

# Public Document Pack



CYNGOR SIR  
YNYS MÔN  
ISLE OF ANGLESEY  
COUNTY COUNCIL

Dr Gwynne Jones  
Prif Weithredwr – Chief Executive

CYNGOR SIR YNYS MÔN  
ISLE OF ANGLESEY COUNTY COUNCIL  
Swyddfeydd y Cyngor - Council Offices  
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<b>RHYBUDD O GYFARFOD</b>	<b>NOTICE OF MEETING</b>	
<b>PWYLLGOR SAFONAU</b>	<b>STANDARDS COMMITTEE</b>	
<b>DYDD MERCHER, 8 MAWRTH 2017 am 2.00 o'r gloch</b>	<b>WEDNESDAY, 8 MARCH 2017 at 2.00 pm</b>	
<b>YSTAFELL BWYLLGOR 1 SWYDDFEYDD Y CYNGOR LLANGFNI</b>	<b>COMMITTEE ROOM 1 COUNCIL OFFICES LLANGFNI</b>	
<b>Swyddog Pwyllgor</b>	<b>Shirley Cooke (01248) 752514</b>	<b>Committee Officer</b>

## **Aelodau Annibynnol / Independent Members**

Mrs. Denise Harris Edwards  
Mr. Islwyn Jones (Is-Gadeirydd/Vice-Chair)  
Mrs. Dilys Shaw  
Mr. Michael Wilson (Cadeirydd/Chair)  
Sedd Wag/Vacant Seat

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

Y Cynghorydd/Councillor Trefor Lloyd Hughes MBE  
Y Cynghorydd/Councillor Dafydd Rhys Thomas

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

Y Cynghorydd/Councillor John Chorlton  
Y Cynghorydd/Councillor John Roberts

## A G E N D A

**1     DECLARATION OF INTEREST**

To receive any declaration of interest from a Member or Officer regarding any item of business.

**2     MINUTES OF MEETING** (Pages 1 - 10)

To confirm the minutes of the meeting held on 14<sup>th</sup> September, 2016.

**3     CONDUCT COMPLAINTS TO THE PUBLIC SERVICES OMBUDSMAN FOR WALES** (Pages 11 - 14)

A report by the Solicitor (Corporate Governance) in the form of an updated matrix for (a) County Councillors, and (b) Town and Community Councils. For information and any questions.

**4     ADJUDICATION PANEL FOR WALES DECISIONS** (Pages 15 - 20)

A report by the Solicitor (Corporate Governance) comprising a summary of the most recent decisions. For information and any questions.

**5     UPDATE ON THE OMBUDSMAN'S ATTENDANCE AT THE NORTH WALES STANDARDS COMMITTEE FORUM** (Pages 21 - 30)

A report by the Solicitor (Corporate Governance) on the Ombudsman's presentation and questions on 17<sup>th</sup> October, 2016.

**6     UPDATE ON THE ADOPTION OF THE AMENDED STATUTORY CODE OF CONDUCT** (Pages 31 - 34)

A report by the Solicitor (Corporate Governance) to provide an update to members on the adoption of the amended Code of Conduct included in the Local Authorities (Model of Code of Conduct) (Wales) (Amendment) Order 2016 by the Town and Community Councils.

**7     UPDATE ON THE PRESENTATION GIVEN TO THE TOWN AND COMMUNITY COUNCILS' FORUM** (Pages 35 - 38)

A report by the Solicitor (Corporate Governance) on the presentation given by the Chair and Vice Chair of the Standards Committee at the Town and Community Councils' Forum on 24<sup>th</sup> November, 2016.

**8     UPDATE ON THE TOWN AND COMMUNITY COUNCILS' REGISTER OF INTERESTS** (Pages 39 - 82)

A report by the Solicitor (Corporate Governance) to provide an update to members on the responses received by the Town and Community Councils in relation to their Register of Interest.

**9     TOWN AND COMMUNITY COUNCIL - WEBSITES** (Pages 83 - 92)

A report by the Solicitor (Corporate Governance) to provide an update to members on the responses received by the Town and Community Councils in relation to

whether they have a website.

10 **OMBUDSMAN'S VIDEO TO ELECTED MEMBERS** (Pages 93 - 94)

A report by the Solicitor (Corporate Governance) on which Town and Community Councils have confirmed to have brought the video to the attention of its elected members.

11 **MANAGEMENT STRUCTURE** (Pages 95 - 100)

A report by the Solicitor (Corporate Governance) enclosing a Management Structure document for approval by the Standards Committee.

12 **BRIEFING NOTE TO TOWN AND COMMUNITY COUNCIL MEMBERS ON THE REQUIREMENTS FOR DISCLOSING AND REGISTERING PERSONAL INTERESTS** (Pages 101 - 112)

A report by the Solicitor (Corporate Governance) attaching a proposed briefing note to be distributed to Members on the statutory changes to the Code of Conduct.

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## STANDARDS COMMITTEE

### Minutes of the meeting held on 14 September 2016

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

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

Mrs. Denise Harris Edwards  
Mrs. Dilys Shaw

**Representing Town and Community Councils**

Councillor John Roberts

**Representing the County Council**

Councillor Dafydd Rhys Thomas

**IN ATTENDANCE:**    Monitoring Officer,  
Solicitor (Corporate Governance) (MY),  
Digital Services Architect (SWJ) (in respect of Item 3),  
Human Resources Development Manager (MW) (in respect of Item 4),  
Committee Officer (MEH).

**ALSO PRESENT:**        None

**APOLOGIES:**            Councillor Trefor Lloyd Hughes

**1        DECLARATION OF INTEREST**

No declaration of interest received.

**2        MINUTES OF MEETING**

The minutes of the meeting held on 9 March, 2016 were confirmed.

- **Matters arising from the minutes of the Dispensation Panel held on 24 September, 2015**

The Vice-Chair ascertained if training is to be held for Members of the Standards Committee on Dispensations. The Monitoring Officer responded that arrangements will be undertaken to conduct training on Dispensations. She further stated that staff of the Council are afforded training sessions regarding the Decisions the Executive take at their meeting and thereafter referred to the

full Council for ratification. The Monitoring Officer considered that part of that training session would be useful for Members of the Standards Committee.

The Monitoring Officer said that training sessions will be undertaken with new elected members following the County Council May 2017 election on the Council's Constitution. An invitation will also be afforded to members of the Standard Committee to attend.

- **Town and Community Councils – Website**

The Monitoring Officer stated that to date no response had been received from the Public Services Ombudsman for Wales to establish his course of action with regard to Community Councils not complying with the requirement to have a website in place.

### **3 UPDATE ON MEMBERS' ONLINE REGISTERS**

The Digital Services Architect gave an oral update on the work of moving declarations of interest/gifts and hospitality online and highlighted the main matters as follows :-

- **Register of Interests online – members to be able to choose whether to fill the form on the Welsh or English site**

The current process was explained to the Committee and it was noted that the Modern.Gov system has not been developed to operate bilingually. The work undertaken to allow elected and lay members to enter details bilingually was that the member entered his/her details in both English and Welsh into the Register of Interests form through the democracy extranet system. There is no option for the member to enter bilingual details directly into the Welsh Register of Interest form. The Digital Services Team thereafter has to translate the details entered by the members. The Digital Services Architect stated that Modern.Gov submitted a grant request to the Welsh Assembly in 2015 requesting funding to be provided as a partnership to make the system thoroughly bilingual, unfortunately the initiative was not accepted. She noted that the bespoke development would cost in the region of £10k.

- **Gifts and Hospitality online form – amendments to the online Welsh and English forms to pdf format**

The gifts and hospitality data can be inputted bilingually into the system by members utilising the current online form. The requirement to add additional 'fields' to the current form to reflect the attached pdf format will require bespoke development. An additional 'help bubble' can be added to the labelling to provide guidance. It was noted that training would need to be provided to the members to ensure that they fill in the comments box with data that reflects the questions asked within the pdf format. However, it was stated that adding a few extra boxes to the system has a considerable cascading effect on other areas of the system and it was anticipated that the costs would be in the region of £10k.

- **Declaring interests in meetings – enabling members to fill their own interest in meeting online prior to the meeting**

Members fill in declaration of interest forms prior to or during meetings. The present system is that the forms are forwarded to Committee Services who add and translate the declarations to the Modern.Gov system whilst preparing minutes of meetings. The declarations of interest at meetings appear on the Councils website under each individual member. Anticipated costs would be in the region of £7,500 to add extra boxes to the system.

The Digital Services Architect further stated that since all Welsh local authorities who use the Modern.Gov system have the same bilingual and e-democracy requirements, it would be reasonable to raise these issues at the next User Group meeting in November and to suggest that a joint development be funded by interested authorities.

**It was RESOLVED to note the report and to receive an update on the progress made with regard to Member's Online Registers.**

**ACTION : As noted above.**

#### **4 DRAFT TRAINING PROGRAMME FOR NEW MEMBERS IN MAY 2017**

Submitted – the joint report of the Head of Democratic Services and the Human Resources Development Manager in relation to the draft training programme for new Member in May 2017.

The Human Resources Development Manager reported that the development plan is a 'rolling programme' of sessions with the intention of continuing to positively reinforce supporting members in their roles, improving standards and developing good practices for Members and the newly elected members in May 2017. As far as possible, the programme seeks to accommodate Members training needs. The Development Plan attached to the report for the period April 2016 to March 2017 was prepared in order to highlight the main areas of training opportunities being offered for the current financial year. The Plan has been updated since it has been adopted by the full Council in May 2016 to take account of additional training sessions afforded to Members. The Officer further stated that new elected members in May 2017 will be afforded a questionnaire to ascertain their IT skills to their requirement for training within e-learning, chairing skills.

In addition, a twelve month Induction Programme has been developed by the WLGA in collaboration with all Local Authorities in Wales. The Induction Programme was attached to the report.

**RESOLVED to note the report and that the Standards Committee be afforded information on training provided by the Council.**

**ACTION : As noted above.**

## **5 REVISED GUIDANCE BY THE PUBLIC SERVICES OMBUDSMAN FOR WALES ON THE MEMBERS' CODE OF CONDUCT**

Submitted – a report by the Solicitor (Corporate Governance) on the revised guidance published by the Public Services Ombudsman for Wales to members of (a) County and County Borough Councils, Fire and Rescue Authorities, and National Park Authorities, and (b) Community Councils.

The Solicitor (Corporate Governance) highlighted the main amendments(a) to the guidance to members of local authorities to the Committee :-

- Sanctions
- Permission to appeal
- Reporting a Breach
- Personal Interest – Ward and Authority Matters
- Personal and Prejudicial Interests – New Example
- Personal and Prejudicial Interest – Written Representations
- Personal and Prejudicial Interest – Additional Example
- Dispensations
- Register of Interests
- Reporting a Breach
- Personal and Prejudicial Interest – New Example
- Registration of Interests

and

(b) the guidance to Town and Community Council Members, being slightly different to the above, with additional information given in relation to the following :-

- Register of interests
- Reporting a Breach
- Personal and Prejudicial interest – New Example
- Registration of Interests

The Vice-Chair ascertained clarification with regard to the heading 'Dispensations' and especially to the wording 'a person's disability'; especially to the wording within the Welsh version of the revised guidance. The Solicitor (Corporate Governance) responded that clarification from the Public Services Ombudsman for Wales could be raised at the North Wales Standards Committee Forum to be held in October.

The Vice-Chair further raised the expectations of the Public Services Ombudsman for Wales when Town/Community Councillors make complaints about each other and the issue of 'Local Resolution'. The Monitoring Officer responded that if she received a complaint from a Town/Community Councillors she would advise that the matter should be dealt locally in the first instance before the complaint is passed, if appropriate, to the Public Services Ombudsman for Wales. It would depend on the circumstances of the case.



**RESOLVED :-**

- To note the revised guidance as published by the Ombudsman.
- To instruct the Monitoring Officer to ensure that the new guidance, and the relevant legal changes, as described in paragraph 3 of the report, are brought to the attention of County Council Members.
- To request the Monitoring Officer to ensure that the new guidance, and the relevant legal changes, as described in paragraph 3, are brought to the attention of the Town/Community Council Clerks and that they are asked to confirm in writing that the guidance has been shared with their members.

**ACTION : As noted above.**

**6 BRIEFING NOTE TO MEMBERS ON STATUTORY CHANGES TO THE MEMBER'S CODE OF CONDUCT**

Submitted – a report by the Solicitor (Corporate Governance) attaching a proposed briefing note to be distributed to members of the Isle of Anglesey County Council on the statutory changes to the Code of Conduct.

**RESOLVED :-**

- To note the contents of the Briefing Note;
- To confirm the Briefing Note can be distributed to the Elected Members in the name of the Standards Committee.
- To adapt the Briefing Note to the Isle of Anglesey County Council elected members so a similar document can be distributed to the Clerks of the Town and Community Councils for sharing with their members.

**ACTION : As noted above.**

**7 CONDUCT COMPLAINTS TO THE PUBLIC SERVICES OMBUDSMAN FOR WALES**

Submitted – a report by the Solicitor (Corporate Governance) in the form of an updated matrix for (a) County Councillors, and (b) Town and Community Councils.

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

**ACTION : None**

**8 ADJUDICATION PANEL FOR WALES DECISIONS**

Submitted – and noted for information a summary of the most recent Adjudication Panel for Wales' decisions.

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

**ACTION : None**

## **9 STANDARDS COMMITTEE FORUM**

Submitted – a report by the Solicitor (Corporate Governance) on the arrangements for the next meeting of the North Wales Standards Committee Forum to be held on 17<sup>th</sup> October, 2016 at Llangefni.

The Solicitor (Corporate Governance) stated that the Public Services Ombudsman for Wales will be in attendance at the Forum and any questions Members of the Standards Committee wish to present must be submitted to the Solicitor (Corporate Governance) presented by the 4<sup>th</sup> October, 2016.

**RESOLVED to note the report.**

**ACTION : Any questions the Standards Committee wish to present to the Public Services Ombudsman for Wales needs to be submitted to the Solicitor (Corporate Governance) by 4<sup>th</sup> October, 2016.**

## **10 CONSTITUTION OF THE STANDARDS COMMITTEE**

Submitted – a report by the Solicitor (Corporate Governance) on proposed amendments to the Constitution of the Standards Committee.

The Solicitor (Corporate Governance) reported that there is a statutory requirement that Standards Committees must meet at least once every year. At its meeting held on 12 May, 2016 the Standards Committee resolved to reduce the number of ordinary meetings from 4 to 2 per annum. Extraordinary meetings of the Standards Committee will also be called to ensure compliance with any statutory obligations and informal meetings are to continue as business demands. An amendment to the Council's Constitution is not needed, but an amendment to the Standards Committee Constitution is required.

Enclosure 1 attached to the report included amendments to the Standards Committee's Constitution and the Committee was invited to suggest other amendments deemed required. The Solicitor (Corporate Governance) stated that a further amendment needs to be made to the 'Procedure of Local Standards Hearings' – 14. Appeals; consent now needs to be attained from the Adjudication Panel before an appeal can be submitted.

The Vice-Chair raised the heading 'Decision to conduct a local hearing' within the Procedure of Local Standards Hearing (page 152 of the Report) and considered that the wording should read 'there may be evidence of failure by the Member to comply with the Code of Conduct'. He further referred to the heading 'Pre-Hearing Procedure' (e)(page 157 of the report); that needs to be amended to reflect the two-stage process which is conducted. The heading 'Action consequent upon a failure to comply with the Code of Conduct' (dd) (page 159 of the report) also needs to be amended to reflect when any sanction is imposed. The Monitoring Officer responded that this could be included as a question to the Ombudsman during his attendance at the North Wales Standards Committee Forum.

## **RESOLVED :-**

- **To adopt the Constitution of the Standards Committee of the Isle of Anglesey County Council as established in accordance with Part III of the Local Government Act 2000 with the annotated amendments contained within Enclosure 1 attached to the report and the further amendments discussed;**
- **To raise a question in relation to guidance to Standards Committee on sanctions with the Ombudsman during the North Wales Standards Committee Forum to be held on 17 October, 2016;**
- **Thereafter, to publish the amended Constitution of the Standards Committee, together with enclosures, on the County Council's website.**

**ACTION : As noted above.**

## **11 ADOPTION OF THE AMENDED STATUTORY CODE OF CONDUCT AND ADVERTISING REQUIREMENTS**

Submitted – a report by the Solicitor (Corporate Governance) to advise members on the adoption of the amended Code of Conduct included in the Local Authorities (Model of Code of Conduct) (Wales) (Amendment) Order 2016 and the advertising requirements following adoption. The Order came into force on 1<sup>st</sup> April, 2016.

The Monitoring Officer reported that all authorities subject to the Code had until 26<sup>th</sup> July, 2016 to adopt the amended Code of Conduct. It was noted that the full Council at its meeting held on 12 May, 2016 adopted the amended Code of Conduct.

An email was sent on behalf of the Standards Committee to all Town and Community Council Clerks on 25<sup>th</sup> May, 2016 requesting a copy of the relevant minute from the Council's meetings which confirm adoption of the Code as revised. A matrix showing how each Town and Community Council has responded was attached as Enclosure 3 to the report, albeit a verbal update was provided on those Councils who had responded after the matrix had been produced. To date 5 Community Councils have not responded. The Standards Committee considered that local Elected Members(s) should be requested to raise the requirement of adoption and responding to the request of the Monitoring Officer that the Town and Community Councils have adopted the amended Code of Conduct.

It was stated that once adopted, there is a requirement under Section 51(6) of the Local Government Act 2000, for an advertisement to be published in one or more newspapers circulating in the local area confirming adoption of the Code of Conduct and when and where it is available for inspection.

Members of the Committee ascertained if including an advertisement in the local Community Paper (Papur Bro) was sufficient for Town/Community Council to inform the community that the Code of Conduct had been adopted and where and when it was available for inspection. The Monitoring Officer explained the legislation says 'newspapers circulating in their area' and so responded that she considered that it was appropriate to advertise within the Community Paper as far as it covered the

area in which the town or community council operates. However, it was also mentioned that the advertisement needs to be bilingual and Papur Bro is usually Welsh only so it may be more appropriate to consider the Chronicle or the Mail.

**RESOLVED :-**

- **To note the contents of the report;**
- **To contact the Clerks of the Town/Community Councils who have not responded to again ask for confirmation that they have adopted the Code of Conduct and to provide a copy of the relevant minute from the Council's meetings which confirm adoption of the Code as revised;**
- **To request the local Elected Member(s) for the area in which the Community Councils who have not responded to confirm that the Code of Conduct has been adopted are located to raise the matter at the Community Council's next meeting and to report back to the Standards Committee.**

**ACTION : As noted above.**

**12 DISCLOSURE OF INTERESTS REQUIREMENTS ON COMMUNITY COUNCILLORS**

Submitted – a report by the Solicitor (Corporate Governance) on the current requirements for the disclosure of interests by Community Council Councillors.

The Monitoring Officer stated that the Local Government (Democracy) (Wales) Act 2015 has clarified the position with regard to registration of interests by Town and Community Councillors. In advance of the reviews to be undertaken by the Standards Committee, the Committee needs to be aware of the statutory expectations on Town and Community Councils as these are the standards against which the forthcoming reviews will assess compliance.

It was noted that attached at Enclosure 1 to the report, is an extract from an advice which One Voice Wales has sent to its members dated 10 August, 2015 which states that there is no requirement for Town and Community Councillors to complete a 'standing' register of interests. The Monitoring Officer stated that there seems to be some confusion on this issue with various different advices published with conflicting expectations of Town/Community Councils. However, it was accepted that the advice note by One Voice Wales as Enclosure 1 to the report correctly explains the current position. Additionally, guidance dated 2<sup>nd</sup> March 2016 from the Local Government Democracy Division of the Welsh Government also confirmed that 'the exemption for community councillors from the requirement to register certain financial and other interests upfront is maintained'.

The registration requirements under the code of conduct for Town and Community Councillors was highlighted as 2 (a) to (i) within the report.

**RESOLVED :-**

- **To note the requirements in terms of the Register of Interests which Clerks are required to maintain following disclosure by members of their Town/Community Council.**
- **To consider these requirements when conducting the reviews of the Register of Interests of sample of Town and Community Council by the Standards Committee.**

**ACTION : As noted above.**

**13 REVIEW BY THE STANDARDS COMMITTEE OF REGISTERS OF INTERESTS FOR TOWN AND COMMUNITY COUNCILLORS**

Submitted – a report by the Solicitor (Corporate Governance) on the review to be conducted by the Standards Committee on the Registers of Interests maintained by Town and Community Council.

The Solicitor (Corporate Governance) reported that correspondence was sent on 27<sup>th</sup> June, 2016 to Clerks of the 40 Town/Community Councils to query if the records for the period from May 2013 are available on the Town/Community Councils websites or in paper format so that arrangements can be made to review remotely or review the relevant records at the appropriate venue. A matrix showing how each Town and Community Council has responded was attached as Enclosure 1 to the report. Albeit a verbal update was provided on those Councils which had responded after the matrix had been published. To date 5 Community Councils have not responded.

The Solicitor (Corporate Governance) further stated that the Chair of the Standards Committee has identified 6 Town/Community Council to be reviewed which was noted within the report.

Members of the Standards Committee considered that further correspondence should be forwarded to the non-responders to ascertain as to why they have not responded to the request for information regarding records retention and furthermore that the Elected Member(s) of the County Council should be requested to raise the matter at the Community Council's next meeting and report back to the Chair of the Standards Committee.

It was also considered that Amlwch and Holyhead Town Councils should be the first to be reviewed by the Standards Committee. A meeting will thereafter be arranged before discussing the other Councils to be reviewed.

**RESOLVED :-**

- **To note the contents of the report and the matrix attached at Enclosure 1, subject to the verbal update;**

- That further correspondence should be sent to the Town/Community Councils who have not responded to the request by the Standards Committee to review their records;
- To request the Elected Member(s) who attend meetings of the Town/Community Council who have not responded to the request of the Standards Committee to raise the matter at those meetings and report back to the Chair of the Standards Committee;
- That the Chair and Mrs. Dilys Shaw (Lay Member) shall review the records of Holyhead Town Council and the Vice-Chair and Mrs. Denise Harris Edwards (Lay Member) shall review the records of Amlwch Town Council and thereafter report back to the Standards Committee.

**ACTION : As noted above.**

**MR. MICHAEL WILSON  
CHAIR**

**CWYNION A GYFLWYNWYD I'R OMBWDSMON – "O" – AC YMCHWILIADAU A WNAED GANDDO YNGHYLCH  
CYNGHORWYR CYNGOR SIR YNYS MÔN - DIWEDDARIAD**

**UP TO DATE COMPLAINTS TO AND INVESTIGATIONS BY THE OMBUDSMAN – "O" -REGARDING  
ISLE OF ANGLESEY COUNTY COUNCILLORS – UPDATE**

**PWYLLGOR SAFONAU – 08.03.2017 – STANDARDS COMMITTEE**

<b>Enw'r Cynghorydd Name of Councillor</b>	<b>Enw'r Achwynydd Name of Complainant</b>	<b>Cyfeirnod y Ffeil File Reference (i) Un ni/Ours (ii) "O"</b>	<b>Dyddiad y Gŵyn - "O" Complaint date - "O"</b>	<b>Canlyniad Ymholiad "O" a'r dyddiad neu'r sefyllfa gyfredol Result of "O" Investigation and date or the current situation</b>
1. Cynghorydd Sir / County Councillor	Aelod o'r cyhoedd / Member of public	(i )019808 (ii) 12263/201604689	04.11.2016	Ombwdsmon ddim am ymchwilio'r gwyn oherwydd nad ydi prawf budd y cyhoedd wedi ei fodloni / Ombudsman will not investigate the complaint as the public interest test has not been satisfied
2. Cynghorydd Sir / County Councillor	Aelod o'r cyhoedd / Member of public	(i )019809 (ii) 12263/201604688	04.11.2016	Ombwdsmon ddim am ymchwilio'r gwyn oherwydd nad ydi prawf budd y cyhoedd wedi ei fodloni / Ombudsman will not investigate the complaint as the public interest test has not been satisfied

**CWYNION A GYFLWYNWYD I'R OMBWDSMON – "O" – AC YMCHWILIADAU A WNAED GANDDO YNGHYLCH  
CYNGHORWYR CYMUNEDOL A THREF - DIWEDDARIAD**

**UP TO DATE COMPLAINTS TO AND INVESTIGATIONS BY THE OMBUDSMAN – "O" - REGARDING  
TOWN AND COMMUNITY COUNCILLORS – UPDATE**

**PWYLLGOR SAFONAU – 08.03.2017 – STANDARDS COMMITTEE**

<b>Enw'r Cynghorydd Name of Councillor</b>	<b>Enw'r Achwynydd Name of Complainant</b>	<b>Cyfeirnod y Ffeil File Reference (i) Un ni/Ours (ii) "O"</b>	<b>Dyddiad y Gŵyn - "O" Complaint date - "O"</b>	<b>Canlyniad Ymholiad "O" a'r dyddiad neu'r sefyllfa gyfredol Result of "O" Investigation and date or the current situation</b>
Cynghorydd Tref/Cymuned / Town/Community Councillor	Aelod Etholedig / Elected Member	(i) 019735 (ii) 201603639	16.09.2016	Ombwdsmon yn ymchwilio'r gŵyn / Ombudsman investigating the complaint
Cynghorydd Tref/Cymuned / Town/Community Councillor	Aelod Etholedig / Elected Member	(i) 020021 (ii) 201606584	03.02.2017	Ombwdsmon yn ystyried a oes sail dros gynnal ymchwiliad i'r gŵyn / Ombudsman considering if there is merit in investigating the complaint
Cynghorydd Tref/Cymuned / Town/Community Councillor	Aelod Etholedig / Elected Member	(i) 020047 (ii) 201606989	20.02.2017	Ombwdsmon yn ystyried a oes sail dros gynnal ymchwiliad i'r gŵyn / Ombudsman considering if there is merit in investigating the complaint
Cynghorydd Tref/Cymuned / Town/Community Councillor	Aelod Etholedig / Elected Member	(i) 020048 (ii) 201606991	20.02.2017	Ombwdsmon yn ystyried a oes sail dros gynnal ymchwiliad i'r gŵyn / Ombudsman considering if there is merit in investigating the complaint



Cynghorydd Tref/Cymuned / Town/Community Councillor	Aelod Etholedig / Elected Member	(i) 020049 (ii) 201606992	20.02.2017	Ombwdsmon yn ystyried a oes sail dros gynnal ymchwiliad i'r gŵyn / Ombudsman considering if there is merit in investigating the complaint
Cynghorydd Tref/Cymuned / Town/Community Councillor	Aelod Etholedig / Elected Member	(i) 020050 (ii) 201606994	20.02.2017	Ombwdsmon yn ystyried a oes sail dros gynnal ymchwiliad i'r gŵyn / Ombudsman considering if there is merit in investigating the complaint
Cynghorydd Tref/Cymuned / Town/Community Councillor	Aelod Etholedig / Elected Member	(i) 020051 (ii) 201606993	20.02.2017	Ombwdsmon yn ystyried a oes sail dros gynnal ymchwiliad i'r gŵyn / Ombudsman considering if there is merit in investigating the complaint
Cynghorydd Tref/Cymuned / Town/Community Councillor	Aelod Etholedig / Elected Member	(i) 020052 (ii) 201606995	20.02.2017	Ombwdsmon yn ystyried a oes sail dros gynnal ymchwiliad i'r gŵyn / Ombudsman considering if there is merit in investigating the complaint
Cynghorydd Tref/Cymuned / Town/Community Councillor	Aelod Etholedig / Elected Member	(i) 020053 (ii) 201606996	20.02.2017	Ombwdsmon yn ystyried a oes sail dros gynnal ymchwiliad i'r gŵyn / Ombudsman considering if there is merit in investigating the complaint
Cynghorydd Tref/Cymuned / Town/Community Councillor	Aelod Etholedig / Elected Member	(i) 020054 (ii) 201606990	20.02.2017	Ombwdsmon yn ystyried a oes sail dros gynnal ymchwiliad i'r gŵyn / Ombudsman considering if there is merit in investigating the complaint

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<b>CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>COMMITTEE:</b>	<b>Standards Committee</b>
<b>DATE:</b>	<b>8 March 2017</b>
<b>REPORT TITLE:</b>	<b>Findings of the Adjudication Panel for Wales</b>
<b>PURPOSE OF THE REPORT:</b>	<b>To provide information about the matters considered by the Adjudication Panel for Wales</b>
<b>REPORT BY:</b>	<b>Solicitor – Corporate Governance</b>
<b>LINK OFFICER:</b>	<b>Mared Wyn Yaxley, <a href="mailto:mwyics@anglesey.gov.uk">mwyics@anglesey.gov.uk</a> 01248 752566</b>

## 1. INTRODUCTION AND BACKGROUND

The Adjudication Panel for Wales was established as a result of the Local Government Act 2000 at it has two statutory functions:-

- To form case tribunals or interim case tribunals to consider reports from the Ombudsman following investigations into allegations that a member has failed to comply with their authority’s code of conduct; and
- To consider appeals from members against the decisions of their local authority’s standards committee that they have breached the code of conduct (as well as deciding if permission will be given to appeal in the first instance).

