



**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
LLANGEFNI**

**COUNCIL CHAMBER
COUNCIL OFFICES
LLANGEFNI**

DYDD IAU, 12 MAI, 2016

THURSDAY, 12 MAY 2016

→ am 10.30 o'r gloch ←

→ at 10.30 am ←

A G E N D A

1. MINUTES

To submit for confirmation, the minutes of the meeting of the County Council held on 10th March, 2016.

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. PRESENTATION OF PETITIONS

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

5. THE LEADER OF THE COUNCIL'S ANNUAL REPORT FOR 2015/16

To consider the Council Leader's Annual Report in accordance with paragraph 4.1.16 of the Constitution.

6. WELSH LANGUAGE STANDARDS AND THE COUNCIL'S LANGUAGE POLICY

To submit a report by the Assistant Chief Executive (Partnerships, Community and Service Improvement).

7. ANTI-SOCIAL BEHAVIOUR

To submit a report by the Head of Function (Council Business)/Monitoring Officer, as submitted to the Executive on 25th April, 2016.

8. TO ADOPT A NEW CODE OF CONDUCT FOR MEMBERS

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

9. ANNUAL DELIVERY DOCUMENT (IMPROVEMENT PLAN) 2016/17

To submit a report by the Head of Transformation.

10. ANNUAL REPORT OF THE AUDIT AND GOVERNANCE COMMITTEE FOR 2015/16

To submit a report by the Chair of the Audit and Governance Committee.

11. ANNUAL REPORT OF THE SCRUTINY COMMITTEES FOR 2015/16

To submit a report by the Chairs of the Corporate Scrutiny Committee and the Partnership and Regeneration Scrutiny Committee.

12. ANNUAL REPORT OF THE DEMOCRATIC SERVICES COMMITTEE FOR

2015/16

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

13. ANNUAL REPORT OF THE STANDARDS COMMITTEE FOR 2015/16

To submit a report by the Chair of the Standards Committee.

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ISLE OF ANGLESEY COUNTY COUNCIL

Minutes of the meeting held on 10 March 2016

PRESENT: Councillor Jim Evans (Chair)
Councillor Robert G Parry OBE (Vice-Chair)

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

IN ATTENDANCE: Chief Executive,
Assistant Chief Executive (CT),
Assistant Chief Executive (AM),
Head of Function (Resources)/Section 151 Officer,
Head of Function (Council Business)/Monitoring Officer,
Head of Democratic Services,
Head of Profession – Human Resources (In respect of Item 14),
Planning Manager (Policy) (In respect of Item 9),
Senior Enforcement Officer (Trading Standards) (In respect of Item 8),
Committee Officer (MEH).

ALSO PRESENT: None

APOLOGIES: Councillors R.Meirion Jones, Richard Owain Jones and Dafydd Rhys Thomas.

1. MINUTES

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

- 9 December, 2015 (Extraordinary) (10.00 a.m.);
- 9 December, 2015 (2.00 p.m.).

2. DECLARATION OF INTEREST

Declarations of personal and prejudicial interest received in respect of Item 7 – Council Tax Premiums for Second Homes and Long Term Empty Property as follows :-

Councillors R.A. Dew, Jeff M. Evans, Ann Griffith, K.P. Hughes, T.LI. Hughes, T.V. Hughes, Aled M. Jones, Dylan Rees.

Head of Function (Council Business)/Monitoring Officer

(The above Members and Officer left the meeting during discussions and voting thereon).

Declaration of personal interest received by the Head of Function (Council Business)/Monitoring Officer in respect of Item 9 – Joint Local Development Plan – Timetable in Delivery Agreement.

The Strategic Leadership Team together with the Heads of Function for Resources and for Council Business declared a personal and prejudicial interest in Item 13 – Pay Policy Statement and were not present at the meeting during any discussion or voting thereon.

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

The Chair made the following announcements :-

- Congratulations were extended to Grwp Cordia from David Hughes Secondary School on winning the Cân i Gymru competition held last Saturday, 5th March. This is the second year for the winners of the competition to be from Anglesey.
- Two young sports ambassadors from David Hughes Secondary School have reached the short-list for national awards. Glesni Tegid has reached the short-list for the Sky Sports Living for Sport – Student of the Year Award. Cerys Davies has reached the short-list for the Rising Star, Womenspire Award.
- Congratulations were extended to Bodedern Young Farmers' Club on winning the Welsh Language Drama Award throughout Wales recently.
- Congratulations were also extended to Brynsiencyn Youth Club for their efforts in collecting £280 toward the National Eisteddfod Ynys Môn 2017 local appeal Committee.
- Congratulations were extended to Councillor Aled M. Jones on becoming a grandfather for the first time.

The Chair referred to the Chairman's Charity Evening to be held at Carreg Bran Hotel, Llanfairpwll on 15 April, 2016.

Condolences were extended to Mr. Huw Jones, Head of Democratic Services on the loss of his father recently.

The Chair extended his sympathy to any Member of the Council or staff who have suffered a bereavement recently.

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

4. PRESENTATION OF PETITIONS

None received.

5. 2016/17 BUDGET

The Portfolio Holder (Finance) presented the Executive's proposals for the Revenue and Capital budgets 2016/17, Treasury Management Strategy Statement and setting the Council Tax as 5 (a) to (ch) within the Agenda. He wished to thank the Senior Leadership Team, Head of Function (Resources)/Section 151 Officer and his staff for their work in preparing the budget. He also thanked the Shadow Portfolio Holder, Councillor Llinos M. Huws for her attendance at numerous meetings in respect of setting the budget for 2016/17 together with the work undertaken by the Corporate Scrutiny Committee and all Elected Members at numerous seminars and meetings which have taken place.

He reported that due to the savings achieved it has been possible to increase the budget of important services which are under pressure. The Children's Services budget for 2016/17

is to be increased by £500k to reflect the increasing demands on the service. That the budget for 2016/17 of Adults Services be increased by around £300k and £400k of reserves have been utilised to increase the delegated school's budget for 2016/17.

Due to comments during the public consultation process and scrutiny committee deliberations, it has been possible to bring the increase to the Council Tax to 3.5% instead of 4.5% originally proposed. The Portfolio Holder considered that the increase compares well with other local authorities in North Wales. He welcomed the success of the Councils schools modernisation programme and Extra Care facility in Llangefni. With the addition of over £1m to the financial reserves of the authority last year, he considered that the Council is in a robust position for the future. However, the Portfolio Holder (Finance) said the 2017/18 budget for the Council will continue to be challenging and services will have to be transformed and the Smarter Working project needs to be completed.

The Shadow Portfolio Holder for Finance, Councillor Llinos M. Huws also wished to thank the Officers of the Finance Department for their work in preparing the budget. However, she stated that she was concerned that the Council Tax is increased by 3.5%. Councillor Huws said that she would be abstaining from voting due to the local government settlement cut of 2% for the 2016/17 budget by the Welsh Government. She stated that she had profound concerns that the Authority will face further cuts to its budget again next year.

The Vice-Chair of the Corporate Scrutiny Committee in the absence of the Chair also wished to thank the Officers and all Members for their work in preparing for the budget 2016/17.

Members of the Opposition Group considered that the increase in the Council Tax will affect young families with children and the elderly. Concerns raised with regard to the condition of schools i.e. roofs leaking, toilets in dire state and windows in need of replacing.

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 2016/17. The vote was as follows :-

For the budget proposals as presented : 14

Against the budget proposals : 1

Abstained : 11

Following the subsequent vote it was RESOLVED :-

- **To accept the budget proposals as presented for 2016/17;**
- **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 2016/17 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 a revenue budget for 2016/17 as shown at Appendix 5 Medium Term Financial Plan and 2016/17 Budget.

- (c) Pursuant to the recommendations of the Executive, to adopt a capital budget as shown in the Capital Bids 2016/17 report.
- (ch) To delegate to the Head of Function (Resources) the power to make adjustments between headings in Appendix 5 Medium Term Financial Plan and 2016/17 Budget in order to give effect to the Council's decisions.
- (d) To delegate to the Executive Committee, for the financial year 2016/17, the powers to transfer budgets between headings as follows:-
 - (i) unlimited powers to spend each budget heading in Appendix 5 Medium Term Financial Plan and 2016/17 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 2016/17 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 2017, 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 the Capital Bids 2016/17 report 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 2016/17 and onwards as shown in the report on Treasury Management Strategy Statement 2016/17.
- (ff) To approve the Treasury Management Strategy Statement for 2016/17.
- (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 2016/17 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 2016/17 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 30 November 2015 approved the amount calculated by the Isle of Anglesey County Council for its council tax base for 2016/17 and to further note that the full Council in its meeting on the 9 December 2015 approved that the local Council Tax Reduction Scheme will continue unchanged for 2016/17.
6. At its meeting on 30 November 2015, 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 2016/17, as follows:-
- a) 30,250.23 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	1,464.36
Beaumaris	1,036.95
Holyhead	3,798.84
Llangefni	1,894.81
Menai Bridge	1,394.41
Llanddaniel-fab	370.17
Llanddona	359.12
Cwm Cadnant	1,124.64
Llanfair Pwllgwyngyll	1,314.95
Llanfihangel Ysgeifiog	670.81
Bodorgan	436.68
Llangoed	627.71
Llangristiolus & Cerrig Ceinwen	600.12
Llanidan	397.94
Rhosyr	983.39
Penmynydd	234.82
Pentraeth	554.26
Moelfre	602.76
Llanbadrig	651.90
Llanddyfnan	486.52
Llaneilian	543.19
Llannerch-y-medd	500.27
Llaneugrad	178.60
Llanfair Mathafarn Eithaf	1,745.30
Cylch y Garn	400.92
Mechell	526.01
Rhos-y-bol	460.39
Aberffraw	292.06
Bodedern	415.17
Bodffordd	416.68
Trearddur	1,222.42
Tref Alaw	248.22
Llanfachraeth	224.69
Llanfaelog	1,218.82
Llanfaethlu	280.72

Llanfair-yn-Neubwll	562.14
Valley	961.23
Bryngwran	355.40
Rhoscolyn	337.72
Trewalchmai	355.12

7. That the following amounts be now calculated by the Council for the year 2016/17, in accordance with Sections 32 to 36 of the Local Government Finance Act 1992:-

- a) £183,047,719 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) £ 57,830,947 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, 216,772 being the amount by which the aggregate at 7(a) above exceeds the aggregate at 7(b) above, calculated by the Council, in accordance with Section 32(4) of the Act, as its budget requirement for the year.
- ch) £91,928,047 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) £1,100.44 being the amount at 7(c) above less the amount at 7(ch) above, all divided by the amount at 6(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) £1,179,318 being the aggregate amount of all special items referred to in Section 34(1) of the Act.
- e) £1,061.46 being the amount at 7(d) above less the result given by dividing the amount at 7(dd) above by the amount at 6(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	£	1,122.31
Beaumaris	£	1,087.83
Holyhead	£	1,161.86
Llangefni	£	1,132.46
Menai Bridge	£	1,126.72
Llanddaniel-fab	£	1,082.13
Llanddona	£	1,075.80
Cwm Cadnant	£	1,089.47
Llanfair Pwllgwyngyll	£	1,091.12
Llanfihangel Ysgeifiog	£	1,086.06
Bodorgan	£	1,079.78
Llangoed	£	1,077.09
Llangristiolus & Cerrig Ceinwen	£	1,070.62
Llanidan	£	1,082.68
Rhosyr	£	1,081.29
Penmynydd	£	1,075.51
Pentraeth	£	1,088.52
Moelfre	£	1,080.46
Llanbadrig	£	1,099.81

f) Part of the Council's area		D
Llanddyfnan	£	1,075.60
Llaneilian	£	1,082.16
Llannerch-y-medd	£	1,082.26
Llaneugrad	£	1,083.86
Llanfair Mathafarn Eithaf	£	1,089.96
Cylch y Garn	£	1,076.43
Mechell	£	1,077.60
Rhos-y-bol	£	1,074.49
Aberffraw	£	1,085.43
Bodedern	£	1,080.73
Bodffordd	£	1,076.94
Trearddur	£	1,086.91
Tref Alaw	£	1,080.80
Llanfachraeth	£	1,079.59
Llanfaelog	£	1,081.97
Llanfaethlu	£	1,081.94
Llanfair-yn-Neubwll	£	1,079.43
Valley	£	1,089.43
Bryngwran	£	1,087.35
Rhoscolyn	£	1,068.86
Trewalchmai	£	1,079.76

being the amount given by adding to the amount at 7(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 7(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.

ff) Part of the Council's Area		A	B	C	D	E	F	G	H	I
Amlwch	£	748.21	872.91	997.61	1,122.31	1,371.71	1,621.11	1,870.52	2,244.62	2,618.72
Beumaris	£	725.22	846.09	966.96	1,087.83	1,329.57	1,571.31	1,813.05	2,175.66	2,538.27
Holyhead	£	774.57	903.67	1,032.766	1,161.86	1,420.05	1,678.24	1,936.43	2,323.72	2,711.01
Llangefni	£	754.97	880.80	1,006.63	1,132.46	1,384.12	1,635.78	1,887.43	2,264.92	2,642.41
Menai Bridge	£	751.15	876.34	1,001.53	1,126.72	1,377.10	1,627.48	1,877.87	2,253.44	2,629.01
Llanddaniel-fab	£	721.42	841.66	961.89	1,082.13	1,322.60	1,563.08	1,803.55	2,164.26	2,524.97
Llanddona	£	717.20	836.73	956.27	1,075.80	1,314.87	1,553.93	1,793.00	2,151.60	2,510.20
Cwm Cadnant	£	726.31	847.37	968.42	1,089.47	1,331.57	1,573.68	1,815.78	2,178.94	2,542.10
Llanfair Pwllgwyngyll	£	727.41	848.65	969.88	1,091.12	1,333.59	1,576.06	1,818.53	2,182.24	2,545.95
Llanfihangel Ysgeifiog	£	724.04	844.71	965.39	1,086.06	1,327.41	1,568.75	1,810.10	2,172.12	2,534.14
Bodorgan	£	719.85	839.83	959.80	1,079.78	1,319.73	1,559.68	1,799.63	2,159.56	2,519.49
Llangoed	£	718.06	837.74	957.41	1,077.09	1,316.44	1,555.80	1,795.15	2,154.18	2,513.21
Llangristiolus & Cerrig Ceinwen	£	713.75	832.70	951.66	1,070.62	1,308.54	1,546.45	1,784.37	2,141.24	2,498.11
Llanidan	£	721.79	842.08	962.38	1,082.68	1,323.28	1,563.87	1,804.47	2,165.36	2,526.25
Rhosyr	£	720.86	841.00	961.15	1,081.29	1,321.58	1,561.86	1,802.15	2,162.58	2,523.01
Penmynydd	£	717.01	836.51	956.01	1,075.51	1,314.51	1,553.51	1,792.52	2,151.02	2,509.52
Pentraeth	£	725.68	846.63	967.57	1,088.52	1,330.41	1,572.31	1,814.20	2,177.04	2,539.88
Moelfre	£	720.31	840.36	960.41	1,080.46	1,320.56	1,560.66	1,800.77	2,160.92	2,521.07
Llanbadrig	£	733.21	855.41	977.61	1,099.81	1,344.21	1,588.61	1,833.02	2,199.62	2,566.22
Llanddyfnan	£	717.07	836.58	956.09	1,075.60	1,314.62	1,553.64	1,792.67	2,151.20	2,509.73
Llaneilian	£	721.44	841.68	961.92	1,082.16	1,322.64	1,563.12	1,803.60	2,164.32	2,525.04
Llannerch-y-medd	£	721.51	841.76	962.01	1,082.26	1,322.76	1,563.26	1,803.77	2,164.52	2,525.27

ff) Part of the Council's Area		A	B	C	D	E	F	G	H	I
Llaneugrad	£	722.57	843.00	963.43	1,083.86	1,324.72	1,565.58	1,806.43	2,167.72	2,529.01
Llanfair Mathafarn Eithaf	£	726.64	847.75	968.85	1,089.96	1,332.17	1,574.39	1,816.60	2,179.92	2,543.24
Cylch y Garn	£	717.62	837.22	956.83	1,076.43	1,315.64	1,554.84	1,794.05	2,152.86	2,511.67
Mechell	£	718.40	838.13	957.87	1,077.60	1,317.07	1,556.53	1,796.00	2,155.20	2,514.40
Rhos-y-bol	£	716.33	835.71	955.10	1,074.49	1,313.27	1,552.04	1,790.82	2,148.98	2,507.14
Aberffraw	£	723.62	844.22	964.83	1,085.43	1,326.64	1,567.84	1,809.05	2,170.86	2,532.67
Bodedern	£	720.49	840.57	960.65	1,080.73	1,320.89	1,561.05	1,801.22	2,161.46	2,521.70
Bodffordd	£	717.96	837.62	957.28	1,076.94	1,316.26	1,555.58	1,794.90	2,153.88	2,512.86
Trearddur	£	724.61	845.37	966.14	1,086.91	1,328.45	1,569.98	1,811.52	2,173.82	2,536.12
Tref Alaw	£	720.53	840.62	960.71	1,080.80	1,320.98	1,561.16	1,801.33	2,161.60	2,521.87
Llanfachraeth	£	719.73	839.68	959.64	1,079.59	1,319.50	1,559.41	1,799.32	2,159.18	2,519.04
Llanfaelog	£	721.31	841.53	961.75	1,081.97	1,322.41	1,562.85	1,803.28	2,163.94	2,524.60
Llanfaethlu	£	721.29	841.51	961.72	1,081.94	1,322.37	1,562.80	1,803.23	2,163.88	2,524.53
Llanfair-yn-Neubwll	£	719.62	839.56	959.49	1,079.43	1,319.30	1,559.18	1,799.05	2,158.86	2,518.67
Valley	£	726.29	847.33	968.38	1,089.43	1,331.53	1,573.62	1,815.72	2,178.86	2,542.00
Bryngwran	£	724.90	845.72	966.53	1,087.35	1,328.98	1,570.62	1,812.25	2,174.70	2,537.15
Rhoscolyn	£	712.57	831.34	950.10	1,068.86	1,306.38	1,543.91	1,781.43	2,137.72	2,494.01
Trewalchmai	£	719.84	839.81	959.79	1,079.76	1,319.71	1,559.65	1,799.60	2,159.52	2,519.44

being the amounts given by multiplying the amounts at 7(e) and 7(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.

8. That it be noted that for the year 2016/17, 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	£	160.08	186.76	213.44	240.12	293.48	346.84	400.20	480.24	560.28

9. That, having calculated the aggregate in each case of the amounts at 7(ff) and 8 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 2016/17 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	£	908.29	1,059.67	1,211.05	1,362.43	1,665.19	1,967.95	2,270.22	2,724.86	3,179.00
Beaumaris	£	885.30	1,032.85	1,180.40	1,327.95	1,623.05	1,918.15	2,213.25	2,655.90	3,098.55
Holyhead	£	934.65	1,090.43	1,246.20	1,401.98	1,713.53	2,025.63	2,336.63	2,803.96	3,271.29
Llangefni	£	915.05	1,067.56	1,220.07	1,372.58	1,677.60	1,982.62	2,287.63	2,745.16	3,202.69
Menai Bridge	£	911.23	1,063.10	1,214.97	1,366.84	1,670.58	1,974.32	2,278.07	2,733.68	3,189.29
Llanddaniel-fab	£	881.50	1,028.42	1,175.33	1,322.25	1,616.08	1,909.92	2,203.75	2,644.50	3,085.25
Llanddona	£	877.28	1,023.49	1,169.71	1,315.92	1,608.35	1,900.77	2,193.20	2,631.84	3,070.48
Cwm Cadnant	£	886.39	1,034.13	1,181.86	1,329.59	1,625.05	1,920.52	2,215.98	2,659.18	3,102.38
Llanfair Pwllgwyngyll	£	887.49	1,035.41	1,183.32	1,331.24	1,627.07	1,922.90	2,218.73	2,662.48	3,106.23
Llanfihangel Ysgeifiog	£	884.12	1,031.47	1,178.83	1,326.18	1,620.89	1,915.59	2,210.30	2,652.36	3,094.42
Bodorgan	£	879.93	1,026.59	1,173.24	1,319.90	1,613.21	1,906.52	2,199.83	2,639.80	3,079.77
Llangoed	£	878.14	1,024.50	1,170.85	1,317.21	1,609.92	1,902.64	2,195.35	2,634.42	3,073.49

Valuation Bands

Part of the Council's Area		A	B	C	D	E	F	G	H	I
Llangristiolus & Cerrig	£	873.83	1,019.46	1,165.10	1,310.74	1,602.02	1,893.29	2,184.57	2,621.48	3,058.39
Llanidan	£	881.87	1,028.84	1,175.82	1,322.80	1,616.76	1,910.71	2,204.67	2,645.60	3,086.53
Rhosyr	£	880.94	1,027.76	1,174.59	1,321.41	1,615.06	1,908.70	2,202.35	2,642.82	3,083.29
Penmynydd	£	877.09	1,023.27	1,169.45	1,315.63	1,607.99	1,900.35	2,192.72	2,631.26	3,069.80
Pentraeth	£	885.76	1,033.39	1,181.01	1,328.64	1,623.89	1,919.15	2,214.40	2,657.28	3,100.16
Moelfre	£	880.39	1,027.12	1,173.85	1,320.58	1,614.04	1,907.50	2,200.97	2,641.16	3,081.35
Llanbadrig	£	893.29	1,042.17	1,191.05	1,339.93	1,637.69	1,935.45	2,233.22	2,679.86	3,126.50
Llanddyfnan	£	877.15	1,023.34	1,169.53	1,315.72	1,608.10	1,900.48	2,192.87	2,631.44	3,070.01
Llaneilian	£	881.52	1,028.44	1,175.36	1,322.28	1,616.12	1,909.96	2,203.80	2,644.56	3,085.32
Llannerch-y-medd	£	881.59	1,028.52	1,175.45	1,322.38	1,616.24	1,910.10	2,203.97	2,644.76	3,085.55
Llaneugrad	£	882.65	1,029.76	1,176.87	1,323.98	1,618.20	1,912.42	2,206.63	2,647.96	3,089.29
Llanfair Mathafarn Eithaf	£	886.72	1,034.51	1,182.29	1,330.08	1,625.65	1,921.23	2,216.80	2,660.16	3,103.52
Cylch y Garn	£	877.70	1,023.98	1,170.27	1,316.55	1,609.12	1,901.68	2,194.25	2,633.10	3,071.95
Mechell	£	878.48	1,024.89	1,171.31	1,317.72	1,610.55	1,903.37	2,196.20	2,635.44	3,074.68
Rhos-y-bol	£	876.41	1,022.47	1,168.54	1,314.61	1,606.75	1,898.88	2,191.02	2,629.22	3,067.42
Aberffraw	£	883.70	1,030.98	1,178.27	1,325.55	1,620.12	1,914.68	2,209.25	2,651.10	3,092.95
Bodedern	£	880.57	1,027.33	1,174.09	1,320.85	1,614.37	1,907.89	2,201.42	2,641.70	3,081.98
Bodffordd	£	878.04	1,024.38	1,170.72	1,317.06	1,609.74	1,902.42	2,195.10	2,634.12	3,073.14
Trearddur	£	884.69	1,032.13	1,179.58	1,327.03	1,621.93	1,916.82	2,211.72	2,654.06	3,096.40
Tref Alaw	£	880.61	1,027.38	1,174.15	1,320.92	1,614.46	1,908.00	2,201.53	2,641.84	3,082.15
Llanfachraeth	£	879.81	1,026.44	1,173.08	1,319.71	1,612.98	1,906.25	2,199.52	2,639.42	3,079.32
Llanfaelog	£	881.39	1,028.29	1,175.19	1,322.09	1,615.89	1,909.69	2,203.48	2,644.18	3,084.88
Llanfaethlu	£	881.37	1,028.27	1,175.16	1,322.06	1,615.85	1,909.64	2,203.43	2,644.12	3,084.81
Llanfair-yn-Neubwll	£	879.70	1,026.32	1,172.93	1,319.55	1,612.78	1,906.02	2,199.25	2,639.10	3,078.95
Valley	£	886.37	1,034.09	1,181.82	1,329.55	1,625.01	1,920.46	2,215.92	2,659.10	3,102.28
Bryngwran	£	884.98	1,032.48	1,179.97	1,327.47	1,622.46	1,917.46	2,212.45	2,654.94	3,097.43
Rhoscolyn	£	872.65	1,018.10	1,163.54	1,308.98	1,599.86	1,890.75	2,181.63	2,617.96	3,054.29
Trewalchmai	£	879.92	1,026.57	1,173.23	1,319.88	1,613.19	1,906.49	2,199.80	2,639.76	3,079.72

(d) Amendments to the Budget

No amendments received.

6. TREASURY MANAGEMENT MID-YEAR REVIEW 2015/16

The report of the Head of Function (Resources)/Section 151 Officer incorporating a review of the mid-year position in respect of Treasury management activity was presented for the Council's acceptance.

It was RESOLVED :-

- **To accept the Treasury Management mid-year review report.**
- **To refer the report to the Audit Committee for their review and feedback.**

7. COUNCIL TAX PREMIUMS FOR SECOND HOMES AND LONG TERM EMPTY PROPERTY

Submitted – the report of the Head of Function (Resources)/Section 151 Officer with regard to whether to charge Council Tax premiums for long-term empty dwellings and for dwellings occupied periodically (usually known as second homes) from 1 April 2017 and if

the decision is to do so, to determine the percentage level of the Council Tax premium for long-term empty dwellings and for dwellings occupied periodically (usually known as second homes) for 1 April, 2017.

