

Public Document Pack



CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL

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Prif Weithredwr – Chief Executive
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RHYBUDD O GYFARFOD	NOTICE OF MEETING	
PWYLLGOR SAFONAU	STANDARDS COMMITTEE	
DYDD MERCHER, 14 MAWRTH 2018 am 2.00 o'r gloch	WEDNESDAY, 14 MARCH 2018 at 2.00 pm	
YSTAFELL BWYLLGOR 1 SWYDDFEYDD Y CYNGOR LLANGFNI	COMMITTEE ROOM 1 COUNCIL OFFICES LLANGFNI	
Swyddog Pwyllgor	Mrs Shirley Cooke 01248 752514	Committee Officer

Aelodau Annibynnol / Independent Members

Mrs. Denise Harris Edwards
Mr. Islwyn Jones (Is-Gadeirydd/Vice-Chair)
Mrs. Dilys Shaw
Mr. Michael Wilson (Cadeirydd/Chair)
Mr. John Robert Jones

Yn cynrychioli'r Cyngor Sir / Representing the County Council

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

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

Y Cynghorydd/Councillor Keith Roberts
Y Cynghorydd/Councillor Iorwerth Roberts

A G E N D A

1 DECLARATION OF INTEREST

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

2 MINUTES OF MEETING (Pages 1 - 12)

To confirm the minutes of the meeting held on 13 September 2017 including matters arising.

3 CONFIRMATION OF THE APPOINTMENT OF NEW MEMBERS TO STANDARDS COMMITTEE - 12 DECEMBER 2017 (Pages 13 - 20)

An update by the Monitoring Officer.

4 CONDUCT COMPLAINTS TO THE PUBLIC SERVICES OMBUDSMAN FOR WALES (Pages 21 - 24)

A report by the Monitoring Officer in relation to:-

- (a) County Councillors, and
- (b) Town/Community Councillors.

5 PUBLIC SERVICES OMBUDSMAN FOR WALES DECISIONS (Pages 25 - 32)

A report by the Monitoring Officer on the PSOW's most recent decisions in Wales.

6 ADJUDICATION PANEL FOR WALES DECISIONS (Pages 33 - 38)

A report by the Monitoring Officer on the APW's most recent decisions in Wales.

7 MEMBER TRAINING AND DEVELOPMENT PLAN (Pages 39 - 46)

A report by the Human Resources Development Manager on post election induction for County Councillors and arrangements for training Town/Community Councillors.

8 MEMBER DEVELOPMENT CHARTER (Pages 47 - 62)

A report by the Head of Democratic Services.

9 LOCAL RESOLUTION PROTOCOL (Pages 63 - 74)

A report by the Monitoring Officer.

10 REPORT ON ANY DISPENSATIONS RECEIVED

One enquiry from Community Council, but no application decided at dispatch of this agenda.

11 GENERIC DISPENSATION FOR ALL COUNTY COUNCILLORS IN RELATION TO POTENTIAL EDUCATIONAL CHARGES (Pages 75 - 80)

A report by the Monitoring Officer.

12 **STANDARDS COMMITTEE FORUM** (Pages 81 - 94)

A report by the Chair of the Standards Committee.

13 **STANDARDS COMMITTEE REVIEW OF THE REGISTERS** (Pages 95 - 106)

A report by the Monitoring Officer.

14 **TRAINING, DEVELOPMENT AND APPRAISAL OF THE STANDARDS COMMITTEE** (Pages 107 - 138)

A report by the Monitoring Officer.

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STANDARDS COMMITTEE

Minutes of the meeting held on 13th September, 2017

PRESENT: **Independent Members**

Mr Michael Wilson (Chair)
Mr Islwyn Jones (Vice-Chair)
Mrs Denise Harris-Edwards
Mrs Dilys Shaw

Representing the County Council

Councillor Trefor Lloyd Hughes, MBE
Councillor Dafydd Rhys Thomas

IN ATTENDANCE: Head of Function (Council Business)/Monitoring Officer
Head of Democratic Services (for Items 6 & 7 only)
Development Manager (Human Resources)(MW) (for
Item 6 & 7 only)
Committee Officer (SC)

APOLOGIES: None

1. **DECLARATION OF INTEREST**

Councillors Trefor Lloyd Hughes and Dafydd Rhys Thomas declared a prejudicial interest in relation to Item 8 - 'Generic Dispensations/ Indemnities' as Members of the County Council.

2. **MINUTES OF THE MEETING**

The draft minutes of the Standards Committee held on 8th March, 2017 were confirmed as correct.

Matters arising from the minutes –

Item 3 - Update of Members' Online Registers

- No substantive response has been received from the Council's Welsh Language Officer but the Head of Democratic Services confirmed that there is no financial support available to update the Modern.Gov system's online Register of Interests form, to ensure equal functionality for members in both Welsh and English.
- The Head of Democratic Services said that a request for this requirement will be included in the specification when the contract is renewed.

RESOLVED that the Standards Committee accepts the way forward suggested by the Head of Democratic Services and confirmed that they do not recommend submitting a bid for the estimated 10k required to achieve the required functionality.

Action: Nothing further for the Standards Committee.

Item 3 - Conduct Complaints to the Public Services Ombudsman for Wales

In response to a request for an update every three months on complaints investigated by the Ombudsman, the Monitoring Officer reported that a complaints matrix was circulated to Members on 11th July, 2017, together with the annual update.

Action: Standards Committee confirmed they were happy with the new arrangement and format adopted and await further reports every quarter.

Item 4 - Adjudication Panel for Wales Decisions

The Monitoring Officer reported that a copy of the report was circulated to County Council Members and Clerks of Town/Community Councils on 9th March, 2017.

Action: Completed. Nothing further.

Item 5 - Update on the Ombudsman's Attendance at the North Wales Standards Committee Forum

- The Monitoring Officer confirmed that, following a request from the Standards Committee, training on the Local Resolution Protocol was included on the Forum's agenda on 10th April, 2017.
- The Monitoring Officer of Denbighshire County Council wrote to One Voice Wales on the 9th March 2017 for an update on the consultation on the Local Resolution Protocol.

One Voice Wales responded that the consultation period had ended, and only the Ombudsman had been consulted on the Protocol.

- A copy of responses from the last Forum meeting, when the Ombudsman was present, was circulated to all Members of the County Council on 28th March, 2017.
- It was noted that the next forum meeting will be held in Wrexham in November, 2017. No specific date has been confirmed.

Action: None

Item 6 - Update on the Adoption of the Amended Statutory Code of Conduct

The Monitoring Officer reported that all three Community Councils who had not, apparently, adopted the amended statutory Code of Conduct have now responded as follows:-

- Rhoscolyn Community Council confirmed on 18th April, 2017 that it had adopted the Code, and forwarded a copy of the minutes as requested;
- Llangristiolus and Bodorgan Community Councils have confirmed that they have adopted the Code, but have not forwarded a copy of the minutes.

Action: Monitoring Officer to write to the Clerks at Llangristiolus and Bodorgan Community Councils reminding them of the outstanding request.

Item 8 - Update on the Town/Community Councils' Register of Interests

The Monitoring Officer confirmed that she wrote to all Town/Community Councils following a review of their registers, highlighting the need to publish the Register of Interests online.

Action: The Monitoring Officer to write to all Town/Community Councils in March 2018 to ascertain which Councils are now complying.

Item - 9 Town/Community Council - Websites

The Monitoring Officer confirmed that she wrote to One Voice Wales on the 9th March, 2017, asking whether or not there is a plan to assist Town/Community Councils in setting up their website. It was noted that no written response has been received to date.

Action: Monitoring Officer to chase up a reply.

Item 11 - Management Structure

The Monitoring Officer reported that the 'Management Structure' has been published online. It was noted that the Members of the Standards Committee have received copies of the document, which was also made available to staff and Members from 24th March, 2017. It was further noted that the Management Structure will be reviewed in 12 months.

Action: Monitoring Officer to review March 2018.

Item 12 - Briefing Note to Town/Community Council Members on the Requirements for Disclosing and Registering Personal Interests

The Monitoring Officer confirmed that all steps listed in relation to the Briefing Note, and amended Code of Conduct, were completed on 22nd March, 2017.

Action: None

3. CONDUCT COMPLAINTS TO THE PUBLIC SERVICES OMBUDSMAN FOR WALES

Submitted - a report by the Monitoring Officer in the form of an updated matrix for (a) County Councillors, and (b) Town/Community Councils.

It was noted that no complaints had been lodged involving County Councillors or Town/Community Councillors for the period April to June, 2017.

RESOLVED to note the report.

Action: Monitoring Officer to circulate to all County Council Members and Town and Community Council Clerks.

4. PUBLIC SERVICES OMBUDSMAN FOR WALES DECISIONS

Submitted - a report by the Public Services Ombudsman for Wales (PSOW) and summary from the Monitoring Officer of information published in the quarterly Casebook of Code of Conduct Complaints. It was noted that complaints investigated by the Ombudsman related to alleged breaches of the Members' Code of Conduct by Councillors between April, 2016 to April, 2017.

RESOLVED to note the report.

Action: Monitoring Officer to circulate to all County Council Members and Town and Community Council Clerks.

5. ADJUDICATION PANEL FOR WALES DECISIONS

Submitted - a report by the Monitoring Officer in relation to decisions made and published by the Adjudication Panel for Wales since the last meeting of the Standards Committee on 8th March, 2017. The two reported cases related to Cardiff City Council and Powys County Council.

The Chair reported that Cardiff City Council received 18 low level complaints involving the Standards Committee. It was noted that Cardiff Council has a Local Resolution Protocol in place to resolve issues and avoid intervention by the Ombudsman.

The Monitoring Officer reported that Isle of Anglesey County Council has adopted a Local Resolution Protocol, which is designed to deal with issues between members in relation to respect and consideration type complaints but no such complaints have ever been lodged.

RESOLVED:-

- **To note the content of the case summaries.**
- **That the Monitoring Officer contacts the Chief Executive/Head of Democratic Services in relation to the 5 minute rule on speeches in Council and the exercise of latitude by the Chair.**
- **That the Monitoring Officer review/amend the Council's Local Resolution Protocol, in light of the Cardiff model, for approval by the next Standards Committee.**

Action: As noted above and the Monitoring Officer to circulate to all County Council Members and Town and Community Council Clerks the APW reports.

6. MEMBER TRAINING AND DEVELOPMENT PLAN

Submitted - a report by the Human Resources Development Manager on post-election induction and training arrangements for members.

The Development Manager reported that since the County Council elections in May, an Induction Programme has been developed to accommodate members' training needs and changing demands of this Authority. The Development Plan was established with input from the Welsh Local Government Association (WLGA) and Local Authorities across Wales, and is a continually evolving document. The Development Plan for 2017/18 was presented to, and adopted by, the full Council on 28th February, 2017.

The Development Manager reported that the initial phase of the Plan focused on the induction of newly elected members into the Authority, and 20 formal development sessions were offered to members between May and the end of August, 2017.

It was noted that some members will require further training in the use of iPads. Arrangements are in place for the ICT team to deliver further iPad training sessions at the end of this month.

It was further noted that all presentations from training sessions are uploaded on MonITor. Members are encouraged to complete evaluation sheets following training session, and provide feedback, so that each member's progress may be recorded. The County Council also works jointly with Gwynedd County Council, and shares information collated to assess and improve training needs.

RESOLVED to note progress on the Member Development Programme.

Action:

- **The Monitoring Officer to establish whether co-opted members of the Standards Committee may access the e-learning modules and, if so, from when.**
- **The Monitoring Officer to establish whether or not there is, or there will be, a module on the Code of Conduct/Ethics.**
- **The Human Resource Development Manager/Head of Democratic Services to prepare information on the level of attendance of individual members on the Induction Training Programme post-election, identifying to whom the sessions were targeted with the Standards Committee Chair to report to the Group Leaders to generate support for ongoing training and development and to identify any gaps/concerns.**
- **Human Resource Development Manager/Head of Democratic Services to arrange, if possible, that one or two members of the Standards Committee to attend the regional induction session for newly elected members in November 2017.**
- **The Human Resource Development Manager to obtain dates in November for training sessions for town and community councillors. The Standards Committee to also receive notification of the dates as at least one of them would like to attend each of the sessions.**

7. MEMBERS' ANNUAL REPORTS

Submitted - a report by the Head of Democratic Services on proposed arrangements for publishing the 2016/17 Annual Reports.

Section 5 of the Local Government (Wales) Measure 2011 places an obligation on the Council to ensure that arrangements are in place for Members to prepare annual reports.

The Head of Democratic Services reported on the timescale for the 21 re-elected members to submit annual reports for 2016/17 and publication on the Council website by 30th September, 2017.

RESOLVED to note the position with regard to publishing Members' Annual Reports for 2016/17.

Action: The Head of Democratic Services to notify the Standards Committee members once the annual reports are published.

8. GENERIC DISPENSATION – INDEMNITIES

Submitted - a report by the Monitoring Officer on the procedure that members should follow when applying to the Standards Committee for a dispensation.

Councillors Trefor Lloyd Hughes and Dafydd Rhys Thomas declared a prejudicial interest in relation to this item, and left the meeting.

Pursuant to the County Council's Code of Conduct, any elected member who has a prejudicial interest is precluded from participating during discussion. However, in some limited and specific circumstances, a member may be able to overreach the restriction of a prejudicial interest by obtaining a dispensation from the Standards Committee.

The Monitoring Officer reported that the Local Authorities (Indemnities for Members and Officers)(Wales) Order 2006 allows the Council to grant indemnities for legal costs to members, particularly in relation to costs incurred in defending themselves against any alleged breach of the Code. The Council has adopted the regulations into policy.

The Council has delegated the decision making powers it has to the Indemnities Sub-Committee, and any member wishing to apply for an indemnity must submit an application in writing to the Sub-Committee, which will then meet to consider the application.

Following discussion, members noted that the Standards Committee has the discretion in deciding the Council's final contribution towards legal costs in some specific circumstances described in the regulations.

RESOLVED:-

- **To grant the generic dispensation as worded in Enclosure B of the report on the grounds described in the application;**
- **The dispensation to remain the force for the remaining Council term.**

Action: None

9. REVIEW OF THE MEMBERS' REGISTER OF INTERESTS – TOWN AND COMMUNITY COUNCILS

Submitted - a report by the Monitoring Officer on the sample reviews conducted by the Standards Committee of the Register of Members' Interests for Town/Community Councils, to ensure compliance with the Code of Conduct. The reviews took place between October, 2016 and February, 2017.

Following the review, a report was circulated to Town/Community Councils detailing the findings, sharing good practice and highlighting matters that needed to be addressed.

The Monitoring Officer stated that a report was sent out to Clerks of Town/Community Councils on 7th April, 2017 requesting that it be included on each Town/Community Council's agenda at their next meeting. A request was also made that a copy of the minutes, confirming that the report had been discussed, be forwarded to the Standards Committee by the end of July, 2017. A personalised letter was then sent to each Council that had been subject to the review, providing tailored advice to that Council.

The Monitoring Officer reported that, of the 40 Town/Community Councils contacted, only 13 have replied to date. She stated that there is no method to enforce Town/Community Councils to comply, as the Ombudsman is not willing to pursue the issue.

RESOLVED:

- **To note the contents of the report in Enclosure 1.**
- **To note the content of the table in Enclosure 2.**
- **That the Monitoring Officer write to the Clerks of Town/Community Councils who have not responded, encouraging them to comply with the Standards Committee's request.**

Action: As noted above.

10. REVIEW OF THE THREE REGISTERS OF COUNTY COUNCILLORS' INTERESTS

Submitted - a report by the Monitoring Officer on this year's Standards Committee review of the three Registers of Interest held by the Council in relation to its members.

The Registers are:-

- The "Standing" Register
- Declarations in Meetings
- Gifts and Hospitality

The Monitoring Officer reported that independent members of the Standards Committee will undertake the review. The members will randomly select the registers of six elected members, and report back to this Committee next March.

It was noted that the Standing Register and Gifts and Hospitality Register are available to members to complete in electronic format, whilst the Declarations in Meetings is available to Members in paper format only.

RESOLVED:-

- 1. That the independent members of the Standards Committee undertake a review of the three registers of members' interests, with the numbers to be divided equally and the names to be selected randomly;**
- 2. That the independent members of the Standards Committee undertake a review of the registers of interests of the co-opted members of the Scrutiny Committees and the Audit and Governance Committee;**
- 3. That once appointed, the new Town and Community Council members of the Standards Committee undertake a review of the interests of the independent members of the Standards Committee;**
- 4. The process of review in 1 and 2 above shall begin in mid-January, 2018, and shall conclude by the end of February; and that, as soon as possible after the deadline for completion, the independent members of the Standards Committee shall meet informally to discuss the findings of the review;**
- 5. At least one month prior to the start date of the review, the Monitoring Officer shall write to all elected members and co-opted members of the Council to advise them that the review is to take place, to ensure any updates are completed, and to confirm that they may be contacted by members of the Standards Committee to discuss their individual declarations of interest;**
- 6. Following informal discussion by the Standards Committee, a letter shall be circulated to all members confirming the outcome of the review, within a timeframe to be agreed at the informal meeting referred to in paragraph 4 above. Such general advice shall be published on the agenda of the next available Standards Committee thereafter and any general matters shall be raised by the Chair of the Standards Committee at the next available meeting of the Group Leaders following the review.**
- 7. That the Monitoring Officer contacts ICT to ask that instructions on how to complete and amend registers online be circulated to members of the Standards Committee.**

Action: As noted above.

11. INDEPENDENT MEMBER OF THE STANDARDS COMMITTEE – CASUAL VACANCY

Submitted - a report by the Monitoring Officer in relation to the above.

The Monitoring Officer reported that the recruitment of an independent member of the Standards Committee follows a statutory process, which requires establishing a Selection Panel.

The County Council has appointed three County Councillors, one Town/Community Councillor, and one independent member of the public

to the Panel. The Panel is now proceeding with a quorate Panel of four, who will meet on 20th September, 2017.

It was noted that shortlisted candidates will be invited for interview on a date to be agreed. Following the interview process, the Panel will make an appointment, which will be subject to ratification by the full Council on 12th December, 2017.

Members of the Standards Committee expressed concern that the appointment process was lengthy, and questioned whether it would be possible to streamline the process in future. The Monitoring Officer responded that the process had to be followed and explained in detail the difficulties encountered in appointing the Town/Community Council member of the Panel and especially independent member. It is hoped that those individuals will remain in place to select the new Standards Committee in 2019.

RESOLVED:-

- **To update the Committee on the current status and anticipated date for completion of the process.**
- **That the Monitoring Officer raises the issue with other North Wales Monitoring Officers as to whether there is an option to share an independent member of the Selection Panel.**

Action: As noted above.

12. TOWN AND COMMUNITY COUNCIL MEMBERS OF THE STANDARDS COMMITTEE – AUTOMATIC POST ELECTION VACANCIES

Submitted - a report by the Monitoring Officer on the current appointment of new members.

Following the local elections in May, 2017, the term of office of the two Standards Committee Town/Community Council representatives automatically elapsed, requiring the Council to embark on a fresh selection process.

The Monitoring Officer reported that the selection process for Town / Community Council representatives on the Standards Committee has been amended owing to limited interest on the last occasion, and is now being done by postal ballot. A letter was sent out to all Town / Community Councils on 31 May, 2017. The closing date for nominations was the 31st July, 2017, and 7 nominations were received. The nominations were circulated to all Town / Community Council Clerks on 4th August, 2017. It was noted that completed ballot papers should be returned to the County Council by 29th September, 2017. To date, only 3 ballot papers have been returned.

RESOLVED:-

- To note the report.
- That the deadline for receiving completed ballot papers be increased by one month to the end of October. The Monitoring Officer to write to the Clerks of Town/Community Councils informing them of the new deadline.

Action: As noted above.

13. DISPENSATION(S)

Submitted - a report by the Monitoring Officer on the activities of the Dispensation Panels of the Standards Committee.

The Monitoring Officer reported that if a County Councillor/Town/Community Councillor has a prejudicial interest in a matter to be considered by their Authority, the Code of Conduct requires that the interest be declared/registered, and that the member leave the meeting and not participate/influence the decision(s).

If granted, a dispensation will overreach the prejudicial element of the interest, and will enable the member to participate; though possibly to a limited extent.

RESOLVED:-

- To note the dispensation granted, and the grounds and circumstances in which it was granted.
- That the members of the Panel only (Michael Wilson, Dilys Shaw and Denise Harris-Edwards) ratify the draft minutes at Enclosure 2, which they duly did.

Action: None

14. LOCAL RESOLUTION FOR TOWN AND COMMUNITY COUNCILS

Submitted - a report by the Monitoring Officer on the One Voice Wales Local Resolution Protocol, which this Council has adopted. The Protocol has been circulated to all Town and Community Councils on Anglesey, and needs to be adopted by each Council individually.