This report includes decisions made by the Adjudication Panel during the period from April 2016 to March 2017 and it is intended as a factual summary of the matters before by the Adjudication Panel. It will not replace the report presented to the Committee when the Adjudication panel is addressing a complaint in relation to the Isle of Anglesey County Council.

## 2. April 2016- March 2017

To note the contents of **Appendix 1**.

### 2.1 Decisions made

25/07/2016 – Vale of Glamorgan Council and Barry Town Council – APW/002/2015-016/CT

### 2.2 Appeals adjudicated

27/09/2016 –Manorbier Community Council – APW/001/2016-017/AT

**Crynodeb o'r Tribiwnlysoedd Achosion - Ebrill 2016-Mawrth 2017\* (\* hyd at 27.02.2017)**  
**Summary of Cases in Tribunal – April 2016-March 2017\* (\* until 27.02.2017)**

Name	Summary of Facts	Relevant Provision of Code	Decision Summary	Findings
Cllr Robert Curtis	<p>An allegation that Councillor Curtis had breached the Vale of Glamorgan Council and Barry Town Council Codes of Conduct by receiving a conviction for common assault. The circumstances that led to the conviction were that Councillor Curtis touched the leg of a female with whom he was bird-watching in a bird hide on Skomer Island.</p> <p>In accordance with the Councillor's wishes the Case Tribunal considered the matter by way of written representations.</p>	Breach of paragraphs 2(1)(d) and 6(1)(a) of the Vale of Glamorgan Council, and paragraphs 3 and 6 of Barry Town Council's Code of Conduct.	<p>Unanimous decision that the Councillor should be suspended from acting as a member of Barry Town Council and Vale of Glamorgan Council for a period of 3 months, or if shorter, the remainder of his term of office.</p> <p>The Councillor's conduct had led to a criminal conviction and negative press comment about the Councillor. However, it was deemed to be an isolated incident, unlikely to be repeated and the Councillor had apologised for his behaviour. The Councillor had self-reported and co-operated with the investigation process.</p>	<p>The Ombudsman had referred the matter to the APW due to the allegations made against the Councillor. The Councillor's conviction was not by itself evidence of a breach of the Code of Conduct; but the conduct amounted to an assault and was disreputable conduct in breach of the Code.</p> <p>The Case Tribunal considered that it was entitled to look at the conduct that led to the conviction and decide whether it amounted to a breach of the relevant codes of conduct.</p> <p>The Councillor had requested that, given the nature of the allegation, the Case Tribunal had at least one male member on the panel. The Case Tribunal was sympathetic to the Councillor's request but the membership of the APW did not include a male so there was no practical way to accede the Councillor's request.</p>

Name	Summary of Facts	Relevant Provision of Code	Decision Summary	Findings
				<p>It was found that the Councillor's conduct, of touching the leg of a female whilst bird-watching on Skomer Island, without her consent, was unacceptable and capable of bringing the Councillor's office into disrepute.</p> <p>The Councillor's unsolicited touching of a young woman causing her distress and a resulting police prosecution (in which the Councillor had pleaded guilty) was unacceptable conduct and would lower public confidence in local democracy.</p>

**Crynodeb o'r Achosion yn y Tribiwnlysoedd Apêl - Ebrill 2016-Mawrth 2017\* (\* hyd at 27.02.2017)**  
**Summary of Cases in Appeal Tribunal – April 2016-March 2017\* (\* until 27.02.2017)**

Name	Summary of Facts	Relevant Provision of Code	Decision Summary	Findings
Cllr Lynda Parker	<p>An appeal was submitted against the decision of Pembrokeshire Council's Standards Committee that the Councillor had breached the Manorbier Community Council's Code of Conduct and should be suspended for 2 months.</p> <p>The Case involved allegations that the Councillor had breached paragraphs 14(1)(a), (c) and (e) of the Code of Conduct by failing to declare a prejudicial interest, failing to withdraw from the meeting when the matter was being considered and the Councillor had made representations in her capacity as Councillor and voted on the motion.</p> <p>The Councillor was alleged to have a prejudicial interest in a planning application made for a caravan park which was in close proximity to her home and in respect of which she had previously raised complaints.</p>	Breach of paragraphs 14(1)(a), (c) and (e) of the code of conduct.	<p>Unanimous decision that the matter be returned back to the Standards Committee with a recommendation that the Councillor should be suspended for a period of 3 months.</p> <p>The original suspension imposed by the Standards Committee was for a period of 2 months. The Councillor was also required to attend a training course regarding the Code of Conduct within 6 months. However, the APW's recommendation increased the suspension to 3 months. The issue of attendance at training courses was deemed to be outside the Appeal Tribunal's powers, however it concluded that such attendance would be beneficial to the Councillor.</p>	<p>The Councillor owned land adjacent to other land owned by her neighbour Mr Brown, who had submitted the planning application for Buttyland Caravan and Camping Park.</p> <p>The Councillor had previously raised a number of concerns with the local planning authority about breaches of planning permission by both Mr Brown and another unrelated business operating near her property.</p> <p>The Councillor had declared a personal interest in the planning application when attending a meeting of Manorbier Community Council where the planning application was being considered; but had failed to recognise that a) due to the close proximity of the caravan and camping site to her home, and b) her previous representation in relation to planning control matters involving Buttyland Caravan and Camping</p>

Name	Summary of Facts	Relevant Provision of Code	Decision Summary	Findings
				<p>Park, she also had a prejudicial interest.</p> <p>The Councillor’s assertion that her judgment of the public interest test would not be affected due to her professional background as a town planner was mistaken; she had a personal interest (as declared by the Councillor) and so needed to consider the objective test in terms of public interest. She did not have the benefit of a dispensation from the Standards Committee.</p> <p>A ‘pre-meeting’ had been arranged at the home of a fellow Councillor to discuss the planning application, prior to the community councils meeting itself. This was a cause for concern by the Ombudsman. The Appeal Tribunal explained that it was “not empowered to make findings about the wisdom of such meetings but given that council business should be carried out in a transparent and accountable manner” it could</p>

Name	Summary of Facts	Relevant Provision of Code	Decision Summary	Findings
				<p>understand the Ombudsman's concerns.</p> <p>The Councillor, as a former town planner, could, as asserted by the Appeal Tribunal, reasonably be expected to understand and recognise a prejudicial interest in relation to a planning application.</p>



CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL	
<b>MEETING:</b>	STANDARDS COMMITTEE
<b>DATE:</b>	8 <sup>th</sup> March 2017
<b>TITLE OF REPORT:</b>	Update on Ombudsman's attendance at the North Wales Standards Committee Forum
<b>PURPOSE OF THE REPORT:</b>	To report back to Standards Committee on the Ombudsman's presentation and questions on 17.10.2016
<b>REPORT BY:</b>	Mared Wyn Yaxley, Solicitor – Corporate Governance
<b>CONTACT OFFICER:</b>	Mared Wyn Yaxley, Solicitor – Corporate Governance (Ext 2566)

## 1. INTRODUCTION & BACKGROUND

On the 17th October 2016 the Public Services Ombudsman for Wales attended the Isle of Anglesey County Council for a meeting of the North Wales Standards Committee Forum (“NWSCF”). Nick Bennett, the Ombudsman, gave a presentation and answered a list of questions from members of the Forum. The Anglesey Standards Committee invited him to attend as the Ombudsman had previously indicated he would be willing to pay a further visit following his visit to the North Wales Standards Committee Forum in Anglesey on 26.11.2014.

2. Usually, the Chair and Vice-chair of each Standards Committee, along with the Monitoring Officer, are invited. As the meeting was being hosted by the Isle of Anglesey County Council, all members of the Isle of Anglesey County Council's Standards Committee were invited to the Forum on this occasion too.

### The Ombudsman's Contribution

3. A copy of the presentation which the Ombudsman gave is attached at **Appendix 1 (available in English only)**.
  - 3(a) The Ombudsman explained in relation to Local Resolution that this was something he would welcome as being extended to Town and Community Councils – but said he would not dictate on this; it was very much up to each Standards Committee.
  - 3(b) In terms of complaints the Ombudsman explained the number of County Council complaints had reduced but the number of Town and Community Council complaints had increased. 3 Community Councils were responsible for a third of all Town and Community Council complaints.
  - 3(c) The Ombudsman explained that the two stage test continues to be utilised and its aim is to continue to rid any vexatious complaints. However, the Ombudsman's office is receiving more complaints.

The majority of the Ombudsman's budget is allocated to health investigations, but he was clear that where there are issues of bullying, corruption, or abuse of power then he takes complaints of a breach of the Code of Conduct for elected members very seriously.

- 3(d)** The Ombudsman believed the North Wales Standards Committee Forum was a very beneficial relationship for the North Wales Authorities to have. He also explained he would be happy to meet with the Forum on a more regular basis should this be deemed useful.
4. A copy of the questions posed to the Ombudsman along with his answers is attached at **Appendix 2 (available in English only)**.

#### Other matters discussed

5. Following the Ombudsman's contribution to the Forum, the meeting continued, and the issue of the Register of Interests for Members was discussed. (Item number 3 in the Standards Committee meeting on 14.09.2016)

It was resolved that each authority makes enquiries in terms of its contract with the service provider and to report back to the Forum; what maybe an issue for one authority may not be for another. If it appears it is an issue for all, then it was agreed it would be better for action to be taken collectively rather than as individual authorities, if possible.

6. It has been agreed that the North Wales Standards Committees Forum will meet twice per annum from hereonin, in March / April and November. The host authority will be responsible for making the necessary arrangements.
7. Denbighshire County Council will host the next meeting of the Forum in March or April 2017 and will look into the possibility of mediation training.

#### Comments

8. The Forum meeting was attended by 21 representatives from all the relevant authorities, bar 1. The general feedback was the meeting had been useful.

### **RECOMMENDATION**

9. (A) The Standards Committee is asked to note the contents of this report and its enclosures.
- (B) Does the Standard Committee agree to distribute a copy of **Appendix 2** to the Monitoring Officers within the other North Wales authorities?

# ATODIAD / APPENDIX

1



**North Wales Standards Committee Forum**

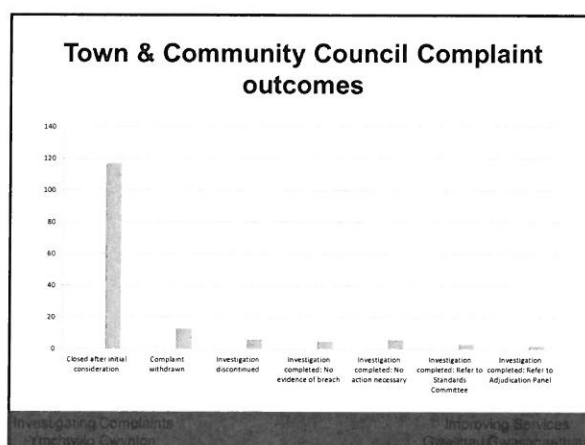
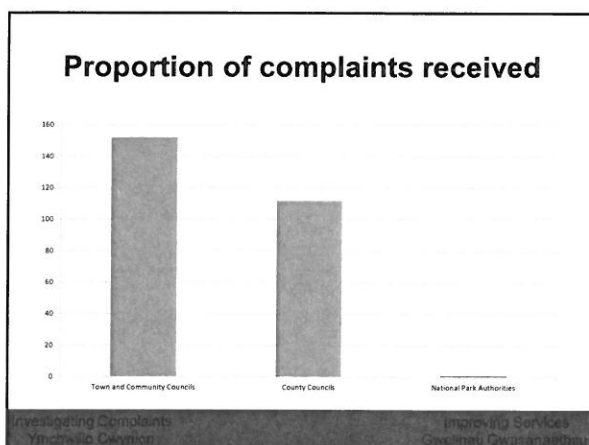
**Nick Bennett  
Ombudsman**

Investigating Complaints / Ymchwilio Cwynion  
Improving Services / Gwellhau Gwasanaethau

**Local Resolution**

- Member v Member complaints should be dealt with by internal dispute resolution procedure
- Extension of this to Community Councils

Investigating Complaints / Ymchwilio Cwynion  
Improving Services / Gwellhau Gwasanaethau



**Two stage test**

- Is there **direct** evidence that a breach actually took place?

If so:

- Is an investigation required in the public interest?

Investigating Complaints / Ymchwilio Cwynion  
Improving Services / Gwellhau Gwasanaethau

**Testing Public Interest One Year on**

- Is an investigation required in the public interest?
  - Public interest factors (non exhaustive)
    - Seriousness of breach
    - Deliberately seeking personal gain
    - Misuse of position of trust causing harm
    - Motivated by discrimination (protected characteristics)
    - Evidence of previous similar behaviour

Investigating Complaints / Ymchwilio Cwynion  
Improving Services / Gwellhau Gwasanaethau

### **Vexatious Complaints!**

- “Cllr X refused to shake my hand!”
- “Cllr Y cracked a bad joke in poor taste!”
- “Cllr P tutted and huffed whilst shaking his head!”
- “Cllr M referred to the public gathered in the street as a mob!”
- “Cllr S was clicking his pen on and off in an aggressive manner!”

Investigating Complaints  
Ymchwilio Cwynion

Improving Services  
Gwellhau Gwasanaethau

### **What does this mean?**

- The Ombudsman will only deal with serious breaches of the Code
- Not the ‘Ombudsman of sense of humour’
- More matters referred back to Standards Committees to investigate
- ‘Mandatory’ Member v Member internal dispute resolution

Investigating Complaints  
Ymchwilio Cwynion

Improving Services  
Gwellhau Gwasanaethau

## **Q & A**

Investigating Complaints  
Ymchwilio Cwynion

Improving Services  
Gwellhau Gwasanaethau

## APPENDIX 2

### NORTH WALES STANDARDS COMMITTEE FORUM 17 OCTOBER 2016 OMBUDSMAN QUESTIONS AND ANSWERS

Local resolution protocol. Is it toothless because it is not compulsory and because it cannot apply sanctions?

Local Resolution protocols have been successful in our view in encouraging engagement at a local level and accountability for low level failures to abide by the Code. It gives the parties the opportunity to resolve matters promptly and amicably. Local authority members should be aware that where local resolution fails matters can be referred to us for consideration. Our view is that if a breach justifies the imposition of a sanction that this would not be suitable for local resolution in any event and should be referred to us. It is intended to be used for low level, trivial or vexatious matters.

What is the future for local resolution protocols for town and community councils? Will it be limited to those who have powers of competency/additional duties under the Future Generations and Wellbeing Act 2015?

One Voice Wales has put together a draft model process which we have supported. Our view is that this process or one like this should be available to all Town and Community Councils.

Conflict of interests for Monitoring Officers and Standards Committees arising from Local Resolution Protocols and then dealing with any subsequent referrals from the Ombudsman.

This is in our view a matter of professional judgement. If there is a conflict the new 2016 Regulations<sup>1</sup> allow for the creation of joint standards committees or referral to another authority in these situations.

There appears to be a reduction in the number of cases before the Adjudication Panel for Wales. Is this a direct result of local resolution? Or does the Ombudsman consider that the introduction of the public interest threshold test has affected the number of cases?

Whilst we consider that the "public interest" test may have had some bearing on this, the effect is that we are investigating the serious breaches. The figures for referral's to APW in previous years have fluctuated but remain largely dependent on the nature of the complaints made to us. Low level complaints not investigated because they did not meet the public interest test are unlikely to have been referred to the APW under the previous two stage test in any event.

Is the Ombudsman considering offering or arranging mediation training for Monitoring Officers and the members of the various Standards Committee in light of the requirement for more to be done by way of local resolution? What is the role of the Standards Committee in relation to the Ombudsman's comment in the amended guidance, published July 2016, that "I am supportive of this (local resolution process) extending to cover community councils" (page 8)?

No our resources could not extend to this.

If the Ombudsman is considering that a local resolution process should be extended to include community councils too, will the Ombudsman provide a standard Local Resolution Protocol or template so as to ensure all members are treated fairly and consistently?

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<sup>1</sup> The Local Government (Standards Committees, Investigations, Dispensations and Referral) (Wales) (Amendment) Regulations 2016  
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No, our view is that the process proposed by OVW is suitable and alternatively a principal authorities' own protocol could be utilised and amended for this purpose.

There is reluctance in some community councils in terms of embracing the digital age. How do you see the role of the community councils?

This is not a matter for us.

Why do cases take so long from the complaint being reported to conclusion?

Reasons vary – often depend on nature and number of allegations made, sources of evidence and how accessible these are, the availability of witnesses and members themselves when they need to be interviewed. We are constantly looking at ways to improve on timescales. We now have a dedicated Code of Conduct investigation monthly review systems aimed at ensuring investigations are focused and timely. We are hopeful that this will have a positive impact and will be monitoring this.

Last year 15/16 we saw an improvement in closure times. 84% of investigations were concluded within 9 months compared to the previous year when only 76% were closed in this time frame; those taking up to a year to conclude reduced by 9%.

Is the Ombudsman considering preparing a Sanction Guidance specifically tailored to the needs and powers of Standards Committees?

There is no plan for us to do this. We are generally of the view that the issue of sanction is mainly for the Committee or Tribunal considering a matter. The APW has issued sanctions guidance which we actively refer Standards Committees to. We feel that the aggravating and mitigating factors are equally applicable and the guidance on the nature of a sanction informative. As a group you may wish to develop this yourself

Clarity around the new SI. i.e. suspension only within current term of office. Doesn't this make it pointless when a member can commit a serious breach of the Code, and if the timing is right, there will be no consequences? Would the expectation of the Ombudsman be that Standards Committees or Case Tribunals would still proceed and issue a censure only, making it clear that a suspension or disqualification would have followed had it been available? Is it really wasting costs to investigate, prosecute and adjudicate on something like this and isn't it unfair to elected members that some will be facing suspension because of a breach that takes place early on in their term of office and others will "get away with it"?

We supported this amendment when consulted by WG as it brings standards committee suspension sanctions in line with the APW's powers.

Are we going down the route of the England model? Would it be better for the Ombudsman to just focus on public service delivery, rather than the conduct of elected members, given scarce resources?

Public Service delivery is important but the Code of Conduct plays a vital role in upholding standards in public office which is essential for public confidence in elected members. This is particularly important where we are seeing examples of serious breaches such as abuse of process or position.

The role of the Standards Committee and local Monitoring Officers in relation to town and community councils, particularly in light of the new draft Guidance. Is there an expectation that Monitoring Officers lodge complaints and / or is there an expectation that Standards Committees and Monitoring Officers now undertake local resolution at Town and Community Council level?

The guidance attempts to clarify that there are options available to a MO when a potential breach of the Code is identified, the mechanism to complain to us still exists. Where local

resolution for Town and Community Council's is concerned it really is something which needs careful consideration. The One Voice Wales proposal is such that the Clerk plays a vital role in the process.

Is there, or is there intended to be, an archive library of standards decisions, for consistency, rather than just the APW Case Tribunals.

Our casebook's provide a link to decisions taken by both SC and APW. We are currently working on a database of historic decisions which pre date the case books for internal use and we could consider whether there is scope for extending this for public access.

It is a statutory requirement for Town and Community Councils to have websites and for their registers of interests to be published on them. What steps will the Ombudsman take if Town and Community Councils fail to conform to this requirement?

Failure by a town and community council to do this would ordinarily fall under our Maladministration jurisdiction. If a properly made complaint was investigated which identified that this was not happening recommendations could be made. If this was identified in the context of a code investigation we could make reference to this in the report but not an enforceable recommendation. However APW do have the ability to make recommendations if this arose as a key issue during a tribunal.

What is the impact on the Ombudsman's office timescales now that it is receiving / investigating fewer cases?

Analysis of figures since the introduction of the PI test suggest that investigations are being concluded sooner 84% within 9 months in 15/16 compared to 76% in 14/15.

The legislation in relation to the new ground for dispensation [ paragraph 4 (3) of The Local Government (Standards Committees, Investigations, Dispensations and Referral) (Wales) (Amendment) Regulations 2016 ] details that a dispensation may be granted if "it appears to the committee to be otherwise appropriate to grant a dispensation".

However, the amended guidance published by the Ombudsman's office details that dispensation can be granted "if appropriate in all circumstances, where it was not otherwise possible, to make reasonable adjustments to accommodate a person's disability".

Please confirm this is the "disability" created by the prejudicial interest; the legislation seems to be going further than what is included in the guidance?

Our understanding which is based on consultation information from WG is that the new ground for dispensation is based on a practical solution to "disability" of a particular member making it difficult for them to leave a room or chamber when a matter that they have a P&P interest is being discussed. The guidance has been written to reflect this.

Given the comments in guidance published by your office suggesting that local resolution procedures might help to reduce the number of complaints received from town and community councillors how had you envisaged that being resourced?

[The paragraph from the guidance is as follows -

"Most local authorities across Wales have implemented local resolution procedures to deal with low level complaints which are made by a member against a fellow member. These arrangements are proving to be effective at resolving many of these kinds of complaints. I am supportive of this extending to cover community councils."]

This would not be a matter for us

Whilst the annual report is welcome would it be possible to include greater analysis of the trends and any lessons that might come from the statistics, e.g. is there a rise in cases of disrespect or has there been a fall in allegations of failure to declare interests, in order to



help reveal any future work that might be needed by Standards Committees or to demonstrate the success of work that has already been undertaken.

We are currently exploring ways of capturing and reporting in a more comprehensive and meaningful manner. It is hoped that we will be able to provide greater analysis in the future and appreciate the need for this.

There is a concern that the public may lose confidence in the enforcement of the Code of Conduct if they feel that legitimate complaints have been considered not worthy of investigation. Would the Ombudsman consider referring cases that he has determined not to investigate for local investigation?

We take the view that members of the public could lose confidence if we were to investigate trivial complaints also this is the reason behind the public interest test. We do have powers to discontinue an investigation and refer this for local investigation; this is something which we have done in the past, but with very little take up and some reluctance from Monitoring Officers. Nevertheless the ability to do this still applies and we could do it if we deemed it appropriate.

Does the Ombudsman consider that the setting of minimum standards and mandatory training for Clerks to Town, City and Community Councils would assist in the maintenance of high standards of conduct and the operation of Local Resolution Procedures in those Councils?

Yes whilst we agree that training in this area would be beneficial particularly if Clerk's are to play a role in local resolution but this is something that we as an organisation would be unable to resource. Organisations such as one voice wales or Society of Local Clerks may wish to take up.

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<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>MEETING:</b>	<b>Standards Committee</b>
<b>DATE:</b>	<b>8 March 2017</b>
<b>REPORT TITLE:</b>	<b>Adoption of the amended code of conduct – update</b>
<b>REPORT PURPOSE:</b>	<b>To update members on the adoption of the amended code of conduct</b>
<b>REPORT BY:</b>	<b>Solicitor – Corporate Governance</b>
<b>CONTACT OFFICER:</b>	<b>Mared Wyn Yaxley; <a href="mailto:mwyics@ynysmon.gov.uk">mwyics@ynysmon.gov.uk</a>; 01248 752566</b>

## 1. INTRODUCTION AND BACKGROUND

The report 'Adoption of the Amended Code of Conduct', discussed as item 11 on Agenda of the Standards Committee's last meeting on 14.09.2016, noted that all relevant authorities were required to adopt the amended Code by 26 July 2016.

A list detailing the Town and Community Councils adoption status with regard to the Code was attached to the report as Appendix 1. 17 had not responded.

A verbal report was given that 12 town and community councils had been in contact after the written report had been prepared and prior to the Standards Committee meeting.

## 2. UPDATE

The Standards Committee resolved, in relation to those councils which had not responded, to:

- a) Contact the clerk again to ask for a response, and
- b) Contact Isle of Anglesey County Council elected members representing the areas of those Councils which had not responded, asking them to raise this matter in the next meeting of the Community Council and to report back.

Version B of the table which was included as Appendix 3 to the original report is attached in **Appendix 1**. This table shows the current position.

There were 5 Councils which had not been in touch by 14/09/2016. We are still waiting for a response and further details from:

1. Bodorgan Community Council
2. Llangristiolus Community Council
3. Rhoscolyn Community Council

## 3. RECOMMENDATION

- A. The Standards Committee is asked to note the contents of this report.
- B. To confirm the how the Standards Committee wishes to deal with those councils which haven't responded to, or have responded but have not confirmed that the revised code has been adopted.