The Head of Function (Resources)/Section 151 Officer reported that legislative changes were made by the Housing (Wales) Act 2014 to give local authorities discretionary powers on whether to charge a premium on long-term empty dwellings or second homes (or both). The 2014 Act amended the Local Government Finance Act 1992 by inserting new sections 12A and 12B to enable a billing authority (county council or county borough council) in Wales to dis-apply any discount granted to long-term empty dwellings and dwellings occupied periodically and apply a higher amount of council tax (a premium). Local authorities will now have discretion to decide on the amount of the premium from 0% up to a maximum of 100% of the standard rate of council tax that applies to the dwelling. A billing authority can make, vary or revoke a determination made under Sections 12A and 12B of the 1992 Act, but only before the beginning of the financial year to which the determination applies. For second homes however, a billing authority must make its first determination under Section 12B at least one year before the beginning of the financial year to which the premium applies. This means in order to charge a premium from 1 April, 2017, a billing authority must make its determination for second homes before 1 April, 2016. It was reported that the Executive at its meeting held on 1 March, 2016 resolved to recommend to the full Council that the Council Tax Premium be set at 25% of the standard rate of council tax for both long-term empty dwellings and for dwellings occupied periodically (usually known as second homes).

Members stated that there is a dire need for houses for young local families on the Island and supported the increase in the Council Tax Premium. It was expressed that empty houses need to be made available to rent or buy in local communities. Some Members considered that the Council Tax Premium should be increased by 30%.

It was **RESOLVED** :-

- 1. The Isle of Anglesey County Council (“Full Council”), as a billing authority in Wales, uses its discretionary powers, under sections 12A and 12B of the Local Government Finance Act 1992 (“the 1992 Act”) as inserted by the Housing (Wales) Act 2014 (“the 2014 Act”) to disapply any discount(s) granted to long-term empty dwellings and dwellings occupied periodically (usually known as second homes) and apply a higher amount of council tax (called a Council Tax Premium) to come into effect from 1 April 2017.**
- 2. That the Council Tax Premium be set at 25% of the standard rate of council tax for both long-term empty dwellings and for dwellings occupied periodically (usually known as second homes), and that a review of the Council Tax premiums be undertaken by the Head of Function (Resources) and Section 151 Officer during 2018/19 (after the first full year of operation of the Council Tax premiums) to establish if the premiums determined have met the aims of the Executive and the Full Council and whether, as a consequence, the premium levels determined need to be varied or revoked when the Full Council sets its Council Tax requirement for 2019/20. The revised premiums, if applicable, will then come into force from 1 April 2019 onwards.**
- 3. That the Full Council instructs and authorises the Head of Function (Resources) and Section 151 Officer to :-**
 - i. To publish a notice of its determination to charge a premium in a local newspaper within 21 days of its decision;**

- ii. To communicate its decision, also within 21 days and in particular to those affected, by publication of press notices, providing information on website pages or other avenues to raise awareness. This to include direct communication with council taxpayers who are likely to be liable for the premium and in particular to those who normally reside outside the local authority area;
 - iii. To ensure administrative arrangements are put in place to establish (before the Executive calculates the Council Tax Base for 2017/18 and the Full Council sets its Council Tax requirement for 2017/18) the estimated number of long-term empty dwellings and dwellings occupied periodically (usually known as second homes) that will be eligible to be charged a Council Tax premium under the 1992 Act, as inserted by the 2014 Act, subject to the exceptions allowed by regulations;
 - iv. To ensure that administrative arrangements are put in place for the proper administration and enforcement of the Council Tax premium from 1 April 2017 onwards and notes that the Executive agrees in principle (subject to the Executive's approval) to any additional resources that is deemed necessary (by the Head of Function (Resources) and Section 151 Officer), to ensure that there is proper administration and enforcement of the Council Tax premium, which will initially include, establishing the estimated number of dwellings where the Council Tax premium will apply.
4. That the Full Council, also instructs and authorises the Head of Function (Resources) and Section 151 Officer, that before the Executive calculates the Council Tax Base for 2017/18 and the Full Council sets its Council Tax requirement for 2017/18, the Executive and the Full Council (as a billing authority in Wales), is advised whether it needs to determine under section 13A of the 1992 Act to use its discretionary powers to reduce council tax liability resulting from a Council Tax premium being charged, to such extent it thinks fit. For fairness and transparency, should such a determination be required, advice is to be provided if the Full Council should adopt a clear policy on whether and how these powers will be used, with appropriate delegated decision making authority being provided for in the Council's Constitution but also recognising that each case is considered on its merits having taken into account the circumstances of each case.

8. LICENSING POLICY

Submitted – the report on the review of the Authority's Licensing Policy.

It was RESOLVED to endorse the report and the amended Licensing Policy.

9. JOINT LOCAL DEVELOPMENT PLAN - TIMETABLE IN DELIVERY AGREEMENT

Submitted – the report of the Head of Planning and Public Protection on the process followed including reference to Welsh Language Impact Assessment and sustainability.

The Portfolio Holder (Planning) outlined the process of the Joint Planning Policy Units work with regard to the Joint Local Development Plan. In accordance with the agreement between both Gwynedd and Anglesey Councils, the Joint Planning Policy Committee considered the amended timetable for the Delivery Agreement at its meeting on 29 January, 2016. The Joint Planning Policy Committee resolved to recommend that both

Councils individually approved the amended timetable seen in Appendix 1 of the report. Gwynedd Council considered the report at their meeting held on 3rd March, 2016 and resolved to approve the timetable. It was noted that after the Councils have approved the amended timetable the Delivery Agreement will be amended accordingly and sent to Welsh Government for its support.

Questions were raised as to why an independent Welsh Language Assessment had not been undertaken in respect of the Joint Local Development Plan. The Planning Manager (Policy) responded that the Joint Planning Policy Unit has undertaken a Welsh Language Assessment themselves on behalf of both Gwynedd and Anglesey Councils and have used a recognised methodology to carry out the work. She stated that the methodology approaches the matter in a holistic manner, recognising that life in the communities has changed over the years, all of which has a bearing on the Welsh language. It is considered that land use planners are in a good position to be able to consider and make an informed judgement on the matter. The Monitoring Officer wished it to be noted that under the Constitution this Council has no authority to suggest that a different language assessment be undertaken. This Council has worked jointly with Gwynedd Council on the Joint Local Development Plan and this restricts any changes as noted above.

The Opposition Group suggested that a review stage of the Joint Local Development Plan will provide an opportunity to re-visit the matter and it would like to make a firm point that an Independent Welsh Language Assessment be undertaken at that opportunity. Members of the Opposition Group abstained from voting.

It was **RESOLVED** that the Isle of Anglesey County Council approves the amended timetable (attached as Appendix 1 to the report), to prepare the Joint Local Development Plan in order to comply with legislative requirements.

10. THE COUNCIL'S CORPORATE ASSET MANAGEMENT PLAN (LAND AND BUILDINGS)

Submitted – the report of the Head of Highways, Waste and Property in relation to the Corporate Asset Management Plan for Land & Buildings 2015/2020.

RESOLVED to adopt the Corporate Asset Management Plan for Land & Buildings for the period 2015/2020.

11. URGENT EXECUTIVE DECISIONS

Submitted and noted, for information, the following urgent Executive decisions taken in accordance with 4.5.16.10 of the Constitution.

- 3 February, 2016 – Report authorising regional procurement (school support) and secure best prices (*link afforded within the agenda*);
- 4 February, 2016 – Report authorising release of funds to repair storm damage in leisure centres to avoid temporary closure (*link afforded within the agenda*);
- 22 February, 2016 – Report on Extra Care Housing Development, Llangefni to satisfy Welsh Government Grant timetable and ensure no loss of grant aid (*link afforded within the agenda*);

12. HORIZON CONSULTATION JANUARY 2016 - WYLFA NEWYDD PROJECT UPDATE AND FACTSHEETS ON TOPICS

The Chief Executive gave a verbal report on the need to respond to the Horizon Consultation January 2016 – Wylfa Newydd Project Update and Factsheets on Topics by 24th March, 2016. Following briefing sessions on the subject matter the Council's response will be incorporated following consultation with Group Leaders to allow Elected Members the opportunity to respond to the consultation.

It was **RESOLVED to delegate authority to the Chief Executive to respond on behalf of the Council to the Horizon Consultation January 2016 in consultation with Group Leaders.**

13. EXCLUSION OF THE PRESS AND PUBLIC

The Head of Function (Council Business)/Monitoring Officer advised the Council that the purpose of Item 14 – Pay Policy Statement on the Agenda is for the Council to accept that the Draft Pay Policy Statement. The Pay Policy Statement will thereafter be available on the County Council's website. There are guidelines but no statutory requirements by Welsh Government that the item should be discussed in public. She stated that the matter has been placed under the heading of 'Exclusion of the Press and Public' to allow the Council to discuss any issue which is considered confidential.

The Leader of the Council stated that since the report will be available thereafter on the Council's website and due to the changes and saving made recently to the Senior Leadership Team, he considered that the matter should not be discussed privately.

It was **RESOLVED that Item 14 – Pay Policy Statement should not exclude the press and public and be dealt with in open session.**

14. PAY POLICY STATEMENT

Submitted – the report of the Head of Profession (Human Resources) in relation to the above.

The Portfolio Holder (Executive Business Manager, Performance Transformation, Corporate Plan and Human Resources) stated that the Localism Act 2011 requires authorities to develop and make public their pay policy on all aspects of Chief Officer Remuneration. He wished to thank the Head of Profession (Human Resources) and her staff for their work in the completion of the job evaluation process.

It was **RESOLVED to endorse the Pay Policy Statement 2016/17.**

The meeting concluded at 3.45 pm

**COUNCILLOR JIM EVANS
CHAIR**

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LEADER'S ANNUAL REPORT 2016

INTRODUCTION AND FINANCIAL CONTEXT

This is my third annual report as a Leader and I want to jump straight into that subject that is at the back of my mind on a daily basis - the likely budgets cuts we face and how we can protect services.

The main issue that has been consistent since the beginning of our administration in 2013 is the funding cuts and the challenge of finding savings year after year. Without mentioning the possible Local Government Reorganisation, uncertainty about finances is the biggest challenge facing us again for at least another three years.

To remind everyone of the scale of the cuts, our settlement from the Welsh Government at the beginning of our election year was approximately £100,685 million including the outcome grant; this year the settlement was £91,928m. Over the past three years (including this financial year until the end of next March) we have had to make savings of around £ 14 million. Whilst doing this we have still protected frontline services and have even invested in those where there are growth pressures such as Social Services.

The process of developing the last budget was intense and saw all members contribute in four full-day workshop sessions following a review of services in the summer. Originally we were looking for savings of over £ 5 million, for all the hard work we managed to find £ 3.9 million. Fortunately this was adequate for this year but with the need to find perhaps £ 9.7 million over the next three years it means that tough decisions will have to be made.

Although not a panacea, alternative methods of running services are being investigated by many Councils and a recent workshop on the topic was timely. Work has been ongoing with a sub group of the Town and Community Councils who have been helping with input into our partnership policy and partnership toolkit that will assist in establishing partnerships with Town and Community Councils or Social Enterprises. The golf course in Llangefni is a specific example of a facility that we could no longer afford to operate that is now run by the Llangefni Town Partnership. This type of arrangement is inevitable in the future if we want to protect and maintain the current level of services provided.

Work is being done to look at different ways of running our heritage attractions; at present we're also investigating different ways of running the Library Service and Youth Service. We will be consulting on a range of options that will hopefully help us in maintaining these important services.

One of the major changes last year was the restructuring of the senior leadership team down from 5 to 3. Dr Gwynne Jones began in post as Chief Executive last June and was followed by the Assistant Chief Executives Dr Caroline Turner and Mrs Annwen Morgan at the end of 2015. Caroline is

responsible for the internal business of the Council (and has been designated as the Director of Social Services) while Annwen is responsible for our partnership work. Although I do not have to remind Members that the restructuring has brought significant savings it is important to note for any external audience that is reading this report that we are making savings at all levels of Council management.

CORPORATE PLAN

In this part of the report I will outline the progress that has been made on our Corporate Plan. This is a long-term improvement plan, which drives a programme of continuous improvement and strategic developments that will improve the performance and efficiency of the Council.

Before talking about the Corporate Plan it is important to note the day to day work the Council is responsible for. The most common comment I hear when discussing savings and how we can protect our frontline services is 'what do we get for our Council tax'- The Council educates approximately 10,000 pupils in 48 primary and 5 secondary schools, runs the library service, culture and youth services, social services and it looks after and protects our vulnerable adults and children. We run six residential homes, maintain the county's roads and footpaths, collect domestic waste and recycling waste, run a Housing Service, Town and Country Planning and licensing provision, public protection through environmental health and trading standards services, administer benefit payments, economic development and tourism, run four leisure centres and manage our maritime assets.

The priorities of our Corporate Plan and the progress that has been achieved against these are discussed below.

Transform Older Adult Social Care

Recently an agreement has been reached with Pennaf Housing Association to build Extra Care homes in Llangefni. There are plans to build additional extra care homes in the north and southeast of the island. Although we are seeing progress on this priority with Llangefni, finding sites and partners has been problematic in other areas. This work is still proceeding and we should review this priority in the development of our next Corporate Plan.

The improvement of the range and availability of community-based services for older people is coming along well. Our age well centres are firmly established and the Lleisiau Lleol (Local Voice) project in the Seiriol area is developing well. Currently there are 37 sites providing an opportunity for adults to socialize and support each other. These include good turn schemes, over 50 groups, falls prevention projects, age-well centres and memory cafés.

Our internal home care provision has focused on re-enablement to help people recover after coming home from the hospital or periods of illness, the aim is for them to regain their independence and stay in their homes as long

as possible . This is in line with the aspiration of the plan.

The aim of co-operating more closely with the Health Service is developing gradually. Nurses are located here at the headquarters of the Council and social workers are located in the field in surgeries and health centers. In addition to this, the department has worked closely with the Health Trust to develop the Môn Enhanced Care model to keep the fragile out of hospital.

Regenerating our Communities and Developing the Economy

The priority of taking our planning responsibilities seriously to promote major developments is effective, alongside this priority the Energy Island project's aim of promoting the island as a centre of excellence for energy development is maturing with a number of significant developments rapidly becoming a reality.

The informal consultation on Wylfa Newydd prior to PAC 2 has just finished and planning applications for site preparation and clearance and improvements to the A5025 from Valley to the site are expected by the end of the year. The formal consultation (PAC 2) will begin in July. Planning applications for associated developments sites are expected next year and the main application for the station itself is scheduled for submission to DECC by February 2017. The Horizon offices on the site have been extended recently to house 150 employees there. 20 new apprentices have been employed recently.

Land and Lakes is a project that is associated with Wylfa Newydd. The planning application and associated s106 agreement for worker accommodation and a holiday park has now been completed. The company is currently negotiating terms with Horizon.

Although Wylfa is the foundation of the Energy Island project there are three other significant power projects in the pipeline too. Orthios has attracted investment from Chinese company Sino-Fortune to build a biomass plant and eco food production park on the former site of Anglesey Aluminium. They have employed 12 workers so far and plan to begin construction in 2017. Once operational it will employ between 500 and 600 employees.

Research on the speed of the tide to the west of Holyhead shows that location to be among the best in Britain to install electricity generating turbines. Two projects have been established to take advantage of this. A Swedish company Minesto plans to install turbines in the westernmost zone. It has started to employ workers and set up an office in Holyhead. If this initiative is successful it is intended to build the turbines on Anglesey. The project has attracted £ 9.5 million of support from the Welsh Government.

Morlais is the second project planning to set up 7 different zones to pilot turbines by multinationals. The project has been established by Menter Môn. Currently the project is working on raising capital investment to install the

electrical connection into the zone. There is huge potential for the two projects to establish Anglesey as a centre of excellence for producing electricity created by tidal turbines.

One of the goals under the heading of the corporate plan is community renewal. The VVP project in Holyhead is the main project under this heading and was successful in attracting a grant of £ 7.9 million from Welsh Government. For anyone who visits the town on a regular basis the investment is quite obvious, the work on the High Street has improved the amenity hugely. The output of the project is 18 capital projects; 62 small and medium-sized businesses have won contracts, 22 homes have been improved and 22 have been built from scratch, 6 community and recreation facilities have been created or improved and £ 13 million of match funding has been attracted.

Work has started on the University Science Park in Gaerwen. The purpose is to give space to the new companies for innovating in energy and technology. Creating infrastructure and factories on the island in the future will enable those companies that flourish to establish their businesses on the island.

The Economic Development department has a very small Tourism team but it has been able to attract a lot of exciting events to set up on the island in the summer months to attract and retain tourists. Always Aim High organises the Sandman Triathlon at Llanddwyn and the Tour De Môn cycle race around the Island. Last summer the Tour of Britain professional cycling race began in Beaumaris drawing a crowd of 5,000.

Other major events are the Menai Bridge and Beaumaris Food Festivals, which have grown over the past year to include 'food slams' around the Island. These activities promote the food industry that is developing here on the Island. Dylan's restaurant has recently leased two of the new units at Parc Cefni to manufacture products it will market in supermarkets and shops.

Improving Education, Skills and Modernising our Schools

The school modernisation strategy is moving ahead successfully. In Holyhead the construction of the new primary school has begun. The frame for the new part of the school is up and the old building has been 'gutted ' and is being modernised. A new Head has been appointed and a shadow governing body has been established.

In Llanfaethlu the new Ysgol Rhyd Y Llan site has been cleared and construction will begin later this month. A Head has been appointed and a shadow governing body is in place.

The final business case for the area school in Bro Rhosyr is being completed and sites are being considered.

The work to raise and maintain standards is being strengthened and a

strategy to ensure schools move up in category has been developed and is being implemented. As Members we are involved in this process through the School Standards Panel.

Increasing our Housing Options and Reducing Poverty

The Council as one of the Local Authorities that has retained its housing stock has bought out of the housing revenue system. This means we can now build and buy houses to add to our stock of social rented housing. Over the next year we plan to buy 15 houses to add to our stock and we will build 15 new houses. In order to maintain the number of houses available for affordable rent the Council has decided to bring the right to buy scheme to an end. In addition to these developments there is an annual capital plan for improvements to upgrade our stock.

The project to transform and modernise the housing maintenance unit is near completion. This project has brought the running costs down but also improved our support for tenants.

The department has also worked closely with the VVP project in Holyhead to improve and build houses.

Transforming our Leisure and Library Provision

The modernisation of our leisure centres has seen significant progress. The aim is to bring the Council's subsidy of the centres down by 60%. The computer booking system and payment system has been updated. Membership and swim and gym deals are now available through direct debit and this has raised additional income. There has been investment in the Holyhead centre by the Council and the VVP project. This has improved the quality of the building. The Council is also upgrading the centres in Llangefni and Amlwch. The department is modernising and updating its image and will be launching the Mônactif brand soon.

The transformation of our libraries has begun. There has been consultation with users and well attended open sessions in four libraries. Detailed work on developing options is currently happening with the intention of going out to consultation on more detailed proposals in due course. The intention is to bring proposals to Scrutiny and then to the Executive by October.

Becoming Customer, Citizens and Community Focused and transforming our Information and Communication Technologies (ICT)

The smarter working project is key role in these priorities. The work of remodeling the reception area and the main building to accommodate staff who will move from offices outside of the main headquarters is starting soon. Contracts have recently been let to local companies for this work. The tenders

received are less than the original estimates. Departments within the main offices have begun to move to their new locations.

The purpose is to create a new one stop shop reception space that will improve the quality of customer care with the intention of being able to deal with consumer service requests far more efficiently.

Part of the commitment to improve customer service is the adoption of the Customer Care Charter. This is a set of guiding principles our staff are expected to follow to promote good practice in customer service.

Another customer care initiative is the new AppMôn system for receiving service requests from smart phones. This is the first bilingual app of its kind.

Many developments are moving along well in our ICT improvement work. Powerful new servers that will utilise virtualisation technology have been installed, new upgraded data storage has been installed. Citrix, a system to enable our employees to work from anywhere, is being implemented. Microsoft Lync has been implemented. Cost savings in printing are being made through the installation of multi-function devices that are shared by staff. ICT modernisation on this scale can take a great deal of time. It's pleasing to note that this work has all happened in the last year.

OTHER DEVELOPMENTS

Not all events can be planned for and the Council must deal with some things as they come forward. This year we are making arrangements to accept two families of refugees from Syria and we are also working to identify sites for gypsies and travellers.

In June we held a meeting to welcome the Eisteddfod to the island in 2017. Local appeal committees have been set up and £192,000 of contributions have been collected to date.

At the end of 2015 electricity generation came to an end at Wylfa after 40 years. As already mentioned, we are playing our part in developing the New Watch.

I take this opportunity to thank the Chief Executive, the Senior Leadership Team, Department Heads and all Council staff for their hard work and dedication over the past year. Thanks also to my fellow councillors for their support.

ISLE OF ANGLESEY COUNTY COUNCIL	
Meeting:	County Council
Date:	12 May 2016
Title of report:	Welsh Language Standards and the Council's Language Policy
Report by:	Assistant Chief Executive – Partnerships, Community and Service Improvement
Purpose of report:	To approve the Council's Welsh Language Policy

1.0 Introduction

- 1.1 Under the Welsh Language Act 1993, public bodies in Wales were required to prepare Welsh Language Schemes as a means of explaining how they intended to treat the Welsh and English languages on the basis of equality in the conduct of public business in Wales. The Scheme was required to be adopted by full Council by law.
- 1.2 The Welsh Language (Wales) Measure 2011 is based on the principles that, in Wales, the Welsh language should be treated no less favourably than the English language and that persons in Wales should be able to live their lives through the medium of the Welsh language if they choose to do so. The Measure has enabled Welsh Ministers to set Standards of conduct relating to the Welsh language. This Council received a Compliance Notice on the Final Standards on 30 September 2015 and the Welsh Language Scheme came to an end on 30 March 2016, which was the day that the Council was be required to comply with the Welsh Language Standards for the first time.

2.0 The need to adopt a policy

- 2.1 The Council has already been compliant with a significant number of the 160 Standards through its Language Scheme which came to an end on 30 March 2016. The Language Scheme also went further than the Welsh Language Standards in many areas and it is considered that the Council's current position with regard to the language should not be weakened by restricting to complying with the Standards alone.
- 2.2 As a result, a draft language policy was developed. It is based on the Language Scheme and also incorporates the Standards with which the Council is under a duty to comply.
- 2.3 The draft policy was submitted to the Executive at its meeting on 25 April 2016. At that meeting, the Chair informed the Executive that a range of comments has been received on the content. The Executive resolved to approve the Language Policy and to authorise the relevant officers in consultation with the Portfolio Holder to complete any further editorial work on the draft policy before it is submitted to full Council.

- 2.4 The draft Policy has since been amended in order to better reflect the wording of the Welsh Language (Wales) Measure 2011 – see Appendix 1.
- 2.5 For ease of reference, the relevant standard or paragraph in the Language Scheme has been cited throughout the draft document. These references will be removed before the final document is published.

3.0 The Council’s Policy Framework

- 3.1 The Welsh Language Scheme is included in the Council’s Policy Framework. For continuity and consistency, it is recommended that the new Language Policy should replace the Welsh Language Scheme in the Policy Framework, but listed as a matter of local choice, rather than a legal requirement.

4.0 Recommendations

- 4.1 The Council is requested:

4.1.1 To approve the Welsh Language Policy for the Council as set out in Appendix 1 to this report;

4.1.2 To consider the following recommendation of the Executive at its meeting on 25 April 2016:

“to recommend to the County Council that the Council’s Welsh Language Policy be adopted as a matter of local choice and that the Council’s Policy Framework be amended to reflect this as follows:

Delete “Welsh Language Scheme” from the list of those plans required by law to be adopted by the Council (part 3.2.2.1.1 of the Constitution)

Include the “Welsh Language Policy” under the list of those other plans and strategies which the Council decided should be adopted by the full Council as a matter of local choice (part 3.2.2.1.3 of the Constitution)”

DRAFT
Welsh Language Policy
Isle of Anglesey County Council

Version 2.0 (May 2016)

About this policy

The Isle of Anglesey County Council has adopted the principle that, in Wales, the Welsh language should be treated no less favourably than the English language and that persons in Wales should be able to live their lives through the medium of the Welsh language if they choose to do so. This Policy sets out how the Isle of Anglesey County Council will give effect to that principle when providing services to the public in Wales. The policy also explains how the Council intends to comply with the Welsh language standards with which it has a duty to comply.

This policy is supported with resources on the Council's website.

Revision History

Version	Date	Summary of changes
1.0	April 2016	First draft for submission to the Executive.
2.0	May 2016	Revised draft for submission to the full Council.

Date of next review	
The policy will be reviewed :	May 2018
Review to be undertaken by:	Assistant Chief Executive – Partnerships, Community and Service Improvement

Contact details:

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We are happy to provide this document in alternative formats on request – please use the above contact details.

Mae'r ddogfen yma ar gael yn y Gymraeg. Os ydych yn darllen y fersiwn electronig, defnyddiwch y ddolen "Cymraeg" ar ochr dde'r bar uchaf. Os ydych yn darllen copi papur, defnyddiwch y manylion cyswllt uchod, os gwelwch yn dda, i gael copi o'r fersiwn Gymraeg.

This document is available in Welsh. If you are reading the electronic version, please use the "Cymraeg" link on the right hand side of the top bar. If you are reading a paper copy, please use the above contact details to obtain a Welsh version.

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1.0 Introduction

1.1 Isle of Anglesey

The 2011 Census shows that 57.2% of the population of Anglesey (over 3 years) speak Welsh compared with 19% for Wales overall. Although this makes Anglesey one of the strongholds of the Welsh language and one of the two Counties in Wales where over half the population are Welsh speakers, it shows a reduction of 2.9% since the 2001 Census. The County Council is the largest employer on the island. The Council recognizes its responsibility to promote the language in the community, and as an employer to attract and retain Welsh speakers to the organisation in order to provide high quality bilingual services to the public.

