



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

**GŴYS A RHAGLEN**

**SUMMONS AND AGENDA**

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for an

**CYFARFOD CYFFREDINOL  
O GYNGOR SIR  
YNYS MÔN**

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

a gynhelir yn

to be held at the

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

**COUNCIL CHAMBER  
COUNCIL OFFICES  
LLANGFNI**

**DYDD MAWRTH  
23 MAI 2017**

**TUESDAY  
23 MAY 2017**

**→ am 11.00 o'r gloch ←**

**→ at 11.00 am ←**

## **A G E N D A**

**1. MINUTES**

To submit for confirmation, the draft minutes of the meeting of the County Council held on 28 February 2017.

**2. DECLARATION OF INTEREST**

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

**3. TO RECEIVE ANY ANNOUNCEMENTS FROM THE CHAIRPERSON OR THE CHIEF EXECUTIVE**

**4. PRESENTATION OF PETITIONS**

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

**5. PRESENTATION TO RETIRING MEMBERS WHO HAD DECLARED THEIR INTENTION TO RETIRE PRIOR TO COUNCIL ELECTIONS**

**6. AMENDMENT TO THE CONSTITUTION - TO MAKE CHANGES TO THE CONSTITUTION TO REFLECT REQUIREMENTS ON THE PLANNING COMMITTEE AS REQUIRED BY RECENT REGULATIONS**

To submit a joint report by the Head of Regulation and Economic Development and the Head of Function (Council Business)/Monitoring Officer as presented to the Executive on 24 April 2017.

**7. STANDARDS COMMITTEE ANNUAL REPORT 2016/17**

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

**8. DEMOCRATIC SERVICES COMMITTEE ANNUAL REPORT 2016/17**

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

**9. SCRUTINY COMMITTEE ANNUAL REPORT 2016/17**

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

**ISLE OF ANGLESEY COUNTY COUNCIL**

**Minutes of the meeting held on 28 February 2017**

**PRESENT:** Councillor Robert G Parry OBE FRAGS (Chair)  
Councillor Richard Owain Jones (Vice-Chair)

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

**IN ATTENDANCE:** Chief Executive,  
Assistant Chief Executive (Partnerships, Community & Service Improvements),  
Assistant Chief Executive (Governance and Business Process Transformation),  
Head of Function (Resources)/Section 151 Officer,  
Head of Function (Council Business)/Monitoring Officer,  
Head of Democratic Services,  
Head of Profession – Human Resources (in respect of Item 10),  
Committee Officer (MEH).

**ALSO PRESENT:** None

**APOLOGIES:** Councillor Raymond Jones.

**1. MINUTES**

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

- 12 December, 2016 (Extraordinary)
- 15 December, 2016
- 2 February, 2017 (Extraordinary)

**2. DECLARATION OF INTEREST**

The Strategic Leadership Team together with the Heads of Function for Resources and for Council Business declared an interest in Item 10 – Pay Policy Statement 2017 and were not present at the meeting during any discussion or voting thereon.

Councillor Peter Rogers declared a personal interest in Item 6 – Budget 2017/18.

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

The Chair made the following announcements :-

- Congratulations were extended to Councillor Jeffrey M. Evans on the completion of his charitable bike ride to Italy.
- Congratulations were extended to Amlwch Town Walking Football Team on winning their first tournament recently in Chester. Councillor Richard O. Jones the Vice-Chair of the Council is a member of the Team.
- The Chair extended his best wishes to his fellow Elected Members in the forthcoming Local Government Elections to be held in May.

Condolences were extended to any Member of the Council or staff who had suffered bereavement. Members and Officers stood in silent tribute as a mark of their respect and sympathy.

**4. QUESTIONS RECEIVED PURSUANT TO RULE 4.1.12.4 OF THE CONSTITUTION**

None received.

**5. PRESENTATION OF PETITIONS**

None received.

**6. 2017/18 BUDGET**

The Portfolio Holder for Finance presented the Executive's proposals for the Revenue and Capital budgets 2016/17, Treasury Management Strategy Statement and setting the Council Tax as 6(a) to (ch) within the Agenda. He wished to thank the Head of Function (Resources)/Section 151 Officer and his staff for their work in preparing the budget. He also thanked the Corporate Scrutiny Committee for their work and to all the Elected Members who had attended numerous seminars and meetings which have taken place with regard to the budget.

He said that during the consultation process with regard to the budget it has been possible to bring the increase to the Council Tax to 2.5% instead of 3% originally proposed; this is one of the smallest increases in Council Tax in Wales. The level of reserves is £8m is the highest ever, this compares favourably with other local authorities which are much larger. The positive collaboration between the political groups within the Council over the last 4 years has achieved this favourable budget before the Council at today's meeting.

The Leader of the Opposition Group, Councillor Llinos M. Huws also wished to thank the Officers of the Finance Department for their work in preparing the budget. As the Young Peoples Champion she wished to thank the Council for allowing the Llais Ni Forum of young people to be able to contribute and express opinion during the budget consultation process.



Members of the County Council wished to thank the Portfolio Holder for Finance for his leadership with regard to the budget and for his work over the last 4 years.

Following consideration of the papers as a single package it was **RESOLVED** :-

- **To accept the budget proposals and Treasury Management Strategy as presented for 2017/18;**
- **To accept the draft Council Tax Resolution as (ch) in the Agenda :-**

**1. RESOLVED**

- (a) Pursuant to the recommendations of the Executive, to adopt the Medium Term Financial Plan at Section 13 Medium Term Financial Plan and 2017/18 Budget at Section 10, as a Budget Strategy within the meaning given by the Constitution, and to affirm that it becomes part of the budget framework with the exception of figures described as current.
- (b) Pursuant to the recommendations of the Executive, to adopt a revenue budget for 2017/18 as shown at Appendix 4 Medium Term Financial Plan and 2017/18 Budget.
- (c) Pursuant to the recommendations of the Executive, to adopt a capital budget as shown in the Capital Bids 2017/18 report.
- (ch)** To delegate to the Head of Function (Resources) the power to make adjustments between headings in Appendix 4 Medium Term Financial Plan and 2017/18 Budget in order to give effect to the Council's decisions.
- (d)** To delegate to the Executive Committee, for the financial year 2017/18, the powers to transfer budgets between headings as follows:-
  - (i) unlimited powers to spend each budget heading in Appendix 4 Medium Term Financial Plan and 2017/18 Budget against the name of each service, on the service to which it relates;
  - (ii) powers to approve the use of service and earmarked reserves to fund one-off spending proposals that contribute to the delivery of the Council's objectives and improve services;
  - (iii) powers to vire from new or increased sources of income.
- (dd)** To delegate to the Executive Committee, in respect of the financial year 2017/18 and on the advice of the Head of Function (Resources), the power to release up to £500k from general balances to deal with priorities arising during the year.
- (e)** To delegate to the Executive Committee, in respect of the period to 31 March 2018, the following powers:-
  - (i) powers to make new commitments from future years' revenue budgets up to the amount identified under New Priorities in the Medium Term Financial Plan;
  - (ii) the power and the duty to make plans for achievement of revenue budget savings implied by the Medium Term Financial Plan;
  - (iii) powers to transfer budgets between capital projects in the Capital Bids 2017/18 report and to commit resources in following years and consistent with the budget framework.
- (f)** To set and approve the prudential and treasury indicators which are estimates and limits for 2017/18 and onwards as shown in the report on Treasury Management Strategy Statement 2017/18.

(ff) To approve the Treasury Management Strategy Statement for 2017/18.

(g) To confirm that items 1(b) to (ff) become part of the budget framework.

2. **RESOLVED** to adopt and affirm for the purposes of the financial year 2017/18 the decision of the County Council on 10 March 1998 to set the discount level applicable to the prescribed Class A and prescribed Class B of dwellings under Section 12 of the Local Government Finance Act 1992 (as amended), as described by the Council Tax (Prescribed Classes of Dwellings) (Wales) Regulations 1998, as follows:-

Prescribed Class A	Nil Discount
Prescribed Class B	Nil Discount

3. **RESOLVED** to adopt and affirm for the purposes of the financial year 2017/18 the decision of the County Council on 6 March 2007 to set the discount level applicable to the prescribed Class C of dwellings under Section 12 of the Local Government Finance Act 1992 (as amended), as described by the Local Authorities (Calculation of Tax Base) and Council Tax (Prescribed Classes of Dwellings) (Wales) (Amendment) Regulations 2004 as follows:-

Prescribed Class C	Nil Discount
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4. **RESOLVED** to adopt and affirm for the purposes of the financial year 2017/18 the decision of the County Council on 10 March 2017 to disapply any discount(s) granted to long-term empty dwellings and dwellings occupied periodically (usually known as second homes) and apply a higher amount of Council Tax (called a Council Tax Premium) of 25% of the standard rate of Council Tax for both long-term empty Dwellings and for dwellings occupied periodically (usually known as second homes) under Sections 12A and 12B of the Local Government Finance Act 1992 as inserted by Section 139 of the Housing (Wales) Act 2014.

5. That it be noted that at its meeting on 28 February 1996 the Council resolved not to treat any expenses incurred by the Council in part of its area or in meeting any levy or special levy as special expenses and that the resolutions remain in force until expressly rescinded.

6. That it is noted that a resolution of the Executive on 28 November 2016 approved the amount calculated by the Isle of Anglesey County Council for its council tax base for 2017/18 and to further note that the full Council in its meeting on the 15 December 2016 approved that the local Council Tax Reduction Scheme will continue unchanged for 2017/18.

7. At its meeting on 28 November 2016, the Executive, in accordance with the Local Government Finance Act 1992 and the Local Authorities (Calculation of Council Tax Base)(Wales) Regulations 1995 (SI1995/2561) as amended by SI1999/2935 and the Local Authorities (Calculation of Council Tax Base) and Council Tax (Prescribed Classes of Dwellings)(Wales) (Amendment) Regulations 2004 and the Local Authority (Calculation of Taxbase)(Wales)(Amendment) Regulations 2016 resolved to approve the amounts calculated by the Isle of Anglesey County Council as its tax base and for the parts of the area, for the year 2017/18, as follows:-

- a) 30,794.83 being the amount approved by the Executive as the Isle of Anglesey County Council's council tax base for the year.
- b) The parts of the Council's area, being the amounts calculated by the Executive as the amounts of the Isle of Anglesey County Council's council tax base for the year for dwellings in those parts of its area to which one or more special items relate, are as follows:-

Amlwch	1,476.75
Beaumaris	1,066.68
Holyhead	3,810.66
Llangefni	1,928.63
Menai Bridge	1,413.85
Llanddaniel-fab	372.16
Llanddona	366.05

Cwm Cadnant	1,150.08
Llanfair Pwllgwyngyll	1,311.96
Llanfihangel Ysgeifiog	680.63
Bodorgan	446.64
Llangoed	648.43
Llangristiolus & Cerrig Ceinwen	608.48
Llanidan	412.75
Rhosyr	991.35
Penmynydd	235.22
Pentraeth	558.84
Moelfre	625.35
Llanbadrig	667.73
Llanddyfnan	498.77
Llaneilian	554.32
Llannerch-y-medd	510.32
Llaneugrad	185.26
Llanfair Mathafarn Eithaf	1,778.79
Cylch y Garn	405.67
Mechell	535.65
Rhos-y-bol	467.18
Aberffraw	299.58
Bodedern	428.35
Bodffordd	426.99
Trearddur	1,293.84
Tref Alaw	245.15
Llanfachraeth	225.49
Llanfaelog	1,262.29
Llanfaethlu	289.70
Llanfair-yn-Neubwll	565.93
Valley	970.49
Bryngwran	355.78
Rhoscolyn	359.49
Trewalchmai	363.29

8. That the following amounts be now calculated by the Council for the year 2017/18, in accordance with Sections 32 to 36 of the Local Government Finance Act 1992:-
- a) £182,300,032 being the aggregate of the amounts which the Council estimates for the items set out in Section 32(2)(a) to (d) of the Act.
  - b) £54,913,070 being the aggregate of the amounts which the Council estimates for the items set out in Section 32(3)(a) and (c) of the Act.
  - c) £127,386,962 being the amount by which the aggregate at 8(a) above exceeds the aggregate at 8(b) above, calculated by the Council, in accordance with Section 32(4) of the Act, as its budget requirement for the year.
  - ch) £92,652,396 being the aggregate of the sums which the Council estimates will be payable for the year into its council fund in respect of redistributed non-domestic rates, revenue support grant and specific grant, reduced by any amount calculated in accordance with Section 33(3) of the Act.
  - d) £1,127.94 being the amount at 8(c) above less the amount at 8(ch) above, all divided by the amount at 7(a) above, calculated by the Executive, in accordance with Section 33(1) of the Act, as the basic amount of its council tax for the year.
  - dd) £1,229,962 being the aggregate amount of all special items referred to in Section 34(1) of the Act.

e) £1,088.01 being the amount at 8(d) above less the result given by dividing the amount at 8(dd) above by the amount at 7(a) above, calculated by the Executive, in accordance with Section 34(2) of the Act, as the basic amount of its council tax for the year for dwellings in those parts of its area to which no special item relates.

f) Part of the Council's area		D
Amlwch	£	1,148.85
Beaumaris	£	1,114.83
Holyhead	£	1,189.62
Llangefni	£	1,160.73
Menai Bridge	£	1,151.82
Llanddaniel-fab	£	1,109.07
Llanddona	£	1,102.05
Cwm Cadnant	£	1,115.37
Llanfair Pwllgwyngyll	£	1,118.52
Llanfihangel Ysgeifiog	£	1,113.39
Bodorgan	£	1,106.73
Llangoed	£	1,103.58
Llangristiolus & Cerrig Ceinwen	£	1,097.91
Llanidan	£	1,108.98
Rhosyr	£	1,114.65
Penmynydd	£	1,113.48
Pentraeth	£	1,114.83
Moelfre	£	1,107.00
Llanbadrig	£	1,126.17
Llanddyfnan	£	1,101.78
Llaneilian	£	1,109.61
Llannerch-y-medd	£	1,109.97
Llaneugrad	£	1,109.61
Llanfair Mathafarn Eithaf	£	1,118.88
Cylch y Garn	£	1,102.77
Mechell	£	1,104.21
Rhos-y-bol	£	1,104.03
Aberffraw	£	1,111.41
Bodedern	£	1,111.32
Bodffordd	£	1,103.13
Trearddur	£	1,112.04
Tref Alaw	£	1,113.03
Llanfachraeth	£	1,106.10
Llanfaelog	£	1,110.60
Llanfaethlu	£	1,107.90
Llanfair-yn-Neubwll	£	1,109.43
Valley	£	1,120.77
Bryngwran	£	1,114.56
Rhoscolyn	£	1,099.17
Trewalchmai	£	1,105.92

being the amount given by adding to the amount at 8(e) above, the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 8(b) above, calculated by the Executive in accordance with Section 34(3) of the

Act, as the basic amounts of its council tax for the year for dwellings in those parts of its area to which one of more special items relate.