## Appendix 1

Cyngor Tref a Chymuned / Town and Community Council	Ymateb wedi ei dderbyn / Response Received	Dyddiad mabwysiadu'r Côt / Date Code adopted	
Cyngor Cymdeithas <b>Aberffraw</b> Community Council	Do / Yes	20/7/2016	
Cyngor Tref <b>Amlwch</b> Town Council	Do / Yes	28/6/2016	
Cyngor Tref <b>Biwmares / Beaumaris</b> Town Council	Do / Yes	6/6/2016	
Cyngor Cymdeithas <b>Bodedern</b> Community Council	<i>Do / Yes</i>	<i>27/6/2016</i>	
Cyngor Cymdeithas <b>Bodffordd</b> Community Council	<i>Do / Yes</i>	<i>21/6/2016</i>	
Cyngor Cymdeithas <b>Bodorgan</b> Community Council	Na / No		*
Cyngor Cymdeithas <b>Bryngwran</b> Community Council	Do / Yes	8/6/2016	
Cyngor Tref <b>Caergybi / Holyhead</b> Town Council	Do / Yes	9/5/2016	
Cyngor Bro <b>Cwm Cadnant</b> Community Council	<i>Do / Yes</i>	<i>13/07/2016</i>	
Cyngor Bro <b>Cylch y Garn</b> Community Council	Do / Yes	27/6/2016	
Cyngor Cymuned <b>Llanbadrig</b> Community Council	Do / Yes	20/6/2016	
Cyngor Cymdeithas <b>Llanddaniel-Fab</b> Community Council	Do / Yes	20/6/2016	
Cyngor Cymdeithas <b>Llanddona</b> Community Council	Do / Yes	Dyddiad i'w gadarnhau / Date to be confirmed	
Cyngor Cymdeithas <b>Llanddyfnan</b>	Do / Yes	21/6/2016	

Cyngor Tref a Chymuned / Town and Community Council	Ymateb wedi ei dderbyn / Response Received	Dyddiad mabwysiadu'r Côd / Date Code adopted	
Community Council			
Cyngor Cymdeithas Llaneilian Community Council	Do / Yes	9/6/2016	
Cyngor Cymuned Llanerchymedd Community Council	<i>Do / Yes</i>	<i>15/9/2016</i>	
Cyngor Cymuned Llaneugrad Community Council	<i>Do / Yes</i>	<i>25/7/2016</i>	
Cyngor Cymdeithas Llanfachraeth Community Council	<i>Do / Yes</i>	<i>26/7/2016</i>	
Cyngor Cymdeithas Llanfaelog Community Council	Do / Yes	22/6/2016	
Cyngor Cymdeithas Llanfaethlu Community Council	<i>Do / Yes</i>	<i>04/7/2016</i>	
Cyngor Cymuned Llanfair Mathafarn Eithaf Community Council	Do / Yes	Mawrth 2016 / March 2016	
Cyngor Cymdeithas Llanfair yn Neubwll Community Council	Do / Yes	17/5/2016	
Cyngor Cymuned Llanfairpwll Community Council	<i>Do / Yes</i>	<i>26/7/2016</i>	
Cyngor Cymdeithas Llanfihangelesceifiog Community Council	<i>Do / Yes</i>	<i>26/7/2016</i>	
Cyngor Tref Llangefni Town Council	<i>Do / Yes</i>	<i>3/10/2016</i>	
Cyngor Cymdeithas Llangoed a Phenmon / Llangoed and Penmon Community Council	Do / Yes	<i>1/6/2016</i>	
Cyngor Cymdeithas Llangristiolus Community Council	Na / No	Dim cadarnhâd – y mater i'w drafod. / No confirmation – matter to be discussed.	*

<b>Cyngor Tref a Chymuned / Town and Community Council</b>	<b>Ymateb wedi ei dderbyn / Response Received</b>	<b>Dyddiad mabwysiadu'r Côd / Date Code adopted</b>	
Cyngor Cymdeithas <b>Llanidan</b> Community Council	Do / Yes	31/5/2016	
Cyngor Cymdeithas <b>Mechell</b> Community Council	<i>Do / Yes</i>	<i>13/6/2016</i>	
Cyngor Cymuned <b>Moelfre</b> Community Council	<i>Do / Yes</i>	<i>6/6/2016</i>	
Cyngor Cymuned <b>Penmynydd a Star / Penmynydd and Star</b> Community Council	Do / Yes	1/6/2016	
Cyngor Cymdeithas <b>Pentraeth</b> Community Council	Do / Yes	27/4/2016	
Cyngor Tref <b>Porthaethwy / Menai Bridge</b> Town Council	Do / Yes	21/3/2016	
Cyngor Cymdeithas <b>Rhoscolyn</b> Community Council	Na / No		*
Cyngor Cymuned <b>Rhosybol</b> Community Council	<i>Do / Yes</i>	<i>6/6/2016</i>	
Cyngor <b>Rhosyr</b> Council	<i>Do / Yes</i>	<i>27/6/2016</i>	
Cyngor Bro <b>Trearddur</b> Community Council	Do / Yes	28/6/2016	
Cyngor Cymdeithas <b>Tref Alaw</b> Community Council	Do / Yes	14/6/2016	
Cyngor Bro <b>Trewalchmai</b> Community Council	Do / Yes	4/4/2016	
Cyngor Cymuned <b>Y Fali / Valley</b> Community Council	Do / Yes	20/7/2016	

<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>COMMITTEE:</b>	<b>Standards Committee</b>
<b>DATE:</b>	<b>8 March 2017</b>
<b>TITLE OF REPORT:</b>	<b>To update the Standards Committee on the presentation given on behalf of the Committee in the Town and Community Councils Liaison Forum</b>
<b>PURPOSE OF THE REPORT:</b>	<b>To report back to the Standards Committee on the presentation given on 24/11/2016</b>
<b>REPORT BY:</b>	<b>Solicitor – Corporate Governance</b>
<b>CONTACT OFFICER:</b>	<b>Mared Wyn Yaxley, <a href="mailto:mwyys@ynysmon.gov.uk">mwyys@ynysmon.gov.uk</a> 01248 752566</b>

**A. INTRODUCTION AND BACKGROUND**

On 24 November 2016 Mike Wilson, Chair of the Standards Committee and Islwyn Jones, Vice-Chair of the Standards Committee, gave a presentation to Anglesey Town and Community Council members and clerks in a meeting of the Town and Community Councils Liaison Forum. The presentation was about ‘Matters arising from the Standards Committee’. Mared Yaxley was also present.

**B. THE PRESENTATION**

See **Appendix 1**, a copy of the slides used for the presentation. It is understood that the Forum Clerk has sent a copy of the presentation to all Forum members following the meeting.

Summary of each matter:

1. Adoption of the revised Code of Conduct

It was explained that each town and community council is required to adopt the revised Code of Conduct and then to place a notice in a local newspaper to advertise the fact that this has been done, and to send a copy to the Ombudsman.

It was explained that any Town or Community Council requiring a copy of the revised Code should contact Mared Yaxley. No requests have been received following the Forum meeting.

2. The Ombudsman’s Guidance

It was stated that a copy of the revised special guidance for Town and Community Councils would be distributed by the Standards Committee in due course. The guidance and a briefing note regarding the changes were sent to Community Council

Clerks on 06/01/2017. Clerks were asked to bring these documents to the attention of Members by including it as an Agenda item.

### 3. Requirements with regard to the Registers of Interests

It was explained that the requirements for The Isle of Anglesey County Council are different and stricter than the requirements for Town and Community Councils.

It was stated that a briefing note would be distributed by the Standards Committee to Clerks explaining the requirements. This was sent to the Clerks on 14/12/2016.

### 4. Review of Registers of Interests

It was reported that the Standards Committee has started a review of a sample of Registers kept by Town and Community Councils. The aim is to identify good practice and to share it with other councils. Whatever the findings, it was explained that individual Councils would not be named in the final report that will be distributed to all Anglesey Town and Community Councils.

### 5. The Ombudsman's Presentation

Information was shared regarding the Ombudsman's attendance at the North Wales Standards Committee Forum and his presentation to the Forum. It was explained that the Ombudsman's presentation was very general and there were three main issues that needed to be shared with Town and Community Councils. These are included in the slides.

### 6. Adjudication Panel for Wales

The function of the Adjudication Panel for Wales was explained and it was noted that the Panel's judgements are published on the website. It was noted that members of the Standards Committee receive a summary of the judgements made in the previous 6 months in their formal meetings. From now on Town and Community Council Clerks will also receive this summary. Clerks were asked to bring these notes to the attention of their members by including it as an Agenda item. The Report will be sent following the Standards Committee's meetings in March and September.

## **C. RECOMMENDATION**

1. Members of the Standards Committee are asked to note the contents of the Presentation and the update included in this report.



Fforwm Cyswllt Cynghorau Tref a Chymuned  
Town and Community Councils Forum

<p style="text-align: center;"><b>Materion yn codi o'r Pwyllgor Safonau</b></p>	<p style="text-align: center;"><b>Matters arising from the Standards Committee</b></p>
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24.11.2016

**Cynrychiolwyr Representatives**

<p style="text-align: center;"><b>Michael Wilson</b> Cadeirydd y Pwyllgor Safonau (Aelod Annibynnol)</p>	<p style="text-align: center;">Standards Committee Chair (Independent Member)</p>
<p style="text-align: center;"><b>Islwyn Jones</b> Is-Gadeirydd y Pwyllgor Safonau (Aelod Annibynnol)</p>	<p style="text-align: center;">Standards Committee Vice Chair (Independent Member)</p>
<p style="text-align: center;"><b>Mared Yaxley</b> Cyfreithiwr – Llywodraethu Corfforaethol    Solicitor – Corporate Governance</p>	

<p style="text-align: center;"><b>Materion yn codi o'r Pwyllgor Safonau</b></p> <ol style="list-style-type: none"> <li>1. Mabwysiadu'r Còd Ymddygiad diwygiedig</li> <li>2. Canllaw diwygiedig yr Ombudsmon ar y Còd Ymddygiad</li> <li>3. Gofynion ar gyfer cadw cofrestrau diddordeb y Cynghorau Tref a Chymuned (C/T&amp;Ch)</li> <li>4. Adolygiad o gofrestrau diddordeb y Cynghorau Tref a Chymuned (C/T&amp;Ch)</li> <li>5. Cyflwyniad yr Ombudsmon i Fforwm Pwyllgor Safonau Gogledd Cymru</li> <li>6. Penderfyniadau Panel Dyfarnu Cymru</li> </ol>	<p style="text-align: center;"><b>Matters arising from the Standards Committee</b></p> <ol style="list-style-type: none"> <li>1. Adoption of amended Code of Conduct</li> <li>2. Ombudsman's amended Guidance to the Code of Conduct</li> <li>3. Requirements for maintaining Town and Community Councils' (T&amp;C/C) registers of interests</li> <li>4. Review of the Town and Community Councils' (T&amp;C/C) registers of interests</li> <li>5. Ombudsman's presentation at the North Wales Standards Committee Forum</li> <li>6. Decisions of the Adjudication Panel for Wales</li> </ol>
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<p style="text-align: center;"><b>1. Mabwysiadu'r Còd Ymddygiad diwygiedig</b></p> <ul style="list-style-type: none"> <li>• Gorchymyn Awdurdodau Lleol (Còd Ymddygiad Enghreifftiol) (Cymru) (Diwygiad) 2016 – daeth i rym 1.4.2016</li> <li>• Camau angenrheidiol i G/T&amp;Ch :             <ol style="list-style-type: none"> <li>1. Mabwysiadu'r Còd Ymddygiad diwygiedig erbyn 26 Gorffennaf</li> <li>2. Cyhoeddi hysbyseb mewn papur newydd yn yr ardal leol</li> <li>3. Anfon copi o'r Còd diwygiedig i Ombudsmon Gwasanaethau Cyhoeddus Cymru</li> </ol> </li> </ul>	<p style="text-align: center;"><b>1. Adoption of amended Code of Conduct</b></p> <ul style="list-style-type: none"> <li>• The Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016 - came into force 1.4.2016.</li> <li>• Steps T&amp;C/C must take:             <ol style="list-style-type: none"> <li>1. Adopt the amended Code of Conduct by 26 July 2016</li> <li>2. Publication of a notice in a local newspaper</li> <li>3. Send a copy of the revised Code to the Public Services Ombudsman for Wales</li> </ol> </li> </ul>
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<p style="text-align: center;"><b>2. Canllaw yr Ombudsmon</b></p> <ul style="list-style-type: none"> <li>• Canllaw diwygiedig ar gyfer cynghorwyr cymuned wedi ei gyhoeddi gan Ombudsmon Gwasanaethau Cyhoeddus Cymru (OGCC) ar y Còd Ymddygiad diwygiedig</li> <li>• Bydd linc i'r Canllaw ynghyd â Nodyn Briffio yn cael ei ddsbarthu i Glercod y C.T&amp;Ch. → Eitem ar gyfer eich Rhaglen?</li> </ul>	<p style="text-align: center;"><b>2. Ombudsman's Guidance</b></p> <ul style="list-style-type: none"> <li>• New Guidance issued for community councillors by Public Services Ombudsman for Wales (PSOW) on the revised Code of Conduct</li> <li>• A link to the New Guidance together with a Briefing Note will be sent to Clerks of the T&amp;C/C. → Item for your Agenda?</li> </ul>
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<p style="text-align: center;"><b>3. Gofynion ar gyfer y cofrestrau diddordeb</b></p> <ul style="list-style-type: none"> <li>• Deddf Llywodraeth Leol (Democratiaeth) (Cymru) 2015</li> <li>• Bydd nodyn briffio yn cael ei anfon i Glercod y C/T&amp;Ch → Eitem ar gyfer eich Rhaglen?</li> <li>• Cynghorwyr sy'n gyfrifol am ddatgan diddordeb.</li> <li>• Clerc sy'n gyfrifol am gadw cofrestr o ddatganiadau ysgrifenedig a wneir gan gynghorwyr mewn cyfarfodydd ffurfiol. Y ffurflenni datganiad yma gyda'i gilydd yd'i'r 'Gofrestr'.</li> <li>• Rhaid i'r Gofrestr fod ar gael ar wefan y C.T/Ch.</li> </ul>	<p style="text-align: center;"><b>3. Requirements for the registers of interests</b></p> <ul style="list-style-type: none"> <li>• The Local Government (Democracy) (Wales) Act 2015</li> <li>• Briefing Note will be sent to all T&amp;C/C Clerks → Item for your Agenda?</li> <li>• Councillor responsible for declaring an interest.</li> <li>• Clerk responsible for maintaining a register of the written declarations made by councillors at each formal meeting. These forms collectively are the 'Register'.</li> <li>• Register must be available to view on T&amp;C/C website.</li> </ul>
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#### 4. Adolygiad o Gofrestrau Diddordeb

Adolygiad o sampl o Gofrestrau dros y misoedd nesaf

- Edrych am arferion da er mwyn eu rhannu gydag eraill
- Hefyd, cynnig gwelliannau, er mwyn codi safonau'r holl Gynghorau

Ni fydd Cynghorau yn cael eu henwi yn unigol mewn unrhyw adroddiad.

Pwrpas: er mwyn cynnig cymorth i'r C/T&Ch i gynnal a gwella'r trefniadau presenol

#### 4. Review of Registers of interests

Review of sample of Registers over the next few months

- Looking for good practice so they can be shared with others
- Also, in order to offer improvements, so that standards can be raised in all Councils

Councils will not be individually named in any report.

Purpose: to offer assistance to the T&C/C in order to maintain and improve on the current arrangements

#### 5. Cyflwyniad yr Ombwdsmon

##### 1. Prawf dau gam:

- a) Oes prawf uniongyrchol fod y Còd wedi ei dorri?
- b) Ac os oes, ydi hi er budd y cyhoedd i ymchwiliad gael ei gynnal?

Dim ond cwynion difrifol gaiff eu hymchwilio gan yr OGCC

##### 2. Niferoedd Cwynion

##### 3. Datrysiaid Lleol – disgwyliad efo cwynion lefel isel

#### 5. Ombudsman's Presentation

##### 1. Two stage test:

- a) Is there direct evidence that a breach actually took place?
- b) If so, is an investigation required in the public interest?

PSOW will only investigate serious complaints

##### 2. Complaints Numbers

##### 3. Local Resolution – expectation for low level complaints

#### 6. Panel Dyfarnu Cymru

PDC / APW

- Cyhoeddi pob penderfyniad ar y wefan

<http://apw.gov.wales/?lang=cy>

- Bydd diweddariad yn cael ei anfon i Glercody C/T&Ch yn dilyn Pwyllgor Safonau Medi a Mawrth  
→ Eitem ar gyfer eich Rhaglen?

#### 6. Adjudication Panel for Wales

PANEL DYFARNU CYMRU  
ADJUDICATION PANEL FOR WALES

- All decisions published on website

<http://apw.gov.wales/?lang=en>

- Update will be sent to the T&C/C following each Standards Committee meeting in September and March  
→ Item for your Agenda?

Unrhyw gwestiynnau?

Any questions?

*Diolch yn Fawr Thank you*

<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>MEETING:</b>	<b>Standards Committee</b>
<b>DATE:</b>	<b>8 March 2017</b>
<b>REPORT TITLE:</b>	<b>Update on the responses received from Town and Community Councils to the request for information about Registers of Interests</b>
<b>PURPOSE OF THE REPORT:</b>	<b>To provide a further update on item 13 on the agenda of the meeting held on 14 September 2016</b>
<b>REPORT BY:</b>	<b>Solicitor – Corporate Governance</b>
<b>CONTACT OFFICER:</b>	<b>Mared Wyn Yaxley; <a href="mailto:mwyys@ynysmon.gov.uk">mwyys@ynysmon.gov.uk</a>; 01248 752566</b>

## 1. INTRODUCTION AND BACKGROUND

The report 'Standards Committee review of the Register of Interests held by the Town and Community Councils' (Item 13 on the Agenda) presented to the Standards Committee on 14 September 2016, noted that some Councils had not responded.

The original correspondence had been sent to the Clerks of the 40 Town and Community Councils to query if the Register / minutes for the period from May 2013 are available on their website or on paper only.

In relation to those Councils which have not responded, the Standards Committee decided to:

- a) contact the Clerk again to ask for a response, and
- b) contact the elected members of the Isle of Anglesey Council representing the area of those Councils which have not responded asking them to raise the matter at the Community Council's next meeting and to report back.

## 2. RESPONSES - RECEIVED BY 14/09/2016

Section (B) of Appendix 1 to the Report presented on 14/09/2016 noted above, lists the 7 Community Councils which have not responded.

In the period between preparing the report and the meeting on 14/09/2016, 2 Councils had been in contact and a verbal update was given as noted below:-

<b>Name of Council</b>	<b>Response</b>	<b>Response Date</b>
Cwm Cadnant Community Council	On paper, waiting for the website to be updated	08/09/2016
Llanfihangelesceifiog Community Council	On paper only	08/09/2016

### 3. RESPONSES – RECEIVED SINCE 14/09/2016

On 29/09/2016 correspondence was sent to the Clerks of the Councils which had not responded prior to the Standards Committee meeting on 14/09/2016.

Correspondence was also sent on 29/09/2016 to the Elected Members of the Isle of Anglesey County Council representing those areas.

Copies of the letters which have been sent on behalf of the Standards Committee to the Community Councils with regard to this matter are attached to this report in **Appendix 1**.

By now responses have been received from the 5 Community Councils:

Name of Council	Response	Response Date
Llanfairpwll Community Council	On paper only	05/10/2016
Mechell Community Council	On paper only at present; the website will be developed by Christmas	30/09/2016
Rhoscolyn Community Council	On paper only; minutes are also on a website	22/09/2016
Rhosybol Community Council	On paper only; minutes are also on a website	04/10/2016
Tref Alaw Community Council	They have a register. No information regarding whether it is on paper or on a website, or both	20/10/2016

A table containing all the responses is attached to this report as **Appendix 2**.

### 4. STATUTORY REQUIREMENT

Full details about the statutory requirements are given in the report 'Community Councils under the Local Government (Democracy) (Wales) Act 2015', Item 12 on the Standards Committee Agenda, 14/09/2016.

Briefly,

- (i) Councillors have a responsibility to verbally disclose personal or prejudicial interests at a meeting. If the Councillor is declaring a personal/prejudicial interest for the first time, then he / she must provide written confirmation to the Clerk before the close of the meeting.
- (ii) The Clerk should record the interests declared for the first time at a meeting in the Register of Interests.

There is no specific format for the Register but it does have to be available for public inspection at all reasonable times and electronically on the website.

## **5. RECOMMENDATION**

- A. The Standards Committee is asked to note the contents of this report and the responses received from the Community Councils.
- B. To confirm how the Standards Committee wishes to deal with the responses received declaring that the Register is only available on paper, which does not comply with the statutory requirement.
  - a. Should a letter be sent to those Councils that are not currently publishing their Registers on a website to remind them of the Ombudsman's response in the North Wales Standards Committee Forum, and that the Standards Committee will ask for a further update, with a further report to be discussed in the Standards Committee meeting in March 2018?



## Mared W. Yaxley

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**From:** Mared W. Yaxley  
**Sent:** 27 June 2016 11:15  
**To:**

**Subject:** ADOLYGIAD O'R COFRESTRAU O DDIDDRORDEBAU'R CYNGHORWYR / REVIEW OF THE REGISTER OF MEMBERS' INTERESTS

Fel y gwyddoch, mae gan Bwyllgor Safonau'r Cyngor Sir rôl statudol i gefnogi Cyngorwyr i gydymffurfio gyda'u Cód Ymddygiad.

Ar lefel Cyngor Sir, mae hyn wedi cynnwys adolygiad blynyddol o'r Cofrestrau o Ddiddordebau'r Cyngorwyr.

Yn ystod 2016, mae'r Pwyllgor Safonau wedi penderfynu cynnal adolygiad tebyg o ddiddordebau a ddatganwyd gan Gyngorwyr Cymuned. Bydd y Pwyllgor yn edrych ar sampl ohonynt yn unig.

I'n cynorthwyo gyda'r broses hon, rhaid i ni sefydlu a yw eich cofnodiadau ar gael ar eich gwefan neu ar ffurf papur yn unig. Wrth gwrs, os ydynt ar gael ar eich gwefan, bydd modd cynnal yr ymarfer hwn o bell, ond os ydynt ar gael ar ffurf papur yn unig, efallai y byddwn yn cysylltu gyda chi i drefnu dyddiad ac amser cyfleus i ddod atoch i'ch eiddo i adolygu'r cofnodiadau perthnasol. Nid ydym ond â diddordeb yn eich cofnodiadau ers Mai 2013 a byddwn yn dymuno gweld datganiadau o ddiddordeb, rhaglenni a chofnodion.

I hwyluso'r broses hon, byddwn yn ddiolchgar petaech yn gallu cadarnhau a yw'r dogfennau hyn ar gael ar eich gwefan neu ar bapur yn unig.

Byddwn yn ddiolchgar petaech yn ymateb erbyn diwedd Gorffennaf 2016.

Diolch o galon

-----

As you know, the County Council's Standards Committee has a statutory role in supporting Councillors to comply with their Code of Conduct.

At County Council level, this has involved an annual review of the Registers of Councillors' Interests.

During 2016, though, the Standards Committee has decided to carry out a similar review in relation to Community Councillors' declared interests. The Committee will undertake sample testing only.

To assist us in this process we need to establish whether your records are available on your website, or on paper format only. Clearly, if they are available on your website then we will undertake the exercise remotely, but if they are only available on paper then we may contact you to arrange a mutually convenient date and time to conduct a review of the relevant records at your premises. We are only interested in the period since May 2013 and wish to see declarations of interests, agendas and minutes.

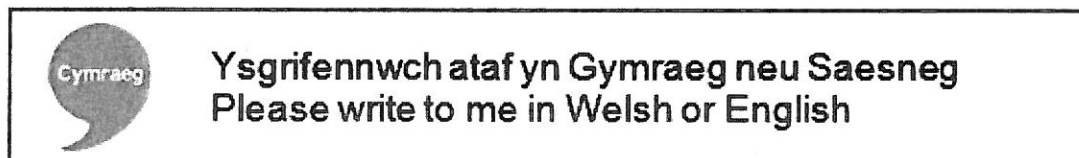
To facilitate this process we would be grateful if you could please confirm whether these documents are available on your website, or on paper format only.

We would be grateful for your reply by the end of July 2016.

Many thanks

Michael Wilson  
Cadeirydd y Pwyllgor Safonau / Chair of the Standards Committee

Mared Wyn Yaxley  
Cyfreithiwr / Solicitor  
☎ 01248 752566



CC-017471-AP/319472



**Mared W. Yaxley**

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**From:** Mared W. Yaxley  
**Sent:** 15 July 2016 12:33  
**To:**

**Subject:** RE: ADOLYGIAD O'R COFRESTRAU O DDIDDORDEBAU'R CYNGHORWYR / REVIEW OF THE REGISTER OF MEMBERS' INTERESTS

Prynhawn da,

Anfonaf nodyn i'ch atgoffa ynghylch y neges isod. 'Rwyf eisioes wedi derbyn rhai ymatebion. Edrychaf ymlaen i glywed gan y gweddill erbyn diwedd y mis, os yn bosib, os gwelwch yn dda.

Gyda diolch am eich cydweithrediad.

---

Good afternoon,

I send a reminder regarding the below email. I have already received some replies. I look forward to hearing from the others before the end of the month, if possible, please.

Many thanks for your co-operation.

Mared Wyn Yaxley  
Cyfreithiwr / Solicitor  
☎ 01248 752566



**Ysgrifennwch ataf yn Gymraeg neu Saesneg**  
**Please write to me in Welsh or English**

---

**From:** Mared W. Yaxley  
**Sent:** 27 June 2016 11:15  
**To:**

**subject:** ADOLYGIAD O'R COFRESTRAU O DDIDDORDEBAU'R CYNGHORWYR / REVIEW OF THE REGISTER OF MEMBERS' INTERESTS

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Ar lefel Cyngor Sir, mae hyn wedi cynnwys adolygiad blynyddol o'r Cofrestrau o Ddiddordebau'r Cynghorwyr.

Yn ystod 2016, mae'r Pwyllgor Safonau wedi penderfynu cynnal adolygiad tebyg o ddiddordebau a ddatganwyd gan Gynghorwyr Cymuned. Bydd y Pwyllgor yn edrych ar sampl ohonynt yn unig.

I'n cynorthwyo gyda'r broses hon, rhaid i ni sefydlu a yw eich cofnodiadau ar gael ar eich gwefan neu ar ffurf papur yn unig. Wrth gwrs, os ydynt ar gael ar eich gwefan, bydd modd cynnal yr ymarfer hwn o bell, ond os ydynt ar gael ar ffurf papur yn unig, efallai y byddwn yn cysylltu gyda chi i drefnu dyddiad ac amser cyfleus i ddod atoch i'ch eiddo i adolygu'r cofnodiadau perthnasol. Nid ydym ond â diddordeb yn eich cofnodiadau ers Mai 2013 a byddwn yn dymuno gweld datganiadau o ddiddordeb, rhaglenni a chofnodion.