1.2 Isle of Anglesey County Council

The Isle of Anglesey County Council is responsible for providing all local government services to the people of Anglesey.

The County's administrative centre is located at the Council Offices in Llangefni.

The Council delivers its services through a senior management structure which consists of the Chief Executive and to new Assistant Chief Executive posts responsible for the following areas:

- Governance and Business Process Transformation
- Partnerships, Community and Service Improvement

Language is one of the main responsibilities of the Assistant Chief Executive post relating to Partnerships, Community and Service Improvement.

Heads of Service have individual operational responsibility for our services.

1.3 Welsh Government's Language Strategy

- 1.3.1 The Council supports the aims of the Welsh Government's Language Strategy and considers that this policy is an important local contribution towards the realisation of that broader national strategy.
(CI 1.3)

1.4 Welsh Language (Wales) Measure 2011

- 1.4.1 The aim of the new Language Measure is to offer more clarity and consistency for Welsh speakers in terms of the services they can expect to receive through the medium of Welsh. The Welsh language is now an official language in Wales as a result of this Measure which came into force in February 2011. The Council is committed to working proactively to undertake the functions contained within the new Language Measure.

1.5 Welsh language Commissioner

1.5.1 The post of Welsh Language Commissioner was created under the Welsh Language (Wales) Measure 2011. The principal aim of the Welsh Language Commissioner is to promote and facilitate the use of the Welsh language. This will entail raising awareness of the official status of the Welsh language in Wales and by imposing standards on organisations. Two principles will underpin the Commissioner's work:

- In Wales, the Welsh language should be treated no less favourably than the English language
- Persons in Wales should be able to live their lives through the medium of the Welsh language if they choose to do so

1.6 Welsh Language Schemes

1.6.1 Under the Welsh Language Act 1993, public bodies in Wales were required to prepare Welsh Language Schemes as a means of explaining how they intended to treat the Welsh and English languages on the basis of equality in the conduct of public business in Wales. The Welsh Language (Wales) Measure 2011 enables Welsh Ministers to set Standards of conduct relating to the Welsh language. These Standards will replace the Welsh Language Schemes.

1.6.2 This Council received a ¹Compliance Notice on the Final Standards on 30 September 2015. As a result, the current Welsh Language Scheme will come to an end on 30 March 2016, which is on the day that the Council will be required to comply with the Welsh Language Standards for the first time.

1.7 Welsh Language Standards

1.7.1 This policy incorporates the Standards with which the Council is required to comply. These Standards are listed on the Council's website and paper copies, or alternative formats, are available on request. Please use the contact details on page 2.

1.8 Promoting the Welsh Language

1.8.1 Corporate - Language Task Group - The Council has established a Language Task Group to promote the Welsh Language in every aspect of the Council's work. The role of the Language Task Group will be to try and promote the Welsh Language corporately in a cross-cutting and cross-departmental way. In addition, it will ensure that the Council's commitment to the Welsh Language is met by performing the following tasks:-

- Overseeing the implementation of the Welsh Language Standards
- Revising and establishing monitoring systems

¹ In accordance with Section 44, Welsh Language (Wales) Measure 2011

- Referring any risks in terms of performance to the attention of the Corporate Scrutiny Committee for further consideration

1.8.2 Community – Language Forum - A Language Forum of partners exists at county level in order to provide a strategic focus on the Welsh language on the Island. The Forum is responsible for identifying priorities and creating a county-wide Welsh Language Strategy for the next 5 years, with focus on increasing and promoting the use of the Welsh language.

1.9 Responsibility for implementing the Policy

- 1.9.1 The Council will identify a Senior Officer within the establishment to co-ordinate language matters strategically and corporately. This function is currently being carried out by the Assistant Chief Executive - Partnerships, Community and Service Improvement ('Assistant Chief Executive'). This officer will, with the support of the Policy Unit, promote the implementation of this policy and will seek opportunities to advise departments and to encourage them to mainstream the Welsh Language into new policies and initiatives.
- 1.9.2 The Heads of Service will be responsible for ensuring that their services act in accordance with the requirements of the Welsh Language Standards as well as this policy.

2.0 Policy Statement

- 2.1 The Isle of Anglesey County Council has adopted the principle that, in Wales, the Welsh language should be treated no less favourably than the English language and that persons in Wales should be able to live their lives through the medium of the Welsh language if they choose to do so. Welsh and English will be the official languages of the Council and will enjoy the same status and validity in the Council's administration and work. Safeguarding and promoting the Welsh language and developing its use, within the Council and outside it, is one of the Council's basic objectives. (CI 1.2)
- 2.2 The Council's administration and work will be based on the two principles noted in the Welsh Language (Wales) Measure 2011, namely:
- In Wales, the Welsh language should be treated no less favourably than the English language
 - Persons in Wales should be able to live their lives through the medium of the Welsh language if they choose to do so

3.0 Planning Bilingual Services

3.1 Considering the effects of policy decisions on the Welsh language

- 3.1.1 It will be ensured that any plans, initiatives or policies adopted by the Council comply with the requirements of this policy. (CI 2.1)

- 3.1.2 Reference will be made to this policy, where relevant, in any of the Council's plans, initiatives or policies. (CI 2.1.2)
- 3.1.3 The Council will not implement any measures that could undermine this policy and its objectives. (CI 2.1.3)
- 3.1.4 An assessment will be undertaken of the likely or actual linguistic impact of any policy or procedure that is formulated or reviewed by the Council on opportunities for persons to use the Welsh language and treating the Welsh language no less favourably than the English Language. Consideration will be given to the following:
- (a) what effects, if any (whether positive or adverse), the policy decision would have. (Standard 88)
 - (b) how the policy could be formulated (or how an existing policy could be changed) so that the policy decision would have positive effects, or increased positive effects. (Standard 89)
 - (c) how the policy could be formulated (or how an existing policy could be changed) so that the policy decision would not have adverse effects, or so that it would have decreased adverse effects. (Standard 90)
- 3.1.5 The Welsh language is included as one of the elements requiring consideration within the equality impact assessment template developed by the Council. In addition, the guidance that accompanies the template includes advice on the type of issues that need to be considered in the context of the Welsh language. (CI 2.1.3)
- 3.1.6 When the Council publishes a consultation document which relates to a policy decision, the document will consider, and seek views on, the effects on opportunities for persons to use the Welsh language and treating the Welsh language no less favourably than the English language. Consideration will be given to the following:
- (a) the effects (whether positive or adverse) that the policy decision under consideration would have. (Standard 91)
 - (b) how the policy under consideration could be formulated or revised so that it would have positive effects, or increased positive effects (Standard 92)
 - (c) how the policy under consideration could be formulated or revised so that it would not have adverse effects, or so that it would have decreased adverse effects. (Standard 93)
- 3.1.7 When the Council commissions or undertakes research that is intended to assist it to make a policy decision, it will ensure that the research considers what effects it would have on opportunities for persons to use the Welsh language and treating the Welsh language no less favourably than the English language. Consideration will be given to the following:

- (a) what effects, if any (and whether positive or adverse), the policy decision under consideration would have. (Standard 95)
- (b) how the policy decision under consideration could be made so that it would have a positive effects, or so that it would have increased positive effects. (Standard 96)
- (c) how the policy decision under consideration could be made so that it would not have adverse effects, or so that it would have decreased adverse effects. (Standard 97)

3.2 Use of the Welsh language within the Council's internal administration
(Standard 98)

- 3.2.1 The Council will use and refer to this policy in drawing up and revising policies, plans and other measures in all services, so that the Welsh language aspects of the Council's service are integrated into every area within the usual administrative processes. Exercises to raise awareness of the policy's principles are held amongst staff. (CI 6.5.1)
- 3.2.2 Members of the Council, the Chief Executive, Assistant Chief Executives and Heads of Service will support all the measures of the policy. (CI 6.5.2)
- 3.2.3 The Assistant Chief Executive will be responsible for circulating information, instructions and guidance about the policy to all services, and each Head of Service will then be responsible for circulating it within his/her service. It is important that every member of staff is aware of the requirements of the policy in order for it to work effectively. (CI 6.5.3)
- 3.2.4 The Council's aim is to ensure that Welsh will be the Council's main language for both oral and written internal communication. In order to achieve this, the Council will monitor progress annually. (CI 2.2.1)
- 3.2.5 In the light of the above Council policy, Heads of Service will be responsible for encouraging their officers to make use of Welsh at work in both oral and written internal communications. (CI 2.2.1)
- 3.2.6 Whilst acknowledging the statutory requirement to treat the Welsh language no less favourably than the English language and in light of the County Council's wish to promote the use of Welsh, targets will be set and a timetable established for improving the bilingual skills of staff, both oral and written. (CI 2.2.1)
- 3.2.7 Staff shall be encouraged to use Welsh in communicating with one another orally and in writing. The computer software programme 'Cysill/Cysgair' is provided for staff to encourage and promote the use of the Welsh Language. (Standard 120) (CI 2.2.2)

- 3.2.8 However, members of the Council's staff will have a right to work through the medium of Welsh or English insofar as that is consistent with this policy and does not substantially impair the effectiveness of internal communications. (CI 2.2.2)
- 3.2.9 A simultaneous translation service from Welsh to English shall be provided in meetings of officer working parties and staff training courses as necessary. (CI 2.2.3)
- 3.2.10 All general internal written correspondence shall be bilingual, whether on paper or e-mail. Staff shall be encouraged to send correspondence to Welsh readers in Welsh. (CI 2.2.4)
- 3.2.11 In order to secure uniformity and avoid confusion, only one alphabet shall be used to denote paragraphs and sections, etc., in texts, and that shall be the Welsh alphabet. (CI 5.3.3)
- 3.2.12 In the case of any bilingual correspondence, either the Welsh will appear above the English or the correspondence will be in parallel format, with the Welsh on the left and the English on the right. The two languages will be equal as to form, size, legibility, prominence and quality. (CI 2.2.5)
- 3.2.13 An intranet system called 'MonITor' has been established to distribute corporate information to the Council's staff. The information provided through this medium will be bilingual. The internal staff newspaper, "Medra" will also be published bilingually. (CI 2.2.6)
- 3.2.14 If an officer writes to a member of the public after speaking to him/her in Welsh face to face or over the telephone, that correspondence will be in Welsh unless the member of the public expresses a wish to receive correspondence in English. (CI 4.2.4) (Standard 21)
- 3.2.15 When a non-Welsh speaking officer or an officer who is uncertain of his/her Welsh medium skills deals with correspondence in Welsh, he/she will obtain the assistance of a colleague or of the Council's Translators, so that the correspondence can be answered in Welsh. If the Translators' services are not employed, a colleague with a high standard of written Welsh will be consulted. (CI 4.2.5)
- 3.2.16 The Council's Heads of Service will be responsible for ensuring that all the staff in their services are aware of these arrangements and for informing non-Welsh speaking officers of the facilities available for corresponding in Welsh, i.e. if they are not themselves able to compose a letter in Welsh, they should make arrangements for its translation into Welsh within the department or, if necessary, they should request the translation Unit to proof read the Welsh letter before it is sent. (CI 4.2.6)
- 3.2.17 The software package 'Cysgair' will be available for each officer and the Council will promote the corporate use of Welsh-language and bilingual software packages. (Standard 120) (CI 4.2.7; CI 6.5.4)

3.2.18 Text of a logo will be provided for staff to include in e-mail signatures which will enable them to indicate whether they speak Welsh fluently or whether they are learning the language. (Standard 134)

4.0 Providing Bilingual Services

4.1 General principles

4.1.1 The Council will provide the public with a full bilingual service in Welsh and English across all its services. The language chosen for dealings with the Council, whether Welsh or English, will not impair the effectiveness and standard of this service. (CI 3.1)

4.1.2 The aim will be to provide a high standard of service in every aspect of the Council's work - in every service, internally and externally, and in writing or orally, in accordance with the commitments of this policy. (CI 3.1)

4.1.3 The standard of this service will be subject to regular review by the Assistant Chief Executive with the aim of continuous improvement. Various monitoring methods are employed such as evaluating the Customer Care aspects and producing an Annual Report. (CI 3.1)

4.1.4 The Assistant Chief Executive will also be responsible for reviewing the bilingual service received from other public establishments in Wales with whom the Council will deal, with a view to encouraging, facilitating and supporting these establishments in providing a full bilingual service for the public. (CI 3.1)

4.2 Awarding Contracts

4.2.1 Any invitations to tender for a contract that the Council publishes will be published bilingually, and a Welsh language version of any invitation will not be treated less favourably than an English language version. (Standard 76)

4.2.2 When the Council publishes invitations to tender for a contract, it will state in the invitation that tenders may be submitted in Welsh, and that a tender submitted in Welsh will be treated no less favourably than a tender submitted in English. (Standard 77)

4.2.3 The Council will not treat a tender for a contract submitted in Welsh less favourably than a tender submitted in English (including, amongst other matters, in relation to the closing date for receiving tenders, and in relation to the time-scale for informing tenderers of decisions). (Standard 77A)

4.2.4 If the Council receives a tender in Welsh and it is necessary to interview a tenderer as part of the assessment of the tender, the Council will offer to conduct that interview in Welsh and, if the tenderer so wishes, the interview will be conducted in Welsh (without the assistance of a simultaneous or consecutive translation service). (Standard 78)

4.2.5 When the Council informs a tenderer of its decision in relation to a tender, it will do so in Welsh if the tender was submitted in Welsh. (Standard 80)

4.3 Services on behalf of the Council by other parties

4.3.1 Any agreement or arrangement concerned with the provision of services for the public in Wales entered into with a third party will conform to the terms of this policy. This will include (without restriction) services which are contracted out. (CI 3.2.1)

4.3.2 In the case of any service provided by a third party, the relevant Head of Service will be responsible for ensuring that full details of the specific requirements of the language policy which are relevant to the contracted-out service are issued to the prospective provider. The Head of Service will also be responsible for monitoring compliance with the policy. (CI 3.2.1)

4.3.3 The relevant Head of Service will also be responsible for ensuring that any prospective provider is aware of the need to satisfy the Council that it can provide a bilingual service according to the relevant requirements of the language policy in relation to the service/field in question. (CI 3.2.1)

4.3.4 In view of the implications of Performance Management, the Council's dependence on outside agencies, companies, professional advisors, voluntary bodies and individuals to fulfill some of its duties, it is important the Council, through the arrangements it makes to let contracts to outside agencies, companies, professional advisors, voluntary bodies and individuals, ensures that those outside agencies, companies, professional advisors, voluntary bodies and individuals implement relevant elements of the Scheme in their dealings with the public in Anglesey. (CI 3.2.2)

4.3.5 This policy is just as relevant to any outside agency or company which provides a service on the Council's behalf as it is to the Council itself in its dealings with the public. (CI 3.2.3)

4.3.6 In letting any contract, the relevant Head of Service will be responsible for ensuring that the agency or company which undertakes work relating to the provision of a service to the public, on the Council's behalf, conforms with the linguistic requirements of the service against this Scheme. This shall be achieved by including relevant details of the Scheme's requirements in the tender document sent to the relevant agency or company. (CI 3.2.4)

4.3.7 Where a third party is expected to provide written material or deliver presentations to public meetings of the Council, the relevant Head of Service will be responsible for ensuring that the provision is fully bilingual by including specific conditions in the contract with that third party. (CI 3.2.4)

4.4 Awarding Grants

- 4.4.1 The Council will take into account the effects of the following matters on opportunities for persons to use the Welsh language and treating the Welsh language no less favourably than the English language when making decisions in relation to the awarding of a grant –
- (a) what effects, if any (and whether positive or negative), the awarding of a grant would have;
 - (b) how the decision could be taken or implemented (for example, by imposing conditions of grant) so that it would have positive effects, or increased positive effects;
 - (c) how the decision could be taken or implemented (for example, by imposing conditions of grant) so that it would not have adverse effects, or so that it would have decreased adverse effects;
 - (ch) whether there is a need to ask the applicant for any additional information in order to assist the Council in assessing the effects of awarding a grant. (Standard 94)
- 4.4.2 Any documents that the Council publishes which relate to applications for a grant, will be published bilingually, and the Council will not treat a Welsh language version of such documents less favourably than an English language version. (Standard 71)
- 4.4.3 When the Council invites applications for a grant, it will state in the invitation that applications may be submitted in Welsh and that any application submitted in Welsh will be treated no less favourably than an application submitted in English. (Standard 72)
- 4.4.4 The Council will not treat applications for a grant submitted in Welsh less favourably than applications submitted in English (including, amongst other matters, in relation to the closing date for receiving applications and in relation to the time-scale for informing applicants of decisions). (Standard 72A)
- 4.4.5 If the Council receives an application for a grant in Welsh and it is necessary to interview an applicant as part of the assessment of the application, the Council will offer to conduct that interview in Welsh and, if the applicant so wishes, the interview will be conducted in Welsh (without the assistance of a simultaneous or consecutive translation service). (Standard 73)
- 4.4.6 When the Council informs an applicant of its decision in relation to an application for a grant, it will do so in Welsh if the application was submitted in Welsh. (Standard 75)
- 4.4.7 The Council will encourage organisations, bodies or individuals that do not represent a public body, which receive financial sponsorship from this Council to provide bilingual or Welsh medium services to the public. (CI 3.3.1)

- 4.4.8 Similarly, in the case of organisations, bodies or individuals, that do not represent a public body, and with which the Council will co-operate, or in the case of any partnership between the Council and any organisation, body or individual, such projects or partnerships will be urged to operate in accordance with this policy. (CI 3.3.2)
- 4.4.9 In the case of any sponsorship offered to organisations, bodies or individuals, the relevant Head of Service will be responsible for encouraging the recipient of sponsorship to use a portion of that sponsorship to promote the Welsh language in its activities. The Head of Service will also be responsible for monitoring how the Welsh language has been promoted. (CI 3.3.3)

4.5 Fulfillment of Statutory Functions - Regulation

- 4.5.1 Organisations, bodies or individuals that do not represent a public body, which provide a service regulated by the Council will be urged to conform to the requirements of this policy. As and when required, advice will be provided on good practice. (CI 3.4.1)
- 4.5.2 The Council, when purchasing services from third parties on behalf of the public, in circumstances not already mentioned, will encourage those third parties to use Welsh when providing services to the public in Wales. (CI 3.4.2)
- 4.5.3 The relevant Head of Service will urge the regulated person/s to promote the Welsh language in their activities, e.g. production of leaflets, signs, bilingual advertisements. The Head of Service will also be responsible for monitoring how the Welsh language has been promoted. (CI 3.4.3)

4.6 Partnership (formal and informal) (CI 3.5)

- 4.6.1 When the Council takes the lead in a partnership, strategically and financially, it shall ensure that the public provision is in accordance with the requirements of this Welsh language policy.
- 4.6.2 When the Council joins a partnership led by another body, the Council's input to the partnership will comply with the requirements of this Welsh language policy and the Council will urge the other parties to comply.
- 4.6.3 When the Council operates as part of consortia, it will urge the consortia to adopt a language policy. By operating publicly in the name of the consortia the Council will be operating in accordance with the requirements of this Welsh language policy.
- 4.6.4 When the Council joins or leads a partnership, it will ask the prospective partners about their language policies or how they intend to operate bilingually. In any partnership, the Council will offer advice and support to the other parties in the partnership.

4.7 Joint Provision of Services (CI 3.6)

- 4.7.1 Arrangements for the joint provision and joint funding of services are of key importance for the future and an area which the Council will increasingly be required to develop. As structures and agreements with others are developed, the Council will protect and ensure that the linguistic expectations of the County's people are met.
- 4.7.2 When drafting and reviewing joint provision and funding contracts, the Council will ensure compliance with this policy to ensure that there is no deterioration in bilingual provision. We will monitor contracts to ensure compliance.
- 4.7.3 The Council will take advantage of all opportunities to raise awareness of the profile and importance of the Welsh language within the County among our joint providers and work together to provide better bilingual services.
- 4.7.4 The Council will press for opportunities to enable staff who are jointly providing services to continue to work through the medium of Welsh.

4.8 Courses offered to the public

- 4.8.1 If the Council offers an education course that is open to the public, it will be offered in Welsh. This will be done in every circumstance, except when an assessment carried out in accordance with section 4.8.2 below comes to the conclusion that there is no need for that course to be offered in Welsh. (Standard 84)
- 4.8.2 If the Council develops an education course that is to be offered to the public, it will assess the need for that course to be offered in Welsh; and will ensure that the assessment is published on the Council's website. (Standard 86)

5.0 Dealing with the public

5.1 Dealing with the public face to face

- 5.1.1 People will be welcome to speak in Welsh or English when dealing with the Council's staff. Any person who requires a Welsh language reception service must not be treated less favourably than a person who requires an English language reception service. Services will need to take measures to ensure that their front line staff, who serve the public from day to day, e.g. dealing with enquiries, answering telephone calls, can speak Welsh. Service Units, under normal circumstances, are able to provide a bilingual service. (Standard 64) (CI 4.1)
- 5.1.2 If the person calling at one of the Council's establishments speaks Welsh and the officer serving him/her cannot speak Welsh, the officer should explain that he/she cannot speak Welsh and ask the customer whether he/she wishes to speak to a Welsh speaker. If the customer wishes to speak

to a Welsh speaker a bilingual officer should be sought to serve the customer. (In cases where the officer serving is a learner, he/she is encouraged to use and practise his/her Welsh). (CI 4.1)

5.1.3 In this way, the Council's aim is to inform its customers about the policy and its objectives, as well as what they can expect from the Council in relation to a full bilingual service (CI 4.1)

5.1.4 The Council will ensure and promote a visibly bilingual environment at the Council's offices and buildings that are open to the public. A sign will be displayed which states (bilingually) that persons are welcome to use the Welsh language at the reception and staff at the reception who are able to provide a Welsh language reception service will wear a badge to convey that. (Standards 67 and 68) (CI 4.6.2)

5.1.5 In exhibition areas, material on display will be bilingual. (CI 4.6.2)

5.2 Correspondence

5.2.1 Everyone will be welcome to correspond with the Council in either Welsh or English. Correspondence shall be answered by the Council in the language of the original correspondence, and letters sent by the Council, be they in Welsh or English, will be signed. Letters, in whatever language, will receive a reply in accordance with the corporate targets for responding to letters (within 15 working days from receipt of the original letter or within other agreed targets). (Standards 1 and 6) (CI 4.2.1)

5.2.2 When the Council initiates correspondence, the preferred language of the addressee should be employed if known and, if it is not, the correspondence should be in bilingual form. (Standard 5) (CI 4.2.2)

5.2.3 When an officer initiates correspondence with another public body, the officer is urged to correspond in Welsh. (CI 4.2.2)

5.2.4 A public body outside Wales should be written to only in the language of the country in which the body is situated. Some public bodies who serve Wales may have their centres located in England. Under such circumstances, officers of the Council are urged to correspond in Welsh with them. (CI 4.2.2)

5.2.5 Any newspapers, circulars or standard letters dispatched to the public will be bilingual. (Standards 4 and 6) (CI 4.2.3)

5.2.6 If an officer writes to a member of the public after speaking to him/her in Welsh face to face or over the telephone, that correspondence will be in Welsh unless the member of the public expresses a wish to receive correspondence in English. (CI 4.2.4)

5.2.7 The Council will state –

- (a) in correspondence, and
- (b) in publications and official notices that invite persons to respond to or to correspond with the Council,

that it welcomes receiving correspondence in Welsh, that the Council will respond to any correspondence in Welsh, and that corresponding in Welsh will not lead to delay. (Standard 7)

5.2.8 Wording will be provided for employees which will enable them to include a Welsh language version of their contact details in e-mail messages, and to provide a Welsh language version of any message which informs others that they are unavailable to respond to e-mail messages. (Standard 135)

5.2.9 In cases where the Council uses direct mail, the related texts will be bilingual with Welsh on the left or above the English, whichever format is most appropriate. In addition, both languages will be equal from the point of view of form, size, legibility, prominence and quality. (CI 5.11)

5.2.10 When a non-Welsh speaking officer or an officer who is uncertain of his/her Welsh medium skills deals with correspondence in Welsh, he/she will obtain the assistance of a colleague or of the Council's Translators, so that the correspondence can be answered in Welsh. If the Translators' services are not employed, a colleague with a high standard of written Welsh will be consulted. (CI 4.2.5)

5.2.11 The Council's Heads of Service will be responsible for ensuring that all the staff in their services are aware of these arrangements and for informing non-Welsh speaking officers of the facilities available for corresponding in Welsh, i.e. if they are not themselves able to compose a letter in Welsh, they should make arrangements for its translation into Welsh within the service or, if necessary, they should request the Translation Unit to proof read the Welsh letter before it is sent. (CI 4.2.6)

5.3 Telephoning

5.3.1 Persons are welcome to speak Welsh or English when telephoning the Council. (Standard 10) (CI 4.3.2)

5.3.2 Telephone calls received by:
Any of the Council's main telephone numbers,
Any helpline numbers or call centre numbers,
Any direct line

will be answered bilingually, with the Welsh language first. By beginning the greeting in Welsh, the Council will be informing the person calling that a Welsh language service is available. The Welsh language will not be treated less favourably than the English language when greeting the person. (Standards 8, 9 and 20) (CI 4.3.1)

- 5.3.3 If the caller speaks Welsh and the officer who answers is unable to conduct the conversation in Welsh after the initial greeting, the officer should explain that he/she is unable to speak Welsh and ask whether the caller wishes to talk to a Welsh speaker. If the caller does so wish, the call should be transferred to a Welsh speaker who is able to deal with the matter or, if there is no-one available, the caller should be informed that a Welsh speaker will return the call as soon as possible. (In cases where the officer who answers the call is a learner, the officer is urged to use and practise his/her Welsh). (Standards 10, 17 and 18) (CI 4.3.3)
- 5.3.4 Messages on all the Council's answering machines will be bilingual, with the Welsh message first, and will inform persons calling that they can leave a message in Welsh. (Standard 16) (CI 4.3.4; CI 5.1.2)
- 5.3.5 Any automated telephone systems that the Council has will provide the complete automated service bilingually. (Standard 22)
- 5.3.6 When the Council advertises telephone numbers, helpline numbers or call centre services, it will not treat the Welsh language less favourably than the English language. (Standard 12)
- 5.3.7 If the Council offers a Welsh language service on its main telephone number (or numbers), on any helpline numbers or call centre numbers, the telephone number for the Welsh language service will be the same as for the corresponding English language service. (Standard 13)
- 5.3.8 When the Council publishes its main telephone number, or any helpline numbers or call centre service numbers, it must state (in Welsh) that the Council welcomes calls in Welsh. (Standard 14)
- 5.3.9 If the Council has performance indicators for dealing with telephone calls, it will ensure that those performance indicators do not treat telephone calls made in Welsh any less favourably than calls made in English. (Standard 15)
- 5.3.10 When the Council telephones an individual for the first time it will establish the individual's language preference at the outset.