### Valuation Bands

ff) Part of the Council's Area	A	B	C	D	E	F	G	H	I
Amlwch	£ 765.90	893.55	1,021.20	1,148.85	1,404.15	1,659.45	1,914.75	2,297.70	2,680.65
Beaumaris	£ 743.22	867.09	990.96	1,114.83	1,362.57	1,610.31	1,858.05	2,229.66	2,601.27
Holyhead	£ 793.08	925.26	1,057.44	1,189.62	1,453.98	1,718.34	1,982.70	2,379.24	2,775.78
Llangefni	£ 773.82	902.79	1,031.76	1,160.73	1,418.67	1,676.61	1,934.55	2,321.46	2,708.37
Menai Bridge	£ 767.88	895.86	1,023.84	1,151.82	1,407.78	1,663.74	1,919.70	2,303.64	2,687.58
Llanddaniel-fab	£ 739.38	862.61	985.84	1,109.07	1,355.53	1,601.99	1,848.45	2,218.14	2,587.83
Llanddona	£ 734.70	857.15	979.60	1,102.05	1,346.95	1,591.85	1,836.75	2,204.10	2,571.45
Cwm Cadnant	£ 743.58	867.51	991.44	1,115.37	1,363.23	1,611.09	1,858.95	2,230.74	2,602.53
Llanfair Pwllgwyngyll	£ 745.68	869.96	994.24	1,118.52	1,367.08	1,615.64	1,864.20	2,237.04	2,609.88
Llanfihangel Ysgeifiog	£ 742.26	865.97	989.68	1,113.39	1,360.81	1,608.23	1,855.65	2,226.78	2,597.91
Bodorgan	£ 737.82	860.79	983.76	1,106.73	1,352.67	1,598.61	1,844.55	2,213.46	2,582.37
Llangoed	£ 735.72	858.34	980.96	1,103.58	1,348.82	1,594.06	1,839.30	2,207.16	2,575.02
Llangristolus & Cerrig Ceinwen	£ 731.94	853.93	975.92	1,097.91	1,341.89	1,585.87	1,829.85	2,195.82	2,561.79
Llanidan	£ 739.32	862.54	985.76	1,108.98	1,355.42	1,601.86	1,848.30	2,217.96	2,587.62
Rhosyr	£ 743.10	866.95	990.80	1,114.65	1,362.35	1,610.05	1,857.75	2,229.30	2,600.85
Penmynydd	£ 742.32	866.04	989.76	1,113.48	1,360.92	1,608.36	1,855.80	2,226.96	2,598.12
Pentraeth	£ 743.22	867.09	990.96	1,114.83	1,362.57	1,610.31	1,858.05	2,229.66	2,601.27
Moelfre	£ 738.00	861.00	984.00	1,107.00	1,353.00	1,599.00	1,845.00	2,214.00	2,583.00
Llanbadrig	£ 750.78	875.91	1,001.04	1,126.17	1,376.43	1,626.69	1,876.95	2,252.34	2,627.73
Llanddyfnan	£ 734.52	856.94	979.36	1,101.78	1,346.62	1,591.46	1,836.30	2,203.56	2,570.82
Llaneilian	£ 739.74	863.03	986.32	1,109.61	1,356.19	1,602.77	1,849.35	2,219.22	2,589.09
Llanerch-y-medd	£ 739.98	863.31	986.64	1,109.97	1,356.63	1,603.29	1,849.95	2,219.94	2,589.93
Llaneugrad	£ 739.74	863.03	986.32	1,109.61	1,356.19	1,602.77	1,849.35	2,219.22	2,589.09
Llanfair Mathafam Eithaf	£ 745.92	870.24	994.56	1,118.88	1,367.52	1,616.16	1,864.80	2,237.76	2,610.72
Cylch y Garn	£ 735.18	857.71	980.24	1,102.77	1,347.83	1,592.89	1,837.95	2,205.54	2,573.13
Mechell	£ 736.14	858.83	981.52	1,104.21	1,349.59	1,594.97	1,840.35	2,208.42	2,576.49
Rhos-y-bol	£ 736.02	858.69	981.36	1,104.03	1,349.37	1,594.71	1,840.05	2,208.06	2,576.07
Aberffraw	£ 740.94	864.43	987.92	1,111.41	1,358.39	1,605.37	1,852.35	2,222.82	2,593.29
Bodedern	£ 740.88	864.36	987.84	1,111.32	1,358.28	1,605.24	1,852.20	2,222.64	2,593.08
Bodffordd	£ 735.42	857.99	980.56	1,103.13	1,348.27	1,593.41	1,838.55	2,206.26	2,573.97
Trearddur	£ 741.36	864.92	988.48	1,112.04	1,359.16	1,606.28	1,853.40	2,224.08	2,594.76
Tref Alaw	£ 742.02	865.69	989.36	1,113.03	1,360.37	1,607.71	1,855.05	2,226.06	2,597.07
Llanfachraeth	£ 737.40	860.30	983.20	1,106.10	1,351.90	1,597.70	1,843.50	2,212.20	2,580.90
Llanfaelog	£ 740.40	863.80	987.20	1,110.60	1,357.40	1,604.20	1,851.00	2,221.20	2,591.40
Llanfaethlu	£ 738.60	861.70	984.80	1,107.90	1,354.10	1,600.30	1,846.50	2,215.80	2,585.10
Llanfair-yn-Neubwll	£ 739.62	862.89	986.16	1,109.43	1,355.97	1,602.51	1,849.05	2,218.86	2,588.67
Valley	£ 747.18	871.71	996.24	1,120.77	1,369.83	1,618.89	1,867.95	2,241.54	2,615.13
Bryngwran	£ 743.04	866.88	990.72	1,114.56	1,362.24	1,609.92	1,857.60	2,229.12	2,600.64
Rhoscolyn	£ 732.78	854.91	977.04	1,099.17	1,343.43	1,587.69	1,831.95	2,198.34	2,564.73
Trewalchmai	£ 737.28	860.16	983.04	1,105.92	1,351.68	1,597.44	1,843.20	2,211.84	2,580.48

being the amounts given by multiplying the amounts at 8(e) and 8(f) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Executive, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

9. That it be noted that, for the year 2017/18, the Police and Crime Commissioner North Wales has stated the following amounts in a precept issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:-

Precepting Authority		Valuation Bands								
		A	B	C	D	E	F	G	H	I
Police and Crime Commissioner North Wales	£	166.14	193.83	221.52	249.21	304.59	359.97	415.35	498.42	581.49

10. That, having calculated the aggregate in each case of the amounts at 8(ff) and 9 above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of council tax for the year 2017/18 for each of the categories of dwellings shown below:-

Part of the Council's Area		Valuation Bands								
		A	B	C	D	E	F	G	H	I
Amlwch	£	932.04	1,087.38	1,242.72	1,398.06	1,708.74	2,019.42	2,330.10	2,796.12	3,262.14
Beaumaris	£	909.36	1,060.92	1,212.48	1,364.04	1,667.16	1,970.28	2,273.40	2,728.08	3,182.76
Holyhead	£	959.22	1,119.09	1,278.96	1,438.83	1,758.57	2,078.31	2,398.05	2,877.66	3,357.27
Llangefni	£	939.96	1,096.62	1,253.28	1,409.94	1,723.26	2,036.58	2,349.90	2,819.88	3,289.86
Menai Bridge	£	934.02	1,089.69	1,245.36	1,401.03	1,712.37	2,023.71	2,335.05	2,802.06	3,269.07
Llanddaniel-fab	£	905.52	1,056.44	1,207.36	1,358.28	1,660.12	1,961.96	2,263.80	2,716.56	3,169.32
Llanddona	£	900.84	1,050.98	1,201.12	1,351.26	1,651.54	1,951.82	2,252.10	2,702.52	3,152.94
Cwm Cadnant	£	909.72	1,061.34	1,212.96	1,364.58	1,667.82	1,971.06	2,274.30	2,729.16	3,184.02
Llanfair Pwllgwyngyll	£	911.82	1,063.79	1,215.76	1,367.73	1,671.67	1,975.61	2,279.55	2,735.46	3,191.37
Llanfihangel Ysgeifiog	£	908.40	1,059.80	1,211.20	1,362.60	1,665.40	1,968.20	2,271.00	2,725.20	3,179.40
Bodorgan	£	903.96	1,054.62	1,205.28	1,355.94	1,657.26	1,958.58	2,259.90	2,711.88	3,163.86
Llangoed	£	901.86	1,052.17	1,202.48	1,352.79	1,653.41	1,954.03	2,254.65	2,705.58	3,156.51
Llangristiolus & Cerrig Ceinwen	£	898.08	1,047.76	1,197.44	1,347.12	1,646.48	1,945.84	2,245.20	2,694.24	3,143.28
Llanidan	£	905.46	1,056.37	1,207.28	1,358.19	1,660.01	1,961.83	2,263.65	2,716.38	3,169.11
Rhosyr	£	909.24	1,060.78	1,212.32	1,363.86	1,666.94	1,970.02	2,273.10	2,727.72	3,182.34
Penmynydd	£	908.46	1,059.87	1,211.28	1,362.69	1,665.51	1,968.33	2,271.15	2,725.38	3,179.61
Pentraeth	£	909.36	1,060.92	1,212.48	1,364.04	1,667.16	1,970.28	2,273.40	2,728.08	3,182.76
Moelfre	£	904.14	1,054.83	1,205.52	1,356.21	1,657.59	1,958.97	2,260.35	2,712.42	3,164.49
Llanbadrig	£	916.92	1,069.74	1,222.56	1,375.38	1,681.02	1,986.66	2,292.30	2,750.76	3,209.22
Llanddyfnan	£	900.66	1,050.77	1,200.88	1,350.99	1,651.21	1,951.43	2,251.65	2,701.98	3,152.31
Llaneilian	£	905.88	1,056.86	1,207.84	1,358.82	1,660.78	1,962.74	2,264.70	2,717.64	3,170.58
Llannerch-y-medd	£	906.12	1,057.14	1,208.16	1,359.18	1,661.22	1,963.26	2,265.30	2,718.36	3,171.42
Llaneugrad	£	905.88	1,056.86	1,207.84	1,358.82	1,660.78	1,962.74	2,264.70	2,717.64	3,170.58
Llanfair Mathafarn Eithaf	£	912.06	1,064.07	1,216.08	1,368.09	1,672.11	1,976.13	2,280.15	2,736.18	3,192.21
Cylch y Garn	£	901.32	1,051.54	1,201.76	1,351.98	1,652.42	1,952.86	2,253.30	2,703.96	3,154.62
Mechell	£	902.28	1,052.66	1,203.04	1,353.42	1,654.18	1,954.94	2,255.70	2,706.84	3,157.98
Rhos-y-bol	£	902.16	1,052.52	1,202.88	1,353.24	1,653.96	1,954.68	2,255.40	2,706.48	3,157.56
Aberffraw	£	907.08	1,058.26	1,209.44	1,360.62	1,662.98	1,965.34	2,267.70	2,721.24	3,174.78
Bodedern	£	907.02	1,058.19	1,209.36	1,360.53	1,662.87	1,965.21	2,267.55	2,721.06	3,174.57
Bodffordd	£	901.56	1,051.82	1,202.08	1,352.34	1,652.86	1,953.38	2,253.90	2,704.68	3,155.46
Trearddur	£	907.50	1,058.75	1,210.00	1,361.25	1,663.75	1,966.25	2,268.75	2,722.50	3,176.25
Tref Alaw	£	908.16	1,059.52	1,210.88	1,362.24	1,664.96	1,967.68	2,270.40	2,724.48	3,178.56
Llanfachraeth	£	903.54	1,054.13	1,204.72	1,355.31	1,656.49	1,957.67	2,258.85	2,710.62	3,162.39
Llanfaelog	£	906.54	1,057.63	1,208.72	1,359.81	1,661.99	1,964.17	2,266.35	2,719.62	3,172.89
Llanfaethlu	£	904.74	1,055.53	1,206.32	1,357.11	1,658.69	1,960.27	2,261.85	2,714.22	3,166.59
Llanfair-yn-Neubwll	£	905.76	1,056.72	1,207.68	1,358.64	1,660.56	1,962.48	2,264.40	2,717.28	3,170.16
Valley	£	913.32	1,065.54	1,217.76	1,369.98	1,674.42	1,978.86	2,283.30	2,739.96	3,196.62
Bryngwran	£	909.18	1,060.71	1,212.24	1,363.77	1,666.83	1,969.89	2,272.95	2,727.54	3,182.13
Rhoscolyn	£	898.92	1,048.74	1,198.56	1,348.38	1,648.02	1,947.66	2,247.30	2,696.76	3,146.22
Trewalchmai	£	903.42	1,053.99	1,204.56	1,355.13	1,656.27	1,957.41	2,258.55	2,710.26	3,161.97

**(d) Amendments to the Budget**

No amendments received.

## **7. TREASURY MANAGEMENT MID-YEAR REVIEW 2016/17**

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

**It was RESOLVED to accept the Treasury Management Mid-Year Review Report 2016/17.**

## **8. AMENDMENT TO THE CONSTITUTION**

The report of the Head of Function (Council Business)/Monitoring Officer with an amendment to the Council's Constitution was presented to the Council by the Portfolio Holder for Executive Business, Performance, Transformation, Corporate Plan and Human Resources.

The Portfolio Holder for Executive Business, Performance, Transformation, Corporate Plan and Human Resources reported that the Executive at its meeting held on 14 February, 2017 upon consideration of the above had resolved to recommend to the full Council that the Monitoring Officer be authorised to make and publish the following amendments to the Council's Constitution :-

- *That paragraph 2.2.2 shall now read 'the regular election of Councillors will be held on the date and at the intervals determined by the Welsh Government. The terms of office of Councillors will start on the fourth day after being elected and will finish on the fourth day after the date of the next regular election'.*
- *That paragraph 2.7.3 shall now read 'The Leader's term of office will be for the duration of the term of the Council, subject to paragraph 2.7.3.3 below'.*
- *Any consequential amendments relevant to 1 and 2 above, including those arising from the Government of Wales Bill, or the exercise of powers under the Local Government Act 2000.*

**It was RESOLVED to authorise the Monitoring Officer to make and publish the amendments to the Council's Constitution as noted above.**

## **9. POPULATION NEEDS ASSESSMENT**

The report of the Head of Adult's Services was presented to the Council by the Portfolio Holder for Housing and Social Services.

The Portfolio Holder for Housing and Social Services reported that the Executive at its meeting held on 14 February, 2017 upon consideration of the above had resolved to recommend to the full Council as follows :-

- *'That the report be approved;*
- *To amend Section 3.2 of the Constitution to include the approval of a Population Needs Assessment under the Social Services and Wellbeing (Wales) Act (2014) as a function which can only be exercised by the full Council;*

- *To authorise the Council's Head of Function (Council Business)/Monitoring Officer to make the necessary changes to the matters reserved as functions which require full Council approval under the Constitution, and any other consequential amendments, to reflect the approval of the same."*

**It was RESOLVED to approve the report and the recommendations as noted above.**

#### **10. PAY POLICY STATEMENT 2017**

The report of the Head of Profession – Human Resources was presented to the Council by the Portfolio Holder for Executive Business, Performance, Transformation, Corporate Plan and Human Resources in relation to the above.

The Portfolio Holder for Executive Business, Performance, Transformation, Corporate Plan and Human Resources said that the Localism Act 2011 requires authorities to develop and make public their pay policy on all aspects of Chief Officer Remuneration.

He wished to thank the Head of Profession – Human Resources and her staff together with staff from the Finance Department for their work in the completion of the job evaluation process within the authority.

**It was RESOLVED to endorse the Pay Policy Statement 2017/18.**

#### **11. SCHEDULE OF COUNCIL MEETINGS 2017/18**

Submitted – the report of the Head of Democratic Services in relation to the above.

**It was RESOLVED to approve the Schedule of Council Meetings for 2017/18.**

#### **12. MEMBER DEVELOPMENT INDUCTION PLAN - APRIL 2017 - MARCH 2018**

Submitted – the report of the Head of Democratic Services in relation to the above.

**It was RESOLVED to adopt the Induction Training Plan as a framework for Member Development following the Local Government Elections in May 2017 and to authorise the Head of Democratic Services to make any further modifications as deemed necessary.**

#### **13. POLITICAL BALANCE ARRANGEMENTS**

The report of the Head of Democratic Services was presented to the Council as a result of the resignation been received from Councillor D.R. Hughes as a Member of the County Council. There is now a requirement to review the political balance arrangements on the Councils Committees.

**It was RESOLVED :-**



- **To confirm the political balance arrangements and the number of seats allocated to each of the Groups under the Local Government and Housing Act 1989, as set out in the matrix attached to the report;**
- **That the Leader provides details to the Head of Democratic Services in relation to the Independent Group Members serving on various Committees as a result of this review.**

Councillor Aled M. Jones abstained from voting in respect of this item.

#### **14. THE ADOPTION OF THE COUNCIL'S WELL-BEING STATEMENT AND OBJECTIVES**

The report of the Head of Corporate Transformation was presented to the Council by the Portfolio Holder for Executive Business, Performance, Transformation, Corporate Plan and Human Resources in relation to the above. He said that the legislation for the future of generations and Wellbeing Act 2016 requires the Council to adopt and publish the aims and objectives for local wellbeing by 31 March, 2017.

**It was RESOLVED to adopt and publish the aims and objectives for local wellbeing by 31 March, 2017.**

The meeting concluded at 2.50 pm

**COUNCILLOR R G PARRY OBE FRAGS  
CHAIR**

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<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>Report to:</b>	<b>The Executive &amp; Full Council</b>
<b>Date:</b>	<b>Executive 24.04.17 Full Council 23.05.17</b>
<b>Subject:</b>	<b>To Make Changes to the Constitution to Reflect Requirements on the Planning Committee as Required by Recent Regulations</b>
<b>Portfolio Holder:</b>	<b>Councillor Richard Dew</b>
<b>Head of Service:</b>	<b>Head of Service (Regulation and Economic Development) and Head of Function (Council Business)</b>
<b>Report Author:</b> Tel: E-mail:	<b>Robyn W. Jones</b> 01248 752134 rwjcs@ynysmon.gov.uk
<b>Local Members:</b>	<b>This is not a ward-specific matter</b>

<b>A –Recommendation/s and reason/s</b>
<p><b>Background:</b></p> <p>1.1 To make changes to the Constitution (where necessary) to reflect the requirements of The Local Authorities (Standing Orders) (Wales) (Amendment) Regulations 2017 and The Size and Composition of Local Planning Authority Committees (Wales) Regulations 2017 (“the Regulations”). The Regulations came into effect on 5 May 2017.</p> <p>1.2 The Executive is asked to recommend to the full Council to make the changes proposed in this report and the full Council is asked to make those changes.</p> <p><b>The Regulations:</b></p> <p>2.1 The Regulations place the following requirements on the Council as a Local Planning Authority:</p> <p>2.1.2 The Council’s Planning Committee (“the Committee”) should have no fewer than 11 members and no more than 21 members. The Committee has 11 members and so this requirement is already met and no changes are required to implement it.</p> <p>2.1.3 The number of members on the Committee must not exceed half of the total number of members of the Council. As the Committee comprises 11 members and the Council has 30 members then this requirement is also already met.</p>

Again no changes are required.