I hwyluso'r broses hon, byddwn yn ddiolchgar petaech yn gallu cadarnhau a yw'r dogfennau hyn ar gael ar eich gwefan neu ar bapur yn unig.

Byddwn yn ddiolchgar petaech yn ymateb erbyn diwedd Gorffennaf 2016.

Diolch o galon

-----

As you know, the County Council's Standards Committee has a statutory role in supporting Councillors to comply with their Code of Conduct.

At County Council level, this has involved an annual review of the Registers of Councillors' Interests.

During 2016, though, the Standards Committee has decided to carry out a similar review in relation to Community Councillors' declared interests. The Committee will undertake sample testing only.

To assist us in this process we need to establish whether your records are available on your website, or on paper format only. Clearly, if they are available on your website then we will undertake the exercise remotely, but if they are only available on paper then we may contact you to arrange a mutually convenient date and time to conduct a review of the relevant records at your premises. We are only interested in the period since May 2013 and wish to see declarations of interests, agendas and minutes.

To facilitate this process we would be grateful if you could please confirm whether these documents are available on your website, or on paper format only.

We would be grateful for your reply by the end of July 2016.

Many thanks

Michael Wilson  
Cadeirydd y Pwyllgor Safonau / Chair of the Standards Committee

Mared Wyn Yaxley  
Cyfreithiwr / Solicitor  
☎ 01248 752566



**Ysgrifennwch ataf yn Gymraeg neu Saesneg**  
**Please write to me in Welsh or English**

CC-017471-AP/319472

## Mared W. Yaxley

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**From:** Mared W. Yaxley  
**Sent:** 06 September 2016 09:46  
**Subject:** FW: ADOLYGIAD O GOFRESTR DIDDORDEBAU'R CYNGHORWYR / REVIEW OF THE REGISTER OF MEMBERS' INTERESTS (019456)

Nid yw'n ymddangos ein bod wedi derbyn ymateb i'r ebost isod gennych.

Ysgrifennaf i'ch hysbysu y bydd adroddiad yn cael ei drafod gan y Pwyllgor Safonau ar 14.09.2016 ynghylch y mater yma a fydd yn nodi pa gynghorau tref a chymuned sydd (a) wedi, a (b) ddim wedi ymateb i'r cais isod. Er mwyn i ni gael diweddarau'r adroddiad, allwch chi anfon y wybodaeth berthnasol cyn gynted â phosib os gwelwch yn dda?

Edrychaf ymlaen i glywed gennych, a diolch am eich cydweithrediad.

Yn gywir,

---

It appears that we have not received a response from you to the following email.

I write to inform you that a report will be considered by the Standards Committee on 14.09.16 regarding this issue and will note which town and community councils (a) have, and (b) have not responded to the request. In order that we can update the report, could you please send the relevant information as soon as possible?

I look forward to hearing from you. Thank you for your co-operation.

Yours sincerely,

Mared Wyn Yaxley  
Cyfreithiwr / Solicitor  
☎ 01248 752566



**Ysgrifennwch ataf yn Gymraeg neu Saesneg**  
**Please write to me in Welsh or English**

---

**From:** Mared W. Yaxley  
**Sent:** 15 July 2016 12:33  
**To:**

**Subject:** RE: ADOLYGIAD O'R COFRESTRAU O DDIDDORDEBAU'R CYNGHORWYR / REVIEW OF THE REGISTER OF MEMBERS' INTERESTS

Prynhawn da,

Anfonaf nodyn i'ch atgoffa ynghylch y neges isod. 'Rwyf eisioes wedi derbyn rhai ymatebion. Edrychaf ymlaen i glywed gan y gweddill erbyn diwedd y mis, os yn bosib, os gwelwch yn dda.

Gyda diolch am eich cydweithrediad.

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Good afternoon,

I send a reminder regarding the below email. I have already received some replies. I look forward to hearing from the others before the end of the month, if possible, please.

Many thanks for your co-operation.

Mared Wyn Yaxley  
Cyfreithiwr / Solicitor  
☎ 01248 752566



**Ysgrifennwch ataf yn Gymraeg neu Saesneg**  
**Please write to me in Welsh or English**

---

**From:** Mared W. Yaxley  
**Sent:** 27 June 2016 11:15  
**To:**

**Subject:** ADOLYGIAD O'R COFRESTRAU O DDIDDORDEBAU'R CYNGHORWYR / REVIEW OF THE REGISTER OF MEMBERS' INTERESTS

Fel y gwyddoch, mae gan Bwyllgor Safonau'r Cyngor Sir rôl statudol i gefnogi Cyngorwyr i gydymffurfio gyda'u Côt Ymddygiad.

Ar lefel Cyngor Sir, mae hyn wedi cynnwys adolygiad blynyddol o'r Cofrestrau o Ddiddordebau'r Cyngorwyr.

Yn ystod 2016, mae'r Pwyllgor Safonau wedi penderfynu cynnal adolygiad tebyg o ddiddordebau a ddatganwyd gan Gyngorwyr Cymuned. Bydd y Pwyllgor yn edrych ar sampl ohonynt yn unig.

I'n cynorthwyo gyda'r broses hon, rhaid i ni sefydlu a yw eich cofnodiadau ar gael ar eich gwefan neu ar ffurf papur yn unig. Wrth gwrs, os ydynt ar gael ar eich gwefan, bydd modd cynnal yr ymarfer hwn o bell, ond os ydynt ar gael ar ffurf papur yn unig, efallai y byddwn yn cysylltu gyda chi i drefnu dyddiad ac amser cyfleus i ddod atoch i'ch eiddo i adolygu'r cofnodiadau perthnasol. Nid ydym ond â diddordeb yn eich cofnodiadau ers Mai 2013 a byddwn yn dymuno gweld datganiadau o ddiddordeb, rhaglenni a chofnodion.

I hwyluso'r broses hon, byddwn yn ddiolchgar petaech yn gallu cadarnhau a yw'r dogfennau hyn ar gael ar eich gwefan neu ar bapur yn unig.

Byddwn yn ddiolchgar petaech yn ymateb erbyn diwedd Gorffennaf 2016.

Diolch o galon

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As you know, the County Council's Standards Committee has a statutory role in supporting Councillors to comply with their Code of Conduct.

At County Council level, this has involved an annual review of the Registers of Councillors' Interests.

During 2016, though, the Standards Committee has decided to carry out a similar review in relation to Community Councillors' declared interests. The Committee will undertake sample testing only.

To assist us in this process we need to establish whether your records are available on your website, or on paper format only. Clearly, if they are available on your website then we will undertake the exercise remotely, but if they are only available on paper then we may contact you to arrange a mutually convenient date and time to conduct a review of the relevant records at your premises. We are only interested in the period since May 2013 and wish to see declarations of interests, agendas and minutes.

To facilitate this process we would be grateful if you could please confirm whether these documents are available on your website, or on paper format only.

We would be grateful for your reply by the end of July 2016.

Many thanks

Michael Wilson  
Cadeirydd y Pwyllgor Safonau / Chair of the Standards Committee

Mared Wyn Yaxley  
Cyfreithiwr / Solicitor  
☎ 01248 752566



**Ysgrifennwch ataf yn Gymraeg neu Saesneg**  
**Please write to me in Welsh or English**

CC-017471-AP/319472

## Mared W. Yaxley

---

**From:** Mared W. Yaxley  
**Sent:** 29 September 2016 09:57  
**To:**  
**Subject:** ADOLYGIAD O'R COFRESTRAU O DDIDDORDEBAU'R CYNGHORWYR / REVIEW OF THE REGISTER OF MEMBERS' INTERESTS (019456) -

Annwyl Glerc,

Yn anffodus, nid ydym wedi derbyn ymateb i'r ebost isod, na'r ebyst eraill sydd wedi eu hanfon ynghylch y mater yma ar 15 Gorffennaf a 6 Medi.

Fel y nodwyd yn yr ebost ar 6 Medi, roedd adroddiad yn cael ei drafod gan y Pwyllgor Safonau ar 14 Medi ynghylch y mater yma a oedd yn nodi pa gynghorau tref a chymuned oedd (a) wedi, a (b) ddim wedi ymateb i'r cais isod.

Mae cadw cofrestr o ddiddordebau cynghorwyr yn ofyn statudol. Mae'r Pwyllgor Safonau yn boenus nad ydi Cyngor Cymuned wedi bod mewn cysylltiad i gadarnhau fod cofrestr o ddiddordebau'r cynghorwyr yn cael ei gadw. Am y rheswm yma, mae'r Pwyllgor Safonau wedi penderfynu ysgrifennu atoch chi fel Clerc gan ofyn i chi gysylltu gyda Mared Yaxley ar [mwyics@ynysmon.gov.uk](mailto:mwyics@ynysmon.gov.uk) neu 01248 752566 cyn gynted a phosib i gadarnhau fod gan eich Cyngor Cymuned Gofrestr sy'n cael ei chadw.

Yn ogystal â hyn, bydd ebost yn cael ei anfon at aelodau etholedig Cyngor Sir Ynys Môn sydd yn cynrychioli'r ardal (Aethwy), sef Alun Mummery, Jim Evans a Meirion Jones. Bydd yr ebost yn gofyn i'r Aelodau godi'r mater yma yng nghyfarfod nesaf eich Cyngor Cymuned ac adrodd yn ôl i Mared Yaxley gyda'r wybodaeth berthnasol.

Yn gywir,

Michael Wilson  
Cadeirydd y Pwyllgor Safonau

---

Dear Clerk,

Unfortunately, we have not received a response to the email below or the other emails regarding this matter which were sent on 15 July and 6 September.

As noted in the email on 6 September, a report on this matter was being discussed by the Standards Committee on 14 September noting which town and community councils (a) had, and (b) had not responded to the following request.

Keeping a register of councillors' interests is a statutory requirement. The Standards Committee is concerned that Community Council has not been in touch to confirm that a register of Councillors' interests is maintained. For this reason, the Standards Committee has resolved to write to you as Clerk of the Council with a request that you contact Mared Yaxley at [mwyics@ynysmon.gov.uk](mailto:mwyics@ynysmon.gov.uk) or 01248 752566 as soon as possible to confirm that your Community Council keeps a Register of Interests.

In addition, an email will be sent to the Isle of Anglesey County Council's elected members representing the area (Aethwy) i.e. Alun Mummery, Jim Evans and Meirion Jones. In the email, the Members will be requested to raise the matter in the next meeting of your Community Council and to report back to Mared Yaxley with the relevant information.

Yours sincerely,

Michael Wilson  
Chairman of the Standards Committee

Mared Wyn Yaxley  
Cyfreithiwr / Solicitor  
☎ 01248 752566



Ysgrifennwch ataf yn Gymraeg neu Saesneg  
Please write to me in Welsh or English

---

**From:** Mared W. Yaxley  
**Sent:** 27 June 2016 11:15  
**To:** '

**Subject:** ADOLYGIAD O'R COFRESTRAU O DDIDDORDEBAU'R CYNGHORWYR / REVIEW OF THE REGISTER OF MEMBERS' INTERESTS

Fel y gwyddoch, mae gan Bwyllgor Safonau'r Cyngor Sir rôl statudol i gefnogi Cynghorwyr i gydymffurfio gyda'u Côd Ymddygiad.

Ar lefel Cyngor Sir, mae hyn wedi cynnwys adolygiad blynyddol o'r Cofrestrau o Ddiddordebau'r Cynghorwyr.

Yn ystod 2016, mae'r Pwyllgor Safonau wedi penderfynu cynnal adolygiad tebyg o ddiddordebau a ddatganwyd gan Gynghorwyr Cymuned. Bydd y Pwyllgor yn edrych ar sampl ohonynt yn unig.

I'n cynorthwyo gyda'r broses hon, rhaid i ni sefydlu a yw eich cofnodiadau ar gael ar eich gwefan neu ar ffurf papur yn unig. Wrth gwrs, os ydynt ar gael ar eich gwefan, bydd modd cynnal yr ymarfer hwn o bell, ond os ydynt ar gael ar ffurf papur yn unig, efallai y byddwn yn cysylltu gyda chi i drefnu dyddiad ac amser cyfleus i ddod atoch i'ch eiddo i adolygu'r cofnodiadau perthnasol. Nid ydym ond â diddordeb yn eich cofnodiadau ers Mai 2013 a byddwn yn dymuno gweld datganiadau o ddiddordeb, rhaglenni a chofnodion.

I hwyluso'r broses hon, byddwn yn ddiolchgar petaech yn gallu cadarnhau a yw'r dogfennau hyn ar gael ar eich gwefan neu ar bapur yn unig.

Byddwn yn ddiolchgar petaech yn ymateb erbyn diwedd Gorffennaf 2016.

Diolch o galon



As you know, the County Council's Standards Committee has a statutory role in supporting Councillors to comply with their Code of Conduct.

At County Council level, this has involved an annual review of the Registers of Councillors' Interests.

During 2016, though, the Standards Committee has decided to carry out a similar review in relation to Community Councillors' declared interests. The Committee will undertake sample testing only.

To assist us in this process we need to establish whether your records are available on your website, or on paper format only. Clearly, if they are available on your website then we will undertake the exercise remotely, but if they are only available on paper then we may contact you to arrange a mutually convenient date and time to conduct a review of the relevant records at your premises. We are only interested in the period since May 2013 and wish to see declarations of interests, agendas and minutes.

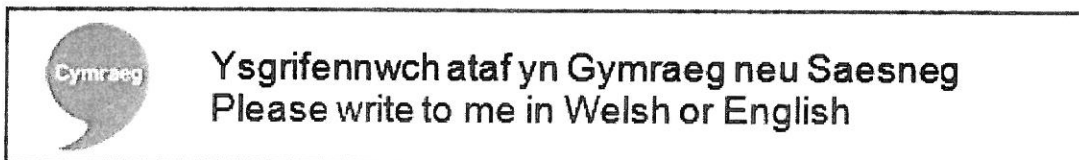
To facilitate this process we would be grateful if you could please confirm whether these documents are available on your website, or on paper format only.

We would be grateful for your reply by the end of July 2016.

Many thanks

Michael Wilson  
Cadeirydd y Pwyllgor Safonau / Chair of the Standards Committee

Mared Wyn Yaxley  
Cyfreithiwr / Solicitor  
☎ 01248 752566



CC-017471-AP/319472

A yw'r e-bost hwn wedi ei farcio'n 'Swyddogol-Sensitif'? Os ydyw, rhaid i chi ystyried a oes gennych hawl i'w ddyblygu, ei argraffu neu ai anfon ymlaen. Os oes, sicrhewch os gwelwch yn dda fod yr e-bost ynghyd ag unrhyw atodiadau'n cael eu marcio'n 'Swyddogol-Sensitif'. Eich cyfrifoldeb chi yw sicrhau fod mesurau'n cael eu cymryd i ddiogelu, storio a chael gwared ar y wybodaeth mewn modd priodol. Mae hyn yn golygu fod rhaid diogelu'r wybodaeth gyda chyfrinair neu ei chadw mewn cwpwrdd ffeilio y mae modd ei gloi. Rhaid cael gwared ar ddogfennau 'Swyddogol-Sensitif' yn y biniau gwastraff y mae modd eu cloi. Os ydych yn ansicr ynghylch sut i ddefnyddio gwybodaeth 'Swyddogol-Sensitif', yna cysylltwch os gwelwch yn dda gyda [llwyodgwyb@ynysmon.gov.uk](mailto:llwyodgwyb@ynysmon.gov.uk)

Croeso i chi ddelio gyda'r Cyngor yn Gymraeg neu'n Saesneg. Cewch yr un safon o wasanaeth yn y ddwy iaith.

Has this e-mail been marked 'Official-Sensitive'? If so you must consider whether you have the right to duplicate, print or forward it on. If so please ensure that the e-mail and any attachments are marked as 'Official-Sensitive'. It is your responsibility to ensure that appropriate measures are taken to protect, store and dispose of this information properly. This means that the information must be password protected or kept in a lockable filing cabinet. 'Official-Sensitive' documents must be disposed of in the lockable waste bins. If you are unsure about how to use Official-Sensitive information please contact [infogov@anglesey.gov.uk](mailto:infogov@anglesey.gov.uk)

You are welcome to deal with the Council in Welsh or English. You will receive the same standard of service in both languages.

## Mared W. Yaxley

---

**From:** Mared W. Yaxley  
**Sent:** 29 September 2016 10:00  
**To:**  
**Subject:** ADOLYGIAD O'R COFRESTRAU O DDIDDORDEBAU'R CYNGHORWYR / REVIEW OF THE REGISTER OF MEMBERS' INTERESTS (019456) -

Annwyl Glerc,

Yn anffodus, nid ydym wedi derbyn ymateb i'r ebost isod, na'r ebyst eraill sydd wedi eu hanfon ynghylch y mater yma ar 15 Gorffennaf a 6 Medi.

Fel y nodwyd yn yr ebost ar 6 Medi, roedd adroddiad yn cael ei drafod gan y Pwyllgor Safonau ar 14 Medi ynghylch y mater yma a oedd yn nodi pa gynghorau tref a chymuned oedd (a) wedi, a (b) ddim wedi ymateb i'r cais isod.

Mae cadw cofrestr o ddiddordebau cynghorwyr yn ofyn statudol. Mae'r Pwyllgor Safonau yn boenus nad ydi Cyngor Cymdeithas wedi bod mewn cysylltiad i gadarnhau fod cofrestr o ddiddordebau'r cynghorwyr yn cael ei gadw. Am y rheswm yma, mae'r Pwyllgor Safonau wedi penderfynu ysgrifennu atoch chi fel Clerc gan ofyn i chi gysylltu gyda Mared Yaxley ar [mwycs@ynysmon.gov.uk](mailto:mwycs@ynysmon.gov.uk) neu 01248 752566 cyn gynted a phosib i gadarnhau fod gan eich Cyngor Cymdeithas Gofrestr sy'n cael ei chadw.

Yn ogystal â hyn, bydd ebost yn cael ei anfon at aelodau etholedig Cyngor Sir Ynys Môn sydd yn cynrychioli'r ardal (Talybolion) sef John Griffith, Kenneth P Hughes a Llinos Medi Huws. Bydd yr ebost yn gofyn i'r Aelodau godi'r mater yma yng nghyfarfod nesaf eich Cyngor Cymdeithas ac adrodd yn ôl i Mared Yaxley gyda'r wybodaeth berthnasol.

Yn gywir,

Michael Wilson  
Cadeirydd y Pwyllgor Safonau

---

Dear Clerk,

Unfortunately, we have not received a response to the email below or the other emails regarding this matter which were sent on 15 July and 6 September.

As noted in the email on 6 September, a report on this matter was being discussed by the Standards Committee on 14 September noting which town and community councils (a) had, and (b) had not responded to the following request.

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In addition, an email will be sent to the Isle of Anglesey County Council's elected members representing the area (Talybolion) i.e. John Griffith, Kenneth P Hughes and Llinos Medi Huws. In the email, the Members will be requested to raise the matter in the next meeting of your Community Council and to report back to Mared Yaxley with the relevant information.

Yours sincerely,

Michael Wilson  
Chairman of the Standards Committee

Mared Wyn Yaxley  
Cyfreithiwr / Solicitor  
☎ 01248 752566



Ysgrifennwch ataf yn Gymraeg neu Saesneg  
Please write to me in Welsh or English

**From:** Mared W. Yaxley  
**Sent:** 27 June 2016 11:15  
**To:**

**Subject:** ADOLYGIAD O'R COFRESTRAU O DDIDDORDEBAU'R CYNGHORWYR / REVIEW OF THE REGISTER OF MEMBERS' INTERESTS

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Ar lefel Cyngor Sir, mae hyn wedi cynnwys adolygiad blynyddol o'r Cofrestrau o Ddiddordebau'r Cynghorwyr.

Yn ystod 2016, mae'r Pwyllgor Safonau wedi penderfynu cynnal adolygiad tebyg o ddiddordebau a ddatganwyd gan Gynghorwyr Cymuned. Bydd y Pwyllgor yn edrych ar sampl ohonynt yn unig.

I'n cynorthwyo gyda'r broses hon, rhaid i ni sefydlu a yw eich cofnodiadau ar gael ar eich gwefan neu ar ffurf papur yn unig. Wrth gwrs, os ydynt ar gael ar eich gwefan, bydd modd cynnal yr ymarfer hwn o bell, ond os ydynt ar gael ar ffurf papur yn unig, efallai y byddwn yn cysylltu gyda chi i drefnu dyddiad ac amser cyfleus i ddod atoch i'ch eiddo i adolygu'r cofnodiadau perthnasol. Nid ydym ond â diddordeb yn eich cofnodiadau ers Mai 2013 a byddwn yn dymuno gweld datganiadau o ddiddordeb, rhaglenni a chofnodion.

I hwyluso'r broses hon, byddwn yn ddiolchgar petaech yn gallu cadarnhau a yw'r dogfennau hyn ar gael ar eich gwefan neu ar bapur yn unig.

Byddwn yn ddiolchgar petaech yn ymateb erbyn diwedd Gorffennaf 2016.

Diolch o galon

As you know, the County Council's Standards Committee has a statutory role in supporting Councillors to comply with their Code of Conduct.

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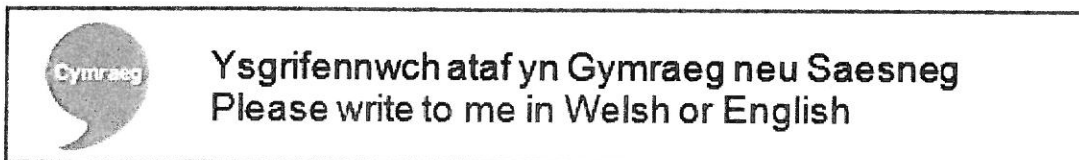
To facilitate this process we would be grateful if you could please confirm whether these documents are available on your website, or on paper format only.

We would be grateful for your reply by the end of July 2016.

Many thanks

Michael Wilson  
Cadeirydd y Pwyllgor Safonau / Chair of the Standards Committee

Mared Wyn Yaxley  
Cyfreithiwr / Solicitor  
☎ 01248 752566



CC-017471-AP/319472

A yw'r e-bost hwn wedi ei farcio'n 'Swyddogol-Sensitif'? Os ydyw, rhaid i chi ystyried a oes gennych hawl i'w ddyblygu, ei argraffu neu ai anfon ymlaen. Os oes, sicrhewch os gwelwch yn dda fod yr e-bost ynghyd ag unrhyw atodiadau'n cael eu marcio'n 'Swyddogol-Sensitif'. Eich cyfrifoldeb chi yw sicrhau fod mesurau'n cael eu cymryd i ddiogelu, storio a chael gwared ar y wybodaeth mewn modd priodol. Mae hyn yn golygu fod rhaid diogelu'r wybodaeth gyda chyfrinair neu ei chadw mewn cwpwrdd ffeilio y mae modd ei gloi. Rhaid cael gwared ar ddogfennau 'Swyddogol-Sensitif' yn y biniau gwastraff y mae modd eu cloi. Os ydych yn ansicr ynghylch sut i ddefnyddio gwybodaeth 'Swyddogol-Sensitif', yna cysylltwch os gwelwch yn dda gyda [llywodgwyb@ynysmon.gov.uk](mailto:llywodgwyb@ynysmon.gov.uk)

Croeso i chi ddelio gyda'r Cyngor yn Gymraeg neu'n Saesneg. Cewch yr un safon o wasanaeth yn y ddwy iaith.

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## Mared W. Yaxley

---

**From:** Mared W. Yaxley  
**Sent:** 29 September 2016 10:03  
**To:**  
**Subject:** ADOLYGIAD O'R COFRESTRAU O DDIDDORDEBAU'R CYNGHORWYR / REVIEW OF THE REGISTER OF MEMBERS' INTERESTS (019456) - 1

Annwyl Glerc,

Yn anffodus, nid ydym wedi derbyn ymateb i'r ebost isod, na'r ebyst eraill sydd wedi eu hanfon ynghylch y mater yma ar 15 Gorffennaf a 6 Medi.

Fel y nodwyd yn yr ebost ar 6 Medi, roedd adroddiad yn cael ei drafod gan y Pwyllgor Safonau ar 14 Medi ynghylch y mater yma a oedd yn nodi pa gynghorau tref a chymuned oedd (a) wedi, a (b) ddim wedi ymateb i'r cais isod.

Mae cadw cofrestr o ddiddordebau cynghorwyr yn ofyn statudol. Mae'r Pwyllgor Safonau yn boenus nad ydi Cyngor Cymuned wedi bod mewn cysylltiad i gadarnhau fod cofrestr o ddiddordebau'r cynghorwyr yn cael ei gadw. Am y rheswm yma, mae'r Pwyllgor Safonau wedi penderfynu ysgrifennu atoch chi fel Clerc gan ofyn i chi gysylltu gyda Mared Yaxley ar [mwyycs@ynysmon.gov.uk](mailto:mwyycs@ynysmon.gov.uk) neu 01248 752566 cyn gynted a phosib i gadarnhau fod gan eich Cyngor Cymuned Gofrestr sy'n cael ei chadw.

Yn ogystal â hyn, bydd ebost yn cael ei anfon at aelodau etholedig Cyngor Sir Ynys Môn sydd yn cynrychioli'r ardal (Twrcelyn) sef William Thomas Hughes, Aled Morris Jones a Richard Owain Jones. Bydd yr ebost yn gofyn i'r Aelodau godi'r mater yma yng nghyfarfod nesaf eich Cyngor Cymuned ac adrodd yn ôl i Mared Yaxley gyda'r wybodaeth berthnasol.

Yn gywir,

Michael Wilson  
Cadeirydd y Pwyllgor Safonau

---

Dear Clerk,

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In addition, an email will be sent to the Isle of Anglesey County Council's elected members representing the area (Twrcelyn) i.e. William Thomas Hughes, Aled Morris Jones and Richard Owain Jones. In the email, the Members will

be requested to raise the matter in the next meeting of your Community Council and to report back to Mared Yaxley with the relevant information.

Yours sincerely,

Michael Wilson  
Chairman of the Standards Committee

Mared Wyn Yaxley  
Cyfreithiwr / Solicitor  
☎ 01248 752566



**Ysgrifennwch ataf yn Gymraeg neu Saesneg**  
**Please write to me in Welsh or English**

---

**From:** Mared W. Yaxley  
**Sent:** 27 June 2016 11:15  
**To:**

**Subject:** ADOLYGIAD O'R COFRESTRAU O DDIDDORDEBAU'R CYNGHORWYR / REVIEW OF THE REGISTER OF MEMBERS' INTERESTS

Fel y gwyddoch, mae gan Bwyllgor Safonau'r Cyngor Sir rôl statudol i gefnogi Cyngorwyr i gydymffurfio gyda'u Côt Ymddygiad.

Ar lefel Cyngor Sir, mae hyn wedi cynnwys adolygiad blynyddol o'r Cofrestrau o Ddiddordebau'r Cyngorwyr.

