

Public Document Pack



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

Dr Gwynne Jones.
Prif Weithredwr – Chief Executive
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RHYBUDD O GYFARFOD	NOTICE OF MEETING	
PWYLLGOR SAFONAU	STANDARDS COMMITTEE	
DYDD MERCHER, 12 MEDI 2018 am 2.00 o'r gloch	WEDNESDAY, 12 SEPTEMBER 2018 at 2.00 pm	
SIAMBR Y CYNGOR SWYDDFEYDD Y CYNGOR LLANGFNI	COUNCIL CHAMBER 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

Mr. Keith Roberts
Mr. Iorwerth Roberts

AGENDA

1 DECLARATION OF INTEREST

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

2 MINUTES OF MEETING (Pages 1 - 10)

To confirm the draft minutes of the meeting held on 14th March, 2018, including matters arising.

3 MEMBER RELATED ISSUES (Pages 11 - 14)

A report by the Head of Democratic Services to provide an update on various Member related issues.

4 MEMBER DEVELOPMENT (Pages 15 - 20)

A report by the Human Resources Development Manager on Member training.

5 STANDARDS COMMITTEE REVIEW OF THE MEMBERS' REGISTERS (Pages 21 - 32)

A report by the Solicitor (Corporate Governance) on the review conducted by the Standards Committee in 2017/2018.

6 CONDUCT COMPLAINTS TO THE PUBLIC SERVICES OMBUDSMAN FOR WALES

A report by the Solicitor (Corporate Governance) in relation to:-

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

7 PUBLIC SERVICES OMBUDSMAN FOR WALES DECISIONS (Pages 33 - 40)

A report by the Solicitor (Corporate Governance) on the PSOW's most recent decisions in Wales.

8 ADJUDICATION PANEL FOR WALES DECISIONS

It is usual practice for a report to be prepared to the Standards Committee by the Monitoring Officer on the APW's most recent decisions in Wales. During the period between the last Standards Committee on 14th March, 2018 and the day of publishing this agenda, no decisions have been published. On this basis, no report is attached.

9 STANDARDS COMMITTEE ANNUAL REPORT (Pages 41 - 68)

A report by the Solicitor (Corporate Governance) on the Annual Report presented by the Chair of the Standards Committee at the Council's meeting on 15th May, 2018.

10 LOCAL RESOLUTION PROTOCOL (Pages 69 - 76)

A report by the Solicitor (Corporate Governance) on the Council's adoption of the amended Local Resolution Protocol at its meeting on 15th May, 2018.

11 METHODOLOGY ADVICE NOTE ON THE REVIEW OF THE REGISTERS OF INTERESTS OF ELECTED AND CO-OPTED MEMBERS (Pages 77 - 82)

A report by the Solicitor (Corporate Governance) with a draft Methodology Advice Note for consideration by the Standards Committee.

- 12** **GIFTS AND HOSPITALITY - A BRIEFING NOTE TO MEMBERS** (Pages 83 - 90)
A report by the Solicitor (Corporate Governance) attaching a proposed briefing note to be distributed to Members on the requirement to register Gifts and Hospitality.
- 13** **INDIVIDUAL RIGHT AS MEMBER - A BRIEFING NOTE TO MEMBERS** (Pages 91 - 94)
A report by the Solicitor (Corporate Governance) attaching a proposed briefing note to be distributed to Members providing guidance to Members when they find themselves having to contact the Council in a private capacity.
- 14** **STANDARDS COMMITTEE FORUM** (Pages 95 - 110)
A report by the Solicitor (Corporate Governance) on the Standards Committee Forum held on 29th June, 2018.
- 15** **APPLICATION(S) FOR DISPENSATION(S)** (Pages 111 - 166)
A report by the Solicitor (Corporate Governance) detailing the applications for Dispensations considered by a Panel of the Standards Committee since its last meeting.
- 16** **TOWN AND COMMUNITY COUNCIL'S WEBSITE AND ONLINE PUBLICATION OF MEMBERS' REGISTER OF INTERESTS** (Pages 167 - 176)
A report by the Solicitor (Corporate Governance) on the responses received by the Town and Community Councils.
- 17** **TOWN AND COMMUNITY COUNCIL'S ADOPTION OF THE LOCAL RESOLUTION PROTOCOL** (Pages 177 - 184)
A report by the Solicitor (Corporate Governance) on the responses received by the Town and Community Councils.
- 18** **TOWN AND COMMUNITY COUNCIL TRAINING FOR CLERKS** (Pages 185 - 198)
A report by the Solicitor (Corporate Governance) on the responses received by the Town and Community Councils.
- 19** **REVIEW OF THE TOWN AND COMMUNITY COUNCILS' REGISTERS OF INTERESTS** (Pages 199 - 208)
A report by the Solicitor (Corporate Governance) on the arrangements for the review which is to be conducted by the Standards Committee in 2018/19.

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STANDARDS COMMITTEE

Minutes of the meeting held on 14 March 2018

PRESENT: Independent Members

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

Mrs Denise Harris Edwards
Mr John R Jones
Mrs Dilys Shaw

Representing the County Council

Councillor Trefor Lloyd Hughes, MBE
Councillor Dafydd Rhys Thomas

Representing Town and Community Councils

Councillor Iorwerth Roberts
Councillor Keith Roberts

IN ATTENDANCE: Head of Function (Council Business)/Monitoring Officer
Human Resources Development Manager (for Item 7 & 8)
Committee Officer (SC)

APOLOGIES: None

1. DECLARATION OF INTEREST

No declaration of interest was received.

2. MINUTES OF MEETING

The draft minutes of the Standards Committee held on 13 September 2017 were confirmed as correct.

Matters arising from the minutes of 8 March 2017:-

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

It was noted that the Monitoring Officer had written to Llangristiolus and Bodorgan Community Councils twice, asking them to forward a copy of the minutes confirming that they have adopted the Code of Conduct. Confirmation was received from both community councils that they have adopted the Code, but have not forwarded a copy of the minutes as requested by the Committee.

Action:

- **The Monitoring Officer to write to the Chairs of Llangristiolus and Bodorgan Community Councils to remind them of the Committee's outstanding request.**
- **Elected Members of the County Council who are representatives on both community councils to raise the issue of the relevant minutes at their next meetings.**

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

It was noted that the Monitoring Officer had previously written to all town/community councils to ascertain which councils were complying with publishing their Register of Interests online.

Action:

The Monitoring Officer to write to the relevant town/community councils again to ascertain whether any further Councils are now complying by publishing their Registers online.

Item 9 -Town/Community Council – Websites

The Monitoring Officer reported that she has received a response from One Voice Wales, which she shared with the Committee. It was noted that One Voice Wales was not intending to provide further assistance in setting up websites.

Action: None

Matters arising from the minutes of 13 September 2017

Item 11 - Independent Member of the Standards Committee – Casual Vacancy

The Vice-Chair reported that the process of appointing independent members to the Standards Committee, and an independent member to the Selection Panel, had been difficult, and he has raised the issue in the North Wales Standards Committee Forum.

It was suggested that an option to share an independent member of the Selection Panel with Gwynedd and Conwy County Councils be adopted in future if required.

Action: None

3. CONFIRMATION OF THE APPOINTMENT OF NEW MEMBERS TO STANDARDS COMMITTEE - 12 DECEMBER 2017

Submitted - an update on the appointment of two community councillors and one independent member to the Standards Committee. The appointments were ratified by Council at its meeting on 12 December 2017.

RESOLUTION OF COUNCIL NOTED AS FOLLOWS:-

- **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.**

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.

- **To accept the recommendations of the Standards Committee Selection Panel as follows:-**
 - **To appoint Mr John Robert Jones as co-opted independent member of the Standards Committee with immediate effect.**
 - **The independent member's term of office expires on 11 December 2025.**
 - **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.**

Action: None

4. 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.

The Monitoring Officer reported that one complaint had been received against a County Councillor from a member of the public, which the Ombudsman decided not to investigate. A copy of the redacted complaint against the County Councillor was forwarded to members of the Committee by separate cover on 28 February 2018.

No complaints have been received against a town/community councillor for the relevant period.

RESOLVED to note the report.

Action: None

5. PUBLIC SERVICES OMBUDSMAN FOR WALES DECISIONS

Submitted - a report by the Monitoring Officer summarising information published by the Public Services Ombudsman for Wales' (PSOW) quarterly Casebooks of Code of Conduct complaints. The complaints investigated by the Ombudsman related to alleged breaches of the Members' Code of Conduct by Councillors between July and November, 2017.

RESOLVED to note the report.

Action:

The Monitoring Officer to forward a copy of the Code of Conduct Casebooks to all Members of the County Council and town and community Clerks.

6. 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 13 September 2017. The two reported cases related to Flintshire County Council and Conwy County Council.

RESOLVED to note the report.

Action:

The Monitoring Officer to forward a copy of the Adjudication Panel for Wales' decisions to all Members of the County Council and town and community Clerks.

7. MEMBER TRAINING AND DEVELOPMENT PLAN

Submitted - an update report by the Human Resources Development Manager on progress of development opportunities offered to Members since the previous report submitted to this Committee at its meeting on 13 September 2017.

The Human Resources Development Manager reported on the current programme, which is an evolving document compiled with input from the Welsh Local Government Association (WLGA), Senior Officers, and Group Leaders to address the needs of this Authority.

It was noted that 11 additional formal training sessions have been held between September 2017 and 31 March 2018 - 5 were for Members of both Scrutiny Committees; 1 for Members of the Audit & Governance Committee; and licensing training was provided for Members of the Planning & Orders Committee. All 30 Members were invited to the remainder of the training sessions. Where applicable, independent members of the Standards Committee were also invited to specific training sessions.

It was noted that Members are requested to complete evaluation sheets and provide feedback following attendance at training sessions to record their progress. Members can then access this information for the purpose of completing their Annual Reports.

Members are also encouraged to use the E-Learning programmes. It was noted that the E-Learning Officer has delivered a number of training sessions for Members to meet their training needs.

With reference to the Members' Personal Development Reviews (PDRs), the Manager reported that the Head of Democratic Services had stated that PDRs should be completed by the end of March 2018.

RESOLVED to note progress within the Member Training and Development Plan for 2017/18.

Action: None

8. MEMBER DEVELOPMENT CHARTER

Submitted - a report by the Head of Democratic Services on the WLGA's Wales Charter for Member Support and Development, which aims to provide a broad framework for local planning, self-assessment, action and review and the sharing of good and innovative practice.

The award was granted in 2014 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.

The Human Resources Development Manager reported that evidence has been collated on the above, and the self-assessment is due for completion before the end of April 2018.

RESOLVED to note the report, and that the Council now seeks re-assessment within the WLGA's Wales Charter for Member Support and Development.

Action: The Head of Democratic Services to send a copy of the final submission to the Chair of the Standards Committee.

9. LOCAL RESOLUTION PROTOCOL

Submitted - a report by the Monitoring Officer following the Public Services Ombudsman for Wales' (PSOW) revision of his test for investigating complaints, and encouraging local authorities in Wales to deal with low level misconduct complaints between Members through an informal Local Resolution Protocol.

At its meeting on 13 September 2017, the Standards Committee had requested this report to identify the Committee's legal powers in connection with the Protocol, and to receive any proposals/amendments to the current arrangements.

The Monitoring Officer reported that the Chair of the Standards Committee had forwarded a copy of the draft (Enclosure 2) to Group Leaders on 1 February 2018, following a presentation he gave at their group meeting on 25 January 2018. Group Leaders were requested to circulate a copy to their Members for comment by the end of February 2018. No responses had been received by the said date.

The Monitoring Officer reported that Group Leaders were supportive of adopting the lower level protocol to encourage Members to resolve local disputes informally with a member of the Standards Committee.

The Monitoring Officer reported that some local authorities in Wales seek to impose sanctions on elected Members who have breached the Code of Conduct. It was noted that without a referral to the Ombudsman, the Standards Committee has no legal powers to impose sanctions on elected Members. It was proposed that the Standards Committee retains the lower level element of mediation only under the new draft Protocol, and that Members of the Standards Committee undergo training for mediation purposes. The Committee agreed to the proposal.

The Monitoring Officer reported that the town and community councils have adopted a Local Resolution Protocol of their own. She stated that she has written to One Voice Wales to ascertain which town and community councils have adopted the Protocol, but has not received a response.

RESOLVED that the Standards Committee adopts the draft Protocol (in Appendix 2) as its Local Resolution Protocol.

Action:

- **The Chair of the Standards Committee to circulate a copy of the further amended Draft Resolution Protocol to Group Leaders.**
- **The Chair of the Standards Committee to present the draft Protocol to full Council at its meeting on 15 May 2018 for adoption.**
- **The Monitoring Officer to arrange mediation training for members of the Standards Committee in relation to the Protocol.**
- **The Monitoring Officer to establish which town councils have adopted the One Voice Wales Protocol.**

10. REPORT ON ANY DISPENSATIONS RECEIVED

The Chair reported that following a meeting of the Dispensation Panel on 14 March 2018, a dispensation was granted to the Llanbadrig Community Council for the duration of the current term.

The Monitoring Officer gave a summary of the facts and the legal basis for granting the dispensation.

RESOLVED to note the dispensation granted, and the grounds and circumstances in which it was granted.

Action:

- **That members of the Panel only, (Michael Wilson, Dilys Shaw and Iorwerth Roberts) ratify the minutes at the next meeting of the Standards Committee).**
- **The Monitoring Officer to circulate a copy of the dispensation to Members of the Standards Committee.**

11. GENERIC DISPENSATION FOR ALL COUNTY COUNCILLORS IN RELATION TO POTENTIAL EDUCATION CHARGES

Submitted - a report by the Monitoring Officer on obtaining approval for a generic dispensation for the term of the Council.

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. However, in some circumstances, a member may be able to overreach the impediment created by the interest if they are able to obtain a dispensation from the County Council's Standards Committee.

The Monitoring Officer reported that in 2015, the Council considered whether or not to charge for the cost of care provided in delivering primary school breakfast clubs. The Welsh Government funded the cost of providing food for the children, but the care the children required to receive those breakfasts was not actually funded. The full Council in their budget decision, were to decide whether they should charge for breakfast care. This debate created a prejudicial interest for those members closely connected to children/families to be affected by the decision. So, a request for dispensation was submitted to the Standards Committee, which was granted, and came to an end in May 2017. The Chief Executive and Head of Learning have asked the Standards Committee to extend the dispensation for the remainder of the term of this Council.

RESOLVED that 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 granted dispensation to allow them 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 service to which exemptions under the Code do not already apply and where the introduction of charging is to be discussed.

- **The dispensation is granted under Standards Committee (Grant of Dispensation)(Wales) Regulation 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 started 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 14 March 2018.**

Action: Copy this minute to the Chief Executive and the Head of Learning.

12. STANDARDS COMMITTEE FORUM

Submitted – a report by the Chair of the Standards Committee on the Standards Committee Forum held on 24 November 2017. The Chair gave a summary of the background and purpose of the Forum to new members of the Committee.

The Chair reported that the Public Services Ombudsman for Wales (PSOW) attended the Forum's last meeting in November, to discuss any matters raised by members of the Standards Committees. Matters discussed included the care and wellbeing of councillors.

It was further noted that the 2018 Standards Conference for Wales will be held on 14 September in Aberystwyth.

RESOLVED:-

- **To note the verbal report.**
- **To note that the next meeting of the Standards Committee Forum will be held in May, on a date and time to be arranged.**

13. STANDARDS COMMITTEE REVIEW OF THE REGISTERS

Submitted - the Annual Review of the following Registers:-

- Standing Register - Pre-Registration of Interests;
- Declarations at meetings;
- Gifts and Hospitality.

The Monitoring Officer reported that the task included reviewing all 30 Members, three registers, as well as registers of co-opted members of the Council Committees. On 14 February 2018, four independent members of the Standards Committee met to pool their findings. The Committee's new independent member was also present at the meeting.

From analysis of the information received, concerns were raised regarding issues involving some councillors. The Committee members have begun writing to each of them individually outlining the issues. Some elected Members have already responded, and the Committee will be asked to review responses after the deadlines have passed.

The Committee discussed the general findings of the independent members, and asked that they be forwarded to Group Leaders and elected Members.

RESOLVED that the Standards Committee recommends that:-

- **The independent members of the Committee write to the relevant individuals.**
- **The Chair of the Standards Committee to write to Group Leaders to confirm the general findings, including presentation to Group Leaders, and that a copy then be forwarded to all Members.**
- **The Chair and Vice-chair to discuss with the Head of Democratic Services the option of expanding information available to the public about elected Members and making the system more user friendly.**
- **That arrangements be made by the Monitoring Officer for Councillors Iorwerth Roberts and Keith Roberts to carry out reviews of the five independent members of the Standards Committee.**
- **The Head of Democratic Services to report back to the SLT in relation to prioritising key Outside Bodies and adopting a more formal feedback mechanism for reporting back to Council.**
- **The Head of Democratic Services to conduct a briefing session for elected Members about various options available in relation to publication of further data to the public about the activities of elected members.**

Action: See Resolution above.

14. TRAINING, DEVELOPMENT AND APPRAISAL OF THE STANDARDS COMMITTEE

Submitted - a report by the Monitoring Officer on training, development and the process of appraising members of the Standards Committee. There is no formal requirement for members of the Standards Committee to participate in PDRs.

The Monitoring Officer reported that following a meeting recently with the Head of Democratic Services, confirmation was received that the paperwork for elected Members to carry out their reviews with their Group Leaders had been

distributed, and the Training Needs Plans are to be forwarded to Human Resources.

The Human Resources Development Manager reported that appraisals could also take place for Standards Committee members between now and April 2018 (Councillors Dafydd R Thomas and Trefor L Hughes, would be excluded, as they will already have been appraised). The appraisals process is informal, and will identify any requirements Members may have in relation to their performance and training and development needs.

The Monitoring Officer questioned whether the Committee would like to make any changes to the current forms to identify key areas, and specific requirements for individuals. The Committee responded that that they were happy to continue to use the same documents/process as elected Members, but identified the need for some individuals to receive further training in specific areas.

RESOLVED:-

- **That the Standards Committee had considered and concluded that no amendments be made to the content and current format of the development training and appraisal process for Members of the Standards Committee.**
- **That appraisals for members of the Standards Committee be conducted between now and the end of April 2018, if possible.**

Action: See Resolution above.

The meeting concluded at 4.20 pm

**MR MICHAEL WILSON
CHAIR**

ISLE OF ANGLESEY COUNTY COUNCIL	
Committee:	Standards Committee
Date of meeting:	12 September, 2018
Title:	Member Related Issues
Purpose of the Report:	To note progress to date
Author:	Head of Democratic Services

1.0 Background

The purpose of this report is to update the Committee on various Member related matters.

1.1 Members Annual Report

I reported to the last meeting on arrangements for the preparation of Annual Reports covering the period 2017 – 2018.

Section 5 of the Local Government Measure (Wales) 2011 places a duty on the County Council to ensure that arrangements are in place to enable Members to publish annual reports on their activities.

The timetable for publishing 2017/18 annual reports and publication on the Council's website on the 30th June, 2018 was agreed by the Democratic Services Committee in March 2018. Reports completed to date are on the Council's website:

<http://www.anglesey.gov.uk/council-and-democracy/councillors-democracy-and-elections/councillors/councillors-annual-report/>

1.2 Member Development Charter

I also reported to the last meeting on proposals to seek re-assessment for the WLGA's Wales Charter for Member Support and Development.

In 2014, the Council was awarded 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. The award was for a period of 3 years. The original intention was to seek re assessment by April 2018. However, this timetable has been reviewed in order to allow Members to complete both Annual Reports and Personal Development Reviews. Group Leaders have been consulted on progress on both aspects. (A separate report to this Committee provides an update on the Member Training and Development Programme 2018/19).

It is now proposed that re-submission is completed during Quarter 3, 2018/19.

1.3 DBS checks

There is a requirement for Members and Co-opted Members who sit on various committees/panels to have an enhanced DBS check – this is in accordance with the Council’s Disclosure and Barring Policy. This task has been actioned in consultation with the Head of Learning and will be kept under review on a regular basis.

1.4 Members Biography on the Council Website

Members have been briefed on this aspect including use of the Mod.Gov committee management system to include more information on committee attendance and training details etc. on relevant pages on the website.

Members have received 1-1 support on uploading information on training courses attended to date during 2018/19 and support will be provided on an on-going basis by Democratic Services staff. Information is now available on the Council’s website on both Committee Attendance and Training.

The WLGA has recently published new guidance on social media for Members. The Chair of the Standards Committee has circulated this to all Members. Social media is a useful tool for Members to connect with their electorate. There is an opportunity for Members to include Facebook and Twitter contact details on the website.

1.5 Outside Bodies

Members represent the Council on various strategic partnerships and some more local outside bodies. This is reviewed annually by the Council. A framework for monitoring key partnerships on a rolling basis was endorsed by the Partnership and Regeneration Scrutiny Committee on 19th June, 2018. This report also refers to holding Members to account. The Committee’s forward work programme going forward will be largely shaped by the scrutiny of certain key partnerships and an opportunity for the Committee to question Members who sit on these bodies. A link to the relevant report is below:

<http://democracy.anglesey.gov.uk/ieListDocuments.aspx?CId=481&MId=3328&Ver=4&LLL=0> - Item 6

In relation to ‘local’ outside bodies, Annual reports provide an opportunity for Members to share information with the public on roles and activities. I intend to review the format of information presented for future reports to allow Members to summarise their involvement on these bodies rather than merely information on number of meetings attended.

2.0 Recommendation:

To note progress as detailed in this report.

Huw Jones
Head of Democratic Services
23 August, 2018

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ISLE OF ANGLESEY COUNTY COUNCIL	
MEETING:	STANDARDS COMMITTEE
DATE:	12 SEPTEMBER 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 14th March 2018.

A revised plan for 2018/19 was presented and adopted by the full council on the 15th May 2018. This was compiled with input from Senior Officers and Group Leaders in order to meet the needs for this Authority for the forthcoming financial year.

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 1st April 2018 and 14th September 2018, 10 formal development sessions have/are being offered. The sessions being offered range from Finance session, Safeguarding and Health and Safety and Scrutiny topic areas.

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

COSTS

Training delivery has been a combination of both officer led and external providers with a substantial contribution being invested in the Scrutiny Training programme.

As always attendance at development sessions is essential to ensure value for money.

E-LEARNING

Considerable efforts have been made to encourage Elected Members to familiarise themselves with the range 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.

Since 1st April 2018 Elected Members have accessed the following modules:

The Effective Ward Councillor (x8)
Public Speaking Skills (x5)
Introduction to Scrutiny (x5)
Decisions for Future Generations (x2)
Corporate Parenting (x2)

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.

PERSONAL DEVELOPMENT REVIEWS (PDR) FOR MEMBERS

Arrangements with regards to completion of PDR's for this financial year has been co-ordinated by the Head of Democratic Service.

The training needs identified are of a generic nature.

MOVING FORWARD

To continue to amend the Development Programme to reflect the offer that is made to Elected Members based on the needs identified.

The HR Development Manager to continue to seek possible opportunities to work collaboratively with other North Wales Authorities to ensure cost effectiveness of any training being commissioned.

RECOMMENDATION

The Committee is requested to note the progress made in terms of the Member Development Programme.

Miriam Williams
HR Development Manager
September 2018

ELECTED MEMBER DEVELOPMENT PROGRAMME 2018/19			
(Where possible, training will be arranged Thursdays/Fridays avoiding the first Thursday afternoon each month to avoid clashes with because of Member briefing sessions. Where possible dates/times have been noted)			
What	Audience	Provider	When
Treasury Management	Audit Committee	Richard Basson	05/06/2018
Safeguarding Issues	All Elected Members(M)	Annwen M Hughes, Service Manager (Safeguarding and Quality Assurance Provision)	postponed
Corporate Parenting	All Elected Members	Fôn Roberts, Head of Children's Services	postponed
Scrutiny	All Elected Members (M)	David McGrath	13 & 14 September 2018
Regulation and Inspection Act Social Services (Wales)	All Elected Members	Alwyn Rhys Jones, Head of Adults Services	26/07/2018

Appendix 1

Decisions for Future Generations (Wellbeing of Future Generations Act)	All Elected Members (M)	Workshop - Senior officers and experienced members. E-Learning	Date to be Confirmed
General Data Protection Regulation (GDPR)	All Elected Members (M)	E-Learning/Workshop	Date to be Confirmed
Introduction to Equalities	All Elected Members (M)	E-learning/Workshop	Date to be confirmed
Community Leadership and Casework	All Elected Members	Head of Democratic Services/experienced senior member/ E- learning	Date to be confirmed
Modern Gov – Recording Training 2 nd phase, drop-in sessions	All Elected Members	Internal Officer	May 2018 (briefing sessions held) September 2018
Chairing Skills (Managing Meetings)	All Committee Chairs & Vice Chairs	External Facilitators/E-Learning David McGrath	13 & 14 September 2018
WLGA Leadership Programme	Nominated Elected Members	Regional workshops	November 2018

Licencing - Update	Members of the Planning and Licensing Committee (M)	Internal Officers	Date to be confirmed
Health & Safety IOSHH Leading Safely	All Elected Members (M)	Catrin Love	12/07/2018
Personal Safety and online abuse	All Elected Members	Catrin Love	12/07/2108
Planning <ul style="list-style-type: none"> • Flood Matters • Elected Members role in the planning process 	All Elected Members (M)	Natural Resources Wales Internal Officers	Date to be confirmed

AVAILABLE E-LEARNING MODULES

- General Information Governance
- Effective Writing
- Managing Yourself and Your Time
- Emotional Intelligence
- Violence against women, domestic abuse and sexual violence
- Prevent
- Introduction to Equality and Diversity

- Stress Awareness
- Work Welsh Welcome
- Ethics and Standards
- Corporate Parenting
- The Effective Ward Councillor
- Introduction to Scrutiny
- Decisions for Future Generations
- Chairing Meetings
- Public Speaking Skills

(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

CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL	
COMMITTEE:	Standards Committee
DATE:	12.09.2018
REPORT TITLE:	Annual Review of the Registers
PURPOSE OF THE REPORT:	To advise members of the general findings made
REPORT BY:	Mared Wyn Yaxley Solicitor – Corporate Governance mwycs@ynysmon.gov.uk
LINK OFFICER:	Lynn Ball Head of Function (Council Business)/Monitoring Officer lbxcs@anglesey.gov.uk 01248 752586

A REVIEW OF THE ELECTED MEMBERS' REGISTERS

1. Background

- 1.1 At its meeting on 13 September 2017, the Standards Committee resolved to undertake a review of the three registers of interests for elected members and co-opted members.
- 1.2 The review of the elected and co-opted members of the Council (excluding co-opted members of the Standards Committee – see paragraph 8 of this report) was conducted between December 2017 and February 2018.
- 1.3 It was also resolved at the 13.09.2017 meeting that, following an informal discussion by the Standards Committee of the findings made by each member, a letter would be circulated to all members confirming the outcome of the review. It was also decided that the Chair of the Standards Committee would attend the next available meeting of the Group Leaders following the review in order to discuss the findings.
- 1.4 The Chair of the Standards Committee attended the Group Leaders meeting on 26th April 2018. The Chair also attended a Members' Briefing meeting on 3rd May 2018 when matters arising from the review of the registers were discussed.
- 1.5 A general letter of advice was distributed to all elected and co-opted members of the Council on 3rd May 2018. A copy of the email is at **Enclosure 1**.