5.4 Meetings that are not open to the general public

- 5.4.1 If the Council invites one person only to a meeting (or to a meeting to discuss a matter relating to the well-being of that person), the Council will -
- (a) ask the individual whether he/she wishes for the meeting to be conducted in Welsh, and
 - (b) if the individual informs the Council that he/she wishes for the meeting to be conducted in Welsh, conduct the meeting in Welsh (without the assistance of a simultaneous or consecutive translation service).
- (Standards 23 and 25)

- 5.4.2 If the Council invites more than one person to a meeting (which does not relate to the well-being of one or more of the individuals invited),
- (a) the Council will ask each person whether they wish to use the Welsh language at the meeting' (Standard 27) and
 - (b) if at least 10% (but less than 100%) of the persons invited have informed the Council that they wish to use the Welsh language at the meeting, the Council will arrange for a simultaneous translation service from Welsh to English to be available at the meeting. (Standard 27A)
 - (c) if all of the persons invited have informed the Council that they wish to use the Welsh language at the meeting, the meeting will be conducted in Welsh (without the assistance of a simultaneous or consecutive translation service). (Standard 27CH)
- 5.4.3 If the Council invites more than one person to a meeting, and that meeting relates to the well-being of one or more of the individuals invited, the Council will
- (a) ask that individual or each of those individuals whether he or she wishes for the meeting to be conducted in Welsh, and
 - (b) if that individual, or if each of those individuals, informs the Council that he or she wishes for the meeting to be conducted in Welsh, the meeting will be conducted in Welsh (without the assistance of a simultaneous or consecutive translation service). (Standard 28)
- 5.5 Public meetings (including hearings, inquiries and other legal cases)**
- 5.5.1 Bilingual invitations to meetings will be sent out and Council staff and the public, at public meetings organised by the Council, are welcome to speak Welsh or English as they prefer since the Council will conduct bilingual meetings. Fixed translation equipment will be used in those Council-owned rooms where it is installed, or portable translation equipment elsewhere. When answering a question by a member of the public in such a meeting, the response will be in the language in which the question was asked. (CI 4.4.1) (S31)
- 5.5.2 The public will be informed at such meetings that translation equipment is available and that they are welcome to use their preferred language. However, the aim will be to make bilingual meetings the norm so that such announcements are unnecessary. (Standard 32) (CI 4.4.2)
- 5.5.3 At public meetings every effort will be made to ensure that officers serving the Council are bilingual. If this cannot be arranged, the Council's portable translation equipment will be used to ensure that those present can speak their preferred language. Every attempt is made to ensure that the image and administration of the meetings is bilingual. (CI 4.4.3)

5.5.4 In the case of such meetings, the person responsible for arranging the meeting will also be responsible for ensuring that a message is conveyed on an agenda, invitation or advertisement in connection with the meeting, to denote that a translation service will be available at the meeting for non-Welsh speakers. It will be the responsibility of the Chairperson of the meeting to provide guidance on language use at the onset of the meeting. This will remove pressure from officers at such meetings to refer to the translation equipment and will make the system of conducting bilingual meetings natural. (Standards 30 and 33) (CI 4.4.4)

5.5.5 If the Council displays any written material at a meeting arranged which is open to the public, the Council will ensure that that material is displayed bilingually, and any Welsh language text will not be treated less favourably than the English language text. (Standard 34)

5.6 Public events organised or funded by the Council

5.6.1 If the Council organises a public event, or funds at least 50% of a public event, it will ensure that the Welsh language is treated no less favourably than the English language:

in promoting the event, (for example, in the way the event is advertised or publicised). (Standard 35)

at the event (for example, in relation to services offered to persons attending the event, in relation to signs displayed at the event and in relation to audio announcements made at the event). (Standard 36)

5.7 Other meetings

5.7.1 The Council will at all times seek to ensure that staff who come into contact with the public, whether in the office, in the home, on site, etc. are bilingual. (CI 4.5.1)

5.7.2 If this is not possible in the office, the non-Welsh speaking officer should explain to the member of the public that he/she is unable to speak Welsh and ask whether the person concerned wishes to talk to a Welsh speaker. If the member of the public does wish to speak Welsh, a bilingual officer should be sought to deal with the matter. (In such cases, where the officer is a learner, the officer is urged to use and practice his/her Welsh). (CI 4.5.1)

5.7.3 In the case of meetings outside the Council's buildings, e.g. meetings in the homes of members of the public or site meetings, arrangements will be made to ensure that the officer attending the meeting is a bilingual officer. If the Council is aware of the customer's choice of language beforehand, the linguistic abilities of the officer will reflect this. (CI 4.5.2)

5.8 Websites, online services and use of social media

- 5.8.1 Any computerised communication with the public e.g. the Council's website, on-line services, e-mail, touch screens, public sound systems and video conferencing equipment, social networking sites (such as facebook, twitter etc) will follow the measures set down in 'Correspondence' above. (Standards 58 and 59) (CI 4.6.1)
- 5.8.2 Any material or information on the Council's website shall be fully bilingual, with a language choice on the opening page, and the Welsh language will not be treated less favourably than the English language on the Council's website. (Standards 52 and 56) (CI 4.6.1)
- 5.8.3 Where a Welsh language web page corresponds to an English language web page, it will be stated clearly on the English language web page that the page is also available in Welsh, and a direct link to the Welsh page will be provided on the corresponding English page. (Standard 55)
- 5.8.4 All apps that the Council publishes must function fully bilingually, and the Welsh language must be treated no less favourably than the English language in relation to that app. (Standard 57)

5.9 Self Service Machines

- 5.9.1 The Council will ensure that any self service machines that it has function fully bilingually, and the Welsh language will be treated no less favourably than the English language in relation to that machine. (S60 BY SEPTEMBER 2016)

6.0 The Council's Public Face

6.1 Corporate Identity

- 6.1.1 The Council's public face and corporate identity will be completely bilingual and the Welsh language will not be treated less favourably than the English language. (Standard 83) (CI 5.1.1)
- 6.1.2 This will include the name of the Council and its services, and all its relevant addresses, its logo, its corporate slogan, headed paper, publications and all public written material whether in the form of a report, sign, form, notice, or wording on Council-owned buildings, vehicles or machinery. (CI 5.1.2)
- 6.1.3 In the case of mottoes such as "Môn Mam Cymru", these will not be translated. (CI 5.1.3)

6.2 Raising awareness about Welsh language services provided by the Council

- 6.2.1 The Council will promote any Welsh language service that it provides, and advertise that service bilingually. (Standard 81)
- 6.2.2 Any publicity or document that the Council produces, or website that it publishes, which refers to the English service will also state that a corresponding service is available in Welsh. (Standard 82)

6.3 Signs

- 6.3.1 All the Council's internal and external signs (including road signs/markings) will be completely bilingual. (CI 5.2.1)
- 6.3.2 The Welsh language text on signs will be accurate in terms of meaning and expression. (Standard 63).
- 6.3.3 When Welsh and English appear together on signs they will have equal status as to form and the Welsh will be either above the English, or if the two languages are side by side, on the left. If they have to be provided separately, they have equal status as to form, size, legibility and quality and the Welsh sign will be either above the English one or if they are in parallel format, on the left. (Standards 61 and 62) (CI 5.2.3)
- 6.3.4 Before planning applications for signs are approved, persons requesting details about making a planning application will be urged to erect bilingual sign(s) and accordingly the Planning Service shall enclose a "Design Aid" for the applicant, i.e. a short leaflet giving help and advice on how to design and translate a sign. This leaflet will be bilingual. (CI 5.2.4)
- 6.3.5 When the Council erects a new sign or renews a sign in its workplace (including temporary signs), any text displayed on the sign will be displayed in Welsh (whether on the same sign as the corresponding English language text or on a separate sign), and the Welsh language text will not be treated less favourably than the English language text. (Standard 141)
- 6.3.6 When the Council erects a new sign or renews a sign in its workplace (including temporary signs) which conveys the same information in Welsh and in English, the Welsh language text will be positioned so that it is likely to be read first. (Standard 142)
- 6.3.7 The Council will ensure that the Welsh language text on signs displayed in its workplace is accurate in terms of meaning and expression. (Standard 143)

6.4 Naming of places

- 6.4.1 The Council will employ only the Welsh version of place-names, names of rivers, mountains, etc., and Council establishments, except in cases where the Council has recognised an official English version. (CI 5.2.2)
- 6.4.2 Where an official English version is recognised, it should only be used in English-language contexts. (CI 5.2.2)
- 6.4.3 Where a new street or estate is being named, the new name will be based on indigenous, historical Welsh names of the area. When a new name has to be coined, this will be done in Welsh only. (CI 5.2.2) The Street and House Naming and Numbering Policy outlines the County Council's powers with regard to naming and numbering streets and encourages good practice as well as providing guidance for developers and residents on naming and numbering streets and houses within the county - <http://www.anglesey.gov.uk/transport-and-roads/roads-highways-and-pavements/street-naming-and-property-numbering/policy-on-naming-and-numbering-streets-and-houses/>

6.5 Public address systems and sound systems

- 6.5.1 When the Council announces a message over a public address system, that announcement will be made bilingually with the Welsh announcement first. (Standard 87)
- 6.5.2 When the Council makes announcements in the workplace using audio equipment, that announcement will be made bilingually, with the announcement made in Welsh first. (Standard 144)

6.6 Publishing, printing and displaying public materials

- 6.6.1 Any public materials published by the Council will be completely bilingual. This will include reports, minutes, forms, policies, by-laws, etc. (Standard 37 and 38) (CI 5.3.1)
- 6.6.2 This will also include literature of other bodies and companies which is from time to time displayed in the Council's buildings. (CI 5.3.1)
- 6.6.3 Printed material will be published bilingually on one sheet or in one document (as appropriate), and with the two languages side by side, Welsh on the left, English on the right. (CI 5.3.2)
- 6.6.4 Where it is impossible or impracticable to publish printed text with both languages on the same sheet or in the same document, the two languages will be equal as to form, size, legibility, prominence and quality and will be published at the same time, and it will be as easy to obtain a copy of the text in the one language as in the other. The English version will state clearly that the document is also available in Welsh and vice versa. (Standard 49) (CI 5.3.2)

6.6.5 It is important to note that screen-reading software cannot read text in a logical manner when the Welsh and English appear side-by-side on the same page. This is because the software reads from left to right across the page. If the Welsh and English appear on the same page in electronic material, an accessible version of that document must also be published. (CI 5.3.2)

6.6.6 Material relating to exhibitions, conferences and seminars will always be bilingual with Welsh on the left or above the English, whichever format is most appropriate. In addition, both languages will be equal from the point of view of form, size, legibility, prominence and quality. (CI 5.10)

6.7 Leaflets, booklets, forms and explanatory material

6.7.1 Leaflets, booklets, forms and explanatory material connected with the Council's public publications will be completely bilingual. (Standards 40 and 50) (CI 5.4.1)

6.7.2 Such printed material will be published bilingually on the same sheet or in the same document (as appropriate), in parallel format, with the Welsh on the left and the English on the right. (CI 5.4.2)

6.7.3 When the Council produces a document or form in Welsh and in English (whether separate versions or not) the two languages will be equal as to form, size, legibility, prominence and quality, and will be published at the same time, and it will be as easy to obtain a copy of the text in the one language as in the other. (Standards 48, 49) (CI 5.4.2)

6.7.4 Where it is impossible or impracticable to publish leaflets, booklets, forms or printed text with both languages on the same sheet or in the same document, the English version will state clearly that the document is also available in Welsh and vice versa. (Standard 50A)

6.7.5 If the Council produces a form in Welsh and in English (whether separate versions or not), the Welsh language version will be treated no less favourably than the English language version, and there will be no differentiation between the Welsh and English versions in relation to any requirements that are relevant to the form (for example in relation to any deadline for submitting the form, or in relation to the time allowed to respond to the content of the form). (Standard 50B)

6.7.6 If the Council pre-enters information on a Welsh language version of a form (for example, before sending it to a member of the public in order for him or her to check the content or to fill in the remainder of the form), the information will be pre-entered in Welsh. (Standard 51)

6.7.7 Forms and explanatory material can be part of the main text or separate. If separate, it must be ensured that they are available at the same time as the main text. (CI 5.4.3)

6.7.8 It is important to note that screen-reading software cannot read text in a logical manner when the Welsh and English appear side-by-side on the same page. This is because the software reads from left to right across the page. If the Welsh and English appear on the same page in electronic material, an accessible version of that document must also be published. (CI 5.4.2)

6.7.9 The Council is producing an Anglesey Tourism Leaflet as part of its strategy to market the local authority and its partners in order to increase the number of visitors to the Island and to provide them with useful and relevant information about what Anglesey has to offer. All handbooks and leaflets providing detailed tourist information, and which are circulated throughout North Wales, will be produced bilingually. (CI 5.4.4)

6.8 Statements to the press and media

6.8.1 All Council press releases or statements to the media will be completely bilingual. (CI 5.5.1)

6.8.2 Contacts with the press or the media will be in Welsh or English, dependent on the language of the reporter concerned. Unless the officer is aware of the linguistic ability of the reporter the contact should be through bilingual correspondence. (CI 5.5.2; CI 5.6.4)

6.9 Advertising and Publicity

6.9.1 The Council's advertising and publicity initiatives will be completely bilingual whatever form they may take, e.g. press releases, leaflets, posters, notices, etc. (CI 5.6.1)

6.9.2 The Welsh version will be above the English version, or where the text is in parallel format, the Welsh version will be on the left, and they will be equal as to form, size, legibility, prominence and quality, whether in the press, on notice-boards or elsewhere. (CI 5.6.2)

6.9.3 The only exception will be in the case of radio or television programmes. The language of the advertisement will depend on the channel in question. In the case of channels received in Wales (whether the medium is Welsh or English), advertisements will be bilingual. On the other hand, in the case of channels received mainly in England, any advertisements broadcast will be in English only. (CI 5.6.3)

6.10 Public Notices and Official Notices

6.10.1 The Council's official public notices will be completely bilingual in parallel format with the Welsh text on the left. Where this is impracticable, one text shall be above the other with the Welsh first. However, in all cases the texts will be equal in form, size, legibility, prominence and quality, whether in the press, or on notice-boards or elsewhere. (Standards 69 and 70) (CI 5.7)

6.10.2 It is important to note that screen-reading software cannot read text in a logical manner when the Welsh and English appear side-by-side on the same page. This is because the software reads from left to right across the page. If the Welsh and English appear on the same page in electronic material, an accessible version of that document must also be published. (CI 5.7)

6.11 Electronic audio-visual materials

6.11.1 Electronic audio-visual materials relating to the public's services will either be bilingual, with the Welsh version first, or in Welsh and English separately (whichever is appropriate). One language or the other will always be available whatever the audience's language. Where the audience is bilingual, both languages should be used with Welsh being used first. (CI 5.9)

6.12 Marketing work

6.12.1 Any marketing campaigns carried out by or on behalf of the Council will be completely bilingual (apart from certain marketing campaigns outside Wales to attract inward investment or tourism). (CI 5.13)

6.12.2 This will mean that any advertising, publishing and research work will be completely bilingual, and in the case of research surveys the Council will ensure that staff employed, who come into contact with the public, whether directly employed by the Council or from an outside company/body via contract, are bilingual, and provide a completely bilingual service to the public, e.g. in completing questionnaires. In addition, any interview will be offered in Welsh or in English. Surveys could also be seeking the views of Welsh speakers in particular, in order to obtain a picture of the standard and range of the Welsh service. (CI 5.13)

6.13 Advertisement of Posts

6.13.1 Job advertisements will be bilingual, as well as the material noted below. The advertisement will state that applications may be submitted in Welsh, and that an application submitted in Welsh will not be treated less favourably than an application submitted in English. The Welsh language versions of the documents noted below will be treated no less favourably than any English language versions (This includes advertisements in the English press in Wales and in journals or newspapers in England): (CI 5.8)

- (a) application forms for posts;
- (b) material that explains the process for applying for posts;
- (c) information about the interview process, or about other assessment methods when applying for posts;
- (ch) job descriptions (Standard 136A part; 137 and 137A)

6.13.2 In such printed advertisements the two languages will be in parallel format with the Welsh on the left. Where this is impracticable, one text will be above the other with the Welsh first. However, in all cases the texts will be equal in form, size, legibility, prominence and quality whether in the press or on notice boards or otherwise. (Standard 137A) (CI 5.8)

6.13.3 It is important to note that screen-reading software cannot read text in a logical manner when the Welsh and English appear side-by-side on the same page. This is because the software reads from left to right across the page. If the Welsh and English appear on the same page in electronic material, an accessible version of that document must also be published. (CI 5.8)

6.13.4 In the case of jobs in schools, it is the responsibility of the governors to advertise those jobs and it is up to them to decide on the nature, cost and content of the advertisements but the Governing Body is expected to act in accordance with the Council's policies and procedures. Advertisements appear bilingually on the internet and in the press. (CI 5.8 - amended)

6.13.5 Advertisements in Welsh-language papers/magazines shall be in Welsh only. (CI 5.8)

7.0 Implementing the Policy

7.1 Staffing

7.1.1 When the Council offers a new post to an individual, that individual will be asked whether he or she wishes for the contract of employment or contract for services to be provided in Welsh; and if that is the individual's wish the contract will be provided in Welsh. (Standard 99)

7.1.2 The Council will –
(a) ask each employee whether he or she wishes to receive any paper correspondence that relates to his or her employment, and which is addressed to him or her personally, in Welsh, and
(b) if an employee so wishes, provide any such correspondence to that employee in Welsh (Standard 100)

7.1.3 The Council will ask each employee whether he or she wishes to receive any documents that outline his or her training needs or requirements in Welsh; and if that is the employee's wish the Council will provide any such documents to him or to her in Welsh. (Standard 101)

7.1.4 The Council will ask each employee whether he or she wishes to receive any documents that outline his or her performance objectives in Welsh; and if that is the employee's wish the Council will provide any such documents to him or to her in Welsh. (Standard 102)

7.1.5 The Council will ask each employee whether he or she wishes to receive any documents that outline or record his or her career plan in Welsh; and if that is the employee's wish the Council will provide any such documents to him or to her in Welsh. (Standard 103)

7.1.6 The Council will ask each employee whether he or she wishes to receive any forms that record and authorise annual leave, absences from work, and flexible working hours, in Welsh; and if that is an employee's wish, the Council will provide any such forms to him or to her in Welsh. (Standard 104)

7.1.7 If the Council publishes any policies, including those relating to the following matters, they will be published bilingually:

- Behaviour in the workplace (Standard 105)
- Health and wellbeing at work (Standard 106)
- Salaries or workplace benefits (Standard 107)
- Performance management (Standard 108)
- Absence from work (Standard 109)
- Working conditions (Standard 110)
- Work patterns (Standard 111)

7.2 Complaints made by a member of the Council's staff

7.2.1 The Council will allow each member of staff to make complaints in Welsh, and to respond in Welsh to any complaint made by him or her. (Standard 112)

7.2.2 The Council will state in any document that it has that sets out its procedures for making complaints that each member of staff may make a complaint to the Council in Welsh, and respond to a complaint made about him or about her in Welsh; and will inform each member of staff of that right. (Standard 112A)

7.2.3 If the Council receives a complaint from a member of staff or a complaint about a member of staff, and a meeting is required with that member of staff, the Council will offer to conduct the meeting in Welsh and, if the member of staff wishes for the meeting to be conducted in Welsh, it will be conducted in Welsh (without the assistance of a simultaneous or consecutive translation service). (Standard 113)

7.2.4 When the Council informs a member of staff of a decision it has reached in relation to a complaint made by him or by her, or in relation to a complaint made about him or about her, the Council will do so in Welsh if that member of staff –

- (a) made the complaint in Welsh,
 - (b) responded in Welsh to a complaint about him or about her,
 - (c) asked for a meeting about the complaint to be conducted in Welsh, or
 - (ch) asked to use the Welsh language at a meeting about the complainant.
- (Standard 115)

7.3 Disciplining staff

- 7.3.1 The Council will allow all members of staff to respond in Welsh to allegations made against them in any internal disciplinary process. (Standard 116)
- 7.3.2 The Council will state in any document that it has which sets out the Council's arrangements for disciplining staff that any member of staff may respond in Welsh to any allegations made against him or against her and, if the Council commences a disciplinary procedure in relation to a member of staff, inform that member of staff of that right. (Standard 116A)
- 7.3.3 If the Council organises a meeting with a member of staff regarding a disciplinary matter that relates to his or to her conduct it will offer to conduct the meeting in Welsh and, if the member of staff wishes for the meeting to be conducted in Welsh, conduct the meeting in Welsh (without the assistance of a simultaneous or consecutive translation service). (Standard 117)
- 7.3.4 When the Council informs a member of staff of the decision reached following a disciplinary process, it will do so in Welsh if that member of staff responded to allegations made against him or her in Welsh, asked for a meeting regarding the disciplinary process to be conducted in Welsh, or asked to use the Welsh language at a meeting regarding the disciplinary process. (Standard 119)

7.4 Information technology and support material provided by the Council and the intranet

- 7.4.1 The Council will provide staff with computer software for checking spelling and grammar in Welsh, and provide Welsh language interfaces for software (where an interface exists). (Standard 120)
- 7.4.2 The Council will ensure that –
- (a) the text of each page of its intranet is available in Welsh,
 - (b) every Welsh language page on its intranet is fully functional, and
 - (c) the Welsh is treated no less favourably than the English language on its intranet. (Standard 121 – BY SEPTEMBER 2016)
- 7.4.3 Where the Council has a Welsh language page on its intranet that corresponds to an English language page, it will be stated clearly on the English language page that the page is also available in Welsh, and a direct link will be provided to the Welsh language page on the corresponding English language page. (Standard 124)
- 7.4.4 The Council will designate and maintain a page (or pages) on its intranet which provides services and support material to promote the Welsh language and to assist its staff to use the Welsh language. (Standard 125)

7.4.5 The Council will provide the interface and menus on its intranet pages bilingually. (Standard 126)

7.5 Developing Welsh language skills through planning and training the workforce

7.5.1 In order to be able to ensure that the Welsh language is treated no less favourably than the English language, the Council will adopt a Language Skills Strategy to ensure that those officers who can reasonably be expected to deal with members of the public on a regular basis are capable of dealing with them in their preferred language. (CI 6.1.1)

7.5.2 The Council will ensure that at workplaces within the authority, where there is contact with the public, there is an officer or officers (including learners who can communicate in English and Welsh up to a level acceptable for the requirements of the post) sufficiently bilingual for service to be available to the public in Welsh or English. (CI 6.1.1)

7.5.3 The Performance Review process provides an annual assessment of each employee's language competence and development needs. (Standard 127) (CI 6.1.1)

7.5.4 There will be some posts where the post-holders do not come into contact with the public. Nevertheless, on account of the nature of some of these posts, post-holders will be required to have bilingual skills that will vary between posts. In the case of some other posts, where the officers will not come into contact with the public and where the ability to speak Welsh is not an essential skill for the post, those officers will be urged to learn Welsh to facilitate working with staff within their units/services, and between services in general. (CI 6.1.2)

7.5.5 The Council will denote which oral and written linguistic skills are required for each post. These requirements will be unique for every post and will note the level of oral and written skill required and this information will be included when advertising any post in the future, and will be recorded centrally on the basis of appointments. (CI 6.1.3)

7.5.6 Each Head of Service will be required to consider carefully the nature and duties of the individual posts for which they are responsible, determining which language skills are required for each post and the language balance of the team. This information should be submitted to the Corporate Scrutiny Committee for consideration and to the relevant executive committee for approval. (CI 6.1.4)

7.5.7 It is recognised that language planning is important together with the need to have a system of monitoring the number of Welsh speakers within the establishment. The Council will assess the Welsh language skills of its employees (Standard 127) (CI 6.1.4).