Yn ystod 2016, mae'r Pwyllgor Safonau wedi penderfynu cynnal adolygiad tebyg o ddiddordebau a ddatganwyd gan Gyngorwyr Cymuned. Bydd y Pwyllgor yn edrych ar sampl ohonynt yn unig.

I'n cynorthwyo gyda'r broses hon, rhaid i ni sefydlu a yw eich cofnodiadau ar gael ar eich gwefan neu ar ffurf papur yn unig. Wrth gwrs, os ydynt ar gael ar eich gwefan, bydd modd cynnal yr ymarfer hwn o bell, ond os ydynt ar gael ar ffurf papur yn unig, efallai y byddwn yn cysylltu gyda chi i drefnu dyddiad ac amser cyfleus i ddod atoch i'ch eiddo i adolygu'r cofnodiadau perthnasol. Nid ydym ond â diddordeb yn eich cofnodiadau ers Mai 2013 a byddwn yn dymuno gweld datganiadau o ddiddordeb, rhaglenni a chofnodion.

I hwyluso'r broses hon, byddwn yn ddiolchgar petaech yn gallu cadarnhau a yw'r dogfennau hyn ar gael ar eich gwefan neu ar bapur yn unig.

Byddwn yn ddiolchgar petaech yn ymateb erbyn diwedd Gorffennaf 2016.

Diolch o galon

As you know, the County Council's Standards Committee has a statutory role in supporting Councillors to comply with their Code of Conduct.

At County Council level, this has involved an annual review of the Registers of Councillors' Interests.

During 2016, though, the Standards Committee has decided to carry out a similar review in relation to Community Councillors' declared interests. The Committee will undertake sample testing only.

To assist us in this process we need to establish whether your records are available on your website, or on paper format only. Clearly, if they are available on your website then we will undertake the exercise remotely, but if they are only available on paper then we may contact you to arrange a mutually convenient date and time to conduct a review of the relevant records at your premises. We are only interested in the period since May 2013 and wish to see declarations of interests, agendas and minutes.

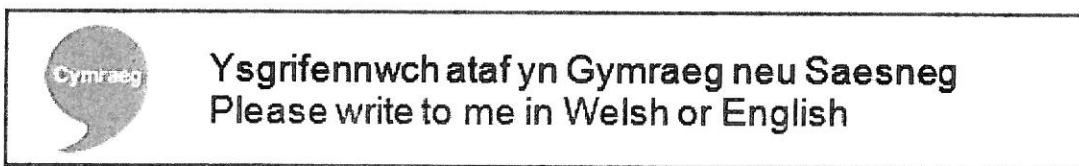
To facilitate this process we would be grateful if you could please confirm whether these documents are available on your website, or on paper format only.

We would be grateful for your reply by the end of July 2016.

Many thanks

Michael Wilson  
Cadeirydd y Pwyllgor Safonau / Chair of the Standards Committee

Mared Wyn Yaxley  
Cyfreithiwr / Solicitor  
☎ 01248 752566



CC-017471-AP/319472

A yw'r e-bost hwn wedi ei farcio'n 'Swyddogol-Sensitif'? Os ydyw, rhaid i chi ystyried a oes gennych hawl i'w ddyblygu, ei argraffu neu ai anfon ymlaen. Os oes, sicrhewch os gwelwch yn dda fod yr e-bost ynghyd ag unrhyw atodiadau'n cael eu marcio'n 'Swyddogol-Sensitif'. Eich cyfrifoldeb chi yw sicrhau fod mesurau'n cael eu cymryd i ddiogelu, storio a chael gwared ar y wybodaeth mewn modd priodol. Mae hyn yn golygu fod rhaid diogelu'r wybodaeth gyda chyfrinair neu ei chadw mewn cwpwrdd ffeilio y mae modd ei gloi. Rhaid cael gwared ar ddogfennau 'Swyddogol-Sensitif' yn y biniau gwastraff y mae modd eu cloi. Os ydych yn ansicr ynghylch sut i ddefnyddio gwybodaeth 'Swyddogol-Sensitif', yna cysylltwch os gwelwch yn dda gyda [llywodgwyb@ynysmon.gov.uk](mailto:llywodgwyb@ynysmon.gov.uk)

Croeso i chi ddelio gyda'r Cyngor yn Gymraeg neu'n Saesneg. Cewch yr un safon o wasanaeth yn y ddwy iaith.

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You are welcome to deal with the Council in Welsh or English. You will receive the same standard of service in both languages.

## Mared W. Yaxley

---

**From:** Mared W. Yaxley  
**Sent:** 29 September 2016 10:05  
**To:**  
**Subject:** ADOLYGIAD O'R COFRESTRAU O DDIDDORDEBAU'R CYNGHORWYR / REVIEW OF THE REGISTER OF MEMBERS' INTERESTS (019456) -

Annwyl Glerc,

Yn anffodus, nid ydym wedi derbyn ymateb i'r ebost isod, na'r ebyst eraill sydd wedi eu hanfon ynghylch y mater yma ar 15 Gorffennaf a 6 Medi.

Fel y nodwyd yn yr ebost ar 6 Medi, roedd adroddiad yn cael ei drafod gan y Pwyllgor Safonau ar 14 Medi ynghylch y mater yma a oedd yn nodi pa gynghorau tref a chymuned oedd (a) wedi, a (b) ddim wedi ymateb i'r cais isod.

Mae cadw cofrestr o ddiddordebau cynghorwyr yn ofyn statudol. Mae'r Pwyllgor Safonau yn boenus nad ydi Cyngor Cymdeithas wedi bod mewn cysylltiad i gadarnhau fod cofrestr o ddiddordebau'r cynghorwyr yn cael ei gadw. Am y rheswm yma, mae'r Pwyllgor Safonau wedi penderfynu ysgrifennu atoch chi fel Clerc gan ofyn i chi gysylltu gyda Mared Yaxley ar [mwyics@ynysmon.gov.uk](mailto:mwyics@ynysmon.gov.uk) neu 01248 752566 cyn gynted a phosib i gadarnhau fod gan eich Cyngor Cymdeithas Gofrestr sy'n cael ei chadw.

Yn ogystal â hyn, bydd ebost yn cael ei anfon at aelodau etholedig Cyngor Sir Ynys Môn sydd yn cynrychioli'r ardal (Talybolion) sef John Griffith, Kenneth P Hughes a Llinos Medi Huws. Bydd yr ebost yn gofyn i'r Aelodau godi'r mater yma yng nghyfarfod nesaf eich Cyngor Cymdeithas ac adrodd yn ôl i Mared Yaxley gyda'r wybodaeth berthnasol.

Yn gywir,

Michael Wilson  
Cadeirydd y Pwyllgor Safonau

---

Dear Clerk,

Unfortunately, we have not received a response to the email below or the other emails regarding this matter which were sent on 15 July and 6 September.

As noted in the email on 6 September, a report on this matter was being discussed by the Standards Committee on 14 September noting which town and community councils (a) had, and (b) had not responded to the following request.

Keeping a register of councillors' interests is a statutory requirement. The Standards Committee is concerned that Community Council has not been in touch to confirm that a register of Councillors' interests is maintained. For this reason, the Standards Committee has resolved to write to you as Clerk of the Council with a request that you contact Mared Yaxley at [mwyics@ynysmon.gov.uk](mailto:mwyics@ynysmon.gov.uk) or 01248 752566 as soon as possible to confirm that your Community Council keeps a Register of Interests.

In addition, an email will be sent to the Isle of Anglesey County Council's elected members representing the area (Talybolion) i.e. John Griffith, Kenneth P Hughes and Llinos Medi Huws. In the email, the Members will be requested to raise the matter in the next meeting of your Community Council and to report back to Mared Yaxley with the relevant information.



Yours sincerely,

Michael Wilson  
Chairman of the Standards Committee

Mared Wyn Yaxley  
Cyfreithiwr / Solicitor  
☎ 01248 752566



Ysgrifennwch ataf yn Gymraeg neu Saesneg  
Please write to me in Welsh or English

**From:** Mared W. Yaxley  
**Sent:** 27 June 2016 11:15  
**To:**

**Subject:** ADOLYGIAD O'R COFRESTRAU O DDIDDORDEBAU'R CYNGHORWYR / REVIEW OF THE REGISTER OF MEMBERS' INTERESTS

Fel y gwyddoch, mae gan Bwyllgor Safonau'r Cyngor Sir rôl statudol i gefnogi Cynghorwyr i gydymffurfio gyda'u Côt Ymddygiad.

Ar lefel Cyngor Sir, mae hyn wedi cynnwys adolygiad blynyddol o'r Cofrestrau o Ddiddordebau'r Cynghorwyr.

Yn ystod 2016, mae'r Pwyllgor Safonau wedi penderfynu cynnal adolygiad tebyg o ddiddordebau a ddatganwyd gan Gynghorwyr Cymuned. Bydd y Pwyllgor yn edrych ar sampl ohonynt yn unig.

I'n cynorthwyo gyda'r broses hon, rhaid i ni sefydlu a yw eich cofnodiadau ar gael ar eich gwefan neu ar ffurf papur yn unig. Wrth gwrs, os ydynt ar gael ar eich gwefan, bydd modd cynnal yr ymarfer hwn o bell, ond os ydynt ar gael ar ffurf papur yn unig, efallai y byddwn yn cysylltu gyda chi i drefnu dyddiad ac amser cyfleus i ddod atoch i'ch eiddo i adolygu'r cofnodiadau perthnasol. Nid ydym ond â diddordeb yn eich cofnodiadau ers Mai 2013 a byddwn yn dymuno gweld datganiadau o ddiddordeb, rhaglenni a chofnodion.

I hwyluso'r broses hon, byddwn yn ddiolchgar petaech yn gallu cadarnhau a yw'r dogfennau hyn ar gael ar eich gwefan neu ar bapur yn unig.

Byddwn yn ddiolchgar petaech yn ymateb erbyn diwedd Gorffennaf 2016.

Diolch o galon

As you know, the County Council's Standards Committee has a statutory role in supporting Councillors to comply with their Code of Conduct.

At County Council level, this has involved an annual review of the Registers of Councillors' Interests.

During 2016, though, the Standards Committee has decided to carry out a similar review in relation to Community Councillors' declared interests. The Committee will undertake sample testing only.

To assist us in this process we need to establish whether your records are available on your website, or on paper format only. Clearly, if they are available on your website then we will undertake the exercise remotely, but if they are only available on paper then we may contact you to arrange a mutually convenient date and time to conduct a review of the relevant records at your premises. We are only interested in the period since May 2013 and wish to see declarations of interests, agendas and minutes.

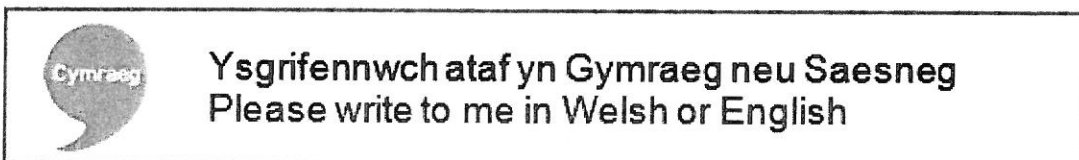
To facilitate this process we would be grateful if you could please confirm whether these documents are available on your website, or on paper format only.

We would be grateful for your reply by the end of July 2016.

Many thanks

Michael Wilson  
Cadeirydd y Pwyllgor Safonau / Chair of the Standards Committee

Mared Wyn Yaxley  
Cyfreithiwr / Solicitor  
☎ 01248 752566



CC-017471-AP/319472

A yw'r e-bost hwn wedi ei farcio'n 'Swyddogol-Sensitif'? Os ydyw, rhaid i chi ystyried a oes gennych hawl i'w ddyblygu, ei argraffu neu ai anfon ymlaen. Os oes, sicrhewch os gwelwch yn dda fod yr e-bost ynghyd ag unrhyw atodiadau'n cael eu marcio'n 'Swyddogol-Sensitif'. Eich cyfrifoldeb chi yw sicrhau fod mesurau'n cael eu cymryd i ddiogelu, storio a chael gwared ar y wybodaeth mewn modd priodol. Mae hyn yn golygu fod rhaid diogelu'r wybodaeth gyda chyfrinair neu ei chadw mewn cwpwrdd ffeilio y mae modd ei gloi. Rhaid cael gwared ar ddogfennau 'Swyddogol-Sensitif' yn y biniau gwastraff y mae modd eu cloi. Os ydych yn ansicr ynghylch sut i ddefnyddio gwybodaeth 'Swyddogol-Sensitif', yna cysylltwch os gwelwch yn dda gyda [llwydgwyb@ynysmon.gov.uk](mailto:llwydgwyb@ynysmon.gov.uk)

Croeso i chi ddelio gyda'r Cyngor yn Gymraeg neu'n Saesneg. Cewch yr un safon o wasanaeth yn y ddwy iaith.

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You are welcome to deal with the Council in Welsh or English. You will receive the same standard of service in both languages.

## Mared W. Yaxley

---

**From:** Mared W. Yaxley  
**Sent:** 29 September 2016 10:06  
**To:**  
**Subject:** ADOLYGIAD O'R COFRESTRAU O DDIDDORDEBAU'R CYNGHORWYR / REVIEW OF THE REGISTER OF MEMBERS' INTERESTS (019456) -

Annwyl Aelod,

Ar 27 Mehefin 2016, anfonwyd yr ebost isod at Glercod yr holl Gynghorau Tref a Chymuned. Anfonwyd ebost pellach i bob un ar 15 Gorffennaf ac ebost arall ar 6 Medi i'r cynghorau cymuned nad oedd wedi bod mewn cysylltiad efo ni.

Eglurwyd yn yr ebost ar 6 Medi fod adroddiad yn cael ei drafod gan y Pwyllgor Safonau ar 14 Medi ynghylch y mater yma a oedd yn nodi pa gynghorau tref a chymuned oedd (a) wedi, a (b) ddim wedi ymateb i'r cais isod.

Mae cadw cofrestr o ddiddordebau cynghorwyr yn ofyn statudol ar gynghorau tref a chymuned. Mae'r Pwyllgor Safonau yn boenus fod rhai Cynghorau wedi methu bod mewn cysylltiad i gadarnhau fod cofrestr o ddiddordebau eu cyngor cymuned yn cael ei gadw. Am y rheswm yma, mae'r Pwyllgor Safonau wedi penderfynu ysgrifennu unwaith eto at Glercod y Cynghorau hynny sydd ddim wedi ymateb gan ofyn iddyn nhw gysylltu gyda Mared Yaxley cyn gynted a phosib i gadarnhau fod gan eu Cyngor Cymuned Gofrestr sy'n cael ei chadw.

Yn ogystal â hyn, penderfynodd y Pwyllgor Safonau anfon ebost i chi fel aelodau etholedig Cyngor Sir Ynys Môn sydd yn cynrychioli'r ardal ar gyfer Cyngor Cymuned (Aethwy). Gofynnir i chi fel Cynghorwyr Sir i godi'r mater yma yng nghyfarfod nesaf y Cyngor Cymuned ac adrodd yn ôl i Mared Yaxley ar [mwycs@ynysmon.gov.uk](mailto:mwycs@ynysmon.gov.uk) neu 01248 752566 gyda'r wybodaeth berthnasol, os gwelwch yn dda.

Yn gywir,

Michael Wilson  
Cadeirydd y Pwyllgor Safonau

---

Dear Members,

On 27 June 2016, the below email was sent to all Town and Community Council Clerks. A further email was sent on 15 July and another on 6 September to those community councils which had not contacted us.

It was explained in the email on 6 September that the Standards Committee would be discussing a report on this matter on 14 September noting which town and community Councils (a) had, and (b) had not responded to the following request.

Keeping a register of councillors' interest is a statutory requirement on town and community councils. The Standards Committee is concerned that some Councils have failed to contact us to confirm that their community council keeps a register of interests. For this reason, the Standards Committee has resolved to write once again to the Clerks of the Councils which have not responded with a request that they contact Mared Yaxley as soon as possible to confirm that their Community Councils hold a Register of Interests.

In addition, the Standards Committee resolved to email you as the elected members of the Isle of Anglesey County Council representing the Community Council (Aethwy). You are requested, in your capacity as County Councillors, to raise this issue in the next meeting of the community council and to report back to Mared Yaxley at [mwycs@ynysmon.gov.uk](mailto:mwycs@ynysmon.gov.uk) or 01248 752566 with the relevant information.

Yours sincerely,

Michael Wilson  
Chairman of the Standards Committee

Mared Wyn Yaxley  
Cyfreithiwr / Solicitor  
☎ 01248 752566



**Ysgrifennwch ataf yn Gymraeg neu Saesneg**  
**Please write to me in Welsh or English**

**From:** Mared W. Yaxley  
**Sent:** 27 June 2016 11:15  
**To:**

**Subject:** ADOLYGIAD O'R COFRESTRAU O DDIDDORDEBAU'R CYNGHORWYR / REVIEW OF THE REGISTER OF MEMBERS' INTERESTS

Fel y gwyddoch, mae gan Bwyllgor Safonau'r Cyngor Sir rôl statudol i gefnogi Cyngorwyr i gydymffurfio gyda'u Côd Ymddygiad.

Ar lefel Cyngor Sir, mae hyn wedi cynnwys adolygiad blynyddol o'r Cofrestrau o Ddiddordebau'r Cyngorwyr.

Yn ystod 2016, mae'r Pwyllgor Safonau wedi penderfynu cynnal adolygiad tebyg o ddiddordebau a ddatganwyd gan Gyngorwyr Cymuned. Bydd y Pwyllgor yn edrych ar sampl ohonynt yn unig.

I'n cynorthwyo gyda'r broses hon, rhaid i ni sefydlu a yw eich cofnodiadau ar gael ar eich gwefan neu ar ffurf papur yn unig. Wrth gwrs, os ydynt ar gael ar eich gwefan, bydd modd cynnal yr ymarfer hwn o bell, ond os ydynt ar gael ar ffurf papur yn unig, efallai y byddwn yn cysylltu gyda chi i drefnu dyddiad ac amser cyfleus i ddod atoch i'ch eiddo i adolygu'r cofnodiadau perthnasol. Nid ydym ond â diddordeb yn eich cofnodiadau ers Mai 2013 a byddwn yn dymuno gweld datganiadau o ddiddordeb, rhaglenni a chofnodion.

I hwyluso'r broses hon, byddwn yn ddiolchgar petaech yn gallu cadarnhau a yw'r dogfennau hyn ar gael ar eich gwefan neu ar bapur yn unig.

Byddwn yn ddiolchgar petaech yn ymateb erbyn diwedd Gorffennaf 2016.

Diolch o galon

As you know, the County Council's Standards Committee has a statutory role in supporting Councillors to comply with their Code of Conduct.

At County Council level, this has involved an annual review of the Registers of Councillors' Interests.

During 2016, though, the Standards Committee has decided to carry out a similar review in relation to Community Councillors' declared interests. The Committee will undertake sample testing only.

To assist us in this process we need to establish whether your records are available on your website, or on paper format only. Clearly, if they are available on your website then we will undertake the exercise remotely, but if they are only available on paper then we may contact you to arrange a mutually convenient date and time to conduct a review of the relevant records at your premises. We are only interested in the period since May 2013 and wish to see declarations of interests, agendas and minutes.

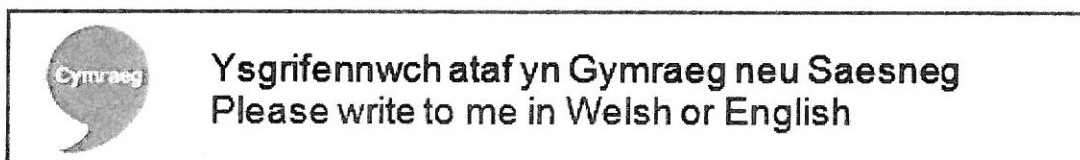
To facilitate this process we would be grateful if you could please confirm whether these documents are available on your website, or on paper format only.

We would be grateful for your reply by the end of July 2016.

Many thanks

Michael Wilson  
Cadeirydd y Pwyllgor Safonau / Chair of the Standards Committee

Mared Wyn Yaxley  
Cyfreithiwr / Solicitor  
☎ 01248 752566



CC-017471-AP/319472

A yw'r e-bost hwn wedi ei farcio'n 'Swyddogol-Sensitif'? Os ydyw, rhaid i chi ystyried a oes gennych hawl i'w ddyblygu, ei argraffu neu ai anfon ymlaen. Os oes, sicrhewch os gwelwch yn dda fod yr e-bost ynghyd ag unrhyw atodiadau'n cael eu marcio'n 'Swyddogol-Sensitif'. Eich cyfrifoldeb chi yw sicrhau fod mesurau'n cael eu cymryd i ddiogelu, storio a chael gwared ar y wybodaeth mewn modd priodol. Mae hyn yn golygu fod rhaid diogelu'r wybodaeth gyda chyfrinair neu ei chadw mewn cwpwrdd ffeilio y mae modd ei gloi. Rhaid cael gwared ar ddogfennau 'Swyddogol-Sensitif' yn y biniau gwastraff y mae modd eu cloi. Os ydych yn ansicr ynghylch sut i ddefnyddio gwybodaeth 'Swyddogol-Sensitif', yna cysylltwch os gwelwch yn dda gyda [llywodgwyb@ynysmon.gov.uk](mailto:llywodgwyb@ynysmon.gov.uk)

Croeso i chi ddelio gyda'r Cyngor yn Gymraeg neu'n Saesneg. Cewch yr un safon o wasanaeth yn y ddwy iaith.

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## Mared W. Yaxley

---

**From:** Mared W. Yaxley  
**Sent:** 29 September 2016 10:07  
**To:**  
**Subject:** ADOLYGIAD O'R COFRESTRAU O DDIDDORDEBAU'R CYNGHORWYR / REVIEW OF THE REGISTER OF MEMBERS' INTERESTS (019456) -

Annwyl Aelod,

Ar 27 Mehefin 2016, anfonwyd yr ebost isod at Glercod yr holl Gynghorau Tref a Chymuned. Anfonwyd ebost pellach i bob un ar 15 Gorffennaf ac ebost arall ar 6 Medi i'r cynghorau cymuned nad oedd wedi bod mewn cysylltiad efo ni.

Eglurwyd yn yr ebost ar 6 Medi fod adroddiad yn cael ei drafod gan y Pwyllgor Safonau ar 14 Medi ynghylch y mater yma a oedd yn nodi pa gynghorau tref a chymuned oedd (a) wedi, a (b) ddim wedi ymateb i'r cais isod.

Mae cadw cofrestr o ddiddordebau cynghorwyr yn ofyn statudol ar gynghorau tref a chymuned. Mae'r Pwyllgor Safonau yn boenus fod rhai Cynghorau wedi methu bod mewn cysylltiad i gadarnhau fod cofrestr o ddiddordebau eu cyngor cymuned yn cael ei gadw. Am y rheswm yma, mae'r Pwyllgor Safonau wedi penderfynu ysgrifennu unwaith eto at Glercod y Cynghorau hynny sydd ddim wedi ymateb gan ofyn iddyn nhw gysylltu gyda Mared Yaxley cyn gynted a phosib i gadarnhau fod gan eu Cyngor Cymuned Gofrestr sy'n cael ei chadw.

Yn ogystal â hyn, penderfynodd y Pwyllgor Safonau anfon ebost i chi fel aelodau etholedig Cyngor Sir Ynys Môn sydd yn cynrychioli'r ardal ar gyfer Cyngor Cymdeithas (Talybolion). Gofynnir i chi fel Cynghorwyr Sir i godi'r mater yma yng nghyfarfod nesaf y Cyngor Cymdeithas ac adrodd yn ôl i Mared Yaxley ar [mwyys@ynysmon.gov.uk](mailto:mwyys@ynysmon.gov.uk) neu 01248 752566 gyda'r wybodaeth berthnasol, os gwelwch yn dda.

Yn gywir,

Michael Wilson  
Cadeirydd y Pwyllgor Safonau

---

Dear Members,

On 27 June 2016, the below email was sent to all Town and Community Council Clerks. A further email was sent on 15 July and another on 6 September to those community councils which had not contacted us.

It was explained in the email on 6 September that the Standards Committee would be discussing a report on this matter on 14 September noting which town and community Councils (a) had, and (b) had not responded to the following request.

Keeping a register of councillors' interest is a statutory requirement on town and community councils. The Standards Committee is concerned that some Councils have failed to contact us to confirm that their community council keeps a register of interests. For this reason, the Standards Committee has resolved to write once again to the Clerks of the Councils which have not responded with a request that they contact Mared Yaxley as soon as possible to confirm that their Community Councils hold a Register of Interests.

In addition, the Standards Committee resolved to email you as the elected members of the Isle of Anglesey County Council representing the Community Council (Talybolion). You are requested, in your capacity as County Councillors, to raise this issue in the next meeting of the community council and to report back to Mared Yaxley at [mwyys@ynysmon.gov.uk](mailto:mwyys@ynysmon.gov.uk) or 01248 752566 with the relevant information.

Yours sincerely,

Michael Wilson  
Chairman of the Standards Committee

Mared Wyn Yaxley  
Cyfreithiwr / Solicitor  
☎ 01248 752566



Ysgrifennwch ataf yn Gymraeg neu Saesneg  
Please write to me in Welsh or English

**From:** Mared W. Yaxley  
**Sent:** 27 June 2016 11:15  
**To:**

**Subject:** ADOLYGIAD O'R COFRESTRAU O DDIDDORDEBAU'R CYNGHORWYR / REVIEW OF THE REGISTER OF MEMBERS' INTERESTS

Fel y gwyddoch, mae gan Bwyllgor Safonau'r Cyngor Sir rôl statudol i gefnogi Cynghorwyr i gydymffurfio gyda'u Côd Ymddygiad.

Ar lefel Cyngor Sir, mae hyn wedi cynnwys adolygiad blynyddol o'r Cofrestrau o Ddiddordebau'r Cynghorwyr.

Yn ystod 2016, mae'r Pwyllgor Safonau wedi penderfynu cynnal adolygiad tebyg o ddiddordebau a ddatganwyd gan Gynghorwyr Cymuned. Bydd y Pwyllgor yn edrych ar sampl ohonynt yn unig.

I'n cynorthwyo gyda'r broses hon, rhaid i ni sefydlu a yw eich cofnodiadau ar gael ar eich gwefan neu ar ffurf papur yn unig. Wrth gwrs, os ydynt ar gael ar eich gwefan, bydd modd cynnal yr ymarfer hwn o bell, ond os ydynt ar gael ar ffurf papur yn unig, efallai y byddwn yn cysylltu gyda chi i drefnu dyddiad ac amser cyfleus i ddod atoch i'ch eiddo i adolygu'r cofnodiadau perthnasol. Nid ydym ond â diddordeb yn eich cofnodiadau ers Mai 2013 a byddwn yn dymuno gweld datganiadau o ddiddordeb, rhaglenni a chofnodion.