1.6 A personalised letter was also sent to some Councillors where deemed necessary in order to ratify errors. Such exchanges were not circulated or shared with others.

2. General findings

2.1 The review is deemed to have been a beneficial exercise. The Standards Committee was generally pleased with the findings made as several good practices were noted. Some common areas of concern were also identified and, as explained in the email to members (**Enclosure 1**) these require attention.

2.2 As a result of the review, certain amendments have been requested for the website and in particular on Councillors' homepages. The aim of the Standards Committee was to ensure that information which is already available and in the public domain is more easily accessible for members of the public.

2.3 The proposed changes to the website include the following:-

- New tabs for "Attendance at Meetings" and "Training" under 'More Information about this Councillor' on each Councillor's homepage;
- New tabs for "Annual Report" and "Councillors - allowances" under 'Further Information' on each Councillor's homepage;
- 'Surgery' details can be added for a regular appointment; and
- Links to the Councillor's Facebook/Twitter accounts.

2.4 The aforementioned changes were discussed at a Briefing Session with the Members on 3rd May 2018. At that Briefing Session it was decided that a sample of Members' profiles would be changed in accordance with the recommendation, so that a view can then be formed as to whether these changes work.

2.5 Colleagues in the ICT service have provided the following information on the progress that has been made in relation to the aforementioned ICT issues:-

- **"New tabs for "Attendance at Meetings" and "Training" under 'More Information about this Councillor' on each Councillor's homepage;**

Both tabs are now available on each Councillor's homepage. Members of Democratic Services Staff are currently training all Councillors on how to complete their training record.

The Attendance details are automatically generated by the Modern.Gov system and are now live on the council website in response to a request from the Democratic Services Manager.

It is possible to choose additional reasons for absence from a council meeting e.g. Apologies due to Council Business. Further investigation is

needed to ensure that Democratic Services Staff have the correct list of possible status and that the Councillors are aware that there is a choice of absence reasons. Reasons for absence will appear within the Meeting Attendance Record and under the Councillors Attendance details on their homepage.

- **New tabs for “Annual Report” and “Councillors - allowances” under ‘Further Information’ on each Councillor’s homepage;**

The tabs are now available on each Councillor’s homepage and link to pages on the corporate website. Both Councillor - Allowances and Annual Reports are up to date.

- **‘Surgery’ details can be added for a regular appointment;**

Regular surgery details can be added in English and Welsh. This can only be added by an administrator and not by a councillor.

- **Links to the Councillor’s Facebook/Twitter accounts.**

Links to the Facebook / Twitter accounts can be added by an Administrator.”

2.6 In addition to the general letter (**Enclosure 1**), some Councillors received personalised letters too. These were individually sent by either Michael Wilson, Islwyn Jones or Dilys Shaw, as independent members of the Standards Committee, to a total of 9 members. Responses have been received by all apart from 1 member.

B REVIEW OF THE STANDARDS COMMITTEE MEMBER’S REGISTERS OF INTERESTS

3. Background

3.1 As a separate exercise, it was resolved that the Town and Community Council members of the Standards Committee would undertake a review of the interests of the independent members of the Standards Committee.

3.2 This review was conducted in June 2018.

3.3 Individual letters of advice were distributed to the 5 independent members of the Standards Committee on 12th July 2018. The content was similar for 4 members.

3.4 One member was requested to review the detail on his/her Standing Register. The member has responded and acted upon the advice.

3.5 The other general findings made, include:

- The Training record which is held centrally by the Council does not seem to note all training completed by the members. (This applies to all members, not just the Standards Committee members.)

Unless members advise HR they have completed a module/course it will not be known and thus not noted on that member's record.

If changes to the ICT systems occur (as discussed in 2.3 above), members of the Standards Committee could also input their own training record so that it appears on the website.

- All 5 independent members were requested to provide a full list of the training they have completed for the past year so that the record could be updated. One member has provided this information. Another two members have responded to explain he/she have not kept a record. No response has been received from the other two.

- ICT issues such as:
 - Declaration of Interests in Meetings-
Co-optees names do not appear in the drop-down list of names (the list consists of Councillor names only) for the task which appears on each Member's biography page.

 - Gifts and Hospitality-
There is no tab for 'Gifts and Hospitality' on the Co-opted Members' biography pages (it is there for Councillors).

 - Training-
There is no tab for 'Training' on the Co-opted Members' biography pages (it is there for Councillors).

These have been raised with the ICT service on 3rd July 2018.

Colleagues in the ICT service have provided the following information on the progress that has been made in relation to the aforementioned ICT issues:-

- **"Declaration of Interests in Meetings- Co-optees names do not appear in the drop-down list of names (the list consists of Councillor names only) for the task which appears on each Member's biography page.**

It is not possible to add the Co-optees to the drop down list on the "*Declarations of interest*" page. The drop down list is hard coded to only display the Councillors. It is possible to enable the "*Declarations at Meetings*" link on their personal profile pages but Co-optee names are not included in the search.

Declaration of Interests can be found by using the date range search on the Declaration of Interests page. ICT are investigating whether additional text can be added to the page to inform the public of the search method with regard to Co-optees.

- **Gifts and Hospitality-**

There is no tab for 'Gifts and Hospitality' on the Co-opted Members' biography pages (it is there for Councillors).

It is not possible to add the Co-optees to the drop down list on the "Gifts and Hospitality" page. The drop down list is hard coded to only display the Councillors. It is possible to enable the "Gifts and Hospitality" link on their personal profile pages but their names are not included in the search.

Gifts and Hospitality can be found by using the date range search on the Gifts and Hospitality page. ICT are investigating whether additional text can be added to the page to inform the public of the search method.

If this option is required then Co-optees will require further training to add their details to Gifts and Hospitality.

- **Training-**
There is no tab for 'Training' on the Co-opted Members' biography pages (it is there for Councillors).

It is not possible to add the Co-optees to the drop down list on the "Training" page. The drop down list is hard coded to only display the Councillors. It is possible to enable the "Training link on their personal profile pages but their names are not included in the search.

Training records can be found by using the date range search on the Training page. ICT are investigating whether additional text can be added to the page to inform the public of the search method.

If Co-optees require this option then they will require further training”

- Members were reminded that some biographies may be out of date and should be updated at the earliest possible opportunity, when changes occur.

4 RECOMMENDATION

- 1 The Standards Committee is asked to
 - (a) Note the contents of this Report;
 - (b) Note the contents of **Enclosure 1**;
 - (c) Decide what action, if any, it wishes to take in relation to-
 - (i) the Elected Member who has failed to respond to requests in relation to his/her Register of Interests (as detailed in paragraph 2.6 of this report)
 - (ii) the Co-opted Members who have failed to respond with details of training (as detailed in paragraph 3.5 of this report); and

(iii) the ICT issues which have been identified and raised with the ICT service (as detailed in paragraphs 2.3 and 3.5 of this Report, and the update provided in paragraphs 2.5 and 3.5 of this Report)

From: [Medwen Jones](#)
To: [Aelodau Members](#); [John Mendoza](#); [Dilwyn Evans](#); [Anest Frazer](#); [Keith R. Roberts](#); dafydd@mentermon.com
Subject: Canfyddiadau Adolygiad y Pwyllgor Safonau o Gofrestrau Diddordeb yr Aelodau - Standards Committee"s Findings following a Review of the Members" Registers of Interests - swyddogol / official
Date: 03 May 2018 18:13:31

Annwyl Aelod,

Ac eithrio yn 2016/17, pan oedd y Pwyllgor Safonau yn canolbwyntio ei ymdrechion ar Gofrestr Diddordebau'r Cynghorau Tref a Chymuned, mae'r Pwyllgor Safonau yn cynnal adolygiad blynyddol o'r Cofrestrau mewn perthynas â datganiadau o ddiddordebau gan Aelodau a gedwir gan y Cyngor. Mae'r Pwyllgor Safonau'n credu mai ei rôl yw cynorthwyo Aelodau i gydymffurfio â'u dyletswyddau, nid i chwilio am gamgymeriadau a gobeithiwn y bydd yr argymhellion o'r adolygiad yn ddefnyddiol.

Diolch am eich cefnogaeth a'ch cymorth gyda'r adolygiad, ac am ddiweddarau eich ffurflenni lle bo angen cyn cynnal yr adolygiad. Roedd yr wybodaeth a adolygwyd yn cynnwys: -

- Y Gofrestr Sefydlog
- Datganiadau a wnaed mewn cyfarfodydd
- Cofrestr Rhoddion a Lletygarwch
- Adroddiadau Blynyddol yr Aelodau
- Rhaglenni a Chofnodion Cyfarfodydd
- Hyfforddiant a gynigir gan y Cyngor a Chofnod Hyfforddi pob aelod
- Rhestr Cyrff Allanol

Yn dilyn adolygiad eleni, mae'r Pwyllgor yn gofyn i chi roi sylw dyladwy i'w gasgliadau cyffredinol fel a ganlyn: -

Y Gofrestr Sefydlog

1. Fe fyddem yn atgoffa Aelodau yn benodol i sicrhau bod eu cyfeiriadau a'u daliadau tir wedi'u disgrifio'n glir yn adran 1.6 y gofrestr. Os nad oes gan Aelod diddordeb mewn unrhyw dir, dylent nodi 'Dim' neu 'Dim Diddordebau' ar y gofrestr.
2. Mae hefyd yn bwysig bod Aelodau'n datgelu eu haelodaeth o gyrff cyhoeddus, elusennau a chymdeithasau cyhoeddus eraill. Dylai aelodau nodi enw a chyfeiriad llawn y sefydliadau / elusennau y maent yn aelodau ohonynt. Dylai'r Aelodau hefyd fanylu ar eu statws yn y sefydliad hwnnw.
3. Mae anghysonderau hefyd o ran aelodaeth o sefydliadau allanol rhwng y rhai a restrir gan y Cyngor a'r rhai a ddatganwyd gan aelodau unigol; nid ydynt bob amser yn cael eu cofnodi ar y ffurflenni er eu bod wedi'u rhestru ar "flaen dudalen" pob Aelod. Mae blaen dudalennau Aelodau i'w gweld yn -
<http://democratiaeth.ynysmon.gov.uk/mgUserInfo.aspx?UID=650&LLL=1>
4. Pan mae Aelodau'n datgan diddordeb mewn busnes, dylent ddarparu digon

o wybodaeth ynghylch yr hyn y mae'r diddordeb busnes yn ei olygu.

5. Atgoffir aelodau o'r gofyniad statudol i ddiweddarau'r Gofrestr Sefydlog o fewn 28 diwrnod i unrhyw newidiadau ddigwydd.
6. Er mwyn lliniaru'r problemau sydd wedi'u nodi mewn perthynas â'r ffurflenni cyn-gofrestru (ddim yn gyfredol / anghyflawn), mae'r Pwyllgor Safonau wedi cwrdd â chynrychiolwyr o'r Gwasanaeth TGCh i'w trafod. Noder y bydd aelod o'r tîm TGCh ar gael am sesiwn galw heibio am awr yn Siambr y Cyngor cyn pob un o'r pedwar cyfarfod cyffredin o'r Cyngor am y 12 mis nesaf. Cynhelir y sesiwn galw heibio gyntaf yn Lolfa'r Aelodau fore Ddydd Mawrth, Mai 15fed 2018 rhwng 9.30yb a 10.30yb. Yn ystod y sesiwn, gallwch fanteisio ar hyfforddiant pellach ar sut i ddiweddarau'r ffurflenni ar-lein. Y gobaith yw y bydd hon yn ffordd o'ch cynorthwyo chi fel Aelodau i gydymffurfio â'ch dyletswyddau statudol yn unol â'r Cod Ymddygiad.

Datgan diddordebau mewn cyfarfodydd

1. Pan fydd Aelodau'n ticio'r blwch i ddatgan diddordeb, rhaid iddynt hefyd nodi manylion y diddordeb hwnnw. Rhaid i natur y diddordeb ac a yw'r diddordeb hwnnw yn ddiddordeb personol neu'n un sy'n rhagfarnu fod yn amlwg ar y ffurflen.
2. Mae angen mwy o eglurder mewn perthynas â'r wybodaeth a ddarperir gan yr Aelodau ynghylch natur y diddordeb a'r modd y mae'n ymwneud â'r eitem ar yr agenda.
3. Os yw'r Aelodau'n ansicr a oes ganddynt ddiddordeb y mae angen ei ddatgan mewn cyfarfodydd, dylent geisio cyngor er mwyn osgoi anghysonderau yn y datganiadau a wneir.
4. Mae aelodau weithiau yn datgan diddordebau ar lafar mewn cyfarfodydd ond nid ydynt yn cwblhau'r gwaith papur. Mae angen cwblhau'r ffurflen ar gyfer datganiadau o ddiddordeb ym mhob cyfarfod lle datgenir diddordeb o'r fath ar lafar, oherwydd nid yw datganiadau llafar o ddiddordeb yn ddigonol ynddynt eu hunain.

Cofrestr Rhoddion a Lletygarwch

Ychydig iawn o ddatganiadau sy'n cael eu gwneud mewn perthynas â rhoddion a lletygarwch a gwahoddir Aelodau i ail-ymgyfarwyddo eu hunain â'r [Protocol Rhoddion a Lletygarwch](#)

Hyfforddiant

Mae'r Pwyllgor Safonau wedi sylwi bod nifer o Aelodau wedi methu â mynychu digon o hyfforddiant eleni.

Ar adeg yr adolygiad, nid oedd 5 Aelod wedi mynychu hyfforddiant ar y Cod Ymddygiad ers yr etholiad ym mis Mai 2017, er gwaethaf cael eu gwahodd i hyfforddiant o'r fath. Mae hyn yn achosi llawer o bryder. Rwyf wedi cysylltu â'r

unigolion hynny yn uniongyrchol.

Roedd y Pwyllgor Safonau o'r farn ei bod yn anodd llywio trwy'r wybodaeth berthnasol, yn enwedig mewn perthynas â hyfforddi Aelodau. Felly mae ymholiadau'n parhau o ran gwella'r wybodaeth sydd ar gael ar gyfer mynychu sesiynau hyfforddi a chyfarfodydd cyrff allanol, a sut y gall y cyhoedd weld y wybodaeth honno.

Gofynnwyd am eglurder hefyd mewn perthynas â'r hyfforddiant cynllunio a'r hyfforddiant diogelu gorfodol y mae'n rhaid i'r Aelodau eu mynychu.

Aelodaeth a Phresenoldeb ar Gyrff Allanol

Noder os gwelwch yn dda y gofynnwyd i Arweinyddion Grwpiau fonitro aelodaeth yr Aelodau o gyrff allanol a'u presenoldeb yng nghyfarfodydd y cyrff hynny. Gofynnwyd iddynt hefyd sicrhau bod yr Aelodau'n darparu adborth priodol ar y materion a godwyd ynddynt.

Mae'r canfyddiadau hyn yn nodi casgliadau cyffredinol yr adolygiad. Mae rhai Aelodau unigol wedi derbyn negeseuon e-bost personol gan y Pwyllgor Safonau gydag argymhellion ar gyfer adolygu / diweddarau / esbonio peth o'r wybodaeth a gyhoeddwyd. Lle ystyriwyd bod hynny'n angenrheidiol, gofynnwyd i rai Aelodau gyfarfod â mi. Yn y llythyrau, rydym wedi gofyn am ymatebion. Lle na dderbyniwyd ymatebion, cofiwch y byddwn yn codi'r mater gyda'ch Arweinyddion Grwp.

Mae'r Pwyllgor yn gwerthfawrogi eich bod chi i gyd yn brysur iawn ac yn ymwybodol mai dim ond un o nifer o dasgau y mae'n rhaid i chi fynd i'r afael â nhw yw hon. Fodd bynnag, gobeithiwn y bydd yr argymhellion uchod yn cynorthwyo i arbed amser i'r Aelodau oherwydd bydd gwella safon y ffurflenni, gobeithio, yn osgoi beth allai fod yn gwynion di-sail sy'n draul ar amser pawb.

Cofion,

Dear Member,

Apart from in 2016/17, when the Standards Committee concentrated its efforts on the Town and Community Councils' Register of Interests, the Standards Committee conducts an annual review of the Registers in respect of declarations of interests by Members which are held by the Council. The Standards Committee believe its role is to assist Members to comply with their duties, not to look for errors and we hope that you will find the recommendations from the review helpful.

Thank you for your support and assistance with the review, and for updating your forms where necessary prior to the review being conducted. The information reviewed included:-

- The Standing Register

- Declarations made in meetings
- Gifts & Hospitality Register
- Members Annual Reports
- Agenda and Minutes of Meetings
- Training offered by the Council and each member's Training Record
- Outside Bodies list.

Following this year's review, the Committee asks that you have due regard to its general findings, which are as follows:-

The Standing Register

-

1. We would remind Members specifically to ensure that their addresses and land holdings are clearly described in section 1.6 of the register. If a Member has no interest in land they should enter 'None' or 'No Interest' on the register.
2. It is also important that Members disclose their membership of other public bodies, charities and associations. Members should provide the full name and address of organisations/charities of which they are members. Members should also detail their status within that organisation.
3. There are also inconsistencies in terms of membership of external organisations between those listed by the Council and those declared by individual members; they are not always recorded on the forms although they are listed on every Member's "front page". Members "front page" can be found at -
<http://democracy.anglesey.gov.uk/mgMemberIndex.aspx?LLL=0>
4. Where Members are declaring a business interest they should provide sufficient information on what the business interest is.
5. Members are reminded of the statutory requirement to update the Standing Register within 28 days of any changes occurring.
6. In order to alleviate the problems which have been identified in relation to the pre-registration forms (being out of date / incomplete), the Standards Committee has met with representatives from the ICT Service to discuss. Please note that a member of the ICT team will be available for an hour's drop-in session in the Council Chamber before each of the four ordinary meetings of the Council for the next 12 months. The first drop-in session will be held in the Members' Lounge between 9.30am and 10.30am on Tuesday 15th May 2018. During the session you can take advantage of further training on how to update the online forms. It is hoped that this is a way of assisting you as Members to comply with your statutory duties in accordance with the Code of Conduct.

Declaration of interests in meetings

-

1. When Members are ticking the box to declare an interest they must also provide details of that interest. Both the nature of the interest and whether that interest is a personal or a prejudicial interest must be evident on the form.
2. Greater clarity is required in respect of the information supplied by Members regarding the nature of the interest and how it relates to the item on the agenda.
3. If Members are unsure as to whether they have a declarable interest in meetings they should seek advice in order to avoid inconsistencies in the declarations being made.
4. Members occasionally declare an interest orally at meetings but do not complete the paperwork. The form needs to be completed for declarations of interest at every meeting where such an interest is declared orally, as oral declarations of interests alone are not sufficient.

Register of Gifts and Hospitality

Few declarations are made with regard to gifts and hospitality and Members are invited to re-familiarise themselves with the [Protocol of Gifts and Hospitality](#)

Training

-
The Standards Committee has observed that several Members have failed to attend sufficient training this year.

At the time of review, 5 Members had not attended training on the Code of Conduct since the election in May 2017, despite being invited to such training. This causes much concern. I have contacted those individuals directly.

The Standards Committee considered that to navigate through the relevant information, particularly in relation to Members' training, was difficult. Enquiries are therefore ongoing in terms of improving the information available for attendance at training sessions and in meetings of outside bodies, and how that information may be viewed by the public.

Clarity has also been sought in relation to the compulsory planning training and safeguarding training which Members must attend.

Membership and Attendance on Outside Bodies

Please note that Group Leaders have been requested to monitor Members' membership and attendance at meetings of outside bodies. They have also been requested to ensure Members are providing appropriate feedback on matters raised therein.

These findings set out the general conclusions of the review. Some individual

Members have received personal emails from the Standards Committee with recommendations for review / updating / explaining some of the information which has been published. Where it was considered necessary, some Members have been requested to meet with me. In the letters, we have asked for responses. Where responses have not been received, please be aware that we will be raising the matter with your Group Leaders.

The Committee appreciates that you are all very busy and is aware that this task is only one of a number that you have to address. However, we hope that the above recommendations will assist in saving time for Members as improving the standard of the forms will hopefully avoid what may potentially be groundless and time consuming complaints.

Regards,

Mike Wilson

Cadeirydd y Pwyllgor Safonau / Chair of the Standards Committee.
Cyngor Sir Ynys Môn / The Isle of Anglesey County Council

Document: CC-019486-MY/437441

CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL	
COMMITTEE:	Standards Committee
DATE:	12.09.2018
REPORT TITLE:	Conduct Complaints to the Public Services Ombudsman for Wales
PURPOSE OF THE REPORT:	To advise the Committee of the complaints which have been sent to the PSOW in relation to (a) County Councillors and (b) Town and Community Councillors.
REPORT BY:	Mared Wyn Yaxley Solicitor – Corporate Governance mwyics@ynysmon.gov.uk
LINK OFFICER:	Lynn Ball Head of Function (Council Business)/Monitoring Officer lbxcs@anglesey.gov.uk 01248 752586

1. INTRODUCTION

The Standards Committee is provided with an update every quarter in relation to the complaints which have been received by the Public Services Ombudsman for Wales in relation to (a) County Councillors and (b) Town / Community Councillors.

2. UPDATES

2.1 The reports for Quarter 3 (October – December 2017) were submitted at the last Standards Committee Meeting on 14.03.2018.

2.2 The reports for Quarter 4 (January – March 2018) were distributed to the Standards Committee members via email on 10/04/2018.

A further copy of the report for Quarter 4, previously circulated by email on 10/04/2018, in relation to County Councillors, appears at **Enclosure 1**.

A further copy of the report for Quarter 4, previously circulated by email on 10/04/2018, in relation to Town and Community Councillors, appears at **Enclosure 2**.

2.3 The reports for Quarter 1 (April – June 2018) were distributed to the Standards Committee members via email on 06/07/2018.

A further copy of the report for Quarter 1, previously circulated by email on 06/07/2018, in relation to County Councillors, appears at **Enclosure 3**.

A further copy of the report for Quarter 1, previously circulated by email on 06/07/2018, in relation to Town and Community Councillors, appears at **Enclosure 4**.

- 2.4 The next report, for Quarter 2 (July – September 2018), will be circulated to the Standards Committee members at the beginning of October 2018, but at this time no complaints have been received.

3. RECOMMENDATION

For the Standards Committee members to note the contents of the Enclosures at 1-4 and consider any trends arising (if any) and any corrective actions which are required.

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 4 (Ionawr – Mawrth) – 2017/2018 – Quarter 4 (January - March)

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-020739 (ii) 201706867	05/02/2018	Mae'r Ombwdsmon wedi penderfynu peidio ymchwilio / The Ombudsman has decided not to investigate
Cynghorydd Sir / County Councillor	Aelod o'r cyhoedd / Member of the public	(i) CC-020762 (ii) 201707039	04/02/2018	Mae'r Ombwdsmon wedi penderfynu peidio ymchwilio / The Ombudsman has decided not to investigate

**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 4 (Ionawr i Mawrth) - 2017/2018 – Quarter 4 (January to March)

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 Cymuned/Tref Community/Town Councillor	Aelod o'r Cyhoedd / Member of the public	(i) CC-020705 (ii) 201706581	17/1/2018	Mae'r Ombwdsmon wedi penderfynu peidio ymchwilio / The Ombudsman has decided not to investigate
Cynghorydd Cymuned/Tref Community/Town Councillor	Aelod o'r Cyhoedd / Member of the public	(iii) CC-020838 (iv) 201707290	21.02.2018	Mae'r Ombwdsmon wedi penderfynu peidio ymchwilio / The Ombudsman has decided not to investigate

**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 1 (Ebrill – Mehefin) – 2018/2019 – Quarter 1 (April - June)

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-020885 (ii) 16413/201800026	04/04/2018	Mae'r Ombwdsmon wedi penderfynu peidio ymchwilio / The Ombudsman has decided not to investigate

**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 1 (Ebrill i Mehefin) - 2018/2019 – Quarter 1 (April to June)

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 / NONE TO REPORT				

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CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL	
COMMITTEE:	Standards Committee
DATE:	12.09.2018
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 January 2018 and May 2018
REPORT BY:	Mared Wyn Yaxley Solicitor – Corporate Governance mwyics@ynysmon.gov.uk
LINK OFFICER:	Lynn Ball Head of Function (Council Business)/Monitoring Officer lbxics@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 [Casebook for January 2018](#) and [Casebook for May 2018](#). A summary of the cases from the January Casebook is attached at **ENCLOSURE 1** and the May Casebook in **ENCLOSURE 2**.

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** and **ENCLOSURE 2**.