- 2.1.4 In the case of multi-member wards, no more than one member of any ward may be a member of the Planning Committee. However, this rule does not apply to a Council solely comprising of multi-member wards. As this Council is such a council then this provision does not apply and so no changes are required.
- 2.1.5 The quorum of a Planning Committee must be at least half of its membership rounded up to the nearest whole number. This means that the quorum for the Committee will be 6 and the Constitution will be changed to implement this requirement. At present, the Constitution provides that the quorum for the Committee is one quarter of its membership.
- 2.1.6 A Planning Committee shall not have substitute members. This Council does not permit substitute members and so complies with this requirement. However, as there is a requirement to change standing orders to expressly incorporate this requirement then a provision is proposed to be added to the Constitution to comply with the Regulations.

## **Recommendations**

3.1 The recommendations are as follows:

### To the Executive:

3.2 To recommend to the full Council that the changes to the Council's Constitution as detailed below are made.

### To the Full Council:

3.3 To make the following changes to the Council's Constitution in order to implement the requirements of the Regulations:

3.3.1 At the end of the first paragraph of section 3.4.3 of the Constitution to add the following sentences: **“The quorum of the Committee shall be at least half of the number of its members rounded-up to the nearest whole number (that is 6). No substitute members shall be allowed to those appointed to serve on the Committee.”**

3.4 To delegate to the Head of Function (Council Business) the power to make the necessary changes to the Constitution to implement the Council's decision.

<b>B – What other options did you consider and why did you reject them and/or opt for this option?</b>
This report implements legislative requirements where there is no discretion.

<b>C – Why is this a decision for the Executive?</b>
Implementing the requirements of the Regulations requires changes to the Constitution which first requires a report to the Executive.

<b>CH – Is this decision consistent with policy approved by the full Council?</b>
These are legislative changes.

<b>D – Is this decision within the budget approved by the Council?</b>
There are no budgetary implications to these changes.

<b>DD – Who did you consult?</b>		<b>What did they say?</b>
1	<b>Chief Executive / Senior Leadership Team (SLT)</b> (mandatory)	No comments
2	<b>Finance / Section 151</b> (mandatory)	Awaited
3	<b>Legal / Monitoring Officer</b> (mandatory)	The Committee’s legal adviser is a co-author of the report.
4	<b>Human Resources (HR)</b>	Not applicable
5	<b>Property</b>	Not applicable
6	<b>Information Communication Technology (ICT)</b>	Not applicable
7	<b>Procurement</b>	Not applicable
8	<b>Scrutiny</b>	Not applicable
9	<b>Local Members</b>	This matter is not ward-specific
10	<b>Any external bodies / other/s</b>	Not applicable

<b>E – Risks and any mitigation (if relevant)</b>		
1	<b>Economic</b>	Not relevant
2	<b>Anti-poverty</b>	Not relevant
3	<b>Crime and Disorder</b>	Not relevant

<b>4</b>	<b>Environmental</b>	Not relevant
<b>5</b>	<b>Equalities</b>	These changes will not have a differential impact on any of the groups protected under the Equality Act 2010.
<b>6</b>	<b>Outcome Agreements</b>	Not relevant
<b>7</b>	<b>Other</b>	None

<b>F - Appendices:</b>
None

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

**ISLE OF ANGLESEY COUNTY COUNCIL**

<b>MEETING:</b>	County Council
<b>DATE:</b>	23 <sup>rd</sup> May 2017 (11am)
<b>TITLE:</b>	Annual Report of the Chair of the Standards Committee
<b>REPORT BY:</b>	Michael Wilson, Chair of the Standards Committee & Independent Member of the Council
<b>PURPOSE OF REPORT:</b>	To Report on the Activities of the Standards Committee in 2016/17 and to secure Council Approval for the Committee's Programme for 2017/18
<b>CONTACT OFFICER:</b>	Lynn Ball, Head of Function (Council Business) / Monitoring Officer (ext 2568)

**Introduction**

1. The Standards Committee is a statutory committee which comprises 9 members (2 County Councillors, 5 Independent Members and 2 Community Council members).
2. There is currently a casual vacancy for an independent member of the Standards Committee. This vacancy will be filled through an open and competitive process, conducted by the Council's Standards Committee Selection Panel. The term of the other four independent members ends on the 17<sup>th</sup> December 2019.
3. The Standards Committee has (amongst others) the following roles and functions in relation to County Councillors and Town/Community Councillors:-
  - (a) promoting and maintaining high standards of conduct by Councillors;
  - (b) assisting Councillors to observe their Code of Conduct;
  - (c) advising, training, or arranging to train Councillors;
  - (d) considering applications for dispensations;
  - (e) dealing with any referrals from the Public Services Ombudsman for Wales (PSOW), or the Adjudication Panel for Wales (effectively the national Standards Committee).

**Background**

4. At its meeting on the 12<sup>th</sup> May 2016 the County Council resolved to approve the Standards Committee's Programme for 2016/17. The original Programme identified proposed areas of work, timetable and resources. This document is reproduced at **ENCLOSURE A** to this Report and has been updated to include the work which has since been delivered against the objectives originally set.

5. **ENCLOSURE B** to this Report contains the Standards Committee's Programme for 2017/18, which is presented for the Council's endorsement.

6. **Chairman's Comments**

The Chairman would like to thank the Committee for its diligent contributions throughout the year, to acknowledge the support and advice of the officers who assist the Committee, and to thank members of the County Council for their readiness to engage with the work of the Committee.

**6.1 Code of Conduct Referrals**

In relation to County Councillors, during 2016/17, only two complaints were made to the PSOW under the Code of Conduct and no complaint was referred by the PSOW to the Standards Committee for hearing.

This positive trend developed throughout the lifetime of the outgoing Council.

It is the view of the Standards Committee that this desirable state of affairs owes much to self-regulation by Members and by political groups. Where possible, and appropriate, the Standards Committee would recommend this approach to the new Council.

Members are also reminded that a voluntary and informal Local Resolution Protocol exists, which may resolve matters more quickly and effectively than a complaint to the PSOW, in circumstances where disputes may arise between Members.

Regrettably, though, there were 12 complaints filed against Town and Community Councillors during 2016/17; although none has been referred by the PSOW for a formal hearing by the Standards Committee.

The PSOW has made it clear that, while there is no legal requirement, he expects Town and Community Councils to take all reasonable steps to resolve internal matters under their own local resolution arrangements. The Standards Committee strongly endorses this approach, where appropriate. Referral to the PSOW should be reserved only for any serious cases or complaints by the public.

During the course of the year, the PSOW has expressed the intention to focus his limited resources on only the most serious matters, where he sees a public interest in conducting an investigation.



## **6.2 Dispensations**

The Standards Committee circulated a further advice to Members about dispensations on the 31<sup>st</sup> January 2017 and this was mentioned again in training on 18<sup>th</sup> May 2017.

As Members will be aware, dispensations may be granted by the Standards Committee, in certain circumstances defined by statute, where the Member would otherwise be unable to participate in a debate or decision owing to a significant (prejudicial) personal interest. The Standards Committee may sometimes be in a position to overreach that prejudicial interest if certain conditions are met.

The Dispensations Regulations apply to County Councillors and Town and Community Councillors and all are recommended to consider whether such an application may be appropriate in some circumstances.

## **6.3 Personal Development**

The Standards Committee recommends to all Members, and particularly newly elected Members, that they engage with the Training and Development Programme offered by the County Council; particularly in the first year of a new Council and in specialist areas like planning, social services etc.

## **6.4 Three Registers of Interests**

County Councillors will know that they are required to comply with three categories of registration (pre-registration / meetings / gifts and hospitality).

In previous years, the Standards Committee has undertaken an annual review of the three registers, but in the past 12 months has focused only on sampling the single register of interests retained by the Town and Community Councils. This was done with a view to putting forward recommendations to the Town and Community Councils in readiness for their new term in May 2017. The generic findings of that review were published on the 7<sup>th</sup> April 2017 and a copy is attached at **ENCLOSURE C**.

Many County Councillors will sit on Town or Community Councils, or act as a “link” between the County Council and their Town and Community Councils, and are asked to please promote and encourage the recommendations in **ENCLOSURE C** to their Town and Community Councillors.

Towards the end of 2017/18 it will be the Standards Committee’s intention to once again review the three registers of County Councillors’ interests, with a view to contacting individual Councillors for discussion and clarification where needed, followed by publication of generic advice or recommendations (should any arise).

## 6.5 Briefing Notes

Members are referred to the following briefing notes published by the Standards Committee during 2016/17 namely:-

- [Briefing Note on statutory changes to the Code of Conduct and amended Guidance for County Councillors](#)
- [Briefing Note on Dispensations for County Councillors](#)
- [Briefing Note to County Councillors on Personal and Prejudicial Interests](#)
- [Briefing Note to County Councillors on Personal and Prejudicial Interests as School Governors](#)

## 6.6 Standards Committee Forum

During 2016/17 Isle of Anglesey County Council once again hosted the PSOW at the regional Forum Meeting. There was a lengthy question and answer session addressing particular issues of concern. The questions and answers were circulated in full to members on the 28<sup>th</sup> March 2017.

Finally, the Standards Committee would like to extend its congratulations to new and returning Councillors, and wish you all success in your respective roles. We look forward to a positive working relationship and continuation of the mutual respect which has developed over the last four years.

### **RECOMMENDATION:-**

1. To note the Programme delivered by the Standards Committee between April 2016 and May 2017 at **ENCLOSURE A.**
2. To endorse the Standards Committee's Work Programme for 2017/18 as outlined in **ENCLOSURE B.**

**ENCLOSURE A**

**STANDARDS COMMITTEE WORK PROGRAMME – MAY 2016 TO APRIL 2017**

		<b>TIMETABLE</b>	<b>RESOURCES</b>	<b>STATUS AS AT YEAR END</b>
1.	To conduct hearings into alleged breaches of the Members' Code of Conduct by County Councillors and Town/Community Councillors following a referral from the Public Services Ombudsman for Wales (PSOW)	<ul style="list-style-type: none"> <li>As and when referrals are made and in accordance with the performance indicator</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Officer</li> </ul>	<ul style="list-style-type: none"> <li>No referrals</li> </ul>
2.	To conduct hearings into applications for Dispensations made by County Councillors and Town/Community Councillors	<ul style="list-style-type: none"> <li>As and when applications are made and in accordance with the performance indicator</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Officer</li> </ul>	<ul style="list-style-type: none"> <li>No applications</li> </ul>
3.	To undertake an advisory role in connection with any matters arising under the Council's Local Resolution Protocol	<ul style="list-style-type: none"> <li>As and when requested</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Officer</li> </ul>	<ul style="list-style-type: none"> <li>No requests</li> </ul>

4.	To oversee training and development on the Members' Code of Conduct in accordance with paragraph 2.6 of the Code; focusing on preparing for new intake of members in May 2017	<ul style="list-style-type: none"> <li>• Ready for May 2017</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring Officer</li> <li>• Human Resources Development Manager</li> <li>• Head of Democratic Services</li> </ul>	
	<ul style="list-style-type: none"> <li>• Town Councils</li> </ul>			<ul style="list-style-type: none"> <li>• 16.05.2016 - training provided by Monitoring Officer and Committee</li> <li>• Attended Town and Community Councils Liaison Forum on 24.11.2016 to report/advise on:-             <ol style="list-style-type: none"> <li>1. Adoption of amended Code of Conduct</li> <li>2. Ombudsman's amended Guidance on the Code of Conduct</li> <li>3. Requirements for maintaining Town and Community Councils' Register of Interests</li> <li>4. Review of the Town and Community Councils' Register of Interests</li> <li>5. PSOW's presentation at the North Wales Standards Committee Forum</li> <li>6. Decisions of the Adjudication Panel for Wales</li> </ol> </li> </ul>

	<ul style="list-style-type: none"> <li>Preparation for new County Council in May 2017</li> </ul>			<ul style="list-style-type: none"> <li>Programme agreed by Standards Committee on 14.09.2016</li> <li>Training programme has been approved and published to members.</li> </ul>
5.	To review a sample of the Register of Members' interest as retained by Town and Community Councils followed by any necessary advice and guidance.	<ul style="list-style-type: none"> <li>By the end of April 2017</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Officer</li> </ul>	<ul style="list-style-type: none"> <li>Reviews conducted between 18.10.2016, and 22.02.2017</li> <li>Individual letters sent to each Council following their review</li> <li>General Report published and shared with Town/Community Council Clerks on 7.4.2017 (attached)</li> </ul>
6.	To undertake the role of consultee on any proposed change to the Constitution relevant to the role of the Standards Committee and especially where such proposed changes might disproportionately prejudice the rights and interests of any minority group on the Council.	<ul style="list-style-type: none"> <li>As and when required</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Officer</li> </ul>	<ul style="list-style-type: none"> <li>No referrals</li> </ul>
7.	To undertake the role of consultee on any proposed legislative/policy changes etc relevant to the Standards Committee's area of responsibility.	<ul style="list-style-type: none"> <li>As and when required</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Officer</li> </ul>	<ul style="list-style-type: none"> <li>May 2016 – Advising Town/Community Councillors on amended Code of Conduct</li> <li>21.07.2016 - Video to Town/Community Councils.</li> <li>06.01.2017* – <a href="#">Briefing Note on statutory changes to the Code of Conduct and amended Guidance for County Councillors.</a></li> </ul>

				<ul style="list-style-type: none"> <li>• 06.01.2017 – Briefing Note on statutory changes to the Code of Conduct and amended Guidance for Town and Community Councillors</li> <li>• 31.01.2017* – <a href="#">Briefing Note on Dispensations for County Councillors</a></li> <li>• 06.03.2017 – Briefing Note on Dispensations to Town and Community Councillors</li> <li>• 14.03.2017* – <a href="#">Briefing Note to County Councillors on Personal and Prejudicial Interests</a></li> <li>• 27.03.2017 – Briefing Note to Town and Community Councillors on Personal and Prejudicial Interests</li> <li>• 22.03.2017* – <a href="#">Briefing Note to County Councillors on Personal and Prejudicial Interests as School Governors</a></li> <li>• Advising Town/Community Councils on statutory requirements re: websites</li> <li>• Standards Committee Selection Panel to appoint new independent Member</li> </ul> <p>* Available at link</p>
8.	To make any recommendations to the Council for improvements in those areas of work which relate to the Standards Committee.	<ul style="list-style-type: none"> <li>• As and when required</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring Officer</li> </ul>	<ul style="list-style-type: none"> <li>• 12/05/2016 – recommend reduction in the number of ordinary meetings of the</li> </ul>

				Standards Committee – approved by Council and Constitution amended <ul style="list-style-type: none"> <li>• 04/04/2017 - publish amended Constitution for the Standards Committee.</li> <li>• 24/03/2017 - publish summary Scheme of Delegation</li> <li>• 24/04/2017 - publish summary “Standing Committees and Panels”</li> </ul>
9.	The Chair of the Standards Committee to present an annual report to the Council outlining the work of the committee during the previous year.	<ul style="list-style-type: none"> <li>• May 2017</li> </ul>	<ul style="list-style-type: none"> <li>• Chair</li> </ul>	<ul style="list-style-type: none"> <li>• 23.05.2017</li> </ul>
10.	To ensure that the knowledge and skills of the Standards Committee are developed and updated by:-	<ul style="list-style-type: none"> <li>• As and when required and subject to capacity</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring Officer</li> </ul>	
	<ul style="list-style-type: none"> <li>- regular reviews of decided cases from <ul style="list-style-type: none"> <li>o other relevant authorities</li> <li>o Adjudication Panel for Wales</li> </ul> </li> </ul>			<ul style="list-style-type: none"> <li>• Delivered on 14.09.2016 and 08.03.2017. Published to County Councillors on 30.09.2016 and 09.03.2017 and Town and Community Councillors on 09.03.2017.</li> </ul>
	<ul style="list-style-type: none"> <li>- to participate and contribute on the North Wales Standards Committee Forum</li> </ul>			<ul style="list-style-type: none"> <li>• 17.10.2016 – Forum arranged by IOACC including PSOW’s attendance. Questions to and answers from PSOW circulated to County Council members on</li> </ul>