I hwyluso'r broses hon, byddwn yn ddiolchgar petaech yn gallu cadarnhau a yw'r dogfennau hyn ar gael ar eich gwefan neu ar bapur yn unig.

Byddwn yn ddiolchgar petaech yn ymateb erbyn diwedd Gorffennaf 2016.

Diolch o galon

As you know, the County Council's Standards Committee has a statutory role in supporting Councillors to comply with their Code of Conduct.

At County Council level, this has involved an annual review of the Registers of Councillors' Interests.

During 2016, though, the Standards Committee has decided to carry out a similar review in relation to Community Councillors' declared interests. The Committee will undertake sample testing only.

To assist us in this process we need to establish whether your records are available on your website, or on paper format only. Clearly, if they are available on your website then we will undertake the exercise remotely, but if they are only available on paper then we may contact you to arrange a mutually convenient date and time to conduct a review of the relevant records at your premises. We are only interested in the period since May 2013 and wish to see declarations of interests, agendas and minutes.

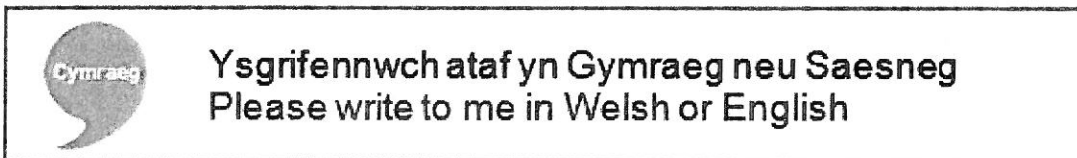
To facilitate this process we would be grateful if you could please confirm whether these documents are available on your website, or on paper format only.

We would be grateful for your reply by the end of July 2016.

Many thanks

Michael Wilson  
Cadeirydd y Pwyllgor Safonau / Chair of the Standards Committee

Mared Wyn Yaxley  
Cyfreithiwr / Solicitor  
☎ 01248 752566



CC-017471-AP/319472

A yw'r e-bost hwn wedi ei farcio'n 'Swyddogol-Sensitif'? Os ydyw, rhaid i chi ystyried a oes gennych hawl i'w ddyblygu, ei argraffu neu ai anfon ymlaen. Os oes, sicrhewch os gwelwch yn dda fod yr e-bost ynghyd ag unrhyw atodiadau'n cael eu marcio'n 'Swyddogol-Sensitif'. Eich cyfrifoldeb chi yw sicrhau fod mesurau'n cael eu cymryd i ddiogelu, storio a chael gwared ar y wybodaeth mewn modd priodol. Mae hyn yn golygu fod rhaid diogelu'r wybodaeth gyda chyfrinair neu ei chadw mewn cwpwrdd ffeilio y mae modd ei gloi. Rhaid cael gwared ar ddogfennau 'Swyddogol-Sensitif' yn y biniau gwastraff y mae modd eu cloi. Os ydych yn ansicr ynghylch sut i ddefnyddio gwybodaeth 'Swyddogol-Sensitif', yna cysylltwch os gwelwch yn dda gyda [llywodgwyb@ynysmon.gov.uk](mailto:llywodgwyb@ynysmon.gov.uk)

Croeso i chi ddelio gyda'r Cyngor yn Gymraeg neu'n Saesneg. Cewch yr un safon o wasanaeth yn y ddwy iaith.

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You are welcome to deal with the Council in Welsh or English. You will receive the same standard of service in both languages.



## Mared W. Yaxley

---

**From:** Mared W. Yaxley  
**Sent:** 29 September 2016 10:08  
**To:**  
**Subject:** ADOLYGIAD O'R COFRESTRAU O DDIDDORDEBAU'R CYNGHORWYR / REVIEW OF THE REGISTER OF MEMBERS' INTERESTS (019456) -

Annwyl Aelod,

Ar 27 Mehefin 2016, anfonwyd yr ebost isod at Glercod yr holl Gyngorau Tref a Chymuned. Anfonwyd ebost pellach i bob un ar 15 Gorffennaf ac ebost arall ar 6 Medi i'r cyngorau cymuned nad oedd wedi bod mewn cysylltiad efo ni.

Eglurwyd yn yr ebost ar 6 Medi fod adroddiad yn cael ei drafod gan y Pwyllgor Safonau ar 14 Medi ynghylch y mater yma a oedd yn nodi pa gyngorau tref a chymuned oedd (a) wedi, a (b) ddim wedi ymateb i'r cais isod.

Mae cadw cofrestr o ddiddordebau cyngorwyr yn ofyn statudol ar gyngorau tref a chymuned. Mae'r Pwyllgor Safonau yn boenus fod rhai Cyngorau wedi methu bod mewn cysylltiad i gadarnhau fod cofrestr o ddiddordebau eu cyngor cymuned yn cael ei gadw. Am y rheswm yma, mae'r Pwyllgor Safonau wedi penderfynu ysgrifennu unwaith eto at Glercod y Cyngorau hynny sydd ddim wedi ymateb gan ofyn iddyn nhw gysylltu gyda Mared Yaxley cyn gynted a phosib i gadarnhau fod gan eu Cyngor Cymuned Gofrestr sy'n cael ei chadw.

Yn ogystal â hyn, penderfynodd y Pwyllgor Safonau anfon ebost i chi fel aelodau etholedig Cyngor Sir Ynys Môn sydd yn cynrychioli'r ardal ar gyfer Cyngor Cymdeithas (Ynys Cybi). Gofynnir i chi fel Cyngorwyr Sir i godi'r mater yma yng nghyfarfod nesaf y Cyngor Cymdeithas ac adrodd yn ôl i Mared Yaxley ar [mwyycs@ynysmon.gov.uk](mailto:mwyycs@ynysmon.gov.uk) neu 01248 752566 gyda'r wybodaeth berthnasol, os gwelwch yn dda.

Yn gywir,

Michael Wilson  
Cadeirydd y Pwyllgor Safonau

**O.N. Nodir ein bod wedi derbyn llythyr gan Glerc Cyngor Cymdeithas Rhoscolyn ar 22 Medi 2016 (ar ôl cyfarfod y Pwyllgor Safonau) ac felly nid oes angen i chi gymryd camau pellach ynghylch y mater hwn.**

---

Dear Members,

On 27 June 2016, the below email was sent to all Town and Community Council Clerks. A further email was sent on 15 July and another on 6 September to those community councils which had not contacted us.

It was explained in the email on 6 September that the Standards Committee would be discussing a report on this matter on 14 September noting which town and community Councils (a) had, and (b) had not responded to the following request.

Keeping a register of councillors' interest is a statutory requirement on town and community councils. The Standards Committee is concerned that some Councils have failed to contact us to confirm that their community council keeps a register of interests. For this reason, the Standards Committee has resolved to write once again to the Clerks of the Councils which have not responded with a request that they contact Mared Yaxley as soon as possible to confirm that their Community Councils hold a Register of Interests.

In addition, the Standards Committee resolved to email you as the elected members of the Isle of Anglesey County Council representing the Community Council (Ynys Cybi). You are requested, in your capacity as County Councillors, to raise this issue in the next meeting of the community council and to report back to Mared Yaxley at [mwycs@ynysmon.gov.uk](mailto:mwycs@ynysmon.gov.uk) or 01248 752566 with the relevant information.

Yours sincerely,

Michael Wilson  
Chairman of the Standards Committee

**P.S. Communication was received from the Clerk for Rhoscolyn Community Council on 22 September 2016 (after the Standards Committee meeting) and so you are not required to take any further action in relation to this matter.**

Mared Wyn Yaxley  
Cyfreithiwr / Solicitor  
☎ 01248 752566



**Ysgrifennwch ataf yn Gymraeg neu Saesneg  
Please write to me in Welsh or English**

**From:** Mared W. Yaxley  
**Sent:** 27 June 2016 11:15  
**To:**

**Subject:** ADOLYGIAD O'R COFRESTRAU O DDIDDORDEBAU'R CYNGHORWYR / REVIEW OF THE REGISTER OF MEMBERS' INTERESTS

Fel y gwyddoch, mae gan Bwyllgor Safonau'r Cyngor Sir rôl statudol i gefnogi Cynghorwyr i gydymffurfio gyda'u Côt Ymddygiad.

Ar lefel Cyngor Sir, mae hyn wedi cynnwys adolygiad blynyddol o'r Cofrestrau o Ddiddordebau'r Cynghorwyr.

Yn ystod 2016, mae'r Pwyllgor Safonau wedi penderfynu cynnal adolygiad tebyg o ddiddordebau a ddatganwyd gan Gynghorwyr Cymuned. Bydd y Pwyllgor yn edrych ar sampl ohonynt yn unig.

I'n cynorthwyo gyda'r broses hon, rhaid i ni sefydlu a yw eich cofnodiadau ar gael ar eich gwefan neu ar ffurf papur yn unig. Wrth gwrs, os ydynt ar gael ar eich gwefan, bydd modd cynnal yr ymarfer hwn o bell, ond os ydynt ar gael ar ffurf papur yn unig, efallai y byddwn yn cysylltu gyda chi i drefnu dyddiad ac amser cyfleus i ddod atoch i'ch eiddo i adolygu'r cofnodiadau perthnasol. Nid ydym ond â diddordeb yn eich cofnodiadau ers Mai 2013 a byddwn yn dymuno gweld datganiadau o ddiddordeb, rhaglenni a chofnodion.

I hwyluso'r broses hon, byddwn yn ddiolchgar petaech yn gallu cadarnhau a yw'r dogfennau hyn ar gael ar eich gwefan neu ar bapur yn unig.

Byddwn yn ddiolchgar petaech yn ymateb erbyn diwedd Gorffennaf 2016.

Diolch o galon

As you know, the County Council's Standards Committee has a statutory role in supporting Councillors to comply with their Code of Conduct.

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During 2016, though, the Standards Committee has decided to carry out a similar review in relation to Community Councillors' declared interests. The Committee will undertake sample testing only.

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To facilitate this process we would be grateful if you could please confirm whether these documents are available on your website, or on paper format only.

We would be grateful for your reply by the end of July 2016.

Many thanks

Michael Wilson  
Cadeirydd y Pwyllgor Safonau / Chair of the Standards Committee

Mared Wyn Yaxley  
Cyfreithiwr / Solicitor  
☎ 01248 752566



**Ysgrifennwch ataf yn Gymraeg neu Saesneg**  
**Please write to me in Welsh or English**

CC-017471-AP/319472

A yw'r e-bost hwn wedi ei farcio'n 'Swyddogol-Sensitif'? Os ydyw, rhaid i chi ystyried a oes gennych hawl i'w ddyblygu, ei argraffu neu ai anfon ymlaen. Os oes, sicrhewch os gwelwch yn dda fod yr e-bost ynghyd ag unrhyw atodiadau'n cael eu marcio'n 'Swyddogol-Sensitif'. Eich cyfrifoldeb chi yw sicrhau fod mesurau'n cael eu cymryd i ddiogelu, storio a chael gwared ar y wybodaeth mewn modd priodol. Mae hyn yn golygu fod rhaid diogelu'r wybodaeth gyda chyfrinair neu ei chadw mewn cwpwrdd ffeilio y mae modd ei gloi. Rhaid cael gwared ar ddogfennau 'Swyddogol-Sensitif' yn y biniau gwastraff y mae modd eu cloi. Os ydych yn ansicr ynghylch sut i ddefnyddio gwybodaeth 'Swyddogol-Sensitif', yna cysylltwch os gwelwch yn dda gyda [llywodgwyb@ynysmon.gov.uk](mailto:llywodgwyb@ynysmon.gov.uk)

Croeso i chi ddelio gyda'r Cyngor yn Gymraeg neu'n Saesneg. Cewch yr un safon o wasanaeth yn y ddwy iaith.

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## Mared W. Yaxley

---

**From:** Mared W. Yaxley  
**Sent:** 29 September 2016 10:09  
**To:**  
**Subject:** ADOLYGIAD O'R COFRESTRAU O DDIDDORDEBAU'R CYNGHORWYR / REVIEW OF THE REGISTER OF MEMBERS' INTERESTS (019456) - (

Annwyl Aelod,

Ar 27 Mehefin 2016, anfonwyd yr ebost isod at Glercod yr holl Gynghorau Tref a Chymuned. Anfonwyd ebost pellach i bob un ar 15 Gorffennaf ac ebost arall ar 6 Medi i'r cynghorau cymuned nad oedd wedi bod mewn cysylltiad efo ni.

Eglurwyd yn yr ebost ar 6 Medi fod adroddiad yn cael ei drafod gan y Pwyllgor Safonau ar 14 Medi ynghylch y mater yma a oedd yn nodi pa gynghorau tref a chymuned oedd (a) wedi, a (b) ddim wedi ymateb i'r cais isod.

Mae cadw cofrestr o ddiddordebau cynghorwyr yn ofyn statudol ar gynghorau tref a chymuned. Mae'r Pwyllgor Safonau yn boenus fod rhai Cynghorau wedi methu bod mewn cysylltiad i gadarnhau fod cofrestr o ddiddordebau eu cyngor cymuned yn cael ei gadw. Am y rheswm yma, mae'r Pwyllgor Safonau wedi penderfynu ysgrifennu unwaith eto at Glercod y Cynghorau hynny sydd ddim wedi ymateb gan ofyn iddyn nhw gysylltu gyda Mared Yaxley cyn gynted a phosib i gadarnhau fod gan eu Cyngor Cymuned Gofrestr sy'n cael ei chadw.

Yn ogystal â hyn, penderfynodd y Pwyllgor Safonau anfon ebost i chi fel aelodau etholedig Cyngor Sir Ynys Môn sydd yn cynrychioli'r ardal ar gyfer Cyngor Cymuned Twrcelyn). Gofynnir i chi fel Cynghorwyr Sir i godi'r mater yma yng nghyfarfod nesaf y Cyngor Cymuned ac adrodd yn ôl i Mared Yaxley ar [mwycs@ynysmon.gov.uk](mailto:mwycs@ynysmon.gov.uk) neu 01248 752566 gyda'r wybodaeth berthnasol, os gwelwch yn dda.

Yn gywir,

Michael Wilson  
Cadeirydd y Pwyllgor Safonau

---

Dear Members,

On 27 June 2016, the below email was sent to all Town and Community Council Clerks. A further email was sent on 15 July and another on 6 September to those community councils which had not contacted us.

It was explained in the email on 6 September that the Standards Committee would be discussing a report on this matter on 14 September noting which town and community Councils (a) had, and (b) had not responded to the following request.

Keeping a register of councillors' interest is a statutory requirement on town and community councils. The Standards Committee is concerned that some Councils have failed to contact us to confirm that their community council keeps a register of interests. For this reason, the Standards Committee has resolved to write once again to the Clerks of the Councils which have not responded with a request that they contact Mared Yaxley as soon as possible to confirm that their Community Councils hold a Register of Interests.

In addition, the Standards Committee resolved to email you as the elected members of the Isle of Anglesey County Council representing the Community Council (Twrcelyn). You are requested, in your capacity as County Councillors, to raise this issue in the next meeting of the community council and to report back to Mared Yaxley at [mwycs@ynysmon.gov.uk](mailto:mwycs@ynysmon.gov.uk) or 01248 752566 with the relevant information.

Yours sincerely,

Michael Wilson  
Chairman of the Standards Committee

Mared Wyn Yaxley  
Cyfreithiwr / Solicitor  
☎ 01248 752566



Ysgrifennwch ataf yn Gymraeg neu Saesneg  
Please write to me in Welsh or English

**From:** Mared W. Yaxley  
**Sent:** 27 June 2016 11:15  
**To:** [redacted]

**Subject:** ADOLYGIAD O'R COFRESTRAU O DDIDDORDEBAU'R CYNGHORWYR / REVIEW OF THE REGISTER OF MEMBERS' INTERESTS

Fel y gwyddoch, mae gan Bwyllgor Safonau'r Cyngor Sir rôl statudol i gefnogi Cyngorwyr i gydymffurfio gyda'u Côd Ymddygiad.

Ar lefel Cyngor Sir, mae hyn wedi cynnwys adolygiad blynyddol o'r Cofrestrau o Ddiddordebau'r Cyngorwyr.

Yn ystod 2016, mae'r Pwyllgor Safonau wedi penderfynu cynnal adolygiad tebyg o ddiddordebau a ddatganwyd gan Gynghorwyr Cymuned. Bydd y Pwyllgor yn edrych ar sampl ohonynt yn unig.

I'n cynorthwyo gyda'r broses hon, rhaid i ni sefydlu a yw eich cofnodiadau ar gael ar eich gwefan neu ar ffurf papur yn unig. Wrth gwrs, os ydynt ar gael ar eich gwefan, bydd modd cynnal yr ymarfer hwn o bell, ond os ydynt ar gael ar ffurf papur yn unig, efallai y byddwn yn cysylltu gyda chi i drefnu dyddiad ac amser cyfleus i ddod atoch i'ch eiddo i adolygu'r cofnodiadau perthnasol. Nid ydym ond â diddordeb yn eich cofnodiadau ers Mai 2013 a byddwn yn dymuno gweld datganiadau o ddiddordeb, rhaglenni a chofnodion.

I hwyluso'r broses hon, byddwn yn ddiolchgar petaech yn gallu cadarnhau a yw'r dogfennau hyn ar gael ar eich gwefan neu ar bapur yn unig.

Byddwn yn ddiolchgar petaech yn ymateb erbyn diwedd Gorffennaf 2016.

Diolch o galon

As you know, the County Council's Standards Committee has a statutory role in supporting Councillors to comply with their Code of Conduct.

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During 2016, though, the Standards Committee has decided to carry out a similar review in relation to Community Councillors' declared interests. The Committee will undertake sample testing only.

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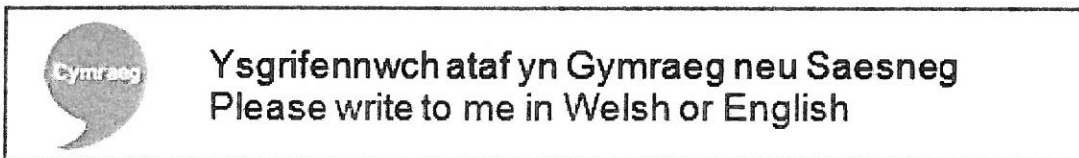
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Many thanks

Michael Wilson  
Cadeirydd y Pwyllgor Safonau / Chair of the Standards Committee

Mared Wyn Yaxley  
Cyfreithiwr / Solicitor  
☎ 01248 752566



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A yw'r e-bost hwn wedi ei farcio'n 'Swyddogol-Sensitif'? Os ydyw, rhaid i chi ystyried a oes gennych hawl i'w ddyblygu, ei argraffu neu ai anfon ymlaen. Os oes, sicrhewch os gwelwch yn dda fod yr e-bost ynghyd ag unrhyw atodiadau'n cael eu marcio'n 'Swyddogol-Sensitif'. Eich cyfrifoldeb chi yw sicrhau fod mesurau'n cael eu cymryd i ddiogelu, storio a chael gwared ar y wybodaeth mewn modd priodol. Mae hyn yn golygu fod rhaid diogelu'r wybodaeth gyda chyfrinair neu ei chadw mewn cwpwrdd ffeilio y mae modd ei gloi. Rhaid cael gwared ar ddogfennau 'Swyddogol-Sensitif' yn y biniau gwastraff y mae modd eu cloi. Os ydych yn ansicr ynghylch sut i ddefnyddio gwybodaeth 'Swyddogol-Sensitif', yna cysylltwch os gwelwch yn dda gyda [llywodqwyb@ynysmon.gov.uk](mailto:llywodqwyb@ynysmon.gov.uk)

Croeso i chi ddelio gyda'r Cyngor yn Gymraeg neu'n Saesneg. Cewch yr un safon o wasanaeth yn y ddwy iaith.

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## Mared W. Yaxley

---

**From:** Mared W. Yaxley  
**Sent:** 29 September 2016 10:09  
**To:**  
**Subject:** ADOLYGIAD O'R COFRESTRAU O DDIDDORDEBAU'R CYNGHORWYR / REVIEW OF THE REGISTER OF MEMBERS' INTERESTS (019456) -

Annwyl Aelod,

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Mae cadw cofrestr o ddiddordebau cynghorwyr yn ofyn statudol ar gynghorau tref a chymuned. Mae'r Pwyllgor Safonau yn boenus fod rhai Cynghorau wedi methu bod mewn cysylltiad i gadarnhau fod cofrestr o ddiddordebau eu cyngor cymuned yn cael ei gadw. Am y rheswm yma, mae'r Pwyllgor Safonau wedi penderfynu ysgrifennu unwaith eto at Glercod y Cynghorau hynny sydd ddim wedi ymateb gan ofyn iddyn nhw gysylltu gyda Mared Yaxley cyn gynted a phosib i gadarnhau fod gan eu Cyngor Cymuned Gofrestr sy'n cael ei chadw.

Yn ogystal â hyn, penderfynodd y Pwyllgor Safonau anfon ebost i chi fel aelodau etholedig Cyngor Sir Ynys Môn sydd yn cynrychioli'r ardal ar gyfer Cyngor Cymdeithas (Talybolion). Gofynnir i chi fel Cynghorwyr Sir i godi'r mater yma yng nghyfarfod nesaf y Cyngor Cymdeithas ac adrodd yn ôl i Mared Yaxley ar [mwyys@ynysmon.gov.uk](mailto:mwyys@ynysmon.gov.uk) neu 01248 752566 gyda'r wybodaeth berthnasol, os gwelwch yn dda.

Yn gywir,

Michael Wilson  
Cadeirydd y Pwyllgor Safonau

---

Dear Members,

On 27 June 2016, the below email was sent to all Town and Community Council Clerks. A further email was sent on 15 July and another on 6 September to those community councils which had not contacted us.

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In addition, the Standards Committee resolved to email you as the elected members of the Isle of Anglesey County Council representing the Community Council (Talybolion). You are requested, in your capacity as County Councillors, to raise this issue in the next meeting of the community council and to report back to Mared Yaxley at [mwyys@ynysmon.gov.uk](mailto:mwyys@ynysmon.gov.uk) or 01248 752566 with the relevant information.

Yours sincerely,

Michael Wilson  
Chairman of the Standards Committee

Mared Wyn Yaxley  
Cyfreithiwr / Solicitor  
☎ 01248 752566



**Ysgrifennwch ataf yn Gymraeg neu Saesneg**  
**Please write to me in Welsh or English**

**From:** Mared W. Yaxley  
**Sent:** 27 June 2016 11:15  
**To:**

**Subject:** ADOLYGIAD O'R COFRESTRAU O DDIDDORDEBAU'R CYNGHORWYR / REVIEW OF THE REGISTER OF MEMBERS' INTERESTS

Fel y gwyddoch, mae gan Bwyllgor Safonau'r Cyngor Sir rôl statudol i gefnogi Cynghorwyr i gydymffurfio gyda'u Côt Ymddygiad.

Ar lefel Cyngor Sir, mae hyn wedi cynnwys adolygiad blynyddol o'r Cofrestrau o Ddiddordebau'r Cynghorwyr.

Yn ystod 2016, mae'r Pwyllgor Safonau wedi penderfynu cynnal adolygiad tebyg o ddiddordebau a ddatganwyd gan Gynghorwyr Cymuned. Bydd y Pwyllgor yn edrych ar sampl ohonynt yn unig.

I'n cynorthwyo gyda'r broses hon, rhaid i ni sefydlu a yw eich cofnodiadau ar gael ar eich gwefan neu ar ffurf papur yn unig. Wrth gwrs, os ydynt ar gael ar eich gwefan, bydd modd cynnal yr ymarfer hwn o bell, ond os ydynt ar gael ar ffurf papur yn unig, efallai y byddwn yn cysylltu gyda chi i drefnu dyddiad ac amser cyfleus i ddod atoch i'ch eiddo i adolygu'r cofnodiadau perthnasol. Nid ydym ond â diddordeb yn eich cofnodiadau ers Mai 2013 a byddwn yn dymuno gweld datganiadau o ddiddordeb, rhaglenni a chofnodion.

I hwyluso'r broses hon, byddwn yn ddiolchgar petaech yn gallu cadarnhau a yw'r dogfennau hyn ar gael ar eich gwefan neu ar bapur yn unig.

Byddwn yn ddiolchgar petaech yn ymateb erbyn diwedd Gorffennaf 2016.

Diolch o galon



As you know, the County Council's Standards Committee has a statutory role in supporting Councillors to comply with their Code of Conduct.

At County Council level, this has involved an annual review of the Registers of Councillors' Interests.

During 2016, though, the Standards Committee has decided to carry out a similar review in relation to Community Councillors' declared interests. The Committee will undertake sample testing only.

To assist us in this process we need to establish whether your records are available on your website, or on paper format only. Clearly, if they are available on your website then we will undertake the exercise remotely, but if they are only available on paper then we may contact you to arrange a mutually convenient date and time to conduct a review of the relevant records at your premises. We are only interested in the period since May 2013 and wish to see declarations of interests, agendas and minutes.

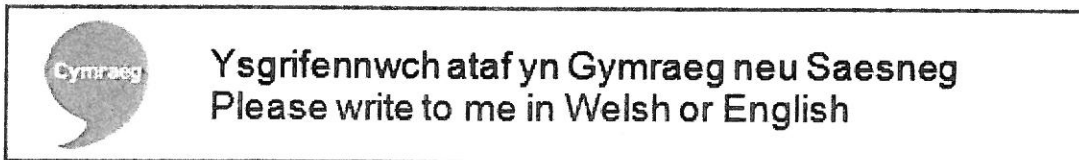
To facilitate this process we would be grateful if you could please confirm whether these documents are available on your website, or on paper format only.

We would be grateful for your reply by the end of July 2016.

Many thanks

Michael Wilson  
Cadeirydd y Pwyllgor Safonau / Chair of the Standards Committee

Mared Wyn Yaxley  
Cyfreithiwr / Solicitor  
☎ 01248 752566



CC-017471-AP/319472

A yw'r e-bost hwn wedi ei farcio'n 'Swyddogol-Sensitif'? Os ydyw, rhaid i chi ystyried a oes gennych hawl i'w ddyblygu, ei argraffu neu ai anfon ymlaen. Os oes, sicrhewch os gwelwch yn dda fod yr e-bost ynghyd ag unrhyw atodiadau'n cael eu marcio'n 'Swyddogol-Sensitif'. Eich cyfrifoldeb chi yw sicrhau fod mesurau'n cael eu cymryd i ddiogelu, storio a chael gwared ar y wybodaeth mewn modd priodol. Mae hyn yn golygu fod rhaid diogelu'r wybodaeth gyda chyfrinair neu ei chadw mewn cwpwrdd ffeilio y mae modd ei gloi. Rhaid cael gwared ar ddogfennau 'Swyddogol-Sensitif' yn y biniau gwastraff y mae modd eu cloi. Os ydych yn ansicr ynghylch sut i ddefnyddio gwybodaeth 'Swyddogol-Sensitif', yna cysylltwch os gwelwch yn dda gyda [llywodgwyb@ynysmon.gov.uk](mailto:llywodgwyb@ynysmon.gov.uk)

Croeso i chi ddelio gyda'r Cyngor yn Gymraeg neu'n Saesneg. Cewch yr un safon o wasanaeth yn y ddwy iaith.