It was noted that in his annual report, the Ombudsman commented on County Councillor complaints under the Code of Conduct and expressed the view that the Protocol has reduced the number of complaints received. The Ombudsman is still getting a significant number of complaint in relation to Town/Community Councillors, and had asked One Voice Wales to draw up this Protocol to ensure that Town / Community Councils try and resolve their own low level disputes.

RESOLVED:-

- **To note the content of the Protocol.**
- **To instruct the Monitoring Officer to write to the Clerks of the local Town and Community Councils requesting confirmation as to whether or not they have/intend to formally adopt and apply the Protocol.**
- **The Standards Committee (at the discretion of the Chair of the Standards Committee), offer support to Town and Community Councils in operating the Protocol when the Chair considers it appropriate and upon receipt of any request for advice.**
- **That the Monitoring Officer asks the Clerks of Town/Community Councils to include the cost of training, especially for clerks, in the precept when working out their budget.**

Action: As noted above.

The meeting concluded at 4.45 pm

**MR MICHAEL WILSON
CHAIR**

CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL	
COMMITTEE:	Standards Committee
DATE:	14th March 2018
REPORT TITLE:	New Members to the Standards Committee
PURPOSE OF THE REPORT:	Update on appointment of new Members to the Standards Committee
REPORT BY:	Head of Function (Council Business)/Monitoring Officer
LINK OFFICER:	Lynn Ball Head of Function (Council Business)/Monitoring Officer lbxcs@anglesey.gov.uk 01248 752586

1. BACKGROUND

- 1.1 Vacancies arose in 2017 for two community councillors and one independent member to the Standards Committee.
- 1.2 Different procedures were followed to fill the vacancies.
- 1.3 Attached as **Enclosures 1 and 2** are the Reports to full Council on the 12th December 2017 setting out the appointments process for the new members.

2. CURRENT POSITION

- 2.1 The appointments have now been ratified by Council. Attached at **Enclosure 3** is the decision and relevant minute from that meeting confirming the same.
- 2.2 The new community council members are:-
 - Councillor Iorwerth Roberts of Bryngwran Community Council
 - and
 - Councillor Keith Roberts of Treaddur Community Council.
- 2.3 The new independent member is Mr John Robert Jones.
- 2.4 The new appointments to the Standards Committee commenced with immediate effect following the 12th December 2017 Council meeting. The community councillor appointments will continue until the next local government elections or until such time as the appointees are no longer community council members, whichever occurs first. The independent member's term of office expires on 11th December 2025.

ISLE OF ANGLESEY COUNTY COUNCIL	
MEETING:	County Council
DATE:	12 December 2017
TITLE OF REPORT :	To Appoint Two Community Councillors to the Standards Committee
REPORT BY :	Head of Function (Council Business) / Monitoring Officer
CONTACT OFFICER :	Lynn Ball Head of Function (Council Business) / Monitoring Officer lbxc@anglesey.gov.uk 01248 752586
PURPOSE OF REPORT :	To Ratify the Nominations of the Community Councils' Representatives to the Standards Committee

BACKGROUND

1. Under Part III of the Local Government Act 2000 (as amended by the Local Government Act 2006) the Council must have a Standards Committee consisting of no more than 9 members, the majority of whom must be independent members of the public.
2. The Standards Committee currently consists of 5 independent members (including one casual vacancy), 2 community councillors (both seats being vacant) and two county councillors (who are appointed annually by the Council).
3. Community council members must be collectively nominated by the community councils and their appointment ratified by Council.

COMMUNITY COUNCILLOR VACANCIES

4. The Standards Committee includes two community councillors, who participate in the general business of the Committee, but deal with referrals from the Public Services Ombudsman for Wales, and applications for dispensations, only when those matters relate to community councillors.
5. There is a requirement for the community council members to be collectively nominated by all the community councils after every local government election (or if either should cease to be a community councillor). Community council members are

eligible for reappointment to the Standards Committee, subject to receiving a further collective nomination from the community councils.

6. On the 31st May 2017 the Monitoring Officer wrote to all community council clerks requesting nominations to be received by no later than 31st July 2017. By the closing date, seven nominations had been received and, on the 4th August 2017, a postal ballot was issued to all community councils requesting that each select a maximum of two candidates, returning the ballot paper to the Monitoring Officer by no later than 31st October 2017. By the deadline, 24 community councils had responded and 45 votes received. One community council responded but did not cast a vote and another cast only a single vote. The process followed was verified by the Chairman of the Council and the Chairman of the Standards Committee in a meeting on the 13th November 2017 and on the 15th November 2017 the Monitoring Officer informed all the community council clerks of the outcome of the ballot, confirming the two successful candidates were:-

- **Councillor Iorwerth Roberts of Bryngwran Community Council and**
- **Councillor Keith Roberts of Trearddur Community Council**

7. In the circumstances, the County Council is now required to approve the appointment of these councillors as co-opted members of the Standards Committee until the next local government elections, or for as long as they remain community councillors; whichever occurs first.

RECOMMENDATION

To ratify the collective nominations of the community councils by appointing the following community councillors as co-opted members of the Standards Committee with immediate effect:-

- **Councillor Iorwerth Roberts of Bryngwran Community Council and**
- **Councillor Keith Roberts of Trearddur Community Council**

until the next local government elections, or until such time as the appointees are no longer community council members; whichever shall occur first.

ENCLOSURE 2

ISLE OF ANGLESEY COUNTY COUNCIL	
MEETING:	County Council
DATE:	12 December 2017
TITLE OF REPORT :	To Appoint a Co-opted Independent Member to the Standards Committee
REPORT BY :	Dr Haydn Edwards – Chair of the Standards Committee Selection Panel
CONTACT OFFICER :	Lynn Ball Head of Function (Council Business) / Monitoring Officer lbxc@anglesey.gov.uk 01248 752586
PURPOSE OF REPORT :	To Ratify the Recommendation of the Standards Committee Selection Panel

BACKGROUND

1. Under Part III of the Local Government Act 2000 (as amended by the Local Government Act 2006) the Council must have a Standards Committee consisting of no more than 9 members, the majority of whom must be independent members of the public.
2. The Standards Committee currently consists of 5 independent members (including one casual vacancy), 2 community councillors (both seats being vacant) and two county councillors (who are appointed annually by the Council).
3. Independent members must be appointed by Council on the recommendation of the Standards Committee Selection Panel. The Standards Committee currently has one casual vacancy.

CASUAL VACANCY FOR AN INDEPENDENT MEMBER OF THE STANDARDS COMMITTEE

4. Statutory Regulations require that the independent members of Standards Committee be appointed by Council, but only after compliance with a statutory selection process. To conduct this recruitment and selection process the County Council has delegated its authority to the Standards Committee Selection Panel; which consists of one independent member of the public, one community councillor and three county

councillors. No member of the Selection Panel may also be a member of the Standards Committee.

5. In the meeting of the Standards Committee Selection Panel on the 20th September 2017, the Panel approved the recruitment process and the vacancy was advertised on the Council's website, Twitter, and Facebook (from 20/09/17 until 31/10/2017), North Wales Chronicle (on 28/9/17 and on 5/10/2017) and the Bangor and Anglesey Mail (on 27/9/2017 and on 4/10/2017).
6. The advertisement closed on the 31st October 2017 and the applications received were considered by the Standards Committee Selection Panel in a shortlisting process which took place on the 17th November 2017.
7. Shortlisted candidates were interviewed by the Standards Committee Selection Panel on the 27th November 2017, when the Panel agreed to nominate **Mr John Robert Jones** to be appointed to the role of independent member of the Standards Committee, subject to satisfactory references; which have since been received and assessed by the Chair of the Standards Committee Selection Panel.

RECOMMENDATIONS

To accept the recommendations of the Standards Committee Selection Panel as follows:-

1. to appoint **Mr John Robert Jones** as co-opted independent member of the Standards Committee with immediate effect;
2. in the event that a further casual vacancy for an independent member of the Standards Committee arises during the next twelve months, to automatically appoint **Ms Sarah Laing Gibbens** to this role without need for a further recruitment process, provided always that this candidate remains eligible for the role, and subject to satisfactory references being received prior to the appointment.

7. TO APPOINT A CO-OPTED INDEPENDENT MEMBER TO THE STANDARDS COMMITTEE

Submitted - a report by the Chair of the Standards Committee Selection Panel in relation to the appointment of a co-opted Independent Member to the Standards Committee.

Councillor R Meirion Jones, a Member of the Standards Committee Selection Panel addressed the meeting and said that the Standards Committee currently has a casual vacancy from the Independent Members on the Committee. He noted that there has been a recruitment process recently as noted within the report and at the Standards Committee Selection Panel held on 27th November, 2017 the Panel agreed to nominate Mr John Robert Jones to the role of independent member of the Standards Committee, subject to satisfactory reference which have since been received and assessed by the Chair of the Standards Committee Selection Panel.

Councillor A M Jones said that he would abstain from voting as regard to this matter as there is no member from the Opposition Group on the Standards Committee. He said that there had been a political balance from both the Opposition and Ruling Groups during the previous administration of this Council.

Councillors Aled M Jones, Eric W Jones, Bryan Owen, Peter S Rogers and Shaun Redmond abstained from voting.

It was RESOLVED :-

- **To appoint Mr John Robert Jones as co-opted independent member of the Standards Committee from immediate effect;**
- **In the event that a further casual vacancy for an independent member of the Standards Committee arises during the next twelve months, to automatically appoint Ms Sarah Laing Gibbens to this role without the need for a further recruitment process, provided always that this candidate remains eligible for the role, and subject to satisfactory references being received prior to the appointment.**

8. TO APPOINT TWO COMMUNITY COUNCILLORS TO THE STANDARDS COMMITTEE

The report of the Head of Function (Council Business)/Monitoring Officer in relation to the nomination of Community Councils' Representatives to the Standards Committee.

Councillor Dafydd R Thomas addressed the meeting that the Standards Committee includes two Community Councillors, who participate in the general business of the Committee, but deal with referrals from the Public Services Ombudsman for Wales, and applications for dispensations, only when those matters relate to Community Councillors. There is a requirement for the Community Council Members to be collectively nominated by all the Community Councils after every local government election.

Councillor A M Jones said that he would abstain from voting as regard to this matter as there is no member from the Opposition Group on the Standards Committee and considered that the Group had been disenfranchised from the process.

Councillor Nicola Roberts asked the Monitoring Officer to explain the selection process to the Committee.

The Monitoring Officer explained that each Town/Community Councils are given the opportunity to submit nominations for no more than 1 Member of their council on the Standards Committee. Seven nominations had been received and a postal ballot was issued to all the Town/Community Councils requesting that each select a maximum of two candidates. Following the process, which was verified by the Chair of the Council and the Chair of the Standards Committee, the Monitoring Officer informed all the Town/Community Councils the outcome of the ballot and confirming the two successful candidates.

Councillors Aled M Jones, Eric W Jones, Bryan Owen, Peter S Rogers and Shaun Redmond abstained from voting.

It was RESOLVED to ratify the collective nominations of the Community Councils by appointing the following Community Councillors as co-opted members of the Standards Committee with immediate effect :-

Councillor Iorwerth Roberts of Bryngwran Community Council and

Councillor Keith Roberts of Trearddur Community Council

Until the next local government elections, or until such time as the appointees are no longer Community Council members, whichever shall occur first.

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

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

Chwarter 3 (Hydref – Rhagfyr) – 2017/2018 – Quarter 3 (October - December)

Enw'r Cynghorydd Name of Councillor	Enw'r Achwynydd Name of Complainant	Cyfeirnod y Ffeil File Reference (i) Un ni/Ours (ii) "O"	Dyddiad y Gŵyn - "O" Complaint date - "O"	Canlyniad Ymholiad "O" a'r dyddiad neu'r sefyllfa gyfredol Result of "O" Investigation and date or the current situation
Cynghorydd Sir / County Councillor	Aelod o'r cyhoedd / Member of the public	(i) CC-020645 (ii) 201705986	20/12/2017	Mae'r Ombwdsmon wedi penderfynu peidio ymchwilio / The Ombudsman has decided not to investigate

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

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

Chwarter 3 (Hydref i Rhagfyr) - 2017/2018 – Quarter 3 (October to December)

Enw'r Cynghorydd Name of Councillor	Enw'r Achwynydd Name of Complainant	Cyfeirnod y Ffeil File Reference (i) Un ni/Ours (ii) "O"	Dyddiad y Gŵyn - "O" Complaint date - "O"	Canlyniad Ymholiad "O" a'r dyddiad neu'r sefyllfa gyfredol Result of "O" Investigation and date or the current situation
Dim i'w adrodd / Nothing to Report				

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CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL	
COMMITTEE:	Standards Committee
DATE:	14 March 2018
REPORT TITLE:	Public Services Ombudsman for Wales Decisions
PURPOSE OF THE REPORT:	To advise the Committee of All Wales decisions published by the Public Services Ombudsman for Wales in his Casebooks for July 2017 and November 2017
REPORT BY:	Head of Function (Council Business)/Monitoring Officer
LINK OFFICER:	Lynn Ball Head of Function (Council Business)/Monitoring Officer lbxcs@anglesey.gov.uk 01248 752586

1. INTRODUCTION

The Public Services Ombudsman for Wales (PSOW) publishes a [Casebook of Code of Conduct Complaints](#) once every quarter.

This report summarises the information published by the PSOW in his Casebooks for July 2017 and November 2017. A summary of the cases is attached at **ENCLOSURE 1**

2. BACKGROUND

The PSOW exercises “first sift” powers under Section 69 of the Local Government Act 2000, which requires him to consider complaints that members of local authorities in Wales may have broken their code of conduct. The PSOW’s jurisdiction includes county councils and town and community councils.

Having received a complaint, the PSOW applies his threshold test to determine whether or not the complaint should be investigated. The threshold test involves the PSOW being satisfied that:-

- There is evidence to suggest that the code of conduct may have been breached; and
- That the matter is sufficiently serious for it to be in the public interest for an investigation to be opened.

When an investigation is opened, the PSOW may reach one of four findings under Section 69 of the Local Government Act 2000 which are:-

- (a) that there is no evidence that there has been a breach of the authority's code of conduct;
- (b) that no action needs to be taken in respect of the matters that were subject to the investigation;
- (c) that the matter be referred to the authority's monitoring officer for consideration by the standards committee;
- (d) that the matter be referred to the President of the Adjudication Panel for Wales for adjudication by a tribunal (this generally happens in more serious cases).

If (c) or (d) above apply, the PSOW will then submit his report to the local standards committee or to the Adjudication Panel for Wales (APW), and it is for the committee, or a case tribunal of the Panel, to conduct a hearing to consider the evidence and to make the final decision on whether or not the code of conduct has been breached and, if so, whether a penalty should be imposed, and what any penalty should be. Standards committees have statutory authority to issue a suspension against a councillor for a period not exceeding 6 months. Standards Committees have no powers of disqualification and, where there are findings of breach, will try to apply a sanction that is proportionate to the offence. This will often be a censure (public rebuke) or a recommendation of training/undertaking/mediation etc. A case tribunal has authority to suspend for up to 12 months and to disqualify for up to 5 years.

While the APW has the legal status of a tribunal and has always published its decisions (including any appeals against the decisions of standards committees) the PSOW did not publish his reports or findings but recently has introduced the quarterly Case Book which provides a case summary. Anything referred to a standards committee will, of course, be available on that council's website.

3. RECOMMENDATION

The Chair of the Standards Committee will lead a discussion on any matters of interest reported in **ENCLOSURE 1**

Name of Council	Summary of Complaint	Relevant Provision of Code	Decision Summary	Findings
Powys County Council	A Councillor self-referred to the PSOW on the basis that he considered he may have brought his office and the Council into disrepute. Councillor x managed a livestock farm but was prosecuted by the Council for failing to maintain accurate cattle records and failing to promptly dispose of animal carcasses. He pleaded guilty to 6 charges and received a criminal conviction.	Bringing the role of councillor and the authority into disrepute	<ul style="list-style-type: none"> • Matter referred to Council's Standards Committee to consider • Breach of the Code 	<ul style="list-style-type: none"> • Suspension for 2 weeks • Recommendation that he undertake additional training on the Code of Conduct
Powys County Council	A Councillor self-referred to the PSOW on the basis that he considered he may have brought his office and the Council into disrepute. Councillor x managed a livestock farm but was prosecuted by the Council for failing to maintain accurate cattle records. He pleaded guilty to 8 charges and received a criminal conviction.	Bringing the role of councillor and the authority into disrepute	<ul style="list-style-type: none"> • Matter referred to Council's Standards Committee to consider • Breach of the Code 	<ul style="list-style-type: none"> • Suspension for 4 weeks • Recommendation that he undertake additional training on the Code of Conduct
Bridgend County Borough Council	A Councillor had approached a member of the public undertaking her employment duties and owing to her manner had brought the office of Councillor and the Council into disrepute	<ul style="list-style-type: none"> • Failure to show respect and consideration • Disrepute 	<ul style="list-style-type: none"> • No action to be taken as Councillor apologised for her actions and she was not acting in an official capacity as Councillor or on behalf of the Council 	

Name of Council	Summary of Complaint	Relevant Provision of Code	Decision Summary	Findings
Powys County Council	A Councillor had failed to disclose a personal and prejudicial interest at various Council meetings during which a School Modernisation Programme was discussed and that he continued to take part in these meetings although the Standards Committee had refused to grant him a dispensation to do so.	Failure to disclose personal and prejudicial interest	<ul style="list-style-type: none"> • Breach of the Code • However because the Councillor's involvement in the meetings did not significantly alter the outcome it was not in the public interest to pursue the matter. 	
Saltney Town Council	That a Councillor had voted on a matter in which she had a prejudicial interest without obtaining a dispensation from the County Council's Standards Committee.	Failure to declare prejudicial interest	<ul style="list-style-type: none"> • Councillor had recognised her error and apologised. • PSOW accepted the Councillor's explanation. • As the Councillor's actions were of limited consequence it was not in the public interest to pursue and no further action would be taken. 	Although the PSOW would take no further action he advised the Councillor that this matter would be taken into account should he receive future complaints of a similar nature
Torfaen County Borough Council	That a Councillor had used inflammatory and disrespectful language on a public /social media page.	Failure to show respect	As there had subsequently been an election during the course of the investigation, and the Councillor had not been re-elected, the PSOW	

Name of Council	Summary of Complaint	Relevant Provision of Code	Decision Summary	Findings
			decided that it was not in the public interest to take further action	
Powys County Council	A Councillor brought the office of Councillor and the Council into disrepute when acting as Portfolio Holder for Education as she did not take sufficient action to address the fact that a High School was continuing to subsidise home to school transport for out of catchment pupils in contravention of the Council's Scheme for Financing Schools.	Bringing the Office of Councillor and the Council into disrepute	No evidence of breach of the Code	Although the Councillor could be criticised for not doing more there were mitigating reasons why she had not done so
Powys County Council	A Councillor had brought the office of Councillor and the Council into disrepute when acting as a school governor and did not take sufficient action to address the fact that a High School was continuing to subsidise home to school transport for out of catchment pupils in contravention of the Council's Scheme for Financing Schools.	Bringing the Office of Councillor and the Council into disrepute	<ul style="list-style-type: none"> • The Councillor had acted in good faith and on the information available to him • No breach of the Code. 	
Powys County Council	A Councillor had brought the office of Councillor and the Council into disrepute when acting as a school	Bringing the Office of Councillor and the Council into	<ul style="list-style-type: none"> • The Councillor had acted in good faith and on the information available to 	

Name of Council	Summary of Complaint	Relevant Provision of Code	Decision Summary	Findings
	governor and did not take sufficient action to address the fact that a High School was continuing to subsidise home to school transport for out of catchment pupils in contravention of the Council's Scheme for Financing Schools.	disrepute	<p>him</p> <ul style="list-style-type: none"> No breach of the Code 	
Powys County Council	A Councillor brought the office of Councillor and the Council into disrepute when acting as a school governor and did not take sufficient action to address the fact that a High School was continuing to subsidise home to school transport for out of catchment pupils in contravention of the Council's Scheme for Financing Schools.	Bringing the Office of Councillor and the Council into disrepute	<ul style="list-style-type: none"> The Councillor had acted in good faith and on the information available to him No breach of the Code 	
Vale of Glamorgan Council	A Councillor had misled the public to gain an advantage for herself in an election campaign by making misleading statements in a campaign pamphlet.	Integrity	PSOW concluded that there had been no intent to mislead and that once the complaint had been received that the pamphlet could be misleading it was withdrawn.	PSOW found no evidence of breach
Llanelli Rural Council	A Councillor had accused another Councillor at a public meeting of the Council of being corrupt.	Failure to show respect Bringing the	No action needed to be taken as it was unclear exactly what was said and	

Name of Council	Summary of Complaint	Relevant Provision of Code	Decision Summary	Findings
		Council into disrepute	that the evidence showed that what occurred was no more than robust political debate	
Tywyn Town Council	That a Councillor had failed to declare a personal and prejudicial interest in the matter of an adverse possession claim on a parcel of land owned and managed by the Town Council	<ul style="list-style-type: none"> • Abusing her position to gain a financial advantage • Failure to declare a personal and prejudicial interest • Bringing the Office of Councillor into disrepute 	No evidence of breach of the Code in any respect	

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CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL	
COMMITTEE:	Standards Committee
DATE:	14 March 2018
REPORT TITLE:	Adjudication Panel for Wales Decisions
PURPOSE OF THE REPORT:	To provide information about the matters considered by the Adjudication Panel for Wales since 13th September 2017
REPORT BY:	Head of Function (Council Business)/Monitoring Officer
LINK OFFICER:	Lynn Ball Head of Function (Council Business)/Monitoring Officer lbxcs@anglesey.gov.uk 01248 752586

1. INTRODUCTION AND BACKGROUND

The Adjudication Panel for Wales (APW) was established by the Local Government Act 2000. It has two statutory functions:-

1. To form case tribunals, or interim case tribunals, to consider reports from the Public Services Ombudsman for Wales (PSOW) following investigations by the PSOW into allegations that a member has failed to comply with their authority's code of conduct; and
2. To consider appeals from members against the decisions of their own authority's standards committee that they have breached the code of conduct (as well as deciding if permission will be given to appeal in the first instance).