				<p>28/03/2017</p> <ul style="list-style-type: none"> <li>• 10.04.2017 – Forum meeting. Agenda items:- <ul style="list-style-type: none"> <li>• Model Local Resolution Protocol for City, Town and Community Councils</li> <li>• New Member Induction and Training on ethical issues</li> <li>• Websites for Town and Community Council</li> <li>• Use of neighbouring authority Standards Committees for hearings involving internal conflicts</li> </ul> </li> </ul>
	- to participate and contribute to the All Wales Standards Committee Conference.			<ul style="list-style-type: none"> <li>• No Conference 2016/17. Scheduled for 2017/18.</li> </ul>
	- To be reviewed under a performance appraisal review scheme similar to that used by the County Councillors.			<ul style="list-style-type: none"> <li>• The Chair undertook a Personal Development Review with the Monitoring Officer on 11.08.2017 and reviewed the independent members thereafter</li> <li>• To take place every two years</li> </ul>
11.	To monitor progress on Member complaints filed with the PSOW and to undertake an annual analysis of complaints data in relation	<ul style="list-style-type: none"> <li>• Annually if data allows</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Report to the Standards Committee on 14.09.2016 and 08.03.2017</li> </ul>



	to Ynys Mon County Council in order to identify trends/issues of concern/training needs.			<ul style="list-style-type: none"> <li>• A decision that the complaints matrix be circulated quarterly, via email when there is no committee meeting. Matrix under discussion with the PSOW.</li> <li>• Report on any recent trends to be prepared by September 2017 and considered by Standards Committee with a view to targeting any specific training needs</li> </ul>
12.	To maintain contact with Group Leaders to discuss any issues arising.	<ul style="list-style-type: none"> <li>• As and when required</li> </ul>	<ul style="list-style-type: none"> <li>• The Chair</li> </ul>	<ul style="list-style-type: none"> <li>• 22.09.2016</li> </ul>
13.	<p>Report performance indicators on a default basis</p> <ul style="list-style-type: none"> <li>• Relationship between Members and Political Groups</li> <li>• The effectiveness of the Council's Standards Committee</li> <li>• Standards of conduct and behaviour of Members</li> </ul>	<ul style="list-style-type: none"> <li>• Quarterly</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Reported quarterly</li> </ul>

**ENCLOSURE B**

**STANDARDS COMMITTEE WORK PROGRAMME – MAY 2017 TO APRIL 2018**

		<b>TIMETABLE</b>	<b>RESOURCES</b>	<b>STATUS AS AT YEAR END</b>
1.	To conduct hearings into alleged breaches of the Members' Code of Conduct, by County Councillors and Town and Community Councillors, following a referral from the Public Services Ombudsman for Wales (PSOW)	<ul style="list-style-type: none"> <li>As and when referrals are made and in accordance with the performance indicator</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Officer</li> </ul>	
2.	To conduct hearings into applications for Dispensations made by County Councillors and Town/Community Councillors	<ul style="list-style-type: none"> <li>As and when applications are made and in accordance with the performance indicator</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Officer</li> </ul>	
3.	To undertake an advisory role in connection with any matters arising under the Council's Local Resolution Protocol.	<ul style="list-style-type: none"> <li>As and when requested</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Officer</li> </ul>	

4.	To oversee training and development on the Members' Code of Conduct in accordance with paragraph 2.6 of the Code.	<ul style="list-style-type: none"> <li>• Ready for May 2018</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring Officer</li> </ul>	
5.	To review the three registers of Members' Interests followed by any necessary advice and guidance.	<ul style="list-style-type: none"> <li>• By the end of April 2018</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring Officer</li> </ul>	
6.	To undertake the role of consultee on any proposed change to the Constitution relevant to the role of the Standards Committee and especially where such proposed changes might disproportionately prejudice the rights and interests of any minority group.	<ul style="list-style-type: none"> <li>• As and when required</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring Officer</li> </ul>	
7.	To undertake the role of consultee on any proposed legislative / policy changes etc relevant to the Standards Committee's area of responsibility.	<ul style="list-style-type: none"> <li>• As and when required</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring Officer</li> </ul>	
8.	To make any recommendations to the Council for improvements in those areas of work which relate to the Standards Committee.	<ul style="list-style-type: none"> <li>• As and when required</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring Officer</li> </ul>	
9.	The Chair of the Standards Committee to present an annual report to the Council outlining the work of the committee during the previous year.	<ul style="list-style-type: none"> <li>• May 2018</li> </ul>	<ul style="list-style-type: none"> <li>• Chair</li> </ul>	
10.	To ensure that the knowledge and skills of the Standards Committee are developed and updated by:-		<ul style="list-style-type: none"> <li>• Monitoring Officer</li> </ul>	
	- regular reviews of decided cases from	<ul style="list-style-type: none"> <li>• Ordinary</li> </ul>		

	<ul style="list-style-type: none"> <li>○ other relevant authorities</li> <li>○ Adjudication Panel for Wales</li> </ul>	meeting of the Committee		
	- to participate and contribute on the North Wales Standards Committee Forum	<ul style="list-style-type: none"> <li>• Twice annually</li> </ul>		
	- to participate and contribute to the All Wales Standards Committee Conference.	<ul style="list-style-type: none"> <li>• Once every 2 years – due 2017/18</li> </ul>		
	- To be reviewed under a performance appraisal review scheme similar to that used by the county council's elected members.	<ul style="list-style-type: none"> <li>• One every 2 years – due 2018</li> </ul>		
11.	To monitor progress on Member complaints filed with the PSOW and to undertake an annual analysis of complaints data in relation to Ynys Mon County Council and Town and Community Councils in order to identify trends/issues of concern/training needs.	<ul style="list-style-type: none"> <li>• Quarterly</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring Officer</li> </ul>	
12.	To maintain contact with Group Leaders to discuss any issues of concern.	<ul style="list-style-type: none"> <li>• As and when required</li> </ul>	<ul style="list-style-type: none"> <li>• Chair</li> </ul>	
13.	Appoint a new independent member to the Standards Committee.	<ul style="list-style-type: none"> <li>• As soon as possible</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring Officer</li> <li>• Standards Committee Selection Panel</li> </ul>	
14	Appoint two Town and Community Council representatives to the Standards Committee	<ul style="list-style-type: none"> <li>• Following May 2017's election</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring Officer</li> </ul>	
15	Report performance indicators on a default basis	<ul style="list-style-type: none"> <li>• Quarterly</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring Officer</li> </ul>	

	<ul style="list-style-type: none"><li>• Relationship between Members and Political Groups</li><li>• The effectiveness of the Council's Standards Committee</li><li>• Standards of conduct and behaviour of Members</li></ul>			
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Medwen Jones

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**From:** Medwen Jones  
**Sent:** 07 April 2017 18:50  
**To:** Aberffraw; Amlwch; Beaumaris; Bodedern; Bodffordd a Llanfachraeth; Bodorgan a Llangristiolus; Bryngwran; Cwm Cadnant a Llanfihangelesceifiog; Cylch-y-Garn Community Council; Holyhead Town Council; Llanbadrig; Llanddaniel Fab; Llanddona a Llangoed; Llanddyfnan; Llanelian; Llanerchymedd; Llanfaelog; Llanfaethlu; Llanfair yn Neubwll; Llanfairpwll; Llangejni; Llanidan; Mechell; Menai Bridge; Moelfre; Penmynydd a Star; Pentraeth; Rhosybol; Rhosyr; Trearddur; Tref Alaw; Trewalchmai; Valley; 'Llanfair ME'  
**Cc:** Mared W. Yaxley  
**Subject:** Adolygiad y Pwyllgor Safonau - swyddogol / Review by Standards Committee - official (019456)  
**Attachments:** 370631 - Adolygiad y Pwyllgor Safonau - Adroddiad.doc; 370321 - Local Government Model Code of Conduct - as amended from 1.04.2016 (Eng and Welsh).docm; 370319 - Nodyn briffio ar gyfer clerod cyngorau tref a chymuned.doc; 370362 - Canllawiau Statudol - Mynediad i Wybodaeth am Gyngorau Cymuned a Thref.pdf; 370317 - MEMBERS' DECLARATION OF INTEREST AT MEETINGS.doc; 368166 - Standards Committee Report - review of a sample of the TC CCs March 2017.doc; 370320 - Briefing Note for Clerks of town and community councils.doc; 370361 - Statutory Guidance - Access to Information on Community and Town councils.pdf; 370318 - MEMBERS' DECLARATION OF INTEREST AT MEETINGS.doc

Annwyl Glercod,

Yn ei gyfarfod ar 14 Medi 2016, penderfynodd y Pwyllgor Safonau gynnal adolygiad o gofrestrau diddordeb yr aelodau mewn sampl o'r Cyngorau Tref a Chymuned, er mwyn gwirio cydymffurfiaeth gyda'r Cod Ymddygiad. Penderfynwyd y byddai adroddiad cyffredinol yn cael ei gylchredeg i'r holl Gyngorau Tref a Chymuned a fyddai'n manylu ar y canfyddiadau a wnaed yn ystod yr ymarferiad hwn. Ymgais oedd y broses hon i geisio cynorthwyo'r Cyngorau Tref a Chymuned drwy rannu arfer dda ac amlygu materion cyffredin y mae angen eu gwella.

Mae'r adolygiad bellach wedi dod i ben ac mae'r Pwyllgor Safonau wedi paratoi'r **adroddiad atodol**. Nodwch, os gwelwch yn dda, mai arolwg cyffredinol a geir yma; ni chaiff unrhyw Gyngor ei enwi.

Allwch chi sicrhau fod yr adroddiad yma'n cael ei rannu efo'ch aelodau drwy ei gynnwys fel eitem ar y Rhaglen nesaf sydd ar gael gan y Cyngor, os gwelwch yn dda? Gofynnwn i chi hefyd anfon copi o Gofnodion y cyfarfod perthnasol, sy'n cadarnhau fod yr adroddiad wedi ei drafod, i [mwjcs@ynysmon.gov.uk](mailto:mwjcs@ynysmon.gov.uk). Gofynnwn am eich ymatebion, yn ogystal â chopi o'r Cofnodion, erbyn **diwedd mis Gorffennaf 2017** os gwelwch yn dda. Bydd y mater yn cael ei drafod yng nghyfarfod ffurfiol nesaf y Pwyllgor Safonau ym mis Medi 2017.

Gobeithiwn y bydd yr atodiad o gymorth i'ch aelodau o ran eu hymrwymiadau dan y Cod Ymddygiad.

Cofion,

Michael Wilson  
 Cadeirydd y Pwyllgor Safonau

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Dear Clerks,

At its meeting on 14 September 2016, the Standards Committee decided to conduct a review of the register of members' interests in a sample of the Town and Community Councils, to ensure compliance with the Code of Conduct. It was decided that a general report would be distributed to all Town and Community Councils detailing the findings made following that exercise. This process was an attempt to assist all Town and Community Councils by way of sharing good practice and identifying matters which commonly need to be addressed.

The review has now been concluded and the Standards Committee has compiled the **attached report**. Please note that this is a general overview of the findings made; no individual Council is identified.

Please can you ensure that this report is shared with all members of your Council by including it as an item on the next available Council Agenda. We also ask that you please forward a copy of the Minutes of the relevant meeting, which confirm the report has been discussed, to [mwjcs@ynysmon.gov.uk](mailto:mwjcs@ynysmon.gov.uk). We would ask for your responses, together with the copy Minutes, by the **end of July 2017** please. This matter will be discussed at the next formal meeting of the Standards Committee in September 2017.

We trust the attached assists your members in relation to their obligations under the Code of Conduct.

Regards,

Michael Wilson  
Chairman of the Standards Committee

Document: CC-019456-MY/370839 -

# The Isle of Anglesey County Council's Standards Committee Report on the Town and Community Councils Registers of Members' Interests

Report prepared March 2017

## **A) INTRODUCTION AND BACKGROUND**

The Standards Committee is committed to assisting Town and Community Council members in relation to their obligations under the Code of Conduct.

At its meeting on 14 September 2016, the Standards Committee decided to conduct a review of the registers of members' interests in a sample of the Town and Community Councils, to assess and ensure compliance with the Code of Conduct. It was decided that a general report would be distributed to all Town and Community Councils detailing the outcome of that exercise.

The review has now been concluded and the Standards Committee has compiled this general report, which has been distributed to all the Town and Community Councils. No individual Council is named in this report; a personalised letter has been sent to each Council that was part of the review, giving specific advice. This report contains a general overview of the findings and recommendations.

## **B) GENERAL COMMENTS**

The Standards Committee would first of all like to thank the clerks, and members, from the Town and Community Councils that were reviewed for their time and welcome. The reviews are deemed to have been a fruitful exercise; the Standards Committee was generally pleased with the findings, as several good practices were noted. However, some common areas of concern have also been identified and these require attention. This Report aims to include both, so that it is a useful guidance to all Town and Community Councils on what needs to be done.

## **C) DOCUMENTS / PAPERWORK REVIEWED**

At each Town/ Community Council the following documents, dating back to May 2013, were requested in order to be reviewed:

- Register of Personal Interests;
- Declarations of Interest Forms made in Council meetings;
- Agenda and Minutes for the Council and its Sub-Committees;
- A list of the names of all members and copy form of acceptance of office by each current member, including the statutory undertaking to comply with the Code of Conduct;
- A record of members' training.

## **D) FINDINGS**

- 1) The Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016 came into force on 1<sup>st</sup> April 2016. It means an amended Code of Conduct has been created, and there is a requirement for all Town and Community Councils to adopt this amended Code. Once adopted, there is a requirement for an advertisement to be published in one or more newspapers circulating in the local area, and for a copy of the Code to be sent to the Public Services Ombudsman for Wales. A further copy of the statutory Code of Conduct is enclosed as **Appendix 1** for ease of reference.

Correspondence has been sent to all Town and Community Councils by the Standards Committee on this issue since May 2016, and although the Standards Committee was



generally pleased with the work done by Town and Community Councils on this matter, it remains concerned that all Councils need to comply.

All Councils are asked to ensure the updated Code (**Appendix 1**) and our Briefing Note on the statutory requirements for Town and Community members on declaration of personal interests (**Appendix 2**) are brought to the attention of its members following the May 2017 elections, as requested by the Standards Committee in an email to the Town and Community Councils on 22<sup>nd</sup> March 2017.

- 2) It is a requirement for each member to sign a new undertaking to abide by the Code at the commencement of each term of office. In light of the local elections to be held in May 2017, Councils are reminded of this requirement, whether the member is being re-elected or not and, indeed, whether or not an election has taken place for that Town/Community Council.

This is something which was done in all the Town and Community Councils reviewed. However, care must also be taken that the undertaking is signed before a witness (the status of whom is detailed in section 83(3) of the Local Government Act 1972); the clerk, as proper officer of the Council, is usually the witness used and this is compliant.

- 3) The Standards Committee is concerned that, in some Town and Community Councils, members do not understand the requirement to declare personal and/or prejudicial interests when they arise. This failing, together with the absence of any record of training (discussed in 8 below) leads the Standards Committee to believe that there is a lack of understanding on the part of some members. It may be worth reminding members that:-

- A personal interest is one of those contained within the definitive list in the Code of Conduct;
- A prejudicial interest is a personal interest which an objective observer would consider so significant that it is likely to compromise a member's ability to make a decision in the public interest;
- The distinction is important because members are allowed to participate when they have a personal interest, but not when they have a personal interest which is also prejudicial. If an interest is prejudicial, members must also physically leave the meeting while the item is under discussion.

Members should ensure they understand their obligations under the Code of Conduct, and if they do not, arrange appropriate training via their clerks. If they have any specific questions, they should be seeking advice from their clerk or contact the Monitoring Officer at the IOACC on [lbxcs@ynysmon.gov.uk](mailto:lbxcs@ynysmon.gov.uk)

- 4) As of May 2015, Town and Community Councils now have a statutory requirement to have websites and to publish specified information on these websites. Statutory Guidance has been issued to assist Councils in fulfilling this obligation and a further copy of this Guidance is attached as **Appendix 3**.

The Standards Committee is disappointed with the progress made in relation to (a) the creation of websites and (b) the amount of information published on some of the websites which have been created. On this basis, the Standards Committee has decided that it will **review the situation in relation to the Town and Community Councils' websites once again and will request an update from all clerks by the end of February 2018**. It will also seek confirmation that the minimum requirements described in **Appendix 3** are also met.

The Councils which have not yet claimed are reminded that there is a grant available for them to spend on establishing a new or developing a current website. Claim forms are available via the IOACC; please contact the Policy Officer on [rjxcs@ynysmon.gov.uk](mailto:rjxcs@ynysmon.gov.uk).

- 5) One of the documents which must be published on the Council's website is the Register of Interests. There is no specific format for this Register, but the majority of the Town and Community Councils reviewed had Registers consisting of the Minutes for the relevant meeting (which confirm the declaration of interest made) and the Declaration of Interest forms, completed by each member following an oral declaration of personal and/or prejudicial interests at the meeting. This is a satisfactory format.