Name of Council	Summary of Complaint	Relevant Provision of Code	Decision Summary	Findings
Cardiff Council	An allegation that a Councillor had made comments to a former councillor on two occasions about a local religious association (no further information in the report regarding the comment made). The member strongly denied the allegations. There were no witnesses to either of the conversations.	Paragraphs 4(a) - equality, 4(b) - failure to show respect and consideration, 4(d) - impartiality and 6(1)(a) - bringing the role of councillor and the authority into disrepute.	<ul style="list-style-type: none"> No evidence of breach of the Code 	<ul style="list-style-type: none"> Members should be aware of matters relating to equality including religion
Merthyr Tydfil County Borough Council	<p>A complaint was made that the Councillor had made comments about a member of the public in a Facebook messenger group chat (no further information in the report regarding the comment made)..</p> <p>The Facebook messenger group in which the Councillor posted her comments consisted of three members.</p> <p>The Councillor had shown that she regretted her actions and when she realised that the subject of her comments had become aware of what she had posted, she provided an apology.</p>	Paragraph 6(1)(a) - bringing the role of councillor and the authority into disrepute	<ul style="list-style-type: none"> No breach of the Code The Ombudsman considered that whilst the Councillor's actions may have brought herself into disrepute, she had not brought her office or authority into disrepute. 	<ul style="list-style-type: none"> The Councillor was advised of her responsibility to take care when expressing her personal opinions.

Name of Council	Summary of Complaint	Relevant Provision of Code	Decision Summary	Findings
Tywyn Town Council and Gwynedd Council	Councillor X complained that Councillor Y of Tywyn Town Council and Gwynedd Council had made personal allegations about her (no further information in the report regarding the comment made). Councillor X provided evidence that Councillor Y made comments about her in various emails, which he had sent to members of Tywyn Town Council and Gwynedd Council, and a member of the press.	Paragraphs 4(b) - failure to show respect and consideration, 4(c) - bullying and harassment, and 6(1)(a) - bringing the role of councillor and the authority into disrepute.	<ul style="list-style-type: none"> • No breach of the Code • In relation to 6(1)(a), the Ombudsman considered it was “unwise” for the Councillor to have sent the email to a member of the press, but it did not appear that the email was acted upon or shared further and so the consequences of the Councillor’s actions were not sufficiently serious to have brought his office or authority into disrepute. 	<ul style="list-style-type: none"> • The Councillor was advised of his responsibility to be mindful of how his comments are perceived by others in future.
Llansannan Community Council	Mr X complained that the Councillor had asked Mr X to leave a meeting of the Community Council and used the words “for your own safety,” which Mr X considered to be a threat.	Paragraphs 4(b) – failure to show respect and consideration, and 4(c) – bullying and harassment.	<ul style="list-style-type: none"> • No breach of the Code • There was no evidence to suggest that the Councillor’s behaviour towards Mr X was in any way threatening and the Ombudsman was satisfied that his actions were reasonable under the circumstances. 	<ul style="list-style-type: none"> • Members should be mindful of how their comments are perceived by others.

Name of Council	Summary of Complaint	Relevant Provision of Code	Decision Summary	Findings
Conwy County Borough Council	The Councillor had submitted a written objection, in an official capacity, to a planning application which the complainants had made to the Council. The Councillor lives near the application site, and could be personally affected by it.	Paragraph 12- failure to declare a prejudicial interest	<ul style="list-style-type: none"> • Breach of the Code given the proximity of the development site to the Councillor’s home and the fact his objections were sent from his Council email address and signed off “Councillor [Name]”. • However, no action was taken by the Ombudsman on the basis that the Councillor had shown remorse and apologised, his explanation that he had accidentally selected his Council email address from a drop down box when writing his email was plausible, he had acted swiftly to withdraw his objection when concerns were raised, and his actions did not adversely affect the planning application, which was granted permission. 	<ul style="list-style-type: none"> • Members should consider whether he/she is acting in a personal or official capacity • Members need to be confident they understand the difference between a personal interest and a personal and prejudicial interest • The outcome of this case shows the emphasis the Ombudsman places on Members taking mitigating actions i.e. showing remorse and apologising for their actions.

Name of Council	Summary of Complaint	Relevant Provision of Code	Decision Summary	Findings
Llanbedrog Community Council	<p>An allegation that a Councillor had breached the Code by failing to leave the room when his planning application was discussed at a meeting of the Community Council.</p> <p>The Councillor had declared an interest and did not take part in the discussion but he failed to leave the meeting room, thus breaching the Code as his interest was prejudicial.</p>	Paragraphs 10, 11 and 12 in relation to personal and prejudicial interests.	<ul style="list-style-type: none"> • No action needed to be taken in respect of the complaint. • In not leaving the meeting room the Councillor was in breach of the Code of Conduct but the breach was mitigated on the basis the Councillor did not take part in the discussion and, the item was so brief, there was little opportunity for the Councillor to leave. • Also, the Community Council was not the final decision-maker on planning matters and so the Councillor's actions were of limited consequence. 	<ul style="list-style-type: none"> • Members need to be confident they understand the difference between a personal interest and a personal and prejudicial interest
Abertillery and Llanhilleth Community Council	A complaint that a Councillor had arranged for a sum of money, intended for the Community Council, to be paid to a community project. The Councillor was Chairman of both the Community	Paragraphs 6(1)(a), 7(b)(ii) and 7(b)(iv) – bringing their office into disrepute, and the use of the	<ul style="list-style-type: none"> • No action needed to be taken in respect of the complaint due to public interest test. • The Chairman was inexperienced and held a 	<ul style="list-style-type: none"> • Several IOACC Members are twin-hatted and need to be careful to consider if he/she has a personal and

Name of Council	Summary of Complaint	Relevant Provision of Code	Decision Summary	Findings
	<p>Council and the community project.</p> <p>It was determined that the Council had no legal right to receive the money and it could not therefore be considered as Council resources; paragraph 7 was therefore satisfied.</p> <p>However, the Ombudsman considered the Councillor may have been in breach of paragraph 6(1)(a) in that he had brought his office or the authority into disrepute as he had acted improperly in the way in which he had obtained the funding for the project by representing himself as acting on behalf of the Council.</p>	<p>authority's resources.</p>	<p>mistaken belief that he was acting in the public interest. He had not gained personally from his actions.</p>	<p>prejudicial interest which prevents him/her from participating in relation to the matter.</p> <ul style="list-style-type: none"> Members should also consider whether the inbuilt dispensations included in the Code of Conduct are applicable.
<p>Llay Community Council</p>	<p>A member of the public complained that a Councillor had failed to declare a personal interest and had participated in a discussion about a planning application which affected the site of the Llay branch of a charitable organisation. The Councillor is the Secretary of the Social Committee of the Social Club which is licensed to operate from the charitable organisation's site.</p>	<p>Paragraphs 11(1) and 14(1)(a)(ii) – personal and prejudicial interests.</p>	<ul style="list-style-type: none"> There was evidence to suggest a breach. The Councillor's personal interest was prejudicial and he should have withdrawn from the room while the matter was discussed. However, there were mitigating circumstances such as the fact the 	<ul style="list-style-type: none"> Several IOACC Members are twin-hatted and need to be careful to consider if he/she has a personal and prejudicial interest which prevents him/her from participating in relation to the

Name of Council	Summary of Complaint	Relevant Provision of Code	Decision Summary	Findings
	<p>The Council had unanimously voted to oppose the planning application.</p> <p>The Councillor had not declared a personal interest nor a personal/prejudicial interest. The Councillor, even when interviewed by the Ombudsman, did not consider that he needed to declare an interest and withdraw.</p>		<p>Council was not the determining authority and was simply being consulted on the application; the Councillor did not stand to personally benefit from the outcome; and the Councillor's role with the Council and the Social Committee were sufficiently distant so as to mitigate their impact. No further action was required</p> <ul style="list-style-type: none"> The Ombudsman was concerned at the apparent confusion amongst councillors generally in respect of personal interests when it took witness statements from the other members, and considered that additional training would address this. 	<p>matter.</p> <ul style="list-style-type: none"> Members should also consider whether the inbuilt dispensations included in the Code of Conduct are applicable.

ISLE OF ANGLESEY COUNTY COUNCIL	
MEETING:	Standards Committee
DATE:	12.09.2018
REPORT TITLE:	Standards Committee's Annual Report by the Chairman
PURPOSE OF THE REPORT:	To provide a copy of the Annual Report to members and information on the work to be done for 2018/2019
REPORT BY:	Mared Wyn Yaxley Solicitor – Corporate Governance mwyics@ynysmon.gov.uk
LINK OFFICER:	Lynn Ball Head of Function (Council Business) / Monitoring Officer lbxics@ynysmon.gov.uk 01248 752586

A BACKGROUND

- 1 The Chair of the Standards Committee is required to provide an Annual Report to the Council. The Standards Committee's Report for 2018/2019 was presented to the Council on 15 May 2018.
- 2 A copy of the Report is produced as **Enclosure 1**.
- 3 The Report details the work the Committee has achieved during 2017/2018 and includes the work programme for 2018/2019.

B RECOMMENDATION

- 1 The Committee is asked to note the information contained in **Enclosure 1**.

ENCLOSURE 1

Agenda Item 9.

ISLE OF ANGLESEY COUNTY COUNCIL

MEETING:	County Council
DATE:	15 th May 2018
TITLE:	Annual Report of the Chair of the Standards Committee
REPORT BY:	Michael Wilson, Chair of the Standards Committee & Independent Member of the Standards Committee
PURPOSE OF REPORT:	To Report on the Activities of the Standards Committee in 2017/18 and to secure Council Approval for the Committee's Programme for 2018/19
CONTACT OFFICER:	Lynn Ball, Head of Function (Council Business) / Monitoring Officer (ext 2568)

Introduction

1. The Standards Committee is a statutory committee which comprises 9 members (2 County Councillors, 5 Independent Members and 2 Community Council Members).
2. A casual vacancy for an independent member of the Standards Committee was filled through an open and competitive process, conducted by the Council's Standards Committee Selection Panel during the year. A new member was appointed on 12th December 2017. Mr John Robert Jones' term will end on 11th December 2025. The term of the other four independent members ends on 17th December 2019.

As part of the selection process, it was agreed that should a further casual vacancy for an independent member of the Standards Committee arise during the next twelve months, Ms Sarah Laing Gibbens will be automatically appointed to this role without the need for a further recruitment process, provided that the candidate remains eligible for the role, and subject to satisfactory references being received prior to the appointment.

3. Two Town and Community Council representatives were also appointed during the year. Councillor Iorwerth Roberts of Bryngwran Community Council and Councillor Keith Roberts of Trearddur Bay Community Council were appointed on 12th December 2017 for a period until the next local government election or until such time as the appointees are no longer Community Council members, whichever occurs first.
4. The County Council members are reappointed annually by the Council.
5. The Standards Committee has (amongst others) the following roles and functions in relation to County Councillors and Town/Community Councillors:-

- (a) promoting and maintaining high standards of conduct by Councillors;
- (b) assisting Councillors to observe their Code of Conduct;
- (c) advising, training, or arranging to train Councillors;
- (d) considering applications for dispensations;
- (e) dealing with any referrals from the Public Services Ombudsman for Wales (PSOW), or the Adjudication Panel for Wales (effectively the national Standards Committee).

Background

- 6. At its meeting on the 23rd May 2017 the County Council resolved to approve the Standards Committee's Programme for 2017/2018. The original Programme identified proposed areas of work, timetable and resources. This document is reproduced at **ENCLOSURE B** to this Report and has been updated to include the work which has since been delivered against objectives originally set.
- 7. **ENCLOSURE C** to this Report contains the Standards Committee's Programme for 2018/2019, which is presented for the Council's endorsement.

Chairman's Comments

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

8.1 Complaints

In 2016, the Committee was pleased to advise the Council that: "less of its time had been spent in conducting hearings, or attending meetings/mediation arising from alleged breaches of the Code of Conduct." Once again, as recorded in 2017, this overall trend continues.

The Standards Committee receives reports every quarter and at its ordinary meetings which provide statistical information about the number and status of Code of Conduct complaints filed with the PSOW against (a) IOACC's Members and (b) Town and Community Council Members. At the Committee's most recent meeting, on the 14th March 2018, it was noted, from among all the members of our Town Councils, Community Councils and County Council, there was only one matter reported and that confirmed the PSOW had decided not to investigate any further.

The Committee continues to believe that self-regulation is working and that the reporting of a few complaints to the PSOW, when necessary and appropriate, is an indication of an organisation which appreciates the difference between the inevitable 'cut and thrust' of politics and potentially serious matters which may warrant independent investigation. The Committee believes the number and level of complaints to the PSOW to be an indicator of good corporate health.

8.2 Meetings

This was the first full year in which the Committee only met twice annually (rather than quarterly as was the previous arrangement). This remains more than the statutory requirement which details that standards committees must meet at least once every year.

This frequency seems to have worked well and the agendas at the two formal meetings per year remain appropriate.

Of course, extraordinary meetings can be called to ensure compliance with any statutory obligations and informal meetings will continue as business demands. This has indeed been the case with 2 meetings of the Dispensations Panel during the year and 3 Selection Panel meetings. There have also been other informal meetings as and when required.

8.3 Dispensations

Dispensations may be granted by the Standards Committee, in certain circumstances defined by statute, where the Member would otherwise be unable to participate in a debate or decision owing to a significant (prejudicial) personal interest. The Standards Committee may sometimes be in a position to overreach that prejudicial interest if certain conditions are met. The Dispensations Regulations apply to County Councillors and Town and Community Councillors.

Last year, it was reported that the Standards Committee had circulated further advice to Members about dispensations and that this had been reiterated in Training, held on 18th May 2017. A briefing note on Dispensations was also circulated to the Town and Community Councils' Clerks on 06.03.2017.

In 2017/2018, the Standards Committee has granted four dispensations. Two are generic dispensations for all members replacing others which automatically expired after the local government election in May 2017 and two have been granted following applications by a County Councillor and a Community Councillor.

The members to whom a dispensation applies should note that he/she will still need to declare a personal interest and confirm they are relying on the dispensation afforded to them on a specified date.

All County Councillors and Town and Community Councillors are recommended to consider whether an application for dispensation may be appropriate for them in certain circumstances.

8.4 Personal Development

The Standards Committee recommends to all Members that they engage with the Training and Development Programme offered by the County Council and that they take up the offer of Personal Development Reviews with their Group Leaders.

8.5 Training

Following on from that point, in November 2017, I attended one of three training sessions arranged by the WLGA for newly elected Councillors and was disappointed with the turnout of Anglesey Members. It was a very informative course and Mark Drakeford A.M. (Cabinet Secretary for Local Government at the time) gave a presentation. I would again reiterate the Standards Committee's recommendation made in 8.4 above that Members participate in the Training and Development Programme offered by the County Council.

8.6 Members' Registers of Interests

Last year it was reported that the Standards Committee had conducted a review of the single register of interests retained by a sample of the Town and Community Councils. This was intended to assist the new councils to ensure compliance after May 2017.

However, this year, the Standards Committee returned to its task of conducting an annual review of the three registers of interests of the County Councillors. This was particularly important this year as it would show the picture one year on from the election of some new Members and other Members who have been re-elected.

The Committee was concerned that a number of members still need to review their pre-declarations in the "standing register", as some entries were incomplete or lacked clarity. These concerns have been raised in previous years, in general advices circulated to all members, and with particular issues around membership of outside bodies and lack of clarity around the location of land/property in the ownership of some members. So as to alleviate some of the problems which have been identified in relation to the pre-registration forms (being out of date / incomplete), a member of the ICT team will be available for an hour's drop-in session in the Council Chamber before each of the four ordinary meetings of the Council for the next 12 months. During those sessions, Members can take advantage of further training on how to update the online forms.

Declarations made by some Members in meetings could be improved if Members fully completed the form and provided sufficient information in relation to the interest and how it relates to the item on the agenda.

Training has also been identified as an area which needs to be improved for some and for easier navigational access to the information to be available to the public. There have therefore been amendments to the website, which have been discussed in a Briefing session with Members on 3rd May 2018; the information is not new, but new pathways have been created to these sources of information from each Member's biography page.

Following the review, some individual members have received personal emails from the Standards Committee with recommendations in relation to some of the information which has been published. An email detailing the general conclusions of the review has been sent to all Members (**ENCLOSURE A**).

This year it is the Committee's intention to review a sample of the register held by Town/Community Councils (as last year) and the general findings will be reported back to all Town and Community Councils later this year. It will be interesting to consider if the standards have been maintained or improved since the last review in 2016/2017.

RECOMMENDATION: -

1. To note the Programme delivered by the Standards Committee between April 2017 and May 2018 at **ENCLOSURE B**.
2. To endorse the Standards Committee's Work Programme for 2018/2019 as outlined in **ENCLOSURE C**.

ENCLOSURE A

Annwyl Aelod,

Ac eithrio yn 2016/17, pan oedd y Pwyllgor Safonau yn canolbwyntio ei ymdrechion ar Gofrestr Diddordebau'r Cyngorau Tref a Chymuned, mae'r Pwyllgor Safonau yn cynnal adolygiad blynyddol o'r Cofrestrau mewn perthynas â datganiadau o ddiddordebau gan Aelodau a gedwir gan y Cyngor. Mae'r Pwyllgor Safonau'n credu mai ei rôl yw cynorthwyo Aelodau i gydymffurfio â'u dyletswyddau, nid i chwilio am gangymeriadau a gobeithiwn y bydd yr argymhellion o'r adolygiad yn ddefnyddiol.

Diolch am eich cefnogaeth a'ch cymorth gyda'r adolygiad, ac am ddiweddarau eich ffurflenni lle bo angen cyn cynnal yr adolygiad. Roedd yr wybodaeth a adolygwyd yn cynnwys: -

- Y Gofrestr Sefydlog
- Datganiadau a wnaed mewn cyfarfodydd
- Cofrestr Rhoddion a Lletygarwch
- Adroddiadau Blynyddol yr Aelodau
- Rhaglenni a Chofnodion Cyfarfodydd
- Hyfforddiant a gynigir gan y Cyngor a Chofnod Hyfforddi pob aelod
- Rhestr Cyrff Allanol

Yn dilyn adolygiad eleni, mae'r Pwyllgor yn gofyn i chi roi sylw dyladwy i'w gasgliadau cyffredinol fel a ganlyn: -

Y Gofrestr Sefydlog

1. Fe fyddem yn atgoffa Aelodau yn benodol i sicrhau bod eu cyfeiriadau a'u daliadau tir wedi'u disgrifio'n glir yn adran 1.6 y gofrestr. Os nad oes gan Aelod ddiddordeb mewn unrhyw dir, dylent nodi 'Dim' neu 'Dim Diddordebau' ar y gofrestr.
2. Mae hefyd yn bwysig bod Aelodau'n datgelu eu haelodaeth o gyrff cyhoeddus, elusennau a chymdeithasau cyhoeddus eraill. Dylai aelodau nodi enw a chyfeiriad llawn y sefydliadau / elusennau y maent yn aelodau ohonynt. Dylai'r Aelodau hefyd fanylu ar eu statws yn y sefydliad hwnnw.
3. Mae anghysonderau hefyd o ran aelodaeth o sefydliadau allanol rhwng y rhai a restrir gan y Cyngor a'r rhai a ddatganwyd gan aelodau unigol; nid ydynt bob amser yn cael eu cofnodi ar y ffurflenni er eu bod wedi'u rhestru ar "flaen dudalen" pob Aelod. Mae blaen dudalennau Aelodau i'w gweld yn -

<http://democratiaeth.ynysmon.gov.uk/mgUserInfo.aspx?UID=650&LLL=1>

4. Pan mae Aelodau'n datgan diddordeb mewn busnes, dylent ddarparu digon o wybodaeth ynghylch yr hyn y mae'r diddordeb busnes yn ei olygu.
5. Atgoffir aelodau o'r gofyniad statudol i ddiweddarau'r Gofrestr Sefydlog o fewn 28 diwrnod i unrhyw newidiadau ddigwydd.
6. Er mwyn lliniaru'r problemau sydd wedi'u nodi mewn perthynas â'r ffurflenni cyn-gofrestru (ddim yn gyfredol / anghyflawn), mae'r Pwyllgor Safonau wedi cwrdd â chynrychiolwyr o'r Gwasanaeth TGCh i'w trafod. Noder y bydd aelod o'r tîm TGCh ar gael am sesiwn galw heibio am awr yn Siambr y Cyngor cyn pob un o'r pedwar cyfarfod cyffredin o'r Cyngor am y 12 mis nesaf. Cynhelir y sesiwn galw heibio gyntaf yn Lolfa'r Aelodau fore Ddydd Mawrth, Mai 15fed 2018 rhwng 9.30yb a 10.30yb. Yn ystod y sesiwn, gallwch fanteisio ar hyfforddiant pellach ar sut i ddiweddarau'r ffurflenni ar-lein. Y gobaith yw y bydd hon yn ffordd o'ch cynorthwyo chi fel Aelodau i gydymffurfio â'ch dyletswyddau statudol yn unol â'r Cod Ymddygiad.

Datgan diddordebau mewn cyfarfodydd

1. Pan fydd Aelodau'n ticio'r blwch i ddatgan diddordeb, rhaid iddynt hefyd nodi manylion y diddordeb hwnnw. Rhaid i natur y diddordeb ac a yw'r diddordeb hwnnw yn ddiddordeb personol neu'n un sy'n rhagfarnu fod yn amlwg ar y ffurflen.
2. Mae angen mwy o eglurder mewn perthynas â'r wybodaeth a ddarperir gan yr Aelodau ynghylch natur y diddordeb a'r modd y mae'n ymwneud â'r eitem ar yr agenda.
3. Os yw'r Aelodau'n ansicr a oes ganddynt ddiddordeb y mae angen ei ddatgan mewn cyfarfodydd, dylent geisio cyngor er mwyn osgoi anghysonderau yn y datganiadau a wneir.
4. Mae aelodau weithiau yn datgan diddordebau ar lafar mewn cyfarfodydd ond nid ydynt yn cwblhau'r gwaith papur. Mae angen cwblhau'r ffurflen ar gyfer datganiadau o ddiddordeb ym mhob cyfarfod lle datgenir diddordeb o'r fath ar lafar, oherwydd nid yw datganiadau llafar o ddiddordeb yn ddigonol ynddynt eu hunain.

Cofrestr Rhoddion a Lletygarwch

Ychydig iawn o ddatganiadau sy'n cael eu gwneud mewn perthynas â rhoddion a lletygarwch a gwahoddir Aelodau i ail-ymgyfarwyddo eu hunain â'r [Protocol Rhoddion a Lletygarwch](#)

Hyfforddiant

Mae'r Pwyllgor Safonau wedi sylwi bod nifer o Aelodau wedi methu â mynychu digon o hyfforddiant eleni.

Ar adeg yr adolygiad, nid oedd 5 Aelod wedi mynychu hyfforddiant ar y Cod Ymddygiad ers yr etholiad ym mis Mai 2017, er gwaethaf cael eu gwahodd i hyfforddiant o'r fath. Mae hyn yn achosi llawer o bryder. Rwyf wedi cysylltu â'r unigolion hynny yn uniongyrchol.

Roedd y Pwyllgor Safonau o'r farn ei bod yn anodd llywio trwy'r wybodaeth berthnasol, yn enwedig mewn perthynas â hyfforddi Aelodau. Felly mae ymholiadau'n parhau o ran gwella'r wybodaeth sydd ar gael ar gyfer mynychu sesiynau hyfforddi a chyfarfodydd cyrff allanol, a sut y gall y cyhoedd weld y wybodaeth honno.

Gofynnwyd am eglurder hefyd mewn perthynas â'r hyfforddiant cynllunio a'r hyfforddiant diogelu gorfodol y mae'n rhaid i'r Aelodau eu mynychu.

Aelodaeth a Phresenoldeb ar Gyrrff Allanol

Noder os gwelwch yn dda y gofynnwyd i Arweinyddion Grwpiau fonitro aelodaeth yr Aelodau o gyrrff allanol a'u presenoldeb yng nghyfarfodydd y cyrrff hynny. Gofynnwyd iddynt hefyd sicrhau bod yr Aelodau'n darparu adborth priodol ar y materion a godwyd ynddynt.

Mae'r canfyddiadau hyn yn nodi casgliadau cyffredinol yr adolygiad. Mae rhai Aelodau unigol wedi derbyn negeseuon e-bost personol gan y Pwyllgor Safonau gydag argymhellion ar gyfer adolygu / diweddarau / esbonio peth o'r wybodaeth a gyhoeddwyd. Lle ystyriwyd bod hynny'n angenrheidiol, gofynnwyd i rai Aelodau gyfarfod â mi. Yn y llythyrau, rydym wedi gofyn am ymatebion. Lle na dderbyniwyd ymatebion, cofiwch y byddwn yn codi'r mater gyda'ch Arweinyddion Grwp.

Mae'r Pwyllgor yn gwerthfawrogi eich bod chi i gyd yn brysur iawn ac yn ymwybodol mai dim ond un o nifer o dasgau y mae'n rhaid i chi fynd i'r afael â nhw yw hon. Fodd bynnag, gobeithiwn y bydd yr argymhellion uchod yn cynorthwyo i arbed amser i'r Aelodau oherwydd bydd gwella safon y ffurflenni, gobeithio, yn osgoi beth allai fod yn gwynion di-sail sy'n draul ar amser pawb.

Cofion,

Dear Member,

Apart from in 2016/17, when the Standards Committee concentrated its efforts on the Town and Community Councils' Register of Interests, the Standards Committee conducts an annual review of the Registers in respect of declarations of interests by Members which

are held by the Council. The Standards Committee believe its role is to assist Members to comply with their duties, not to look for errors and we hope that you will find the recommendations from the review helpful.

Thank you for your support and assistance with the review, and for updating your forms where necessary prior to the review being conducted. The information reviewed included:-

- The Standing Register
- Declarations made in meetings
- Gifts & Hospitality Register
- Members Annual Reports
- Agenda and Minutes of Meetings
- Training offered by the Council and each member's Training Record
- Outside Bodies list.

Following this year's review, the Committee asks that you have due regard to its general findings, which are as follows:-

The Standing Register

1. We would remind Members specifically to ensure that their addresses and land holdings are clearly described in section 1.6 of the register. If a Member has no interest in land they should enter 'None' or 'No Interest' on the register.
2. It is also important that Members disclose their membership of other public bodies, charities and associations. Members should provide the full name and address of organisations/charities of which they are members. Members should also detail their status within that organisation.
3. There are also inconsistencies in terms of membership of external organisations between those listed by the Council and those declared by individual members; they are not always recorded on the forms although they are listed on every Member's "front page". Members "front page" can be found at - <http://democracy.anglesey.gov.uk/mgMemberIndex.aspx?LLL=0>
4. Where Members are declaring a business interest they should provide sufficient information on what the business interest is.
5. Members are reminded of the statutory requirement to update the Standing Register within 28 days of any changes occurring.