This report includes decisions made and published by the APW during the period since the last meeting of the Standards Committee on the 13th September 2017. It is intended as a factual summary of the matters decided by the APW. The reported cases for the relevant period are currently available on the [APW website](#)

2. SUMMARY OF THE RELEVANT CASES

A summary of the relevant case/s is/are at **ENCLOSURE 1**.

2.1 Decisions made

23/10/2017- Flintshire County Council – APW/001/2017-018/CT

2.2 Appeals adjudicated

None

3. RECOMMENDATION

To note the content of the case summary/ies.

Crynodeb o'r Tribiwnlysoedd Achosion – September 2017-March 2018
Summary of Cases in Tribunal – September 2017 – March 2018

Name	Summary of Facts	Decision Summary	Findings
<p>Former Councillor Cllr Alison Halford</p> <p>Flintshire County Council</p>	<p>An allegation that Councillor Halford had breached Flintshire County Council's Code of Conduct by sending a communication which failed to show respect and consideration for others and used bullying and harassing behaviour.</p> <p>The Councillor failed to properly and meaningfully engage with the adjudication process despite the APW providing several opportunities to do so over a period of 3 months</p>	<p>The Panel found the following breaches:-</p> <ol style="list-style-type: none"> 1. Under Paragraph 4(b) <ol style="list-style-type: none"> a) Failure to show respect and consideration. The Panel concluded that comments made by the Councillor would have adversely affected the Officer's ability to properly carry out their role. b) That the Councillor's conduct towards the officer displayed a total lack of courtesy and consideration c) The Councillor's comments were wholly gratuitous and unjustified and as others, such as senior officers, were copied into the e-mails, calculated to intimidate or undermine the officer whose job was already under threat owing to restructuring 2. Under paragraph 4(c) 	<p>Learning points for elected members</p> <ul style="list-style-type: none"> • To use social media in a responsible manner • Not to disseminate communications more widely than necessary • Not to make unwarranted and unjustified comments against officers • Not to abuse their position as Councillor <p>Learning points for the Standards Committee</p> <ul style="list-style-type: none"> - Many complaints arise from alleged failure to show respect and consideration / bullying and harassment / disrepute - The Panel considered the case of <u>Sanders v Kingston</u> No(1) [2005] EWHC 1145 and Article 10 of the Human Rights Act in relation to both breach and sanction and whether the comments made by Councillor Halford could be considered to be political expression and therefore attract enhanced protection under Article 10. The Panel considered that the comments were entirely gratuitous,

Name	Summary of Facts	Decision Summary	Findings
		<p>a) That the Councillor’s comments were intended to bully and had the effect of bullying the officer</p> <p>b) The comments were highly offensive , extremely insulting , malicious and unwarranted with the officer having been singled out unfairly</p> <p>c) That the Councillor’s behaviour fell well below the standards of behaviour expected of a Member.</p> <p><u>Sanction</u> As she was no longer a Councillor - Disqualification for 14 months-due to the serious nature of the bullying and it being sufficiently long for the Councillor to reflect upon her actions</p>	<p>abusive and offensive personal comments divorced from any political debate.</p> <ul style="list-style-type: none"> - They also considered the case of <u>Heesom v Public Service Ombudsman for Wales</u> [2014] EWHC 1504 (Admin) in relation to what sanction should be imposed. - Although the present case only involved one officer and 3 incidents over a relatively short period of time they considered it comparable in seriousness to the <u>Heesom case</u>. They therefore considered that a 14 month period of disqualification was an entirely appropriate sanction
<p>Former Councillor Stuart Anderson</p> <p>Conwy County Borough</p>	<ul style="list-style-type: none"> • Repeated allegations against three council employees:- <ul style="list-style-type: none"> - one officer was incapable of discharging his role owing to alleged dementia; - a second officer was a “psychopath”; 	<p>The following breaches were found:-</p> <ul style="list-style-type: none"> • 4(a) “... equality of opportunity for all people, regardless of ... disability ...” • 4(b) respect and consideration 	<ul style="list-style-type: none"> • Allegations/breaches upheld • Significant aggravating features identified in the decision of the APW (see paragraph 6.5.3). Breaches serious, extensive and repeated despite warnings.

Name	Summary of Facts	Decision Summary	Findings
Council	<ul style="list-style-type: none"> - a third officer was dishonest and had fabricated evidence • Undue influence to bear on a fourth officer in order to secure a favourable outcome for a friend. • Used the scrutiny process to secure a favourable outcome for a friend. • Made a number of written and oral submissions in support of a favourable outcome for a friend. • In all cases (except the scrutiny meeting) failed to declare the personal and prejudicial interest arising from the close personal association. • Repeatedly disclosed and circulated more widely than was justified, sensitive personal data in relation to employees, including HR information and medical information. • Failed to cooperate with the investigation/hearing process. 	<ul style="list-style-type: none"> • 4(c) bullying and harassment • 4(d) compromising the impartiality of employees • 5(a) disclosure of confidential information without consent • 6.1(a) bringing the role of councillor into disrepute • 7(a) use of capacity to secure an improper advantage (for his friend) • Paragraph 10 of the Code – personal interest • Paragraph 11 of the Code – failure to declare the personal interest orally and in writing • Paragraph 12 of the Code – prejudicial interest – participation in the presence of a prejudicial interest • 14(1)(c) making written submissions in the presence of a prejudicial interest 	<ul style="list-style-type: none"> • Although not a binding precedent, represents an evolution on <u>Calver v The Adjudication Panel for Wales v Public Service Ombudsman for Wales [2012] EWHC 1172 (Admin)</u> in that it suggests that the level of protection for political free speech under Article 10 of the ECHR must be balanced against the private rights and interests of individuals. In essence it concludes that the rights of data subjects under the Data Protection Act, when it comes to sensitive personal information, creates a high bar for political freedom of expression to be seen as a legitimate justification. It also clarifies that the so called “thicker skin” principle applies to Chief Executives and Directors but probably not to other senior staff. The decision certainly does not overreach Calver but, along with other recent cases like <u>PSOW v Former Councillor Alison Halford APW/001/2017-018/CT</u> and <u>PSOW v Councillor Neil McEvoy APW/002/2016-017/CT</u>, it restores some balance in relation to those cases involving officers. This does not necessarily apply to other elected members.

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ISLE OF ANGLESEY COUNTY COUNCIL	
MEETING:	STANDARDS COMMITTEE
DATE:	14 th MARCH 2018
TITLE OF REPORT :	MEMBER DEVELOPMENT
REPORT BY :	HUMAN RESOURCES DEVELOPMENT MANAGER
CONTACT OFFICER :	MIRIAM WILLIAMS (extension 2512)
PURPOSE OF REPORT :	TO PROVIDE AN UPDATE ON THE PROGRESS OF THE MEMBER DEVELOPMENT PROGRAMME

BACKGROUND

The purpose of this report is to provide the Standards Committee with an update on the progress of the development opportunities offered to Elected Members since the report submitted on the 13th September 2017.

As previously highlighted, the 2017/18 plan was compiled in conjunction with best practice guidance provided by The Welsh Local Government Association (WLGA). This was reviewed and localised with input from Senior Officers and Group Leaders in order to address the needs of this Authority.

MEMBER TRAINING AND DEVELOPMENT PLAN

As an evolving document, the Development plan has since been amended to reflect the additional training that has been offered since my last report, see Appendix 1.

Between September 2017 and up to the 31 March 2018 an additional 11 formal development sessions have/are being offered. Of these, 5 are specifically for Members of the Scrutiny Committees; one relating to Audit Committees; Licensing Training for Members of the Planning Committee, whilst all Elected Members have been invited to the remainder of the sessions being offered (which includes the Regional Induction session run by the WLGA in Venue Cymru). See note within the Development Plan of targeted audience.

Due to adverse weather conditions, a session relating to Treasury Management was postponed and is due to be re-scheduled early in the next financial year.

Where applicable, Lay members and Standards Committee members are also invited to specific training sessions.

Records of Elected Members' attendance at sessions (arranged by the HR team), are maintained on the Authority's HR/Payroll system and this information is easily accessible in order that they can be included within Elected Members Annual Reports. See Appendix 2 for an overview of the information regarding attendance since last May.

Costs

Training delivery has been a combination of officer led and external providers. The costs to date amount to just under £9,000 which is £4000 over the allocated budget set.

The above expenditure highlights the need to ensure that the development plan for 2018/19 meets essential development needs, and training events are prioritised and costed in order that appropriate budgets can be allocated.

Attendance at development sessions is therefore essential to ensure value for money.

E-Learning

During the past few months considerable efforts have been made to encourage Elected Members to familiarise themselves with the variety of E-Learning programmes available to them.

In order to assist Elected Members with this, the E-Learning Officer has delivered a number of sessions, to Members of Scrutiny and Standard Committees, to provide individuals with knowledge, skills and confidence to utilise the programmes.

Evaluation

Evaluation of training continues to be encouraged in order to establish whether the training meets the Members' requirements and in order to identify any additional needs.

TOWN AND COMMUNITY COUNCIL TRAINING

In addition to the Elected Member Training, the HR section has been assisting to co-ordinate various training sessions for Town and Community Councils.

Arrangements for the provision of Code of Conduct training (which is a statutory requirement) were made for the delivery of 4 sessions during November 2017. Standards Committee Members were also invited to attend. A total number of 69 responded to attend the sessions. One session was postponed due to adverse weather conditions and the session has been re-scheduled for mid March 2018.

The feedback received rated the sessions highly (scoring 5 or above – 6 being the highest). Comments such as “well executed”, “very clear”, “learnt a lot” were made on the evaluation sheets.

The cost of these sessions is just under £2,200.

In addition, a free session recently delivered by Planning Aid Wales was recently held.

PERSONAL DEVELOPMENT REVIEWS(PDR) FOR MEMBERS

Arrangements with regards to completion of PDR's for this financial year is due to be completed mid March. This has been co-ordinated by the Head of Democratic Service.

The aim is that the training needs are captured and included within the Member Development Plan for 2018/19 where possible and/or training is sourced to meet individual needs.

MOVING FORWARD

It is acknowledged that some areas of training highlighted within the current Development Plan are still outstanding however the intention is to carry these over into the 2018/19 plan and prioritise as appropriate.

Preparations are already under way to collate training needs in order to inform the Development Plan for 2018/19 with specific requests being made to the Senior Leadership Team/Heads of Service and Group Leaders. In addition information gleaned from the PDR process will also contribute towards this process.

Whilst every effort is made to work collaboratively to ensure cost effectiveness of any training being commissioned, it is essential that data collated from the training needs is prioritised in order to ensure that adequate budget is sourced to support these needs and requirements and that E-Learning be considered as a genuine alternative.

Miriam Williams
HR Development Manager
March 2018

IOACC Elected Member year-long induction programme (based on the WLGA model), which includes mandatory training and availability of training resources 2017/18.			
Wherever possible, it is intended to arrange the training on Thursday/Friday avoiding the first Thursday afternoon each month because of Member briefing sessions.			
Have noted dates/times where possible			
What	Audience	Provider	When
Orientation (Council offices and Member support arrangements)	Newly Elected Members	J Huw Jones, Head of Democratic Services	08/05/2017
Introduction to the Council, its role and introduction to Corporate Governance and Strategic Work programme.	All Elected Members	Chief Executive	11/05/2017 & 18/5/2017 9.30 – 12.30pm
ICT induction and equipment including Social Media awareness (including Webcasting)	All Elected Members (M)	ICT officers, individual sessions.	10/5/2017: 2- 5 pm 12/05/2017: 11 – 12.30 pm 1 – 2.30 pm
Introduction to service areas	All Elected Members	Senior Officers (2 half day sessions 9.30 - 12.30pm)	11/05/2017 & 18/5/2017
Code of Conduct and Ethics & Mod Gov	All Elected Members (M)	Lynn Ball Monitoring Officer (2 – 3pm) Pegi Allsop	18/05/2017
Constitutional matters including meeting participation	All Elected Members (M)	Lynn Ball Monitoring Officer (2 -4pm)	05/06/2017
Finance including budgeting and treasury management	All Elected Members (M)	Marc Jones Head of Function (Resources) & S151 Officer (afternoon session - time to be confirmed)	25/05/2017
Planning committee new arrangements from Planning Act	Planning Committee (M)	Dewi Francis Jones, Prif Swyddog Cynllunio/Nia Haf Davies, Planning Officer (Joint Planning Policy Unit Gwynedd and Môn) (9.30 – 12.30pm)	1/6/2017
Planning for non-planning members - protocols	All Elected Members (M)	Dewi Francis Jones, Chief Planning Officer/ Nia Haf Davies, Planning Officer (Joint Planning Policy Unit Gwynedd and Môn) (9.30 – 12.30pm)	1/6/2017
Policy, services and legislative requirements updates	Relevant committees	Heads of Service	Monthly briefing sessions commencing June
The Role of Scrutiny Committees	All Elected Members (M)	J Huw Jones, Head of Democratic Services/Anwen G Davies Interim Scrutiny Manager	05/06/2017

Scrutiny chairing (committee and meeting management)	All Scrutiny chairs	David McGrath	4/12/2017
Audit	Audit Committee(M)	Finance Officers	15 & 21 September 2017
Safeguarding	All Elected Members(M)	Directors of Education/Statutory Director of Social Services workshop and E- learning	07/07/2017
Corporate Parenting	All Elected Members(M)	Statutory Director of Social Services	April 2018
Housing Act	All Elected Members (M)	Shân Lloyd Williams, Head of Service – Housing & Jim McKirdle, Housing Policy Officer, Welsh Local Government Association (morning session)	06/07/2017
Social Services and Well-being (Wales) Act	All Elected Members(M)	Caroline Turner – Assistant Chief Executive Alwyn Rhys Jones – Head of Service - Adults & Llyr Bryn Roberts – Interim Head of Service - Children (9.30 – 11.30pm)	07/07/2017
Decisions for Future Generations (Wellbeing of Future Generations Act)	All Elected Members(M)	Senior officers	April 2018 onwards
Data Management and FOI/ICO	All Elected Members(M)	Workshop and E-learning	Date to be confirmed
Introduction to Equalities	All Elected Members(M)	Equalities Officers workshop and E-learning	Date to be confirmed
Community Leadership and Casework	All Elected Members	Senior member with HODS; E- learning	February/March 2018?
New Executive Development	Executive	External facilitators	September 2017 onwards
New Councillors New Challenges	All Elected Members	WLGA 5 regional workshops – in Llandudno	03/11/2017
Personal Development Reviews & Annual Reports	All Elected Members	WLGA/Senior Officers	February 2018
Chairing Skills (meeting management)	All Chairs	External facilitators/ E learning	Date to be confirmed
Education Consortia	All Elected Members(M)	Consortia staff	Date to be confirmed
Appointments, appeals and interview skills	Panel members(M)	Head of Profession Human Resources	18/09/2017
Standards	Standards Committee(M)	Lynn Ball, Monitoring Officer	Prior to first meeting
Licensing	Members of the Planning and Licensing Committee	Judith Bramhall	13/03/2018
Chairing Skills & Individual Coaching Sessions	Members of the Scrutiny Committee	David McGrath	15/03/2018
Planning	All Elected Members	Trevor Roberts Associates	05/03/2018
Treasury Management	All Elected Members	Marion Pryor / Claire Klimaszewski	01/03/2018 – Postponed – To be rearranged April 2018 onwards
Risk Management	All Elected Members	Julie Jones, Insurance & Risk Manager	23/03/2018
Adverse Childhood Experiences	All Elected Members	Andrew Bennett	28/03/2018

(M) = Mandatory

Further training in both knowledge and skills to be determined from Personal Development Reviews when induction programme completed

Note: A separate Scrutiny Development programme is also being run in parallel with this programme

COURSE TITLES	Number of Attendees
**BASIC SAFEGUARDING	
01/06/2017	18
**BRIEFING SESSION - CORPORATE PLAN & CODE	
18/05/2017	25
**CYMRAEG CLIR	
29/11/2017	1
EFFECTIVE QUESTIONING IN SCRUTINY - EXEC	
04/12/2017	6
EFFECTIVE QUESTIONING IN SCRUTINY - SCRUI	
04/12/2017	14
**FINANCE INCLUDING BUDGETING AND TREASURY	
25/05/2017	16
**GIFTS / HOSPITALITY AND DECLARATION OF I	
02/06/2017	7
**HOUSING ACT	
06/07/2017	15
HOW TO BE A MORE EFFECTIVE AUDIT COMMITTEE	
15/09/2017	6
**INTRODUCTION TO E-LEARNING	
10/01/2018	2
12/01/2018	5
16/01/2018	6
01/02/2018	3
**INTRODUCTION TO THE AUDITOR GENERAL FOR	
21/09/2017	6
**INTRODUCTION TO THE AUTHORITY'S SERVICES	
11/05/2017	21
18/05/2017	14
**IPAD TRAINING	
12/05/2017	14
18/05/2017	7
31/05/2017	6
**PLANNING MATTERS TRAINING	
21/07/2017	11
05/03/2018	11
Planning Training	
01/06/2017	10
**SAFEGUARDING TRAINING	
07/07/2017	7
**THE CONSTITUTION	
05/06/2017	18
**VIOLENCE AGAINST WOMEN, DOMESTIC ABUSE - (E Learning)	
19/10/2017	1
24/10/2017	1

**Denotes that course is open to all Elected Members

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ISLE OF ANGLESEY COUNTY COUNCIL	
Committee:	Standards Committee and Democratic Services Committee
Date of meeting:	14& 20 March 2018
Title:	Member Development Charter
Purpose of the Report:	Confirm action proposed
Author:	Head of Democratic Services

1.0 Background

Member Development Charter

In 2014, the Council secured the WLGA’s Wales Charter for Member Support and Development. The Charter aims to provide a broad framework for local planning, self-assessment, action and review and the sharing of good and innovative practice. This has been the subject of reports to the Democratic Services Committee.

The award was granted for a period of 3 years and it is proposed that the Council now seeks re-assessment. This includes the need to prepare a self-assessment against set criteria prepared by the WLGA with supporting evidence against various headings- see attached. .

- 1.1 Work is in hand to complete the task before the end of April 2018, to mirror the timetable for Members to complete annual reports.

2.0 Recommendation:

The Committee is requested to note the action proposed in this report.