Town and Community Councils need to ensure the Register is made available for inspection by the public at all reasonable times, and on the Town or Community Council's website. It appeared from the review that the paper Registers are generally well-maintained but work needs to be done in order to ensure they are available online as soon as possible.

- 6) There is no single format for the Declaration of Interests Form to be used to confirm a declaration of personal and/or prejudicial interest made orally at a meeting. The majority of the 'Declaration Forms' reviewed by the Standards Committee were satisfactory in terms of the information required. However, for ease of reference, the one used by IOACC is attached as **Appendix 4**; this may be amended and adapted, as necessary.

Although the forms themselves were compliant in terms of the information required, it was clear that some members were not always completing the forms fully and correctly. This is each member's responsibility; a failure to provide full written confirmation of an oral declaration made at a meeting means the member is not complying with the Code of Conduct. Members are reminded to fully answer all relevant questions on the Declaration Form.

- 7) There is no specific format for Agendas and Minutes; however the Standards Committee considers it good practice to include "Declarations of Interest" as a standing item on each Council Agenda, as a way of reminding members. It was felt that, generally, more information should be included in the Minutes under the 'Declaration of Interest' item i.e. (a) name of the member making the oral declaration, (b) to which agenda item the declaration relates, and (c) whether the declaration made was a personal or prejudicial interest. Furthermore, under the business item itself, it would be good practice for the Minutes to confirm (a) whether a declaration of interest has been made, and by whom, (b) whether the interest is personal or prejudicial, (c) details of the personal/prejudicial interest, and (d) when prejudicial, that the member left the meeting room. Including such information assists with regards to the requirement to maintain a meaningful Register of Interests, but also assists members of the public in ensuring that decisions are made transparently and in the public interest.
- 8) Of the Councils reviewed, only one had a Training Record. The reasons for this were varied; for some, it was because members hadn't attended training and for others it was because, although members had attended training, they had failed to keep a record. There is no statutory requirement to maintain a Training Record, but the Standards Committee considers it to be good practice.
- 9) It was clear from the review that where there is mutual respect between the clerk and the members, requirements are being adhered to more effectively. Members are reminded that clerks are the proper officers within the Town/Community Councils and that their advice should be given due consideration. A properly trained and resourced clerk will assist the Council collectively, being better equipped to advise members, both inside and outside meetings.
- 10) It is understood that the majority of Town/Community Councils are members of One Voice Wales. Perhaps it would be prudent for some Councils to ask One Voice Wales for its support in relation to (a) the standing orders/policies which some Town/Community Councils have yet to adopt, (b) training for clerks and members, as required and (c) the development / maintenance / content of websites.

## E. CONCLUSION/RECOMMENDATIONS

The Standards Committee was generally content with the findings and several good practices have been noted:

- (1) records showing that members sign an undertaking to abide by the Code of Conduct at the commencement of every new term of office;
- (2) the maintenance of the paper Register of Members' Interests;
- (3) the 'Declaration Forms' used for declaring personal/prejudicial interests at formal meetings.

However, some areas for improvement were noted:

- (1) some members' apparent lack of understanding of the distinction between personal and/or prejudicial interests needs to be addressed;
- (2) failing to fully complete the 'Declaration Forms';
- (3) a lack of websites/or a lack of information on websites (including the publication of the Register of Members' Interests);
- (4) recording Training Records;
- (5) details of interests declared to be included on the Agendas/Minutes for all Council meetings.

**Clerks are asked to bring the contents of this report to the attention of all their members by including it as an item on their next available Council Agenda and to forward a copy of the Minutes of that meeting to the Standards Committee by the end of July 2017.**

Clerks are also reminded that, in accordance with section 4 above, the Standards Committee will be seeking confirmation by the **end of February 2018** (a) as to whether each Council has established a website, (b) the address of that website, and (c) that the statutory minimum information is included on the website.

Should members or clerks have any queries in relation to this report, please contact the Monitoring Officer at Isle of Anglesey County Council (Lynn Ball, 01248 752586/lbxcs@ynysmon.gov.uk)

Michael Wilson  
Chairman of the Standards Committee

Local Government Act 2000	Deddf Llywodraeth Leol 2000
<p><b>Model Code of Conduct for Members and Co-opted Members with voting rights</b></p>	<p><b>Cod Ymddygiad Enghreifftiol ar gyfer Aelodau ac Aelodau Cyfetholedig â hawliau pleidleisio</b></p>
<p>The attached Annex sets out the text (in English and Welsh) of the Model Code of Conduct prescribed by the Local Authorities (Model Code of Conduct) (Wales) Order 2008, as amended by the following statutory instruments:</p> <ul style="list-style-type: none"> <li>• Co-operative and Community Benefit Societies and Credit Unions Act 2010 (Consequential Amendments) Regulations 2014 – (No. 2014/1815) (“the 2014 Regulations”) – effective from 1 August 2014.</li> <li>• Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2008 (No. 2016/84) – effective from 1 April 2016.</li> </ul> <p>This document has been produced for the benefit of relevant authorities to whom the Model Code applies, but it does not itself have any legal standing. It is believed to be a true and accurate representation of the law as at <b>1 April 2016</b>, but no assurance is given in this regard and authorities should take their own legal advice on matters relating to the Code.</p> <p>Please note the 2014 Regulations were made by the UK Government. They amend the Model Code to insert a definition of a ‘registered society’. It appears that the Welsh language version of the Model Code was not amended at the same time. The Welsh Government is in discussion with the UK Government about this with a view to the Welsh language version being amended as soon as practicable.</p> <p>In the interim, the Welsh Government does not believe this anomaly has a material bearing on the operation of the Model Code.</p>	<p>Mae'r Atodiad amgaeedig yn nodi testun (yn Gymraeg a Saesneg) y Cod Ymddygiad Enghreifftiol a bennir gan Orchymyn Awdurdodau Lleol (Cod Ymddygiad Enghreifftiol) (Cymru) 2008, fel y'i diwygiwyd gan yr offerynnau statudol canlynol:</p> <ul style="list-style-type: none"> <li>• Rheoliadau Deddf Cwmniâu Cydweithredol a Chymdeithasau Budd Cymunedol ac Undebau Credyd 2010 (Diwygiadau Canlyniadol) 2014 - (Rhif 2014/1815) (“Rheoliadau 2014”) - yn dod i rym ar 1 Awst 2014.</li> <li>• Gorchymyn Awdurdodau Lleol (Cod Ymddygiad Enghreifftiol) (Cymru) (Diwygio) 2008 (Rhif 2016/84) – yn dod i rym ar 1 Ebrill 2016.</li> </ul> <p>Cynhyrchwyd y ddogfen hon er budd awdurdodau perthnasol y mae'r Cod Enghreifftiol yn gymwys iddynt, ond nid oes ganddi unrhyw statws cyfreithiol. Credir ei bod yn cynrychioli'r gyfraith ar <b>1 Ebrill 2016</b> yn wir ac yn gywir, ond ni roddir unrhyw sicrwydd yn hyn o beth, a dylai'r awdurdodau geisio eu cyngor cyfreithiol eu hunain ar faterion sy'n ymwneud â'r Cod.</p> <p>Sylwer: Gwnaed Rheoliadau 2014 gan Lywodraeth y DU. Maent yn diwygio'r Cod Enghreifftiol drwy fewnosodi diffiniad o ‘cymdeithas gofrestredig’. Mae'n ymddangos na ddiwygiwyd fersiwn Gymraeg y Cod Enghreifftiol ar yr un pryd. Mae Llywodraeth Cymru wrthi'n trafod hyn â Llywodraeth y DU gyda'r bwriad o ddiwygio'r fersiwn Gymraeg cyn gynted ag y bo'n ymarferol.</p> <p>Yn y cyfamser, nid yw Llywodraeth Cymru yn credu bod yr anghysondeb hwn yn effeithio'n ymarferol ar weithredu'r Cod Enghreifftiol.</p>



## THE MODEL CODE OF CONDUCT

### PART 1 INTERPRETATION

1.—(1) In this code —

"co-opted member" ("*aelod cyfetholedig*"), in relation to a relevant authority, means a person who is not a member of the authority but who —

- (a) is a member of any committee or sub-committee of the authority, or
- (b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority, and who is entitled to vote on any question which falls to be decided at any meeting of that committee or subcommittee;

"meeting" ("*cyfarfod*") means any meeting —

- (a) of the relevant authority,
- (b) of any executive or board of the relevant authority,
- (c) of any committee, sub-committee, joint committee or joint sub-committee of the relevant authority or of any such committee, sub-committee, joint committee or joint sub-committee of any executive or board of the authority, or
- (d) where members or officers of the relevant authority are present other than a meeting of a political group constituted in accordance with regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990,

and includes circumstances in which a member of an executive or board or an officer acting alone exercises a function of an authority;

"member" ("*aelod*") includes, unless the context requires otherwise, a co-opted member;

"registered society" means a society, other than a society registered as a credit union, which is —

- (a) a registered society within the meaning given by section 1(1) of the Co-operative and Community Benefit Societies Act 2014; or
- (b) a society registered or deemed to be registered under the Industrial and Provident Societies Act (Northern Ireland) 1969;

"register of members' interests" ("*cofrestr o fuddiannau'r aelodau*") means the register established and maintained under section 81 of the Local Government Act 2000;

"relevant authority" ("*awdurdod perthnasol*") means—

- (a) a county council,
- (b) a county borough council,
- (c) a community council,

(d) a fire and rescue authority constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies,

(e) a National Park authority established under section 63 of the Environment Act 1995;

"you" ("*chi*") means you as a member or co-opted member of a relevant authority; and

"your authority" ("*eich awdurdod*") means the relevant authority of which you are a member or co-opted member.

(2) In relation to a community council—

(a) "proper officer" ("*swyddog priodol*") means an officer of that council within the meaning of section 270(3) of the Local Government Act 1972; and

(b) "standards committee" ("*pwyllgor safonau*") means the standards committee of the county or county borough council which has functions in relation to the community council for which it is responsible under section 56(1) and (2) of the Local Government Act 2000.

## PART 2 GENERAL PROVISIONS

2.—(1) Save where paragraph 3(a) applies, you must observe this code of conduct —

(a) whenever you conduct the business, or are present at a meeting, of your authority;

(b) whenever you act, claim to act or give the impression you are acting in the role of member to which you were elected or appointed;

(c) whenever you act, claim to act or give the impression you are acting as a representative of your authority; or

(d) at all times and in any capacity, in respect of conduct identified in paragraphs 6(1)(a) and 7.

(2) You should read this code together with the general principles prescribed under section 49(2) of the Local Government Act 2000 in relation to Wales.

3. Where you are elected, appointed or nominated by your authority to serve —

(a) on another relevant authority, or any other body, which includes a Local Health Board you must, when acting for that other authority or body, comply with the code of conduct of that other authority or body; or

(b) on any other body which does not have a code relating to the conduct of its members, you must, when acting for that other body, comply with this code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

4. You must —

(a) carry out your duties and responsibilities with due regard to the principle that there should be equality of opportunity for all people, regardless of their gender, race, disability, sexual orientation, age or religion;

- (b) show respect and consideration for others;
- (c) not use bullying behaviour or harass any person; and
- (d) not do anything which compromises, or which is likely to compromise, the impartiality of those who work for, or on behalf of, your authority.

5. You must not —

- (a) disclose confidential information or information which should reasonably be regarded as being of a confidential nature, without the express consent of a person authorised to give such consent, or unless required by law to do so;
- (b) prevent any person from gaining access to information to which that person is entitled by law.

6.—(1) You must —

- (a) not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute;
- (b) report, whether through your authority's confidential reporting procedure or direct to the proper authority, any conduct by another member or anyone who works for, or on behalf of, your authority which you reasonably believe involves or is likely to involve criminal behaviour (which for the purposes of this paragraph does not include offences or behaviour capable of punishment by way of a fixed penalty);
- (c) report to your authority's monitoring officer any conduct by another member which you reasonably believe breaches this code of conduct;
- (d) not make vexatious, malicious or frivolous complaints against other members or anyone who works for, or on behalf of, your authority.

(2) You must comply with any request of your authority's monitoring officer, or the Public Services Ombudsman for Wales, in connection with an investigation conducted in accordance with their respective statutory powers.

7. You must not —

- (a) in your official capacity or otherwise, use or attempt to use your position improperly to confer on or secure for yourself, or any other person, an advantage or create or avoid for yourself, or any other person, a disadvantage;
- (b) use, or authorise others to use, the resources of your authority —
  - (i) imprudently;
  - (ii) in breach of your authority's requirements;
  - (iii) unlawfully;
  - (iv) other than in a manner which is calculated to facilitate, or to be conducive to, the discharge of the functions of the authority or of the office to which you have been elected or appointed;
  - (v) improperly for political purposes; or

(vi) improperly for private purposes.

**8. You must —**

(a) when participating in meetings or reaching decisions regarding the business of your authority, do so on the basis of the merits of the circumstances involved and in the public interest having regard to any relevant advice provided by your authority's officers, in particular by —

(i) the authority's head of paid service;

(ii) the authority's chief finance officer;

(iii) the authority's monitoring officer;

(iv) the authority's chief legal officer (who should be consulted when there is any doubt as to the authority's power to act, as to whether the action proposed lies within the policy framework agreed by the authority or where the legal consequences of action or failure to act by the authority might have important repercussions);

(b) give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your authority.

**9. You must —**

(a) observe the law and your authority's rules governing the claiming of expenses and allowances in connection with your duties as a member;

(b) avoid accepting from anyone gifts, hospitality (other than official hospitality, such as a civic reception or a working lunch duly authorised by your authority), material benefits or services for yourself or any person which might place you, or reasonably appear to place you, under an improper obligation.

## **PART 3 INTERESTS**

### **Personal Interests**

**10.—(1)** You must in all matters consider whether you have a personal interest, and whether this code of conduct requires you to disclose that interest.

**(2)** You must regard yourself as having a personal interest in any business of your authority if —

(a) it relates to, or is likely to affect —

(i) any employment or business carried on by you;

(ii) any person who employs or has appointed you, any firm in which you are a partner or any company for which you are a remunerated director;

(iii) any person, other than your authority, who has made a payment to you in respect of your election or any expenses incurred by you in carrying out your duties as a member;

(iv) any corporate body which has a place of business or land in your authority's area, and in which you have a beneficial interest in a class of securities of that body that



exceeds the nominal value of £25,000 or one hundredth of the total issued share capital of that body;

(v) any contract for goods, services or works made between your authority and you or a firm in which you are a partner, a company of which you are a remunerated director, or a body of the description specified in sub-paragraph (iv) above;

(vi) any land in which you have a beneficial interest and which is in the area of your authority;

(vii) any land where the landlord is your authority and the tenant is a firm in which you are a partner, a company of which you are a remunerated director, or a body of the description specified in subparagraph (iv) above;

(viii) any body to which you have been elected, appointed or nominated by your authority;

(ix) any —

(aa) public authority or body exercising functions of a public nature;

(bb) company, registered society, charity, or body directed to charitable purposes;

(cc) body whose principal purposes include the influence of public opinion or policy;

(dd) trade union or professional association; or

(ee) private club, society or association operating within your authority's area,

in which you have membership or hold a position of general control or management;

(x) any land in your authority's area in which you have a licence (alone or jointly with others) to occupy for 28 days or longer;

*[Note: subparagraph (b) is omitted.]*

(c) a decision upon it might reasonably be regarded as affecting —

(i) your well-being or financial position, or that of a person with whom you live, or any person with whom you have a close personal association;

(ii) any employment or business carried on by persons as described in 10(2)(c)(i);

(iii) any person who employs or has appointed such persons described in 10(2)(c)(i), any firm in which they are a partner, or any company of which they are directors;

(iv) any corporate body in which persons as described in 10(2)(c)(i) have a beneficial interest in a class of securities exceeding the nominal value of £5,000; or

(v) any body listed in paragraphs 10(2)(a)(ix)(aa) to (ee) in which persons described in 10(2)(c)(i) hold a position of general control or management,

to a greater extent than the majority of—

(aa) in the case of an authority with electoral divisions or wards, other council tax payers, rate payers or inhabitants of the electoral division or ward, as the case may be, affected by the decision; or

(bb) in all other cases, other council tax payers, ratepayers or inhabitants of the authority's area.

### **Disclosure of Personal Interests**

**11.—**(1) Where you have a personal interest in any business of your authority and you attend a meeting at which that business is considered, you must disclose orally to that meeting the existence and nature of that interest before or at the commencement of that consideration, or when the interest becomes apparent.

(2) Where you have a personal interest in any business of your authority and you make —

(a) written representations (whether by letter, facsimile or some other form of electronic communication) to a member or officer of your authority regarding that business, you should include details of that interest in the written communication; or

(b) oral representations (whether in person or some form of electronic communication) to a member or officer of your authority you should disclose the interest at the commencement of such representations, or when it becomes apparent to you that you have such an interest, and confirm the representation and interest in writing within 14 days of the representation.