Has this e-mail been marked 'Official-Sensitive'? If so you must consider whether you have the right to duplicate, print or forward it on. If so please ensure that the e-mail and any attachments are marked as 'Official-Sensitive'. It is your responsibility to ensure that appropriate measures are taken to protect, store and dispose of this information properly. This means that the information must be password protected or kept in a lockable filing cabinet. 'Official-Sensitive' documents must be disposed of in the lockable waste bins. If you are unsure about how to use Official-Sensitive information please contact [infogov@anglesey.gov.uk](mailto:infogov@anglesey.gov.uk)

You are welcome to deal with the Council in Welsh or English. You will receive the same standard of service in both languages.

BUSNES Y CYNGOR / COUNCIL BUSINESS

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

CYNGOR SIR YNYS MON /  
ISLE OF ANGLESEY COUNTY COUNCIL  
Swyddfa'r Sir / Council Offices  
LLANGEFNI  
Ynys Môn / Anglesey  
LL77 7TW

DX: 701771 - LLANGEFNI

ffôn / tel: (01248) 75  
ffacs / fax: (01248) 752132  
E-Bost - E-mail: [mwxcs@anglesey.gov.uk](mailto:mwxcs@anglesey.gov.uk)

Ein Cyf - Our Ref. M B/EO/CC-019456-MY  
Eich Cyf - Your Ref.

29 Medi/September, 2016

Annwyl Glerc,

Yn anffodus, nid ydym wedi derbyn ymateb i'r ebost/llythyr atodol, na'r ebyst eraill sydd wedi eu hanfon ynghylch y mater yma ar 15 Gorffennaf a 6 Medi.

Fel y nodwyd yn yr ebost/llythyr ar 6 Medi, roedd adroddiad yn cael ei drafod gan y Pwyllgor Safonau ar 14 Medi ynghylch y mater yma a oedd yn nodi pa gynghorau tref a chymuned oedd (a) wedi, a (b) ddim wedi ymateb i'r cais isod.

Mae cadw cofrestr o ddiddordebau cynghorwyr yn ofyn statudol. Mae'r Pwyllgor Safonau yn boenus nad ydi Cyngor Cymdeithas wedi bod mewn cysylltiad i gadarnhau fod cofrestr o ddiddordebau'r cynghorwyr yn cael ei gadw. Am y rheswm yma, mae'r Pwyllgor Safonau wedi penderfynu ysgrifennu atoch chi fel Clerc gan ofyn i chi gysylltu gyda Mared Yaxley ar [mwyys@ynysmon.gov.uk](mailto:mwyys@ynysmon.gov.uk) neu 01248 752566 cyn gynted a phosib i gadarnhau fod gan eich Cyngor Cymdeithas Gofrestr sy'n cael ei chadw.

Dear Clerk,

Unfortunately, we have not received a response to the email/letter below or the other emails regarding this matter which were sent on 15 July and 6 September.

As noted in the email/letter on 6 September, a report on this matter was being discussed by the Standards Committee on 14 September noting which town and community councils (a) had, and (b) had not responded to the following request.

Keeping a register of councillors' interests is a statutory requirement. The Standards Committee is concerned that Community Council has not been in touch to confirm that a register of Councillors' interests is maintained. For this reason, the Standards Committee has resolved to write to you as Clerk of the Council with a request that you contact Mared Yaxley at [mwyys@ynysmon.gov.uk](mailto:mwyys@ynysmon.gov.uk) or 01248 752566 as soon as possible to confirm that your Community Council keeps a Register of Interests.

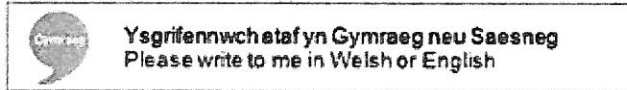
Yn ogystal â hyn, bydd ebost yn cael ei anfon at aelodau etholedig Cyngor Sir Ynys Môn sydd yn cynrychioli'r ardal (Ynys Cybi) sef Trefor Lloyd Hughes, Jeffrey Evans a Dafydd Thomas. Bydd yr ebost yn gofyn i'r Aelodau godi'r mater yma yng nghyfarfod nesaf eich Cyngor Cymdeithas ac adrodd yn ôl i Mared Yaxley gyda'r wybodaeth berthnasol.

Yn gywir,

In addition, an email will be sent to the Isle of Anglesey County Council's elected members representing the area (Ynys Cybi) i.e. Trefor Lloyd Hughes, Jeffrey Evans and Dafydd Thomas. In the email, the Members will be requested to raise the matter in the next meeting of your Community Council and to report back to Mared Yaxley with the relevant information.

Yours sincerely,

Michael Wilson  
Cadeirydd y Pwyllgor Safonau  
Chair of the Standards Committee



**O.N. Nodir eich bod wedi anfon llythyr ar 22 Medi 2016 (ar ôl cyfarfod y Pwyllgor Safonau) ynghylch y mater yma. Nid oes angen i chi gymryd unrhyw gam pellach. Diolch yn fawr.**

**P.S. It has been brought to my attention that you sent a letter on 22 September 2016 (after the Standards Committee meeting) in relation to this matter. You do not need to take any further action. Thank you very much.**

## Atodiad 2 / Appendix 2

<b>Cyngor Council</b>	<b>Ymateb Response</b>	<b>Dyddiad ymateb Date of Response</b>
Cyngor Cymdeithas Aberffraw / <i>Aberffraw Community Council</i>	Papur yn unig / <i>Paper only</i>	06.09.2016
Cyngor Tref Amlwch / <i>Amlwch Town Council</i>	Papur yn unig. Cofnodion ac agenda arlein / <i>Paper only. Minutes and agenda online</i>	27.06.2016
Cyngor Tref Biwmares / <i>Beaumaris Town Council</i>	Rhannol bapur, rhannol arlein / <i>Partially paper, partially online</i>	28.06.2016
Cyngor Cymdeithas Bodedern / <i>Bodedern Community Council</i>	Papur yn unig. Yn sefydlu gwefan / <i>Paper only. Currently establishing website</i>	18.07.2016
Cyngor Cymdeithas Bodffordd / <i>Bodffordd Community Council</i>	Papur yn unig / <i>Paper only</i>	15.07.2016
Cyngor Cymdeithas Bodorgan / <i>Bodorgan Community Council</i>	Papur yn unig / <i>Paper only</i>	06.09.2016
Cyngor Cymdeithas Bryngwran / <i>Bryngwran Community Council</i>	Papur yn unig / <i>Paper only</i>	27.07.2016
Cyngor Tref Caergybi / <i>Holyhead Town Council</i>	Cofnodion arlein, papur hefyd / <i>Minutes online, paper as well</i>	15.07.2016
Cyngor Bro Cwm Cadnant/ Cwm Cadnant Community Council	Papur yn unig; yn aros i ddiweddarau'r wefan/ Paper only; waiting to update the website	08.09.2016
Cyngor Bro Cylch y Garn / <i>Cylch y Garn Community Council</i>	Ionawr 2015 – electronig, papur hefyd / <i>January 2015 – electronic, paper as well</i>	22.07.2016
Cyngor Cymuned Llanbadrig / <i>Llanbadrig Community Council</i>	Papur yn unig / <i>Paper only</i>	27.06.2016
Cyngor Cymdeithas Llanddaniel-Fab / <i>Llanddaniel-Fab Community Council</i>	Arlein / <i>Online</i>	29.06.2016
Cyngor Cymdeithas Llanddona / <i>Llanddona Community Council</i>	Wedi anfon y cofrestrau drwy ebost / <i>Sent copies of the registers by email</i>	25.07.2016
Cyngor Cymdeithas Llanddyfnan / Llanddyfnan Community Council	Papur yn unig / <i>Paper only</i>	27.07.2016
Cyngor Cymdeithas Llaneilian / <i>Llaneilian Community Council</i>	Rhannol ar bapur (cofnodion arlein ers 2014/15 – popeth arall ar bapur) / <i>Partially online (minutes online since 2014/15 – everything else on paper)</i>	27.06.2016
Cyngor Cymuned Llanerchymedd / <i>Llanerchymedd Community Council</i>	Papur yn unig – arlein maes o law / <i>Paper only – online in near future</i>	27.07.2016
Cyngor Cymuned Llaneugrad / <i>Llaneugrad Community Council</i>	Papur yn unig / <i>Paper only</i>	27.06.2016
Cyngor Cymdeithas Llanfachraeth / <i>Llanfachraeth Community Council</i>	Papur yn unig / <i>Paper only</i>	15.07.2016
Cyngor Cymdeithas Llanfaelog / <i>Llanfaelog Community Council</i>	Papur yn unig / <i>Paper only</i>	27.06.2016
Cyngor Cymdeithas Llanfaethlu / <i>Llanfaethlu Community Council</i>	Papur yn unig / <i>Paper only</i>	19.07.2016
Cyngor Cymuned Llanfair Mathafarn Eithaf / <i>Llanfair Mathafarn Eithaf Community Council</i>	Rhannol bapur (2013/14 & 2014/15). Rhannol arlein (2015/16 & 2016/17) / <i>Partially paper (2013/14 &amp; 2014/15). Partially online (2015/16 &amp; 2016/17)</i>	27.06.2016
Cyngor Cymuned Llanfairpwll/ Llanfairpwll Community Council	Papur yn unig/ Paper only	05.10.2016

Atodiad 2 / Appendix 2

Cyngor Cymdeithas Llanfair yn Neubwll / <i>Llanfair yn Neubwll Community Council</i>	Cofrestr a chofnodion yn electronig, datganidau ar bapur / <i>Registers and minutes electronic, declarations in paper</i>	18.07.2016
Cyngor Cymdeithas Llanfihangelesceifiog/ <i>Llanfihangelesceifiog Community Council</i>	Papur yn unig/ <i>Paper only</i>	08.09.2016
Cyngor Tref Llangefni / <i>Llangefni Town Council</i>	Aros i'r aelodau lenwi (erbyn diwedd mis Gorffennaf 2016) / <i>Waiting for the members to complete (before end of July 2016)</i>	18.07.2016
Cyngor Cymdeithas Llangoed a Penmon / <i>Llangoed &amp; Penmon Community Council</i>	Wedi anfon copiau / <i>Sent copies</i>	30.07.2016
Cyngor Cymdeithas Llangristiolus / <i>Llangristiolus Community Council</i>	Papur yn unig / <i>Paper only</i>	06.09.2016
Cyngor Cymdeithas Llanidan / <i>Llanidan Community Council</i>	Papur yn unig / <i>Paper only</i>	28.06.2016
Cyngor Cymdeithas Mechell/ <i>Mechell Community Council</i>	Papur yn unig; gwefan yn cael ei datblygu/ <i>Paper only; website being developed</i>	30.09.2016
Cyngor Cymuned Moelfre / <i>Moelfre Community Council</i>	Papur yn unig – proses o baratoi gwefan / <i>Paper only – in process of preparing website</i>	03.07.2016
Cyngor Cymuned Penmynydd a Star / <i>Penmynydd &amp; Star Community Council</i>	Papur yn unig / <i>Paper only</i>	27.07.2016
Cyngor Cymdeithas Pentraeth / <i>Pentraeth Community Council</i>	Dim cofrestr ffurfiol, cael ei gofnodi yn y cofnodion / <i>No official register, noted in the minutes</i>	28.07.2016
Cyngor Tref Porthaethwy / <i>Menai Bridge Town Council</i>	Papur yn unig / <i>Paper only</i>	04.7.2016
Cyngor Cymdeithas Rhoscolyn/ <i>Rhoscolyn Community Council</i>	Papur yn unig; cofnodion ar y wê hefyd/ <i>Paper only; minutes available online too</i>	22.09.2016
Cyngor Cymuned Rhosybol/ <i>Rhosybol Community Council</i>	Papur yn unig; cofnodion ar y wê hefyd/ <i>Paper only; minutes available online too</i>	04.10.2016
Cyngor Rhosyr / <i>Rhosyr Council</i>	Papur yn unig – proses o baratoi gwefan / <i>Paper only – process of preparing a website</i>	18.07.2016
Cyngor Cymdeithas Trearddur / <i>Trearddur Community Council</i>	Ar ôl Mawrth 2016 – electronig, cyn Mawrth 2016 – papur yn unig / <i>Post March 2016 – electronic, pre March 2016 – paper only</i>	18.07.2016
Cyngor Cymdeithas Tref Alaw/ <i>Tref Alaw Community Council</i>	Mae ganddynt gofrestr. Dim manylion os mai ar bapur neu ar y wê, neu'r ddau/ <i>They have a register. No details as to whether paper or online, or both.</i>	20.10.2016
Cyngor Bro Trewalchmai / <i>Tregwalchmai Community Council</i>	Papur yn unig / <i>Paper only</i>	17.07.2016
Cyngor Cymuned Y Fali / <i>Valley Community Council</i>	Rhannol bapur (cofrestrau diddordeb), rhannol arlein (cofnodion) / <i>Partially paper (registers of interest), partially online (minutes)</i>	27.06.2016



<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>Meeting:</b>	Standards Committee
<b>Date:</b>	8 March 2017
<b>Report Title:</b>	Town and Community Councils – Websites
<b>Purpose of the Report:</b>	To provide and update to members on which Town and Community Councils have a website and whether or not those councils that do not have a website are planning to do so
<b>Report by:</b>	Mared Wyn Yaxley Solicitor – Corporate Governance
<b>Contact:</b>	Mared Wyn Yaxley; <a href="mailto:mwyys@ynysmon.gov.uk">mwyys@ynysmon.gov.uk</a> 01248 752566

## **1.0 Background**

- 1.1 In the meeting of the Standards Committee held on 16 September 2015 it was reported that there is now a statutory requirement for all community councils to have a web presence and to publish information on their websites. This requirement is relevant to the Standards Committee as complaints have been made regarding the issue of transparency in town and community councils, particularly in small community councils with insufficient resources.
- 1.2 The Committee decided to ask for a report in order to establish which town and community councils have a website and whether those councils that do not have a web presence are planning to do so.
- 1.3 A further report on this matter was presented on 9 March 2016.

## **2.0 Website Development Grant**

- 2.1 The Welsh Government allocated funding to county councils so that they could offer a grant of up to £500 to each town and community council, including those that already had a website, to contribute towards the cost of developing a website. The purpose of the grant was to help town and community councils to prepare for the Local Authorities (Democracy) (Wales) Act 2013, which includes provisions requiring that all community councils publish information on a website. It is understood that this funding is still available.

## **3.0 Web Presence – The Position in March 2016**

- 3.1 When this matter was reported upon in March 2016 it was noted that 32 responses had been received to a request that town and community council clerks confirm whether or not their council had established a website in

accordance with the requirements of the Local Authorities (Democracy) (Wales) Act 2013.

- 3.2 Out of the 32, 26 had websites, 5 were developing websites and 1 council was going to discuss the matter at their next meeting.
- 3.3 Out of the 8 councils that didn't respond, 2 had confirmed earlier that they did not intend to establish a website and 6 councils intended to develop websites.

#### **4.0 Web Presence – The Position in March 2017**

- 4.1 See **Appendix 1** to this report.
- 4.2 The addresses marked in red are addresses that we have found on the internet. We have not received confirmation from the Clerk that this is the correct website for the Council.

#### **5.0 Update on the support provided by One Voice Wales**

- 5.1 During the informal meeting on 08.12.16 it was noted that One Voice Wales should be contacted to find out what support they offer to help community councils to comply with the statutory requirement that a website be available.
- 5.2 An e-mail was sent to a One Voice Wales representative. The response confirms that, because it is a very small body, it is unable to offer any support other than to provide guidance (see **Appendix 2**) and to refer their members to the statutory guidance "Access to Information on Town and Community Councils". It was also noted that, because the grant to aid community councils to develop a website is administered by the County Councils, One Voice Wales does not know which councils have taken advantage of the funding. The officer we spoke to wasn't aware of any councils who had decided to work together to establish a joint website.

#### **6.0 Recommendation**

- 6.1 The Committee is asked to:
  - 6.1.1 note the latest position with regard to the Town and Community Councils response in **Appendix 1**;
  - 6.1.2 decide what action should be taken with regard to those Councils who still do not have a website despite the statutory requirement to have a web presence;
  - 6.1.3 note the contents of the One Voice Wales guidance in **Appendix 2**.



## Appendix 1

Town and Community Council	Clerk's Response	Website
<b>Aberffraw</b> Community Council	No response	<a href="http://aberffraw.cymru">aberffraw.cymru</a>
<b>Amlwch</b> Town Council	Has a website	<a href="http://www.cyngortrefamlwch.co.uk">www.cyngortrefamlwch.co.uk</a>
<b>Beumaris</b> Town Council	Has a website	<a href="http://www.beumaristowncouncil.gov.uk">www.beumaristowncouncil.gov.uk</a>
<b>Bodedern</b> Community Council	Has a website	<a href="http://www.ccbodedern.co.uk">www.ccbodedern.co.uk</a>
<b>Bodffordd</b> Community Council	Has a website	<a href="http://www.ccbodffordd.co.uk">www.ccbodffordd.co.uk</a>
<b>Bodorgan</b> Community Council	Enquiries have been made about creating a website. Grant application received in November 2016	No known address
<b>Bryngwran</b> Community Council	Has a website	<a href="http://www.bryngwran.org">www.bryngwran.org</a>
<b>Holyhead</b> Town Council	Has a website	<a href="http://www.holyheadtowncouncil.com">www.holyheadtowncouncil.com</a>
<b>Cwm Cadnant</b> Community Council	Has a website	<a href="http://www.cwmcadnant.com">www.cwmcadnant.com</a>
<b>Cylch y Garn</b> Community Council	Has a website	<a href="http://www.cylchygarn.co.uk">www.cylchygarn.co.uk</a>
<b>Llanbadrig</b> Community Council	Has a website	<a href="http://llanbadrigcouncil.co.uk">llanbadrigcouncil.co.uk</a> <a href="http://cyngorllanbadrig.co.uk">cyngorllanbadrig.co.uk</a>
<b>Llanddaniel-Fab</b> Community Council	Has a website	<a href="http://www.llanddaniel.org/home">www.llanddaniel.org/home</a> <a href="http://www.llanddaniel.org/1/cartref">www.llanddaniel.org/1/cartref</a>
<b>Llanddona</b> Community Council	Has a website	<a href="http://www.llanddona.org">www.llanddona.org</a>

<b>Town and Community Council</b>	<b>Clerk's Response</b>	<b>Website</b>
Council		
<b>Llanddyfnan</b> Community Council	Has a website	<a href="http://llanddyfnan.org">llanddyfnan.org</a>
<b>Llaneilian</b> Community Council	Has a website	<a href="http://www.llaneilian.org.uk">www.llaneilian.org.uk</a>
<b>Llannerch-y-medd</b> Community Council	Has a website	<a href="http://www.llanerchymedd.co.uk">www.llanerchymedd.co.uk</a>
<b>Llaneugrad</b> Community Council	No intention of creating a website due to the cost	No known address
<b>Llanfachraeth</b> Community Council	Has a website	<a href="http://www.ccllanfachraeth.co.uk">www.ccllanfachraeth.co.uk</a>
<b>Llanfaelog</b> Community Council	Has a website	<a href="http://www.llanfaelogcommunitycouncil.gov.uk">www.llanfaelogcommunitycouncil.gov.uk</a>
<b>Llanfaethlu</b> Community Council	Has a website	<a href="http://llanfaethluallanfrog.com">llanfaethluallanfrog.com</a>
<b>Llanfair Mathafarn Eithaf</b> Community Council	Has a website	<a href="http://cyngorcymunedllanfairme.co.uk">cyngorcymunedllanfairme.co.uk</a>
<b>Llanfair yn Neubwll</b> Community Council	Has a website	<a href="http://www.llanfairynneubwll.org">www.llanfairynneubwll.org</a>
<b>Llanfairpwll</b> Community Council	Has a website	<a href="http://www.llanfairpwll.org">www.llanfairpwll.org</a>
<b>Llanfihangellescei fiog</b> Community Council	In the process of creating a website. Should be live by Feb. 2017	No known address
<b>Llangefni</b> Town Council	Has a website	<a href="http://www.llangefni.org">www.llangefni.org</a> <a href="http://www.llangefni.org/cy">www.llangefni.org/cy</a>

Town and Community Council	Clerk's Response	Website
<b>Llangoed and Penmon</b> Community Council	Has a website	<a href="http://www.cyngorcymunedllangoedapenmon.co.uk">www.cyngorcymunedllangoedapenmon.co.uk</a>
<b>Llangristiolus</b> Community Council	No response	<a href="http://www.community-council.org.uk/llangristiolusacerrigceinwen/">www.community-council.org.uk/llangristiolusacerrigceinwen/</a>
<b>Llanidan</b> Community Council	Has a website	<a href="http://www.brynsiencyn.org">www.brynsiencyn.org</a>
<b>Mechell</b> Community Council	Has a website	<a href="http://www.llanfechell.info">www.llanfechell.info</a>
<b>Moelfre</b> Community Council	In the process of creating a website 10/01/2017	No known address
<b>Penmynydd and Star</b> Community Council	Has a website	[No confirmation of the address. We have failed to find the website on the internet]
<b>Pentraeth</b> Community Council	Has a website	<a href="http://www.pentraeth-cc.cymru">www.pentraeth-cc.cymru</a>
<b>Porthaethwy / Menai Bridge</b> Town Council	Has a website	<a href="http://www.menaibridge.org">www.menaibridge.org</a>
<b>Rhoscolyn</b> Community Council	No response	<a href="http://ccrhocolyn.org">ccrhocolyn.org</a>
<b>Rhosybol</b> Community Council	Has a website	<a href="http://www.ccrhosybol.co.uk">www.ccrhosybol.co.uk</a>
<b>Rhosyr</b> Council	Has a website	<a href="http://rhosyr.co.uk">rhosyr.co.uk</a>
<b>Trearddur</b> Community Council	Has a website	<a href="http://www.trearddurcommunitycouncil.co.uk">www.trearddurcommunitycouncil.co.uk</a>
<b>Tref Alaw</b> Community Council	Website under development	No known address
<b>Trewalchmai</b>	Has a	<a href="http://www.trewalchmai.co.uk">www.trewalchmai.co.uk</a>

<b>Town and Community Council</b>	<b>Clerk's Response</b>	<b>Website</b>
Community Council	website	
<b>Y Fali / Valley</b> Community Council	Has a website	<a href="http://www.valley-community-council.wales">www.valley-community-council.wales</a>

# ATODIAD / APPENDIX

2



# One Voice Wales Website Guidelines

## Introduction

Websites provide an efficient and effective means by which to inform, interact and consult with our local communities. However website development with community councils across Wales has developed in an ad hoc way over many years. Many Community and Town Councils have developed excellent dynamic websites enabling full interaction and consultation with their local communities but there are also a large number of councils who do not have a website presence on the internet at all and of course, many somewhere in between.

These guidelines have been produced by One Voice Wales to serve two clear purposes:

1. To support and encourage Community and Town Councils to develop a website.
2. To define a model, at two levels, for the content and functionality of a typical Community or Town Council website.

## 1. Support and Encouragement:

- For many Community and Town Councils the world of IT and the Internet is an area where many do not feel they have the relevant skills, knowledge or understanding in order to contemplate developing a website. The idea of these guidelines is to provide councils with a focus to develop confidence and to provide support for those councils seeking to implement their own websites. Councils wishing to develop a website can use the guidelines to provide a framework from which to work. There is also additional support available to councils through the One Voice Wales partner organisation.
- The guidelines are also intended to support Community Councils who already have a website to judge its scope and operability against the model criteria in order to ensure that it meets the required standard. Otherwise, the guidelines will point to the additional content or functions that are needed to ensure greater effectiveness.
- Additionally, websites are often seen as prohibitive in terms of cost and in terms of their potentially time consuming demands. One Voice Wales seeks to ensure that, through its established partnerships, the basic **Level 1** website, as detailed in the guidelines below, will be available to any council within a reasonable budget.

## **2. Website Content and Functionality**

- Community and Town Council websites should provide an effective means by which to inform, interact and consult with the local community.
- These website guidelines seek to ensure that, in whatever community an individual may live across Wales, they will have access to a basic and consistent level of information and have the ability to communicate with the Council through such a website.
- These guidelines also outline the basic technical functions that should underpin a Community or Town Council website.
- One Voice Wales has kept these guidelines brief and understandable in order to focus on achieving a consistent approach to website development. Two levels of functionality have been defined. **Level 1** provides the minimal functionality and content that should be reached by any Community or Town Council website. **Level 2** includes additional functions that can be added to a website to further enhance the accessibility, interactivity and consultative opportunities within it. These additional functions can be added as and when any council decides to further develop its web presence.

## **Level 1 Website Criteria**

### **Website Design**

1. A website design that reflects the local community and environment.
2. A website with a Content Management System (CMS) to enable the full editing of every page to enable the website to be quickly and easily updated by the council staff, councillors or an agreed volunteer in order that the website is maintained and kept up to date, a key necessity for any website.
3. Disability Discrimination Act (DDA) compliant. Within the DDA, a government sector website must have at least what is termed a w3c web content ability guideline at a level 2 compliance rating.
4. Website content available in both the Welsh and English languages.

### **Generic Website Content**

1. Contact Information for Clerk including phone number and e-mail.
2. Background information on the area and community.
3. General enquiry form to enable the local community to communicate and interact with the Council easily.

4. Useful website links and other addresses, phone numbers or other contact points for emergency and local services.
5. General community information – medical, education, voluntary organisations, church and local businesses.
6. Website disclaimer.
7. (OPTION - Local business page with potential to generate income, if required to pay for the website and support on-going sustainability).

### **Specific Council Information**

1. Councillor contact information.
2. Agendas & minutes for Council meetings/main committees.
3. Planning information.
4. Annual report and accounts.
5. Newsletters.
6. Strategic documents.
7. Website links to other levels of government/associated bodies.
8. Freedom of Information Act details.

### **Level 2 Website (Additional) Criteria**

Councils that have previously achieved a **Level 1** website or larger councils may wish to evolve their websites in order to extend the accessibility, levels of interaction and consultation available. The following website facilities would provide such opportunities.

- Website search facility – improved navigation for larger websites.
- Site map that shows all the website pages on one chart with links to those pages.
- Font size and contrast options – improved DDA compliance.
- Private website areas accessed by a user name and password to enable the Clerk/councillors to share ‘not for public viewing’ information exchange.
- Website blog.
- E-newsletter.
- Reporting forms as required.
- Forum.
- Instant on-line voting.
- On-line questionnaires.
- E-mail updates where visitors can register to be told when a website page is updated.
- User management system to allow community groups and others to have the ability to edit assigned website pages.