Huw Jones

Head of Democratic Services

26 February, 2018

A Self-Assessment Pro-forma for the Standard Level Charter

A. Member Roles and Responsibilities	Charter Requirement	Charter Expansion and Clarification	Description of authority approach and actions	References to supporting evidence enclosed
<p>1. Members are supported with role descriptions.</p>	<p>Role descriptions are adopted for the:</p> <ul style="list-style-type: none"> • Leader • Deputy Leader • Cabinet Members • Scrutiny members • Scrutiny Chairs • Scrutiny Co-optees • Chairs of statutory committees • Chairs of area committees • Chair of the Audit Committee • Members of Audit Committee • Chair of Democratic Services • Member of Democratic Services • Ward Member, including community leadership and case work • Chair of Standards committee • Member of Standards Committee • Leader of the Opposition 	<p>What does adopted mean? Role descriptions exist and have been formally adopted for all the roles listed.</p> <p>There is no need at this level for members to evidence that they perform the roles outlined in the descriptions but they should understand what their role is and what is expected of them. What can be defined as a role description?</p> <p>See</p> <ul style="list-style-type: none"> ▪ the WLGA model role descriptions for Welsh Authorities and ▪ the WLGA document <i>The Role of Members in Collaboration</i> and ▪ The Model Role description for a Scrutiny Co optee Appendix A local Government (Wales) Measure 2011 <p>Outside Bodies</p>	<p><i>Example Entry:</i></p> <p><i>Role descriptions have been adopted for all the listed roles.</i></p> <p><i>These were adopted by full council on 27.07.12 having been developed by the MDWG from the WLGA framework.</i></p> <p><i>Every member agreed and signed their role descriptions in September 2012.</i></p>	<p><i>Example Evidence References:</i></p> <p><i>Full set of signed role descriptions evidence ref a.1.1</i></p> <p><i>council minutes 27.07.12 evidence ref a.1.2</i></p> <p><i>MDWG minutes 15.06.12 and 01.07.12 evidence ref a.1.3</i></p> <p><i>Terms of reference for outside bodies with emails to members evidence ref a.1.4</i></p> <p><i>E mail to members 27.09.12 evidence ref a.1.5</i></p>

	<ul style="list-style-type: none"> Member Champion <p>Guidance is provided to members on their role on outside bodies.</p>	<p>Where members are responsible for formally representing the authority or making decisions that could impact on the authority or have legal obligations as - for example trustees of an organisation, they should be provided with a role description. In all instances members should be provided with guidance on their role on the outside body. Officers should secure (where available) terms of reference from outside bodies.</p>		
<p>2. Members are supported in undertaking their duties according to high standards of conduct.</p>	<p>All members are provided with training and development in the detail of the local code of conduct, taking into account any changes in the model or local codes as they emerge.</p>	<p>What can be interpreted as training and development? Any activities which help members understand what the code is and how they need to work within it. This could include written guidance, induction sessions, workshops, Q&A sessions.</p>		
<p>3. Members are supported in understanding their roles and responsibilities as set out in the Constitution.</p>	<p>All members have received training on and understand the contents of the constitution, including:</p> <ul style="list-style-type: none"> the roles, responsibilities and limits to the roles of committees 	<p>Training has been made available to all members and take up of this has been high.</p> <p>The constitution sets out the roles and responsibilities of every committee and broadly the role of the key players at each committee, for example</p>		

	<ul style="list-style-type: none"> • the role of individual members and officers • Member/officer protocols • meeting practice • standing orders • rules of debate 	chairs, support officers and regular/key participants. Role descriptions may be in the constitution or as a separate document but should be formally adopted and valued.		
B. Member Development				
B1. A member learning and development strategy has been adopted.	<p>A local member development strategy is in place. The strategy sets out the approach that the authority and the Democratic Services Committee takes to member development. It includes:</p> <ul style="list-style-type: none"> • a commitment to and methodology for undertaking development needs analyses through a PDR scheme or TNA for those members not requesting a PDR, which identifies the local and national, collective and individual development needs of all members. • a commitment to and methodology for developing members according to the needs of the organisation. 			

	<ul style="list-style-type: none"> • a commitment to and methodology for creating personal development <u>plans</u> for all members. • a methodology for responding to the development needs of members identified in their personal support and development reviews or TNAs. 			
<p>B2. Arrangements are in place for <u>all</u> members to be offered a PDR.</p>	<p>Personal support and development reviews which are:</p> <ul style="list-style-type: none"> • based on role descriptions • contribute to personal development plans • are conducted by senior members or other deemed suitably qualified as set out in the Measure guidance • are <u>made available</u> for all members and <u>must</u> be undertaken by members in a receipt of a senior/civic salary. <p>Note, although the measure does not require the leader to undertake a review, the Charter does. The Charter requires that all members in</p>	<p>What is a PDR? An opportunity for a member to discuss with any senior member or other suitably qualified person their own requirements for training and development.</p> <p>This should include some examination of current duties as set out in the role descriptions listed above and may include some self or supported reflection on current performance as a starting point. The outcomes of the discussion should feed into a personal development plan held by the member with the required development activities and also be recorded by the authority so that development activities can be</p>		

	<p>receipt of a senior salary undertake this. The Measure is voluntary but for all members.</p>	<p>arranged to support every members needs.</p> <p>The WLGA document 'Guidance for Authorities Planning to Implement Personal Development Reviews for Member' provides guidance in this area.</p> <p><u>Anyone</u> conducting reviews should have received training in their purpose and methodology.</p>		
<p>B3. A development programme for councillors is in place with a mechanism for its annual review.</p> <p>All councillors are made aware of, guided to and are able to access the development activities equally.</p>	<p>An annual development programme informed by the member development strategy is in place</p> <ul style="list-style-type: none"> • The annual development programme is planned and publicised in advance. • Members are made aware of development opportunities provided in response to their needs. <p>The timings and settings of activities are varied to enable equal access by all, including those members who are</p>	<p>There is an annual programme of events and learning opportunities for members both collectively and individually. This programme is informed by the organisational priorities set out in the strategy and in any requirements identified in the personal development plans which emerge from PDRs and TNAs. The programme should be developed by relevant officers and members for example the DSC/MDWG/ MD Champion, DS/HR officers and directors/service heads. The programme includes 'specialist' areas of development reflecting the needs of members in</p>		

	<p>working, are carers or have child care responsibilities.</p>	<p>developing skills and understanding in both corporate governance and thematic or service areas.</p> <p>The programme is provided to members giving sufficient notice for attendance.</p> <p>Members are notified of specific events in which they have expressed an interest.</p> <p>The programme is designed to offer choice or variety of opportunities to attend.</p>		
<p>B4. Prospective candidates, candidates and new members are informed of their role and responsibilities.</p>	<ul style="list-style-type: none"> ▪ The Council uses the national guidance and support materials available for candidates and prospective candidates. ▪ All new or returning members are provided with a programme of induction. 	<p>What is the national Guidance? This refers to the materials provided by the Association and others, to people in the community (not just those who have decided to stand) to encourage them to stand for office and to those who have already declared their intention to stand. These will be different for each election and at different times in the political calendar. The Association will have an overview of what is available.</p> <p>What constitutes an induction programme?</p>		

		<p>This will vary between authorities but should at the base level be any activity that introduces new members to their roles both within and outside the council and the work of the authority generally.</p> <p>Use is made of the national induction materials provided by the WLGA.</p>		
<p>B5. Development activities are relevant and of high quality.</p>	<p>Learning activities are provided in appropriate styles and settings based on the learning needs and styles of individuals and committees. The authority has a systematic and effective approach to commissioning, developing, providing and evaluating its training and development activities. This could include internal, external and collaborative arrangements.</p>	<p>What are appropriate styles and settings? A mix of for example formal/informal group/individual, interactive/passive working environment/away day The authority would need to demonstrate an effective selection process for commissioning training. This might include working with the WLGA and should include working collaboratively where appropriate with other authorities to share intelligence or undertake joint procurement.</p> <p>Internal training, (rather than briefing) should be designed and provided with the support of training/OD professionals in</p>		

		addition to member support or policy/service officers.		
B6. There is a clear responsibility for leading the programme, driving the strategy and monitoring the out comes.	The Authority has clearly defined the arrangements for developing, implementing and monitoring its strategy for member support and development. Individual members and officers have clear roles in leading and championing this area. The needs of all political groups and independent members are taken into account regardless of political affiliation.	This role should be undertaken by the Democratic Services Committee and its chair or other appropriate fora such as a member support and development working group. Individual member(s) and officer(s) have clear overall responsibility for developing, implementing and monitoring the strategy and progress of the programme.		
B7. Resources are identified and provided for member development.	Dedicated resources are identified and provided for member development activities. The authority provides the "reasonable level" of development required by the Measure.	How dedicated is dedicated? Resources are specifically put aside and used for member development. The development activity can be very widely interpreted but should not be the usual business of the council. It could include traditional briefing, workshops or seminars handbooks, e. learning, induction activities. Resources should also include staff time, shared where possible between authorities.		
B8. Members are offered the opportunity to be	The authority is exploring the needs of members to be	The authority is speaking to members about the concept		

<p>mentored by member peers.</p>	<p>mentored. Any member who has requested a mentor is provided with one. Mentors are trained in mentoring skills.</p>	<p>and benefits of mentoring to gauge interest. Mentoring might include member to member or working with member or officer "buddies" The authority should be exploring the need to provide Leadership mentoring for the Leader and Cabinet if requested.</p>		
<p>C. Member Support</p>				
<p>C1. Officer support is provided for member development, support and scrutiny.</p>	<p>Every member committee, panel, forum etc. has officer support provided. Members are also supported in their case work.</p> <p>Overview and scrutiny committees have dedicated support from officers who can provide impartial research, support and advice.</p> <p>The nature of the support has been clearly articulated to members</p>	<p>Officer support should be provided for every council meeting and committee.</p> <p>Systems should be in place to support members in non Party Political case and community work whether from member support or other service areas. Support for collaborative governance arrangements such as joint committees and commissioning boards should also be evidenced.</p> <p>There needs to be a resource (dedicated or otherwise) in the authority who can provide members with advice in relation to the discharge of the authority's scrutiny function, and support for scrutiny members or committees by</p>		

		impartially researching information. This should be in direct response to the needs of members when they are undertaking their legitimate scrutiny role.		
C2. Arrangements made for the business of the Council are flexible and enable members to participate fully regardless of personal circumstances	<p>A review of the arrangements for council business has taken place and as a result, meeting times, arrangements and venues reflect the needs of members as closely as possible.</p> <p>Members have been involved in developing the approaches to remote attendance as set out in the standing orders as/when required by the Measure.</p>	<p>Authorities should have undertaken a review in line with Measure guidance i.e at least once every term, preferably shortly after the new council is elected which at least measures whether daytime or evenings are preferred and if particular times cause problems for individual members. Individual committees should be able to define what is convenient for members of that committee. What should be demonstrated is an awareness of the restrictions placed on members by holding council meetings at certain times and some evidence of flexibility in meeting arrangements as a result.</p>		
C3. Contact management and communication	<p>Systems are in place to enable members to liaise with council officers regarding services provided both within and outside the authority. Community groups and</p>	<p>These systems should include agreed standards for response times, complaints procedures and processes to support community and casework. Members should be provided</p>		

	individuals are also assisted in contacting local members. Members are able to contact stakeholders.	with information regarding which officers to contact regarding complaints and casework relating to any service delivered by or on behalf of the council.		
C4. Annual reports	The authority makes arrangements for all members to be able to publish annual reports, according to the guidance in the measure.	Members are provided with support and guidance on using the authority's systems.		
C5. Personal support for members	Members are provided with access to guidance on their rights and benefits as members.	Members are provided with general advice on what might be described as 'employment' rights and benefits relating to their role as councillors. This includes member salaries, family absence, allowances, tax and benefits, pensions, indemnities, data protection and freedom of information.		
D. Member Facilities				
D1. All members are provided with adequate access to ICT.	<ul style="list-style-type: none"> ▪ Members are provided with the equipment, or connectivity required to undertake their role. ▪ Basic training is provided in its use and help desk facilities are available. ▪ Members are supported in remote 	<p>Members are provided with equipment for their individual use to undertake council business.</p> <p>They are shown how to use the equipment and packages.</p> <p>They are able to have assistance if they are experiencing problems with</p>		

	<p>working through the use of remote access codes and Skype etc.</p> <ul style="list-style-type: none"> ▪ Members are provided with support to enable them to remotely attend meetings according to the standards set out in the standing orders (when implemented through the Measure). ▪ Members are able to communicate with the council and the public electronically. 	<p>using the equipment or it is faulty.</p> <p>Members are advised on the use of mobile communications and digital and social media and have access to relevant social media sites, discussion fora and communities of practice such as is required to undertake their role.</p> <p>All council agendas and meeting papers are provided electronically.</p>		
D2. Information resources are provided	<p>A central collection of information dedicated to member needs is provided as part of the information and research support available to members.</p>	<p>An up to date and regularly revised collection of information resources is available specifically for members.</p> <p>This contains agendas, minutes, training opportunities, links to web resources and access to performance data.</p> <p>Members are informed about the information that is available.</p>		

<p>D3. Facilities for members to work in the Council are available.</p>	<p>Member needs have been reviewed and where required the following are provided:</p> <ul style="list-style-type: none"> ▪ Shared areas for example for each political group. ▪ Private rooms for meetings. ▪ Offices for senior office holders. 	<p>The needs of members must have been assessed.</p> <p>Rooms must be available but not necessarily permanently dedicated.</p>		
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CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL	
COMMITTEE:	Standards Committee
DATE:	14 March 2018
REPORT TITLE:	Local Resolution Protocol
PURPOSE OF THE REPORT:	To respond to a request from this Committee on the 13th September 2017
REPORT BY:	Head of Function(Council Business) Monitoring Officer
LINK OFFICER:	Lynn Ball Head of Function(Council Business) Monitoring Officer lbxcs@anglesey.gov.uk 01248 752586

1. BACKGROUND

- 1.1 The Public Services Ombudsman for Wales (PSOW) following revision of his test for investigating complaints, encouraged local authorities in Wales to deal with low level misconduct complaints between members through an informal local resolution protocol.
- 1.2 There were a number of objectives behind this development, including:-
 - 1.2.1 to reduce complaints submitted to the PSOW;
 - 1.2.2 earlier resolution of local issues to avoid escalation;
 - 1.2.3 the fostering of good and positive relationships between members (and between members and officers).
- 1.3 Each local authority in Wales was responsible for adopting its own protocol. The PSOW/Welsh Government (which strongly supported the initiative) did not specify the requirements of a protocol, nor provide any standard format to be followed.
- 1.4 The Protocol adopted and approved by the Isle of Anglesey County Council is attached as **Enclosure 1**. This Protocol is incorporated within the Council's Constitution.
- 1.5 At its meeting on the 13th September 2017 the Standards Committee requested this report, specifically to identify the Committee's legal powers in connection with the Protocol, and to receive any proposals for amendments/additions to the current arrangements.
- 1.6 The Protocol, although approved by full Council, has no statutory force and is a voluntary and informal scheme. It is not mandatory for any member to submit to

the Protocol but it would be hoped that they do so to ensure effective and fair operation of the scheme for all concerned and as part of sound local governance arrangements. It should be noted, though, that members are still encouraged to resolve any issues direct with one another or through group leaders.

- 1.7 Nevertheless, when using the scheme, care must be taken to ensure that those participating, including the Standards Committee panel tasked with dealing with any complaint, are aware of the legal limits of the Protocol and, in particular, its voluntary nature and the absence of any lawful sanctions available to a panel. Additionally, the process is confidential with any meetings to be conducted in private. The same applies to any papers/documents generated (which should be as few as possible).
- 1.8 In view of these restrictions, the Committee is asked to consider whether to amend the current Protocol to include an alternative and simpler method of attempting resolution; namely, by way of mediation. Members of the Standards Committee would need to receive relevant training in mediation to facilitate such meetings if they are expected to be a panel member (any panel consisting of two members).
- 1.9 It is also proposed that a complaint form be completed by any complainant, when triggering the process. This document would set out the issue, with the complainant being invited to choose their preferred method of resolution, and being asked to state what their expectations are from the process.
- 1.10 It is noted by the Standards Committee that some local authorities in Wales, in their version of the protocol, seek to impose sanctions on members who have been found to be in breach of the Code under this process. However, members of the Committee are again reminded that sanctions may only be imposed if there is lawful authority to do so. In an informal setting, which is without statutory force, the Monitoring Officer's view is that these outcomes must be limited to whatever both parties agree, otherwise the sanctions would (rightly) be open to challenge. Members of any Standards Committee panel would also be open to claims of ultra vires, that is, acting outside their lawful authority. A more punitive/sanction based protocol is not legally justified, nor does it sit well with the principles of supportive resolution rather than punishment.
- 1.11 In the circumstances, a new draft Protocol has been prepared to include the option of a more low level mediation meeting. The suggested amended Protocol is attached at **Enclosure 2** and was circulated by the Chair of the Standards Committee to the Council's four group leaders on the 1st February 2018, following a presentation to a meeting of the Group Leaders on the 25th January 2018. It was agreed at the Group Leaders' meeting that the group leaders would circulate the new draft Protocol to their group members (that is all 30 councillors) discuss the proposal in group and provide any feedback by 28th February 2018. As at the date of dispatching this report to Democratic Services for publication, no response had been received from any group leader.

2. RECOMMENDATION

- 2.1 To amend the Protocol (as per **Enclosure 2**) to:

- 2.1.1 improve clarity about the type of complaint which may be referred under the Protocol;
- 2.1.2 clarify the procedure and the two different methods of resolution;
- 2.1.3 clarify the limitations on the powers of the Standards Committee if a complaint, pursued under the Protocol, is upheld;
- 2.1.4 to authorise the Chair of the Standards Committee to present the report and the new draft Protocol to the County Council meeting on the 15th May 2018 and seek the support of elected members.

ISLE OF ANGLESEY COUNTY COUNCIL

LOCAL RESOLUTION PROTOCOL

Generally

1. The purpose of the Protocol is to promote high standards of conduct, with a view to fostering positive working relationships among Members, and between Members and Officers, to avoid spurious complaints to the Public Services Ombudsman for Wales (PSOW) and to safeguard the Council's reputation.
2. The Protocol will only apply to cases of alleged misconduct against Members under paragraphs 4(b) and 6(1)(d) of the Code of Conduct. That is to say, allegations of failure to show respect and consideration for others, or allegations that a Member has made vexatious, malicious or frivolous complaints against other Members or anyone who works for, or on behalf of, the Council.
3. The Protocol seeks to achieve swift mediation and reconciliation. It is not punitive but it may become relevant to sanction if a formal complaint, involving a pattern of similar conduct, is made to the PSOW.
4. The Protocol is not intended to interfere with, or take the place of, group or party discipline.
5. The Protocol is not intended to interfere with, or take the place of, any statutory or contractual rights which Officers may have.
6. The Protocol is not intended to oust the jurisdiction of the PSOW but, rather, to deal with a limited category of cases, where a breach of paragraphs 4(b) or 6(1)(d) of the Code may have occurred, but where such a finding would probably not result in disciplinary action. Such cases, at least individually, would not meet the PSOW's threshold test for investigation.

Procedure

7. A Member or Officer wishing to use the Protocol must put their complaint in writing to the Monitoring Officer, explaining when and where the alleged breach occurred, how and why paragraph 4(b) and/or 6(1)(d) have been breached, together with the details of any witnesses and any relevant documentation.
8. Any written complaint must be sent to the Monitoring Officer within 7 working days from the date of the event which is the subject of the complaint, or 7 working days from the date when the event came to the knowledge of the complainant.
9. The Monitoring Officer, or his/her representative, will send a copy of the complaint, and any supporting evidence, to the Member who is the subject of the complaint. That Member will have 7 working days, from receipt, within which to send a written

reply to the Monitoring Officer setting out their response and providing details of any witnesses and any relevant documentation.

10. Having received a reply from the Member complained of, or when the time for reply has elapsed, the Monitoring Officer will:-
 - copy the full response to the complainant;
 - arrange a meeting of an informal Panel of the Standards Committee to consider the complaint on the first convenient date available for all concerned.
11. The meeting of the Standards Committee Panel will take place in private and any paperwork which it receives, or which it generates, will remain confidential to the Panel, its advisors, and the parties. This is, however, subject to any legal duty to disclose e.g. to the PSOW in the event that matters escalate.
12. Any informal Panel of the Standards Committee will consist of two Members of the Committee, on a rotational basis, but will not include a Community Council Member.
13. The parties will be asked to attend the Panel and will be responsible for bringing along any witnesses upon whom they intend to rely.
14. In the absence of a party or witness it will be a matter for the discretion of the Panel as to whether or not they proceed, or reschedule.
15. If the complainant, or the Member complained of, is a Member of a political group then he/she may invite their Group Leader to attend the Panel. Any relevant Group Leader is not required to attend, but is encouraged to do so.
16. The Monitoring Officer, or his/her representative, will attend to advise the Panel.
17. The procedure of any Panel will be informal. The Panel will endeavour to be fair and even handed to both parties. There will be no rules of evidence, as such, but any witnesses called will only attend to share their information with the Panel; they will not "sit in" during the meeting.
18. After hearing from the parties, and any witnesses, together with the Group Leaders (should there be Group Leaders in attendance and should they wish to address the Panel) the Panel will then retire to private session, returning to express its view and to put forward any recommendations it may have for resolution. The Panel has no disciplinary powers but may make recommendations to Group Leaders individually, in relation to Members of their Group and, to the Group Leaders collectively in relation to any unaffiliated Member.
19. There will be no right of appeal under this process.
20. The parties will receive written confirmation of the Panel's findings and the outcome of all Panels will be reported, albeit in an anonymised format only, to all quarterly meetings of the Standards Committee.

21. The outcome of any Panel will also be discussed as a standing item at Group Leaders' meetings.

ISLE OF ANGLESEY COUNTY COUNCIL

LOCAL RESOLUTION PROTOCOL

Generally

1. The purpose of this informal Protocol is to:
 - promote high standards of conduct;
 - foster and maintain positive working relationships among members, and between members and officers;
 - address low level behavioural complaints which do not meet the Public Services Ombudsman for Wales' (PSOW) threshold in relation to evidence and public interest;
 - deal with matters arising as quickly as reasonably possible to avoid unnecessary escalation of issues;
 - safeguard the Council's reputation.
2. The Protocol will only apply to cases of alleged misconduct against members under two paragraphs of the Code of Conduct, namely:

4(b)

allegations of failure to show respect and consideration for others and/or

6(1)(d)

allegations that a member has made vexatious, malicious or frivolous complaints against other members or anyone who works for, or on behalf of, the Council.