6. In order to alleviate the problems which have been identified in relation to the pre-registration forms (being out of date / incomplete), the Standards Committee has met with representatives from the ICT Service to discuss. Please note that a member of the ICT team will be available for an hour's drop-in session in the Council Chamber before each of the four ordinary meetings of the Council for the next 12 months. The first drop-in session will be held in the Members' Lounge between 9.30am and 10.30am on Tuesday 15th May 2018. During the session you can take advantage of further training on how to update the online forms. It is hoped that this is a way of assisting you as Members to comply with your statutory duties in accordance with the Code of Conduct.

Declaration of interests in meetings

1. When Members are ticking the box to declare an interest they must also provide details of that interest. Both the nature of the interest and whether that interest is a personal or a prejudicial interest must be evident on the form.
2. Greater clarity is required in respect of the information supplied by Members regarding the nature of the interest and how it relates to the item on the agenda.
3. If Members are unsure as to whether they have a declarable interest in meetings they should seek advice in order to avoid inconsistencies in the declarations being made.
4. Members occasionally declare an interest orally at meetings but do not complete the paperwork. The form needs to be completed for declarations of interest at every meeting where such an interest is declared orally, as oral declarations of interests alone are not sufficient.

Register of Gifts and Hospitality

Few declarations are made with regard to gifts and hospitality and Members are invited to re-familiarise themselves with the [Protocol of Gifts and Hospitality](#)

Training

The Standards Committee has observed that several Members have failed to attend sufficient training this year.

At the time of review, 5 Members had not attended training on the Code of Conduct since the election in May 2017, despite being invited to such training. This causes much concern. I have contacted those individuals directly.

The Standards Committee considered that to navigate through the relevant information, particularly in relation to Members' training, was difficult. Enquiries are therefore ongoing in terms of improving the information available for attendance at training sessions and in meetings of outside bodies, and how that information may be viewed by the public.

Clarity has also been sought in relation to the compulsory planning training and safeguarding training which Members must attend.

Membership and Attendance on Outside Bodies

Please note that Group Leaders have been requested to monitor Members' membership and attendance at meetings of outside bodies. They have also been requested to ensure Members are providing appropriate feedback on matters raised therein.

These findings set out the general conclusions of the review. Some individual Members have received personal emails from the Standards Committee with recommendations for review / updating / explaining some of the information which has been published. Where it was considered necessary, some Members have been requested to meet with me. In the letters, we have asked for responses. Where responses have not been received, please be aware that we will be raising the matter with your Group Leaders.

The Committee appreciates that you are all very busy and is aware that this task is only one of a number that you have to address. However, we hope that the above recommendations will assist in saving time for Members as improving the standard of the forms will hopefully avoid what may potentially be groundless and time consuming complaints.

Regards,

Mike Wilson

Cadeirydd y Pwyllgor Safonau / Chair of the Standards Committee.
Cyngor Sir Ynys Môn / The Isle of Anglesey County Council

ENCLOSURE B

STANDARDS COMMITTEE WORK PROGRAMME – MAY 2017 TO APRIL 2018

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		TIMETABLE	RESOURCES	STATUS AS AT YEAR END
1.	To conduct hearings into alleged breaches of the Members' Code of Conduct, by County Councillors and Town and Community Councillors, following a referral from the Public Services Ombudsman for Wales (PSOW)	<ul style="list-style-type: none"> As and when referrals are made and in accordance with the performance indicator 	<ul style="list-style-type: none"> Monitoring Officer 	<ul style="list-style-type: none"> No referrals
2.	To conduct hearings into applications for Dispensations made by County Councillors and Town/Community Councillors	<ul style="list-style-type: none"> As and when applications are made and in accordance with the performance indicator 	<ul style="list-style-type: none"> Monitoring Officer 	<ul style="list-style-type: none"> Dispensation application by Councillor Carwyn Jones, elected member of IOACC, with meeting held on 18.07.2017. The dispensation related to the Councillor's three personal interests, two of which are also prejudicial, in relation to the County Council's strategy for the medium and long-term future of education on the Island, and specifically in the Seiriol ward. The dispensation was granted to Councillor Jones in the terms recorded in the minutes. The dispensation is valid until 8 May 2022. Generic dispensation applied for by the Monitoring Officer on behalf of Members of the Isle of

				<p>Anglesey County Council as at May 2017, or at any time during the Council's term until May 2022, with meeting held on 13.09.2017. The application related to the Indemnities Sub-Committee. The same generic dispensation was granted for the same issue, and in the same way, in September 2013. The dispensation was granted and is in force for the remaining Council term.</p> <ul style="list-style-type: none"> • Dispensation application by Councillor Roger Dobson of Llanbadrig Community Council with meeting held on 14.03.2018. The dispensation related to the Councillor's personal interest which is prejudicial, in relation to the property he owns and its proximity to the Wylfa Newydd development site. The dispensation was granted to Councillor Dobson in the terms recorded in the minutes. The dispensation is valid for the duration of the Councillor's term of office. • Generic dispensation applied for by the Monitoring Officer on behalf of Members of the Isle of Anglesey County Council as at May 2017, or at any time during the Council's term until May 2022, with meeting held on 14.03.2018. The application related to any
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				future decisions on school charges. A similar generic dispensation was granted in the same terms in 2015. The dispensation was granted and is in force for the remaining Council term i.e. until May 2022.
3.	To undertake an advisory role in connection with any matters arising under the Council's Local Resolution Protocol.	<ul style="list-style-type: none"> As and when requested 	<ul style="list-style-type: none"> Monitoring Officer 	<ul style="list-style-type: none"> No requests
4.	To oversee training and development on the Members' Code of Conduct in accordance with paragraph 2.6 of the Code	<ul style="list-style-type: none"> Ready for May 2018 	<ul style="list-style-type: none"> Monitoring Officer 	<p>TOWN/COMMUNITY COUNCILS:-</p> <ul style="list-style-type: none"> members of the Standards Committee attended the training sessions for Town and Community Councillors on 13.11.17, 15.11.17, 22.11.17, 29.11.17 and 22.3.18 <p>COUNTY COUNCIL MEMBERS:-</p> <ul style="list-style-type: none"> Review of post-election induction and training arrangements for members Two members of the Standards Committee attended the regional induction session for newly elected members in November 2017 Programme presented by the Human Resources Development Manager and approved by the Standards Committee on 14 September 2016 Training programme has been approved and published to

				<p>members</p> <ul style="list-style-type: none"> • Member Development Charter – the Council is applying for a renewal.
5.	To review the three registers of Members' Interests followed by any necessary advice and guidance.	<ul style="list-style-type: none"> • By the end of April 2018 	<ul style="list-style-type: none"> • Monitoring Officer 	<ul style="list-style-type: none"> • Review conducted between January and February 2018 • Individual letters sent to certain Members following the review • General findings letter sent to all Members on 03.05.2018 (copy attached at Enclosure 1) • Town and Community Council members of the Standards Committee will undertake a review of the interests of the independent members of the Standards Committee on 14.05.2018
6.	To undertake the role of consultee on any proposed change to the Constitution relevant to the role of the Standards Committee and especially where such proposed changes might disproportionately prejudice the rights and interests of any minority group.	<ul style="list-style-type: none"> • As and when required 	<ul style="list-style-type: none"> • Monitoring Officer 	<ul style="list-style-type: none"> • No referrals
7.	To undertake the role of consultee on any proposed legislative / policy changes etc relevant to the Standards Committee's area of responsibility.	<ul style="list-style-type: none"> • As and when required 	<ul style="list-style-type: none"> • Monitoring Officer 	<ul style="list-style-type: none"> • Standards Committee Selection Panel to appoint new independent Member – see 13 below • Amended Code of Conduct – adoption by the Town and Community Councils has been reviewed • A review of whether Town and Community Councils have

				<p>Websites has been conducted</p> <ul style="list-style-type: none"> The Standards Committee is to review the publishing of the Annual Reports by Members
8.	To make any recommendations to the Council for improvements in those areas of work which relate to the Standards Committee.	<ul style="list-style-type: none"> As and when required 	<ul style="list-style-type: none"> Monitoring Officer 	<ul style="list-style-type: none"> Management Structure – staff, members and Standards Committee members can all view (sent 24.3.17). This is to be reviewed every 12 months. A review is being undertaken at present. Local Resolution Protocol – subject to a separate report to Council on 15.05.2018
9.	The Chair of the Standards Committee to present an annual report to the Council outlining the work of the committee during the previous year.	<ul style="list-style-type: none"> May 2018 	<ul style="list-style-type: none"> Chair 	<ul style="list-style-type: none"> 15.05.2018
10.	To ensure that the knowledge and skills of the Standards Committee are developed and updated by:-		<ul style="list-style-type: none"> Monitoring Officer 	
	<ul style="list-style-type: none"> regular reviews of decided cases from <ul style="list-style-type: none"> other relevant authorities Adjudication Panel for Wales 	<ul style="list-style-type: none"> Ordinary meeting of the Committee 		<ul style="list-style-type: none"> Delivered on 13.09.2017 and 14.03.2018 to the Standards Committee. Published to County Councillors on 27.11.2018 and 20.03.2018 and Town and Community Councillors on 23.03.2018
	<ul style="list-style-type: none"> to participate and contribute on the North Wales Standards Committee Forum 	<ul style="list-style-type: none"> Twice annually 		<ul style="list-style-type: none"> 24.11.17 – Forum Meeting held by Wrexham County Borough

				<p>Council.</p> <ul style="list-style-type: none"> • Next meeting to be hosted by Gwynedd County Council on 29.06.2018
	<ul style="list-style-type: none"> - to participate and contribute to the All Wales Standards Committee Conference. 	<ul style="list-style-type: none"> • Once every 2 years – due 2017/2018 		<ul style="list-style-type: none"> • No Conference 2017/2018. • Scheduled on 14.09.2018 in Aberystwyth (arranged by Ceredigion County Council)
	<ul style="list-style-type: none"> - To be reviewed under a performance appraisal review scheme similar to that used by the county council's elected members. 	<ul style="list-style-type: none"> • One every 2 years – due 2018 		<ul style="list-style-type: none"> • The Chair undertook a Personal Development Review process, including an hour's meeting, with each independent member and the Town/Community Council representatives of the Standards Committee on 27.04.2018 • The Chair will undertake a Personal Development Review with the Monitoring Officer • The next PDR is in two years i.e. 2020 and the term of 4 of the independent members of the Standards Committee will have finished before then (in December 2019)
11.	To monitor progress on Member complaints filed with the PSOW and to undertake an annual analysis of complaints data in relation to Ynys Mon County Council and Town and Community Councils in order to identify trends/issues of concern/training needs.	<ul style="list-style-type: none"> • Quarterly 	<ul style="list-style-type: none"> • Monitoring Officer 	<ul style="list-style-type: none"> • Report to the Standards Committee on 13.09.2017 and 14.03.2018 • Complaints matrix is circulated to Standards Committee members quarterly in April (January-March), July (April-June), October (July-September) and January

				<p>(October-December). It details the complaints received and the progress made regarding those complaints being investigated by the PSOW in relation to (a) County Councillors and (b) Town and Community Councillors.</p> <ul style="list-style-type: none"> • Report by the PSOW and summary of the Casebook of Code of Conduct complaints received by the PSOW between April 2016 and April 2017 reported to the Standards Committee on 13.09.2017. Report circulated to County Council Members on 27.11.2017 and 20.03.2018 and Town and Community Council Clerks on 23.03.2018 • Further report by the PSOW and summary of the Casebook of Code of Conduct complaints received by the PSOW between July and November 2017 reported to the Standards Committee on 14.03.2018. • Report by way of an analysis of the nature of the complaints referred to the PSOW / recent trends presented to the Standards Committee on 13.09.2017 (item 4). This is to be an annual report to the Standards Committee.
12.	To maintain contact with Group Leaders to discuss any issues of concern.	<ul style="list-style-type: none"> • As and when required 	<ul style="list-style-type: none"> • Chair 	<ul style="list-style-type: none"> • 5.10.2017 • 8.11.2017 • 25.01.2018

				<ul style="list-style-type: none"> • 26.04.2018
13.	Appoint a new independent member to the Standards Committee.	<ul style="list-style-type: none"> • As soon as possible 	<ul style="list-style-type: none"> • Monitoring Officer • Standards Committee Selection Panel 	<ul style="list-style-type: none"> • Standards Committee Selection Panel met on 20.09.2017 to approve the advertisement of the vacancy of an Independent Member of the Standards Committee. • Standards Committee Selection Panel met on 17.11.2017 to draw a shortlist of applicants for interview on 27.11.2017 • Following interviews, the Standards Committee Selection Panel nominated a candidate for appointment to the Standards Committee and the Chair of the Standards Committee Selection Panel was to present a report to full Council nominating the successful candidate and recommending that the second shortlisted candidate be automatically appointed to any further casual vacancy for an independent member of the Standards Committee, if such should arise in the next twelve months. • At its meeting on 12.12.2017, full Council resolved to appoint <u>Mr John Robert Jones</u> as co-opted independent member of the Standards Committee from

				<p>immediate effect; and 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.</p> <p>The appointment will continue until 11 December 2025.</p>
14.	<p>Appoint two Town and Community Council representatives to the Standards Committee</p>	<ul style="list-style-type: none"> • Following May 2017's election 	<ul style="list-style-type: none"> • Monitoring Officer 	<ul style="list-style-type: none"> • At its meeting on 12.12.2017, full Council resolved to appoint <u>Councillor Iorwerth Roberts</u> of Bryngwran Community Council and <u>Councillor Keith Roberts</u> of Trearddur Bay Community Council. <p>These 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.</p>
15.	<p>Report performance indicators on a default basis</p> <ul style="list-style-type: none"> • Relationship between Members and 	<ul style="list-style-type: none"> • Quarterly 	<ul style="list-style-type: none"> • Monitoring Officer 	<ul style="list-style-type: none"> • Reported quarterly

	<p>Political Groups</p> <ul style="list-style-type: none">• The effectiveness of the Council's Standards Committee• Standards of conduct and behaviour of Members			
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ENCLOSURE C

STANDARDS COMMITTEE WORK PROGRAMME – MAY 2018 TO APRIL 2019

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		TIMETABLE	RESOURCES	STATUS AS AT YEAR END
1.	To conduct hearings into alleged breaches of the Members' Code of Conduct, by County Councillors and Town and Community Councillors, following a referral from the Public Services Ombudsman for Wales (PSOW)	<ul style="list-style-type: none"> As and when referrals are made and in accordance with the performance indicator 	<ul style="list-style-type: none"> Monitoring Officer 	
2.	To conduct hearings into applications for Dispensations made by County Councillors and Town/Community Councillors	<ul style="list-style-type: none"> As and when applications are made and in accordance with the performance indicator 	<ul style="list-style-type: none"> Monitoring Officer 	
3.	To undertake an advisory role in connection with any matters arising under the Council's Local Resolution Protocol	<ul style="list-style-type: none"> As and when requested 	<ul style="list-style-type: none"> Monitoring Officer 	
4.	To oversee training and development on the Members' Code of Conduct in accordance with paragraph 2.6 of the Code	<ul style="list-style-type: none"> Ready for May 2019 	<ul style="list-style-type: none"> Monitoring Officer 	
5.	To review a sample of the Register of Members' Interest as retained by Town and Community Councils followed by any necessary advice and guidance	<ul style="list-style-type: none"> By the end of April 2019 	<ul style="list-style-type: none"> Monitoring Officer 	

6.	To undertake the role of consultee on any proposed change to the Constitution relevant to the role of the Standards Committee and especially where such proposed changes might disproportionately prejudice the rights and interests of any minority group.	<ul style="list-style-type: none"> As and when required 	<ul style="list-style-type: none"> Monitoring Officer 	
7.	To undertake the role of consultee on any proposed legislative / policy changes etc relevant to the Standards Committee's area of responsibility.	<ul style="list-style-type: none"> As and when required 	<ul style="list-style-type: none"> Monitoring Officer 	
8.	To make any recommendations to the Council for improvements in those areas of work which relate to the Standards Committee.	<ul style="list-style-type: none"> As and when required 	<ul style="list-style-type: none"> Monitoring Officer 	
9.	The Chair of the Standards Committee to present an annual report to the Council outlining the work of the committee during the previous year.	<ul style="list-style-type: none"> May 2019 	<ul style="list-style-type: none"> Chair 	
10.	To ensure that the knowledge and skills of the Standards Committee are developed and updated by:-		<ul style="list-style-type: none"> Monitoring Officer 	
	<ul style="list-style-type: none"> regular reviews of decided cases from <ul style="list-style-type: none"> other relevant authorities Adjudication Panel for Wales 	<ul style="list-style-type: none"> Ordinary meeting of the Committee 		
	<ul style="list-style-type: none"> to participate and contribute on the North Wales Standards Committee Forum 	<ul style="list-style-type: none"> Twice annually 		
	<ul style="list-style-type: none"> to participate and contribute to the All Wales Standards Committee Conference. 	<ul style="list-style-type: none"> 14.09.2018 		

	- To be reviewed under a performance appraisal review scheme similar to that used by the county council's elected members. -	• One every 2 years – due 2020		
11.	To monitor progress on Member complaints filed with the PSOW and to undertake an annual analysis of complaints data in relation to Ynys Mon County Council and Town and Community Councils in order to identify trends/issues of concern/training needs.	• Quarterly	• Monitoring Officer	
12.	To maintain contact with Group Leaders to discuss any issues of concern.	• As and when required	• Chair	
13.	Report performance indicators on a default basis <ul style="list-style-type: none"> • Relationship between Members and Political Groups • The effectiveness of the Council's Standards Committee • Standards of conduct and behaviour of Members 	• Quarterly	• Monitoring Officer	
14.	To review the system for Members to be providing feedback from Outside Bodies on which they have been appointed and the support which they require from the Council to be able to do this. Consider the information which is made available to the public in relation to those Outside Bodies e.g. Agenda and Minutes of those meetings.	• By the end of April 2019	• Monitoring Officer	

15.	Begin the process of recruiting 4 new independent members to the Standards Committee, in order to replace the committee members' whose term end in December 2019. The aim would be for those members to attend the last formal meeting of the Standards Committee held in the current members' term in September 2019.	<ul style="list-style-type: none"> • Process to begin by the end of April 2019 	<ul style="list-style-type: none"> • Monitoring Officer 	
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ISLE OF ANGLESEY COUNTY COUNCIL	
MEETING:	Standards Committee
DATE:	12.09.2018
REPORT TITLE:	Local Resolution Protocol
PURPOSE OF THE REPORT:	To provide information to the Standards Committee on the amended Local Resolution Protocol
REPORT BY:	Mared Wyn Yaxley Solicitor – Corporate Governance mwyics@ynysmon.gov.uk
LINK OFFICER:	Lynn Ball Head of Function (Council Business) / Monitoring Officer lbxcs@ynysmon.gov.uk 01248 752586

A BACKGROUND

- 1 The Chair of the Standards Committee presented a [report to Council](#) on the Council’s Local Resolution Protocol at its meeting on 15th May 2018.
- 2 The Council agreed to adopt the amended Local Resolution Protocol proposed.
- 3 A copy of the Local Resolution Protocol, as approved by Council, is attached as **Enclosure 1** to this Report.

B UPDATE

- 1 Since the Council resolved to accept the amended Local Resolution Protocol,
 - 1.1 the amended Local Resolution Protocol has been published on the Council’s intranet system (MonITor);
 - 1.2 the amended Local Resolution Protocol has been published on the Council’s internal policy hub (Porth Polisi);
 - 1.3 an email has been sent to all elected Members and members of the Standards Committee on 22nd June 2018 enclosing a copy of the amended Local Resolution Protocol; and

- 1.3 enquiries have been made in relation to Mediation training for members of the Standards Committee so they can action the amended Protocol as required.

C MEDIATION TRAINING

- 1 Training will be provided to the independent members of the Standards Committee and the Town and Community Councils representatives on the Standards Committee for half-a-day session on 18th September 2018. The Training will be held in Cemlyn Meeting Room, Bryn Cefni Business Centre, Llangefni at 1pm. A copy of the proposed Programme is included in **Enclosure 2**.
- 2 The invitation to the Mediation Training is not being extended to the Isle of Anglesey County Council Members' representatives on the Standards Committee on the basis they will never be requested to assist under the Local Resolution Protocol procedure. Although the Local Resolution Protocol included in **Enclosure 1** is intended for this Council, Town and Community Councils have been encouraged to adopt the generic Local Resolution Protocol which has been prepared and distributed by One Voice Wales. The Standards Committee has the discretion to be able to assist in the Town and Community Council, should they request assistance in this way.
- 3 An update from the Training session will be provided at the Standards Committee meeting on 13th March 2019.

D RECOMMENDATION

- 1 The Committee is asked to :
 - 1.1 note the contents of the amended Local Resolution Protocol which has now been adopted (**Enclosure 1**);
 - 1.2 note the update provided in this Report; and
 - 1.3 note the date, time and venue (as noted in paragraph C1 above) for the Mediation Training on 18th September 2018 and the programme details included in **Enclosure 2**.

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 between members;
 - 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.
3. The Protocol does not apply to complaints by third parties.
4. The Protocol seeks to achieve swift resolution and reconciliation by way of a mediation process. It is a voluntary arrangement, so both parties must agree to mediate. The process 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.
5. The Protocol is not intended to interfere with, or take the place of, group or party discipline; nor self-regulation by members.
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 to instigate a mediation meeting

7. A member wishing to use the Protocol must put their complaint in writing to the Chair of the Standards Committee (form attached) explaining:
 - when and where the alleged breach occurred;
 - how and why paragraph 4(b) and/or 6(1)(d) has been breached;
8. Any written complaint must be sent to the Chair of the Standards Committee 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 Chair of the Standards Committee will share the complaint with the member who is the subject of the complaint.
10. The member receiving the complaint will have 14 days, from receipt, within which to send a written reply to the Chair of the Standards Committee setting out their response.
11. Having received a reply from the member complained of, the Chair of the Standards Committee will:-
 - copy the full response to the complainant; and
 - arrange a mutually convenient and private meeting between the complainant and the member who is the subject of the complaint, together with two independent members of the Standards Committee. This will take place as soon as reasonably practicable.
12. The meeting shall take place in private.
13. If no response has been received under paragraph 10 above, within the 14 day period, then no meeting shall be arranged. In order for the mediation process to succeed, the agreement of both parties is required.
14. **The Mediation Meeting**
 - 14.1 The informal “panel” of the Standards Committee shall consist of any two independent members of the Committee, on a rotational basis. Members of the Standards Committee will only facilitate a mediation meeting if they have received training for this purpose.
 - 14.2 Paperwork shall be limited to the initial complaint and response.
 - 14.3 The purpose of the meeting will be for the parties to come to an agreed resolution. The Standards Committee members will not come to a view or make any findings but may make informal recommendations to the parties. Any such recommendations shall not be binding.

**LOCAL RESOLUTION PROTOCOL FORM –
TO INSTIGATE THE MEDIATION PROCESS**

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 me 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 What is your expectation at the end of the process?

Signature: _____

Date: _____

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

The Chair of the Standards Committee

Email : mxwcs@ynysmon.gov.uk

Please note that a copy of your completed form will be shared with the member who is the subject of your complaint.

Rebecca David-Knight,
Centre for Public Scrutiny,
12th June 2018
RDK@PublicGovWales.org.uk



Building relationships into the future: Conflict resolution through mediation

Context

This proposal has been developed to assist effective implementation of the Isle of Anglesey County Council's Local Resolution Protocol via the delivery of bespoke mediation training that is mindful of conflict within political environments.

The proposed content specifically aims to address the key functions of the informal Protocol which is to promote high standards of conduct, to foster and maintain positive working relationships between Members, to avoid unnecessary escalation of issues, and to safeguard the Council's reputation.

What is the purpose of the training seminar?

The purpose of the training is to equip independent members of the Council's Standards Committee with the knowledge, skills and techniques necessary to assist Members resolve conflict through facilitated communication.

Learning Objectives

Through engagement in the learning seminar, participants will be equipped to:

- Understand the pre-mediation process in Anglesey including the development of a strategy for co-mediation with colleagues before the mediation meeting takes place.
- Understand ethical issues related to mediation, particularly as it relates to confidentiality, self-determination, and voluntary participation.
- Develop self knowledge of mediator's conflict styles, history, and attitudes and how their personal experience may influence their aptitude for or approach to conflict resolution.
- Use enhanced verbal and non-verbal communication skills to ascertain greater insight into the dynamics of the conflict and reveal underlying interests.
- Explore and analyze the issues of the conflict sufficiently to be able to summarize parties' positions, related feelings, and underlying interests.
- Assist Members to develop agreements that are perceived as sufficiently fair as to achieve voluntary compliance that fosters or maintains positive working relations.

Content Overview

Part 1 – An Introduction to Mediation

- Definitions of mediation and conflict resolution

- Exploring qualities of a mediator in a local government setting
- Skills needed for effective mediation
- Values underlying mediation
- Co-mediation and teamwork

Part 2 – Exploring Emotion and Conflict: Building Trust and Credibility with Members

- Managing anger in mediation
- Understanding and encouraging empathy
- Active listening; learning from the Samaritans' 'Listening Wheel'
- Using emotional intelligence to understand 'positions' and 'interests'

Part 3 – The Mediation Process in Anglesey

- Preparatory work; analysing conflict and understanding 'ripple effects' in political environments
- Establishing ground rules
- Ensuring each side tells 'their story'; validation prevents escalation
- Evaluating ideas for resolution (building on pre-mediation meeting preparatory work)
- Strategies for negotiating solutions
- Follow up to build relationships into the future – options for resolution

Methods of delivery

A multi-method approach will be taken which will involve the use of discursive presentations, role play and real-life anonymised case studies.

The learning seminar would be delivered by Rebecca David-Knight, Lead Consultant for Wales – Centre for Public Scrutiny.