(3) Subject to paragraph 14(1)(b) below, where you have a personal interest in any business of your authority and you have made a decision in exercising a function of an executive or board, you must in relation to that business ensure that any written statement of that decision records the existence and nature of your interest.

(4) You must, in respect of a personal interest not previously disclosed, before or immediately after the close of a meeting where the disclosure is made pursuant to sub-paragraph 11(1), give written notification to your authority in accordance with any requirements identified by your authority's monitoring officer, or in relation to a community council, your authority's proper officer from time to time but, as a minimum containing —

(a) details of the personal interest;

(b) details of the business to which the personal interest relates; and

(c) your signature.

(5) Where you have agreement from your monitoring officer that the information relating to your personal interest is sensitive information, pursuant to paragraph 16(1), your obligations under this paragraph 11 to disclose such information, whether orally or in writing, are to be replaced with an obligation to disclose the existence of a personal interest and to confirm that your monitoring officer has agreed that the nature of such personal interest is sensitive information.

(6) For the purposes of sub-paragraph (4), a personal interest will only be deemed to have been previously disclosed if written notification has been provided in accordance with this code since the last date on which you were elected, appointed or nominated as a member of your authority.

(7) For the purposes of sub-paragraph (3), where no written notice is provided in accordance with that paragraph you will be deemed as not to have declared a personal interest in accordance with this code.

### **Prejudicial Interests**

**12.—**(1) Subject to sub-paragraph (2) below, where you have a personal interest in any business of your authority you also have a prejudicial interest in that business if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.

(2) Subject to sub-paragraph (3), you will not be regarded as having a prejudicial interest in any business where that business—

(a) relates to —

(i) another relevant authority of which you are also a member;

(ii) another public authority or body exercising functions of a public nature in which you hold a position of general control or management;

(iii) a body to which you have been elected, appointed or nominated by your authority;

(iv) your role as a school governor (where not appointed or nominated by your authority) unless it relates particularly to the school of which you are a governor;

(v) your role as a member of a Local Health Board where you have not been appointed or nominated by your authority;

(b) relates to —

(i) the housing functions of your authority where you hold a tenancy or lease with your authority, provided that you do not have arrears of rent with your authority of more than two months, and provided that those functions do not relate particularly to your tenancy or lease;

(ii) the functions of your authority in respect of school meals, transport and travelling expenses, where you are a guardian, parent, grandparent or have parental responsibility (as defined in section 3 of the Children Act 1989) of a child in full time education, unless it relates particularly to the school which that child attends;

(iii) the functions of your authority in respect of statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of such pay from your authority;

(iv) the functions of your authority in respect of an allowance or payment made in accordance with the provisions of Part 8 of the Local Government (Wales) Measure 2011, or an allowance or pension provided under section 18 of the Local Government and Housing Act 1989;

(c) your role as a community councillor in relation to a grant, loan or other form of financial assistance made by your community council to community or voluntary organisations up to a maximum of £500.

(3) The exemptions in subparagraph (2)(a) do not apply where the business relates to the determination of any approval, consent, licence, permission or registration.

### **Overview and Scrutiny Committees**

**13.** You also have a prejudicial interest in any business before an overview and scrutiny committee of your authority (or of a sub-committee of such a committee) where—

(a) that business relates to a decision made (whether implemented or not) or action taken by your authority's executive, board or another of your authority's committees, sub-committees, joint committees or joint subcommittees; and

(b) at the time the decision was made or action was taken, you were a member of the executive, board, committee, sub-committee, joint-committee or joint sub-committee mentioned in sub-paragraph (a) and you were present when that decision was made or action was taken.

### **Participation in Relation to Disclosed Interests**

**14.—**(1) Subject to sub-paragraphs (2), (2A), (3) and (4), where you have a prejudicial interest in any business of your authority you must, unless you have obtained a dispensation from your authority's standards committee —

(a) withdraw from the room, chamber or place where a meeting considering the business is being held—

(i) where sub-paragraph (2) applies, immediately after the period for making representations, answering questions or giving evidence relating to the business has ended and in any event before further consideration of the business begins, whether or not the public are allowed to remain in attendance for such consideration; or

(ii) in any other case, whenever it becomes apparent that that business is being considered at that meeting;

(b) not exercise executive or board functions in relation to that business;

(c) not seek to influence a decision about that business;

(d) not make any written representations (whether by letter, facsimile or some other form of electronic communication) in relation to that business; and

(e) not make any oral representations (whether in person or some form of electronic communication) in respect of that business or immediately cease to make such oral representations when the prejudicial interest becomes apparent.

(2) Where you have a prejudicial interest in any business of your authority you may attend a meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

(2A) Where you have a prejudicial interest in any business of your authority you may submit written representations to a meeting relating to that business, provided that the public are allowed to attend the meeting for the purpose of making representations, answering questions or giving evidence relating to the business, whether under statutory right or otherwise.

(2B) When submitting written representations under sub-paragraph (2A) you must comply with any procedure that your authority may adopt for the submission of such representations.

(3) Sub-paragraph (1) does not prevent you attending and participating in a meeting if —

(a) you are required to attend a meeting of an overview or scrutiny committee, by such committee exercising its statutory powers; or

(b) you have the benefit of a dispensation provided that you —

(i) state at the meeting that you are relying on the dispensation; and

(ii) before or immediately after the close of the meeting give written notification to your authority containing —

(aa) details of the prejudicial interest;

(bb) details of the business to which the prejudicial interest relates;

(cc) details of, and the date on which, the dispensation was granted; and

(dd) your signature.

(4) Where you have a prejudicial interest and are making written or oral representations to your authority in reliance upon a dispensation, you must provide details of the dispensation within any such written or oral representation and, in the latter case, provide written notification to your authority within 14 days of making the representation.

## **PART 4 THE REGISTER OF MEMBERS' INTERESTS**

### **Registration of Personal Interests**

**15.—(1)** Subject to sub-paragraph (4), you must, within 28 days of—

(a) your authority's code of conduct being adopted or the mandatory provisions of this model code being applied to your authority; or

(b) your election or appointment to office (if that is later),

register your personal interests, where they fall within a category mentioned in paragraph 10(2)(a), in your authority's register of members' interests by providing written notification to your authority's monitoring officer.

(2) Subject to sub-paragraph (4), you must, within 28 days of becoming aware of any new personal interest falling within a category mentioned in paragraph 10(2)(a), register that new personal interest in your authority's register of members' interests by providing written notification to your authority's monitoring officer.

(3) Subject to sub-paragraph (4), you must, within 28 days of becoming aware of any change to a registered personal interest falling within a category mentioned in paragraph 10(2)(a), register that change in your authority's register of members' interests by providing written notification to your authority's monitoring officer, or in the case of a community council to your authority's proper officer.

(4) Sub-paragraphs (1), (2) and (3) do not apply to sensitive information determined in accordance with paragraph 16(1).

(5) Sub-paragraphs (1) and (2) do not apply if you are a member of a relevant authority which is a community council when you act in your capacity as a member of such an authority.

(6) You must, when disclosing a personal interest in accordance with paragraph 11 for the first time, register that personal interest in your authority's register of members' interests by providing written notification to your authority's monitoring officer, or in the case of a community council to your authority's proper officer.



### **Sensitive information**

**16.**—(1) Where you consider that the information relating to any of your personal interests is sensitive information, and your authority's monitoring officer agrees, you need not include that information when registering that interest, or, as the case may be, a change to the interest under paragraph 15.

(2) You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under sub-paragraph (1) is no longer sensitive information, notify your authority's monitoring officer, or in relation to a community council, your authority's proper officer asking that the information be included in your authority's register of members' interests.

(3) In this code, "sensitive information" ("*gwybodaeth sensitif*") means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subjected to violence or intimidation.

### **Registration of Gifts and Hospitality**

**17.** You must, within 28 days of receiving any gift, hospitality, material benefit or advantage above a value specified in a resolution of your authority, provide written notification to your authority's monitoring officer, or in relation to a community council, to your authority's proper officer of the existence and nature of that gift, hospitality, material benefit or advantage.

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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:  
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#### 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



Llywodraeth Cymru  
Welsh Government

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Statutory Guidance

# Access to Information on Community And Town Councils

May 2015

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**WELSH GOVERNMENT GUIDANCE**

**ACCESS TO INFORMATION ON COMMUNITY  
AND TOWN COUNCILS**

## **Status and Application**

This guidance applies to Community and Town Councils in Wales. It is issued, in part, under section 55 of the Local Government (Democracy) (Wales) Act 2013. Section 55 places duties on local authorities to make certain information available electronically. When carrying out their duties under section 55, Community and Town Councils have a statutory duty to have regard to this guidance.

This guidance also explains further provision made in the Local Government (Democracy) (Wales) Act 2013 concerning public notices, Council meetings and proceedings and registers of members' interests.

## **Background**

1. The Local Government (Democracy) (Wales) Act 2013, referred to as "the Act" throughout this guidance, gained Royal Assent on 30 July 2013. Its primary purpose was to reform the constitution and functions of what is now known as the Local Democracy and Boundary Commission for Wales. The Act, however, introduced various other provisions connected with local government.

2. Sections 55 to 58 of the Act are concerned with access to information, and most particularly, access to information about Community Councils (section 58 applies also to County / County Borough Councils, Fire and Rescue Authorities and National Park Authorities in Wales). For the purposes of this guidance, any reference to a Community Council or Councils includes any Community, Town or City Council which serves a community or grouped community and was established in accord with Part II of the Local Government Act 1972.

3. In summary, the Act requires Community Councils to have websites; to publish notices and papers electronically; and to publish their register of members' interests electronically (those maintained under section 81 of the Local Government Act 2000).

### **Community Council websites – section 55**

4. Section 55 of the Act requires Community Councils to publish electronically information about how to contact it and, if different, its clerk. The information which

must be available electronically includes a telephone number, a postal address and an email address.

5. In addition, the council must publish electronically information about each of its members, including a list of the council's members, each member's name, information about how they may be contacted, party affiliation (if any) and any office held or committee they belong to within the Council. If the community concerned is divided into community wards, the ward each member represents must be shown.

6. The Community Council must also publish electronically the minutes of its meetings and, so far as reasonably practicable, documents referred to at those meetings. They must also publish their annual audited accounts electronically. In both these cases, Councils are only required to publish material produced after the date when section 55 came into force, i.e after 1 May 2015.

Community Councils are not required to publish any information they are prevented from disclosing by any other legislation.

7. In carrying out its duties under Section 55, Community Councils must have regard to this guidance.

#### **Guidance about Community Council websites**

8. It is a decision for each Community Council to take as to whether they will operate their own, independent website, or whether they decide to link up with other Community Councils in their area, or the Principal Council, or some other body which is happy to host their site. It is, however, a requirement that there is a regularly updated website providing the public with the ability to access the information described above.

9. The Welsh Government intends to improve public engagement with local government generally and Community Councils in particular. We feel it necessary for all local authorities to be contactable electronically and to publish information on the Internet. Local residents would expect to be able to have this facility.

10. The majority of Community Councils in Wales already have a presence online and publish information electronically. Community Councils are urged to seek assistance from One Voice Wales, their Principal Council or other reliable sources if they need it to develop their web presence.

11. Under section 55, the Council must publish electronically its telephone number, postal address and e-mail address on the website. Councils should have a generic email address and not use a personal email address, enabling the Clerk to access messages. The information must be available for the Council Clerk if the Council does not have an office address or telephone number. In some cases, the Community Council will have its own, or a share of, offices and the telephone number, postal address and e-mail address for these premises would be appropriate. Councils will be expected, however, to have arrangements to ensure messages are regularly retrieved and responded to.

12. It is not obligatory for individual members to have e-mail addresses. In a Principal Council this would be expected because the Council itself can usually provide e-mail addresses on the Council's site. However, the members' names must be listed and details of how they may be contacted must be available online. Some Councils will wish to place photographs of each member but this is a decision for them.

13. The Act requires that the political affiliation of the members of the Council is published. Some Community Councils choose not to do this at present. However, the public has a right to know the political persuasions of those in elected office or whether they are independent of any group. It is unacceptable for a member to hide their political affiliation.

14. If the Community Council is divided into community wards, the ward the member represents must be published. If they hold office of some sort in the Council or belong to a council committee of some sort, it must be published on the site.

15. Co-opted members should be recorded in the interest of transparency to distinguish them from elected members.



16. Paragraphs 4 to 6 above describe the documents which need to be posted on the website. Councils should develop procedures for keeping their site in good order, with past documents archived for a reasonable period, but easily accessible from the front page.

17. If the Council has a Welsh Language Scheme and its practice under the Welsh Language Scheme is to produce material bilingually, then that applies the same to material that is produced electronically.

18. The Act's provisions should be viewed as outlining the minimum requirements. Many Councils will want to place far more information than this on their webpages and are encouraged to do so. Councils will need to have regard to the Code of Recommended Practice for Local Authority Publicity when considering the appropriateness of what they may wish to publish.  
<http://wales.gov.uk/topics/improving-services/publication-events/publications/local-authority-publicity-wales/?lang=en>

19. We would expect Community Councils to consider community needs including language, communication and accessibility. Attached is a link to Diverse Cymru's website which gives further guidance. <http://www.diverse-cymru.org.uk/>

20. All Community and Town Councils should register with the following website, if you would like Super Fast Broadband to be considered in your local community.  
<http://btsf-wales-uat.lbi.co.uk/home>

### **Information about meetings and proceedings**

21. Under existing legislation Community Councils are required to post any public notices in one or more conspicuous place within their area, and anywhere else which appears to be desirable for giving publicity to the notice (section 232 of the Local Government Act 1972). The Act places an additional requirement on Community Councils to publish any such notice electronically.

22. Existing legislation requires Community Councils to give notice of forthcoming Council meetings three clear days before the meeting is to be held by displaying a notice in a conspicuous place in the community. The Act places an additional



requirement for such notices to be published electronically. This must be done three clear days before the meeting. There is also a requirement to publish electronically, so far as is reasonably practicable, any documents relating to the business to be transacted at the meeting. This requirement does not apply where the documents relate to business which, in the opinion of the Council, is likely to be transacted in private or where the disclosure of such documents would be contrary to any other legislation.

23. Under Schedule 12 to the Local Government Act 1972 a community meeting may be convened at any time by a group of local government electors amounting to 10% of the local government electors for the community, or 50 of the electors (if 10% exceeds 50 electors). Those convening the meeting must give notice to the Community Council or, if there is no Community Council established in the area, notice must be given to the Principal Council in whose area the community lies. Under the new provisions, notice may be given to the Community Council either in writing or electronically. Where it is given in electronic form the notice must comply with the technical requirements set by the Principal Council.

24. The Act places a requirement on Community Councils and Principal Councils to provide a facility for notices to be given electronically and public notice of the community meeting must be published electronically as well as through traditional mediums.

25. Finally, the Act contains new requirements relating to the registration of members' interests. Section 81 of the Local Government Act 2000 requires a Community Council (as well as other authorities) to maintain and publish a register of members' financial and other interests as are specified in the model code of conduct (prescribed by Order under section 50 of the 2000 Act<sup>1</sup>). Prior to commencement of section 58 of the Act, the register needed to be available for inspection at Council offices at all reasonable hours. Section 58 of the Act requires that the register is also published electronically. In addition, the Act transfers responsibility for establishing and maintaining the register of interests from the principal authority's monitoring officer to the 'proper officer' of each Community Council. The 'proper officer' is the member of the Council's staff designated by the Council for this purpose.

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<sup>1</sup> Currently the 'Local Authorities (Model Code of Conduct) (Wales) Order 2008'

## MEMBERS' DECLARATION OF INTEREST AT MEETINGS

Name of Member:
Name of Meeting:
Date of Meeting:
Agenda Item (number and title):

Members are required to complete boxes 1, 2, 3 and 4 below.

<b>1. The nature of the personal interest is :</b>
--

<b>2. The Council business to which the personal interest relates is :</b>
--

<b>3. Members are required to tick one box</b>
<input type="checkbox"/> The personal interest <b>is not prejudicial*</b> and I took part in the item <b>OR</b>
<input type="checkbox"/> The personal interest <b>is prejudicial*</b> and I left the meeting when the item was discussed <b>OR</b>
<input type="checkbox"/> The personal interest <b>is prejudicial*</b> but I have a dispensation
<small>*A prejudicial interest is a personal interest which is so significant that a well-informed member of the public would reasonably believe that the Member would be unable to act on the matter in the public interest.</small>

<b>4. Members are required to tick one box and to provide reasons</b>
<input type="checkbox"/> I believe my personal interest <b>is not prejudicial*</b> <b>Because:</b> _____ _____ _____
<b>OR</b>
<input type="checkbox"/> I believe my personal interest <b>is prejudicial*</b> <b>Because:</b> _____ _____ _____

Signed ..... Date of signature .....