The Protocol does not apply to complaints by third parties.

3. The Protocol seeks to achieve swift resolution and reconciliation. It is a voluntary arrangement and has no statutory basis. It is not a legal requirement to adopt such a Protocol but both the Welsh Government and the PSOW have advised, in the strongest terms, that Local Authorities should have such arrangements in place.
4. The Protocol is not intended to interfere with, or take the place of, group or party discipline; nor self regulation by members.
5. The Protocol is not intended to interfere with, or take the place of, any statutory or contractual rights which officers may have.
6. The Protocol is not intended to oust the jurisdiction of the PSOW but, rather, to deal with a limited category of complaints which would not meet the PSOW's threshold test for investigation.

Procedure

7. A member or officer wishing to use the Protocol must put their complaint in writing to the Monitoring Officer (form attached) explaining:
 - when and where the alleged breach occurred;
 - how and why paragraph 4(b) and/or 6(1)(d) have been breached;
 - the details of any witnesses and any relevant documentation.
8. Any written complaint must be sent to the Monitoring Officer within 14 days from the date of the event which is the subject of the complaint, or 14 days from the date when the event came to the knowledge of the complainant.
9. The Monitoring Officer, or his/her representative, will share the complaint with the member who is the subject of the complaint, and also supply them with any supporting documents received from the complainant.
10. The member receiving the complaint will have 14 days, from receipt, within which to send a written reply to the Monitoring Officer setting out their response and providing details of any witnesses and any relevant documentation.
11. Having received a reply from the member complained of, the Monitoring Officer will:-
 - copy the full response to the complainant;
 - arrange a mutually convenient meeting between a non-statutory panel of the Standards Committee, the complainant and the member who is the subject of the complaint. This will take place as soon as reasonably practicable.
12. The complainant shall, in their complaint form, choose their preferred method of resolution between, either:-
 - A mediation meeting or
 - A structured meeting
13. Either type of meeting with a Standards Committee panel shall take place in private, as there are no statutory requirements for such a meeting to be in public.
14. If no response has been received under paragraph 10 above, within the 14 day period, then no Standards Committee panel shall be called.
15. **Mediation Meeting**
 - 15.1 Any informal panel of the Standards Committee will consist of any two independent members of the Committee, on a rotational basis.
 - 15.2 If the mediation route is chosen, the parties and the informal panel will meet in private to discuss the complaint.

- 15.3 If the complainant, or the member complained of, is a member of a political group then s/he may invite their group leader to attend the panel. Any relevant group leader is not required to attend, but is encouraged to do so.
- 15.4 Paperwork shall be kept to a minimum and ideally used only as an aide memoire to recollect events or facts.
- 15.5 Members of the Standards Committee panel will only be allowed to facilitate a mediation meeting if they have received training for this purpose.
- 15.6 The Monitoring Officer, or their representative, shall be available for any advice or guidance but will only be present if required by any party, including the panel.
- 15.7 Any relevant paperwork which the meeting receives, or which it generates, will remain confidential to the panel, its advisors, and the parties. This is, however, subject to any legal duty to disclose e.g. to the PSOW in the event that matters escalate. Any panel notes made at the meeting will be retained by the Monitoring Officer until the end of the Council term.
- 15.8 The purpose of a mediation will be for the parties to come to an agreed resolution with the support of the panel. Therefore, the panel will not be expected to come to a view or make any findings on the facts but may make some recommendations. Any such recommendations shall not be binding.

16. **Structured Meeting**

- 16.1 Any informal panel of the Standards Committee will consist of two independent members of the Committee, on a rotational basis.
- 16.2 If the structured meeting route is chosen, the parties and the informal panel will meet in private to discuss the complaint.
- 16.3 This may be a more suitable forum for addressing a complaint if the matter is more complicated and requires consideration of more comprehensive paperwork and/or the potential calling and questioning of witnesses.
- 16.4 A lead member of the panel shall be identified at the start of the meeting and the order of the meeting stated to all in attendance
- 16.5 It is expected that the panel will receive information from both sides, sufficient to enable it to come to a view/make findings of fact. To that end the panel members may ask questions of the parties and any witnesses.
- 16.6 The Monitoring Officer, or representative, shall be in attendance to provide any advice.
- 16.7 Any relevant paperwork which the meeting receives, or which it generates, will remain confidential to the panel, its advisors, and the parties This is, however, subject to any legal duty to disclose e.g. to the PSOW in the event

that matters escalate .Any paperwork, including any notes made by panel members, will be retained by the Monitoring Officer until the end of the Council term.

- 16.8 If the complainant, or the member complained of, is a member of a political group then s/he may invite their group leader to attend the panel. Any relevant group leader is not required to attend, but is encouraged to do so.
- 16.9 The panel will endeavour to be fair and even handed to both parties and provide equal opportunities to present their point of view.
- 16.10 After hearing from the parties, and any witnesses, together with the group leaders (if relevant) the panel will retire to private session, returning to express its view and to put forward any recommendations it may have for resolution. The Panel has no powers to sanction but may make recommendations

Recommendations may consist of any of the following:

- No further action;
- An apology (including mutual apologies);
- Referral of member for training;
- Referral to the PSOW

16.11 There shall be no right of appeal under this process.

16.12 The parties shall receive written confirmation of the panel's findings.



LOCAL RESOLUTION PROTOCOL FORM TO REGISTER A COMPLAINT

A: Your Details

Surname:	Forename(s):	Title:
Address and Postcode:		
E-mail Address:		
Daytime contact telephone number:		
Mobile Number:		

Please state by which of the above methods you would prefer us to contact you

B: About your complaint (please continue your answers to the following questions on a separate sheet(s) if necessary)

- C.1 Name of the member you are complaining about:
- C.2 What do you think they did wrong?
- C.3 Do you think they broke the Members' Code of Conduct and why?
- C.4 Describe how you have been affected by the conduct which is the subject of your complaint
- C5. When did you first become aware of the matter which is the subject of your complaint?

C.6 Have you already tried to resolve your complaint with anyone else, e.g the member direct, group leader etc? If so, please give brief details of how, when you did so and any outcome.

C.7 Please tick your preferred method of resolution under the Protocol

Mediation Meeting

Structured Meeting

C.8 What is your expectation at the end of the process?

C.9 If you have any documents to support your complaint, please attach to this form.

C.10 Please give name and contact details of any witness/s who has/have agreed to support your complaint?

Signature: _____

Date: _____

When you have completed this form, please send it to:

The Monitoring Officer,

Legal Section, Council Offices, Llangefni, LL77 7TW

Email : lbxcs@anglesey.gov.uk

- Please note that a copy of your completed form and any documents which you attach will be shared with the member who is the subject of your complaint.

CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL	
MEETING:	STANDARDS COMMITTEE
DATE:	14 March 2018
TITLE OF REPORT:	Generic dispensation for all County Councillors in relation to potential educational charges
PURPOSE OF THE REPORT:	To obtain approval for a generic dispensation for the term of this Council
REPORT BY:	Lynn Ball Head of Function (Council Business)/Monitoring Officer lboxcs@anglesey.gov.uk
CONTACT OFFICER:	Lynn Ball Head of Function (Council Business)/Monitoring Officer lboxcs@anglesey.gov.uk01248-752586

1. INTRODUCTION & BACKGROUND

Pursuant to the County Council's Code of Conduct for elected Members, any Member who has a personal and prejudicial interest in an item of business is precluded from participation. In some limited, and specified, circumstances a Member may be able to overreach the impediment created by the personal and prejudicial interest if they are able to obtain a dispensation from the County Council's Standards Committee.

2. PROCESS

Any Member wishing to obtain a dispensation must put an application in writing, identifying the impediment and the grounds upon which the application is sought. The Standards Committee, or a properly constituted Panel of the Standards Committee, will then hear the application. The Hearing will usually be in public. The Standards Committee has a discretion on whether or not to grant the dispensation sought and to impose any restrictions or limitations as appropriate to the circumstances of the application.

3. APPLICATION

The application appears at **Enclosure A** and the circumstances for which the dispensation is sought are set out in paragraph 6 thereto. The grounds upon which the dispensation is sought are set out in paragraph 7.

4. RECOMMENDATIONS

(a) To consider granting the generic dispensation as worded in **Enclosure B**.

(b) Any dispensation granted should include all meetings during the present Council term until May 2022.

**APPLICATION TO THE STANDARDS COMMITTEE FOR DISPENSATION PURSUANT
TO SI 2001 No. 2279 (W. 169)**

1. **Name of Applicant:** All Members of the Isle of Anglesey County Council to whom the circumstances in this application apply, as at 14th March 2018 or at any time during the Council's term until May 2022.
2. **Address of Applicants:** Isle of Anglesey County Council, Council Offices, Llangefni
3. **Relevant Authority:** Isle of Anglesey County Council
4. **Committee/Committees** Council, Executive, relevant committees, panels, working groups, consultation meetings and briefings etc and to include oral/written submissions
5. **Interest Registered pursuant to Section 81 (1) & (2) of the Local Government Act 2000 (if applicable):**

n/a
6. **Details of interest in respect of which Dispensation sought :**
 - 6.1 In 2015 the Council considered whether or not to introduce charges in respect of the cost of care provided in delivering primary school breakfast clubs.
 - 6.2 Based on 192 school days in a year, the maximum fee anticipated per child would be £384. It was therefore deemed that consideration of the issue created an interest pursuant to Part 3.10(2)(c)(i) of the Code and may also meet the definition of a prejudicial interest under paragraph 12(1) of the Code.
 - 6.3 Accordingly a generic application for Dispensation was submitted on behalf of all members. Such Dispensation was granted on 24.09.2015 until the end of the Council's term in May 2017.
 - 6.4 The current Council's term ends in May 2022 and so a further Dispensation is sought for the remainder of this Council term in respect of all charging decisions in relation to schools to which exemptions under the Code do not already apply. Clearly, this extends beyond the scope of care charges arising from the provision of breakfast clubs.

The relevant provisions of the Code of Conduct are as follows:-

10(2)(c)(i) "You must regard yourself as having a personal interest in any business of your authority if a decision upon it might reasonably

be regarded as affecting your wellbeing or financial position, or that of a person with whom you live, or any person with whom you have a close personal association” and

12(1) “....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 it is likely to prejudice your judgment of the public interest”.

Additionally, the Code of Conduct provides inbuilt dispensations for those with prejudicial interests in some specified circumstances. The following provision is relevant here:

Paragraph 12(2)(b)(ii)

“...you will not be regarded as having a prejudicial interest in any business where that business relates to the functions of your authority in respect of school meals, transport and travelling expenses, when you are a guardian, parent, grandparent or have parental responsibility (as defined in Section 3 of the Children Act 1989) of a child in fulltime education, unless it relates particularly to the school which that child attends.”

- 6.5 As the potential for charging may relate to provision other than food and transport, the dispensation built into the Code is not directly applicable to those circumstances, nor does the category extend to all relationships which might reasonably constitute “close personal associations” under the Code.
- 6.6 Nevertheless, paragraph 12(2)(b)(ii) above clearly indicates a statutory intention to permit those with this/very similar interests to fully participate in debate and voting on decisions in this category (i.e. any standard charges applicable to school services).

7. Statutory Grounds relied upon in support of the Application:

Section 2(c), (d), (e) and (f) of the Standards Committee (Grant of Dispensations) (Wales) Regulations 2001 as amended

8. Date application submitted:

To be considered by the Standards Committee on the 14th March 2018

9. Date by which Decision required:

No specified date. Any dispensation granted may never be required.

A. **Decision of Standards Committee:**

B. **Date Decision made:**

C. **Parties to be notified:**

DRAFT DISPENSATION GRANTED BY THE STANDARDS COMMITTEE ON 14th MARCH 2018

The Standards Committee unanimously agreed to the following:-

- Should the need arise, all Members of the Isle of Anglesey County Council, to whom the circumstances apply, are hereby granted dispensation to allow members to speak and vote, where they have a close personal associate (family or friends) using the Breakfast Clubs in Primary School, or equivalent/ similar/ connected/ related school services to which exemptions under the Code do not already apply.
- The dispensation is granted under Standards Committee (Grant of Dispensation) (Wales) Regulations 2001, as amended, 2(c)(d)(e)(f)
- Any member exercising this right shall be entitled to speak and vote on such matters
- The dispensation will extend to any future consideration of this issue (or equivalent/ similar/ connected/ related schools service) for Members whose term starts May 2017, or later if following a by-election, of the Isle of Anglesey County Council for the remaining term of the Council i.e. until May 2022.
- Members will still have a personal interest under the Code which they are required to declare at the beginning of the meeting or the outset of the relevant item. Member declaration forms need to confirm that they are relying on a dispensation granted by the Standards Committee on 14th March 2018.

CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL	
COMMITTEE:	Standards Committee
DATE:	14th March 2018
REPORT TITLE:	Report on North Wales Standards Committee Forum 24th November 2017 and Lawyers in Local Government meeting on the 1st December 2017
PURPOSE OF THE REPORT:	To update Members
REPORT BY:	Chair of the Standards Committee-Mike Wilson
LINK OFFICER:	Lynn Ball Head of Function(Council Business) Monitoring Officer lbxcs@anglesey.gov.uk Tel: 01248 752586

A NORTH WALES STANDARDS COMMITTEE FORUM

1. BACKGROUND

- 1.1 The North Wales (now including Powys and Ceredigion) Standards Committee Forum met on the 24th November 2017. **Enclosure 1** is a copy of the Agenda and Minutes
- 1.2 The Meeting followed the published Agenda.

2. MEETING OF THE FORUM ON 24TH NOVEMBER 2017

2.1 New Members Induction and Training Ethical issues

There followed a discussion among the group of how each authority approached induction and training of new members, in particular on the Code of Conduct.

Given the importance of the Code of Conduct, attendees discussed whether the training should be mandatory or not.

The Deputy Monitoring officer for Wrexham confirmed there was no statutory requirement for this and in any event what would be the sanction if members did not attend.

In some authorities Code of Conduct training and other training, e.g planning procedures were made compulsory for those members who sat on the relevant committee and that unless they had undertaken the training they were not allowed to carry out committee duties.

Various authorities encouraged all new members and even experienced members to attend training on a regular basis so as to ensure they could meet their responsibilities.

It was suggested that training courses of about 1.5 hours was about the right duration.

There were slides provided in the pack from WLGA on the Code of Conduct. There was also a video available from the PSOW's office but those who had seen it did not find it useful.

Authorities arranged training at convenient times and locations to encourage attendance figures

Similarly, with regard to town and community councils training, the principal council in each area tried to ensure good attendance at sessions and arranged these at varied times and locations with members of the standards committees often attending the training as well. Different language preference were also accommodated.

Other training on such things as social media was now commended as something essential for members to be aware of. Authorities such as Anglesey had run courses on this previously which had been commended by those who had attended and the WLGA also had published guidance on this.

Some authorities also published their members training records on their websites.

2.2 **WLGA-5 years to make a difference**

Chair of Anglesey – Mike Wilson- gave feedback on his attendance at the Regional Conference on the 3rd November 2017 in Conwy.

The Conference was mainly aimed at new councillors, but few were in attendance.

He said that the day was informative with representatives from Welsh Government (Mark Drakeford) and the WLGA (Steve Thomas) giving presentations

Useful tips for new councillors on how to avoid getting into awkward situations where a complaint of inappropriate behaviour may be made

2.3 **Procedure for dealing with claims against Members**

There was a discussion amongst those in attendance about what their authorities should do if a complaint of sexual misconduct was made by an officer against a member.

Possible things to consider before taking a course of action:

Is it a Police/Regulator or internal matter?

Serious or low level?

Are HR policies to be engaged or not? e.g Grievance, Anti-bullying/ Harassment Policy

Is Member/Officer Protocol applicable or of any assistance?

Duty of care to officer/councillor?

Have we got appropriate processes in place?

What are the steps to take on a legal/ practical level?

Differences between complaint and action that can be taken on a political level regarding an executive member i.e terminating the appointment of an executive member rather than an ordinary elected member

Role of group leaders

Powers of the Standards Committee/ Monitoring Officer

PSOW.-Interim suspension?

Recommendation to draft a letter to PSOW for guidance in these circumstances.

Anglesey to draft (attached at Enclosure 2)

Hope to have a response by next Forum meeting

2.4. **AOB**

a) Mediation Training-this was something mentioned previously at the last Forum meeting and the Denbighshire Training Officer was pursuing it. However no information as to where we were with this as Denbighshire's MO was not at the meeting

b) Joint Standards Committee for North Wales Region ?

There were a number of reasons for pursuing this and one of them was difficulty in recruitment of independent members to Standards Committees and Selection Panel.

There is now statutory power to set up joint standards committee if authorities were in agreement to do so.

One of the previous sticking points was the fact that authorities wanted to await decisions from Welsh Government regarding potential re-organisation. Current status is not clear.

It was also suggested that there be a common process for recruitment of independent members as it seemed different authorities may be pursuing different processes within the statutory requirements.

- c) **2018 Standards Conference** 14th September 2018 in Ceredigion. Further details to follow when known



Gwasanaeth Tân ac Achub
Fire and Rescue Services

FFORWM PWYLLGORAU SAFONAU GOGLEDD CYMRU NORTH WALES STANDARDS COMMITTEES FORUM

**Dydd Gwener, 24 Tachwedd 2017 am 10.00 am
Friday, 24 November 2017 at 10.00 am**

**Ystafell Gyfarfod 1, Neuadd y Dref, Wrexham
Meeting Room 1, Guildhall, Wrexham**

**At y Cadeirydd, Is-Gadeirydd a'r Swyddog Monitor y:-
To the Chair, Vice-Chair and Monitoring Officer of:-**

Pwyllgor Safonau Ynys Môn / Isle of Anglesey Standards Committee

Pwyllgor Safonau Conwy Standards Committee

Pwyllgor Safonau Sir Ddinbych / Denbighshire Standards Committee

Pwyllgor Safonau Sir y Fflint / Flintshire Standards Committee

Pwyllgor Safonau Gwynedd Standards Committee

Pwyllgor Safonau Wrexham / Wrexham Standards Committee

Pwyllgor Safonau Awdurdod Tân ac Achub / Fire and Rescue Authority Standards Committee

Pwyllgor Safonau Parc Cenedlaethol Eryri / Snowdonia National Park Standards Committee

Pwyllgor Safonau Ceredigion Standards Committee

Pwyllgor Safonau Powys Standards Committee

Gwasanaethau Democratig/ Democratic Services,
Neuadd y Dref, Wrexham, LL11 1AY / Guildhall, Wrexham, LL11 1AY
01978 292236 jane.johnson@wrexham.gov.uk

R H A G L E N / A G E N D A

Sylwer – Yn unol â darpariaethau Deddf Llywodraeth Leol 1972, gellir gwahardd y Cyhoedd a'r Wasg rhag mynychu'r cyfarfod pan gaiff eitemau eu hystyried lle mae gwybodaeth waharddedig yn debygol o gael ei datgelu.

Note - In accordance with the provisions of the Local Government Act 1972, the Public and Press may be excluded from the meeting during consideration of items where exempt information is likely to be disclosed.

- 1 **Appointment of Chair for the Meeting**
- 2 **Apologies for absence**
- 3 **Minutes of the meeting held on 10 April 2017**
To approve as a correct record minutes of the previous meeting - enclosed.
- 4 **New Member Induction and Training on Ethical Issues**
To receive feedback on the training, discuss differing approaches to delivery and best practice and whether training was offered to Community Councils.
(WLGA training materials attached by way of background information)
- 5 **WLGA - 5 years to Make a Difference**
Michael Wilson, Chair Isle of Anglesey Standards Committee, to provide feedback on the recent regional event for new councillors with a focus on the Code of Conduct and the pitfalls for a local Councillor.
- 6 **Procedures for dealing with claims against Members**
Discussion item

NORTH WALES STANDARDS COMMITTEES FORUM

Minutes of a meeting of the North Wales Standards Committees Forum held in Conference Room 1a, County Hall, Ruthin on Monday, 10 April 2017 at 10.00 am.

PRESENT

Denbighshire County Council – Ian Trigger
Ynys Mon County Council – Mared Yaxley, Mike Wilson and Islwyn Jones
Conwy County Borough Council – John Robers and Iain Moore
Wrexham County Borough Council – Michael Pugh and Neil Benson
Snowdonia National Park Authority – Rachael M. Davies

ALSO PRESENT

Denbighshire County Council, Monitoring Officer – Gary Williams
Committee Administrator – Sharon Walker

1 APPOINTMENT OF CHAIR FOR THE MEETING

It had been agreed at the North Wales Standards Committees Forum held on 17 October, 2016 in Llangefni that the Forum would meet twice each year at a different Local Authority in rotation and be chaired and administered by the hosting authority with the Monitoring Officer of the host authority in attendance. Therefore, Ian Trigger, Chair of Denbighshire County Council's Standards Committee was appointed Chair for the meeting.