ISLE OF ANGLESEY COUNTY COUNCIL	
COMMITTEE:	Standards Committee
DATE:	12.09.2018
REPORT TITLE:	Methodology Advice Note on the Review of the Registers of Interests of elected and co-opted members
PURPOSE OF THE REPORT:	For the Standards Committee members to confirm the draft Advice Note as a precedent to be shared when the Standards Committee comes to conduct a review of the Registers of Interests of Members in the future
REPORT BY:	Mared Wyn Yaxley Solicitor – Corporate Governance mwycs@ynysmon.gov.uk
CONTACT OFFICER:	Lynn Ball Head of Function (Council Business) / Monitoring Officer lbxcs@anglesey.gov.uk 01248 752586

A INTRODUCTION AND BACKGROUND

- 1 The Standards Committee has completed a review of the Registers of Interests of elected and co-opted members of the Isle of Anglesey County Council between December 2017 and March 2018, as part of its work programme for 2017/2018.
- 2 In anticipation of that review, the Standards Committee members were provided with guidance on what they needed to consider and how to report the information so that a generic letter of advice could be provided to all members detailing good practices and improvements required.
- 3 The guidance was provided by way of a [report to the Committee on 13 September 2017](#).
- 4 It was deemed that an Advice Note, which details (a) documents to be reviewed, (b) what to consider within those documents and (c) how to record findings, would be beneficial. Albeit this will not be required for use immediately, it will be useful for future reviews of the registers of interests of members.

B ADVICE NOTE

- 1 The draft Advice Note which has now been prepared is reproduced as **Enclosure 1**.

- 2 The draft Advice Note details the documents to be reviewed, how those documents need to be reviewed and how to report the findings. The Note also includes links to the various documents.
- 3 It is envisaged, should the Standards Committee decide to conduct a review of the Registers of Interests of Members at a future date, the Advice Note will be shared with them so that all members conduct a similar review, which is fairer on those whose Registers are being reviewed as there will be consistency in the process.

C RECOMMENDATION

- 1 The Standards Committee is asked to note the contents of the draft Advice Note in **Enclosure 1** and confirm the same is approved.
- 2 Does the Standards Committee wish for the Chair of the Standards Committee to attend a meeting of the Group Leaders in order to discuss the contents of **Enclosure 1** ?

STANDARDS COMMITTEE:
REVIEW OF THE REGISTERS OF INTERESTS OF ELECTED AND CO-OPTED MEMBERS –
METHODOLOGY ADVICE NOTE

You have been asked to carry out a review of the Registers of Interests for elected and co-opted Members. This note has been produced in order to assist you in that process by detailing the documents which need to be reviewed, the type of information which you will need to gather from looking at those documents and the method for reporting your findings.

A. DOCUMENTS TO BE REVIEWED

The documents to be reviewed during this exercise are :-

1. The Standing Register of Interests

- The law and the Council's Code of Conduct require councillors and voting co-opted members to declare and record personal interests.
- The Standing Register of Interests for each Member is available online at [Councillors and voting co-opted members - declarations of interest](#)
- Whilst reviewing the Standing Register, you will also need to consider the list of membership on outside bodies, as [recorded by the Council for each Member](#), and the [Member's biography page](#) so as to cross-reference these with the information included by the Member on his/her Standing Register

2. The Register of Declarations of Interests in Meetings

- This Register comprises of paper forms which are completed by each Member who declares either a personal or a personal and prejudicial interest regarding an item discussed at a meeting. You can request the full paper copies of the relevant Member's 'Declarations in Meetings Forms' by contacting the Committee section.
- Information included on those forms is copied on to the relevant [Member's biography page](#) and included under the heading "More information about this councillor" by clicking on "Declarations at meetings". You will need to review this panel for each Member.
- You will then need to cross-reference the information included in the declaration with the Minutes for the relevant meeting. The Minutes of meetings can be found [here](#).

3. The Register of Gifts and Hospitality

- The [Register of Gifts and Hospitality](#) for each Member is available for public examination online.
- The Standards Committee has prepared and circulated a [briefing note](#) to Members on frequently asked questions regarding gifts and hospitality which you should read in order to assist you with the review.

4. Members' Training Records

- The record is kept and produced by the Human Resources section.
- Members are also required to complete an online record of all Training events attended. This information is on the relevant Member's biography page and included under the heading "More information about this councillor" by clicking on "Training". You will need to review that panel for each Member.

5. Annual Reports

- Annual reports are prepared by each [elected Member only](#).

- A link to each Member's Annual Report is included on that [Member's biography page](#) under the heading "Additional information" by clicking on "Members Annual Reports". You will need to review that panel for each Member.

B. WHAT NEEDS TO BE REVIEWED?

1. The Standing Register

- 1.1 This Register needs to be completed within 28 days of election and then updated (online) as and when changes occur. An annual letter is sent to all Members to remind them of the requirement in the Code of Conduct which expects Members to update this Register within 28 days of any material change to the relevant interests.
→ Check when the Register was last updated.
- 1.2 Members must ensure that sufficient information is included regarding Part 1 – Financial Interests. For example, is the description of land/property in which the Member has an interest clear enough to enable the public to identify the location?
→ Check that this section has been completed satisfactorily. Is anything unclear?
- 1.3 Members must also ensure that adequate information is included in Part 2 – Other Interests. The name of the body / organisation needs to be noted in full (no abbreviations) and the column on the right (noting the status of the individual on that body) must also be completed.
→ Check that this section has been completed satisfactorily. Is anything unclear? Have abbreviations been used?
- 1.4 Members need to ensure that they put a line through irrelevant boxes or that they write "none", "no", "not applicable".
→ Check that no box is left empty – it either needs substantive information or confirmation that no information needs to be included in that section
- 1.5 The list of membership of outside bodies, as recorded by the Council for each Member, (the link to this list is included in A1 above) should be the same as what has been included by the Member on his/her Standing Register.
→ Check if there are any anomalies between the list which is being provided by the Council and the list which the Member has included on the Register.
- 1.6 The relevant information which appears on the Member's Register of Interest should be the same as that included on the Member's biography page.
→ Is there any information on the [Member's biography page](#) which does not correspond with the information included in his/her Standing Register?

2. The Register of Declarations of Interest in Meetings

- 2.1 In general, and as a matter of principle, the paper declaration forms (held by the Committee section after being completed by the Member) should be standalone in order that the public understand the interest and how it is relevant to the item on the agenda, the connection with that item, and whether the interest is a personal interest or a personal and prejudicial interest meaning that the Member had to leave the meeting as a result.
→ Check if the form been completed in full and in a way that would make sense to anybody reading it (i.e. members of the public who have no information or specific expertise with regard to the Code of Conduct and its requirements)?
→ Is there sufficient information regarding the interest and how it is relevant to the Agenda item?

- 2.2 Is there any indication that Members are having difficulty differentiating between the declaration of personal interests (where they would be permitted to remain in the meeting) and the declaration of personal and prejudicial interests (where they are required to leave meetings)?
Or are Members declaring interests unnecessarily and being over-cautious?
→ Consider, based on the facts which have been declared by the Member / the detail included in the Agenda, Reports, Minutes, if the declaration was personal or personal and prejudicial. Does your opinion resemble what the Member expressed?
- 2.3 Review the Minutes for the meeting in which the declaration was made to ascertain if those Minutes confirm the information included on the paper form.
→ Check that the Minutes confirm (a) a declaration of interest was made, (b) whether that interest was personal or personal and prejudicial, and (c) if prejudicial, that the Member left the meeting for that item.
- 2.4 → Are there any examples when Members have declared interests in meetings but have then forgotten to complete the declaration of interests in meetings form?
- 2.5 → Do you wish to suggest any changes to the form for the declaration of interests in meetings in order to assist Members or to improve clarity and/or transparency for the public?

3. The Register of Gifts and Hospitality

- 3.1 Declarations must be made within 28 days of the receipt of any gift or hospitality which is higher than the £20 limit. You are asked to review the registrations in order to determine whether they conform with the Code's requirement / the information contained in the briefing note (referred to in A3 above).
→ Check whether the Member has included sufficient information regarding the item?
→ Has the Member registered the gift/hospitality received in a timely manner?
→ Can you suggest any further improvements or advice which needs to be provided to the Members in relation to gifts/hospitality?

4. Members' Training Records

- 4.1 Review the paper record provided by HR and compare with the information on the Member's biography page.
→ Is the information between the two consistent?
- 4.2 → Consider how many training sessions has the Member attended in comparison with the number of sessions he/she has been invited to attend?
- 4.3 → Are there certain training sessions which the Member has failed to attend which causes particular concern?

5. Annual Reports

- 5.1 → Has the Member produced an Annual Report for the relevant period?
- 5.2 → Is the information on the Annual Report complete? Does it conform with the information included for that Member elsewhere e.g. list of membership of outside bodies, training record etc.

C. REPORTING YOUR FINDINGS

1. It is suggested that you report your findings by way of a table with the following headings:

ADOLYGYDD	AELOD	COFRESTR SEFYDLOG DATGAN DIDDORDEB	DATGANIADAU MEWN CYFARFODYDD	RHODDION A LLETYGARWCH	HYFFORDDIANT	ADRODDIAD BLYNYDDOL
REVIEWER	MEMBER	STANDING REGISTER OF INTERESTS	DECLARATION OF INTERESTS IN MEETINGS	GIFTS AND HOSPITALITY	TRAINING	ANNUAL REPORT

2. The information which is included under each heading will be the 'answers' to those questions which have been asked in B above, whilst considering the documentation referred to in A above.
3. You may include any further information / comments which has not been mentioned or referred to in this Advisory Note. This Note has been prepared by way of guidance only and is not designed to limit your conduct in carrying out the Review.
4. If, following conducting the review, you require further information or details, please do not hesitate to contact the relevant Member directly.

Prepared by the Monitoring Officer
August 2018

CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL	
MEETING:	Standards Committee
DATE:	12.09.2018
TITLE OF REPORT:	Briefing Note to Members - Gifts and Hospitality
PURPOSE OF THE REPORT:	To report to the Standards Committee on a proposed draft amended Briefing Note to Members on Gifts and Hospitality
REPORT BY:	Mared Wyn Yaxley Solicitor – Corporate Governance mwy@ynysmon.gov.uk
LINK OFFICER:	Lynn Ball Head of Function (Council Business) / Monitoring Officer lbx@anglesey.gov.uk 01248 752586

1. INTRODUCTION & BACKGROUND

- A) The Local Authorities (Model Code of Conduct) (Wales) Order 2008 details that Members “must, within 28 days of receiving any gift, hospitality, material benefit or advantage above a value specified in a resolution of your authority, provide written notification to your authority’s monitoring officer of the existence and nature of that gift, hospitality, material benefit or advantage”.
- B) This [Council’s Constitution](#) includes a clause which mirrors this requirement (paragraph 17).
- C) Section 5.9 of the Constitution includes a [Gifts and Hospitality Protocol](#), which provides information to assist Members in deciding when registration is appropriate and required under the Code of Conduct.
- D) The [register](#) is available for Members to complete on-line using the form at <http://www.anglesey.gov.uk/Journals/2012/01/10/constitution-5-gifts-form.pdf> Members will note that what appears on the website is not in the format originally requested by the Standards Committee (as per the form itself). It was not possible for the Council to adopt that format owing to the constraints of the system itself / the cost of adapting the system so as to incorporate the Standards Committee’s requests.
- E) The purpose of the Register is to ensure that any actions/decisions taken by Members, in their role as Councillors, are not influenced by favouritism, or perceived

favouritism, and not just that arising from personal interests, but also any gift/hospitality received from interested parties.

- F) During a recent review by members of the Standards Committee of the Members' Registers of Interests, it was once again noted that there were very few entries registered on the Gifts and Hospitality Register for each Member. This may be because there is nothing to declare. However, it could also be that Members do not understand the requirement to register as per the Code of Conduct. Standards Committee members who considered other Authorities' Gifts and Hospitality Registers noted that fewer entries were being made by Members in this Authority.
- G) A Briefing Note to Members on Gifts and Hospitality has previously been published to Members, but upon review, this is deemed complex and does not include enough practical examples.
- H) A new Briefing Note has been prepared and a copy of the same is included at **Enclosure 1**. It is hoped that this will assist Members to understand the requirement to register gifts and hospitality received by them in their role as Councillors. The Briefing Note at **Enclosure 1** is intended to replace rather than supplement the existing Briefing Note.

2. RECOMMENDATION

For the Committee

1. To note the contents of the draft amended Briefing Note at **Enclosure 1** and confirm the same should be adopted.
2. To agree that the Chair of the Standards Committee should present the Briefing Note at **Enclosure 1** to a meeting of the Group Leaders; and
3. To confirm the draft amended Briefing Note at **Enclosure 1** can be distributed to all Members in the name of the Standards Committee.

GIFTS AND HOSPITALITY – A BRIEFING NOTE FOR MEMBERS

Background

One of the requirements of the [Code of Conduct](#) is that Members register all gifts and hospitality received, and known or estimated to have a value of **£20.00 or more**, in the [Register of Gifts and Hospitality](#), within 28 days of receipt. The Code only applies to gifts and/or hospitality received by Members in their professional capacity as Members of the Council (not personal).

At section 5.9 of the Constitution, there is a [Protocol on Gifts and Hospitality](#), devised by the Standards Committee to assist Members in deciding when registration of gifts and hospitality is appropriate.

This Briefing Note is prepared as an additional resource to assist Members in ensuring compliance by providing practical advice.

Purpose of the Register and the registration process

Members will appreciate that the purpose of the Register is to ensure that any actions/decisions taken by Members, in their capacity as Members, are not influenced by favouritism, or perceived favouritism, and not just those arising from personal connections, but also any gift/hospitality received from interested parties. If a Member receives a gift or hospitality which exceeds the threshold, the item will be registered on the publicly available Register, and thus **the Member will be required to declare a personal interest on the basis of that registration should a matter arise in the future regarding the party who donated the gift or provided the hospitality.**

So, for example, a Member attends an event with a developer for the purpose of obtaining information and asking questions regarding a proposed development, and in doing so the Member receives hospitality at that event which exceeds the threshold, then it **must** be entered in the Register of Gifts and Hospitality within 28 days of receipt. If the Member is subsequently required to make a decision in relation to the development, then the Member should also declare that hospitality as a personal interest at the meeting where the issue is to be discussed/decided. The declaration of interests form in meetings must also be completed.

In these circumstances it would be a personal interest only; it would not be a prejudicial interest, so the Councillor would be allowed to fully participate. The reasoning behind this is that the decision making is fully transparent; the acceptance of appropriate and proportionate hospitality in the context of Council business should not preclude a Member from taking decisions and fully participating in the process. Of course, a different set of facts may have a different outcome; each situation needs be considered on its own facts.

Be careful... You should always remember that the acceptance of a bribe is an offence. If it is proved that any gift, reward or advantage received by you is provided as an inducement for doing something or not doing something in respect of a particular matter or transaction, then it may constitute a criminal offence, and the onus will be on you to prove that you have not acted dishonestly. If you have concern that a gift or hospitality is

conditional or comes with “strings attached” then you should refuse the offer and report the matter to the Monitoring Officer straightaway.

→ GIFTS

A “gift” can be an actual item (goods) or an experience (services) e.g. theatre tickets, concert tickets, invitation to a sporting event etc, received free of charge or provided at a discounted rate, or free admission provided without a ticket. It could also be an opportunity which is not available to the public.

You should not accept personal gifts:

(a) in your capacity as a Member of the County Council (Community Councils are not required to keep an equivalent register for their Members); and

(b) where you know, or reasonably estimate, that the gift is worth £20 or more.

The acceptance of a pen, diary etc. may be appropriate owing to the low value of the product being gifted. However, you should be careful where you receive a series of small gifts / gifts of insignificant value from the same source, during a short period, that their total value should not exceed £20 per annum. Any such accumulative gifts should be registered.

→ HOSPITALITY

Other words for hospitality include ‘welcome’ and ‘generosity’. Hospitality will usually involve food or drink provided to you free of charge, or at a discounted rate. It could also include the provision of free or discounted entertainment, travel or accommodation and so include tickets or vouchers.

Events which include hospitality can often be appropriate and successful in promoting the interests of the Island but Members need to be mindful of the perception of others when accepting hospitality. **Members should satisfy themselves that the level of hospitality provided is proportionate to the nature and importance of any issues to be discussed at such an event, or that it should be commensurate with the purpose of the event e.g. promotion of the Island.**

Any hospitality received:

(a) in your capacity as a Member of the County Council (Community Councils are not required to keep an equivalent register for their Members); and

(b) where you know, or reasonably estimate, that the hospitality is worth £20 or more, must be registered in the Gifts and Hospitality Register.

Hospitality provided or sponsored by the Isle of Anglesey County Council to a Member need not be declared. An example would include the travel to events hosted by others or attendance at events hosted by the Council. However, where an officer is merely a ‘middle person’ in the administrative process of handing over a ticket from the organiser to the Member, an obligation to register remains if it exceeds the threshold.

Hospitality provided by other public bodies (excluding this Council) is considered hospitality by a third party and therefore any hospitality you receive in excess of the

threshold should be declared in the Register. This includes hospitality provided to you by outside bodies to which you have been appointed by the Isle of Anglesey County Council.

Hospitality should only be accepted when there is a legitimate reason to promote the economic, social or environmental wellbeing of the County Council and/or the Island.

Examples:

I have been invited to an event which is being hosted by a potential developer/investor. Can I go? Is this the type of 'hospitality' which needs to be registered under the Code?

You have an obligation to be as well informed as possible about potential developments/investments, particularly in circumstances where your ward is affected or where you are participating in decisions.

However, this needs to be balanced against the fact that as a Member you must always act in the public interest, and not be influenced, or seem to be influenced, in the discharge of your duties by an offer, prospect of an offer, inducement, reward etc by a developer/investor.

You would therefore need to take particular care with this offer of hospitality from the third party, especially if you have a particular role that could influence the outcome for that third party e.g. you will be a Member of a committee making a decision that affects the developer/investor's interests, and in particular the Planning and Orders Committee.

Firstly, ask yourself whether there is a genuine need to attend.

Secondly, consider the value of the hospitality being offered.

If the hospitality does not exceed the threshold of £20 - you do not have to register – but if you are concerned how the acceptance might be misinterpreted (particularly as its coming from a developer/investor) you could make a voluntary declaration so as to ensure transparency.

If the hospitality exceeds the limit, question if the hospitality is of benefit to the Council/Island and is that commensurate with the value of what is being offered. If the hospitality being offered is ancillary and proportionate to the conduct of business, and is in the Council's/public's best interests, it is probably reasonable to accept hospitality; but you must ensure it is declared in the register. **What is "commensurate" means striking the balance between ensuring that you are as well informed as possible about the issues you will decide/influence, while maintaining public confidence in the integrity of the process.**

The purpose of the Code is not to prevent the legitimate conduct of business, but to ensure that it is done transparently. So, if the developer wishes to provide a reception for Members, setting out their development proposals and answering questions, and

hospitality is provided as part of that process, then such hospitality is acceptable, even if it exceeds the threshold, provided it is declared in the Register. However, lavish hospitality, or hospitality which is disproportionate to the business to be transacted, would not be appropriate, even if registered.

The Council is currently going through a competitive procurement process. I have been invited to an event which is being hosted by a supplier, who will be bidding for the contract. Can I go? Is this the type of 'hospitality' which needs to be registered under the Code?

Members are required to act in the overall public interest, rather than acting in the interests of a particular organisation or individual. It would be a breach of the Code of Conduct to improperly confer an advantage or disadvantage on any contractor/supplier.

In the circumstances, it would be advisable for you to obtain the advice of the officers leading on the procurement process before committing to meet with a contractor / supplier. It is paramount that the same opportunities are provided to all prospective suppliers and that you should be mindful of any role you may have as a consultee, but probably not a decision maker, in the procurement process.

I'm not sure how to calculate the £20?

You should estimate how much a person would be expected to pay for the equivalent gift/hospitality on a commercial basis.

If you are in any doubt about the value then the better course of action would be to register the hospitality.

I've received a ticket to a rugby match from one of my constituents, who is a professional rugby player, for helping with ensuring sports facilities locally. I'm more of a football fan so I'm passing the ticket to another Member in my ward. She'll be registering the receipt of the ticket on her Register so I won't need to, will I?

If you do not accept the gift or hospitality / you return the gift to the donor, then you do not have to register it.

But, as in these circumstances, you have accepted the invitation albeit you have received it and passed it on to another person to use. You will therefore need to register it as technically it has been accepted by you.

The other Member, who makes use of the ticket, will also need to declare the ticket as the gift has not originated from you personally.

Other Members in my Group have been provided with free tickets for an event. I'd really like to attend that event. Can I ask for a free ticket for myself?

Seeking to secure a free ticket for yourself may constitute a breach of paragraph 6(1)(a) of the Code of Conduct which states that you must not use, or attempt to use, your position as a Member to secure for yourself or any other person an advantage or disadvantage.

You should therefore never solicit or invite an offer of a gift or hospitality in your position as a Member.

You should also take care to avoid giving an indication to anyone that you might be open to such offers.

I have been offered a reduced fee gym membership at a local holiday park over the winter months (it is their quiet time). Can I accept this offer?

First of all, consider whether other local people have been offered the same incentive, or have you been targeted / the only one (or one of a few) offered it because of your position as a local member.

If you have been approached as a direct result of your role as a local member in the ward, you should refuse the offer on the basis the gift is being made to you in your capacity as a member of the County Council and (one assumes, on the basis of a typical gym membership fee) the gift is worth more than £20.

If others in the local area have been approached with the same offer, you could accept the offer. You would not need to register the gift as it is not being made to you in your capacity as member. However, you would need to ensure that if a matter came before the Council at a later date in relation to the holiday park / the company that owns or manages it etc., you would need to declare a personal interest. Your interest is unlikely to be prejudicial; however, you would need to consider the relevant facts and the specific circumstances at that time.

If you have any queries, please contact the Monitoring Officer.

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CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL	
MEETING:	Standards Committee
DATE:	12.09.2018
TITLE OF REPORT:	Briefing Note to Members – Individual rights as members
PURPOSE OF THE REPORT:	To report to the Standards Committee on a proposed new Briefing Note to Members on their individual rights as members
REPORT BY:	Mared Wyn Yaxley Solicitor – Corporate Governance mwycs@ynysmon.gov.uk
LINK OFFICER:	Lynn Ball Head of Function (Council Business) / Monitoring Officer lbxcs@anglesey.gov.uk 01248 752586

1. INTRODUCTION & BACKGROUND

- 1.1 The [Code of Conduct for Members](#) details the behavioural standards expected of members in carrying out their official duties as councillors. The Code, together with other [protocols](#), provide guidance to members on how to implement their duties as members of the Council.
- 1.2 The Code of Conduct applies to members when officially acting as a member, purporting to act as a member or creating an impression that they are acting as a member. Members will also be subject to the Code in a wider context if they bring the office into disrepute or misuse their position to gain an advantage for themselves or other associates of theirs.
- 1.3 However, it must not be forgotten that members, like their electors, are also citizens of the area and it is inevitable that members will need to exercise their rights as private individuals in certain situations.
- 1.4 The Standards Committee feels there may be some confusion as to the position when members need to contact the Council in their private capacity and a lack of understanding of the conflict which that raises with their official role as councillors.
- 1.5 It is on this basis that a new Briefing Note (**Enclosure 1**) has been prepared by the Standards Committee to members who face conflict between their private interests and their role as councillors.

2. RECOMMENDATION

For the Committee to:

- 1.1 note the contents of the draft Briefing Note at **Enclosure 1** and confirm the same should be adopted;
- 1.2 agree that the Chair of the Standards Committee should present the draft Briefing Note (**Enclosure 1**) to a meeting of the Group Leaders; and
- 1.3 confirm the draft Briefing Note at **Enclosure 1** can be distributed to all Members in the name of the Standards Committee.

BRIEFING NOTE FOR MEMBERS – IMPLEMENTING RIGHTS AS INDIVIDUALS IN RELATION TO THE COUNCIL'S SERVICES

BACKGROUND

1. The [Code of Conduct for Members](#) details the behavioural standards expected of members in carrying out their official duties. The Code, together with other [protocols](#), provide guidance to members on how to carry out their duties.
2. The Code of Conduct applies to members when officially acting as a member, purporting to act as a member or creating an impression that they are acting as a member. Members will also be subject to the Code in a wider context if they bring the office into disrepute or misuse their position to gain an advantage for themselves or other associates of theirs. Under the Code, members are expected to declare personal interests and not participate when they hold a personal and prejudicial interest. (Members are referred to the [Briefing Note on Personal and Prejudicial Interests](#) for further information.)
3. However, it must not be forgotten that members, like their electors, are also citizens of the area and it is inevitable that members will need to exercise their rights as private individuals in certain situations. This could be for a number of reasons, such as the member (a) working as a contractor providing services to the Council, (b) acting in the capacity of secretary of a voluntary organisation applying for grants, (c) arranging care provision for a relative; or (d) objecting to a planning application next door to his/her home.
4. The following Guidance is offered by the Standards Committee to members who face conflict between their private interests, and their role as elected members, as described in paragraph 3 above. The Guidance is provided as general advice only and does not carry the same weight as the Code of Conduct. Members are reminded that it is a matter for them to come to a conclusion regarding any interests they may have.

GUIDANCE

5. If possible, members should avoid placing themselves in a position where conflict could arise between their personal life and their role as an elected member.

Members should ask themselves: do I have to take this action? Could anyone else act on my behalf?

For example, if the member is representing another body or organisation, the member should ask someone else to take on the role of interaction with the County Council; or if the personal interest is representing a family member, the member should consider if another relative could take the lead instead of her/him.