**THIS COMPLETED FORM SHOULD BE HANDED TO YOUR CLERK DURING THE COURSE OF, OR IMMEDIATELY AFTER, THE MEETING**

<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>MEETING:</b>	<b>COUNTY COUNCIL</b>
<b>DATE:</b>	<b>23 MAY 2017</b>
<b>TITLE OF REPORT:</b>	<b>Democratic Services Committee – Annual Report 2016/17</b>
<b>REPORT BY:</b>	<b>Chair of Democratic Services Committee</b>
<b>PURPOSE OF REPORT:</b>	<b>To report on the Work of the Committee during 2016/17</b>

### **1. Introduction**

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

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

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

### **2. Work Programme of Committee**

This report summarises the issues discussed by the Committee during 2016/17 and also provides commentary on current status.

In general the Committee has focused on the following areas:

- Member Development and Training Plans
- Webcasting of meetings
- Independent Remuneration Panel Annual Report
- ICT provision for Members

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

<b>Date of Committee</b>	<b>Subject</b>	<b>Current Status</b>
24/10/2016	Independent Remuneration (IRP) Panel for Wales – draft report	This report requested views on the proposals contained in the draft report for 2017/18 in terms of Member remuneration. The IRP's final report was issued in February 2017 and submitted to the Committee in March 2017.
	Member Development Plan 2016/17	This report provided an update on the 2016/17 Development Plan for Members following approval by Council in May 2016. The report also focused on proposals for induction of new Members after the May 2017 elections. The Member Development Plan for 2017/18 was approved by Council in February 2017 and is now being implemented.
14/12/2016	Webcasting of meetings	This report covered options available for webcasting meetings beyond 2016/17 and recommended that current arrangements for webcasting – namely meetings of the Council, Executive and Planning Committee continue in 2017/18. However, Council funding was required since Welsh Government grant aid would not be available. Funding of £10,000 was allocated by the Council in the budget for 2017/18 to continue with current arrangements. During 2017/18 the Committee will need to review webcasting arrangements as part of its Work Programme having regard to any future statutory requirements. In the meantime, the Committee resolved that representations be made to Welsh Government requesting that funding be made available to cover any future statutory requirements. The Cabinet Secretary for Finance and Local Government has confirmed that funding obligations will be reviewed in due course.

29/3/2017	IRP final report for 2017/18	The IRP's final determinations for 2017/18 was considered and the Committee made recommendations on the level of senior salaries payable. A separate report will be considered by Council on 23 <sup>rd</sup> May, 2017.
	ICT provision for Members	<p>This report outlined recommendations in respect of ICT provision for Members, following Council elections in May 2017 including new iPads with additional functionality for all Members.</p> <p>This has now been actioned with support from ICT staff.</p>
	Member Development and Induction Plan 2017/18	This report provided an update on arrangements to support Members in their roles, following approval of the Plan by the Council in February 2017. This plan is currently being implemented and will be further updated and reviewed by this Committee later this year.

### 3. Recommendation

The County Council is requested to accept the report and note the matters considered by the Committee during 2016/17

**Chair of Democratic Services Committee**

**11/05/2017**

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<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>REPORT TO :</b>	<b>County Council</b>
<b>DATE:</b>	<b>23 May 2017</b>
<b>TITLE OF REPORT:</b>	<b>Overview and Scrutiny Annual Report 2016/17</b>
<b>REPORT BY:</b>	<b>Chairs of:</b> <b>1. Corporate Scrutiny Committee</b> <b>2. Partnership and Regeneration Scrutiny Committee</b>
<b>PURPOSE OF REPORT:</b>	<b>To report on the work of the two scrutiny committees during 2016/2017 and provide an overview of the 2017/18 scrutiny work programme</b>
<b>CONTACT OFFICER:</b> <b>E-mail:</b> <b>Telephone</b>	<b>Anwen Davies (Interim Scrutiny Manager)</b> <a href="mailto:AnwenDavies@ynysmon.gov.uk">AnwenDavies@ynysmon.gov.uk</a> <b>01248 752578</b>

## 1.0 RECOMMENDATIONS

### **The Council is requested to:**

- 1.1 Approve the Overview and Scrutiny Annual Report for 2016-2017.
- 1.2 Note progress made in implementing the findings of a recent independent review of our overview and scrutiny arrangements.
- 1.3 Appoint the chair of the Corporate Scrutiny Committee as the “scrutiny champion” for the period May 2017 to May 2018.

## 2.0 BACKGROUND AND CONTEXT

- 2.1 This Overview and Scrutiny Annual Report encompasses the work undertaken by the two scrutiny committees between the council's annual meeting on the 12 May 2016 and 23 May 2017.
- 2.2 The chairs of the two scrutiny committees led on developing the forward work programmes during this period. The scrutiny committees work programmes are submitted to the monthly Scrutiny Committee Chair and Vice-Chairs Forum and for approval at each scrutiny committee meeting.

### **Role of the Scrutiny Champion**

- 2.3. The role of the “Scrutiny Champion” has an important role in promoting the overview and scrutiny function both within the Council and also with external partners of the Authority. It is not a mandatory or remunerated position. On 14 May 2015, the Council resolved that the chair of the Corporate Scrutiny Committee be appointed as Scrutiny Champion for the period May 2015 to May 2016 and the chair of the Partnership and Regeneration Scrutiny Committee from May 2016 to May 2017. Thereafter, the role of the Scrutiny Champion to alternate between the two scrutiny committee chairs.

<b>Appendix:</b>
Overview and Scrutiny Annual Report 2016/2017

# **OVERVIEW AND SCRUTINY**

## **ANNUAL REPORT: 2016-2017**





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## 1. FOREWARD

### **Councillor R Meirion Jones**

- **Chair of the Corporate Scrutiny Committee 2016-2017**



At the end of another year and also the end of the term of the current Council, I wish to thank everybody who has contributed to the work of scrutiny over the last four years, officers, councillors and everybody else involved.

When preparing this report, I looked at the three previous annual reports and the three Forewords I wrote and I thought that I could copy parts of these. Although some comments are relevant to this year, I believe scrutiny has developed and evolved and has built on the work from year to year. Some aspects have been transformed whilst others require attention. We have been, and are still on, the scrutiny journey.

The nature of the work of the Corporate Scrutiny Committee (CSC) is outlined in the report itself, below, in Section 3. The workload of the CSC has been considerable and 11 meetings were held during the year, and two meetings were held on the same day, morning and afternoon, on two occasions in order to cope with the demands.

The CSC monitored performance on a quarterly basis through the Corporate Scorecard and also the Revenue and Capital Budgets. The Corporate Scorecard has developed substantially over this period and has proved to be a useful and important resource. The Dashboard is fairly new but well established and both the Scorecard and the Dashboard are part of the CSC's "journey".

One of the CSC's most important responsibilities is the Executive Committee's annual budget. Not only did the CSC consider the draft Budget and the results of the Public Consultation, but was also involved in the Budget Consultation Plan. Again, significant progress has been made during this period regard the planning of the Corporate Budget and the CSC has played its part.

A number of substantial issues have been considered by the CSC during the last year including – Review of the Anglesey Schools Modernisation Programme; Progress Report on CSSIW Annual Performance Evaluation of Social Services 2014/2015 (23/5/16) and CSSIW's Report on the Inspection of the Children's Services together with the Council's response (13/3/17); the Annual Report of the Statutory Director of Social Services and a Report on Social Services Complaints; Tenders for the Home Care Services and Changes to the Charging Policy for Home Care Services and Telecare; Consultancy Costs; Libraries "making a difference" and a Draft Strategy for the Libraries Service. Briefing sessions were held before formal meetings and it was felt that they were beneficial and made the formal meetings more effective.

In addition to the formal meetings, the CSC established Scrutiny Outcome Panels, dealing this time with Corporate Safeguarding and the Letting of Local Authority Housing (Empty Homes) and final reports were presented to the Executive Committee. The Schools Progress Outcome Panel continued with its work and some members of the CSC and the Partnerships Scrutiny Committee served on this Panel. Of course, some members of the CSC serve on other Council bodies such as the Transformation Programme Board and the Corporate Safeguarding Board. As Chairman of the CSC, I was required to attend a meeting with the CSSIW Manager for North Wales.

I believe scrutiny has contributed to the work of the Council. Scrutiny Officers were responsible for the administration and the thorough arrangements and other officers contributed to the work. The Forum for the Chairs and Vice-Chairs of Scrutiny has made Scrutiny more organised. The members of both Scrutiny Committees were more than prepared to contribute. The CSC has attempted to meet the required standards and has been a critical friend which has provided additional value in a number of ways. Despite the good work, we cannot rest on our laurels. I mentioned above that we are on a scrutiny journey and we now look forward to continuing that journey. I refer specifically to the Review mentioned in Part 6 of the Report and Appendix 5. It was seen that the CSC's arrangements needed to be changed slightly and two sub-committees will be established, a Finance Committee and a Children's Committee and both will report back regularly to the Corporate Scrutiny Committee.

Thank you for the privilege of chairing the Corporate Scrutiny Committee for the last four years. The Williams Reports and the Wales Audit Office have mentioned the importance of scrutiny to the success of the work of the County Councils. In thanking everybody for their contributions, I wish to take advantage of the opportunity to wish scrutiny well in the future.

**R Meirion Jones**  
**(Chair of the Corporate Scrutiny Committee)**

## **Councillor Jim Evans**

- **Chair of the Partnership and Regeneration Scrutiny Committee 2016-2017**
- **Scrutiny Champion 2016 -2017**



I am pleased to have an opportunity to provide a brief summary of the work undertaken by the Partnership and Regeneration Scrutiny Committee during 2016-2017.

Members of the Partnership and Regeneration Scrutiny Committee have undertaken a great deal of work covering a wide range of issues and topics over the last year which has included scrutiny of council services and partner organisations. By reading the individual sections of the Scrutiny Annual Report 2016-2017 you will see how scrutiny can make a difference to the Island's residents and our communities quality of life.

This year has been challenging for the committee, who have considered difficult topics such as Gypsy and Traveller sites, Joint working between Betsi Cadwaladr University Board and the Council, the Annual School Progress Report on School's performance and support provided to schools by GwE (Regional School Effectiveness & Improvement Service for North Wales). I would like to thank those members who participated in these meetings; the work has enabled members to look at the subjects in detail and make recommendations for improvements together with enhancing member's knowledge.

I think the next 12 months, as always, will be a challenge for scrutiny members and officers. The local authority elections will be held in May 2017, with new members being elected, and the Assembly is anticipated to pass legislation for strengthened regional working together with other important matters affecting local government in Wales. Having said that, I am sure the scrutiny function will be able to develop to meet any new challenge.

I would like to use this opportunity to express my own appreciation and thanks to all members, officers, external organisations and others who have contributed to a successful year in the continued development of scrutiny in Anglesey.

Finally, I must express thanks to Councillor Derlwyn Hughes for his service as chair of this committee up to January 2017. It was a pleasure to be a member of the committee whilst it was chaired by him, he was exceptionally good, and I had to do my very best to live up to the very high standard he set.

**Jim Evans**

**(Chair of the Partnership and Regeneration Scrutiny Committee)**

## 2.0 WHAT IS OVERVIEW AND SCRUTINY?

### National Context:

- 2.1 Scrutiny committees form part of the way in which local government in Wales operates. As well as the establishment of a decision making executive, the Local Government Act 2000 requires the establishment of one or more scrutiny committees to hold the decision-makers to account, drive improvement, act as the voice of the community and play a role in assisting in policy development and review.
- 2.2 The Centre for Public Scrutiny (CfPS)<sup>1</sup> advocates four key principles in support of effective Member scrutiny:
- i. Provide “critical friend” challenge to executive policy makers and decision makers
  - ii. Enable the voice and concerns of the public and its communities to be heard
  - iii. Be carried out by “independent minded governors” who lead and own the scrutiny process
  - iv. Drive improvement in public services.
- 2.3 In January 2017, the Welsh Government published a White Paper entitled Reforming Local Government: Resilient and Renewed and the consultation period closed in April. This White Paper sought views on proposals for mandatory regional working to deliver a range of services, address workforce issues and implement electoral reform. It also called on citizens to become active participants in local democracy and in the design and delivery of services. It is anticipated that the subsequent Bill, arising from the White Paper, will bring mandatory joint working for Welsh Councils and also specific proposals relating to Member scrutiny functions.
- 2.4 The Welsh Government propose to provide a framework which allows for choices in how scrutiny is undertaken. There will be the option of continuing to undertake scrutiny in each council within a regional arrangement, or to establish a standing regional scrutiny committee, or to undertake regional scrutiny on a task and finish basis or to adopt a mix of these approaches. In undertaking scrutiny of a regional function, it is proposed that members should be under a duty to consider the regional interest as well as the interests of their particular council. There will therefore be a need for scrutiny to develop further as changes occur.
- 2.5 To further develop scrutiny in the Council an independent review of scrutiny was undertaken in 2016 to provide a wider perspective of our current arrangements. Further information can be seen in section 6 to this report.

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<sup>1</sup> Good Scrutiny Guide, London Centre for Public Scrutiny 2004

### Local Structure:

- 2.6 The overview and scrutiny function at the Isle of Anglesey County Council continues to be delivered through a structure comprising of two scrutiny committees:
- Corporate Scrutiny Committee;
  - Partnership and Regeneration Scrutiny Committee.
- 2.7 The **Corporate Scrutiny Committee** established two scrutiny outcome panels in 2016/17 to consider two areas of policy namely - Corporate Safeguarding, and the Letting of Local Authority Housing (Voids). During this period, the School Progress Review Group (a scrutiny outcome panel of the **Partnership and Regeneration Scrutiny Committee and Corporate Scrutiny Committee**) also continued with its ongoing work. Paragraph 5.1 below discusses the work of these panels in greater detail.
- 2.8 The relevant scrutiny committee can “call-in” a decision taken by either the Executive, Portfolio Holder or an officer to whom the Executive has been delegated with a specific decision making power. The scrutiny committees do not exercise a “call-in” unless there is a very good reason to do so, and during 2016-2017 this was not exercised.
- 2.9 Our scrutiny committees can undertake their work in one of the following ways:
- Consider a topic during a formal meeting
  - Consider a topic in more detail by establishing a scrutiny outcome panel OR
  - Conduct informal sessions on a particular area of policy.
- 2.10 Again during 2016/2017, the scrutiny committees were aware of the need to seek to focus their work on outcomes and within the Wales Audit Office framework of characteristics and outcomes for effective local government overview and scrutiny<sup>2</sup>:
- Better outcomes
  - Better decisions
  - Better engagement

This best practice framework is summarised in **APPENDIX 1** to this report.

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<sup>2</sup> Good Scrutiny? Good Question!, Wales Audit Office, 2014



### **3.0 CORPORATE SCRUTINY COMMITTEE**

#### **Remit:**

- 3.1 The focus of the work of the Corporate Scrutiny Committee is to provide assurance regarding the performance and delivery of all services; ensure the council achieves its corporate and service objectives (as outlined in its Corporate Business Plan, Annual Budget, Budget and Policy Framework, Performance Management Framework, Corporate Policies or their successor plans and policies); and to support and make recommendations for continuous improvement.
- 3.2 Members of the Corporate Scrutiny Committee hold briefing meetings in advance of every committee in order to prepare and focus discussion at the formal meetings of the committee. This is regarded good practice and it is intended to continue with these arrangements in 2017-2018.

#### **Membership:**

- 3.3 The Corporate Scrutiny Committee is chaired by Councillor R Meirion Jones and supported by Vice Chair Councillor Gwilym O Jones. Ten Members sit on the committee and membership reflects the political balance of the Council. Full details of the membership of the committee is attached (**APPENDIX 2**).

### **4.0 PARTNERSHIP AND REGENERATION SCRUTINY COMMITTEE**

#### **Remit:**

- 4.1 The primary focus of the Partnership and Regeneration Scrutiny Committee is to ensure that the interests of the citizens of the Isle of Anglesey are promoted, and that best use is made of Council resources, in line with the council's priorities, that demonstrate added value from working with partners. The remit of the committee includes regional and national arrangements as well as local arrangements.
- 4.2 The committee's remit also extends to regeneration matters and the "Energy Island" programme (or successor plans and policies).
- 4.3 The committee is also the nominated Crime and Disorder Committee dealing with crime and disorder matters, as required under Section 19 and 20 of the Police and Justice Act 2006.
- 4.4 During early 2017 the committee began to trial briefing meetings with members prior to each formal scrutiny committee meeting. This is regarded as good practice and it is anticipated that this practice will be fully embedded during 2017/2018.

## Membership:

- 4.5 The Partnership and Regeneration Scrutiny Committee was chaired by Councillor Derlwyn Hughes until his resignation as an elected member on the grounds of ill health in January, 2017. Councillor Jim Evans stepped into the breach for the remaining period. Councillor Alun Mummery was Vice-Chair of the Committee during 2016/17. Ten members also sit on this committee and membership reflects the political balance of the Council. Full details of the membership of the committee is attached (**APPENDIX 3**).