The Chair welcomed everyone to the meeting.

2 APOLOGIES FOR ABSENCE

Apologies were received from Sharon Warne, Eirniir Young and Jane Eyton-Jones.

3 MINUTES OF THE MEETING HELD ON 17 OCTOBER 2017

The minutes of the North Wales Standards Committee Forum held in Llangefni on 17 October, 2017 were presented.

The minutes were proposed by Mike Wilson and seconded by Islwyn Jones.

RESOLVED that the minutes of the meeting held on 17 October 2016 be accepted as a true record.

4 EXTENDED MEMBERSHIP OF THE FORUM

The Chair explained he had been contacted by the Ceredigion Chair of Standards Committee to ascertain whether Ceredigion Standards Committee representatives together with the West Wales Fire & Rescue and Powys Standards Committee would be able to join the membership of the North Wales Standards Forum.

The Monitoring Officer confirmed he had consulted all North Wales Monitoring Officers who had stated there were no issues regarding this request. The only issue would be regarding travel but they would be more than welcome to attend the meetings.

During the discussion, members agreed they were in favour of the three Authorities attending meetings as the meeting rota had been confirmed for the next 2 years.

The Monitoring Officer stated he would liaise with the other North Wales Monitoring Officers and one would be nominated to write with an invitation attaching the meeting rota.

RESOLVED that a nominated Monitoring Officer write to invite the three Authorities to attend the North Wales Standards Committee Forum meetings and a meeting rota to be attached for their information.

5 MODEL LOCAL RESOLUTION PROTOCOL FOR CITY, TOWN AND COMMUNITY COUNCILS

The Monitoring Officer informed the Forum that the Public Services Ombudsman for Wales (PSOW) was to roll out a Local Resolution Protocol for City, Town and Community Councils.

Following consultation with the PSOW, One Voice Wales were drafting the Local Resolution Protocol. The matter had been raised to ascertain the views of the members of the Forum.

The Monitoring Officer confirmed that he would be writing to the City, Town & Community Councils to ascertain their views on the Local Resolution Protocol.

The Chair confirmed, in his opinion, to have a Local Resolution procedure would be useful.

During discussion it was agreed that to gain consistency throughout the councils the Protocol would be extremely useful.

The Forum were of the opinion that One Voice Wales should have consulted with Councils regarding the drafting of the Protocol.

The Monitoring Officer confirmed that Clerks were in favour of the Protocol and the draft would be an exceptional starting point for the final version.

It was suggested that the Monitoring Officer write to One Voice Wales to enquire if consultation had been completed and to express the Forum's disappointment at the fact consultation with Local Authorities and Standards Committees had not taken place. Another point raised was there didn't appear to be any role for Standards Committees, but that should be also be considered. All present were in agreement.

RESOLVED that:

- *The Forum were in agreement with a Local Resolution Protocol for City, Town & Community Councils;*
- *The Monitoring Officer to write to One Voice Wales to express the Forum's disappointment at lack of consultation together with no role for Standards Committees.*

6 NEW MEMBER INDUCTION AND TRAINING ON ETHICAL ISSUES

The Monitoring Officer introduced the New Member Induction and Training on Ethical Issues.

The Welsh Local Government Association (WLGA) were looking to produce a set of training material for use across Wales. This had been presented to Denbighshire's Standards Committee who were in favour.

It was suggested that Clerks attend training to enable them to reproduce the training to their Members. An e-learning package was to be drawn up also, to enable the training to be more accessible, which should be available in early May 2017.

The members in attendance clarified the training plans they had in place for Councillors and the Monitoring Officer confirmed there were no time limits for training to take place. For example mandatory Code of Conduct training to take place within a short period of time following the election and a refresher training session to take place in 18 months' time. He also confirmed that if Clerks had any particular issues, he would be available to attend for a mini-training session.

It was confirmed that other Local Authorities, apart from Denbighshire, did not have Code of Conduct training as mandatory within their constitution.

RESOLVED that the Forum were in agreement with the New Member Induction and Training on Ethical Issues.

7 WEBSITES OF CITY, TOWN AND COMMUNITY COUNCILS

Mike Wilson of Ynys Mon County Council Standards Committee introduced the item. He stated that each Town & Community Council had been given a grant of £500 to set up their websites. Within Ynys Mon they had 40 Town & Community Councils with varying degrees of website standards. A few not having a website and one didn't utilise a computer.

During discussions it was confirmed that a number of the Town & Community Councils websites contained out of date information.

Members were in agreement the websites should be up to date for transparency and the fact that the external auditors would be checking the adequacy of the websites.

The Monitoring officer suggested members of the Standards Committee attending Town & Community Councils, to encourage the Clerks to contact each other to assist with the websites.

Ynys Mon had sent reports to all Community Councils with a request they respond within 12 months.

RESOLVED that the Forum agreed up to date information be included on the websites and assistance from neighbouring Clerks if required.

8 USE OF NEIGHBOURING AUTHORITY STANDARDS COMMITTEES FOR HEARINGS INVOLVING INTERNAL CONFLICTS

The Monitoring Officer introduced the use of neighbouring Authority Standards Committees for Hearings involving internal conflicts.

During discussion, there was a consensus of opinion that neighbouring Authority Standards Committees should not be utilised. The main reason being that the members of the Standards Committees were independent members apart from the county council members. If the county council members were involved then possible need for it but otherwise the Standards Committee were professionally independent to deal with the issues.

The utilisation of neighbouring Authorities Standards Committees would also be a costly process.

RESOLVED that the Forum agreed only in exceptional circumstances should neighbouring Authority Standards Committees be involved with hearings as the Standards Committee was professionally independent to deal with hearings.

9 ANY OTHER BUSINESS

Mike Wilson of Ynys Mon County Council Standards Committee raised the issue that the Public Services Ombudsman for Wales (PSOW) had recently rejected a complaint but had recommended training for the councillors concerned.

The councillors concerned had attended training in May 2016, and therefore, the Standards Committee were unsure as to what training should be provided.

It was suggested, as all the information was not available, that they contact the PSOW office to ascertain which training was to be offered to the councillors.

-----oOo-----

The Monitoring Officer referred to mediation training. Denbighshire's Training Officer was to liaise with others in the area to progress the matter. Training sessions would be for 5 days.

The next meeting will take place in November (date to be confirmed) in Wrexham.

The meeting concluded at 11.25 a.m.

ENCLOSURE 2

Draft Letter to Katrin Shaw - PSOW's Office

Dear Katrin,

This letter is sent to you on behalf of the North Wales Standards Committee Forum (which also now includes Ceredigion and Powys areas)

We had a meeting of the Forum on the 27th November in Wrexham and one of the Topics discussed was the issue of what Local Authorities could or should do in the event that a Complaint of a serious nature being made against a Member e.g of Sexual Harassment of an Officer/ member of staff at the Council.-based on the assumption that it is not a Police matter.

The Forum agreed that a letter should be sent by them to the PSOW's office to seek clarification and guidance on a number of matters, these being:-

1. What powers the Ombudsman has to act if a serious complaint such as the above is received?
2. We understand that a suspension can be imposed by the Adjudication Panel for Wales based on an interim report and recommendation from the Ombudsman. What are the anticipated timescales for such action to be taken?
3. What guidance could he provide on practical arrangements for Members accused of such Conduct given their elected status e.g
 - a) we presume that the Council could not prevent Members from representing their electorate
 - b) carrying out their normal Council duties
 - c) as regards the potential conflict which may arise between the Local Authority's duties of care to officers and any to Members in relation to the complaint
 - d) attending Council premises.
 - e) Should the Council be offering some sort of pastoral care for Members e.g Confidential Counselling? as they would for officers under a duty of care?
4. What guidance could the Ombudsman provide on a complaint against an Executive Member rather than an ordinary Member.

Would he be able provide some guidance to be taken by:-

The Leader of the Council
Monitoring Officer
Standards Committee
Group Leaders
As to their remit to act or otherwise in this situation

After the Forum meeting we understand that there was a subsequent Lawyers in Local Government meeting in Llandrindod Wells on the 1st December which was attended by yourself, Monitoring Officers from Local Authorities across Wales and a representative from the WLGA.

One of the topics on the Agenda was the above scenario.

We understand that you agreed to take the matter back and discuss it with the Ombudsman and to possibly prepare some guidance regarding this matter.

If guidance is to be drafted would it be possible for others to comment on the draft before it is finalised?

Also what do you estimate the timescale for preparing this guidance?

We look forward to hearing from you

Yours sincerely etc etc

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CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL	
COMMITTEE:	Standards Committee
DATE:	14th March 2018
REPORT TITLE:	Annual Review of Registers
PURPOSE OF THE REPORT:	To report on progress
REPORT BY:	Head of Function (Council Business)/Monitoring Officer
LINK OFFICER:	Lynn Ball Head of Function (Council Business)/Monitoring Officer lbxcs@anglesey.gov.uk 01248 752586

1. BACKGROUND

1.1 The Annual Review of the Registers namely the :-

[Standing Register - Pre-Registration of Interests](#)

[Declarations at meetings](#)

[Gifts and Hospitality](#)

usually appears every year in the Standards Committee's Work Programme. However there was no Review last year owing to the County Council elections.

1.2 There are presently 30 county councillors and all their registers, as well as the registers of co-opted members of the Council's committees have been, or are to be, reviewed.

1.3 To ensure that all registered information was correct, and up to date, all councillors were sent an email on the 21.11.17 asking them to check, confirm and update/add any further information. They were also provided with instructions as to how to view and update their information through the Mod.Gov system. Please see **ENCLOSURE 1**.

1.4 The process for review commenced in January 2018 with the independent members of the Standards Committee undertaking the task.

1.5 The information which has been/will be reviewed is:-

The three Registers described above in paragraph 1.1

The Annual Reports of Members

Minutes and Agendas of meetings

Training offered by the Council and corresponding Training Records of Members

List of Outside Bodies

1.6 To date, the independent members of the Standards Committee have reviewed the information in paragraph 1.5 above insofar as it relates to elected members of the County Council; the review of the registers of the 12 co-opted members of the County Council has yet to take place.

1.7 The independent members of the Standards Committee met on the 14th February 2018 to pool the information discerned from their respective reviews from which the following actions arose:-

1. Individual emails sent to some county councillors, putting forward recommendations for review/updating/clarifying published information;
2. Where considered appropriate, meetings requested between the Chair of the Standards Committee and county councillors;
3. A meeting arranged between the Chair of the Standards Committee and the Head of Democratic Services/ICT to discuss the potential for publishing further information regarding the attendance of members at training/development and meetings (including outside bodies), together with the potential for a more user friendly system for the public to be able to link from one data set to another with minimum inconvenience: Additionally, to explore arrangements for feedback from outside bodies;
4. To make enquiries, in relation to the Code of Conduct, safeguarding and planning, to better understand what mandatory training is required and how compliance is achieved.
 - a. Five elected members have yet to undergo training and development on the Code of Conduct since the election in May 2017. The Chair of the Standards Committee has written to those members requesting that they undertake the e-learning Ethics and Standards Module within 28 days. Please see **ENCLOSURE 2**.
 - b. An email to be sent to the Chief Planning Officer requesting information regarding mandatory training in Planning.
 - c. Email sent to the Service Manager (Safeguarding), Children Services on 14th February 2018. Response received but further clarity sought.
 - d. Request to Section 151 Officer and Head of Democratic Services, as appropriate, to ensure that the registration of interest forms are published in relation to co-opted members, together with biographies and photographs. **ENCLOSURE 3** is attached.

5. The Chair of the Standards Committee to meet with the Group Leaders following 14th March 2018 to confirm:-
- i. General findings, which will also be copied to all members;
 - ii. Any Standards Committee recommendations with regard to publication of information regarding member training and attendance at meetings;
 - iii. Any Standards Committee recommendations with regard to a more formal procedure for feeding back information from outside bodies to the Council;

2. RECOMMENDATION

- 2.1 To confirm the steps taken in accordance with the Committee's instructions on the 14th February 2018.
- 2.2 To identify any further steps required following review of the registers
- 2.3 To agree what arrangements shall be put in place to review the registers of interests and training for the County Council's 12 co-opted members.
- 2.4 To determine whether the Committee wishes to undertake a further review in 2019 or to focus on town/community councils.

From: [Medwen Jones](#)
To: [Aelodau Members](#); [Anest Frazer](#); [Dafydd Menter Mon](#); [Denise Harris-Edwards 1](#); [Denise-Harris Edwards](#); [Dilys Shaw](#); [Dilys Shaw 1](#); [Islwyn Jones](#); [Keith Roberts](#); [Michael Wilson](#); [John Mendoza](#); [Dilwyn Evans](#)
Cc: [Sioned W Sinclair](#); [Anwen Jones](#)
Subject: FW: ADOLYGIAD O'R COFRESTRAU DATGAN DIDDORDEB GAN Y PWYLLGOR SAFONAU / REVIEW OF THE REGISTERS OF INTERESTS BY THE STANDARDS COMMITTEE (19486)
Date: 27 November 2017 16:14:29
Attachments: [image001.jpg](#)

Annwyl Gynghorydd/Aelod Cyfetholedig

Ymhellach i'm ebost dyddiedig 21 Tachwedd 2017, nodaf isod cyfarwyddiadau i ddiweddarau'r cofrestrau ar-lein.

- Logio i mewn
<https://democracyextranet.anglesey.gov.uk/mgWorkToDo.aspx>
- Cliciwch ar y tab 'Options'.
- Dewiswch 'Edit my register of interests'
- Cliciwch ar 'Update interests' (ar frig y dudalen)
- Llenwch y ffurflen yn y Gymraeg neu'r Saesneg, er enghraifft (Cartref / Home)
- Ar ôl gorffen, cliciwch y botwm 'Submit for Signoff' (ar waelod y dudalen)
- Bydd ebost yn cael ei anfon at Sioned W Sinclair, Tîm y Wefan i'w awdurdodi.

Os byddwch angen cymorth pellach, cysylltwch os gwelwch yn dda gyda Sioned Sinclaire yn yr Adran TGCh (swsfi@ynysmon.gov.uk / 01248 752628)

Cofion

Mike Wilson
Cadeirydd y Pwyllgor Safonau
Cyngor Sir Ynys Môn / The Isle of Anglesey County Council

Dear Councillor/Co-opted Member

Further to my email 21st November 2017, I note below instructions on updating the online registers.

- Login <https://democracyextranet.anglesey.gov.uk/mgWorkToDo.aspx>
- Click on the '**Options**' tab.
- Select '**Edit my register of interests**'
- Click on '**Update Interests**' (at the top of the page)
- Fill in the form in Welsh and English for example (Cartref / Home)
- When finished click on the '**Submit for Signoff**' button (at the bottom of the page)
- An email will be sent to Sioned W Sinclair, Web Team for authorisation.

If you require further assistance would you please contact Sioned Sinclair in ICT (swsfi@anglesey.gov.uk / 01248 752628)

Many thanks

Mike Wilson
Chair of the Standards Committee
Cyngor Sir Ynys Môn / The Isle of Anglesey County Council

<http://monitor.anglesey.gov.uk/download/49730>



From: Medwen Jones

Sent: 21 November 2017 15:58

To: Aelodau Members <AelodauGW6@anglesey.gov.uk>; Anest Frazer <'anestgrayfrazer@churchinwales.org.uk'>; Dafydd Menter Mon <'dafydd@mentermon.com'>; Denise Harris-Edwards 1 <romaineharrisedwards@gmail.com>; Denise-Harris Edwards <Denise-HarrisEdwards@ynysmon.gov.uk>; Dilys Shaw <DilysShaw@ynysmon.gov.uk>; Dilys Shaw 1 <dws121@hotmail.com>; Islwyn Jones <IslwynJones@ynysmon.gov.uk>; Keith Roberts <'keith.roberts31@gmail.com'>; Michael Wilson <MichaelWilson@ynysmon.gov.uk>; Richard Barker <RichardBarker@ynysmon.gov.uk>; Sharon Warnes <SharonWarnes@ynysmon.gov.uk>

Cc: Anwen Jones <AnwenJones@ynysmon.gov.uk>; Lynn Ball <LynnBall@ynysmon.gov.uk>

Subject: ADOLYGIAD O'R COFRESTRAU DATGAN DIDDORDEB GAN Y PWYLLGOR SAFONAU / REVIEW OF THE REGISTERS OF INTERESTS BY THE STANDARDS COMMITTEE (19486)

Annwyl Gynghorydd/Aelod Cyfetholedig

Ysgrifennaf i'ch atgoffa bydd y Pwyllgor Safonau yn cynnal ei adolygiad blynyddol o'r Cofrestrau sy'n cael eu dal gan y Cyngor ynglyn â datganiadau o ddiddordebau gan Gynghorwyr / Aelodau Cyfetholedig yn fuan.

Cyn cynnal yr adolygiad yn ystod mis Ionawr/Chwefror 2018 rhoddir cyfle i Gynghorwyr ac Aelodau Cyfetholedig edrych ar eu manylion yn y Cofrestrau a'u gwirio er mwyn sicrhau eu bod yn gyflawn ac yn gywir. Byddwch yn gwerthfawrogi bod yn rhaid rhoi gwybod am unrhyw newid o fewn 28 diwrnod i'r newid hwnnw gael ei wneud.

Mae 3 Cofrestr ar gael yn awr ar-lein a gellir eu gweld trwy ddilyn y cyswllt canlynol :-

<http://www.ynysmon.gov.uk/cyngor-a-democratiaeth/cynghorwyr-democratiaeth-ac-etholiadau/cynghorwyr/cynghorwyr-ac-aelodau-cyfetholedig-syn-pleidleisio-datganiadau-diddordeb?redirect=false>

Felly, byddwn yn ddiolchgar petaech yn gwirio'r yr ydych wedi ei gofnodi yn y gofrestr a'u diweddarau hwy os yn briodol. Mae'n hanfodol fod yr holl ddiweddariadau i'r Gofrestr Sefydlog a'r Gofrestr o Roddion a Lletygarwch yn cael eu diweddarau drwy'r system Mod Gov. a bydd angen gwneud unrhyw ddiweddariadau i'r gofrestr o ddiddordebau mewn cyfarfodydd drwy'r Adain Bwyllgorau. Bydd y Pwyllgor Safonau hefyd yn adolygu cofnodiadau hyfforddiant ac adroddiadau blynyddol yr Aelodau.

Yn gywir

Mike Wilson
Cadeirydd y Pwyllgor Safonau
Cyngor Sir Ynys Môn / The Isle of Anglesey County Council

Dear Councillor/Co-opted Member

I write to remind you that the Standards Committee will soon be carrying out its annual review of the Registers in respect of declarations of interests by Councillors / Co-opted Members, which are held by the Council.

Before the review takes place, during January/February 2018 the opportunity is given to Councillors and Co-opted Members to look at their details in the Registers and to check them for completeness and accuracy. You will appreciate that any changes must be notified within 28 days of the change having occurred.

The 3 Registers are now available on line and can be accessed by the following link :-

<http://www.anglesey.gov.uk/council-and-democracy/councillors-democracy-and-elections/councillors/councillors-and-voting-co-opted-members-declarations-of-interest/>

Therefore, I should be obliged if you would check your entries in the registers and update them if appropriate. It is compulsory that all updates to the Standing Register, and Register of Gifts and Hospitality, are updated via the Mod Gov system, while any updates to the Register of Interests in Meetings will need to be done via the Committee Section. The Standards Committee will also be reviewing Members' training records and annual reports.

Yours sincerely

Mike Wilson
Chair of the Standards Committee
Cyngor Sir Ynys Môn / The Isle of Anglesey County Council

<http://monitor.anglesey.gov.uk/download/49730>



From: [Lynn Ball](#)
To:
Cc: [Michael Wilson](#)
Subject: Adolygiad Blynnyddol y Pwyllgor Safonau o'r Tri Cofrestr o Diddordebau Aelodau / Standards Committee Review of the Three Registers of Members' Interests (19486)
Date: 26 February 2018 13:25:09

Annwyl Gynghorydd,

Fel rhan o'i adolygiad yn ddiweddar, nododd y Pwyllgor Safonau nad ydych, ers yr etholiad diwethaf ym mis Mai 2017, wedi mynychu sesiwn ddatblygu ar y Côd Ymddygiad i Aelodau.

Fodd bynnag, mae'r Pwyllgor Safonau wedi nodi bod sesiwn datblygu aelodau, sef "Moesau a Safonau" bellach ar gael ar lwyfan e-ddysgu'r Cyngor.

Rwyf ar ddeall gan Reolwr Hyfforddiant y Cyngor bod hyfforddiant ar y system hon wedi cael ei gynnig i'r holl aelodau ac o'r herwydd, mae'r Pwyllgor Safonau yn gofyn i chi gyflawni'r Modiwl Moesau a Safonau cyn gynted ag sy'n bosibl ac i roi gwybod i mi unwaith y byddwch wedi gwneud hynny.