6. If it is unavoidable that members come into contact with the Council, in their personal capacity, members are advised to consider the following guidance:
 - a. When writing to the Council members should not use the Council's official paper, or their Council email account, as this would, in itself, be a breach of

- the Code but would also raise confusion as to which role the member was undertaking; i.e. official capacity or private capacity;
- b. When writing to the Council, at the first contact, members should formally declare the interest and the nature of that interest and state that s/he is acting in a private capacity and not as an elected member;
 - c. If matters are discussed in person, or over the telephone, members should confirm the details of that discussion in writing and that written confirmation should refer to the interest, explain the nature of the interest, and confirm that the member is acting in a private capacity;
 - d. If the Council has contacted the member in her/his role as a citizen of the area (e.g. consultation on a planning matter), the member should clearly declare her/his interest, and explain the nature of that interest, when responding to the consultation;
 - e. Members should not use their position as elected members to gain access to officers, or to information, which would not be available to other members of the public in the same position.
7. To ensure propriety and transparency, the Council may put in place specific measures to deal with particular circumstances in which members are undertaking their role in a personal capacity; particularly if the anticipated period of interaction is likely to be significant. Members must adhere to any reasonable arrangements made in such circumstances.
 8. If members are uncertain of the rights they have in relation to acting as individuals, or the limitations upon them in view of their role as elected members, they are encouraged to contact the Monitoring Officer for advice. While acknowledging the need for transparency, and to avoid any suggestion of impropriety or undue influence, it is also important that members should be entitled to act in their capacity as private citizens.

**The Isle of Anglesey County Council Standards Committee
July 2018**

CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL	
COMMITTEE:	Standards Committee
DATE:	12.09.2018
REPORT TITLE:	Report on North Wales Standards Committee Forum on 29th June 2018
PURPOSE OF THE REPORT:	To update Members of the Standards Committee
REPORT BY:	Mared Wyn Yaxley Solicitor – Corporate Governance mwycs@ynysmon.gov.uk
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 29th June 2018. **Enclosure 1** is a copy of the Agenda.
- 1.2 The meeting followed the published Agenda. Minutes will be published in readiness for the next Forum meeting; the date is to be confirmed.

2. MEETING OF THE FORUM ON 29TH JUNE 2018

- 2.1 A presentation was given by an officer from Gwynedd County Council on the use of social media.

WLGA has produced a draft guidance on Social Media Guide for Members; this was circulated to the members and contributions were invited during this consultation stage.

Since the Forum, confirmation has been received from the WLGA that the Social Media Guide for Members has now been formally published on its website. The link to the Guide has been shared with Members (elected and co-opted) of this Council and with the Clerks of the Town and Community Councils on 21st August 2018.

- 2.2 The Chairman of this Standards Committee had raised four matters for discussion.
- 2.2.1 In relation to item 5(B) on the Agenda, it was interesting to note a different procedure followed in other Authorities rather than just a poll. Once names had been nominated, the candidates would then be invited to interview and a decision made based on this. This may be less time-consuming than the process followed at IOACC in 2017 which entailed requesting nominations, then once short-list drawn all Town and Community Councils were invited to vote for one name.
- 2.2.2 In relation to items 5(C) on the Agenda, it was interesting to note that the Monitoring Officer, and not members of the Standards Committee, conduct the Local Resolution Protocol in a number of the other Authorities.
- 2.2.3 As regards 5(Ch) on the Agenda, Forum members considered that it would be useful if IOACC's Monitoring Officer could share learning material (presentation slides) from the course she attended with David Richards to the other Monitoring Officers before a decision is made in relation to whether Forum members wants training to be arranged or not.
- 2.3 Any Other Business – draft Guidance had been received from the Public Services Ombudsman for Wales, shortly before the meeting. Copies were shared with members in attendance at the Forum. It was considered that this Guidance by the Ombudsman's office was its response to the concerns raised following the last meeting of the Forum in November 2017 in relation to procedures for dealing with claims against members.
- 2.4 It was determined that each Standards Committee should consider items for inclusion on the next Forum meeting's Agenda.

3. DRAFT LETTER

- 3.1 **Enclosure 2** is a draft letter to the Public Services Ombudsman for Wales which was prepared following the Forum meeting on 24th November 2017.

B 2018 STANDARDS COMMITTEE CONFERENCE

1. The Standards Committee Conference will be held on 14th September 2018 in Aberystwyth, Ceredigion. The Chair, Vice-Chair and the Solicitor – Corporate Governance will attend on behalf of the Isle of Anglesey County Council. Details of the speakers is enclosed in **Enclosure 3**.
2. A formal update from the Conference will be provided to the Standards Committee at its meeting on 13th March 2019.

C RECOMMENDATION

1. For members of the Standards Committee:

- 1.1 To note the contents of the discussions held at the Forum meeting on 29th June 2018;
- 1.2 To put forward items to the Chair for inclusion on the Agenda at the next Forum meeting;
- 1.3 To note the date for the Standards Committee Conference on 14th September 2018, and for members to share any question they would like the Chair / Vice-Chair to raise on their behalf with the Public Services Ombudsman for Wales in his open session by the end of the Standards Committee Meeting on 12th September 2018; and
- 1.4 To decide if it would be useful for an informal development/training session to be arranged as soon as possible following the Standards Committee Conference, and before Christmas 2018, so as to allow the Chair and Vice-Chair to lead on providing feedback from the Conference to the other members of the Standards Committee.

Complete Agenda



North Wales Standards Committees Forum

Friday, 29th June, 2018 at 10.00 am

Siambwr Hywel Dda, Council Offices, Caernarfon, Gwynedd. LL55 1SH

To the Chair, Vice-Chair and Monitoring Officer of:-

Isle of Anglesey Standards Committee

Ceredigion Standards Committee

Conwy Standards Committee

Denbighshire Standards Committee

Flintshire Standards Committee

Gwynedd Standards Committee

Powys Standards Committee

Wrexham Standards Committee

North Wales Fire and Rescue Authority Standards Committee

Mid and West Wales Fire and Rescue Authority Standards Committee

Snowdonia National Park Standards Committee

A G E N D A

1. **APPOINTMENT OF CHAIR FOR THE MEETING**

To appoint a Chair for the meeting.

(N.B. The forum has previously agreed that its meetings will be chaired by the hosting authority.)

2. **APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

3. **MINUTES OF THE MEETING HELD ON 24th NOVEMBER, 2017**

The Chair shall propose that the minutes of the previous meeting of the Forum held on 24th November, 2017 be signed as a true record (attached).
(Pages 4 - 7)

4. **PRACTICES / PROTOCOLS ON USE OF SOCIAL MEDIA AND THE REVIEW OF WLGA GUIDANCE**

(a) To receive a presentation on social media.

(b) To discuss practices / protocols on use of social media operated by the different authorities and to invite contributions to the review of WLGA guidance.

5. **QUESTIONS RAISED BY THE CHAIRMAN OF THE ISLE OF ANGLESEY COUNTY COUNCIL STANDARDS COMMITTEE**

(A) In view of Welsh Government's proposal for local authorities to merge, how does the Forum envisage Standards Committees working in the future, particularly in relation to Town and Community Councils? For example, should a merger occur between Anglesey and Gwynedd, as proposed, there would be over 100 Town and Community Councils for one Standards Committee – does the number of Town and Community Councils need to be reduced?

(B) The recent selection of Town and Community Council representatives to sit on the Isle of Anglesey Council Council's Standards Committee seemed a cumbersome process. How do other Standards Committees conduct their process?

(C) The Isle of Anglesey County Council has recently adopted an amended Local Resolution Protocol which is based on a voluntary process of mediation between the Councillors and members of the Standards

Committee. The Councillors, if they both agree to the process, are to find their own solutions and the Standards Committee representative will be in attendance as a mediator only. In order to be able to conduct this effectively, arrangements are being made for the Standards Committee members to receive mediation training. Have other Standards Committees arranged such training? Is there any good practice / points of learning to share among Forum members?

(CH) The Isle of Anglesey County Council would be willing to arrange for David Richards, WG Director, to attend a future meeting of this Forum to give a presentation on general governance matters. Is this something which would assist Forum members?

6. **ANY OTHER BUSINESS**

To consider any other business.

7. **DATE AND LOCATION OF NEXT MEETING**

To determine the date and location of the next meeting.

Agenda Item 3

**MINUTES OF A MEETING OF THE NORTH WALES STANDARDS COMMITTEE
FORUM HELD IN MEETING ROOM 1, GUILDHALL, WREXHAM ON
FRIDAY, 24 NOVEMBER 2017**

PRESENT

Wrexham County Borough Council – Michael Pugh, Neil Benson, Claire Blanchard and Councillor I David Bithell, MBE
Ceredigion County Council – Eddie Ffoulkes-Jones
Conwy County Borough Council – Iain Moore
Denbighshire County Council – Ian Trigger
Flintshire County Council – Robert Dewey
Isle of Anglesey County Council – Mike Wilson, Islwyn Jones and Anwen Jones
Powys County Council – Debby Jones
Snowdonia National Park Authority – Sharon Warnes

ALSO PRESENT

Wrexham County Borough Council, Deputy Monitoring Officer – Sioned Wyn Davies
Committee Officer – Jane Johnson

1 APPOINTMENT OF CHAIR FOR THE MEETING

Michael Pugh, Chair of Wrexham County Borough Council's Standards Committee was appointed Chair, in accordance with the decision of the Forum in October, 2016 that the hosting authority chair the meeting.

The Chair welcomed everyone to the meeting.

2 APOLOGIES FOR ABSENCE

Apologies were received from Iwan Jones (Snowdonia National Park), Helen Rhydderch Roberts (Powys) and Steve Cripps (Ceredigion).

3 MINUTES OF THE MEETING HELD ON 10 APRIL 2017

The minutes of the North Wales Standards Committee Forum held in Ruthin on 10 April 2017 were presented.

Corrections –

Amend the spelling of John Roberts and Sharon Warnes.

Apologies – add Robert Dewey

RESOLVED – That, subject to the above corrections, the minutes of the meeting held on 10 April 2017 be accepted as a true record.

4 NEW MEMBER INDUCTION AND TRAINING ON ETHICAL ISSUES

The Deputy Monitoring Officer explained that the item had been included on the Agenda to enable members in attendance to feedback on how training had been delivered within County Councils and also how the training had been rolled out to Community Councils.

During discussion the following points were made:

- Some based training on the material provided by WLGA whilst others produced their own material.
- The length of sessions varied but it was thought that shorter more focused interactive sessions held attendees interest.
- Separate sessions for new Councillors, more in depth, and refresher sessions for returned Councillors.
- Venues – some held in one location others at different locations.
- Community Councils – in some areas it had proved useful to take the training out to the Communities and in one authority the Standards Committee had scheduled visits to Community Councils.
- Difficulties experienced with online training in some areas due to poor broadband coverage.

5 WLGA - 5 YEARS TO MAKE A DIFFERENCE

Michael Wilson, Chair Isle of Anglesey Standards Committee, provided feedback on a recent regional event '5 Years to Make a Difference' held at the Conwy Business Centre for new Councillors.

Presentations on the day were as follows –

Mark Drakeford AM, Cabinet Secretary for Finance and Local Government - The shape of things to come: A message from the Welsh Government for new councillors

Sophie Howe, Future Generations Commissioner - 5 years in office but a lifetime's legacy.

Steve Thomas CBE, WLGA Chief Executive - State of the Nation: 5 Years of Challenge and Change for Councils?

Ian Bottrill, Former council leader, researcher and national trainer - Secrets of success: What works for councillors?

Mel Doel, former BBC Wales journalist, national trainer and National Park Authority chair 2016-17 - Social Media: Friend or Foe?

Michael Wilson said it was very disappointing that there had been very few new councillors in attendance at the event.

The Forum then discussed what each Council considered as essential/core training for Councillors and how Member attendance at training sessions was recorded/monitored.

In relation to Code of Conduct training there was an expectation that all Councillors should attend as the first question asked by the Ombudsman, in undertaking an investigation against a Member in relation to a breach of the Code, would be whether the Member had attended training and when had training been offered.

The need for all Councillors to have attended Social Media was emphasised.

6 PROCEDURES FOR DEALING WITH CLAIMS AGAINST MEMBERS

Michael Wilson, Chair Isle of Anglesey Standards Committee, had requested this item be included on the Agenda to discuss what Councils had in place by way of procedures to deal with Sexual Harassment claims against Members by officers and for information about the level of support provided for victims and perpetrators.

Reference was made to various Member/officer protocols and the Code of Conduct but it was felt that clarification/guidance should be sought from the Public Services Ombudsman for Wales in relation to the following should a complaint of a serious nature be made against a Member e.g of Sexual Harassment of an officer of the Council. This was based on the assumption that it was not a Police matter.

- What powers did the Ombudsman have to act should such a complaint be received?
- It was understood that a suspension could be imposed by the Adjudication Panel for Wales based on an interim report and recommendation from the Ombudsman. What were the anticipated timescales for such action to be taken?
- Could guidance be provided on practical arrangements for Members accused of such Conduct given their elected status in relation to:
 - i) preventing the Member from representing their electorate
 - ii) carrying out their normal Council duties
 - iii) attending Council premises.
 - iv) conflict which may arise with a Council's duty of care to officers.
 - v) whether pastoral care should be offered to the Member as they would for officers under a duty of care?
- guidance in relation to a complaint against an Executive Member rather than an ordinary Member and particularly the remit of the following to act or otherwise in this situation
 - Leader of the Council
 - Monitoring Officer
 - Standards Committee
 - Group Leaders

RESOLVED - That the Monitoring Officer, Isle of Anglesey County Council, be requested to draft a letter to the Public Services Ombudsman for Wales for circulation amongst Monitoring Officers for each authority to submit should

they so wish.

7 **ANY OTHER BUSINESS**

Ceredigion County Council would be hosting the Standards Conference Wales 2018 in Aberystwyth on a date, yet to be agreed, in September.

There was no further information available regarding the mediation training.

The matter of forming Joint Standards Committee was raised particularly as some authorities were experiencing problems recruiting independent members to Standards Committees and also appointing a lay member to the Appointments Committee. There did not appear to be a big appetite for Joint Committees and it was suggested that ex Chairs/retired independent members of Standards Committees could provide a pool of potential candidates to act as the lay member on an Appointments Committee.

8 **DATE OF NEXT MEETING**

That the next meeting be held in May/June 2018 – to be hosted by Gwynedd County Council

The meeting concluded at 11.20 a.m.

BUSNES Y CYNGOR / COUNCIL BUSINESS

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

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

DX: 701771 – LLANGFNI

ffôn / tel: (01248) 75
 ffacs / fax: (01248) 752132
 E-Bost – E-mail: mwyics@ynysmon.gov.uk

Ein Cyf – Our Ref. MY/DH/CC-019486-MY
 Eich Cyf – Your Ref.

DYDDIAD

Annwyl Katrin

Anfonir y llythyr hwn atoch ar ran Fforwm Pwyllgorau Safonau Gogledd Cymru (sydd bellach yn cynnwys ardaloedd Ceredigion a Phowys).

Cawsom gyfarfod o'r Fforwm ar 27 Tachwedd yn Wrecsam ac un o'r pynciau a drafodwyd oedd yr hyn y gallai, neu y dylai Awdurdod Lleol ei wneud petaent yn derbyn cwynion o natur ddifrifol yn erbyn Aelod, e.e. aflonyddu'n rhywiol ar swyddog/aelod o staff yn y Cyngor – yn seiliedig ar y rhagdybiaeth nad yw'n fater i'r Heddlu.

Cytunodd y Fforwm y dylent anfon llythyr at SOGC yn mofyn esboniad ac arweiniad ar nifer o faterion, sef:-

1. Pa bwerau sydd gan yr Ombwdsmon i weithredu os derbynnir cwyn ddifrifol megis yr un uchod?

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?

- | | |
|---|--|
| <p>2. Rydym yn deall y gall Panel Dyfarnu Cymru wahardd aelod yn seiliedig ar adroddiad interim ac argymhelliad gan yr Ombwdsmon. Beth yw'r amserlen a ragwelir o ran cymryd camau o'r fath?</p> | <p>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?</p> |
| <p>3. Pa ganllawiau fedr ef eu darparu ar drefniadau ymarferol yn achos Aelodau sydd wedi eu cyhuddo o ymddygiad o'r fath yn wyneb eu statws etholedig, e.e.</p> | <p>3. What guidance could he provide on practical arrangements for Members accused of such Conduct given their elected status e.g.</p> |
| <p>a) rydym yn tybio na fedrai'r Cyngor atal Aelod rhag cynrychioli eu hetholwyr</p> | <p>a) we presume that the Council could not prevent Members from representing their electorate</p> |
| <p>b) cyflawni eu dyletswyddau Cyngor arferol</p> | <p>b) carrying out their normal Council duties</p> |
| <p>c) o ran y gwrthdaro posibl a allai godi rhwng dyletswydd gofal yr Awdurdod Lleol tuag at swyddogion a thuag at unrhyw Aelodau y mae'r gŵyn yn ymwneud â nhw</p> | <p>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</p> |
| <p>d) dod i adeiladau'r Cyngor.</p> | <p>d) attending Council premises</p> |
| <p>e) a ddylai'r Cyngor fod yn cynnig rhyw fath o ofal bugeiliol i Aelodau, e.e. Cwnsela Cyfrinachol yr un modd ag y byddent yn ei wneud i swyddogion yn unol â'r ddyletswydd gofal?</p> | <p>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?</p> |
| <p>4. Pa arweiniad fedr yr Ombwdsmon ei roddi ynghylch cwyn yn erbyn Aelod o'r Pwyllgor Gwaith yn hytrach nag Aelod cyffredin.</p> <p>A fedr roi rhyw arweiniad ar gyfer:-</p> <p>Arweinydd y Cyngor</p> <p>Swyddog Monitro</p> <p>Pwyllgor Safonau</p> | <p>4. What guidance could the Ombudsman provide on a complaint against an Executive Member rather than an ordinary Member.</p> <p>Would he be able provide some guidance to be taken by:-</p> <p>the Leader of the Council</p> <p>Monitoring Officer</p> |

Arweinyddion Grwpiau

O ran eu cylch gorchwyl i weithredu neu beidio yn y sefyllfa hon.

Ar ôl cyfarfod y Fforwm, rydym yn deall y cynhaliwyd cyfarfod wedyn ar gyfer Cyfreithwyr Llywodraeth Leol yn Llandrindod ar 1 Rhagfyr a'ch bod chi, Swyddogion Monitro o Awdurdodau Lleol ar draws Cymru a chynrychiolydd o Gymdeithas Llywodraeth Leol Cymru wedi mynychu'r cyfarfod hwnnw.

Un o'r pynciau ar y Rhaglen oedd y senario uchod.

Rydym ar ddeall eich bod wedi cytuno i fynd â'r mater yn ôl a'i drafod gyda'r Ombudsmon ac o bosib, i baratoi rhyw fath o ganllawiau ar y mater hwn.

Os bydd canllawiau'n cael eu drafftio, a fyddai modd i eraill wneud sylwadau ar y drafft cyn iddo gael ei gyhoeddi'n derfynol?

Hefyd, beth ydych chi'n dybio fydd yr amserlen ar gyfer paratoi'r canllawiau hyn?

Edrychwn ymlaen at glywed gennych.

Yn gywir

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.

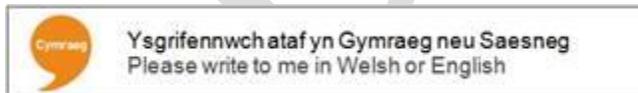
We understand that you agreed to take the matter back and discuss it with the Ombudsman and to possibly prepare some guidance regarding this matter.

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



Nodwch y bydd yr Uned Gyfreithiol a Chwiliadau Tir ond ar gael i dderbyn galwadau ffôn rhwng 10 y bore a hanner dydd a dau a pedwar yn y pnaun o hyn ymlaen. Os oes mater gwirioneddol frys y tu allan i'r oriau yma dylwch anfon e-bost i'r unigolyn gan gynnwys "BRYs" yn y llinell destun.

Note that the Legal and Land Charges Section will only answer phone calls between 10am and noon and 2 and 4 pm from now on. If a matter is truly urgent outside of these hours

then send an email to the individual containing the word “URGENT” in the subject line.

DRAFT

Standards Conference Wales 2018

Keynote Speaker:

Nick Bennett,

Public Services Ombudsman for Wales

Claire Sharp,

President, Adjudication Panel for Wales

Eifion Evans,

Chief Executive, Ceredigion County Council

Medrus Conference Suite,
Aberystwyth University, Ceredigion,
SY23 3BY

Friday, 14 September, 2018

Registration at 9:15 a.m.



Cyngor Sir
CEREDIGION
County Council

£70 + VAT

Contact:

StandardsConferenceWales2018@ceredigion.gov.uk

01545 574177

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Powys

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CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL	
COMMITTEE:	Standards Committee
DATE:	12.09.2018
REPORT TITLE:	Dispensation(s)
PURPOSE OF THE REPORT:	To advise the Committee of the outcome of any dispensation applications received since 14 March 2018
REPORT BY:	Mared Wyn Yaxley Solicitor – Corporate Governance mwyics@ynysmon.gov.uk
LINK OFFICER:	Lynn Ball Head of Function (Council Business) / Monitoring Officer lbxics@anglesey.gov.uk 01248 752586

1. INTRODUCTION

Where 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.

The code of conduct provides inbuilt “dispensations” in certain limited circumstances which are listed in [paragraph 12\(2\) of the code](#).

Additionally, if paragraph 12(2) of the Code does not help, then the Standards Committee has discretion to grant a dispensation to a member, in specific circumstances, as listed in statutory regulations.

If granted, a dispensation will overreach the prejudicial element of the interest (that is the bias or perceived bias) and will enable the member to participate in the matter; perhaps with a limited or restricted input, and for a specified timescale.

2. BACKGROUND

To assist members in using the process for dispensations whenever it may be suitable, and as effectively as possible, the Standards Committee has published an [Advice and Guidance Note](#). Additionally, information was provided to town and community council clerks on the potential for dispensations in an email dated 6th March 2017.

Given that dispensations are often required at the minimum amount of notice legally possible, the Standards Committee has established an arrangement whereby a Panel of three members may be called to deal with any application received between meetings of the full Committee. Applications received from county councillors may be heard by any three independent / County Council members (with the independent members to be in the majority) and applications from town/community councillors are to be heard by independent members and town/community council members (independent members to be in the majority).

3. APPLICATIONS MADE SINCE 14TH MARCH 2018

Dispensation Panel Hearing on 29th June 2018

Since the Standards Committee last met, three applications for dispensation have been received. All three related to the same issue at one Town Council. The Panel was formally called on 25th June 2018, a full written application was received and circulated on 28th June 2018, and the Panel met to hear from the applicants and to determine the applications on 29th June 2018.

The Dispensation Panel had to consider three applications for Dispensation from three members of Beaumaris Town Council in relation to a single matter.

Attached at **Enclosure 1** is the report which was presented to the Panel at the 29th June 2018 Hearing.

Attached at **Enclosure 2** are the draft minutes from the Dispensation Panel.

In the circumstances, the Panel decided to grant a limited dispensation enabling two of the applicants (Councillor Jason Zalot and Councillor Stan Zalot):-

- To write to officers [and/or the Committee/Community Council] about the matter;
- To speak to officers of the Community Council about the matter;
- To speak at Committee meetings/Community Council meetings and answer any questions about the issue; and
- To remain in the room during any debate/vote on the issue.

The dispensation does not extend to voting in any circumstances where this prejudicial interest applies.

As regards the third application, made by Councillor Howard Mattocks, the Panel decided to grant an unlimited dispensation on the following terms:

- To write to officers [and/or the Committee/Community Council] about the matter;
- To speak to officers of the Community Council about the matter;
- To speak at Committee meetings/Community Council meetings and answer any questions about the issue;
- To remain in the room during any debate/vote on the issue; and
- To vote.

The grounds on which the dispensation was granted were that:-

- (d) the nature of the interest is such that participation in the business to which the interest relates would not damage public confidence;
- (e) the interest is common to the Councillor and a significant proportion of the general public; and

(f) participation is justified by the Councillor's particular role or expertise.

The dispensation (if it remains relevant) will in any event expire on the expiry of each Councillor's respective current term on Beaumaris Town Council.

The reason for the difference between the Dispensations granted to the Councillors was based on the fact that Councillors Jason Zalot and Stan Zalot's personal and prejudicial interests included a financial / commercial element. Councillor Mattock's personal and prejudicial interest was a well-being matter and not due to commerce.

4. GUIDANCE NOTE

A Guidance note has been produced for use by members of the Standards Committee when sitting on a Panel considering an application for dispensation. The same is reproduced at **Enclosure 3**. The intention is to ensure that all members follow the same procedure and considerations when determining applications for dispensations which will ensure that a fair and consistent approach is taken. The Committee is asked to consider the contents of **Enclosure 3** and confirm it is adopted as drafted.

So that Members understand the procedure followed by the Standards Committee Panel that will consider her/his application for dispensation, it is suggested that the Chair of the Standards Committee presents the document at a meeting of the Group Leaders.

5. RECOMMENDATION

1. For the Committee to note the dispensations granted and the grounds and circumstances in which they were granted.
2. For the members of the Panel only (Michael Wilson, Islwyn Jones and Keith Roberts) to ratify/amend the draft minutes at **Enclosure 2**.
3. For the Guidance Note at **Enclosure 3** to be adopted by the Standards Committee.
4. For the Chair of the Standards Committee to present the Guidance Note at **Enclosure 3** to a meeting of the Group Leaders.



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

Dr Gwynne Jones.
Prif Weithredwr – Chief Executive
CYNGOR SIR YNYS MÔN
ISLE OF ANGLESEY COUNTY COUNCIL
Swyddfeydd y Cyngor - Council Offices
LLANGFNI
Ynys Môn - Anglesey
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RHYBUDD O GYFARFOD		NOTICE OF MEETING	
PANEL CANIATÂD ARBENNIG (O'R PWYLLGOR SAFONAU)		DISPENSATION PANEL (OF THE STANDARDS COMMITTEE)	
DYDD GWENER, 29 MEHEFIN 2018 am 2.00 o'r gloch		FRIDAY, 29 JUNE, 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

Mr. Islwyn Jones (Is-gadeirydd/Vice-chair)
Mr. Michael Wilson (Cadeirydd/Chair)

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

Mr. Keith 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 APPLICATION FOR DISPENSATION (Pages 1 - 44)

To consider an application for dispensation.