## 5.0 ASSESSING THE IMPACT OF SCRUTINY

- 5.1 A number of significant **outputs** were achieved by Scrutiny during the last municipal year, which go some way in assisting us to assess the impact that the function has had locally:

- **Forward work programmes** – there is in place a well-established practice of forward work programming to underpin the work of both scrutiny committees. These programmes are an important tool in assisting scrutiny committee members to prioritise their work and have been discussed with the Senior Leadership Team and Heads of Service. Both committees review the content of their forward work programmes at each meeting in order to ensure that they remain relevant and keep abreast with local priorities. It is however acknowledged that we need to adopt a more strategic and outcome-based approach based on the Council's priorities, Transformation Programme, Corporate Risks and Executive Forward Work Programme. This will be a priority for us during the 2017/18 municipal year.
- **Committee meetings** – a total of 18 scrutiny committee meetings were convened during 2016/17; 11 meetings of the Corporate Scrutiny Committee and 7 of the Partnership and Regeneration Scrutiny Committee. There are also robust arrangements in place to ensure appropriate air time at the Executive on matters that have been considered by both committees.

The work of the Corporate Scrutiny Committee can be summarised into four main themes:

- I. Service Performance
- II. Budget setting and in year performance



- III. Annual reports (social services and libraries)
- IV. Transformation proposals

The work of the Partnership and Regeneration Scrutiny Committee can be summarised into for main themes:

- I. Partnerships Performance
- II. Economic regeneration and the Energy Island concept (or successor plans and policies.
- III. Crime and Disorder matters
- IV. To deal with any matter that is unable to be considered by the Corporate Scrutiny Committee.

- **Scrutiny Outcome Panels** - the two parent committees were also supported by scrutiny outcome panels who completed in-depth scrutiny work within the following policy areas:

Parent Committee	Area of Policy	Remit
Corporate Scrutiny Committee	Corporate Safeguarding	Monitor initial progress in implementing recommendations of a Wales Audit Office report on the Authority's corporate safeguarding arrangements
Corporate Scrutiny Committee	Letting of local authority housing (voids)	In-depth scrutiny on performance of the letting of local authority housing
Partnership and Regeneration Scrutiny Committee and Corporate Scrutiny Committee	School Progress	To challenge the performance of schools and recognise good practice in order to encourage its adoption by Anglesey schools.
Further details on the work of these panels are attached ( <b>APPENDIX 4</b> ).		

- **Chairs and Vice-chairs Forum** – this forum is now in its second year of running and has met on a monthly basis during 2016/17. The Forum is considered an important vehicle to oversee the scrutiny committee work programmes and jointly negotiate priorities with the scrutiny committees' chairs and vice-chairs. It also takes lead responsibility for developing and continuously improving the overview and scrutiny function in the Council.

### Measuring outcomes:

5.2 Capturing and assessing the impact of Scrutiny is a challenge to achieve as the **outcomes** of overview and scrutiny activities are not always tangible and often do not easily lend themselves to being measured in a systematic way. Furthermore, it is not easy to measure the effectiveness of the overview and scrutiny function's ability to influence decision makers through discussion and debate. There are however some examples where the input of scrutiny has added value and / or influenced the way in which proposals have been implemented by the Council. For example:

- **2017/18 budget setting process** – setting the foundations for an enhanced, more strategic and outcome based approach to budget setting based on best practices<sup>3</sup>. The Corporate Scrutiny Committee concentrated its efforts on a number of key strategic questions and also the quality of the public consultation pack. In moving forward, the Authority will need to build on this positive development and ensure the input of scrutiny earlier in the budget setting process.
- **Citizen engagement and participation** – scrutiny input to the budget setting process also included direct engagement with and a contribution from the Isle of Anglesey Youth Council (*Llais Ni*) which added value to the scrutiny function. Members of Llais Ni attended a workshop with officers and Members to gain greater insight into the Council's budget proposals. This enabled the young people to submit a comprehensive response to the budget proposals for consideration by the Scrutiny Committee. Representatives of Llais Ni also attended a meeting of the Corporate Scrutiny Committee to observe the committee's consideration of its comments on the budget proposals. An evaluation of this work has been commissioned through Medrwn Môn with a view to building upon this successful foundation.

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<sup>3</sup> Raising the Stakes: Financial scrutiny in challenging times. A guide for Welsh local authorities, Centre for Public Scrutiny (2014)

- **Performance of children's services** – having highlighted concerns around performance of some key performance indicators during its second quarterly monitoring of the corporate scorecard, the Corporate Scrutiny Committee requested a detailed report from children's services. This enabled the Committee to give further consideration to performance issues within the service and has contributed to a decision to establish a children's services standing panel.
- **School Performance** – The Partnership and Regeneration Scrutiny Committee had an opportunity to question the senior Challenge Adviser (GwE) in detail about steps being taken to improve performance of schools in the orange and red category in the National School Categorisation Framework. In addition, the committee received a report on schools standards for the 2015/16 academic year. The information contained a comprehensive overview of the performance of the Island's schools. The committee were able to raise various matters. Concern was expressed that secondary schools are in a slightly lower position in most of the key indicators as the national increase in much higher and that there was a need to improve performance in key stage 4.
- **Gypsy and Traveller Sites** – The Partnership and Regeneration Scrutiny Committee were requested to scrutinise the contentious matter of identifying and locating temporary and permanent gypsy and traveller sites on the Island. The committee received information from residents, independent advocate appointed on behalf of the gypsy and traveller community and officers. The committee also had the opportunity to scrutinise the draft North Wales Gypsy and Traveller Community Protocol so that a more consistent approach is in place in North Wales.

## 6.0 LOOKING FORWARD TO 2017/18

- 6.1 During 2016, the Senior Leadership Team (SLT) commissioned the Centre for Public Scrutiny to undertake a review of current scrutiny arrangements in the Council with a view to providing the Authority with recommendations to build upon and further strengthen the overview and scrutiny function in readiness for the new administration in May, 2017. The outcomes of this review has provided a strong basis upon which to move forward, providing further clarity on the role that overview and scrutiny plays in the Authority's governance arrangements.

6.2 The findings of this review have been fully taken on board by Members and SLT and have been translated into an improvement programme, prioritising actions in both the short and medium term under the following themes:

- Strengthen the “whole Council” approach to scrutiny
- Improving the impact of scrutiny
- Building the capacity and capability for effective scrutiny
- Improving public engagement in our scrutiny work.

A vision statement for delivering effective scrutiny has been prepared, as a foundation upon which to further strengthen our overview and scrutiny function (**APPENDIX 5**). The statement has been endorsed by the Scrutiny Committees’ Chairs/Vice-Chairs Forum who will monitor progress in implementing the improvement programme.

## 7.0 CONTACT SCRUTINY

7.1 To find out more about scrutiny in Anglesey or to give your views please contact:

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

Anwen Davies	Interim Scrutiny Manager (leading on supporting the Corporate Scrutiny Committee).	(01248) 752578 <a href="mailto:AnwenDavies@ynysmon.gov.uk">AnwenDavies@ynysmon.gov.uk</a>
Geraint Wyn Roberts	Scrutiny Officer (leading on supporting the Partnership and Regeneration Scrutiny Committee).	(01248) 752039 <a href="mailto:gwrce@ynysmon.gov.uk">gwrce@ynysmon.gov.uk</a>



**OVERVIEW AND SCRUTINY**  
**ANNUAL REPORT: 2016-2017**

**APPENDICES**

## Outcomes and Characteristics for Effective Local Government Overview & Scrutiny<sup>4</sup>











Outcome <i>What does good scrutiny seek to achieve?</i>	Characteristics <i>What would it look like? How could we recognise it?</i>
<p><b>1. Democratic accountability drives improvement in public services.</b></p> <p><i>“Better Outcomes”</i></p>	<p><b>Environment</b></p> <ul style="list-style-type: none"> <li>i) Overview &amp; scrutiny has a clearly defined and valued role in the council's improvement and governance arrangements.</li> <li>ii) Overview &amp; scrutiny has the dedicated officer support it needs from officers who are able to undertake independent research effectively, and provides councillors with high-quality analysis, advice and training.</li> </ul> <p><b>Practice</b></p> <ul style="list-style-type: none"> <li>iii) Overview &amp; scrutiny inquiries are non-political, methodologically sound and incorporate a wide range of evidence and perspectives.</li> </ul> <p><b>Impact</b></p> <ul style="list-style-type: none"> <li>iv) Overview &amp; scrutiny regularly engages in evidence based challenge of decision makers and service providers.</li> <li>v) Overview &amp; scrutiny provides viable and well evidenced solutions to recognised problems.</li> </ul>
<p><b>2. Democratic decision making is accountable, inclusive and robust.</b></p> <p><i>“Better decisions”</i></p>	<p><b>Environment</b></p> <ul style="list-style-type: none"> <li>i) Overview &amp; scrutiny councillors have the training and development opportunities they need to undertake their role effectively.</li> <li>ii) The process receives effective support from the council's corporate management team who ensures that information provided to overview &amp; scrutiny is of high quality and is provided in a timely and consistent manner.</li> </ul> <p><b>Practice</b></p> <ul style="list-style-type: none"> <li>iii) Overview &amp; scrutiny is councillor-led, takes into account the views of the public, partners and regulators, and balances the prioritisation of</li> </ul>

<sup>4</sup> Good Scrutiny? Good Question! Wales Audit Office, 2014

	<p>community concerns against issues of strategic risk and importance.</p> <p>iv) Overview &amp; scrutiny meetings and activities are well-planned, chaired effectively and make best use of the resources available to it.</p> <p><b>Impact</b></p> <p>v) Decision makers give public account for themselves at overview &amp; scrutiny committees for their portfolio responsibilities.</p>
<p><b>3. The public is engaged in democratic debate about the current and future delivery of public services.</b></p> <p><b><i>“Better engagement”</i></b></p>	<p><b>Environment</b></p> <p>i) Overview &amp; scrutiny is recognised by the executive and corporate management team as an important council mechanism for community engagement, and facilitates greater citizen involvement in governance.</p> <p><b>Practice</b></p> <p>ii) Overview &amp; scrutiny is characterised by effective communication to raise awareness of, and encourage participation in democratic accountability.</p> <p>iii) Overview &amp; scrutiny operates non-politically and deals effectively with sensitive political issues, tension and conflict.</p> <p>iv) Overview &amp; scrutiny builds trust and good relationships with a wide variety of internal and external stakeholders.</p> <p><b>Impact</b></p> <p>v) Overview and scrutiny enables the 'voice' of local people and communities across the area to be heard as part of decision and policy-making processes.</p>

## APPENDIX 2







### Membership of the Corporate Scrutiny Committee

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



## APPENDIX 3

### Membership of the Partnership and Regeneration Scrutiny Committee

	Name	Ward	Political Party/Group		Name	Ward	Political Party/Group
	Cllr Jim Evans Hughes (Chair)	Aethwy	Independent		Cllr Alun Mummery (Vice Chair)	Aethwy	Plaid Cymru
	Cllr Gwilym Jones	Llifon	Independent		Cllr Richard Owen Jones	Twrcelyn	Independent
	Cllr Dafydd Rhys Thomas	Ynys Cybi	Independent		Cllr Trefor LI Hughes	Ynys Gybi	Plaid Cymru
	Cllr Carwyn Jones	Seiriol	Plaid Cymru		Cllr Dylan Rees	Canolbarth Mon	Plaid Cymru
	Cllr Robert Llewelyn Jones	Caergybi	Unaffiliated	1	Vacant Seat		

Members of the Partnership and Regeneration Scrutiny Committee during part of 2016-2017		
Cllr Derlwyn Hughes	Cllr John Griffith	Cllr W T Hughes
		

**Scrutiny Outcome Panels: 2016/17**

**Scrutiny Outcome Panel: Corporate Safeguarding**

Panel Membership:

Councillor Meirion Jones (Chair), Councillor Llinos Medi Huws, Councillor Ann Griffith and Councillor Jim Evans

Summary:

On the 6 July 2015 the Corporate Scrutiny Committee considered the Council’s response to a report by the Wales Audit Office (WAO) on the authority’s assurance and accountability arrangements in respect of corporate safeguarding. The committee backed proposed actions to implement recommendations made by the WAO, but also considered it appropriate to establish a Panel to monitor initial progress to ensure key areas were addressed in a timely manner.

In undertaking its task the Panel obtained relevant plans and policies and met with senior officers that had been tasked corporately with leading on this matter.

The Panel was satisfied that the Corporate Safeguarding Board was undertaking the task to ensure that the Council was undertaking their safeguarding duty. Various recommendations were made to ensure further improvements such as more focus of monitoring in the Corporate Scorecard, Corporate Safeguarding Board to include a member of the Corporate Scrutiny Committee and all services to take ownership of this matter and ensure appropriate checks are undertaken.

The Panel’s final report was submitted to Corporate Scrutiny Committee on the 12 September 2016 and it was agreed that it should be forwarded to the Executive on the 17 October 2016. The Executive accepted the report in full together with all its recommendations.

**Scrutiny Outcome Panel: Letting of Local Authority Housing ( Voids)**

Panel Membership:

Councillor Gwilym Jones (Chair), Councillor Victor Hughes, Councillor Lewis Davies, Councillor Raymond Jones and Councillor Robert LI Jones.

Summary:

On the 17 September 2015 the Corporate Scrutiny committee consider the Corporate score card (Q1). The scorecard highlighted a red flag status for the average number of calendar days to let units of accommodation (PI 23) and it was considered the matter merited an establishment of a Panel to look into the matter in greater detail.

In undertaking its task the Panel obtained relevant information to empty properties and processes within the council. The Panel also met housing officers in order to obtain a practical explanation of the re-letting processes and their perspective of the current situation.

The Panel accepted housing services explanation for poor performance of PI 23 and agreed that the target of 25 days be retained, but that it should be monitored against neighbouring authorities. During

2017/18 reconsideration should be given to its inclusion or change. The importance of briefing members on the Allocation Policy was also stressed together with developing a short information sheet on key matters.

The Panel's final report was submitted to Corporate Scrutiny Committee on the 12 September 2016 and it was agreed that it should be forwarded to the Executive on the 17 October 2016. The Executive accepted the report in full together with all its recommendations.

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

### Panel Membership:

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

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

### Summary:

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

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

The key messages from the School Progress Review Group for 2016/17 were that Schools :

- Worked well with GwE, and were complimentary about the quality of support provided;
- Had evidence of using development plans to address areas of weak performance;
- Worked well with other schools on the Island in order to share good practice;
- Were open in identifying weakness in school performance and were able to provide a cogent explanation of why this was the case;
- Have a limited pool of experienced teachers willing to fill vacant temporary posts and head teacher posts, particularly through the medium of Welsh.

During 2016/17 the Panel met on 4 occasions and met with School Head teachers, Chair of Governors and GwE Challenge advisors. A report on the Panel's work was submitted to the Partnership and Regeneration Scrutiny Committee on the 16 February 2017 and a schedule of schools to attend has been approved by the Panel.

## A vision for delivering effective scrutiny in Isle of Anglesey County Council

### Vision

Scrutiny in Anglesey aims to secure better outcomes for citizens and communities and also add to the effectiveness of the Council by helping make public services more transparent, inclusive, accountable and cost effective.

### Guiding Principles for Scrutiny in Anglesey

- Scrutiny is characterised by an atmosphere of mutual trust, co-operation and shared responsibility for achieving the best outcomes for local communities.
- Non-Executive Members are non-political in carrying out their support and challenge roles.
- Scrutiny activity directly broadens the evidence base upon which decisions and programmes of transformational change are predicated by providing a view on how proposals are likely to resonate with local communities.
- Non-Executive Members help ensure that a strategic, long term approach is taken when major service reconfiguration is being considered by providing constructive challenge in testing assumptions, examining risks and challenging how resources are prioritised.

### Our Values

#### Overview and Scrutiny in Anglesey....

- Is 'forward and outward' and proactive rather than 'inwards and reactive'
- Has a clearly defined and valued role in the council's improvement and governance arrangements
- Is non-political, methodologically sound and incorporates a wide range of evidence and perspectives including those from strategic partners, regulators and the public.
- Is led by councillors who have the training and development opportunities they need to undertake their role effectively.
- Receives effective support from the council's senior leadership team who ensures that information provided to overview and scrutiny is of high quality and is provided in a timely and consistent manner.
- Takes into account concerns expressed at ward level in a non-parochial way when managing its forward work programme.
- Is well-planned, chaired effectively and makes best use of the resources available to it.
- Is recognised by the executive and senior leadership team as an important council mechanism for community engagement, and facilitates greater citizen involvement in governance.
- Builds trust and positive relationships with a wide variety of internal and external stakeholders.