Os na fyddaf wedi clywed gennych ymhen 28 diwrnod, byddaf yn cysylltu gyda chi eto.

Dyma'r linc i'r modiwlau e-ddysgu ar gyfer datblygu aelodau:

<https://learning.wales.nhs.uk/course/index.php?categoryid=60>

Fe welwch bod y modiwlau isod ar gael:

What is E-learning / Beth yw E-Dysgu? **
Ethics and Standards / Moesau a Safonau
The Effective ward Councillor / Y Cynghorydd Ward Effeithiol **
Public Speaking Skills / Sgiliau Siarad Cyhoeddus **
Chairing Meetings / Cadeirio Cyfarfodydd **
Corporate Parenting / Rhianta Corfforaethol
Decisions for future Generations / Penderfyniadau i Genedlaethau'r Dyfodol **
Introduction to Scrutiny / Cyflwyniad i Graffu **
Additional Modules / Modiwlau ychwanegol

Diolch

Dymuniadau gorau

Mike Wilson (Cadeirydd Pwyllgor Safonau Cyngor Sir Ynys Môn)

Dear Councillor

As part of its recent review, the Standards Committee noted that, since the last election in May 2017, you have not attended a development session on the Code of Conduct for Members.

The Standards Committee notes, however, that there is now a member development session available on the Council's e-learning platform, which is entitled "Ethics and Standards".

I understand from the Council's Training Manager that, by now, training on this system has been offered to all members and the Standards Committee therefore requests that you

undertake the Ethics and Standards Module as soon as possible, and that you let me know when you have done so.

If I have not heard from you within 28 days, I shall be contacting you again.

The link to the member development e-learning modules is at:

<https://learning.wales.nhs.uk/course/index.php?categoryid=60>

You will see that the following modules are available:

What is E-learning / Beth yw E-Dysgu? **
Ethics and Standards / Moesau a Safonau
The Effective ward Councillor / Y Cynghorydd Ward Effeithiol **
Public Speaking Skills / Sgiliau Siarad Cyhoeddus **
Chairing Meetings / Cadeirio Cyfarfodydd **
Corporate Parenting / Rhianta Corfforaethol
Decisions for future Generations / Penderfyniadau I Genedlaethau'r Dyfodol **
Introduction to Scrutiny / Cyflwyniad I Graffu **
Additional Modules / Modiwlau ychwanegol

Thank you

Best wishes

Mike Wilson (Chair of the Isle of Anglesey County Council Standards Committee)

From: [Lynn Ball](#)
To: [Marc Jones](#); [Marion A. Pryor](#)
Bcc: [Michael Wilson](#)
Subject: Audit and Governance Committee (19486)
Date: 20 February 2018 16:38:14

As you know, the Standards Committee undertakes a regular review of the three Registers of Members' Interests.

Having just completed that review the Standards Committee was concerned that there are no Registration of Interests forms on the ModGov system for Mr Dilwyn Evans and Mr Jonathan Mendoza. Similarly, there are no biographies on the Council's website in relation to these members either.

The Committee therefore requests that you please ensure that the forms have been completed and that the biographies have been published as soon as possible.

Many thanks

Regards

Lynn

From: [Lynn Ball](#)
To: [J Huw Jones](#); [Anwen G. Davies](#)
Bcc: [Michael Wilson](#)
Subject: Scrutiny Committees (19486)
Date: 20 February 2018 16:38:02

As you know, the Standards Committee undertakes a regular review of the three Registers of Members' Interests.

Having just completed that review the Standards Committee was concerned that there are no Registration of Interests forms on the ModGov system for Mr Dafydd Gruffydd and Mrs Anest Gray Frazer. Similarly, there are no biographies on the Council's website in relation to these members either.

The Committee therefore requests that you please ensure that the forms have been completed and that the biographies have been published as soon as possible.

Many thanks

Regards

Lynn

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CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL	
COMMITTEE:	Standards Committee
DATE:	14 March 2018
REPORT TITLE:	Training, Development and Appraisals of the Standards Committee
PURPOSE OF THE REPORT:	To make recommendations for Training Development and Appraisal of Standards Committee Members in 2018
REPORT BY:	Head of Function (Council Business)/Monitoring Officer
LINK OFFICER:	Lynn Ball Head of Function (Council Business)/Monitoring Officer lbxcs@anglesey.gov.uk 01248 752586

1. BACKGROUND

- 1.1 The Standards Committee has an important role to play within the Council in the promotion and maintenance of high standards of conduct.
- 1.2 In order to ensure that the Committee members are able to carry out their duties effectively it is recommended that the Committee consider further developing a scheme to gain the skills and improve the knowledge required to support them in their role.
- 1.3 At the present time there is no formal requirement or system for Standards Committee Members to go through a regular Appraisal or have a Personal Development Plan although appraisals have taken place on one previous occasion, following the same process as elected members (**Enclosure 1**)
- 1.4 Any process needs to
 - 1.4.1 bear in mind the requirements of the role. There are job descriptions attached at **Enclosure 2**
 - 1.4.2 what training and development is needed to ensure Members can carry out their duties and responsibilities to best effect e.g Code of Conduct, the Council's Constitution, ICT training, Dispensations, conducting hearings, dispute resolution etc.
 - 1.4.3 ensure that each Member has a Personal Development Plan which records their training and development from year to year and is published.
 - 1.4.4 take into account any national recommendations for training and development of Members generally e.g [the WGLA Competency Framework](#).

1.4.5 consider what (if any) Key Performance Indicators should be set for members of the Standards Committee

1.4.6 quarterly reviews to ensure effectiveness in role?

2. RECOMMENDATION

2.1 That the Standards Committee considers and decides on the key elements of a tailored system for the development training and appraisal of Members of the Standards Committee and to agree the format and content of such system.

From: Janette Jones

Sent: 12 February 2018 15:52

To: Llinos Medi Huws <LlinosMediHuws@ynysmon.gov.uk>; John Arwel Roberts <JohnArwelRoberts@ynysmon.gov.uk>; Bryan Owen <BryanOwen@ynysmon.gov.uk>; Ieuan Williams <IUANWILLIAMS@ynysmon.gov.uk>

Cc: Miriam Williams <MiriamWilliams@ynysmon.gov.uk>; J Huw. Jones <HuwJones@ynysmon.gov.uk>; Carys Bullock <CarysBullock@ynysmon.gov.uk>

Subject: Adolygiad Blynnyddol - Datblygiad Aelodau / Annual Member Development Review - swyddogol sensitif - official sensitive

Ar ran Huw Jones, Pennaeth Gwasanaethau Democraidd / On behalf of Huw Jones, Head of Democratic Services

Cyfeiriaf at y wybodaeth a gyflwynwyd i'r Grwp Arweinyddion ar 1af Chwefror, 2018 a'r cytundeb y byddai Arweinyddion pob Grwp yn cyfarfod gyda phob Aelod yn unigol er mwyn cwblhau ffurflen Adolygiad Datblygiad Personol.

Diben yr ymarferiad ydi adolygu anghenion datblygiad bob Aelod er mwyn adnabod anghenion hyfforddiant/datblygu ar gyfer y flwyddyn sydd i ddod ac am weddill y Cyngor presennol.

Ar gyfer yr ymarferiad paratowyd pecyn i chi ei rannu gyda phob aelod o'r Grwp sydd yn cynnwys:

1. Swydd ddisgrifiad perthnasol
2. Ffurflen Adolygiad Datblygiad Aelodau.
3. Fframwaith Datblygu Cynghorwyr - CLILC

Gofynnir i chi gyfeirio at gynnwys Adroddiadau Blynnyddol (os yn berthnasol) ar gyfer 2016/17 <http://www.ynysmon.gov.uk/cyngor-a-democratiaeth/cynghorwyr-democratiaeth-ac-etholiadau/cynghorwyr/adroddiad-blynnyddol-gan-gynghorydd?redirect=false>

Gofynnir i bob Aelod gwblhau'r ffurflen berthnasol erbyn dydd Llun 19 Mawrth, 2018. Byddaf hefyd yn trafod eich anghenion Datblygu Personol unigol chi yn ystod y cyfnod hwn.

Mae'r pecynnau perthnasol yn swyddfa Carys/Janette. Os rydych yn dymuno i mi gyfarfod a'ch grwp chi, neu angen unrhyw wybodaeth, cysylltwch os gwelwch yn dda.

Diolch am eich cydweithrediad

I refer to the information outlined at the Group Leaders meeting on 1st February, 2018 and the agreement that each Group Leader would meet with group Members on an individual basis in order to complete the Personal Development Review form.

The purpose of this task is to review the development of the needs of each Member, identify future needs in terms of training/development and build this into the training needs programme for next year and beyond.

Packs have been prepared for you to share with each Member of your group. You will find the following in the pack:

1. Relevant Job Description
2. Member Development Review form
3. WLGA Development Framework

I would also ask you to refer to Members Annual reports for 2016/17 (where applicable) <http://www.anglesey.gov.uk/council-and-democracy/councillors-democracy-and-elections/councillors/councillors-annual-report/>

Each Member is requested to complete the Development Review form by Monday 19 March, 2018. I also intend to meet with each Group Leader to discuss development needs during this window.

The relevant packs are in Carys/Janette's office. I would be more than happy to meet with each Group - please contact me or if you require any further information.

Thank you for your co-operation.

Huw Jones

Janette

Cynorthwy-ydd Gweinyddol / Administrative Assistant

Gwasanaethau Democraidd / Democratic Services

Cyngor Sir Ynys Mon / Isle of Anglesey County Council

Swyddfa'r Cyngor / Council Offices

Llangefni

Ynys Mon / Anglesey

01248 752140



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

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

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

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

Elected Member Role Description

1 Accountabilities

- To the electorate of Ynys Môn
- To Full Council
- To the electorate of their ward

2 Role Purpose and Activity

- **Representing and supporting communities**
 - Represent ward interests
 - Be an advocate for the Council in the ward and communities they serve
 - Be a channel of communication to the community on council strategies, policies, services and procedures
 - Represent individual constituents and local organisations, undertaking casework on their behalf and serving all fairly and equally
 - Liaise with executive members, other Council members, Council officers and partner organisations to ensure that the needs of the local communities are identified, understood and supported
 - Promote tolerance and cohesion in local communities
 - Be vigilant and do everything appropriate to protect adults and children at risk from abuse
- **Making decisions and overseeing Council performance**
 - Participate in Full Council meetings, reaching and making informed and balanced decisions, and overseeing performance
 - Participate in informed and balanced decision making on committees and panels to which they might be appointed
 - Adhere to the principles of democracy and collective responsibility in decision making
 - Promote and ensure efficiency and effectiveness in the provision of Council and other public services
 - Take corporate responsibility for the protection of vulnerable children and adults
- **Representing the Council (subject to appointment)**
 - Represent the Council on local outside bodies as an appointee of the Council
 - Represent the Council on local partnership bodies, promoting common interest and co-operation for mutual gain
 - Represent and be an advocate for the Council on national bodies and at national events

- **Internal governance, ethical standards and relationships**

- Promote and support good governance of the Council and its affairs
- Provide community leadership and promote active citizenship
- Promote and support open and transparent government
- Support, and adhere to respectful, appropriate and effective relationships with employees of the Council
- Adhere to the Members' Code of Conduct, the Member/Officer Protocol and the highest standards of behaviour in public office

- **Personal and role development**

- Attend relevant training courses and participate fully in opportunities for development provided for members by the authority

3 Values

- Fully committed to the values of the Council and the following values in public office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect
 - Equality and fairness
 - Appreciation of cultural difference
 - Wellbeing and sustainability of future generations

Elected Member Person Specification

To fulfil his or her role as laid out in the role description, an effective member requires the following:

Representing and supporting communities

- Good advocacy skills
- Interpersonal skills
- Integrity and the ability to set aside own views and act impartially
- Ability to present relevant and well-reasoned arguments
- Good communication skills

Making decisions and overseeing council performance

- Knowledge and understanding of meetings law, rules and conventions
- Understanding of strategic, policy and service contexts for decisions
- Ability to challenge ideas and contribute positively to policy development

Representing the Council (subject to appointment)

- Good public speaking skills
- Good presentation skills
- Ability to persuade others and act with integrity

Internal governance, ethical standards and relationships

- Understanding of the roles of officers, members and different agencies
- Respect for, and desire to work with, different groups and individuals
- Have knowledge and understanding of the Code of Conduct and Member/Officer protocol
- Knowledge and commitment to the values of the Council

Personal and role development

- Ability to assess personal and role development needs
- Desire and skills to participate in development

Full Name: _____

Signed: _____

Date: _____

Framework Pro forma for a Personal Development Review 2015

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

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

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

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

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

5. Where am I less confident?

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

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

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

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

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

Area for Development	How	Priority

My evaluation of the training I have already received

Training undertaken	What difference has this made to the way I work as a member

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

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

Example Guidance for Members Conducting Reviews (Interviewers)

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

Purpose of the Review

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

Preparation

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

Undertaking the Review

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

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

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

Use the pro forma as a basis for your discussions

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

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

EXAMPLE

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

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

My evaluation of the training I have already received

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

Guidance for Members Being Interviewed

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

Purpose of the Review

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

Preparation

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

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

Undertaking the Review

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

Use the pro forma as a basis for your discussions

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

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

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

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



WLGA • CLILC



A Development Framework for Councillors in Wales

Contact

Welsh Local Government Association

The WLGA's primary purposes are to promote a better local government, its reputation and to support authorities in the development of policies and priorities which will improve public service and democracy.

It represents the 22 local authorities in Wales with the 3 fire and rescue authorities and 3 national park authorities as associate members.

Welsh Local Government Association

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WLGA Continuing Professional Development for Councillors

A Development Framework for Councillors in Wales

This framework outlines the skills and knowledge widely accepted to be required by local authority councillors in Wales. It is intended to provide guidance for councillors about their roles, and help them identify their priorities for continuing personal and professional development. It is not intended to be exhaustive or prescriptive, but to help new and existing councillors identify the aspects of their role where support or training might be helpful. The Framework can also be used as a prompt for councillors undertaking personal development reviews and by officers and members devising development programmes. It can also be locally adapted to reflect the priorities of different councils.

The Framework has been designed as part of the Wales approach to continuing professional development for councillors which has been created by councils working with the WLGA. It therefore fits with the Wales Charter for Member Support and Development. The Charter provides councils with a structure for local self-assessment and action in member development, this framework provides a suggested content for that development. The framework also fits with the WLGA model role descriptions and person specifications for members.

Using the Framework

The Framework includes a range of generic competencies required by all councillors and separate sections for specific roles on the Council. Part One (sections one to five) will be useful for all councillors. Part Two (the remaining sections) should be used selectively depending on additional specialist roles.

Part One – Relevant to All Councillors

1. Fundamentals: A range of generic skills required by all members

Requirement	Knowledge and Skills	Effective Behaviours
Understanding of the role of the Councillor	The extent and limits of a councillor's individual responsibilities and the powers and responsibilities required to undertake corporate governance. Also corporate responsibilities such as corporate parenting and safeguarding children and vulnerable adults.	Undertakes their role effectively in the council, the community and with partner agencies. Understands when it is and is not appropriate to act for the electoral division or in the interests of the area as a whole. Acts proactively to deliver outcomes Ensures that both the authority's corporate responsibilities and the member's personal role are undertaken in for example protecting children and vulnerable adults and supporting looked after children.
Understanding the role of the Local Authority	Understanding of the services delivered, both statutory and discretionary and the policies, procedures, plans and strategies which underpin them.	Is able to describe the work of the Council to the public and where these responsibilities lie with other agencies such as community and town councils, voluntary sector or the Welsh Government. Contributes to the development of council plans and strategies and takes decisions in the light of these.
Conduct	Understanding of the ethical framework governing the work of councillors, specifically the Code of Conduct. Understanding of the role of the Monitoring Officer. Appreciation of the importance of accountability, integrity and transparency for good governance.	Abides by the Code of Conduct at all times. Always declares and defines interests when appropriate. Seeks advice from the monitoring officer when appropriate. Treats others with respect in all settings. Demonstrates integrity. Values others. Listens. Stays calm in difficult situations.
Equalities and respect	Personal skills in demonstrating respect for others regardless of sex, race, religion, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity or sexual orientation. Understanding Equalities and Diversity law relating to the work of the Council and the role of the Councillor. Understanding of the need for and what constitutes respectful behaviour towards others.	Demonstrates equalities values in personal behaviour and council decisions. Applies appropriate equalities legislation and demonstrates equalities values in personal behaviour and council decisions. Treats everyone with respect at all times when acting as a councillor whether in the Council, community, or political group.
Balancing Council and community expectations and responsibilities	Understanding of the distinct responsibilities of a councillor as a member of a corporate body and as a representative of an electoral division or community.	Takes decisions relating to the corporate body or Electoral Division ethically. Manages both community and council expectations through effective communication.

Requirement	Knowledge and Skills	Effective Behaviours
Audit, Inspection and Regulation	An understanding of the role of the Audit Inspection and Regulatory bodies and associated council processes.	Engages effectively with the audit, inspection and regulatory process within the council, using this information to constructively challenge and support the affected services.
Balancing personal commitments	An understanding of time management principals including prioritisation and delegation.	Maintains an effective work/life balance, managing the time available to concentrate on the issues with the most significant outcomes.
Information Management	Understanding and interpreting information and data. Ability to handle data in the format provided by the council. Understanding of the definition of confidentiality and how to handle confidential information - Understanding of the legal requirements of Data Protection and Freedom of Information legislation.	Receives information and data from a variety of sources and is able to store share and use it effectively and where possible electronically. Does not keep records about people without seeking their agreement. Responds promptly and appropriately to FOI requests. Does not distribute or share confidential or restricted information.
Using ICT and social media	Skills in all 'Office' applications such as word processing, presentation and spreadsheets. And communication and social media applications including email, tweeting, blogging and personal website management.	Conducts council business electronically. Communicates with the community electronically and through social media where appropriate. Maintains an effective, positive and ethical online presence.
Meeting preparation and participation	Understanding of the Standing Orders, any protocols and rules of debate. Skills in public speaking, debating and asking questions.	Prepares effectively for meetings by reading papers and analysing data. Undertakes personal research and participates in any pre meetings. Contributes to positive meeting outcomes by seeking tangible decisions or actions. Effectively contributes to meetings making points clearly and succinctly. Remains focussed on the business in hand. Understands and applies meeting 'rules'. Seeks guidance from officers and group leaders before meetings as appropriate.
Working with the media	Skills in building relationships with the media and being interviewed on TV, radio and for the press and online media.	Is a recognised source of credible information for the Media. Speaks confidently, authoritatively and appropriately in interviews. Enhances the reputation of the council when appearing on screen or in print.
Self-promotion	The ability to develop a profile in the community through local activities and effective communication and consultation.	Writes an annual report on achievements and activities. Is highly visible in the community. Maintains a high standard in both personal reputation and that of the Council.

Requirement	Knowledge and Skills	Effective Behaviours
Working with officers	Understanding the role of officers generally and the 'rules' they need to abide by including a deeper understanding of the role of senior officers such as the Chief Executive, Senior Management team, Monitoring Officer and Heads of Finance, Legal and Democratic Services. Skills in acting as a corporate employer. Understanding of the appointments process and interviewing skills.	Maintains professional relationships with officers, recognising appropriate boundaries and abiding by the Member Officer Protocol. Acts as an effective member of an appointment panel, applying sound HR and equality and diversity principles to secure the best candidate.
Health and safety	Understanding of Health and Safety legislation in the work of the Council. Understand how to assess risks and ensure personal safety and that of others.	Promotes and ensures the health and safety of everyone in the council. Ensures personal safety when working in the Council and when in groups or alone in the community.
Continuing professional and personal development	Ability to identify personal development needs and to participate in development activities.	Undertakes regular personal development reviews taking account of role descriptions and competency frameworks. Takes responsibility for developing personal skills and knowledge, attends learning and development activities seeking tangible outcomes.
Financial capability	Understanding of the way councils and services are funded. Understanding and skills in budget setting. Personal financial capability. Understanding the impact of Welfare Reform and the austerity agenda.	Engages effectively in the budget setting process. Is prepared to take hard, Evidence-based decisions. Demonstrates skills in numeracy when interpreting data and asking questions.
Interpersonal skills	Self-awareness, and skills in self-management, "good manners" Emotional Intelligence, listening, negotiation, conflict management and mediation skills.	Acts in a professional and respectful manner to all people and in all places. Is self-aware and able to develop and manage relationships both within and outside the Council. Brokers relationships and manages conflict in the community and Council and between the two.
Sustainable Development	Understanding of issues that impact on future generations such as health and wellbeing, financial security and the environment.	Takes decisions based upon the needs of future generations as well as the current population.
Safeguarding	Understanding of the legal requirements, and the responsibilities, placed on authorities and individual councillors to protect children and vulnerable adults at risk of abuse	Is vigilant and acts to make sure that children and vulnerable adults are protected from abuse, taking appropriate decisions and reporting instances appropriately

Requirement	Knowledge and Skills	Effective Behaviours
Corporate Parenting	Understanding of the role of the Councillor as a Corporate Parent	Takes appropriate responsibility for the welfare of looked after children, actively seeking appropriate information on their situation and progress.