ISLE OF ANGLESEY COUNTY COUNCIL	
MEETING:	STANDARDS COMMITTEE (DISPENSATION PANEL)
DATE:	29 JUNE 2018
TITLE OF REPORT:	TO CONSIDER 3 APPLICATIONS FOR DISPENSATION
PURPOSE OF THE REPORT:	TO DETERMINE APPLICATIONS FOR DISPENSATION BY MEMBERS OF THE BEAUMARIS TOWN COUNCIL AND THE TERMS OF ANY DISPENSATION GRANTED
REPORT BY:	Mared Wyn Yaxley SOLICITOR (CORPORATE GOVERNANCE) mwy@ynysmon.gov.uk / 01248 752566

DOCUMENTS ENCLOSED

1. The Standards Committees (Grant of Dispensations) (Wales) Regulations 2001
2. Section 4 of The Local Government (Standards Committees, Investigations, Dispensations and Referral) (Wales) (Amendment) Regulations 2016
3. Code of Conduct for Members of Beaumaris Town Council
4. Briefing Note provided by the Standards Committee to the Town and Community Councils on Dispensations together with Application and Decision Forms
5. Letter from the Clerk of Beaumaris Town Council dated 27th June 2018
6. Application by Councillor Jason Zalot
7. Application by Councillor Stan Zalot
8. Application by Councillor Howard Mattocks

1. LEGAL BACKGROUND

Pursuant to the Beaumaris Town Council's Code of Conduct (**Enclosure 3**), those with personal and prejudicial interests are precluded from participating in that Town Council business.

The list of personal interests is to be found in paragraph 10 of the Code. The definition of a prejudicial interest is in paragraph 12 of the Code.

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.

Dispensations may only be granted in specified circumstances. The circumstances are listed in Section 2 of **Enclosure 1**, and have been amended in accordance with **Enclosure 2**. The Briefing Note and the reverse of the Application Form in **Enclosure 4** details these circumstances too.

2. FACTUAL BACKGROUND

The Panel is referred to the introduction contained in **Enclosure 5**. The Clerk of Beaumaris Town Council will be present at the outset of the Hearings to explain the issue under consideration, and to answer any questions.

Two of the three applicants will also be in attendance at the Hearing.

3. THE APPLICATIONS

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, in public.

The three applications received are attached at **Enclosures 6 to 8**, and these identify the business in which each applicant wishes to participate, the type of dispensation sought and the statutory ground under which the dispensation is sought. As each application is based on its own facts, each should be considered individually.

4. CONSIDERATION OF THE PANEL

It is suggested that each application be disposed of individually, rather than collectively, given that the circumstances are slightly different in each case.

The Panel may retire to private session, after hearing any application, and return to public session to announce its decision.

In any case where the Panel decides to grant a dispensation, then consideration should also be given to imposing any constraints e.g. limiting any dispensation specifically to those interests identified in the applications, and whether for the purpose of this single consultation, or to extend it to any other matters arising from this issue in the future. The Panel is referred to the 'Decision Form' included in **Enclosure 4** which includes the considerations when granting a dispensation for each applicant.

5. RECOMMENDATIONS

To consider the merits of each application and

- (A) determine whether or not to grant a dispensation in each case; and,
- (B) if granting a dispensation, to consider:-
 - (i) on what ground or grounds the dispensation is granted; and
 - (ii) whether there are any limitations (e.g. to speak but not to vote, or any time limit) to be imposed.

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

WELSH STATUTORY INSTRUMENTS

2001 No. 2279 (W. 169)

LOCAL GOVERNMENT, WALES

The Standards Committees (Grant of
Dispensations) (Wales) Regulations 2001

Made - - - - 21st June 2001

Coming into force - - 28th July 2001

The National Assembly for Wales makes the following Regulations in exercise of the power given to it by section 81(5) and (8) of the Local Government Act 2000(1).

Name, commencement, application and interpretation

1.—(1) The name of these Regulations is the Standards Committees (Grant of Dispensations) (Wales) Regulations 2001 and they shall come into force on 28th July 2001.

(2) These Regulations apply to Wales only.

(3) In these Regulations —

“interest” (“*buddiant*”) means an interest which is required to be registered in the relevant authority’s register of interests;

“member” (“*aelod*”) includes a co-opted member;

“relevant authority” (“*awdurdod perthnasol*”) means a county or county borough council, a community council, a fire authority or a National Park authority;

“the Act” (“*y Ddeddf*”) means the Local Government Act 2000; and

“voluntary organisation” (“*corff gwirfoddol*”) means a body (other than a local authority or other public body) whose activities are carried on otherwise than for profit.

Circumstances in which dispensations may be granted

2. The standards committee of a relevant authority may grant dispensations under section 81(4) of the Act where —

(a) no fewer than half of the members of the relevant authority or of a committee of the authority (as the case may be) by which the business is to be considered has an interest which relates to that business;

(1) 2000 c. 22.

Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

- (b) no fewer than half of the members of a leader and cabinet executive of the relevant authority by which the business is to be considered has an interest which relates to that business and either paragraph (d) or (e) also applies;
- (c) in the case of a county or county borough council, the inability of the member to participate would upset the political balance of the relevant authority or of the committee of the authority by which the business is to be considered to such an extent that the outcome would be likely to be affected;
- (d) the nature of the member's interest is such that the member's participation in the business to which the interest relates would not damage public confidence in the conduct of the relevant authority's business;
- (e) the interest is common to the member and a significant proportion of the general public;
- (f) the participation of the member in the business to which the interest relates is justified by the member's particular role or expertise;
- (g) the business to which the interest relates is to be considered by an overview and scrutiny committee of the relevant authority and the member's interest is not a pecuniary interest;
- (h) the business which is to be considered relates to the finances or property of a voluntary organisation of whose management committee or board the member is a member otherwise than as a representative of the relevant authority and the member has no other interest in that business provided that any dispensation shall not extend to participation in any vote with respect to that business; or
- (i) it appears to the committee to be in the interests of the inhabitants of the area of the relevant authority that the disability should be removed provided that written notification of the grant of the dispensation is given to the National Assembly for Wales within seven days in such manner as it may specify.

Signed on behalf of the National Assembly for Wales under section 66(1) of the Government of Wales Act 1998(2).

21st June 2001

D. Elis-Thomas
The Presiding Officer of the National Assembly

(2) 1998 c. 38.

EXPLANATORY NOTE

(This note does not form part of the Regulations)

County and county borough councils, community councils, fire authorities and National Park authorities in Wales (“relevant authorities”) are required by section 51 of the Local Government Act 2000 (“the Act”) to adopt a code of conduct for members and co-opted members which must incorporate any mandatory provisions of any model code of conduct issued by the National Assembly for Wales under section 50(2) of the Act.

Section 81(1) and (2) of the Act provides that the monitoring officer of each relevant authority must establish and maintain a register of interests of the members and co-opted members of the authority and that the mandatory provisions of the model code applicable to each relevant authority must require the members and co-opted members of each authority to register in that authority’s register such financial and other interests as are specified in the mandatory provisions.

Under section 81(3) and (4) of the Act those mandatory provisions must also require a member or co-opted member of a relevant authority who has such an interest to disclose it before taking part in any business of the authority which relates to it and make provision for preventing or restricting the participation of that member or co-opted member in any business of the authority to which the disclosed interest relates.

Section 81(4) of the Act provides that any participation by a member or co-opted member of a relevant authority in any business which is prohibited by the mandatory provisions is not a failure to comply with the authority’s code of conduct if the member or co-opted member has acted in accordance with a dispensation from the prohibition granted by the authority’s standards committee in accordance with regulations made under subsection (5).

These regulations prescribe the circumstances in which standards committees of relevant authorities may grant such dispensations.

WELSH STATUTORY INSTRUMENTS

2016 No. 85

**The Local Government (Standards Committees,
Investigations, Dispensations and Referral)
(Wales) (Amendment) Regulations 2016**

Amendments to the Standards Committees (Grant of Dispensations) (Wales) Regulations 2001

4.—(1) The Standards Committees (Grant of Dispensations) (Wales) Regulations 2001(1) are amended as follows.

(2) In regulation 1, in paragraph (3) in the appropriate place insert—

““community sub-committee” (*“is-bwyllgor cymunedol”*) means a sub-committee appointed by a standards committee of a local authority under section 56 of the Act;”;

““joint committee” (*“cyd-bwyllgor”*) means a committee established by two or more relevant authorities under section 53(1) of the Act;”;

““section 54A sub-committee” (*“is-bwyllgor adran 54A”*) means a sub-committee appointed by a standards committee under section 54A(1) of the Act”;

““standards committee” (*“pwyllgor safonau”*) means—

- (a) a standards committee of a relevant authority;
- (b) a joint committee;
- (c) a section 54A sub-committee; or
- (d) a community sub-committee;”.

(3) In regulation 2—

(a) at the end of paragraph (h) omit “or”;

(b) in paragraph (i), for the words that follow “removed” substitute “; or”;

(c) after paragraph (i) insert—

“(j) “it appears to the committee to be otherwise appropriate to grant a dispensation.”

(4) After regulation 2 insert—

“Dispensations granted in accordance with regulation 2(j)

3.—(1) A dispensation granted by the standards committee of a relevant authority under section 81(4) of the Act on the grounds set out in regulation 2(j) and which remains in effect, must be reviewed by the standards committee once in every 12 month period from the date on which the dispensation is first granted.

(2) When conducting a review under paragraph (1) the standards committee must determine whether the dispensation should continue to have effect.

(1) S.I. 2001/2279 (W. 169).

Procedure and powers of standards committees

4.—(1) A standards committee of a relevant authority may refer an application for a dispensation made by a member of the authority to the standards committee of another relevant authority for consideration and determination.

(2) The monitoring officer of a relevant authority to which an application for a dispensation is made may, with the prior written consent of the chairperson of the standards committee of that authority, make arrangements for the application to be considered and determined by the standards committee of another relevant authority.

(3) Where reasonable efforts to contact the chairperson of the standards committee of the relevant authority have been unsuccessful, the vice-chairperson of the standards committee may give consent under paragraph (2).

(4) Where a monitoring officer or standards committee makes arrangements for a dispensation application to be considered and determined by the standards committee of another relevant authority, the monitoring officer or standards committee that makes those arrangements must provide notice to the person making the application accordingly.

(5) The notice to which paragraph (4) refers must include the following—

- (a) a statement that the matter has been referred to another relevant authority's standards committee for consideration and determination;
- (b) the name of the other relevant authority; and
- (c) the reason why the application has been referred to the standards committee of the other relevant authority.

(6) When the standards committee has determined the application it must give written notice of its decision to the—

- (a) member applying for the dispensation; and
- (b) standards committee of the referring relevant authority.”

(v. 01.04.2016)

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

THE MODEL CODE OF CONDUCT

PART 1 INTERPRETATION

1.—(1) In this code —

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

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

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

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

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

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

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

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

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

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

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

(v. 01.04.2016)

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

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

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

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

(2) In relation to a community council—

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

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

PART 2 GENERAL PROVISIONS

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

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

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

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

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

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

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

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

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

4. You must —

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

3.

(b) show respect and consideration for others;

(c) not use bullying behaviour or harass any person; and

(d) not do anything which compromises, or which is likely to compromise, the impartiality of those who work for, or on behalf of, your authority.

5. You must not —

(a) disclose confidential information or information which should reasonably be regarded as being of a confidential nature, without the express consent of a person authorised to give such consent, or unless required by law to do so;

(b) prevent any person from gaining access to information to which that person is entitled by law.

6.—(1) You must —

(a) not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute;

(b) report, whether through your authority's confidential reporting procedure or direct to the proper authority, any conduct by another member or anyone who works for, or on behalf of, your authority which you reasonably believe involves or is likely to involve criminal behaviour (which for the purposes of this paragraph does not include offences or behaviour capable of punishment by way of a fixed penalty);

(c) report to your authority's monitoring officer any conduct by another member which you reasonably believe breaches this code of conduct;

(d) not make vexatious, malicious or frivolous complaints against other members or anyone who works for, or on behalf of, your authority.

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

7. You must not —

(a) in your official capacity or otherwise, use or attempt to use your position improperly to confer on or secure for yourself, or any other person, an advantage or create or avoid for yourself, or any other person, a disadvantage;

(b) use, or authorise others to use, the resources of your authority —

(i) imprudently;

(ii) in breach of your authority's requirements;

(iii) unlawfully;

(iv) other than in a manner which is calculated to facilitate, or to be conducive to, the discharge of the functions of the authority or of the office to which you have been elected or appointed;

(v) improperly for political purposes; or

(vi) improperly for private purposes.

8. You must —

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

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

(ii) the authority's chief finance officer;

(iii) the authority's monitoring officer;

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

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

9. You must —

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

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

PART 3 INTERESTS

Personal Interests

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

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

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

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

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

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

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

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

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

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

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

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

(ix) any —

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

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

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

(dd) trade union or professional association; or

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

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

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

[Note: subparagraph (b) is omitted.]

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

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

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

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

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

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

to a greater extent than the majority of—

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

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

Disclosure of Personal Interests

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

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

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

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

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

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

(a) details of the personal interest;

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

(c) your signature.

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

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

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

Prejudicial Interests

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

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

(a) relates to —

- (i) another relevant authority of which you are also a member;
- (ii) another public authority or body exercising functions of a public nature in which you hold a position of general control or management;
- (iii) a body to which you have been elected, appointed or nominated by your authority;
- (iv) your role as a school governor (where not appointed or nominated by your authority) unless it relates particularly to the school of which you are a governor;
- (v) your role as a member of a Local Health Board where you have not been appointed or nominated by your authority;

(b) relates to —

- (i) the housing functions of your authority where you hold a tenancy or lease with your authority, provided that you do not have arrears of rent with your authority of more than two months, and provided that those functions do not relate particularly to your tenancy or lease;
- (ii) the functions of your authority in respect of school meals, transport and travelling expenses, where you are a guardian, parent, grandparent or have parental responsibility (as defined in section 3 of the Children Act 1989) of a child in full time education, unless it relates particularly to the school which that child attends;
- (iii) the functions of your authority in respect of statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of such pay from your authority;
- (iv) the functions of your authority in respect of an allowance or payment made in accordance with the provisions of Part 8 of the Local Government (Wales) Measure 2011, or an allowance or pension provided under section 18 of the Local Government and Housing Act 1989;

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

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

Overview and Scrutiny Committees

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

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

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

Participation in Relation to Disclosed Interests

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(aa) details of the prejudicial interest;

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

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

(dd) your signature.

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

PART 4 THE REGISTER OF MEMBERS' INTERESTS

Registration of Personal Interests

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

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

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

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

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

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

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

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

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

Sensitive information

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

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

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

Registration of Gifts and Hospitality

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

Briefing Note for Town and Community Councillors on Anglesey

Dispensations

This is a briefing note for Town and Community Councillors on the topic of 'Dispensations'. Should Councillors or Clerks have any queries, please contact the Monitoring Officer at Anglesey County Council:

Lynn Ball - lbxcs@anglesey.gov.uk

Under their Code of Conduct, no Councillor is allowed to participate in a matter in which he/she has a prejudicial* interest unless a dispensation has already been granted by the County Council's Standards Committee.

Grounds on which a dispensation may be granted

The grounds on which a dispensation may be granted are set out in statute and are:-

1. At least half of the Councillors (Community Council/Committee of the Community Council) would be unable to take part in a meeting because of a prejudicial* interest;
2. The nature of the interest is such that participation would not damage public confidence in the decision;
3. The Councillor's interest is common to a significant proportion of the general public;
4. The Councillor's particular role or expertise would justify participation;
5. The business relates to the finances or property of a voluntary organisation and the Councillor sits on its board/committee in his/her own right, and he/she does not have any other interest [although in this instance, any dispensation may allow the Councillor to speak on the matter, but not to vote];
6. The Standards Committee believes that the Councillor's participation would be in the interests of the people in the Community Council's area and the Committee notifies the Welsh Ministers within 7 days of the dispensation being granted; or
7. The Standards Committee believes it appropriate to grant the dispensation, as a practical solution to a disability (infirmity) of the Councillor's which otherwise would make it difficult for him/her to leave a room/chamber when a matter in which they have a prejudicial* interest is being discussed.

How does a Community Councillor obtain a Dispensation?

The Councillor must apply in writing to the County Council's Standards Committee and will usually be expected to attend the public meeting of the Standards Committee/Panel which will take the decision.

A Councillor may apply individually or, in common circumstances, a joint or collective application may be made by more than one Councillor.

The Standards Committee will consider all applications on their own facts; balancing the public interest in preventing those with prejudicial* interests from taking part in decisions while maximising the public interest in democratic participation.

The decision as to whether a dispensation shall be granted is at the Standards Committee's discretion. The Standards Committee will explain its reasons. The terms and duration of any dispensation shall be decided by the Standards Committee.

If the Standards Committee approves an application it must grant the dispensation in writing. No Councillor may rely on a dispensation until such time the written decision has been circulated. Where necessary, and possible, this will be expedited.

Requirements on Councillors when relying on a dispensation

Once the Standards Committee has approved an application and has granted the dispensation, in writing, the Councillor will then be able to participate (subject to any limitations imposed) despite his/her prejudicial* interest.

(a) In formal Meetings:

When a Councillor has a dispensation and wants to participate in a meeting to discuss the relevant matter, the Councillor must:

- (i) state at the meeting, when the item is to be discussed, that he/she is relying on a dispensation; and
- (ii) before, or immediately after the close of the meeting, must give written notification** to the Community Council.

The notification must include:

1. details of the prejudicial* interest for which the dispensation was granted;
2. details of the business to which the prejudicial* interest relates;
3. details of the dispensation, including the date on which it was granted, and
4. the Councillor's signature.

(b) In informal meetings:

When a Councillor has a dispensation, and is making verbal representations at informal meetings, that Councillor must:

- (i) include details of the dispensation in such discussion and
- (ii) provide written notification** to the Community Council Clerk within 14 days of the discussion.

(c) In writing:

When a Councillor has been provided with a dispensation, and is making written representations to their Community Council, the Councillor must provide details of

the dispensation in any correspondence on the subject to which the dispensation relates.

Footnote/definitions

- * prejudicial interests – these are personal interests (listed in the Code of Conduct) which an objective observer would consider so significant that they are likely to compromise the Councillor's ability to put the public interest first.
- ** written notification – in formal meetings, Councillors may rely upon the standard form of declaration. In informal meetings Councillors must provide written confirmation to the clerk/or other lead officer and ask that the dispensation be included in any informal minute/file note of the meeting/discussion.

THE ISLE OF ANGLESEY COUNTY COUNCIL

**APPLICATION FOR DISPENSATION TO THE STANDARDS COMMITTEE
BY A TOWN OR COMMUNITY COUNCILLOR**

Name of Applicant:	
Contact details:	
Name of Town / Community Council:	
Details of the prejudicial interest* in respect of which the Dispensation is sought:	
Business in which the applicant wishes to participate:	
Type of Dispensation sought (tick as necessary and insert any required information):	<ul style="list-style-type: none"><input type="checkbox"/> write to officers [and/or the Committee/Community Council] about the matter;<input type="checkbox"/> speak to officers of the Community Council about the matter [with/without conditions [INSERT]]<input type="checkbox"/> speak at Committee meetings/Community Council meetings and answer any questions about the issue;<input type="checkbox"/> remain in the room during any debate/vote on the issue;<input type="checkbox"/> vote;<input type="checkbox"/> other
Statutory Ground/s under which Dispensation is requested (See overleaf for possible grounds available):	
Date by which a decision is required:	
Signed:	Date:

* Prejudicial Interests – These are personal interests which an objective observer would consider so significant that they are likely to compromise a Councillor’s ability to act in the public interest

Circumstances in which the Standards Committee may grant a dispensation to a Community Councillor

The Standards Committee (Grant of Dispensations) (Wales) Regulations 2001 as amended by The Local Government (Standards Committees, Investigations, Dispensations and Referral) (Wales) (Amendment) Regulations 2016 specifies that the Council's Standards Committee may grant dispensations under Section 81(4) of the Local Government Act 2000 where:

- (a) no fewer than half of the Councillors (Community Council/Committee) by which the business is to be considered has an interest which relates to that business;
- (b) NOT RELEVANT TO COMMUNITY COUNCILS
- (c) an inability to participate would upset political balance to such an extent that the outcome would likely be affected;
- (d) the nature of the interest is such that participation in the business to which the interest relates would not damage public confidence;
- (e) the interest is common to the Councillor and a significant proportion of the general public;
- (f) participation is justified by the Councillor's particular role or expertise;
- (g) NOT RELEVANT TO COMMUNITY COUNCILS
- (h) the business relates to the finances or property of a voluntary organisation of whose management committee or board the Councillor is a member otherwise than as a representative of the Community Council and the Councillor has no other interest in that business, provided that any dispensation shall not extend to participation in any vote with respect to that business;
- (i) it appears to the Standards Committee to be in the interests of the inhabitants of the area of the Community Council that the disability should be removed, provided that written notification of the grant of the dispensation is given to the Welsh Ministers within 7 days. Such a notification should specify the Councillor to whom the dispensation would apply and the Standards Committee's reasons why the disability should be removed;
- (j) it appears to the Standards Committee to be otherwise appropriate to grant the dispensation, as a practical solution to the disability (infirmity) of the Councillor which otherwise would make it difficult for them to leave a room/chamber when a matter in which they have a prejudicial interest is being discussed.

THE ISLE OF ANGLESEY COUNTY COUNCIL
DECISION OF THE STANDARDS COMMITTEE
IN RELATION TO AN APPLICATION FOR DISPENSATION
BY A TOWN OR COMMUNITY COUNCILLOR

Decision of the Standards Committee:	
Date decision made by the Standards Committee:	
Name of persons to be notified of the Standards Committee's decision:	<input type="checkbox"/> Clerk of the Town/Community Council <input type="checkbox"/> Applicant <input type="checkbox"/> Others: _____ _____
Date the dispensation expires:	

Pursuant to paragraph [] of The Standards Committee (Grant of Dispensations) (Wales) Regulations 2001 as amended by The Local Government (Standards Committees, Investigations, Dispensations and Referral) (Wales) (Amendment) Regulations 2016, the Standards Committee has resolved to **grant a dispensation** to Councillor [] in respect of that / those interest(s) referred to in the Application at page 1, which permits the Councillor to:

- write to officers [and/or the Committee/Community Council] about the matter;
- speak to officers of the Community Council about the matter [with/without conditions [INSERT]];
- speak at Committee meetings/Community Council meetings and answer any questions about the issue;
- remain in the room during any debate/vote on the issue;
- vote;
- other

The Councillor can therefore speak [and vote] at Committee/Community Council meetings in relation to the matter and answer any questions from members of the Committee/Community Council [but must leave the meeting before matters that the Councillor speaks upon are debated or voted on] OR [and may remain in the room during the debate/vote but must not vote on the issue].

Before the Councillor speaks with or writes to officers of the Community Council, or speaks at Committee/Community Council meetings on the issue, the Councillor must still:

- declare an interest in the matter; and
- confirm that a dispensation has been granted to allow the Councillor to speak [and vote] about it; and
- complete a written notification to the clerk setting out the interest and the dispensation.

By authority of the Isle of Anglesey Standards Committee
 Dated: _____

CYNGOR TREF **BEAUMARIS** TOWN COUNCIL



TOWN HALL/NEUADD Y DREF, CASTLE STREET/STRYD Y CASTELL, BEAUMARIS, ANGLESEY/YNYS MON LL58 8AP
TEL/FFON : 01248 810317 e-mail/e-bost: beaumaristowncouncil@tiscali.co.uk
TOWN CLERK/CLERC Y DREF: PROFESSOR T W ASHENDEN JP, BSc(Hons), PhD

Our Ref: TWA/JAW/8196

27 June 2018

The Chairman of the Standards Committee
Anglesey County Council
County Offices
Llangefni
Anglesey
LL77 7TW

Dear Sir

Application to Standards Committee for Dispensation

Beaumaris Town Council wishes to apply to the Standards Committee for several members who wish to have dispensations to participate in Council business in relation to the renewal of the Menai Strait East Fishery Order.

The Menai Strait Fishery Order Management Association are applying for renewal of the Fisheries Order. They have given assurance that it will not impact upon sailing, walking on the foreshore and angling in the area. However, there has been local concern over a period of years that the inclusion of Beaumaris Bay in the Fisheries Order threatens the continued existence of the deep moorings that are vital to many activities. Loss of, or a reduction in the area of deep water moorings would impact upon activities in the bay, not only by local users but also visitors, and thereby affect the local economy.

Four Councillors have a declarable interest in relation to the renewal of the Fishery Order:

Councillor D W Gallichan	Application not being submitted because he cannot attend the panel meeting
Councillor H Mattocks	Owner of deep water moorings
Councillor J P Zalot	Owner of deep water moorings
Councillor S Zalot	Owner of deep water moorings

Under the provisions of the Standards Committee (Grant of Dispensation)(Wales) Regulations 2001, we wish to apply on the following grounds:

- 1 Granting dispensation would not damage public confidence (2d) because the residents of the town would expect all Councillors to participate in discussing about the moorings in Beaumaris Bay that could potentially have a large impact on the town

.....continued



continued.....

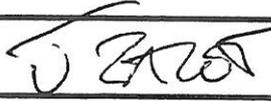
- 2 The interest declared (ownership of moorings) is common to many people in the town (2e)
- 3 The participation of the members in the business to which the interest relates is justified by their specialised knowledge and expertise (2f). This will be invaluable in discussing and drafting Council's response to the Consultation.

Yours sincerely

A handwritten signature in black ink, appearing to read 'T Ashenden', with a long horizontal flourish extending to the right.