- 7.5.8 The Council will provide training in Welsh in the following areas, if such training is provided in English –
- (a) recruitment and interviewing;
 - (b) performance management;
 - (c) complaints and disciplinary procedures;
 - (ch) induction;
 - (d) dealing with the public; and
 - (dd) health and safety. (Standard 128)
- 7.5.9 The Council will provide training (in Welsh) on using Welsh effectively in meetings; interviews; and complaints and disciplinary procedures. (Standard 129)
- 7.5.10 Opportunities will be provided during working hours for employees to receive basic Welsh language lessons, and for employees who manage others to receive training on using the Welsh language in their role as managers. (Standard 130)
- 7.5.11 Opportunities will be provided for employees who have completed basic Welsh language training to receive further training free of charge, to develop their language skills. (Standard 131)
- 7.5.12 Training courses will be provided so that employees can develop –
- (a) awareness of the Welsh language (including awareness of its history and its role in Welsh culture);
 - (b) an understanding of the duty to operate in accordance with the Welsh language standards;
 - (c) an understanding of how the Welsh language can be used in the workplace. (Standard 132)
- 7.5.13 The Council's aim is to provide suitable courses on every level to strengthen the staff's linguistic skills in order to realise this policy. The Language Training Strategy is a fundamental part of the Council's personal development system. (CI 6.2.1)
- 7.5.14 All Council officers will be strongly encouraged to learn or improve their Welsh. The type of course offered shall be a matter for the Council to discuss with the officer in question. It may vary from courses for complete beginners to courses to improve the writing ability of those who are fluent in spoken/written Welsh. (CI 6.2.1)
- 7.5.15 Priority shall be given to those officers who are required to be able to speak Welsh fluently in order to conform to the job description or conditions of appointment, and also to beginners who come into contact with the public. (CI 6.2.2)

7.5.16 Suitable courses will be provided for staff together with support in the workplace. (CI 6.2.3)

7.5.17 Training in Welsh will be provided for learners/and those who need to polish their Welsh in accordance with the Council's Welsh Training Strategy which will, amongst other things:

- assess the needs of learners and those who need to improve their Welsh and set targets for them;
- monitor the achievements of learners and those who need to improve their Welsh;
- enable staff to work in the language of their choice either orally or in writing;
- improve oral and written skills of bilingual staff. (CI 6.2.4)

7.5.18 The Head of Profession - Human Resources will be responsible for reviewing the provisions for the learning of Welsh. (CI 6.2.5)

7.5.19 Specialist training shall also be provided in particular fields relevant to the work of the Council. (CI 6.2.6)

7.5.20 It is ensured that officers who are learning Welsh attend a specific number of hours of language training within a year. (CI 6.2.7)

7.5.21 When the Council provides information to new employees (for example by means of an induction process), information for the purpose of raising their awareness of the Welsh language will be provided. (Standard 133)

7.5.22 Text or a logo will be provided for staff to include in e-mail signatures which will enable them to indicate whether they speak Welsh fluently or whether they are learning the language. (Standard 134)

7.6 Recruiting and Appointing

7.6.1 When the Council assesses the requirements for a new or vacant post, it will assess the need for Welsh language skills, and categorise it as a post where one or more of the following apply –

- (a) Welsh language skills are essential;
- (b) Welsh language skills need to be learnt when appointed to the post;
- (c) Welsh language skills are desirable; or
- (ch) Welsh language skills are not necessary. (Standard 136)

7.6.2 If the Council has categorised a post as one where Welsh language skills are essential, desirable or need to be learnt, it will specify that when advertising the post. (Standard 136A - part) (CI 6.3.1 – part)

7.6.3 If it is not possible to appoint someone bilingual to a post where Welsh language skills are essential following such an advertisement, the post will be re-advertised with the same language condition(s). (CI 6.3.1)

- 7.6.4 However, in the case of the re-advertisement of certain posts, those without Welsh-language skills will be welcome to apply. With some other posts, it will be necessary to have a bilingual post from the first instance in order to fulfill the needs of the service. If a non-Welsh speaking applicant is appointed to the post he or she will be required to accept, as a condition of appointment, Welsh language development targets based on the requirements of the person specification for the post and an agreed time frame within which he or she must achieve an acceptable level of fluency in terms of meeting the requirements of the post. The Council will provide every assistance with regard to financing courses and allowing time off work, to enable non-Welsh speaking officers to learn the language. The Council will also monitor progress on a regular basis to assess the appropriateness of the course for the individual. (CI 6.3.1)
- 7.6.5 For some particular posts, a clause will be included in such re-advertisements to the effect that they are re-advertisements and that persons without Welsh language skills are welcome to apply for the post. In addition, in the information pack provided to candidates, information will be given on condition of acquiring language skills as noted above. (CI 6.3.1)
- 7.6.6 The Council will not treat an application for a post made in Welsh less favourably than it treats an application made in English (including, amongst other matters, in relation to the closing date you set for receiving applications and in relation to any time-scale for informing individuals of decisions). (Standard137B)
- 7.6.7 The Council's application forms for posts will provide a space for individuals to indicate that they wish an interview or other method of assessment in Welsh and if an individual so wishes, any interview or other method of assessment will be conducted in Welsh (without the assistance of a simultaneous or consecutive translation service). (Standard 138)
- 7.6.8 When the Council informs an individual of its decision in relation to an application for a post, it will be done so in Welsh if the application was made in Welsh. (Standard 140)
- 7.6.9 The Council's Language Task Group will receive quarterly reports on staff appointments and any risks will be referred to the attention of the Corporate Scrutiny Committee for further scrutiny. (CI 6.3.1)

7.7 Training

- 7.7.1 In organising training, officers will need to be informed of appropriate courses available through the medium of Welsh. The Council will provide training wherever appropriate to facilitate this policy's implementation. It will achieve this by assessing the training needs of the Council's staff. (CI 6.4.1)
- 7.7.2 Officers will be encouraged to follow courses through the medium of Welsh where relevant. (CI 6.4.1)

7.7.3 In the case of courses provided in Wales through the medium of English, the Chief Executive shall be responsible for persuading relevant examining/ assessing bodies to offer students equal linguistic opportunity, so that they can sit examinations/submit work for assessment in Welsh. (CI 6.4.2)

7.8 The Translation Service

7.8.1 The Council will employ a team of competent translators to translate any material for publication. The translation team will maximize the use of new technology that will support and strengthen the capacity of the service. (CI 6.6.1)

7.8.2 When a private organisation, a private body, or an individual submits any documents, reports or letters to the Council in English only, and the need arises for the text to be submitted to a Committee or Panel, then the private organisation, private body, or individual is expected to submit the information bilingually. (CI 6.6.2)

7.8.3 Public bodies are expected to present all correspondence and every report bilingually or in Welsh but bodies in the voluntary and private sector are encouraged to present correspondence bilingually, thereby subscribing to the principle of treating the Welsh language no less favourably than the English language. (CI 6.6.2)

7.8.4 Everyone shall have the right to speak Welsh or English according to preference in meetings of the Council, and simultaneous translation equipment will be provided to translate from Welsh to English in all the Council's meetings as required. (CI 6.6.3)

7.8.5 In circumstances where the equipment breaks down during a meeting, the translator(s) will translate personally to those requiring a translation. If this is not practicable, those who are present at the meeting and require a translation service will be requested to move to a suitable person who will summarise the discussion at a suitable point, and this will be done under the Chairperson's guidance. In addition, at the end of each discussion the Chairperson will summarise the discussion and the resolution in English.

7.8.6 If there is no fixed translation equipment in a room used to hold meetings of the Council and its Committees, Sub-Committees or Panels, then portable equipment will be installed in the room whenever required.

7.8.7 When a meeting is in a building which belongs to another organisation, and the Council is involved in organising the meeting, then portable equipment will be used as required.

7.8.8 The Translation Unit will assist in the process of monitoring written use of Welsh in the Council's administration as part of the process of translating texts. This will form part of the practice of extending the effectiveness of services in providing a full service in Welsh and English without being over

dependent on the Translation Unit.

7.9 Concerns and Complaints

7.9.1 A new Concerns and Complaints Policy came into force at the Isle of Anglesey County Council on 1 April, 2013 which means that the Council responds to complaints in a different way and will take steps to learn from concerns expressed by our customers. The policy is based on the Model Policy developed with the Public Services Ombudsman for Wales as a common complaints handling system for public service providers in Wales. Complaints relating to the Welsh language are incorporated into this procedure (all records must note whether or not the complaint is related to language).

8.0 Promoting the Welsh Language

8.1 The Council will produce, and publish on its website, a 5-year strategy that sets out how it proposes to promote the Welsh language and to facilitate the use of the Welsh language more widely in its area; and the strategy will include (amongst other matters) –

- (a) a target (in terms of the percentage of speakers in its area) for increasing or maintaining the number of Welsh speakers in its area by the end of the 5 year period concerned, and
- (b) a statement setting out how it is intended to reach that target; and the strategy will be reviewed and a revised version published on the Council's website within 5 years of publishing a strategy (or of publishing a revised strategy). (Standard 145 – BY SEPTEMBER 2016)

8.2 Five years after publishing a strategy in accordance with 8.1 above, the Council will –

- (a) assess to what extent it has followed that strategy and has reached the target set by it, and
- (b) publish that assessment on the Council's website, ensuring that it contains the following information –
 - (i) the number of Welsh speakers in the area, and the age of those speakers;
 - (ii) a list of the activities that the Council has arranged or funded during the previous 5 years in order to promote the use of the Welsh language. (Standard 146 – BY SEPTEMBER 2016)

9.0 Record Keeping

- 9.1 The Council will keep a record, in relation to each financial year, of the number of complaints received relating to its compliance with standards. (Standard 147)
- 9.2 The Council will keep a copy of any written complaint received that relates to its compliance with the standards with which the Council is under a duty to comply. (Standard 148)
- 9.3 The Council will keep a copy of any written complaint received that relates to the Welsh language (whether or not that complaint relates to the standards with which the Council is under a duty to comply). (Standard 149)
- 9.4 The Council will keep a record of the steps that it has taken in order to ensure compliance with the policy making standards with which the Council is under a duty to comply. (Standard 150)
- 9.5 The Council will keep a record (following assessments of its employees' Welsh language skills made in accordance with standard 127), of the number of employees who have Welsh language skills at the end of each financial year and, where the Council has that information, it will keep a record of the skill level of those employees. (Standard 151)
- 9.6 The Council will keep a record, for each financial year of –
- (a) the number of members of staff who attended training courses offered by the Council in Welsh (in accordance with standard 128), and
 - (b) if a Welsh version of a course was offered by the Council in accordance with standard 128, the percentage of the total number of staff attending the course who attended that version. (Standard 152)
- 9.7 The Council will keep a copy of every assessment that it carries out (in accordance with standard 136) in respect of the Welsh language skills that may be needed in relation to a new or vacant post. (Standard 153)
- 9.8 The Council will keep a record, in relation to each financial year of the number of new and vacant posts which were categorised (in accordance with standard 136) as posts where –
- (a) Welsh language skills are essential;
 - (b) Welsh language skills need to be learnt when appointed to the post;
 - (c) Welsh language skills are desirable; or
 - (ch) Welsh language skills are not necessary. (Standard 154)

10.0 Supplementary Matters

10.1 Publicising the Welsh language standards

10.1.1 The Council will ensure that a document which records the standards with which it is under a duty to comply, and the extent to which it is under a duty to comply with those standards, is available –

- (a) on its website, and
- (b) in each of its offices that are open to the public.
(Standards 155, 161, 167, 173 and 175)

10.2 Publishing a complaints procedure

10.2.1 The Council will –

- (a) ensure that it has a complaints procedure that deals with the following matters -
 - (i) how it intends to deal with complaints relating to its compliance with the standards with which it is under a duty to comply, and
 - (ii) how it will provide training for its staff in relation to dealing with those complaints,
- (b) publish a document that records that procedure on its website, and
- (c) ensure that a copy of that document is available in each of its offices that are open to the public. (Standards 156, 162 and 168)

10.3 Publishing arrangements for oversight, promotion etc

10.3.1 The Council will –

- (a) ensure that it has arrangements for
 - (i) overseeing the way it complies with the service delivery standards with which it is under a duty to comply,
 - (ii) promoting the services that it offers in accordance with those standards, and
 - (iii) facilitating the use of those services,
- (b) publish a document that records those arrangements on its website, and
- (c) ensure that a copy of that document is available in each of its offices that are open to the public. (Standard 157)

10.3.2 The Council will –

- (a) ensure that it has arrangements for overseeing the way it complies with the policy making standards with which it is under a duty to comply,
- (b) publish a document that records those arrangements on its website, and
- (c) ensure that a copy of that document is available in each of its offices that are open to the public. (Standard 163)

10.3.3 The Council will –

- (a) ensure that it has arrangements for
 - (i) overseeing the way it complies with the operational standards with which it is under a duty to comply,
 - (ii) promoting the services that it offers in accordance with those standards, and
 - (iii) facilitate the use of those services, and
- (b) publish a document that records that procedure on its intranet. (Standard 169)

10.4 Producing an annual report

10.4.1 The Council will produce and publish a bilingual report (a "Welsh Language Standards Annual Report"), in relation to each financial year, which deals with the way in which it complied with the Welsh language standards with which it was under a duty to comply during that year. (Standards 158, 164, and 170)

10.5 Publicising the way in it intended to comply with the Welsh language standards

10.5.1 The Council will publish this document on its website in order to explain how the Council intends to comply with the Welsh language standards with which it is under a duty to comply. (Standards 159, 165 and 171)

10.6 Providing information to the Welsh Language Commissioner

10.6.1 The Council will provide any information requested by the Welsh Language Commissioner which relates to compliance with which it is under a duty to comply. (Standards 160, 166, 172, 174 and 176)

11.0 Improving the Service

- 11.1 The Council will be very pleased to receive comments and suggestions from its customers on how to improve the bilingual service given to them.
- 11.2 Any comments should be referred to the Assistant Chief Executive who will consider comments received and submit a report to the relevant executive committee on any matter that, in the Assistant Chief Executive's opinion, requires consideration with a view to changing or amending this policy.

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ISLE OF ANGLESEY COUNTY COUNCIL	
Report to:	The Executive and Full Council
Date:	25/04/2016 and 12/05/2016
Subject:	For the Council to adopt powers contained within the Anti-social Behaviour, Crime and Policing Act 2014 and for their delegation to appropriate officers as listed in the report.
Portfolio Holder(s):	Councillor Aled Morris Jones, Councillor J Arwel Roberts, Councillor Richard A Dew, Councillor Alwyn Rowlands
Heads of Service:	Lynn Ball – Head of Function (Council Business) / Monitoring Officer; Shan L Williams – Head of Housing; Dewi R Williams – Head of Highways, Waste and Property; Jim Woodcock – Head of Planning and Public Protection.
Report Author: Tel: E-mail:	Robyn Jones – Legal Services Manager Ext. 2134 rwjcs@ynysmon.gov.uk
Local Members:	N/A

A –Recommendation/s and reason/s
<p>1. That full Council:</p> <p>1.1 Adopt powers contained in the Anti-social Behaviour, Crime and Policing Act 2014 in respect of civil injunctions, community protection notices and orders, closure notices and orders, absolute ground for possession of dwelling houses, public spaces protection orders and premises closure orders;</p> <p>1.2 Agrees to amend the scheme of delegation to officers in the Constitution to delegate the exercise of the powers as adopted amongst the relevant Heads of Service as detailed in this report:</p> <p>1.3 Authorises the Council’s Head of Function (Council Business) / Monitoring Officer to make the necessary changes to the scheme of delegation to officers in the Constitution to reflect the adoption and delegations of the powers contained within the Act as provided for by this report.</p> <p>2. <u>Introduction</u></p> <p>2.1 The Anti-social Behaviour, Crime and Policing Act 2014 (“the Act”) makes provision in respect of anti-social behaviour, crime and disorder and various other associated matters to include recovery of possession of dwelling houses and sundry other provisions in respect of crime and policing.</p> <p>2.2 Officers in the following Council Departments have considered the provisions of the</p>

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Act and require the Council to adopt various provisions and delegate their exercise to the respective Heads of Service: Housing, Highways, Waste and Property, Planning and Public Protection.

3. Housing Department

3.1 The Department requests the adoption of the following powers and the delegation of their exercise on behalf of the Council to the Head of Service (Housing):

- 3.1.1 The powers of the Council with regards to injunctions in Part I of the Act
- 3.1.2 The powers of the Council relating to community protection notices as contained in Chapter 1 of Part 4 of the Act;
- 3.1.3 The powers of the Council with regard to closure of premises associated with nuisance or disorder as contained in Chapter 3 of Part 4 of the Act; and
- 3.1.4 The recovery and possession of dwelling houses on anti-social behaviour grounds as those powers are given to the Council by Part 5 of the Act.

3.2 Reasons and Justification

3.2.1 Civil Injunction: The Housing Service will be able apply to the court for an injunction to swiftly address housing related anti-social behaviour, where the conduct has caused or is likely to cause harassment, alarm or distress to any person in relation to their occupation of residential premises or where the conduct can cause housing related nuisance or annoyance to any person. The civil injunction can also be used against perpetrators who are not tenants. A power of arrest can be attached to the injunction.

NB The definition of 'housing-related' means behaviour which directly or indirectly relates to the housing management function.

3.2.2 Community Protection Notices (CPN's): Where a perpetrator has previously been issued with a written warning but has failed to modify their behaviour, the Housing Service will be able to use this power to deal with any behaviour which is unreasonable, ongoing or has a negative effect on the community, by directly targeting the person (aged over 16), business or organisation responsible. The CPN will either impose a requirement for the perpetrator to stop doing something specific or require the perpetrator to take reasonable steps to achieve a specific result. Graffiti, rubbish and noise are the three areas.

3.2.3 Closure Notice and Closure Orders: The Housing Service will be able to use these powers to quickly close premises which are being used or are likely to be used as a place to commit nuisance or disorder. A closure notice is issued out of court and can close a property for 48 hours to anyone but the habitual occupiers. Following on from the closure notice, the Housing Service can where necessary apply to the court for a closure order whereby premises can be closed to all parties including the habitual occupiers for up to six months.

3.2.4 Absolute Ground For Possession: The Housing Service will be able to apply to the court

for possession of a dwelling under this power where any one of 5 conditions identified within the Act is met.

Conditions 1,2, and 3 are met if a tenant, a member of the tenant's household or a person visiting the property has been :

- (a) convicted of a serious offence;
- (b) found by a court to have breached an injunction obtained under the Act;
- (c) convicted for breaching a Criminal Behaviour Order obtained under the Act;

Condition 4 is met if a tenant's property has been closed under a closure order as a result of ASB in or in the vicinity of the property and the period of the order was more than 48 hours.

Condition 5 is met if the tenant, a member of the tenant's household or a person visiting the property has been convicted for breach of a notice or order to abate noise in relation to the tenant's property under the Environmental Protection Act 1990.

4. Highways, Waste and Property Department

4.1 The Council is requested to adopt the following powers contained within the Act and to delegate the exercise of those powers on behalf of the Council to the Head of Service (Highways, Waste and Property):

- 4.1.1 The powers in sections 64 and 65 of the Act relating to restrictions on public rights of way and the other necessary powers contained within Chapter 2 of Part 4 of the Act.

4.2 Reasons and Justification

4.2.1 Public Rights of Way – The Highways, Waste and Property Service will be able to use these powers to prevent persistent anti-social behaviour on public footpaths

5. Planning and Public Protection Department:

5.1 The Council is requested to adopt the following powers contained within the Act and to delegate the exercise of those powers on behalf of the Council to the Head of Service (Planning and Public Protection):

- 5.1.1 The powers of the Council relating to injunctions as contained within Part 1 of the Act;
- 5.1.2 The part of the Council relating to community protection notices as contained within Chapter 1 of Part 4 of the Act;
- 5.1.3 The powers of the Council with regard to public spaces protection orders as contained within Chapter 2 of Part 4 of the Act;
- 5.1.4 The powers of the Council as regards closure of premises associated with nuisance

or disorder as those powers are contained within Chapter 3 of Part 4 of the Act.

5.2 Reasons and Justification

5.2.1 Injunction within Part 1 of the Act – to prevent or stop non-trivial anti-social behaviour such as irresponsible dog ownership, noisy neighbours or aggressive begging.

Community Protection Notices within Chapter 1 of Part 4 of the Act – to stop a person, business committing anti-social behaviour which spoils the community's quality of life such as noise nuisance or persistently straying dogs.

Public Spaces Protection Order within Chapter 2 of Part 4 of the Act – designed to stop individuals or groups committing anti-social behaviour in a public place such as excluding dogs or the consumption of alcohol or the playing of loud music in a particular locality.

Closure of Premises Associated with Nuisance or Disorder within Chapter 3 of Part 4 of the Act – to allow the local authority to quickly close residential or business premises which are used or likely to be used to commit nuisance or disorder such as playing loud music or carrying on unlicensed events e.g. Raves.

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

The Council has the option of not delegating the exercise of these powers, but relevant Departments feel that adopting and delegating the powers to officers will enable the Council to operate a fuller range of powers to deal with anti-social behavior and associated problems.

If the powers are not adopted, we will continue to be limited in the range of powers available to address anti-social behavior and achieve successful outcomes for victims, perpetrators and the community as a whole.

C – Why is this a decision for the Executive?

As the report proposes to amend the scheme of delegation to officers which is part of the Council's constitution then such a report must first be forwarded to the Executive for a recommendation before being sent to full Council.

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

This is a new piece of legislation but many of the powers will be consistent with other policies already adopted by the Council.

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

The cost of exercising these new powers by officers will fall within the operational budget for each service. Potential costs will be one (but one only) of the considerations taken into account before the powers will be used on a case by case basis.

DD – Who did you consult?		What did they say?
1	Chief Executive / Strategic Leadership Team (SLT) (mandatory)	No comments
2	Finance / Section 151 (mandatory)	No comments
3	Legal / Monitoring Officer (mandatory)	No comments
4	Human Resources (HR)	n/a
5	Property	n/a
6	Information Communication Technology (ICT)	n/a
7	Scrutiny	n/a
8	Local Members	n/a
9	Any external bodies / other/s	n/a

E – Risks and any mitigation (if relevant)

1	Economic	n/a
2	Anti-poverty	Exercise of the powers based on the merit of the circumstances will benefit poorer and deprived areas as much as any other area.
3	Crime and Disorder	Many of the powers in the Act are aimed at addressing issues of crime and disorder together with anti-social behavior where these are problematic for local neighborhoods.
4	Environmental	Exercise of some of the powers to be delegated to officers will seek to curb what may be regarded as general public nuisances.
5	Equalities	Use of the powers will enable the Council to better deal with behaviour which may be targeted at members of minority groups and so ensure better compliance with the Council's duties on equalities
6	Outcome Agreements	n/a

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7	Other	n/a
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F - Appendices:
None

FF - Background papers (please contact the author of the Report for any further information):
None

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ISLE OF ANGLESEY COUNTY COUNCIL	
MEETING:	COUNTY COUNCIL
DATE:	12 MAY 2016
TITLE OF REPORT :	TO ADOPT A NEW CODE OF CONDUCT FOR MEMBERS
REPORT BY :	LYNN BALL HEAD OF FUNCTION (COUNCIL BUSINESS) / MONITORING OFFICER
CONTACT OFFICER :	LYNN BALL HEAD OF FUNCTION (COUNCIL BUSINESS) / MONITORING OFFICER 01248 752586 / lbxcs@anglesey.gov.uk
PURPOSE OF REPORT :	TO COMPLY WITH THE LOCAL AUTHORITIES (MODEL CODE OF CONDUCT) (WALES) (AMENDMENT) ORDER 2016

1. BACKGROUND

- 1.1 All relevant Authorities in Wales are required to adopt a Code which sets out the conduct expected of elected Members. The Code has been prescribed by the Welsh Ministers since its introduction in 2000.
- 1.2 The Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016 came into force on the 1st April 2016 and the Order requires all relevant Authorities to adopt the new Code by no later than the 26th July 2016.
- 1.3 The Statutory Order amends some elements of the existing Code. Members need to be aware of those changes and the Council's Constitution must be amended to ensure that the changes are incorporated.
- 1.4 Once the new Code is adopted by the Council, Members are automatically bound by its provisions by virtue of Section 52(2) of the Local Government Act 2000 and the Local Elections (Declaration of Acceptance of Office) (Wales) Order 2004.
- 1.5 In the circumstances there is no need for Members to sign a fresh undertaking to abide by the revised Code.

2. THE CHANGES TO THE MEMBERS' CODE OF CONDUCT

- 2.1 Members are no longer required to report, to the Ombudsman, conduct by another Member which is reasonably believed to be a breach of the Code of Conduct.

RATIONALE

The Ombudsman has made it clear that he wishes to focus limited resources on the most serious complaints, and therefore has introduced an enhanced threshold test for investigating alleged breaches. Not only does the Ombudsman require sufficient evidence be produced to demonstrate that there is a case to answer, but also that it is in the public interest for the allegation to be investigated.

Given this high threshold, it is no longer appropriate to place a legal obligation on Members to report all potential breaches of the Code; no matter that they will not be suitable for investigation.

Instead, Members are required to first raise their concerns with the local Monitoring Officer and to seek advice on whether the threshold test is met. Members here already seek this advice in any event so this should not result if any change of practice.

- 2.2 Section 10(2)(b) of the existing Code of Conduct is deleted. This is the provision which relates to a situation where a member of the public might reasonably perceive a conflict between a Member's role in representing their ward while at the same time acting on behalf of the County as a whole.

RATIONALE

It has become well established, through Guidance issued by the Ombudsman in September 2012, that this provision was a drafting error, and only ever intended to apply to members of the Executive taking decisions as Portfolio Holders (rather than as part of the Executive as a whole). This interpretation has been applied here since the Guidance came into force. This means that this change to the Code should not change this Council's current practice.

- 2.3 A new provision is introduced providing an additional right for Members to make written representations in circumstances where they have a prejudicial interest but where members of the public are allowed to attend meetings for the purpose of making representations. Any Member relying on this provision must comply with any procedure which the Council has adopted for submission of representations.

RATIONALE

To put Members in the same position as the public. Any Member in this position will not be able to debate or vote on the issue.

3. RECOMMENDATIONS

- 3.1 Council is asked to note the changes to the Code.
- 3.2 Council authorises the Monitoring Officer to amend the Constitution to incorporate the amendments to the Code and to publish the changes in accordance with the requirements of Section 51(b) of the Local Government Act 2000.