2. Local Leadership. A range of skills required by all councillors in their role as community leaders

Requirement	Knowledge and Skills	Effective Behaviours
Working with the community	Knowledge of community groups and leaders. Understanding of community issues and concerns. Ability to seek the views of all relevant parties.	Understands the needs of the local community and secures action from the council on behalf of local people. Communicates with the community, individuals and the council to ensure engagement and understanding of all parties.
Consultation and engagement	Understands the different levels of engagement ranging from communication to co-production set out in the national principles of engagement for Wales. http://www.participationcymru.org.uk/national-principles	Demonstrates positive outcomes as a result of effective engagement. Uses a range of communication and consultation tools such as Social Media to understand the needs and views of the community.
Voluntary sector	Understands the role and responsibilities of the voluntary sector in the area.	Builds effective relationships with the voluntary sector and communicates and works with them when appropriate.
Local issues	Understands the issues of importance to people locally and throughout the council area. Knows which council plans will impact on local issues.	Works with the community and the council to find solutions to local problems. Secures funding for local initiatives.
Working with community and town councils	Understanding of the responsibilities of community councils and their forward work programmes.	Works with community councils to deliver outcomes for the community. Fosters positive relations and active communication with the Community Council and the Clerk.

3. Casework on behalf of the public

Requirement	Knowledge and Skills	Effective Behaviours
Being accessible to the public	Understanding of and ability to arrange and publicise opportunities to discuss casework with the public.	Makes themselves available through the most appropriate means to connect with the greatest number of people. Uses surgeries, street surgeries, informal settings, home and social media as appropriate. Promises only that which can be delivered.
Managing casework	Ability to use case management techniques and software and to monitor and communicate progress.	Keeps the people on whose behalf they are working informed of progress. Monitors progress of cases after they have been referred to officers or other agencies. Uses the established referral schemes within the council.

Requirement	Knowledge and Skills	Effective Behaviours
Signposting	Knowledge of sources of information and advice within and outside the council.	Makes links between members of the public and the appropriate source of help in the council or in the community.

4. Partnership and representation

Requirement	Knowledge and Skills	Effective Behaviours
Work on outside bodies	Understanding of the role of the outside body. Understanding of the role of the councillor on the outside body whether as a Council representative, locality representative, or as an individual.	Reports to and from the Council and outside body as appropriate. Represents the views of the Council, personal views, or that of the community effectively and appropriately according to the setting. Members should engage in relevant briefing and training provided by outside bodies.
Working as a Trustee on other organisations	Understanding of the role of the organisation and your duties and responsibilities as a trustee. Understanding of the potential implications of conflict of interest arising in the dual role of trustee and councillor.	Operates within the standards set in the Code of Conduct. Seeks advice from the Monitoring Officer as appropriate.
Working as a school governor	Understanding of education policy and school organisation.	Oversees the school performance. Challenges the school management as a critical friend. Takes part in governor training.
Working as a member of a Community or Town Council	Understanding of the role of the Community Council and its limits.	Liaises effectively between the Community Council and Unitary Council, acting as a link and Council representative when appropriate. Takes part in community council training.
Working as a Co-optee	Understanding of the role and limits of the role of co-optees on committees.	Shares expertise with the committee impartially.

5. Working in the Political environment

Requirement	Knowledge and Skills	Effective Behaviours
Party Policy	Awareness of values and manifestos both nationally and locally.	Effectively balances the requirements of people, party, group and council.
Liaison with National Government, Welsh Government and the National Assembly for Wales.	Understanding of the functions of the Welsh Government and means of engagement.	Liaises with local MPs and AMs. Brings local issues to the attention of the WG when appropriate.
Group membership	Rules and constituency group structure and policies.	

Part Two - relevant to councillors undertaking these specialist roles

6. Scrutiny

Requirement	Knowledge and Skills	Effective Behaviours
Understand the role and potential of scrutiny for driving improvement	<p>Understanding of the <i>Characteristics of Effective Scrutiny</i> i.e</p> <p>Better outcomes – ensuring democratic accountability succeeds in driving improvement in public services.</p> <p>Better decisions - ensuring democratic decision making is accountable, inclusive and robust.</p> <p>Better engagement- ensuring the public is meaningfully engaged in democratic debate about the current and future delivery of public services.</p> <p>For further information about these characteristics which were identified by the Centre for Public Scrutiny working with the Welsh Scrutiny Officers Network see http://www.cfps.org.uk/characteristics</p>	<p>Contributes to the scrutiny work programme.</p> <p>Acts in a non-political and non-parochial manner when reviewing policy or monitoring performance.</p> <p>Prioritises the areas of work where scrutiny can make a difference.</p> <p>Promotes the work of scrutiny within the council.</p>
Policy development	<p>Understanding of the area of service or council function for which the committee is responsible.</p>	<p>Makes informed and evidence based recommendations for policy development.</p>
Holding the Executive to account	<p>Ability to review and constructively challenge the work and decisions of the Executive.</p> <p>Understanding of the use of the power to call in Cabinet decisions.</p>	<p>Effectively monitors and challenges the work of the Executive in the best interests of the community.</p>
Performance monitoring	<p>Ability to understand complex data, financial information, risk, reports from audit, inspection and regulatory bodies, and other information required for performance measurement.</p>	<p>Identifies and challenges poor performance based on evidence.</p>
Meeting skills	<p>Ability to prepare thoroughly for meetings. Ability to understand and contribute to the questioning strategy.</p> <p>Ability to listen and question effectively throughout the meeting.</p>	<p>Listens actively and effectively.</p> <p>Makes appropriate use of pre-meetings to plan a questioning strategy.</p> <p>Focuses on meeting outcomes, using meeting processes as a means to an end.</p>
Engaging with the public in scrutiny	<p>Ability to engage with appropriate individuals and organisations to contribute to the work of scrutiny, especially those traditionally excluded.</p>	<p>Raises public awareness of the work of scrutiny and work programmes.</p> <p>Encourages the public to become involved in the policy and decision making process through scrutiny.</p>

Requirement	Knowledge and Skills	Effective Behaviours
Joint scrutiny	<p>Understanding of the role, remit, terms of reference and powers of any joint scrutiny committee and the role of the individual member on that committee.</p> <p>To understand the role, responsibilities and priorities of regional bodies, partnerships and organisations outside the council that the committee may need to scrutinise.</p>	<p>Demonstrates a commitment to working jointly with scrutiny members from other authorities, partnerships and organisations.</p>

7. Chairing

Requirement	Knowledge and Skills	Effective Behaviours
Meeting management	<p>Understanding of meeting protocols and the rules of debate.</p> <p>Ability to manage the agenda, contributions and time.</p> <p>Ability to engage with the public and press and viewers in the case of webcast meetings.</p>	<p>Chairs clearly and authoritatively, enforcing the rules and encouraging fair participation.</p> <p>Manages the agenda by introducing items, summarising debate, focussing on outcomes and limiting contributions which do not contribute to the outcomes.</p> <p>Ensures that the public feel welcome, understand the meeting purpose and how they can contribute.</p>
Committee leadership	<p>An in depth understanding of the role of the committee and its scope. Ability to liaise with relevant officers, members and agencies.</p> <p>Commitment to enabling all committee members to develop skills and participate effectively in meetings.</p>	<p>Works with the committee outside of meetings to develop its effectiveness and that of participating individuals.</p> <p>Communicates with members and officers with an interest in committee proceedings.</p> <p>Builds relationships with the relevant Heads of service/ directors to ensure that the work of the committee is relevant, well informed and provides the outcomes needed.</p>
Work programme development and management	<p>Understanding of the subjects within the scope of the committee and how these interact with council policies generally and the roles of other committees.</p> <p>Ability to develop a balanced work programme for the committee and clear terms of reference and outcomes for any sub groups.</p>	<p>Works with officers and committee members to develop the work plan taking account of the work of other committees.</p> <p>Ensures that the work programme takes account of national, regional and local plans, policies and the expressed needs of the community for services.</p> <p>Makes sure that the committee also takes account of inspections or reports from audit, inspection and regulation bodies.</p>
Resourcing	<p>Ensuring that the committee has the staffing, information and finances to function effectively.</p>	<p>Negotiates and ensures the support required by the committee.</p>

8. Serving on statutory/regulatory committees

Requirement	Knowledge and Skills	Effective Behaviours
Planning	<p>Understanding of planning and rights of way law generally.</p> <p>Understanding of how to apply the Code of Conduct to planning issues.</p> <p>Understanding of how the need to declare interests applies to planning matters.</p> <p>Understanding of the Local Development Plan.</p> <p>Understanding of the 'rules' for Development Management.</p> <p>Understanding of Sustainable Development principals and legislation including environmental, welfare and design considerations.</p>	<p>Demonstrates objectivity by taking independent decisions based on evidence and the legal responsibility placed on members acting in a semi-judicial role.</p> <p>Transparently adheres to the Code of Conduct.</p> <p>Seeks appropriate professional officer advice, personal development or briefing before taking decisions.</p>
Audit	<p>Ability to scrutinise financial performance. An understanding of Risk Management and internal and external audit arrangements.</p> <p>An understanding of the relative roles of audit and scrutiny.</p>	
Licencing	<p>An understanding of Licencing regulations and Licencing policy.</p> <p>Understanding of local policies which impact in this area such as the Community Plan and wider considerations for sustainability.</p>	
Democratic services	<p>An understanding of the legislative requirements for a Democratic Services committee.</p> <p>Understanding of the national and local requirements for member support and development.</p> <p>Ability to liaise effectively with the Head of Democratic Services and Lead Member for member support and development.</p> <p>Understanding of the need to promote diversity in the Council.</p>	
Standards	<p>Understanding of the law and constitution in relation to conduct.</p> <p>Ability to advise and secure training for members of both principal and community councils in relation to the Code of Conduct.</p>	

9. Cabinet members

Requirement	Knowledge and Skills	Effective Behaviours
Portfolio lead	<p>A thorough knowledge of local and national policy relating to the relevant service areas.</p> <p>An ability to build relationships with relevant lead officers and scrutiny chairs.</p> <p>Ability to work collaboratively to develop a vision for the service area.</p>	<p>Provides political direction to officers in the portfolio area.</p> <p>Is accountable for communication, policy and performance in the portfolio area.</p> <p>Actively seeks and values the input of scrutiny to policy development and performance monitoring.</p> <p>Works with officers to consider issues, priorities and take decisions.</p>
Collective responsibility	<p>Ability to handle information and take decisions after full consultation and consideration of the issues.</p> <p>Ability to prioritise issues of most importance to the Authority.</p> <p>Ability to work with other authorities and agencies to secure services for the Council.</p>	<p>Takes responsibility as a cabinet member for strategic council decisions.</p>
Taking decisions under delegated responsibilities	<p>Understanding of the scheme of delegation.</p> <p>Ability to take responsibility for decisions taken under the scheme.</p>	<p>Takes decisions after appropriate research and consultation.</p>

10. Council Leadership

Requirement	Knowledge and Skills	Effective Behaviours
Management of the reputation of the Council	<p>Ability to act as an ambassador for the authority.</p>	<p>Effectively represents the Council at all levels ensuring that information about the Council and its services and citizens is communicated positively and with integrity.</p>
Leadership of area/region/place	<p>Ability to develop a vision for the area/region/locality.</p>	<p>Works with the Council and the public to collaboratively develop and communicate a local vision that is clear, supported by the public and understood by the Council.</p>
Develop, communicate and lead a vision for the Council	<p>Ability to develop a vision for the work of the Council.</p>	<p>Works with the Council to collaboratively deliver the local vision.</p>
Maintain a successful relationship with the Chief Executive and Senior Management Team	<p>Ability to communicate effectively with the Chief Executive and senior officers.</p> <p>Understanding of the performance appraisal process and personal skills in conducting reviews setting objectives and giving feedback.</p>	<p>Meets and communicates openly and regularly.</p> <p>Makes expectations clear and provides political leadership.</p> <p>Undertake performance reviews with senior officers as appropriate.</p>
Leadership of the Council	<p>Ability to ensure individual and collective effective governance.</p>	<p>Promotes and supports good governance in the Council.</p> <p>Manages performance.</p>

11. Civic Leadership

Requirement	Knowledge and Skills	Effective Behaviours
Chairing Full Council	Advanced chairing skills. In depth understanding of standing orders and rules of engagement.	Effectively chairs meetings of the Full Council demonstrating meeting management and leadership skills.
Representing the Council at civic functions	Ability to manage the Council's reputation. Skills in public speaking. Skills in relationship management.	Demonstrates high level communication, interpersonal and social skills.

Chair of Standards Committee Role Description

1 Accountabilities

- To the electorate of Ynys Môn
- To Full Council

2 Statutory Responsibilities

- To act within technical, legal and procedural requirements to oversee the functions of the Committee fairly and correctly;
- To ensure thoroughness and objectivity in the Committee, receiving and responding to professional advice on the Code of Conduct;
- To demonstrate independence, integrity and impartiality in decision making which accord with legal, constitutional and policy requirements;
- To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making;
- **To lead the Committee in its role in;**
 - Promoting and maintaining high standards of conduct by Councillors and co-opted Members;
 - Assisting the Councillors and co-opted Members to observe the Members' Code of Conduct;
 - Advising the Council on the adoption or revision of the Members' Code of Conduct;
 - Monitoring the operation of the Members' Code of Conduct;
 - Advising, training or arranging to train Councillors, co-opted Members on matters relating to the Members' Code of Conduct;
 - Considering applications for dispensations;
 - Dealing with any reports from a case tribunal, or interim case tribunal, and any report from the Monitoring Officer on any matter referred to that Officer by the Public Services Ombudsman for Wales;
 - The exercise of these functions in relation to Community Councils and the Members of those Community Councils

3 Additional Responsibilities

- To conduct regular audits, as the Standards Committee considers appropriate, of Councillors' and co-opted Members' registers of interest;
- Advising the Council on the adoption or revision of the Council's Protocol for Members and Officers Relations;
- Assisting Councillors and co-opted Members to observe the Council's Relationship Protocol for Members and Officers;
- Advising, training or arranging to train Councillors, co-opted Members on matters relating to the Council's Relationship Protocol for Members and Officers;

- Advising the Council on the adoption or revision of the Council's Local Resolution Protocol;
- Assisting and supporting Group Leaders and Chair to observe and operate the Council's Local Resolution Protocol ;
- As appropriate, to conduct and monitor the implementation and effectiveness of Member Performance Reviews and Development Plans, insofar as they relate to members of the Standards Committee

4 Internal governance, ethical standards and relationships

- To ensure the integrity of the committee's decision making and of his/ her own role by adhering to the Code of Conduct(s) and other constitutional and legal requirements;
- To ensure that the Committee's decisions are implemented;
- To promote and support good governance by the Council;
- To understand the respective roles of Councillors, Officers and external parties operating within the Standards Committee's area of responsibility

5 Values

- To be committed to the values of the Council and the following values in public office
 1. Selflessness
 2. Honesty
 3. Integrity and Propriety
 4. Duty to uphold the law
 5. Stewardship
 6. Objectivity in decision making
 7. Equality and Respect
 8. Openness
 9. Accountability
 10. Leadership
 11. Appreciation of cultural difference
 12. Wellbeing and sustainability of future generations

Full Name: _____

Signed: _____

Date: _____

Co-opted Member of a Standards Committee Role Description Community Council Member

1 Accountabilities

- Electorate of Ynys Môn
- Full Council
- Chair of the Standards Committee

2 Statutory Responsibilities

- **Subject to the caveat* below, understanding the nature of the Standards Committee and effectively fulfilling its functions by:**
 - Promoting and maintaining high standards of conduct by Councillors and co-opted Members;
 - Assisting the Councillors and co-opted Members to observe the Members' Code of Conduct;
 - Advising the Council on the adoption or revision of the Members' Code of Conduct;
 - Monitoring the operation of the Members' Code of Conduct;
 - advising, training or arranging to train Councillors, co-opted Members on matters relating to the Members' Code of Conduct;
 - Considering applications for dispensations;
 - Dealing with any reports from a case tribunal, or interim case tribunal, and any report from the Monitoring Officer on any matter referred to that officer by the Public Services Ombudsman for Wales

3 Additional Responsibilities

- To conduct regular audits, as the Standards Committee considers appropriate, of the Councillors' and co-opted Members' registers of interest;
- To consider (in consultation with the Monitoring Officer) such other matters as are appropriate and necessary to maintain the highest standard of conduct by councillors;
- Advising the Council on the adoption or revision of the Council's Relationship Protocol for Members and Officers;
- Assisting the Councillors and co-opted Members to observe the Council's Relationship Protocol for Members and Officers;
- Advising, training or arranging to train Councillors, co-opted Members on matters relating to the Council's Relationship Protocol for Members and Officers;
- Advising the Council on the adoption or revision of the Council's Local Resolution Protocol ;
- Assisting and supporting Group Leaders and Chair to observe and operate the Council's Local Resolution Protocol ;
- To undertake regular Member performance reviews with the Chair of the Standards Committee, and to agree personal development plans and ensure that such plans are implemented;
- To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the Committee;

- To be thorough and objective in receiving and responding to professional advice on the conduct of meetings and issues before the Committee

***Caveat: Community Council members shall only participate in hearings/applications before the Standards Committee when it is discharging those functions in relation to Community Councils and Community Council Members**

4 Participating in meetings and making decisions

- To participate effectively in meetings of the Standards Committee;
- To make informed and balanced decisions, within the terms of reference of the Committee, which accord with legal, constitutional and policy requirements;
- Not to participate in meetings of the Standards Committee when any matter relating to their Community Council is being considered

5 Internal governance, ethical standards and relationships

- To ensure the integrity of the committee's decision making and of his/her own role by adhering to the Code of Conduct(s) and other constitutional and legal requirements;
- To promote and support good governance by the Council;
- To understand the respective roles of Councillors, Officers and external parties operating within the Standards Committee's area of responsibility

6 Values

- To be committed to the values of the Council and the following values in public office:
 1. Selflessness
 2. Honesty
 3. Integrity and Propriety
 4. Duty to uphold the law
 5. Stewardship
 6. Objectivity in decision making
 7. Equality and Respect
 8. Openness
 9. Accountability
 10. Leadership
 11. Appreciation of cultural difference
 12. Wellbeing and sustainability of future generations

Full Name: _____

Signed: _____

Date: _____

Co-opted Member of the Standards Committee Role Description Independent Member

1 Accountabilities

- Electorate of Ynys Môn
- Full Council
- Chair of the Standards Committee

2 Statutory Responsibilities

- **Understanding the nature of the Standards Committee and effectively fulfilling its functions by:**
 - Promoting and maintaining high standards of conduct by Councillors and co-opted Members;
 - Assisting the Councillors and co-opted Members to observe the Members' Code of Conduct;
 - Advising the Council on the adoption or revision of the Members' Code of Conduct;
 - Monitoring the operation of the Members' Code of Conduct;
 - Advising, training or arranging to train Councillors, co-opted Members on matters relating to the Members' Code of Conduct;
 - Granting dispensations to Councillors and co-opted Members;
 - Dealing with any reports from a case tribunal or interim case tribunal, and any report from the Monitoring Officer on any matter referred to that Officer by the Public Services Ombudsman for Wales;
 - To exercise these functions in relation to Community Councils and the Members of those Community Councils

3 Additional Responsibilities

- To conduct regular audits, as the Standards Committee considers appropriate, of the Councillors' and co-opted Members' registers of interest;
- To consider (in consultation with the Monitoring Officer) such other matters as are appropriate and necessary to maintain the highest standard of conduct by Councillors;
- Advising the Council on the adoption or revision of the Council's Protocol for Members and Officers Relations;
- Assisting the Councillors and co-opted Members to observe the Council's Relationship Protocol for Members and Officers;
- Advising, training or arranging to train Councillors and co-opted Members on matters relating to the Council's Relationship Protocol for Members and Officers;
- Advising the Council on the adoption or revision of the Council's Local Resolution Protocol ;
- Assisting and supporting Group Leaders and Chair to observe and operate the Council's Local Resolution Protocol;
- To undertake regular Member performance reviews with the Chair of the Standards Committee, and to agree personal development plans and ensure that such plans are implemented;

- To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the Committee;
- To be thorough and objective in receiving and responding to professional advice on the conduct of meetings and issues before the Committee

4 Participating in meetings and making decisions

- To participate effectively in meetings of the Standards Committee;
- To make informed and balanced decisions, within the terms of reference of the Committee, which accord with legal, constitutional and policy requirements

5 Internal governance, ethical standards and relationships

- To ensure the integrity of the Committee's decision making and of his/her own role by adhering to the Code of Conduct and other constitutional and legal requirements;
- To promote and support good governance by the Council;
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Full Name: _____

Signed: _____

Date: _____