**These guidelines have been produced to encourage and support all Community and Town Councils in either developing a website for the first time or enabling councils to ensure that their website is providing a consistent level of information across all our communities in Wales.**



CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL	
<b>COMMITTEE:</b>	<b>Standards Committee</b>
<b>DATE:</b>	<b>8 March 2017</b>
<b>REPORT TITLE:</b>	<b>The Ombudsman’s Video to Elected Members</b>
<b>PURPOSE OF THE REPORT:</b>	<b>To update the Standards Committee on which town and community councils have brought the video to the attention of its elected members</b>
<b>REPORT BY:</b>	<b>Solicitor – Corporate Governance</b>
<b>CONTACT OFFICER:</b>	<b>Mared Wyn Yaxley, <a href="mailto:mwyics@ynysmon.gov.uk">mwyics@ynysmon.gov.uk</a> 01248 752566</b>

## 1. INTRODUCTION AND BACKGROUND

On 05/07/2016 an e-mail was received from the Welsh Local Government Association (WLGA) with a link to the Public Services Ombudsman for Wales’ new video on YouTube. Although the video is intended for new members following the May 2017 elections, it was felt that it contains information which is also relevant to current members.

On 21/07/2016, a copy of the WLGA’s e-mail was sent to the Elected Members of the Isle of Anglesey County Council with a request that they watch the video, which is only about 5 minutes long.

Also, on 21/07/2016, a copy of the WLGA’s e-mail was sent to Town and Community Council Clerks with a request that they bring the video to the attention of their elected members. It was suggested that they could perhaps watch the video during their next meeting.

Town and Community Council Clerks were asked to confirm whether or not they had watched. See **Appendix 1**, a table summarising the responses received.

## 2. RECOMMENDATION

- A. The Committee is requested to note the contents of this report and the responses noted in **Appendix 1**.

**Atodiad 1**

<b>Cynghorau Tref a Chymuned/Town and Community Council</b>	<b>Cadarnhad o weld y fideo/Confirmation video viewed</b>
Cyngor Cymuned Aberffraw / Aberffraw Community Council	
Cyngor Tref Amlwch / Amlwch Town Council	26/07/2016
Cyngor Tref Biwmares / Beaumaris Town Council	
Cyngor Cymdeithas Bodedern / Bodedern Community Council	
Cyngor Cymuned Bodffordd / Bodffordd Community Council	
Cyngor Cymdeithas Bodorgan / Bodorgan Community Council	
Cyngor Cymuned Bryngwran / Bryngwran Community Council	
Cyngor Tref Caergybi / Holyhead Town Council	
Cyngor Bro Cwm Cadnant/ Cwm Cadnant Community Council	
Cyngor Bro Cylch y Garn / Cylch y Garn Community Council	
Cyngor Cymuned Llanbadrig / Llanbadrig Community Council	
Cyngor Cymdeithas Llanddaniel Fab / Llanddaniel Fab Community Council	
Cyngor Cymdeithas Llanddona / Llanddona Community Council	
Cyngor Cymdeithas Llanddyfnan / Llanddyfnan Community Council	
Cyngor Cymdeithas Llanelian / Llanelian Community Council	
Cyngor Cymuned Llanerchymedd / Llanerchymedd Community Council	
Cyngor Cymuned Llanelugrad / Llanelugrad Community Council	
Cyngor Cymdeithas Llanfachraeth / Llanfachraeth Community Council	
Cyngor Cymdeithas Llanfaelog / Llanfaelog Community Council	
Cyngor Cymuned Llanfaethlu a Llanfwrog / Llanfaethlu and Llanfwrog Community Council	
Cyngor Cymuned Llanfair Mathafarn Eithaf / Llanfair Mathafarn Eithaf Community Council	
Cyngor Cymuned Llanfairpwll / Llanfairpwll Community Council	
Cyngor Cymdeithas Llanfair yn Neubwll / Llanfair yn Neubwll Community Council	
Cyngor Cymdeithas Llanfihangelesceifiog / Llanfihangelesceifiog Community Council	
Cyngor Tref Llangejni / Llangejni Town Council	28/07/2016
Cyngor Cymdeithas Llangoed a Penmon / Llangoed and Penmon Community Council	
Cyngor Cymdeithas Llangristiolus / Llangristiolus Community Council	
Cyngor Cymdeithas Llanidan / Llanidan Community Council	
Cyngor Cymdeithas Mechell / Mechell Community Council	
Cyngor Cymuned Moelfre / Moelfre Community Council	
Cyngor Cymuned Penmynydd / Penmynydd Community Council	
Cyngor Cymdeithas Pentraeth / Pentraeth Community Council	
Cyngor Tref Porthaethwy / Menai Bridge Town Council	
Cyngor Cymdeithas Rhoscolyn / Rhoscolyn Community Council	
Cyngor Cymuned Rhosybol / Rhosybol Community Council	
Cyngor Cymuned Rhosyr / Rhosyr Community Council	
Cyngor Cymdeithas Trearddur / Trearddur Community Council	
Cyngor Cymdeithas Tref Alaw / Tref Alaw Community Council	
Cyngor Cymuned Trewalchmai / Trewalchmai Community Council	28/10/2016
Cyngor Cymuned Y Fali / Valley Community Council	

<b>CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>COMMITTEE:</b>	<b>Standards Committee</b>
<b>DATE:</b>	<b>8 March 2017</b>
<b>REPORT TITLE:</b>	<b>“Contact Details and Responsibilities of the Senior Leadership Team and Heads of Service” Form – review of the Management Structure</b>
<b>PURPOSE OF THE REPORT:</b>	<b>To provide an update regarding the development of the above document following discussions on 14 September 2016</b>
<b>REPORT BY:</b>	<b>Solicitor – Corporate Governance</b>
<b>LINK OFFICER:</b>	<b>Mared Wyn Yaxley, <a href="mailto:mwyics@anglesey.gov.uk">mwyics@anglesey.gov.uk</a> 01248 752566</b>

## 1. INTRODUCTION AND BACKGROUND

In its meeting on 14.09.2016, the Standards Committee discussed that several changes had taken place within the County Council’s services and some elected members were unsure who was now responsible for various operational matters.

It was felt that a document should be created, based on the Family Tree which appears in Part 7 of the Isle of Anglesey County Council’s Constitution, and this would provide guidance to Elected Members, particularly to any new Elected Members following May 2017’s election. The document would include contact information for all Heads of Service, in addition to a list of current responsibilities. It would be less corporate than the information contained within the Delegation Scheme included in the Council’s Constitution.

The Heads of Service input has been sought in relation to the information which should be contained within the document. A draft document was created.

The draft document was discussed at the Standards Committee’s informal meeting on 08.12.2016. There was appetite by the Standards Committee members to enhance the draft document created so as to include the name and contact details of Middle Managers; the purpose of this was to release the Heads of Service from having to be the point of contact for all matters. However, it was agreed by the Heads of Service that this would be contrary to the Constitution’s Protocol which deals with the relationship between officers and members.

In the meeting of the Penaethiaid (Heads of Service) on 13.12.2016, it was agreed that the Protocol should not be amended and the new document should not include the name or the contact details for the Middle Managers. It was felt that it would be better to continue with the original principle i.e. to produce a family tree document showing the

name, contact details and responsibilities or work fields all Heads of Service. It was noted that this decision should be reconsidered in a year's time.

## 2. DRAFT DOCUMENT

A new document has been created now. This document contains information including the name, contact details and main responsibilities of each Head of Service. **Appendix 1** is a redacted version of the document. The information which is withheld in **Appendix 1** will be included on the document to be published in due course. This will be an internal document only.

## 3. THE PLAN

The intention is for the full (non-redacted version) of the document (i.e. **Appendix 1**) to be published on MonITor, The Isle of Anglesey County Council's intranet service, so it will be available for staff and members.

An email will also be sent to elected members of The Isle of Anglesey County Council to advise them of the new document's existence.

## 4. RECOMMENDATION

1. The Standards Committee members are asked to note the contents of this report.
2. The Standards Committee members are asked to confirm whether the document in **Appendix 1** answers the brief and is acceptable.
  - a. If the same is approved, the plan (as noted in section C above) will be executed. The Standards Committee members are asked to confirm they agree to this.

# ATODIAD / APPENDIX

1

# Contact Details and Responsibilities of the Isle of Anglesey County Council's Senior Leadership Team and Heads of Service

**CHIEF EXECUTIVE**  
Gwynne Jones

- IOACC Ambassador
- Leader of the Senior Leadership Team
- Offer advice and support to the Council and Executive on policy options and major strategies
- Continuous improvement of Council Services
- IOACC Electoral Registrations Officer

**ASSISTANT CHIEF EXECUTIVE**  
Annwen Morgan

- Modernising services including Schools, Museums, Libraries and Leisure.
- Asset Management Plan including energy efficiency
- Energy Island
- Town and Community Councils
- Developing Managers
- Developing Anglesey as a place
- Partnership Working
- Customer Service
- Welsh Language Policy and the Welsh Standards

**ASSISTANT CHIEF EXECUTIVE**  
Caroline Turner

- Social Services Statutory Director
- Performance Management of Council Services
- Planning and managing the workplace within the County Council
- Smarter working, including flexible hours
- IT and Communication Strategy
- Corporate Communication
- Business Continuity

**HEAD OF FUNCTION (RESOURCES) / S151 OFFICER**  
Marc Jones

- Statutory 151 Officer under the Local Government Act 1972
- Keep the Accounts of the Council
- Annual Revenue and Capital Budget
- Monitor expenditure against the budgets
- Pay wages and creditors
- Collect Income – Council Tax and Business Tax
- Accounting and claiming external grants
- Internal Audit
- Insurance
- Procurement – manage and advise on the tendering process

**HEAD OF FUNCTION (COUNCIL BUSINESS) / MONITORING OFFICER**  
Lynn Ball

- Statutory Monitoring Officer under s5 Local Government and Housing Act 1989
- Ethics/Codes of Conduct / Standards Committee/Governance
- Constitution
- SIRO
- Civic/Member support
- Corporate Complaints
- Democratic Services
- Elections
- Emergency Planning
- Land Charges
- Scrutiny
- Translators

**HEAD OF  
REGULATION AND  
ECONOMIC  
DEVELOPMENT**  
Dylan Williams

- Safeguarding the Customer
- Protecting the Environment
- Public Health Protection
- Licensing
- Planning Services
- Building Control
- Economic Development
- Tourism and Marketing including Blue Flag Beaches and Maritime Licences
- MŃn Actif facilities including the 4 Leisure Centres
- Playing fields and parks
- Energy Island Programme
- Viable and Vibrant Places (VVP)
- Civil Registration Service
- Business Support
- Regional Supply Chain Programme

**HEAD OF  
HIGHWAYS, WASTE  
AND PROPERTY**  
Dewi R Williams

- Highways - Maintenance and Repair, Improvements and Winter Maintenance
- Car Parks and Parking Enforcement
- Flood Prevention and Preserving the Coast
- Civil Engineering and Mechanical Planning
- Highways Development Control- Highway issues in Planning Applications
- Public Footpaths and the Costal Path
- Waste Management- bin collection, recycling
- Street Cleaning
- Public transport including school buses and social services
- Fleet management
- Council Property and Estates including buying, selling and maintaining business buildings and Council Farms
- Architectural works for the design of new buildings
- Management of Anglesey Airport

**HEAD OF  
ADULT SERVICES**  
Alwyn Rhys Jones

- Adults with learning needs
- Services for the Elderly
- Adult Mental Health
- Residential Homes
- Day Centres
- Home Care Services
- Supported Housing
- Supportive Work Placements
- Nursing Homes provided by the independent sector
- Specialist locations provided by the third sector
- Social Workers (adults)
- Therapists

**HEAD OF  
CHILDREN'S  
SERVICES**  
Anwen M. Hughes

- Children's Social Services
- Children with special needs who need care and support
- Protecting children who are at risk of abuse
- IOACC Looked After Children
- Children who leave the care system
- Children with disabilities and illnesses
- Children who commit crime or who are at risk of committing crime
- Children who are carers
- Out of hours care services
- Fostering and Adoption Processes
- Support for families

**HEAD OF  
LEARNING**  
Delyth Wyn Molyneux

- Early Care and childcare
- Support for schools
- Access to Education
- Educational Transport
- Special Educational Needs
- Youth Services
- Libraries
- Life Long Learning including adult skills and Universities contact
- Team Around the Family
- Flying Start
- Family Information Services
- Oriel Ynys Môn
- Beaumaris Gaol and Court
- Llynnon Mill
- South Stack
- Archives

**HEAD OF  
CORPORATE  
TRANSFORMATION**  
Scott Rowley

- Information and Communication Technology (ICT) Strategy
- Digitisation Plan
- Human Resources within the Council
- Workforce Development/ People Strategy
- Talent Management- training and learning opportunities for staff
- Corporate Training
- Project Management within the Council, including Smarter Working; School Modernisation; Older People; Libraries, Heritage and Culture; and Council Transformation Programme
- Corporate Communications
- Consultation and Engagement
- Internal Communication Framework
- Council Performance and Business Planning
- Customer Service
- Social Media
- Cyswllt Môn
- Change Management- workforce, technology and cultural

**HEAD OF  
HOUSING SERVICES**  
Shan Lloyd Williams

- Council Houses- including maintenance, Right to Buy, Lettings, Building, Anti-social behaviour
- Council's Housing revenue Account, rent collection
- Homlessness and the Social Housing Register
- Affordable housing- including new developments with Housing Associations, Help to Buy Scheme
- Empty Houses in the Private Sector
- Disabled Facilities Grant
- Tackling poverty including the welfare benefits service
- Gypsies and Travellers
- Plan to re-locate vulnerable refugees
- Communities First

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<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>COMMITTEE:</b>	<b>Standards Committee</b>
<b>DATE:</b>	<b>8 March 2017</b>
<b>REPORT TITLE:</b>	<b>Briefing Note on the legal requirements in relation to the disclosure and registration of interests by Town and Community Council members</b>
<b>PURPOSE OF THE REPORT:</b>	<b>To report on the responses received from Town and Community Councils</b>
<b>REPORT BY:</b>	<b>Solicitor – Corporate Governance</b>
<b>CONTACT OFFICER:</b>	<b>Mared Wyn Yaxley, <a href="mailto:mwyys@ynysmon.gov.uk">mwyys@ynysmon.gov.uk</a> 01248 752566</b>

## 1. INTRODUCTION AND BACKGROUND

A report was discussed under item 12 on the Standards Committee Agenda on 14 September 2016 which included information about the requirements under the code of conduct for town and community councillors.

## 2. BRIEFING NOTE

A Briefing Note, as in **Appendix 1**, was sent to Town and Community Council Clerks on 14 December 2016.

Clerks were asked to bring the briefing note to their members' attention and to contact the Solicitor – Corporate Governance before 20 February 2017 to provide a copy of the minutes of the relevant meeting to confirm (a) that the Community Council had discussed the matter, and (b) that members of the Community Council had received a copy of the briefing note. **Appendix 2** provides a summary of responses received.

## 3. FURTHER INFORMATION

On the same day that the Briefing Note was sent to Town and Community Council Clerks an e-mail was also sent to the Elected Members of the Isle of Anglesey County Council. The purpose of this e-mail was to advise them to be careful. There was concern that Members, in their role on town and community councils, would become aware of the briefing note and would be uncertain regarding their duties. It was explained that the briefing note is correct in terms of the duties of individuals who are only Town or Community Councillors and that their role as a Councillor with the Isle of Anglesey Council means that they must comply with further requirements.

## 4. RECOMMENDATION

The Standards Committee is asked to:

- A. note the contents of the report and briefing note in **Appendix 1**; and
- B. to confirm the steps that should be taken with regard to those councils which have not responded or have responded but have not provided the information requested, as noted in **Appendix 2**.

# ATODIAD / APPENDIX

1

BRIEFING NOTE FOR CLERKS OF TOWN AND COMMUNITY COUNCILS  
The Legal requirements regarding Declaration of Interests by Members

A. Background

The Local Government (Democracy) (Wales) Act 2015 has clarified the position with regard to declaration (oral) and registration (written) of interests by Town and Community Council Members. The aim of this Briefing Note is to summarise those requirements.

B. The Requirements

**Appendix 1** includes an extract of advice circulated by One Voice Wales. Clerks are advised to read this advice and to bring it to the attention of their Members.

(i) A Member's Duty:

- To comply with the standards set out in their Council's Code of Conduct.
- **Not to use their status to influence any decision which is likely to benefit / disadvantage them (or their close personal associate/s) more than the majority of those living in the ward.**
- To make an oral declaration of a personal\* or prejudicial\*\* interest as and when that interest relates to a matter under consideration. This applies regardless of whether the meeting is formal or informal.
- The requirement to declare personal\* or prejudicial\*\* interests also includes any gift and / or hospitality received if it is connected to the matter under consideration.
- In formal meetings:
  - If a Member declares a personal\*/prejudicial interest\*\* for the first time, the Member must also provide the Clerk with written confirmation of the interest before the end of the meeting.

The written confirmation must include at least, the following:-

- Details of the personal\*/prejudicial\*\* interest;
- Details of the item of business to which the interest relates;
- The signature of the Member.

If the interest is prejudicial\*\*, the Member's written confirmation must also state that he / she left the meeting room and did not participate in the matter.

For convenience, it is recommended that Clerks use a standard document for this registration.

- In the absence of registration, an oral declaration alone will not be sufficient and the Member will be in breach of the Code of Conduct.
- Any changes to personal\*/prejudicial\*\* interests must be confirmed in writing within 28 days of the change having occurred.

(ii) The Clerk's Duty:

- To record any interests registered by Members for the first time at a formal meeting, in the Council's Register of Interests.
- There is no prescribed format for the Register, but using a standard form for every registration and collating them in a single collected file, by date, or by Member, is sufficient. These individual forms then, collectively, constitute the Register.
- To make the Register available for public inspection at all reasonable times, and electronically on the Council's website
- To add any new entries to the Register as soon as reasonably practicable after each meeting.
- To record oral declarations made in meetings, in the minutes, and to ensure those minutes are published, once approved.

(iii) Generally:-

There is no requirement for Town/Community Council Members to complete a standing register of interests i.e. pre-registration of employment/business/land holdings/membership of outside bodies etc. The duty of the Town/Community Members is to declare an interest "there and then" if, and when, it arises in a meeting.

Members also need to bear in mind that they must declare personal\* and prejudicial\*\* interests at informal meetings, and outside the Council, if they are acting in their capacity as Members. The declaration is likely to be oral only, as there will likely be no system for recording such declarations. It may be good practice for Members to keep their own record of any declarations made in such circumstances.

If you have any questions with respect to this Briefing Note, please contact:  
Mared Wyn Yaxley on [mwyys@ynysmon.gov.uk](mailto:mwyys@ynysmon.gov.uk)/01248 752566,  
Lynn Ball on [lbxcs@ynysmon.gov.uk](mailto:lbxcs@ynysmon.gov.uk)/01248 752586 or  
Robyn Wyn Jones on [rwjcs@ynysmon.gov.uk](mailto:rwjcs@ynysmon.gov.uk) / 01248 752134

#### Footnote

- \* Personal Interests – Please refer to the Code of Conduct which contains the definitive list of possible personal interests
- \*\* Prejudicial Interests – These are personal interests which an objective observer would consider so significant that they are likely to compromise a member’s ability to act in the public interest



### Register of Members Interests

A register of member's declared interests is a concept that is included in various pieces of local government legislation, in particular in legislation that has been implemented during the current century. This concept is consistent with open and transparent government. A similar concept exists in respect of the recording of the receipt of any gifts or hospitality by elected members. However, mostly, the implementation of such items has been confined to the larger public sector bodies such as unitary councils. More recently, guidance from the Welsh Government has confirmed that community and town councils in Wales now also need to maintain such a "register" and that this register must also be displayed electronically on the council's website, which, from 2015/2016, all local councils must have in place.

Frustratingly, there has been confusion and there have been differences of opinion and challenges in relation to this issue, in terms of what is actually required. One Voice Wales views the existence of a "register" as meaning any format of documentation where members' interests are shown (and the same would be so for any gifts or hospitality received by members). The Welsh Government civil servants do not promote any specific formats for this purpose within their published guidelines. One Voice Wales has developed a model form for such a purpose (see below).

#### What councils need to do :

Following discussions with the Welsh Government, it has become clear that the new responsibility for publishing the register of interests on-line does not require the completion of the form that One Voice Wales had circulated to member councils on 28<sup>th</sup> May 2015. It had been initially thought that the exemption for community and town councillors from the requirements of paragraph 15(1) of the model code of conduct to register certain financial and other interests within 28 days of taking up office had been removed by the 2013 Act. However, following discussion with the relevant Welsh Government policy official, this is not the case. The official is aware that there may well have been confusion on this point and has confirmed that the 2013 Act has no impact on the requirements of the code of conduct relating to the disclosure and registration of interests. In summary, the requirements of the code of conduct, as it applies to community and town councils, are as follows:

- a) Councillors are required to declare a personal and, if appropriate, prejudicial interest in relation to pertinent matters when they are present at meetings.
- b) When councillors disclose a personal interest for the first time, they must give written confirmation of the interest to the Proper Officer, before or immediately after the close of the meeting. It is good practice for the Proper Officer to record these declarations in the minutes of the meeting.
- c) The Proper Officer should record interests disclosed at meetings for the first time in the register of interests required under section 81 of the Local Government Act 2000. The register must be available for public inspection at all reasonable hours and, following commencement of the 2013 Act, must be made available on the council's website.
- d) The register should be updated as soon as reasonably practicable after each and every meeting when new interests are disclosed.



What declarations to record :

Declarations of interest should be made in keeping with the Code of Conduct for members of local authorities in Wales (refer to the Guidance from the Public Services Ombudsman for Wales for members of community councils – which is available for inspection on the members’ section of the One Voice Wales website). The published guidance includes details about personal and prejudicial interests and also refers to gifts and hospitality. Ultimately, it is for members to judge whether or not they make a declaration of interest depending upon the circumstances of their situation. Others (third parties) can always issue a challenge against any non declaration of interests, so members always need to be reminded to take such considerations seriously.

Template for register/declarations :

One Voice Wales has compiled a "template" for member councils to use for the purpose of implementing such a register, and this has been distributed to member councils. Copies of this template are available on the members’ section of the One Voice Wales website, if required. If using these (or any other) forms for officially recording declarations of interest, then the “register” as such will be the overall collection of these forms presented together. These can be presented in any convenient manner, possibly ordered by name of member or in date order. Clearly, any members who have not declared an interest will not have any forms filled for this purpose, so their register entries will be blank (that is, they won't have any entries). It is not considered necessary to present any such “blank” forms on the council’s website, but it is not wrong to do so if desired.

<b>Cyngor Council</b>	<b>Dyddiad y cyfarfod Date of Meeting</b>	<b>Copi o'r Cofnodion wedi eu darparu? Copy of Minutes supplied?</b>
Cyngor Cymdeithas Aberffraw / <i>Aberffraw Community Council</i>		
Cyngor Tref Amlwch / <i>Amlwch Town Council</i>		
Cyngor Tref Biwmares / <i>Beaumaris Town Council</i>		
Cyngor Cymdeithas Bodedern / <i>Bodedern Community Council</i>		
Cyngor Cymdeithas Bodffordd / <i>Bodffordd Community Council</i>		
Cyngor Cymdeithas Bodorgan / <i>Bodorgan Community Council</i>		
Cyngor Cymdeithas Bryngwran / <i>Bryngwran Community Council</i>		
Cyngor Tref Caergybi / <i>Holyhead Town Council</i>		
Cyngor Bro Cwm Cadnant/ Cwm Cadnant Community Council		
Cyngor Bro Cylch y Garn / <i>Cylch y Garn Community Council</i>		
Cyngor Cymuned Llanbadrig / <i>Llanbadrig Community Council</i>	15.12.2016	Do / Yes
Cyngor Cymdeithas Llanddaniel-Fab / <i>Llanddaniel-Fab Community Council</i>		
Cyngor Cymdeithas Llanddona / <i>Llanddona Community Council</i>	18.01.2017	Do / Yes
Cyngor Cymdeithas Llanddyfnan / <i>Llanddyfnan Community Council</i>		
Cyngor Cymdeithas Llaneilian / <i>Llaneilian Community Council</i>		
Cyngor Cymuned Llanerchymedd / <i>Llanerchymedd Community Council</i>		
Cyngor Cymuned Llaneugrad / <i>Llaneugrad Community Council</i>		
Cyngor Cymdeithas Llanfachraeth / <i>Llanfachraeth Community Council</i>		
Cyngor Cymdeithas Llanfaelog / <i>Llanfaelog Community Council</i>		
Cyngor Cymdeithas Llanfaethlu / <i>Llanfaethlu Community Council</i>		
Cyngor Cymuned Llanfair Mathafarn Eithaf / <i>Llanfair Mathafarn Eithaf Community Council</i>	Ionawr 2017 / January 2017	Do / Yes
Cyngor Cymuned Llanfairpwll/ Llanfairpwll Community Council		
Cyngor Cymdeithas Llanfair yn Neubwll / <i>Llanfair yn Neubwll Community Council</i>	17.01.2017	Do / Yes
Cyngor Cymdeithas Llanfihangelesceifiog/ Llanfihangelesceifiog Community Council		

Cyngor Tref Llangefni / <i>Llangefni Town Council</i>		
Cyngor Cymdeithas Llangoed a Penmon / <i>Llangoed &amp; Penmon Community Council</i>	11.01.2017	Do / Yes
Cyngor Cymdeithas Llangristiolus / <i>Llangristiolus Community Council</i>		
Cyngor Cymdeithas Llanidan / <i>Llanidan Community Council</i>	31.01.2017	Na / No
Cyngor Cymdeithas Mechell/ Mechell Community Council		
Cyngor Cymuned Moelfre / <i>Moelfre Community Council</i>	09.01.2017	Na / No
Cyngor Cymuned Penmynydd a Star / <i>Penmynydd &amp; Star Community Council</i>		
Cyngor Cymdeithas Pentraeth / <i>Pentraeth Community Council</i>		
Cyngor Tref Porthaethwy / <i>Menai Bridge Town Council</i>		
Cyngor Cymdeithas Rhoscolyn/ Rhoscolyn Community Council		
Cyngor Cymuned Rhosybol/ Rhosybol Community Council		
Cyngor Rhosyr / <i>Rhosyr Council</i>		
Cyngor Cymdeithas Trearddur / <i>Trearddur Community Council</i>	31.01.2017	Do / Yes
Cyngor Cymdeithas Tref Alaw/ Tref Alaw Community Council		
Cyngor Bro Trewalchmai / <i>Tregwalchmai Community Council</i>	09.01.2017	Do / Yes
Cyngor Cymuned Y Fali / <i>Valley Community Council</i>	21.12.2016	Do / Yes

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