda'r golwg ar wneud Arbedion Effeithlonrwydd
Restructuring of the Senior Management Team with a View to Making Efficiency Savings)

PRAWF BUDD Y CYHOEDD PUBLIC INTEREST TEST

Paragraff(au) 13 a 15 Paragraph(s) 13 and 15	Atodlen 12A Deddf Llywodraeth Leol 1972 Schedule 12A Local Government Act 1972
Y PRAWF – THE TEST	
<p>Mae yna fudd y cyhoedd wrth ddatgan oherwydd / There is a public interest in disclosure as:-</p> <p>Mae'r mater hwn yn ymwneud â chyllideb y Cyngor, sydd yn arian cyhoeddus, ae mae yna fudd i'r cyhoedd o ran atebolrwydd am wariant yr arian hwnnw, sicrhau tryloywder mewn perthynas â sut mae busnes y Cyngor yn cael ei drefnu a'r strwythur y mae'n ei fabwysiadu i ddarparu'r gwasanaethau, yn cynnwys strwythur y sefylliad staffio.</p> <p>This matter involves the Council's budget, which is public expenditure, and there is a public interest regarding the accountability for spending such monies, ensuring transparency in relation to how Council business is organised and the structure it adopts in discharging its Services, including the staffing establishment structure.</p>	<p>Y budd y cyhoedd with beidio datgelu yw / The public interest in not disclosing is:-</p> <p>Bydd gwybodaeth mewn perthynas â materion cyflogaeth sensitive yr Awdurdod yn yr adroddiad. Gellir adnabod AElodau unigol o staff yn y cynnwys a materion fydd maes o law yn arwain at drafodaethau a ymgynghoriadau gyda hwy am eu sefyllfa cyflogaeth.</p> <p>Information relating to sensitive employment matters within the Authority will be contained in the report. Individual members of staff can be identified and matters that will in time lead to discussions and consultation with these individuals on their employment situation.</p>
<p>Mae budd y cyhoedd wrth gadw'r eithriad o bwys mwy na budd y cyhoedd wrth ddatgelu'r wybodaeth The public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	

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By virtue of paragraph(s) 13, 15 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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**PRAWF BUDD Y CYHOEDD
PUBLIC INTEREST TEST
CYNGOR SIR/COUNTY COUNCIL**

**Gweithredu ar Arfarnu swyddi a Tal Cyfartal/
Implementation of Job Evaluation and
Equal Pay**

14 MAI/MAY, 2015

<p>Paragraff(au) 14,15 Paragraph(s) 14,15</p>	<p>Atodlen 12A Deddf Llywodraeth Leol 1972 Schedule 12A Local Government Act 1972</p>
<p>Y PRAWF – THE TEST</p>	
<p>Mae yna fudd y cyhoedd wrth ddatgelu oherwydd / There is a public interest in disclosure as:-</p> <p>Mae hwn yn fater sy'n effeithio ar strwythur rheoli'r Cyngor ac, fel y cyfryw, mae gan y cyhoedd ddiddordeb uniongyrchol mewn cael eu hysbysu am faterion sy'n ymwneud â costau staffio.</p> <p>This is a matter which affects the Council's management structure and, as such, the public has a direct interest in being informed about matters which relate to the delivery, cost and efficiency of services including savings relating thereto.</p> <p>Mae gan y cyhoedd diddordeb mewn materion cyllid cyhoeddus. The public have an interest in matters of public finance.</p>	<p>Y budd y cyhoedd with beidio datgelu yw / The public interest in not disclosing is:-</p> <p>Mae yna ddisgwyliad cyfreithiol y bydd materion sy'n ymwneud â gweithwyr unigol y Cyngor yn cael eu trin yn gyfrinachol. Mae gan y Cyngor ddyletswydd o ymddiriedaeth a hyder mewn perthynas â'i ymwneud â'i staff ac mae'r wybodaeth yn yr adroddiad sydd ynghlwm, tra nad yw'n enwi unigolion, yn eu nodi yn anuniongyrchol. Mae i'r adroddiad oblygiadau cyflogaeth i'r swyddogion sy'n cael eu heffeithio ac fe all toriad dianghenraid mewn cyfrinachedd adael y Cyngor, fel cyflogwr, yn agored i gamau cyfreithiol /</p> <p>There is a legal expectation that matters relating to individual employees of the Council are to be treated confidentially. The Council has a duty of trust and confidence in relation to its dealings with its staff and the information in the attached Report, while not naming individuals, indirectly identifies them. This Report has employment implications for those Officers affected and any unnecessary breach of confidentiality may leave the Council, as employer, open to legal action. Mae'r adroddiad yn cynnwys oblygiadau ariannol a risgiau cyfatebol pe byddai cynnwys yr adroddiad yn cael ei ddatgelu.</p> <p>The report has implications and financial risks if the content of the report were revealed. The report contains information relating to consultations and negotiations with the trade unions which could put the Authority in a detrimental position. Mae'r adroddiad yn cynnwys gwybodaeth yn ymwneud a ymghynghoriadau a thrafodaethau gyda'r undebau a allai fod yn rhoi y Cyngor mewn sefyllfa anffafriol pe byddent yn cael eu dateglu.</p>
<p>Argymhelliad – Mae'r budd i'r cyhoedd wrth gynnal yr eithriad, o leiaf ar hyn o bryd, yn gorbwyso'r budd i'r cyhoedd o ddatgelu'r wybodaeth.</p> <p>Recommendation - The public interest in maintaining the exemption, at least at this stage, outweighs the public interest in disclosing the information.</p>	

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