ISLE OF ANGLESEY COUNTY COUNCIL	
Report to:	The County Council
Date:	12.5.16
Subject:	Annual Delivery Document 16/17
Portfolio Holder(s):	Alwyn Rowlands
Head of Service:	Scott Rowley
Report Author: Tel: E-mail:	Gethin Morgan 752111 GethinMorgan@anglesey.gov.uk
Local Members:	Not applicable

A –Recommendation/s and reason/s
<p>The Executive is asked to authorize Officers through the Portfolio Holder to undertake the task of completing the final draft and recommend for adoption the Annual Delivery Document for 16/17 by full Council at their meeting on the 12th of May, 2016.</p> <p>The Executive is also asked to confirm the deliverability of the said document as a plan which identifies the work of the Council aligned to the priorities of the Corporate Plan scheduled for delivery during 2016/17.</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?

This is a decision for the Executive as it outlines the main areas for improvement and delivering the council's corporate priorities during 2016-17 which discharges our duty for continuous improvement under the Local Government Measure – Wales and the 'Wales Programme for Improvement'.(2009, 2011)

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 in principle with operational direction for 16/17. Advised of need to edit for publication purpose.
2	Finance / Section 151 (mandatory)	No further comment
3	Legal / Monitoring Officer (mandatory)	No further comment
4	Human Resources (HR)	
5	Property	
6	Information Communication Technology (ICT)	
7	Scrutiny	At their meeting dated the 11 th of April, 2016 the Corporate Scrutiny committee requested that the final draft considers the inclusion of the following aspects – <ol style="list-style-type: none"> 1. An energy efficiency workstream 2. The expected gains from improved procurement practice 3. The Council's response to the emerging refugee crisis It also proposed that a briefing session on the delivery of the said document to all members be

		conducted in advance of full Council.
8	Local Members	Not applicable
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	

F - Appendices:
Annual Delivery Document 2016/17

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)
2016/17
Final DRAFT**

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 undertaken. Residents were asked which services were the most important to them, and which were the least 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 are the 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 overarching 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 has recognised the need to transform the way many of its services are delivered.

Seven key priorities have shaped 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 third year where we have produced an Annual Delivery Document. The document (also known as the Improvement Plan) shows what actions we will undertake over the next 12 months to deliver against our key priorities. It also highlights our drive to discharge our continuous service

improvement expectations as set out by Welsh Government. We will also deliver the improvements whilst bearing in mind and promoting the principles of sustainability and equality at all times.

Listening to what you, Anglesey residents and local businesses formed an essential part of this transformation process. This engagement will continue to be a key feature of our approach.

Each of the objectives outlined below has been considered against the resources available. These include

1. *Capital expenditure*

Capital

2. *Revenue expenditure*

Revenue

3. *External funding (be it European or domestic via grants or loans)*

EF

4. *Housing Revenue Account*

HRA

Transforming Older Adult Social Care

In transforming care for older adults, we will, by the end of financial year 2016/17, be on the way to start building an extra care facility. We will also have completed the preparatory work in the north of the island and identified a third site in the South of the island.

We will also have continued our focus on reducing the need for residential care through our joint community based plans and policies by introducing an Ynys Môn Strategy for community and preventative support and Local Area Co-ordination.

This will complement our work to develop specialised domiciliary, home care and re-ablement priorities in the field of dementia.

How will we do this in 2016/17?

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:

- Agreeing a start date for the build of the Extra Care Facility in Llangefni which will provide self-contained apartments with care available on site to support people
- Agreeing a location and a business case for an Extra Care facility in the South of the island. As part of this process we will engage with the local community to ensure a workable and affordable option.
- Exploring options regarding the development of an extra care facility in Amlwch.

Resourced via -

Capital

Revenue

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:

- Progressing a Ynys Môn Strategy for community and preventative support.
- Supporting individuals to engage in activities and take up the support available locally.
- Agreeing a support programme to encourage development of local hub models including set up grants offering support and services within local communities

Resourced via -

Revenue

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 capacity of the independent sector by contracting on an area basis to achieve area based domiciliary care partners

Resourced via -

Revenue

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

- Developing a proposal to secure additional Nursing/high dependency capacity for individuals with dementia and agree an action plan for improvement of Dementia Support within communities
- Maintaining current Homeshare services where individuals with dementia are supported in carers' own homes
- Extending and developing further Café Cofio's which provide meeting places across Anglesey where individuals with dementia and their carers can meet informally

Resourced via -

Revenue

Regenerating Our Communities and Developing the Economy

In regenerating our communities and developing the economy this year, we will look to draft robust Business Cases to secure external funding to realise a number of varied initiatives across a range of strategic priority areas.

We will have created new jobs and safeguarded a number of existing ones through supporting businesses in Holyhead and the surrounding areas. We will have continued to focus on tourism by increasing visitor numbers in excess of the current 1,500,000 who visit and we will be looking to support increasingly popular tourism events.

We will have made progress on the Energy Island and Enterprise Zone programmes to secure additional employment and a lasting legacy for Anglesey from the proposed major development (including low carbon energy). In addition, we will have continued to manage and implement the exciting Vibrant & Viable Places initiative in Holyhead.

How will we do this in 2016/17?

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 a minimum of 8 Business Cases / Feasibility Studies to secure external European & domestic funding to realise priority areas of work
- Implement projects (already developed) to maximise European and domestic funding opportunities to address identified economic challenges
- Supporting and encouraging business competitiveness and employment growth through the creation of new jobs and the safeguarding of others through the Holyhead Investment Fund (HIF)
- Ensuring £150,000 private sector investment through the HIF together with providing support, guidance or advice to 100 Island businesses

Resourced via -

Revenue

EF

Support the island's visitor economy by:

- Working in partnership to promote Anglesey's distinct image and attributes through increasing tourism visits and developing a new plan to manage the destination
- Marketing the island via traditional and digital means in order to maintain / increase the 400,000 unique users of the Visit Anglesey website

- Facilitating two tourism advertising campaigns to be undertaken during summer 2016 and Easter 2017 (focusing on digital media).
- Welcoming the greatest number of Cruise Ships (30 carrying 18,804 passengers) to the Port of Holyhead in a single year.
- Supporting and assisting 6 local food tourism events (including the Menai Seafood Festival, Beaumaris Food Festival and 4 Food-slams).
- Providing a modern, effective and commercially aware Maritime function that meets the needs of the Island's coastal communities, Maritime users and visitors

Resourced via -

Revenue

EF

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

- Undertaking regional collaborative activities to support the public and private sectors to improve opportunities for jobs, growth and increased prosperity by leading on and managing the Regional Supply Chain Programme on behalf of NWEAB and maintaining collaboration with Destination North Wales to maximise local benefits from potential inward investment opportunities.
- Influence the Private Sector to continue to invest on the Island.
- Continue to progress plans for business units in Holyhead and Llangefni & implement the Llangefni Link Road project throughout 2016/2017

Resourced via -

EF

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:

- Co-ordinating the Energy Island Programme to maximise local socio-economic benefits through statutory and voluntary processes and mechanisms
- Securing resources and capacity through Planning Performance Agreements (PPA) to progress the implementation of Horizon Nuclear Power and National Grid work packages during 2016/17
- Establishing a comprehensive baseline data to underpin an assessment of impacts relating to all major energy developments on Anglesey

- Considering and responding to Horizon Nuclear Power’s 2nd pre-application consultation (PAC2) and town and country planning applications
- Managing the County Council’s S.106 Strategy to ensure alignment between all S.106 agreements
- Reviewing and updating the Nuclear New Build (NNB) Supplementary Planning Guidance (SPG)
- Develop and prepare a Statement of Common Ground and Local Impact Report in relation to Wylfa NNB.

Resourced via -

Revenue

EF

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

- Managing and delivering in Holyhead the Vibrant & Viable Places Programme (VVP)
- Investing £2.8m in Holyhead’s People, Places and Homes (see Housing)

Resourced via -

EF

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 continue to raise education standards on Anglesey.

In realising the above, we will have achieved a trend of improvement in the educational attainment rates at CS, KS2 and KS3 by the end of the 2016/17. In addition, we will have made significant progress to ensure that two new area schools are opened Llanfaethlu and Holyhead by 2017. We will also have approved Business Cases and identified sites for the Rhosyr /Bro Aberffraw 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 continued further collaboration between Anglesey schools and the Energy Island Programme to promote related skills for employment in the energy sector and ensure that Anglesey's young people have opportunities to access excellent work-related training and apprenticeships.

How will we do this in 2016/17?

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

- Ensuring that all Governing Body Chairs act positively to ensure improvement in vulnerable schools with the local authority and School Improvement Service
- Identify practitioners with excellent leadership potential
- Ensure that every primary and secondary school has procedures and effective interventions to improve literacy and numeracy standards [reading in particular].
- Raise standards of achievement across the key stages, reducing the performance gap between Free School Meals and non-Free School Meals children, and improve the % of learners who attain the highest grades across the range of performance indicators
- Increasing the number and percentage of learners assessed in Welsh First Language assessment in CS, KS2 and KS3. Increasing the number and the percentage of learners in KS4 obtaining qualification grade C or above in English and Maths in particular

Resourced via -  Revenue

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

- Reviewing the School Modernisation’s Strategy and prioritise projects for the remainder of Schools based on demographic changes and the need to address challenges in the recruitment of head teachers, and other factors
- Developing the Full Business Case for Bro Rhosyr / Bro Aberffraw school modernisation project
- Successfully monitor and control the build phase for both Ysgol Rhyd y Llan and Ysgol Cybi projects.

Resourced via -

Capital

Revenue

EF

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:

- Produce a local Skills and Education Action Plan for schools and Lifelong Learning in conjunction with the economic development service and other key partners.
- Identify key investment needs in STEM both for capital needs (investment in modern DT equipment, laboratory facilities) and professional development needs of local teachers and adult workers who wish to retrain or avail themselves of apprenticeship opportunities.
- Improve the communication and promotion of apprenticeship opportunities locally to increase local uptake of apprenticeship opportunities.

Resourced via -

Revenue

Increasing our Housing Options & Reducing Poverty

During the year we will have further increased affordable housing options across the island . We will achieve this by bringing 65 empty homes back into use as well as assisting first time buyers through Tai Teg and other grants applications to secure their first homes. In addition, we will also for the first time in many years, have started to build new council houses for future occupation.

Through the VVP initiative we will also have provided additional 2 bedroom properties to support householders impacted by Welfare Reform and improved the quality of affordable housing by tackling fuel poverty through improved energy efficiency.

How will we do this in 2016/17?

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:

- Reducing the effects of poverty and improving opportunities for individuals as a result of co-ordinating a number of projects (such as Supporting People / Communities First / Flying Start & Families First)
- Completing an independent review into the debt and Welfare Advice Services
- Introducing 8 touch-screen kiosks to enable service users to pay rent and access welfare advice within their communities
- Continuing to operate a fund to support eligible tenants avoid getting into rent arrears due to the effect of Welfare Reform changes
- Working with the Department of Work and Pensions [DWP] to deliver support to vulnerable people in claiming their Universal Credit entitlements.

Creating opportunities for people from working households by :-

- Working with 16-24 year olds in the Mon Community First areas to support them into work and finding innovative solutions to employment for those aged 25 years and over.
- Creating 15 apprenticeship and traineeship opportunities through the Community Vocational Academy.

Resourced via -

HRA

Revenue

EF

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

- Bringing 65 long term empty private sector properties back into use.
- Sourcing innovative external funding to start the building of 15 new affordable council houses.
- Acquiring 15 long term empty properties, in areas of need, possibly ex-right to buy properties.
- Redeveloping Llawr y Dref flats, Llangefni for first time tenants and tenants down-sizing as a result of the 'bedroom tax'.

Resourced via –

HRA

EF

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

- Helping first time buyers through the grants application process and assisting applicants in taking up Houses into Homes loans.
- Increasing the number of applicants for affordable housing registered with Tai Teg (to 350)
- Facilitating the development of affordable homes across rural areas of Anglesey

Resourced via –

Capital

Revenue

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

Implementing the Vibrant and Viable Places (VVP) programme and -

- Utilising the funding to increase number of smaller units impacted by Welfare Reform, in particular 'bedroom tax'.
- Improving the quality of affordable housing by tackling fuel poverty through improved energy efficiency.
- Increasing number (20) of private landlords to provide accommodation to clients referred by the Housing Services.

Resourced via -

EF

Transforming our Leisure & Library Provision

By April 2017 we will have enhanced leisure facilities with improved participation, customer experience, and increased income at all our leisure centres.

We will have also transferred a number of our sports and heritage facilities to alternative management organisations as well as developed and implemented a Leisure Customer Care Improvement Programme and delivering a mix of outreach activities to increase attendances and improve participation.

We will have also agreed new models for delivery of the Library and Cultural services for operation from April 2017 onwards.

How will we do this in 2016/17?

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:

- Maintaining a commercial approach to the management of Amlwch, Holyhead, Plas Arthur and David Hughes Leisure Centres
 - increasing income and participation at our leisure centres island wide
 - installing energy efficient and renewable energy measures at all Anglesey Leisure Centres.
- Achieving improvements in the health and well-being of Anglesey residents by increasing participation in leisure activities
- Increasing young people's participation in sports development/outreach activity programmes (to 70,000 participations). These will be realised via a range of different approaches inclusive of -
 - ensuring 6,600 Dragon Registrations
 - ensuring that at least 70% of participants achieve the National Key Stage 2 swimming standard
 - attracting 62,000 participants in 5x60 sessions,
 - ensuring more young people are qualified through sport (65) and ensuring 6 clubs island wide achieve in sport accreditation
 - ensuring more people complete the National Exercise Referral Scheme (NERS) and ensuring that 100 Level four Higher Risk NERS patients complete their 16 week programme (which includes cardiac, pulmonary rehab, cancer rehab)
 - Increase the total number of junior members at Anglesey's Leisure Centres to 2,500

Resourced via -

Revenue

EF

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

- Promoting and raising awareness of the new Môn Actif Leisure brand
- improving awareness and profile of Môn Actif to customers of all fitness levels, ages, interests and abilities
- Launching, implementing and managing the Leisure Centre's online course and booking system
- Increasing accessibility to customers by providing current and reliable information via website which is consistent with the new Môn Actif brand

Resourced via – Revenue

Explore options and implement a revised Library provision model by:

- Opening discussion on community managed libraries with Town and Community Councils and other community based groups.
- Investigating a volunteer model for added value activities and consider offering more Council services from the current library buildings
- Developing and adopting a new library delivery model for implementation by April 2017

Resourced via – Revenue

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

- Opening a tender process for outsourcing heritage sites at Melin Llynonn, Beaumaris Gaol and Court House and report in Autumn 2016 on preferred option for delivery.
- establishing a working group to maximise Oriel Ynys Mon's income and develop a sustainable model for the Oriel to become more financially self-sufficient by adopting an action plan and options for the Oriel's future by October 2016

Resourced via – Revenue

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.

In realising this objective, we will, by the end of the 2016/17 have delivered a project to introduce a Customer Relationship Management tool into the Council which will contribute to establishing an excellent customer, citizen and community focus. We will have taken steps to ensure we have a recruitment policy and process that recruits the right people for the right jobs. We will also have improved the customer experience at our Main Council office in Llangefni, not only through our new reception area and practice, but also through our smarter working arrangements which seeks to place staff closer to the heart of those communities that we serve.

How will we do this in 2016/17?

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:

- Re-modelling the main reception area of the Council building to provide formal interview rooms, informal meeting area and self – service pc’s to assist customers in being dealt with at first point of contact.
- Conducting a pilot on the ‘Putting People First’ tool which aligns staff attitudes towards customer service with the values of the Council, review findings and roll out to other services
- Make more services available to our customers from one location in Llangefni by carrying out changes to the council building, enabling us to move staff from the current Education & Planning offices.
- Investigating the provision of “Touch Down” areas in community based locations to enable our staff to work out in the community and be closer to their customers

Resourced via –

Capital

Revenue

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

- Create and endorse a Welsh Language Strategy In collaboration with key partners by the end of September 2016.

Resourced via -

Revenue

Transforming our Information and Communication Technologies (ICT)


In transforming our ICT services, the Council's resources will be used more efficiently and effectively to achieve targets identified and plan accordingly. The Council's aim is to be 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 also 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 2016/17?


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

- Deploy an e-solution to the organisation (known as Citrix) to support agile working and enable people to receive Council services closer to their communities
- Replace the network infrastructure to provide greater resilience, increased capacity and faster connectivity for staff and citizens

Resourced via -  Capital

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

- Introduce and promote the fully bi-lingual AppMon mobile app to allow specific issues to be reported to the council in a quick and convenient manner.
- Further develop the capability of the App including integration with business systems and Customer Relationship Management (CRM).
- Review and identify further wider rollout out linked to the Customer Service Excellence programme

Resourced via -  Revenue

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

- Support the re-launch of the HR/Payroll solution to deliver a robust business system which will further enable the use of staff self service facilities to improve efficiency.
- Integrate web recruitment with the website to provide an automated recruitment management solution enabling people to submit electronic job applications
- Introduction of a Corporate Geographical Information System (GIS) solution to make better use across the council of spatial data and property information linked to mapping to help identify and analyse patterns of information for future service planning purposes
- Rollout of a Telephone Call Management Solution to effectively manage customer contact by telephone

Resourced via -

Capital

Revenue

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

- Developing a second datacentre facility location to secure off-site storage of the Council's data

Resourced via -

Capital

Prioritisation of other Improvements

Last year a robust self-assessment was undertaken that recognised the improvements made over the last three years.

Further improvements were also highlighted to meet the demands of our six key themes and establish ourselves and compete as one of Wales' best councils.

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. It also noted that the Council has responded positively to the current economic climate and recognises the further challenges it faces.

There is now a clear direction of travel in the areas of older adults on the island and a modernisation strategy for education. We will implement a smarter working initiative for the benefit of citizens and will continue to improve our financial management practices while embedding risk management.

Taking into account what has already been expressed and actioned to date, 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:

- Further develop the collaborative role of the Senior Leadership Team and Executive to drive the strategic direction of the Council forward by ensuring that Corporate Planning priorities are addressed in a timely fashion e.g. Syrian refugee crisis.
- Maintain and increase the transformation programme to modernise contact and service delivery methods within the Council.
- 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.
- Further strengthen partnerships 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 a revised corporate procurement project to realise significant savings and embed corporate business continuity arrangements at corporate and service levels.
- Respond positively to internal and external 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.
- Establish an Invest to Save initiative to resource and realise evolving priorities during the forthcoming year

(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
 - Introduce and establish an organisation wide energy efficiency programme which aims to reduce associated costs and carbon emissions.
- 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 believe we will have taken a major step towards achieving our goal 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:

The Corporate Transformation Service
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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:

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ISLE OF ANGLESEY COUNTY COUNCIL	
COMMITTEE:	COUNTY COUNCIL
DATE:	12 MAY 2016
TITLE OF REPORT:	ANNUAL REPORT OF THE AUDIT COMMITTEE FOR THE MUNICIPAL YEAR 2015/16
PURPOSE OF REPORT:	FOR INFORMATION
REPORT BY:	AUDIT COMMITTEE CHAIR
ACTION:	TO RECEIVE REPORT

Introduction

The Audit Committee is a statutory Committee of the Council and has eight elected Members and two Lay Members. The role of the Audit Committee is to provide independent assurance of the adequacy of the Council's governance arrangements, the associated control environment and the adequacy of the risk management framework. The Committee is also responsible for independent scrutiny of the Authority's financial and non-financial performance (to the extent that it affects the Authority's exposure to risks and weakens the control environment), and to oversee the financial reporting process and annual accounts review and approval to Council.

The Chair of the Audit Committee is Councillor Robert Llewelyn Jones and the Vice Chair is Councillor John Griffith.

The Committee is required under its terms of reference to prepare a report for the annual meeting of the Council on its activities for the year. This report provides the necessary report to meet this requirement.

Meetings

During the municipal year, the Committee has met formally on eight occasions; attendance figures for meetings being provided for information at Appendix A.

The regular meetings followed the Audit Committee calendar and considered among the regular Committee business: progress reports from the internal and external auditors, the statement of accounts and the external auditor's report on the statement. The Committee also received reports on Treasury Management progress and the Treasury Management Annual Report, the corporate risk management framework and risk register, and the Annual Governance Statement. The Committee also received specific reports concerning a review of Maritime Diesel, Grants Availability and Maximisation, Food Standards Agency Audit, ICT Disaster Recovery and Business Continuity. Further details of the issues considered by the Committee are provided in the table at Appendix B.

The completion of the audited Statement of Accounts for 2014/15 was completed by the 30 September 2015 deadline and recommended by the Committee for approval by the Council. The

Committee has continued to support management in measures to further strengthen the Finance function and to ensure current progress in this area is sustainable going forward.

Annual Governance Statement

Corporate Governance is the term used to describe the arrangements by which organisations are directed and controlled. It comprises the systems and processes, cultures and values by which the affairs of the Council are conducted by Members and Officers and how we engage with and where appropriate, lead our communities and partners.

There is a requirement for every Welsh local authority to undertake an annual review of the effectiveness of its system of internal control and governance arrangements with its annual Statement of Accounts. An Annual Governance Statement (AGS) has been produced for 2014/15 to support the annual Statement of Accounts.

The Committee adopted an Annual Governance Statement for 2014/15 as statutorily required. The Annual Governance Statement was produced as a result of widespread consultation and review of governance processes in year. The 2014/15 Statement was consistent with the principles of the CIPFA/SOLACE Framework Delivering Good Governance in Local Government.

The Annual Governance Statement continued to report some weaknesses in governance arrangements. An Action Plan has been produced in order that these weaknesses can be addressed.

The Audit and Governance Committee

The Audit and Governance Committee has worked within its terms of reference which includes the requirements of the Local Government (Wales) Measure 2011 in relation to the role of the Audit Committee in monitoring Risk Management, Governance and Internal Control within the Council.

The Committee has not undertaken a self-assessment of its effectiveness during 2015/16. A checklist derived from CIPFA's 'Audit Committees: Practical Guidance for Local Authorities,' will be undertaken during 2016/17 and the outcome of this self-assessment will guide the training programme and actions for the Committee. A report on the outcome of this self-assessment will be presented to the Audit and Governance Committee in 2016/17 along with an Action Plan for continuous improvement. This action plan will be updated and progress reported back to the Committee on a regular basis during 2016-17.

Effectiveness

Audit Committee Members take their role in respect of governance and stewardship extremely seriously. They acknowledge that this is a non-political Committee and, as such, the Committee's role is to hold regulators and officers to account and to discharge the duty of regulating the risk management, governance and assurance framework within the Council.

The Committee receives reports regularly to gain assurance over key areas of activity and also completes a self-assessment on its own effectiveness. A self-assessment of the Committee's effectiveness, as described earlier, will be undertaken during 2016/7 to review progress in 2015/16 against the checklist based upon CIPFA best practice for Audit Committees.

One area identified for improvement in 2015/16 was the need to raise the profile of the Audit and Governance Committee and to make stakeholders more aware of the important work that it undertakes. The Committee will further develop its role in engaging with external regulators other than auditors (there being an effective level of engagement with Auditors already).

External Audit

The Council is audited externally by the Wales Audit Office (WAO) although part of the work, covering the financial aspects of the audit and some performance work is covered by Deloitte, previously

PwC (2014/15), working to the Appointed auditor in the WAO. Regular reports from Deloitte have been considered by the Audit Committee and an update is considered at each meeting.

The Audit and Governance Committee has been receiving regular updates from the WAO on the Performance Work Programme. This is an important aspect of the Committee's business to ensure that external reports are being considered, either by the Audit and Governance Committee or one of the Scrutiny Committees, and that appropriate action is being taken.

As well as updates on the Performance Work Programme, the Committee also receives updates from Deloitte on the financial audit work being undertaken. Updates this year have included both the workplan and timetabling of work.

Internal Audit

The Council has an in-house Internal Audit Team managed under a Service Level Agreement with Conwy County Borough Council from 1 August 2015. The Committee approved the Internal Operational Plan 2015/16 at its meeting held in July 2015. Internal Audit Operational Plan outcomes are reported by the Audit Manager to each of the Committee's regular meetings as part of the Internal Audit Progress report. Progress reports also include progress of services in implementing Internal Audit recommendations.

Reports of completed Internal Audit reviews, along with the assurance levels given, is also provided in Progress reports and builds over the year into a picture of the assessed strength of the Council's internal control framework. During this year, the Internal Audit Progress reports have contained additional information on each review undertaken, including details of the key findings arising from the work undertaken.

An overall statement on internal control is provided in the Audit Manager's annual report and in the Council's Annual Governance Statement.

Risk Management

The Local Government Measure (Wales) 2011 includes a requirement for local authorities to appoint a Committee with responsibility to review and assess the risk management, internal control and corporate governance arrangements of the Authority. The Audit and Governance Committee in its Terms of Reference is charged with fulfilling these requirements.

The Committee has continued to support the development of the Risk Management framework within the Council during the year, and consideration of Risk Management and the receiving of the Corporate Risk Register has been a standing agenda item from 2015/16 onwards.

The Committee sees its key role in the Risk Management process as satisfying itself as to the adequacy of the structures, processes and responsibilities for identifying and managing the key risks facing the organisation.

Counter Fraud

The Corporate Counter Fraud Officer will be presenting regular reports on the results of his work during 2016/17. The Corporate Counter Fraud Policy will be reviewed during 2016/17.

Plans for the Future

As well as its regular business, the Committee will continue its development programme, informed by the self-assessment of effectiveness and the outcome of the changes to the Council's counter fraud arrangements. This will, again, include relevant training events geared to its activities in 2016/17.

The Committee will continue to develop its role in relation to Risk Management during 2016/17 and will look to adopt a method of being able to assess the adequacy of the Council's anti-fraud and corruption arrangements on an on-going basis.

Following the issue of the Annual Improvement Report 2014/15, December 2015, the Audit and Governance Committee will support the Council in addressing systematically, the recommendations and proposals for improvement included in the reports.

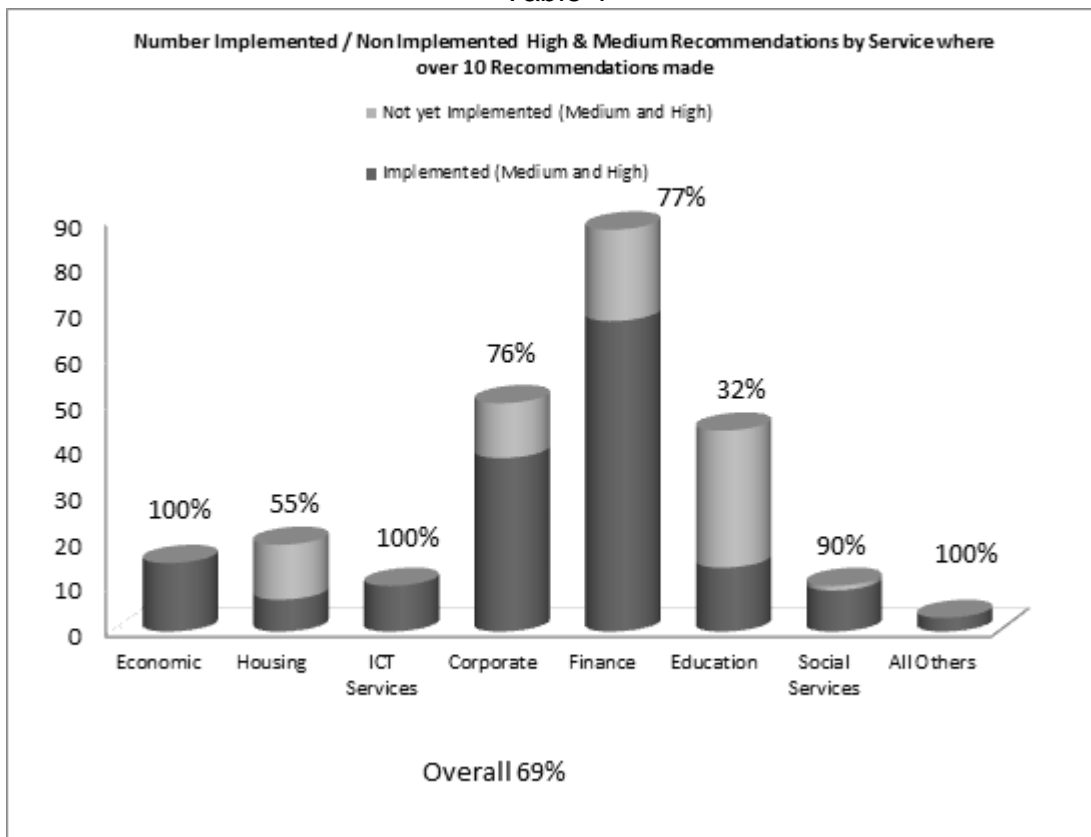
The Audit Committee’s proposed future work programme is provided at Appendix C.

Recommendation Monitoring

In order to fulfil the Audit and Governance Committee’s mandate as set out by the terms of reference, the Committee needs to be assured that issues to which it draws attention will be acted upon by Management. The indicator regarding the implementation recommendations evidences outcomes and the degree of influence in driving improvement and promoting risk management.

A graph showing the breakdown of recommendation implementation by Service as at 31 March 2016 is provided in **Table 1** below. The percentage implementation rate as at 31 March 2016 was 69% of ‘high’ and ‘medium’ recommendations as having been recorded as implemented.

Table 1



Chair’s Remarks

The Chair would like to express his gratitude to the Committee’s Members for their attendance and contribution to the work of the Committee during the year and also to those Council employees who have attended and contributed so much. The chair takes this opportunity to thank all the staff within the Finance and Internal Audit Services whose staff I have found most helpful at all times.

The Chair would take the opportunity to remind the Council of the importance of the work of the Committee which is even more relevant in the current economic situation in terms of ensuring that the Council is run in a sound manner and that value for money is being obtained.

The Committee is committed to continuing to work with Council employees in supporting continuing improvements in the Council's operations in 2016/17.

COUNCILLOR ROBERT LLEWELYN JONES
CHAIR of AUDIT COMMITTEE

29 FEBRUARY 2016

APPENDIX A

MEMBERS	Meeting held on 27.04.15	Meeting held on 14.05.15	Meeting held on 23.06.15	Meeting held on 27.07.15	Meeting held on 23.09.15	Meeting held on 08.12.15	Meeting held on 18.02.16	Meeting held on 15.03.16	No of Meetings Attended
Cllr T.Ll.Hughes (Chair)	YES								1
Cllr R.Ll.Jones (Chair)	YES	YES	YES	YES	YES	YES	Apology	YES	7
Cllr John Griffith (Vice-Chair)	YES	YES	YES	YES	YES	YES	YES	YES	8
Cllr Jim Evans	YES	YES	YES	YES	YES	Did not attend	YES	YES	7
Cllr R O Jones	Apology	YES	Apology	YES	Apology	YES	YES	Apology	4
Cllr Dafydd Thomas	YES	YES	Apology	YES	YES	YES	YES	YES	7
Cllr Alun Mummery	YES	YES	YES	YES	YES	YES	YES	YES	8
Cllr Peter Rogers		YES	YES	YES	YES	YES	YES		6
Cllr Nicola Roberts			Did not attend	Did not attend	Did not attend	Did not attend	Did not attend	Did not attend	0
Cllr R Meirion Jones		YES							1
Mrs Sharon Warnes	YES	YES	YES	YES	Apology	YES	YES	YES	7
Mr Richard Barker	Apology	YES	YES	YES	Apology	YES	YES	YES	6
Total for Committee	7	10	7	9	6	8	8	7	62

Ref	Meeting Date Raised	Min. Ref.	Matter Raised	Action Required	Responsibility for Action	Date Action Required by	Current Status	RAG Status
1	27/04/15	4	Review Internal Audit Charter - The Committee received a report containing the proposed Charter as required under the Public Sector Internal Audit Standards.	Internal Audit Charter presented for consideration and approval	Audit & Governance Committee	27/04/15	Approved	Green
2	27/04/15	5	Review of the Revised and Updated Protocol - which sets out the various stages of the Internal Audit engagements. The protocol has been updated in line with current regulation and practice.	For consideration and approval	Audit & Governance Committee	27/04/15	Approved	Green
3	27/04/15	9	Maritime Diesel – To receive a report by the Head of Service (Economic And Community Regeneration) on the response and actions undertaken following the Internal Audit review.	The balance sheet for the Maritime Diesel Service for the past five years to be provided to the Committee	Head of Economic & Community Regeneration	23/06/15	See 27/7/15 Item 10	Green
4	27/04/15	10	Grants Availability and Maximisation – A Report setting out the main sources of funding which have been available during 2014/15 and the ways that funding can be maximised over the coming years.	For information only – No further action arising	N/A	N/A	N/A	Green
5	27/04/15	11	Risk Management – The Audit & Governance Committee	It was resolved to accept the report along with the related	The Risk & Insurance	Biannual updates	Updates on the	Green

			requested that the Risk and Insurance Manager report back in April 2015 on the status and implementation of the revised corporate risk register/matrix and associated risk guidance documentation. A report setting out progress on implementing the revised corporate risk register/matrix and associated risk guidance documentation was presented for consideration by the Committee.	Risk Management documentation.	Manager		implementation of the Risk Mitigation Action Plan.	
6	23/06/15	3	Draft Statement of Accounts 2014/15 and Annual Governance Statement 2014/15 – The Committee reviewed the draft Statement of Accounts and the draft Annual Governance Statement	It was resolved to note that the figures contained within the review report will remain provisional until the audit of the 2014/15 Statement of Accounts is completed and signed off and that any resulting significant adjustments to the figures included within the report will be reported as appropriate.	N/A	N/A	N/A	Green
7	23/06/15	7	Attempted Fraud Against the Council – North Wales Police investigation into attempted fraud against the Council as part of a wider deception perpetrated against local authorities both in	Section 151 Officer to seek further clarification from North Wales Police of action being taken on the matter.	Head of Resources and Section 151 Officer	23/9/15	See 8/12/15 Item 13	Amber

			Wales and England.					
8	27/07/15	3	Annual Treasury Management Review 2014/15 – The Annual Treasury Management Review for 2014/15 was presented to the Committee for consideration and scrutiny.	Resolved to note: <ul style="list-style-type: none"> • Figures will remain provisional until the audit of 2014/15 Statement of Accounts is completed and signed off • The provisional actual 2014/15 prudential and treasury indicators within the Report • The Treasury Management Review Report 2014/15 	N/A	N/A	N/A	Green
9	27/07/15	6	Strategic Internal Audit Plan 2015/16 to 2017/18 – A Report of the Interim Internal Audit Manager incorporating a revised Strategic Internal Audit Plan for 2015/6 to 2017/18 was presented for consideration and approval.	Internal Audit to incorporate within its reporting arrangements a provision for showing issues that are still in process.	Audit Manager	Quarterly Reporting	See 8/12/15 Item 21	Green
10	27/07/15	7	Maritime Diesel Service – Accountancy Services Manager to report verbally with regards to the additional information requested about the Maritime Diesel Service in relation to income ad expenditure and debt write-offs.	The Accountancy Services Manager provided the Committee with additional information in relation to income and expenditure and debt write-offs. The Officer informed the Committee that records for Maritime Diesel had been examined for the previous six years and it can be	N/A	N/A	N/A	Green

				confirmed that the diesel element of the service has remained profitable for each of the 6 years. It was resolved to note the information. No further action.				
11	27/07/15	10	Risk Management – To present the report of the Risk & Insurance Manager. Committee considered the report and sought clarification of how it will be kept informed on risk management activities particularly with reference to any changes that may occur and the reasons why, so that it can be assured that the key risks are being managed properly. It is intended to report biannually and it will also be updated on the risk management process. The Committee will be briefed on any exceptions/ slippages as well as any escalations.	To provide the Committee with a summary risk management progress report at its next meeting.	Risk & Insurance Manager	23/09/15	See 23/9/15 Item 15	Green
12	27/07/15	12	Delivery of the Internal Audit Service – The report of the Interim Head of Resources and Section 151 Officer outlining arrangements for the delivery of the Internal Audit Service was presented for the Committee’s	Resolved to accept and note the information. No further action.	N/A	N/A	N/A	Green

			consideration. The report set out the arrangements whereby Conwy County Borough Council and this Council will jointly provide the service, with management oversight of this Council's Internal Audit Service to be provided by Conwy, along with the details of the partnership agreement with Conwy.					
13	23/09/15	2	Attempted Fraud Against the Council – North Wales Police investigation into attempted fraud against the Council as part of a wider deception perpetrated against local authorities both in Wales and England. Head of Resources and Section 151 Officer reported that a detailed response not yet received from the North Wales Police. Given the time lapse suggested to write again to the Chief Constable to obtain assurance that the investigation is being progressed.	The Committee endorsed the suggestion and proposed that the correspondence be directed to the North Wales Police and Crime Commissioner and a copy provided to the Chief Constable of North Wales	Head of Resources and Section 151 Officer	8/12/15	See 8/12/15 Item 16	Amber
14	23/09/15	3	Statement of Accounts 2014/15 and ISA 260 Report – The report of the Interim Head of Function (Resources) and Section 151 Officer incorporating the final accounts for the 2014/15	The Interim Head of Resources and Section 151 Officer to circulate the schedule of the Authority's for sale assets to Members of the Audit and Governance Committee.	The Interim Head of Resources and Section 151 Officer	8/12/15	Circulate Schedule	Green

			financial year was presented for the Committee’s consideration. A number of matters were discussed including the process of selling assets identified as not required by the Authority has been slow.					
15	23/9/15	6	Risk Management – The Risk and Insurance Manager gave a verbal update on the latest position with regard o Risk Management.	It was resolved to note the position with regard to Risk Management and the Corporate Risk Register. No further action.	N/A	N/A	N/A	Green
16	8/12/15	2	Attempted Fraud Against the Council – North Wales Police investigation into attempted fraud against the Council as part of a wider deception perpetrated against local authorities both in Wales and England. Head of Resources and the Audit Manager to give a full report regarding the investigation. The Head of Resources and Section 151 Officer reported that a Chief Inspector locally met with the Head of Resources and Audit Manager. In such cases the money fraudulently obtained (In Anglesey’s case no monies were lost) is usually moved from account to account and out of the country. As local authorities are	The Committee noted the information and accepted that the Police had done as much as possible in the circumstances and it fell to the Authority to learn lessons from the experience particularly with regard to ensuring safeguards are in place and are robust, strengthening internal controls and taking prompt action when anything remiss is discovered. In future, such acts will be forwarded to and dealt with by Action Fraud.	N/A	N/A	N/A	Green

			becoming more alert to the risks of such frauds, the perpetrators are targeting other organisation. Given that the Council did not report the attempted fraud for two months the delay diminished the likelihood of a positive result in terms of identifying and apprehending the fraudsters.					
17	8/12/15	3	<p>Food Standards Agency Audit – The Chief Public Protection Officer incorporating the report of the Food Standards Agency on the Food and Feed Law Enforcement Service on the Isle of Anglesey following an audit that was undertaken in July, 2014 was presented for the Committee's consideration. The report also included the Action Plan that was drawn up to address the recommendations made by the Food Standards Agency along with an update on the progress made. The Committee raised the following issues:</p> <ul style="list-style-type: none"> • Staffing situation • Whether collaboration is a potential solution to staffing difficulties 	The Committee resolved to accept the Food Standards Agency Audit report and note its contents. The Committee to be provided with an update on progress against the action plan.	Chief Public Protection Officer	No date specified	Require update	Amber

AUDIT COMMITTEE - PROGRESS ON MATTERS RAISED 2015-16

APPENDIX B

18	8/12/15	6	External Audit – Certificate of Compliance – The Wales Audit Office Certificate of Compliance confirming that the Isle of Anglesey County Council has discharged its duties under the Local Government (Wales) Measure 2009 to publish an assessment of its 2014/15 performance before 31 October, 2015 in the financial year, was presented and was noted by the Committee.	No further action.	N/A	N/A	N/A	Green
19	8/12/15	6	ICT Disaster Recovery and Business Continuity - limited assurance level and arrears of recurring concern for the Committee.	Audit Manager to complete Follow Up Audits on ICT Disaster Recovery and Business Continuity. The ICT Transformation Manager to brief the Committee on progress to date on the two areas.	Audit Manager ICT Transformation Manager	15/3/16 15/3/16	Follow Up Reports Briefing to Committee	Amber
20	8/12/15	6	Unplanned Internal Audit Work – The Committee sought clarification of the extent and impact on the Audit Plan of unplanned audit work especially that pertaining to grant work.	It was agreed that the Committee be provided with a report setting out the process for auditing grants and how the expectations of the Wales Audit Office are met.	The Head of Resources and Section 151 Officer	15/3/16	Report to Committee	Green
21	8/12/15	6	Information Governance – Following receipt of an Enforcement Notice on 1 October 2015, the Committee noted the	The Committee is provided with an update on information governance on work on information governance	The Head of Council Business	15/3/16	Update on the position with regards to	Amber

			assurance level is judged to be Reasonable whilst the key messages from the Annual Review of Compliance remain largely negative. The Committee was informed that the scope of the reviews undertaken by the ICO's Office in 2012 and 2013/14 was concerned with Data Protection Governance and Records Management was different to that undertaken by Internal Audit which looked at compliance with existing policies.	including addressing both the recommendations relating to enforcement notice and the recommendation of the Internal Audit reviews being done under the oversight of the Information Governance Board.			Information Governance compliance.	
22	8/12/15	7	Revision of the Internal Audit Protocol - IA Recommendation Implementation Rates – Following concerns raised by the Audit and Governance Committee over the implementation rates reported and discussed the Internal Audit Protocol has been revised to include a Follow-Up and Monitoring process to provide assurance that the agreed recommendations are implemented within the timescales set out in the Final Report Action.	The Audit Manager reported that no enhancement of the internal control framework can be made or reductions in associated risks until recommendations are implemented in full. The Committee resolved to accept the Internal Audit Protocol as presented. No further action.	Audit Manager	Quarterly	Monitoring Implementation Rates	Green

AUDIT COMMITTEE - PROGRESS ON MATTERS RAISED 2015-16

APPENDIX B

23	18/2/16	2	Extraordinary Meeting – Treasury Management Strategy Statement 2016/17 – The Committee received a report on the Annual Investment Strategy, Minimum Revenue Provision Policy Statement and Treasury Management Policy Statement 2016/17.	To endorse the report and pass on any recommendations and/or comments to the Executive Committee.	The Executive Committee	14/3/16	For approval	Green
24	15/3/16	3	Assurance and Monitoring Risks: Partnerships – To consider recommendations regarding the Audit and Governance’s monitoring role over the governance arrangements of the Council’s key partnerships.					Amber
25	15/3/16	4	Data Protection & Information Governance – To receive an update on Data Protection and Governance issues.					Amber
26	15/3/16	5	ICT Disaster Recovery and Business Continuity – To present Follow Up Reports with regard to ICT Disaster Recovery and Business Continuity.					Amber
27	15/3/16		Internal Audit Strategic Plan 2016/17 to 2018/19 and Operational Plan 2016/17.					Green

Date	Accounts	Internal Audit	External Audit	Treasury Management	Risk Management	Governance	Other
March 2016		Consider and Adopt Internal Audit Plan for 2016/17	Progress Report				
May 2016	Draft Statement of Accounts & Annual Governance Statement	IA Annual Report for 2015/16	Consider and Adopt Plan for 2016/17 Progress Report	Quarter 4 Treasury Management Report	Annual Review of Risk Management Strategy		Annual Members' Training Plan Approve Annual Report of Committee for Annual Council Meeting
July 2016	Review Statement of Accounts	Quarter 1 Progress Report	Progress Report	Treasury Management Annual Report Quarter 1 Treasury Management Report	Corporate Risk Register	Consider Governance Statement Review Code of Governance Annual Health & Safety Report	
September 2016	Recommend for Approval of Council the Statement of Accounts (30 September deadline)	Progress Report	Receive Report on Accounts to those charged with Governance Progress Report		Corporate Risk Register	Governance & Assurance Update Adopt Governance Statement	Annual Report on Fraud & Corruption

December 2016		Quarter 2 Progress Report	Receive Annual Letter on Audit Year 2015/16	Quarter 2 Treasury Management Report Scrutiny of Mid-Year Report and preparation for 2016/17	Corporate Risk Register		
February 2017		Quarter 3 Progress Report	Progress Report	Consideration & Recommendation for Approval of the Treasury Management Strategy 2017/18		Audit Committee – Terms of Reference	Annual Review of Audit Committee Effectiveness & Counter Fraud Arrangements Annual Report – Gwynedd Local Government Pension Scheme

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ISLE OF ANGLESEY COUNTY COUNCIL	
REPORT TO :	County Council
DATE:	12 May 2016
TITLE OF REPORT:	Annual Report of the Scrutiny Committees- 2015/2016
REPORT BY:	Councillor Meirion Jones (Chair of the Corporate Scrutiny Committee Scrutiny Champion) 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 2015/2016
CONTACT OFFICER: E-mail: Telephone	Bev Symonds (Scrutiny Manager) BevSymonds@ynysmon.gov.uk 01248 752078

1.0 RECOMMENDATION(S)

- 1.1 To note and approve the Scrutiny Committees Annual Report 2015-2016.
- 1.2 To appoint the chair of the Partnership and Regeneration Scrutiny Committee as the “scrutiny champion” from May 2016 to May 2017.

2.0 BACKGROUND

- 2.1 The Scrutiny Annual Report 2015-2016 encompasses the work undertaken by the two scrutiny committees between the council's annual meeting on the 14 May 2015 and 12 May 2016. 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. The scrutiny committees work programmes are also submitted for approval at each scrutiny committee and considered on a monthly basis by the Scrutiny Chairs and Vice-Chairs Coordinating Forum. A schedule of matters scrutinised by each committee is included in the attached Scrutiny Committees Annual Report 2015/2016.
- 2.3. On the 14 May 2015 the council resolved that the chair of the Corporate Scrutiny Committee be appointed as “scrutiny champion” from May 2015 to May 2016 and that 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.
- 2.4 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 2015/2016

ISLE OF ANGLESEY COUNTY COUNCIL

SCRUTINY COMMITTEES

ANNUAL REPORT 2015-2016



CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL

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11.	Contact with Scrutiny
<p>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 31-33</p>	

Foreword

Councillor R Meirion Jones

- **Chair of the Corporate Scrutiny Committee 2015-16**
- **Scrutiny Champion 2015-2016**



In 2015/16 Scrutiny continued to perform well in very challenging circumstances and it continued to develop. It was another year of building on the experiences of the previous two years and continuing to promote scrutiny, of making a difference and adding value.

Scrutiny was able to continue with its principal work of focusing on Council performance, service delivery, the achieving of corporate and service objectives and continuous improvement. It reviewed and scrutinised decisions made or other action taken in connection with the discharge of the Council's functions by the Executive or otherwise. There has been a heavy demand on scrutiny and it has performed well under increased pressure within limited resources.

It can be seen overtime that there has been a change in culture. The Scrutiny officers and members have worked hard and have contributed directly in relishing the scrutiny process of being hands-on and challenging policy and practice and to come up with new ideas and drive improvement. Those in Scrutiny have acted responsibly and constructively as critical friends to support the decision-makers and the Council's priorities and objectives but also to scrutinise and question where necessary.

One particular development was the greater use of Scrutiny Outcome Panels. A great deal of effective work was done in this way and the details of the Panels, the meetings held and the work done are summarised in this report. I am particularly appreciative of the work done in and by these panels.

An informal briefing session has also become a regular part of preparation for the full Corporate Scrutiny Committee. Members feel that their work is more effective following such briefing sessions.

Meetings of the Co-ordinating Forum of Chairs and Vice-chairs have been held regularly and contribute successfully to the efficiency and effectiveness of scrutiny and its two committees.

In last year's report I referred to the Williams Report and I do so again (Appendix1) as the words and recommendations regarding scrutiny are of importance currently as well as when the question of local government reorganisation will be considered again.

I wish to take this opportunity to thank all those officers and members who have contributed to the work of scrutiny during the year. Although those words of thanks maybe few they are sincere and every contribution is appreciated.

Yours sincerely,

R Meirion Jones

(Chair of the Corporate Scrutiny Committee and the Scrutiny Champion)

Councillor Derlwyn Hughes

- **Chair of the Partnership and Regeneration Scrutiny Committee 2015-16**



“2015/2016”, was again a successful year of consolidation for scrutiny in Isle of Anglesey. We built on the experience and good practice refined over the last 3 years to shape the way in which we reviewed and challenged the policies and decisions of the Executive.

It remains essential that Scrutiny continues to contribute positively to supporting the delivery of the island’s priorities through its critical friend role, its contribution to decision making and its unique role of bringing the public, partners and elected members together to explore issues in greater detail and provide solutions.

It has also become increasingly important as we continue to navigate our way through this period of financial austerity, that we focus our Scrutiny resource on areas that matter most to the public and on issues where we feel we can help the council to work smarter and more efficiently.

I have always stressed the importance for Scrutiny Committees to maintain an open and critical mind, to provide criticism in a constructive way and to offer genuine praise where appropriate.

The following report contains an outline of the key elements of the scrutiny work programme for 2015/2016, 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.

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 2016/2017, we hope to continue the good work undertaken by scrutiny over the past year in engaging communities and residents groups as we seek to further broaden the horizons of scrutiny and encourage involvement in the scrutiny process.

Yours sincerely,

Derlwyn Rees Hughes

(Chair of the Partnership and Regeneration Scrutiny Committee)

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, act as the voice of the community and play a role in assisting in policy development and review.
- 1.2 During 2015-2016 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 To ensure scrutiny works effectively, the Centre for Public Scrutiny¹ has put forward four key principles. In their view, scrutiny should:
1. Provide 'critical friend' challenge to executive policy makers and decision makers
 2. Enable the voice and concerns of the public and its communities to be heard
 3. Be carried out by 'independent minded governors' who lead and own the scrutiny process
 4. Drive improvement in public services
- 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 Panel.
 - Conduct informal sessions on a particular matter.
 - Undertake site visits.

¹ "Good Scrutiny Guide", London, Centre for Public Scrutiny, 2004.

2. SCRUTINY PERFORMANCE

- 2.1 A Scrutiny Annual Report primary aim is to give an account of what the scrutiny committees have done during the municipal year. The period known as the municipal year takes place between the annual meeting of the council each May. Included in the report is a summary of items the two committees have considered between May 2015 to May 2016.
- 2.2 All council's in Wales have to provide services against a backdrop of reduced public expenditure which is likely to continue. 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 2015- 2016 are shown in the table below:











Indicator Title (2015-2016)	Target (Q) – Quarterly (A) – Annually	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4	End of Year (Average)
% of attendance of Committee Members at Scrutiny Committee	80% (Q)	80%	83% ↑	84% ↑	76% ↓	81%
The % of Scrutiny Committee recommendations approved by the Executive	90% (Q)	100%	100% ↔	67% ↓	90% ↑	89%

- 2.4 In order to assist with scrutiny performance, the council on the 29 September 2015, resolved to update the scrutiny committees terms of reference to enable both to transfer their work load between one another when pressure of work required flexibility. In addition, it was clarified that the role of the Corporate Scrutiny Committee is to monitor the budget and scrutinise the draft Annual Budget. The focus of the scrutiny committees work will remain as before but the added flexibility and clarity given to the scrutiny committees by the council is welcomed.

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 2015-16

	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		Cllr Peter Rogers	Bro Aberffraw	Revolutionist Group

5. Committee Work Programme (2015/2016)

The Corporate Scrutiny Committee met on 9 occasions.

Corporate Scrutiny Committee Work Programme 2015/16	
Committee Date	Item Considered
14 May 2015	To elect a Chairperson for the Corporate Scrutiny Committee
	To elect a Vice-Chairperson for the Corporate Scrutiny Committee
10 June 2015	Chairman's and Members' Update
	Performance Monitoring-Corporate Scorecard Q4 2014/2015
	Budget Monitoring - Capital Budget Out-Turn 2014/2015
	Budget Monitoring – Revenue Budget Provisional Out-Turn 2014/2015
	Report on Conference Attendance on 27 March 2015
	Work Programme
6 July 2015	Chairman's and Members' Update
	Corporate Parenting Panel Nomination
	Local Authority Arrangements to Support Safeguarding of Children
	Performance Monitoring-Corporate Scorecard Q4
	Draft Annual Performance Report 2014/2015
	Capital Strategy 2015 Scoring Matrix
	Work Programme
17 September 2015	Chairman's and Members' Update
	Annual Performance Report (Improvement Plan)2014/2015
	Performance Monitoring-Corporate Scorecard Quarter 1 2015/2016
	Budget Monitoring- Capital Budget Quarter 1 2015/2016










	Budget Monitoring- Revenue Budget Quarter 1 2015/2016
	Consultation Plan: 2016/2017 Budget
	School Modernisation-Bro Rhosyr and Bro Aberffraw Areas Formal Consultation
	Scrutiny Outcome Panels- Position Statement
	Work Programme
16 November 2015	Nomination to the Children's Services Transformation Programme Board
	Draft Revenue Budget 2016/2017
	Capital Bids /2017
1 December 2015	Chairman's and Members' Update
	Performance Monitoring-Corporate Scorecard Q 2 2015/2016
	Performance Monitoring – People Management
	Budget Monitoring-Revenue Budget Q2 2015/2016
	Budget Monitoring- Capital Budget Q2 2015/2016
	Libraries Annual Performance Report 2014/2015
	CSSIW Annual Performance Evaluation of Social Services 2014/2015
	Children's Services Specific Case Review Report
	Scrutiny Outcome Panel – Disposal of Assets
	Work Programme
1 February 2016	2016/17 Budget Setting: Revenue and Capital
	Scrutiny Outcome Panel: Efficiency Savings 2015/16
	Community Mental Health Service
	Ensuring Sustainable And Efficient Services For the Future: Transforming Libraries
	Annual Report on Anglesey's Schools' Performance
	Work Programme
	Position Statement; Scrutiny Outcome Panels
14 March 2016	Budget Monitoring: Revenue Budget Q3 2015/2016

	Budget Monitoring: Capital Revenue Budget Q3 2015/2016
	Performance Monitoring: Corporate Scorecard Q3 2015/2016
	Performance Monitoring: Corporate Risk Register
	Work Programme
11 April 2016	Learning Disabilities Services-Transformation
	Annual Delivery Document
	Scrutiny Outcome Panel-Debt Management
	Scrutiny Outcome Panels-Update

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 2015-2016

	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		

8. Committee Work Programme (2015/16)

The Partnership and Regeneration Scrutiny Committee met on 7 occasions.

Partnership and Regeneration Scrutiny Committee Work Programme 2015/16	
Committee Date	Item Considered
14 May 2015	To elect a Chairperson for the Partnership and Regeneration Scrutiny Committee
	To elect a Vice-Chairperson for the Partnership and Regeneration Scrutiny Committee
15 September 2015	Nomination of Member on the Corporate Parenting Committee
	Annual Review of Anglesey Housing Partnership
	Annual Update- Safeguarding Arrangements for Vulnerable Adults in Anglesey
	Annual report- " Listening and Learning" from Complaints
	Scrutiny Outcome Panel- Update
	Update on Proposed Joint Local Services Board Scrutiny
	Update by the Chair and Vice-Chair
	Work Programme
12 November 2015	Waste Collections Options Appraisal
	Galw Gofal / Care Connect North Wales Regional Call Monitoring Service
	Nomination to the Children's Transformation Programme Board
17 November 2015	Betsi Cadwaladr University Health Board
	North Wales Fire and Rescue Service

	Work Programme
2 February 2016	Ensuring Sustainable and Efficient services For the Future: Transforming the Youth Service
	Anglesey and Gwynedd Gypsy and Travellers Accommodation Needs Assessment
	Update – School Progress Review Group
	Regional Engagement Team – Future Arrangements
	Update by the Chair and Vice-Chair
	Work Programme
12 April 2016	Partnership Policy Document and the Role of Scrutiny in Monitoring Partnerships
	Community First
	Update by the Chair and Vice-Chair
	Work Programme

9. Scrutiny Outcome Panels

During the municipal year 4 Scrutiny Outcome Panels concluded their task and submitted reports on matters under review. None of recommendations contained in the final reports were rejected.

A further 2 Scrutiny Outcome Panels are on-going, their work continues annually.

Scrutiny Outcome Panel: Disposal of Assets (status: concluded)

Panel Membership:

Councillors: R Meirion Jones (Chair), Llinos Medi Huws, Jim Evans and Raymond Jones.

Summary:

On the 1 September 2014 a report, on monitoring the budget, was presented by the Interim Head of Resources and Section 151 Officer to the Corporate Scrutiny Committee. As concerns were raised about the process of selling assets and the speed of implementation the Committee resolved to establish a panel to examine the approach to disposal of the small holdings portfolio and other assets.

Information was gleaned from a variety of policy documents and verification from officers working in the area of asset disposal.

The panel met on 9 occasions. The final report of the panel was forwarded to the Executive on the 14 December 2015 and was approved in full. The report contained the panel's 6 main conclusions and 24 consequential recommendations.

Scrutiny Outcome Panel: Efficiency Savings 2015-2016 (status: concluded)

Panel Membership:

Councillors: R Meirion Jones (Chair), Llinos Medi Huws and Councillor Victor Hughes.

Summary:

On the 20 April 2015, whilst considering the initial report of the "Scrutiny Outcome Panel: Efficiency Savings 2014-2015", the Executive agreed that the panel continue to monitor the implementation of savings targets identified by services for 2015-16.

The panel continued with its work in 2015-2016, focusing on the council's progress in achieving the 2015-2016 efficiency targets. Whilst undertaking its task the panel considered in detail the financial efficiencies spreadsheet of each department and questioned relevant officers to ascertain the developing position.

The panel met on 8 occasions. The final report of the panel was forwarded to the Executive on the 8 February 2016 and was approved in full. The report contained the panel's 5 main conclusions and 7 consequential recommendations.

Scrutiny Outcome Panel: Debt Management (status: concluded)

Panel Membership:

Councillors: R Meirion Jones (Chair), Jim Evans and Robert Llewelyn Jones

Summary:

On the 24 March 2015 a report, setting out the debts over £5,000 in value for write-off, was presented by the Interim Head of Resources and Section 151 Officer to the Corporate Scrutiny Committee. The committee was concerned at the amount to be written off and resolved to establish a panel to examine the debt write-off process and procedures together with wider debt management arrangements in the council.

Whilst undertaking its task the panel considered the council's current policy with regard to debt write-off and how it was being implemented by various service areas. Enquires were also made of other councils in North Wales with regard how they were dealing with this issue.

The panel met on 6 occasions. The final report of the Panel was forwarded to the Executive on the 25 April 2016 and approved.

Scrutiny Outcome Panel: Review of Specific Children's Services Case (status: concluded)

Panel Membership:

Councillors: Gwilym Jones (Chair), Councillor Llinos Medi Huws and Councillor Lewis Davies.

Summary:

During early 2015, the Corporate Scrutiny Committee agreed to establish a panel to scrutinise the response of social services to issues arising from the services involvement to a specific child case. The aim was to seek an assurance that the subsequent case review had been conducted thoroughly, impartially and that the service had responded appropriately.

In undertaking the task the panel considered progress undertaken against the action plan and a progress report prepared on the matter for the attention of: the Director of Social Services, Corporate Parenting Panel, Care and Social Services Inspectorate Wales and a Circuit Judge. The panel was also provided with examples of good practice alongside some areas where practices could improve.

From the information provided the panel concluded that social services had identified lessons that needed to be learnt and that that action was being taken. On the 1 December 2015, a report on behalf of the panel to that effect, was submitted to the Corporate Scrutiny Committee and it was noted that no further action required to be undertaken at that moment in time.

Scrutiny Outcome Panel: School Progress Review Group (status: on-going)

Panel Membership:

Councillors: Derlwyn Hughes, Alun Mummery, Dylan Rees, Richard Owen Jones, R Meirion Jones, Gwilym Jones, Lewis Davies and Jim Evans.

(NB a member of the Panel is elected to chair at each meeting).

Summary:

The School Progress Review Group was established on the 21 November 2012 by a former committee known as the Education and Leisure Scrutiny Committee. It arose from recommendations made by Estyn on the quality of education services for children and young people on Anglesey. The aim of the group is to assist the education service in improving the performance of schools on the Island, by increasing and developing local accountability for school performance and enhancing local members' knowledge about key performance drivers and challenges that face schools on Ynys Môn.

With the establishment of a new scrutiny committee structure during May 2013 it was agreed that members of the Corporate Scrutiny Committee and the Partnership and Regeneration Scrutiny Committee would continue with the work of the School Progress Review Group but designate it a Scrutiny Outcome Panel. The panel monitors the progress of individual schools to learn from schools performing well and, if necessary, make recommendations to the Life Long Learning Department that a school may require additional support from the education service and/or the regional school improvement service known as "GwE".

During 2015 the panel met on 9 occasions and saw 8 schools. A report on the panel's work was submitted to the Partnership and Regeneration Scrutiny Committee on the 2 February 2016 and a schedule of schools to be seen in 2016 has been approved.

Scrutiny Outcome Panel: Joint Scrutiny of the Public Service Board (status: on-going)

Panel Membership: The Partnership and Regeneration Scrutiny Committee have elected the Chair and Vice- Chair of the Committee together with Councillor John Griffith. In addition, Councillor Dylan Rees was appointed as a substitute member.

Summary:

On the 14 January 2015 the Partnership and Regeneration Scrutiny Committee agreed to

establish a Joint Gwynedd and Anglesey Local Services Board Scrutiny Panel.

During April 2016 the Local Services Board is due to be replaced by a Statutory Public Services Board (PSB) and work is ongoing to bed down the new entity. The panel's aim is to provide a "critical friend" challenge to the PSB and to actively promote improvement in developing and implementing projects to address the priorities agreed by the PSB (rather than those of individual constituent organisations represented on the PSB). The PSB work programme will need to be agreed and implemented for a period before practical scrutiny can be undertaken. In addition, training and governance arrangements need to be developed for the Panel.

10. LOOKING FORWARD TO 2016-2017

- 10.1 In local government and the public services we continue to face financial and service demand challenges on an unprecedented scale. The savings which we have to make are huge and we have to reform services, make hard choices over priorities, and introduce new ways of working to be more efficient and effective with reducing resources.
- 10.2 Scrutiny plays a major part in both testing out ideas and proposals for reform, and initiating them. Our current Scrutiny function offers both healthy challenge and support to the Executive in its decision making. There are ample examples where the decision-makers and the scrutineers have worked in unison over the past year.
- 10.3 However, looking forward to next year (2016-17) we will need to refresh and refocus our Scrutiny function within our reduced capacity, while supporting and influencing the Council's organisational and service change programmes. With this enhanced role comes expectation. Scrutiny will need to work at pace, and share an appetite for change, with the Executive and the Senior Leadership Team. There can be no respite from making big decisions over the next couple of years.
- 10.4 In refreshing our Scrutiny function we will need to continue to adopt ideas from the 'Characteristics of Effective Overview & Scrutiny' which was put together by scrutiny officers across Wales, working with the Centre for Public Scrutiny and the Wales Audit Office, and applied our own learning.
- 10.5 Other Authorities have already remodelled their Scrutiny Committees to face the challenges coming with the enactment of the new Local Government Wales Act and the pending Assembly elections. The committees are being invited and challenged to make an even greater contribution, with less passive reports, and to forward plan more relevant agendas which reflect the challenges and issues we face.
- 10.6 It will be down to all members and officers to make any new model work well and for Scrutiny to help guide the Council through the challenges which lie ahead. We need to simplify Executive Member and senior officer attendance and to balance the

workload across our committees. Scrutiny must be able to balance detailed scrutiny with more imaginative overview.

11. Contact with Scrutiny

- 11.1 The views and ideas of the public and other organisations with an interest in a topic under consideration are valuable in effective scrutiny.
- 11.2 Best practice scrutiny normally involves members working with local people and organisations to provide effective and responsive services.
- 11.3 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 [Scrutiny](#)
- 11.4 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.
- 11.5 To find out more about scrutiny in Anglesey or to give your views please contact the scrutiny unit at:
Scrutiny unit,
Isle of Anglesey County Council,
Council Offices.
Llangefni.
Anglesey.
LL77 7TW

Bev Symonds	Scrutiny Manager responsible for: - Lead support officer to the Corporate Scrutiny Committee	(01248) 752078 bsxce@ynysmon.gov.uk
Geraint Wyn Roberts	Scrutiny Officer responsible for: - Lead support officer to the Partnership and Regeneration Scrutiny Committee	(01248) 752039 gwrce@ynysmon.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 31-33

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.

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ISLE OF ANGLESEY COUNTY COUNCIL	
MEETING:	COUNTY COUNCIL
DATE:	12 MAY 2016
TITLE OF REPORT:	Democratic Services Committee – Annual Report 2015/16
REPORT BY:	Chair of Democratic Services
PURPOSE OF REPORT:	To report on the Work of the Committee during 2015/16

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 fourth 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 2015/16 and also provides commentary on current status.

In general the Committee has focused on the following areas:

- Member Development and Training Plans
- Webcasting of meetings, and Town and Community Council websites
- Members Annual Report
- Independent Remuneration Panel Annual Report

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

Date of Committee	Subject	Current Status
30/09/2015	Webcasting of meetings	<p>This report provided an update on the current pilot and statistical information on the number of visits or “hits” to the Councils website, both live and archive. The report also sought the Committee’s views on the webcasting of meetings beyond the current pilot which was due to end in March 2017. The Committee supported the continuation of webcasting of meetings that are part of the current pilot in the future. An Executive decision has now been taken by relevant portfolio holders to continue the webcasting of meetings until March 2017.</p> <p>A progress report will be submitted to the Committee during 2016/17. The issue of future funding will need to be addressed as part of the Council’s budget preparations for 2017/18.</p>
	Members Annual Reports	<p>This report focused on the preparation of Annual Reports by Members for 2015/16 noting that all Members had prepared reports in respect of 2014/15 and information published on the Council website by the 30th June, 2014.</p> <p>The task of preparing annual reports for the last financial year is currently in hand and information is scheduled to be included on the Council’s website by 30th June, 2016.</p>
	Diversity and Democracy	<p>This report provided an update to the Committee following a report on the 18th June, 2014 on the recommendations expert group on Diversity in Local Government established by Welsh Government to improve diversity in Local Government at the 2017 elections.</p> <p>It was noted that Councillor Carwyn Jones is the Council’s Diversity Champion and a member of the North Wales network to support the work of the expert group. Information</p>

		produced by the expert group will be included on the Council's website later this year in preparation for the local elections in 2017.
	Committee Work Programme	This report focused on matters to be discussed by the Committee during 2015/16 in line with matters previously discussed during 2014/15. The work programme will be updated by the Committee during 2016/17.
23/3/2016	Independent Remuneration Panel Report for Wales 2016/17	This report provided information on the level of allowances payable in respect of 2016/17 as determined by the Independent Remuneration Panel for Wales. The Committee has made recommendations with regard to the level of payments for Executive Members, Committee Chairs and the Chairman and Vice-Chairman of the Council. These are matters for the Council to consider on the 12 th May, 2016.
	Induction for new Members in 2017	This report sought the Committee's views on an initial framework to support Induction activities for new Members following the local elections in 2017, and provided an opportunity for the Committee to comment on the WLGA consultation document. Comments have been submitted to the WLGA on the basis that training will need to be proportionate to the workload of Members and the potential for more e-learning opportunities. The framework will be developed further by the WLGA during the next few months. Similarly, the Council's training plan will be developed further in preparation for future requirements.
	Diary of meetings 2016/17	This report presented information on the schedule of meetings for 2016/17 and provides an opportunity for the

		Committee to comment on the start time of Scrutiny Committees. This information will be presented to the Council on the 12 th May, 2016.
	Community Council Websites	This report provided an update to the Committee on the take up of the grant available for Town and Community Councils for website development. This information was also reported to the Standards Committee on the 9 th March, 2016.

3) Recommendation

The County Council is requested to accept the report and note the matters considered by the Committee during 2015/16

Chair of Democratic Services Committee
26/04/2016

ISLE OF ANGLESEY COUNTY COUNCIL

MEETING:	County Council
DATE:	12 th May 2016
TITLE:	Annual Report of the Chair of the Standards Committee
REPORT BY:	Michael Wilson, Chair of the Standards Committee & Independent Member of the Council
PURPOSE OF REPORT:	To Report on the Activities of the Standards Committee in 2015/16 and to secure Council Approval for the Committee's Programme for 2016/17
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 independent members and community council members are appointed until 17th December 2019. The county council members are reappointed annually by the Council.
3. The Standards Committee has the following primary roles and functions (in relation to county council and community council members):-
 - (a) promoting and maintaining high standards of conduct;
 - (b) assisting members to observe the Code;
 - (c) advising, training, or arranging to train members;
 - (d) considering whether to grant dispensations
 - (e) dealing with any report referred by the Public Services Ombudsman for Wales (PSOW), together with any reports from interim case tribunals, case tribunals or appeal tribunals of the Adjudication Panel for Wales.
 - (f) dealing with any matters voluntarily referred under the Local Resolution Protocol.

Background

4. At its meeting on the 14th May 2015 the County Council resolved to approve the Standards Committee's Programme for 2015/16. 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 objectives.

5. **ENCLOSURE B** to this Report contains the Standards Committee's Programme for 2016/17, which is presented for the Council's endorsement.

Chairman's Comments

The Chairman would like to thank the Committee for its hard work and commitment and to acknowledge the support and advice of the officers who assist the Committee.

6. **Complaints**

Last year, the Committee was pleased to advise the Council that: "less of its time had been spent in conducting hearings, or attending meetings/mediation arising from alleged breaches of the Code of Conduct."

As hoped, this overall trend has continued.

The Standards Committee receives reports at its ordinary meetings which provide statistical information about the number of Code of Conduct complaints filed with the PSOW and the current status of any such complaints. At the Committee's most recent meeting, on the 9th March 2016, it was noted, from among all the members of our town councils, community councils and County Council, there was only one matter under investigation by the PSOW during the year.

Additionally, the Committee looked at comparative data for an equivalent period before, and since, the current term of this Council (commencing in May 2013) and the improvement is striking. This has led the Committee to the view that self-regulation is working and that the reporting of a few complaints to the PSOW, when necessary and appropriate, is an indication of an organisation which appreciates the difference between the inevitable 'cut and thrust' of politics and potentially serious matters which may warrant independent investigation. The Committee believes this to be an indicator of good corporate health.

7. **Meetings**

Against this established trend, the Committee is of the view that it is no longer necessary for the Committee to meet on a quarterly basis.

The statutory requirement is that standards committees must meet at least once every year.

Following recommendations from Wales Audit Office, and the Welsh Government, the Committee was asked to undertake a more pro-active role and meet more frequently. The consistent evidence we have seen indicates that the circumstances necessitating this no longer prevail and that a lighter touch is now more appropriate. This too better

uses the Council's resources; so we recommend reducing the number of ordinary meetings of the Standards Committee from 4 to 2 per annum.

Clearly, extraordinary meetings will be called to ensure compliance with any statutory obligations and informal meetings will continue as business demands

The Committee believes that this balances available capacity, while allowing the necessary flexibility to discharge the Committee's responsibilities.

To this end we have asked the Monitoring Officer, and with the agreement of the Council's Group Leaders, to bring forward a report to the Executive, and Council, to amend the Constitution to reduce the number of ordinary meetings to 2. It is hoped that this will be supported by all members.

8. **Members' Registers of Interests**

Having taken over the responsibility from the Audit and Governance Committee, the Standards Committee carries out an annual review of the three Registers of members' interests.

Last year's review has recently been completed.

The Committee was pleased to note that the quality of declarations in meetings is high and that members are conscientious in discharging their obligations. This is an important indicator of sound governance and demonstrates that those who might reasonably be affected by the outcome of discussion/decision are withdrawing from meetings where appropriate. Members also need to remember that they may be entitled to dispensation in some circumstances.

Although less significant, but still important, the Committee was concerned that a number of members still need to review their pre-declarations in the "standing register", as some entries were incomplete or lacked clarity. These concerns have been raised in previous years, in general advices circulated to all members, and with particular issues around membership of outside bodies, including school governing bodies, and lack of clarity around the location of land/property in the ownership of some members.

Following its recent review the Committee now intends to write to those individual members whose entries in the "standing register" should be clarified, setting out, on an individual basis, what those concerns are. Those emails will be shared with any relevant Group Leaders and they have already agreed to take responsibility for ensuring that these adjustments are made.

This will be the last review of the County Council's Registers until after the new Council in May 2017. A piece of work will, however, be undertaken to review a sample of the

registers (in meetings) held by town/community councils and the general findings will be reported back to all town and community councils later this year. This is intended to assist the new councils to ensure compliance after May 2017.

9. **Training**

In the past year the Standards Committee has provided training for Town Councils, focusing on the Principles of Conduct in Public Life, the Code of Conduct and the PSOW's Guidance.

In the coming year the Committee's focus will be on preparing for the training that will follow the local elections in May 2017.

The Committee has also contributed to this agenda via the Welsh Local Government Association and two recommendations from the Committee, namely training on social media and the development of webinar based training for community councils specifically, are now under consideration.

ENCLOSURE A

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 	None referred during period
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"> 24/9/2015 – dispensation granted to all Members
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 	<ul style="list-style-type: none"> None received during period
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 	<ul style="list-style-type: none"> Training delivered on:- 9/11/15 23/11/15 7/12/15 To be delivered on:- 16/5/2016

5.	To review the three 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 	<ul style="list-style-type: none"> • Standards Committee 16/9/2015 • Standards Committee 9/3/2016 • Review meeting 18/4/2016 • Completed 30/4/2016
6.	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 instructions received during period
7.	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"> • Guidance on the Officers' Code of Conduct • Planning (Wales) Act 2015 Protocol
8.	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 	<ul style="list-style-type: none"> • 12/5/2016 to recommend reduction in number of ordinary meetings of the Standards Committee
9.	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 	<ul style="list-style-type: none"> • 12 May 2016
10.	<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 	<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"> • Delivered on:- 16/9/2015 24/9/2015 19/2/2016

	<ul style="list-style-type: none"> - to participate and contribute on the North Wales Standards Committee Forum - to participate and contribute to the All Wales Standards Committee Conference. - To be reviewed under a performance development review scheme similar to that used by the County Council's elected members. 			<p>9/3/2016</p> <ul style="list-style-type: none"> • 16/6/2015 • 19 & 20/10/2015 • Review completed by the end of June 2016
11.	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 	<ul style="list-style-type: none"> • Not achieved. Analysis impossible owing to low numbers
12.	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 	<ul style="list-style-type: none"> • 4/2/2016 • 28/4/2016
13.	<p>Report quarterly performance indicators</p> <ul style="list-style-type: none"> • Relationship 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"> • Quarterly 	<ul style="list-style-type: none"> • Monitoring Officer • Deputy Monitoring Officer 	<ul style="list-style-type: none"> • 7/8/2015 • 28/10/2015 • 27/1/2016 • 4/5/2016

ENCLOSURE B

STANDARDS COMMITTEE WORK PROGRAMME – MAY 2016 TO APRIL 2017

		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 	
2.	To conduct hearings into applications for Dispensations	<ul style="list-style-type: none"> As and when applications are made and in accordance with the performance indicator 	<ul style="list-style-type: none"> Monitoring Officer 	
3.	To undertake an advisory role in connection with any matters arising under the Council's Local Resolution Protocol	<ul style="list-style-type: none"> As and when requested 	<ul style="list-style-type: none"> Monitoring Officer 	

4.	To oversee training and development on the Members' Code of Conduct in accordance with paragraph 2.6 of the Code; focusing on preparing for new intake of members in May 2017	<ul style="list-style-type: none"> • Ready for May 2017 	<ul style="list-style-type: none"> • Monitoring Officer 	
5.	To review a sample of the registers of Members' interest as retained by town and community councils followed by any necessary advice and guidance.	<ul style="list-style-type: none"> • By the end of April 2017 	<ul style="list-style-type: none"> • Monitoring Officer 	
6.	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 	
7.	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 	
8.	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 	
9.	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 2017 	<ul style="list-style-type: none"> • Chair 	
10.	To ensure that the knowledge and skills of the Standards Committee are developed and updated by:-	<ul style="list-style-type: none"> • As and when required and subject to 	<ul style="list-style-type: none"> • Monitoring Officer 	

	<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 - to participate and contribute to the All Wales Standards Committee Conference. - To be reviewed under a performance appraisal review scheme similar to that used by the county council's elected members. 	capacity		
11.	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"> • Annually if data allows 	<ul style="list-style-type: none"> • Monitoring Officer 	
12.	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 	
13.	<p>Report performance indicators</p> <ul style="list-style-type: none"> • Relationship 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"> • Quarterly 	<ul style="list-style-type: none"> • Monitoring Officer 	