Professor T W Ashenden
Town Clerk

THE ISLE OF ANGLESEY COUNTY COUNCILAPPLICATION FOR DISPENSATION TO THE STANDARDS COMMITTEE
BY A TOWN OR COMMUNITY COUNCILLOR

Name of Applicant:	JASON ZALOT
Contact details:	0773 420 5592
Name of Town / Community Council:	BEAUMARIS
Details of the prejudicial interest* in respect of which the Dispensation is sought:	I own a mooring by BEAUMARIS PIER. IT IS NOT A DEEPWATER mooring.
Business in which the applicant wishes to participate:	DISCUSSIONS REGARDING THE RENEWAL OF THE PENAL STRAIT FISHERY ORDER
Type of Dispensation sought (tick as necessary and insert any required information):	<input type="radio"/> write to officers [and/or the Committee/Community Council] about the matter; <input type="radio"/> speak to officers of the Community Council about the matter [with/without conditions [INSERT]] <input checked="" type="radio"/> speak at Committee meetings/Community Council meetings and answer any questions about the issue; <input checked="" type="radio"/> remain in the room during any debate/vote on the issue; <input checked="" type="radio"/> vote; <input type="radio"/> other
Statutory Ground/s under which Dispensation is requested (See overleaf for possible grounds available):	MARINE EXPERTISE ITEMS D, E, F AS DEFINED OVERLEAF
Date by which a decision is required:	2 JULY 2018
Signed: 	Date: 26/6/18

* Prejudicial Interests – These are personal interests which an objective observer would consider so significant that they are likely to compromise a Councillor's ability to act in the public interest

Circumstances in which the Standards Committee may grant a dispensation to a Community Councillor

The Standards Committee (Grant of Dispensations) (Wales) Regulations 2001 as amended by The Local Government (Standards Committees, Investigations, Dispensations and Referral) (Wales) (Amendment) Regulations 2016 specifies that the Council's Standards Committee may grant dispensations under Section 81(4) of the Local Government Act 2000 where:

- (a) no fewer than half of the Councillors (Community Council/Committee) by which the business is to be considered has an interest which relates to that business;
- (b) NOT RELEVANT TO COMMUNITY COUNCILS
- (c) an inability to participate would upset political balance to such an extent that the outcome would likely be affected;
- (d) the nature of the interest is such that participation in the business to which the interest relates would not damage public confidence;
- (e) the interest is common to the Councillor and a significant proportion of the general public;
- (f) participation is justified by the Councillor's particular role or expertise;
- (g) NOT RELEVANT TO COMMUNITY COUNCILS
- (h) the business relates to the finances or property of a voluntary organisation of whose management committee or board the Councillor is a member otherwise than as a representative of the Community Council and the Councillor has no other interest in that business, provided that any dispensation shall not extend to participation in any vote with respect to that business;
- (i) it appears to the Standards Committee to be in the interests of the inhabitants of the area of the Community Council that the disability should be removed, provided that written notification of the grant of the dispensation is given to the Welsh Ministers within 7 days. Such a notification should specify the Councillor to whom the dispensation would apply and the Standards Committee's reasons why the disability should be removed;
- (j) it appears to the Standards Committee to be otherwise appropriate to grant the dispensation, as a practical solution to the disability (infirmity) of the Councillor which otherwise would make it difficult for them to leave a room/chamber when a matter in which they have a prejudicial interest is being discussed.

THE ISLE OF ANGLESEY COUNTY COUNCIL

APPLICATION FOR DISPENSATION TO THE STANDARDS COMMITTEE
BY A TOWN OR COMMUNITY COUNCILLOR

Name of Applicant:	STAN ZALOT
Contact details:	01248 810251
Name of Town / Community Council:	BEAUMARIS.
Details of the prejudicial interest* in respect of which the Dispensation is sought:	MOORING HOODER WITHIN THE MUSSEL FISHERY
Business in which the applicant wishes to participate:	DISCUSSIONS REGARDING THE NEW FISHERY ORDER
Type of Dispensation sought (tick as necessary and insert any required information):	<ul style="list-style-type: none"> <input type="radio"/> write to officers [and/or the Committee/Community Council] about the matter; <input checked="" type="checkbox"/> speak to officers of the Community Council about the matter [with/without conditions [INSERT]] <input checked="" type="checkbox"/> speak at Committee meetings/Community Council meetings and answer any questions about the issue; <input checked="" type="checkbox"/> remain in the room during any debate/vote on the issue; <input type="checkbox"/> vote; <input type="checkbox"/> other
Statutory Ground/s under which Dispensation is requested (See overleaf for possible grounds available):	MARINE EXPERTISE D D NOT DAMAGE PUBLIC E F as per Definitions
Date by which a decision is required:	2nd July.
Signed: 	Date: 26 th JUNE 018

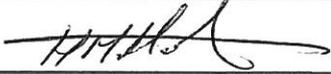
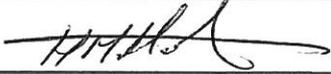
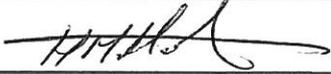
* Prejudicial Interests – These are personal interests which an objective observer would consider so significant that they are likely to compromise a Councillor's ability to act in the public interest

Circumstances in which the Standards Committee may grant a dispensation to a Community Councillor

The Standards Committee (Grant of Dispensations) (Wales) Regulations 2001 as amended by The Local Government (Standards Committees, Investigations, Dispensations and Referral) (Wales) (Amendment) Regulations 2016 specifies that the Council's Standards Committee may grant dispensations under Section 81(4) of the Local Government Act 2000 where:

- (a) no fewer than half of the Councillors (Community Council/Committee) by which the business is to be considered has an interest which relates to that business;
- (b) NOT RELEVANT TO COMMUNITY COUNCILS
- (c) an inability to participate would upset political balance to such an extent that the outcome would likely be affected;
- (d) the nature of the interest is such that participation in the business to which the interest relates would not damage public confidence;
- (e) the interest is common to the Councillor and a significant proportion of the general public;
- (f) participation is justified by the Councillor's particular role or expertise;
- (g) NOT RELEVANT TO COMMUNITY COUNCILS
- (h) the business relates to the finances or property of a voluntary organisation of whose management committee or board the Councillor is a member otherwise than as a representative of the Community Council and the Councillor has no other interest in that business, provided that any dispensation shall not extend to participation in any vote with respect to that business;
- (i) it appears to the Standards Committee to be in the interests of the inhabitants of the area of the Community Council that the disability should be removed, provided that written notification of the grant of the dispensation is given to the Welsh Ministers within 7 days. Such a notification should specify the Councillor to whom the dispensation would apply and the Standards Committee's reasons why the disability should be removed;
- (j) it appears to the Standards Committee to be otherwise appropriate to grant the dispensation, as a practical solution to the disability (infirmity) of the Councillor which otherwise would make it difficult for them to leave a room/chamber when a matter in which they have a prejudicial interest is being discussed.

THE ISLE OF ANGLESEY COUNTY COUNCIL
APPLICATION FOR DISPENSATION TO THE STANDARDS COMMITTEE
BY A TOWN OR COMMUNITY COUNCILLOR

Name of Applicant:	HOWARD MATTOCKS		
Contact details:	07971 131088		
Name of Town / Community Council:	BEAUMARIS TOWN COUNCIL		
Details of the prejudicial interest* in respect of which the Dispensation is sought:	MOORING HOLDINGS WITHIN FISHERY AREA		
Business in which the applicant wishes to participate:	DISCUSSIONS REGARDING RENEWAL OF THE STRAIT FISHERY ORDER.		
Type of Dispensation sought (tick as necessary and insert any required information):	<ul style="list-style-type: none"> <input type="radio"/> write to officers [and/or the Committee/Community Council] about the matter; <input type="radio"/> speak to officers of the Community Council about the matter [with/without conditions [INSERT]] <input checked="" type="radio"/> speak at Committee meetings/Community Council meetings and answer any questions about the issue; <input checked="" type="radio"/> remain in the room during any debate/vote on the issue; <input checked="" type="radio"/> vote; <input type="radio"/> other 		
Statutory Ground/s under which Dispensation is requested (See overleaf for possible grounds available):	MARINE EXPLOITISE ITEM (D) (E) (F) AS PER DEFINED OVERLEAF		
Date by which a decision is required:	2/07/2018		
<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">Signed: </td> <td style="width: 40%;">Date: 26/06/18</td> </tr> </table>		Signed: 	Date: 26/06/18
Signed: 	Date: 26/06/18		

* Prejudicial Interests – These are personal interests which an objective observer would consider so significant that they are likely to compromise a Councillor's ability to act in the public interest

Circumstances in which the Standards Committee may grant a dispensation to a Community Councillor

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- (a) no fewer than half of the Councillors (Community Council/Committee) by which the business is to be considered has an interest which relates to that business;
- (b) NOT RELEVANT TO COMMUNITY COUNCILS
- (c) an inability to participate would upset political balance to such an extent that the outcome would likely be affected;
- (d) the nature of the interest is such that participation in the business to which the interest relates would not damage public confidence;
- (e) the interest is common to the Councillor and a significant proportion of the general public;
- (f) participation is justified by the Councillor's particular role or expertise;
- (g) NOT RELEVANT TO COMMUNITY COUNCILS
- (h) the business relates to the finances or property of a voluntary organisation of whose management committee or board the Councillor is a member otherwise than as a representative of the Community Council and the Councillor has no other interest in that business, provided that any dispensation shall not extend to participation in any vote with respect to that business;
- (i) it appears to the Standards Committee to be in the interests of the inhabitants of the area of the Community Council that the disability should be removed, provided that written notification of the grant of the dispensation is given to the Welsh Ministers within 7 days. Such a notification should specify the Councillor to whom the dispensation would apply and the Standards Committee's reasons why the disability should be removed;
- (j) it appears to the Standards Committee to be otherwise appropriate to grant the dispensation, as a practical solution to the disability (infirmity) of the Councillor which otherwise would make it difficult for them to leave a room/chamber when a matter in which they have a prejudicial interest is being discussed.

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DISPENSATION PANEL OF THE STANDARDS COMMITTEE

Minutes of the meeting held on 29th June, 2018

PRESENT: **Independent Members**

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

Representing Town/Community Councils

Mr Keith Roberts

IN ATTENDANCE: Head of Function (Council Business)/Monitoring Officer
Solicitor (Corporate Governance) (MY)
Committee Officer (SC)

ALSO PRESENT: Professor Trevor Ashenden (Clerk of Beaumaris Town Council,
and also representing Councillor Stan Zalot (Beaumaris Town
Council)
Councillor Howard Mattocks (Beaumaris Town Council)
Councillor Jason Zalot (Beaumaris Town Council, Mayor of
Beaumaris)

APOLOGIES: None

1 DECLARATION OF INTEREST

None received.

2 APPLICATION FOR DISPENSATION

Applications for dispensations to participate in Council business were submitted by Councillors Jason Zalot, Stan Zalot and Howard Mattocks, members of the Beaumaris Town Council, on matters relating to the renewal of the Menai Strait East Fishery Order. The applicants have requested that the Standards Committee considers granting dispensations in relation to prejudicial interests, as outlined in each application.

The Chair welcomed Professor Ashenden, the Beaumaris Town Clerk and Councillors Zalot and Mattocks to the meeting. He reported that each application for dispensation would be considered separately on its own merits, due to slight differences in each case.

Professor Ashenden gave a summary of the background to the applications. He reported that the Menai Strait East Fishery Order Management Association are applying for the renewal of the Fishery Order, which permits mussel farming and

dredging along the Menai Straits in an area which includes Beaumaris Bay and close to the town.

Professor Ashenden reported that the Management Association has given assurance that the renewal of the Fishery Order will not impact upon sailing, walking on the foreshore or angling in the area. However, there has been local concern over a number of years that the inclusion of Beaumaris Bay in the Order threatens the continued existence of the deep water moorings that are vital to many activities. The loss of, or a reduction in the area of deep water moorings would have a major negative impact upon the economy of the town and its residents, as well as activities in the bay.

It was noted that the Management Association has confirmed that it does not intend to dredge moorings or use the bay area. However, the Fishery Order, presently in its consultation stage, and due for renewal in 2022, does give the Association control of the area. Previously, an application was submitted to the Welsh Government Minister to exclude this part of the bay and the area close to the town in the Order, as there are moorings sited off the end of the pier. Subsequently, this application was refused.

Several members of the Beaumaris Town Council have a specialised interest in the use of the bay with regard to moorings, fishing, pleasure cruise trips, and enjoyment of the locality.

The Panel noted that only Councillor Stan Zalot has applied to speak to officers of the Community Council, and no Councillors have sought a dispensation to write to officers. As the consultation period for the Fishery Order will be ongoing until 2022, Councillors Jason Zalot and Howard Mattocks were afforded an opportunity by the Panel to include "to write and speak to officers of the Community Council" in their applications for dispensation, to which they agreed. Councillor Stan Zalot's application was amended to include 'to write to officers'.

The Chair asked Councillor Jason Zalot to present his application for dispensation.

Councillor Zalot reported that he has worked on boats in Beaumaris operating pleasure cruises and fishing trips off the pier for many years, and previously ran a mooring business. He stated that he now manages a rib business from the pier, ferrying visitors along the Menai Straits to Puffin Island. It was noted that there could be an impact on Councillor Zalot's rib business if the bay area was to be included in the Fishery Order, as one of his ribs operates from the pier in summer.

Councillor Zalot reported that he owns a sailing boat, which is moored above the low water mark in Beaumaris Bay, and is not currently affected by the Fishery Order. Councillor Zalot is also a member of the Royal Anglesey Yacht Club in Beaumaris.

Councillor Zalot reported that he has a wealth of experience of working with moorings in Beaumaris Bay and the Menai Straits. He referred to the mussel industry, and how he has seen the industry grow, along with the benefits it has brought to the locality and the environment. He stated that he has specialised

knowledge and expertise to discuss fishery matters with experts, and knows how the Management Association is operating, which will prove invaluable in discussing and drafting the Council's response to the Consultation.

The Panel questioned Councillor Zalot on how changes to the Fishery Order would affect his business and the community in Beaumaris?

Councillor Zalot responded that if the moorings were to be removed from Beaumaris, his business would not be impacted greatly, only inconvenienced, as he would use moorings that he has in other locations. With regard to the local community, he stated that it would have a massive impact on the town, as the Royal Anglesey Yacht Club is reliant upon deep water moorings.

The Panel questioned whether businesses within the town of Beaumaris who might rely on the fishing industry would suffer if the terms of the Order were changed. It was noted that as Beaumaris focuses on tourism, it would have a serious impact on local businesses.

Councillor Zalot reported that the loss of the passenger cruises and boat trips would have a major impact on the town, as 60,000-70,000 visitors are ferried on boats from the pier every year, employing 20-25 people. Councillor Zalot stated that the business in which he is a stakeholder employs 9-10 people.

It was noted that there would also be a detrimental visual impact on the town if there were no boats in the bay, and sandbanks were removed.

Reference was made to the terms of the licence, which currently permits extensive fisheries rights. Professor Ashenden reported that the original Fishery Order states that the area covers 1,928 acres due east of the green in Beaumaris and Menai Straits. It was noted that the Order was amended in 1962, and the mussel and oyster fisheries area was reduced. Professor Ashenden reported that the Town Council now want the Management Association's goodwill to be set in stone, and the Town Council will seek a resolution for the Fishery Order to be restricted to exclude the area where the moorings are sited, and the bay area.

Members of the Town Council left the room, whilst members of the Panel deliberated in private session.

Having withdrawn from private session, the Chair informed the Town Councillors that the Panel would announce its decision in relation to each application at the end of the meeting.

The Committee went on to consider the application of Councillor Stan Zalot, who was not present at the meeting, but was represented by Professor Ashenden. Professor Ashenden reported that Councillor Zalot has considerable experience of working on the Menai Straits, operating pleasure cruises and fishing trips from the pier in Beaumaris. It was noted that Councillor Zalot is fully aware of local opinion, and is very much involved in local issues and maintains contact with the residents of the town.

Professor Ashenden reported that the Fishery Order covers an area from Blundell Sands to Flagstaff. He stated that although the Management Association is not currently using the area, the Fishery Order can potentially expand into the bay. Local people have showed concern regarding the potential impact on tourism, the local economy, the effect on holiday homes, and the Royal Anglesey Yacht Club, should the Association's goodwill gesture be withdrawn.

Members of the Town Council left the room whilst members of the Panel deliberated in private session.

Having withdrawn from private session, the Committee continued to consider the application of Councillor Howard Mattocks, who was afforded an opportunity to address the Panel and give his reasons for applying for a dispensation.

Councillor Mattocks reported that he has sailed the Menai Straits for sixty years, and has considerable experience of the area. He stated that his reason for applying for a dispensation, is that he has two deep water moorings in the bay, for which he declares an interest. He further stated that he has a wealth of experience to offer the Town Council, but he is also worried about the impact the Order could have on the whole town. It was noted that should the Fishery Association take up the area, it would have a devastating effect on the Royal Anglesey Yacht Club. Councillor Mattocks is a former Commodore of the Yacht Club.

The Panel noted that Councillor Mattocks's application has no commercial interest, it is a wellbeing interest only.

The Panel questioned whether Councillor Mattocks had an alternative plan should the Fishery Order include moorings. Councillor Mattocks responded that he had no plans in place to move his yacht to a different location, but noted that it would have a catastrophic impact locally on the area where the Royal Anglesey Yacht Club is sited.

The Panel noted that Councillor Mattocks's interests relate to the Sailing Club as well as the Town Council. Councillor Mattocks reported that most of the deep water moorings in the bay are taken up by members of the sailing Club, who have a membership of 400. Approximately 200 deep water moorings are sited within the area, and 90% of these are taken up locally in the community. One third of the Yacht Club members are not local to Beaumaris, but are linked by the impact the Fishery Order could have on the local community.

Members of the Panel deliberated in private session. Following discussion, the Chair announced that the Standards Committee had **RESOLVED to grant a dispensation to the Councillors in respect of those interests referred to in their applications, as follows:-**

The dispensation granted to Councillor Jason Zalot and Councillor Stan Zalot permits the Councillors to:-

- **write to officers [and/or the Committee/Town Council] about the matter;**
- **speak to officers of the Town Council about the matter;**

- speak at Committee meetings/Town Council meetings and answer any questions about the issue;
- remain in the room during any debate;
- they were not granted a dispensation to vote.

The dispensation granted to Councillor Howard Mattocks permits the Councillor to:-

- write to officers [and/or the Committee/Town Council] about the matter;
- speak to officers of the Town Council about the matter;
- speak at Committee meetings/Town Council meetings and
- answer any questions about the issue;
- remain in the room during any debate/vote on the issue;
- vote.

The dispensations have been granted on the following grounds:-

- the nature of the interests are such that participation in the business to which the interests relates would not damage public confidence;
- the interests are common to the Councillors and a significant proportion of the general public;
- participation is justified by the Councillors' particular roles or expertise.

The dispensation shall run for the duration of the term of the Town Council, or until the Fishery Order is renewed in 2022.

The Chair requested that the three Councillors, all of whom have a prejudicial interest, must state clearly that they have been granted a dispensation to speak at Town Council meetings on this subject between now and 2022.

The Committee wishes for it to be noted that the right to vote was denied to Councillors Jason Zalot and Stan Zalot owing to the financial nature of their interests.

Action:

- The Monitoring Officer to write to Councillors Jason Zalot, Stan Zalot and Howard Mattocks confirming that the Panel have granted dispensations in relation to prejudicial interests, for the reasons noted and subject to the terms and conditions outlined above.
- The Monitoring Officer to write to the Clerk of Beaumaris Town Council confirming the above.

The meeting concluded at 3.45 pm

**MR MICHAEL WILSON
CHAIR**

DISPENSATION CONSIDERATIONS -**Guidance for the Standards Committee Panel when considering Councillors' applications for dispensation:**

1. Reading:
 - Consider the Report prepared by / on behalf of the Monitoring Officer.
 - Consider the enclosures to the Report, particularly the Application Form completed by the Councillor, in order to gather all facts.

2. Multiple Applications:
 - Deal with each application individually and on its own facts.
 - Consider following a procedure at the Hearing:
 - o Gather background / general information (if needed);
 - o Listen to Councillor A's application / ask questions if in attendance / ask the Clerk;
 - o Retire to consider Councillor A's application;
 - o Resume – may announce the decision in relation to Councillor A's application, or may defer announcing the decision until all applications have been considered;
 - o Repeat, depending on the number of applications to be considered.

3. Personal / Prejudicial Interest:
 - For each application, determine –
 - o Is there a PERSONAL INTEREST?
 - Consider the Code of Conduct (included as an enclosure to the Report) – what is the personal interest?
 - o Is the personal interest PREJUDICIAL?
 - Again, consider the Code of Conduct (included as an enclosure to the Report) – is the personal interest also prejudicial?
 - If there is no personal interest, or the personal interest is not prejudicial, there is no need to consider an application for dispensation as the Councillor is able to fully participate in the business.

4. Ground for Dispensation:
 - Where there is a personal interest which is prejudicial, consider the GROUND on which the dispensation may be granted. The grounds are listed on the back of the Application Form.
 - o Has the Applicant correctly identified these on the Application Form?
 - o Has the Applicant included all required Dispensations on the Form i.e. for voting / speaking / writing etc.?

5. Restrictions / Limitations on the Dispensation:
 - When deciding whether or not to grant the Dispensation, consider (if the Dispensation is to be granted) if any restrictions or limitations are required. Matters such as if the Councillor can speak but not vote or whether the dispensation is for one meeting only or the duration of the Council term.

6. Decision Form
 - In granting the dispensation, the Panel will need to complete the Decision Form which details (a) the decision of the Standards Committee; (b) the date when the decision is made; (c) who should be informed of the decision; (d) the date when the dispensation expires; (e) under which ground(s) the dispensation is being granted; and (f) what the dispensation allows the Councillor to do (i.e. speak, vote etc.).

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ISLE OF ANGLESEY COUNTY COUNCIL	
Meeting:	Standards Committee
Date:	12.09.2018
Report Title:	Town and Community Councils – Websites
Purpose of the Report:	To provide an update to members on which Town and Community Councils have a website
Report by:	Mared Wyn Yaxley Solicitor – Corporate Governance mwycs@ynysmon.gov.uk
Contact:	Lynn Ball Head of Function (Council Business) / Monitoring Officer lbxcs@anglesey.gov.uk 01248 752586

1 BACKGROUND

- 1.1 In the meeting of the Standards Committee held on 16 September 2015 it was reported that there is now a statutory requirement for all community councils to have a web presence and to publish certain information, including the Members’ Register of Interests, on their websites. This requirement is relevant to the Standards Committee as complaints have been made regarding the issue of transparency in town and community councils, particularly in small community councils with insufficient resources.
- 1.2 Reports on “Town and Community Councils – websites” have been presented to the Committee on [9 March 2016](#) and [8 March 2017](#).
- 1.3 A report on “Town and Community Councils – Register of Interests” has been presented to the Committee on [8 March 2017](#).
- 1.4 At its meeting on 14 March 2018 the Standards Committee resolved that the Monitoring Officer should write to the relevant Town and Community Councils to ascertain compliance by publishing Register of Interests of members online, on their websites.

2 WEBSITE DEVELOPMENT GRANT

- 2.1 The Welsh Government allocated funding to county councils so that they could offer a grant of up to £500 to each town and community council, including those that already had a website, to contribute towards the cost of developing a website. The purpose of the grant was to help town and community councils to prepare for the Local Authorities (Democracy) (Wales)

Act 2013, which includes provisions requiring that all community councils publish information on a website. It is understood that this funding is still available.

3 THE CURRENT POSITION REGARDING (A) WEBSITES AND (B) PUBLISHING OF THE REGISTER OF INTERESTS ON THE WEBSITES

3.1 See **Enclosure 1** to this report.

4 RECOMMENDATION

4.1 The Committee is asked to:

6.1.1 note the information detailed with regard to the Town and Community Councils in **Enclosure 1**; and

6.1.2 decide what action should be taken, if any, with regard to those Councils (a) who do not have a website and/or (b) fail to publish the Register of Members' Interests on the website, despite the statutory requirement.

From: [Medwen Jones](#)
To: ["Cwyrtaï@btconnect.com"](#); [swyddfa@cyngortrefamlwch.co.uk](#); ["beaumaristowncouncil@tiscali.co.uk"](#); ["cyngorcymunedbodedern@outlook.com"](#); [derekowen1946@hotmail.co.uk](#); ["gwil22@btinternet.com"](#); [Bryngwran](#); [alun1965@btinternet.com](#); ["clerc@cylychgarn.co.uk"](#); ["townclerk@holyheadcouncil.co.uk"](#); ["llanbadrig@live.co.uk"](#); ["cyngor.cymuned.llanddaniel@gmail.com"](#); [Geraint Parry \(geraintparry@pazpar57.plus.com\)](#); ["llanddyfnancc@btinternet.com"](#); ["bimff@btinternet.com"](#); ["Llanerchymedd"](#); ["Llanfaelog"](#); ["johnarf@live.co.uk"](#); ["llanfair.m.e@talktalk.net"](#); ["llanfairnb@hotmail.co.uk"](#); ["llanfairpwll@outlook.com"](#); [Llangefni](#); [Llangratiolus](#); [Llanidan](#); ["ccmechell@hotmail.com"](#); [cyngordref@hotmail.com](#); ["gwendaparry@hotmail.co.uk"](#); [penmynyddcc@btinternet.com](#); ["cyngor.pentraeth.council@hotmail.co.uk"](#); ["cc.rhosybol@yahoo.co.uk"](#); [morwennaowen7@gmail.com](#); [Treaddur](#); [trefalaw@gmail.com](#); [Trewalchmai](#); ["Valley"](#)
Cc: [Mared W. Yaxley](#)
Subject: Cynghorau Tref a Chymuned - Gwefannau / Town and Community Councils - Websites (019486)
Date: 17 May 2018 14:15:44
Attachments: [440011 - 437732 - Town and Community Councils - websites Cymraeg.doc](#)
[437732 - Town and Community Councils - websites.doc](#)

Annwyl Glerc,

Fel y soniwyd yn flaenorol, mae gofyniad statudol ar yr holl Gynghorau Tref a Chymuned i gael presenoldeb ar y we ac i gyhoeddi gwybodaeth benodol, yn cynnwys Cofrestr o Ddiddordebau Aelodau, ar eu gwefannau.

Dyrannodd Llywodraeth Cymru gyllid i Gynghorau Sir er mwyn iddynt allu cynnig grant o hyd at £500 i bob Cyngor Tref a Chymuned, yn cynnwys y rhai hynny sydd eisoes â gwefan, fel cyfraniad tuag at y gost o ddatblygu gwefan. Pwrpas y grant oedd helpu'r Cynghorau Tref a Chymuned i baratoi ar gyfer Deddf Awdurdodau Lleol (Democratiaeth) (Cymru) 2013, sy'n cynnwys yr angen i'r holl Gynghorau Tref a Chymuned gyhoeddi gwybodaeth ar wefan.

Mae'r Pwyllgor Safonau wedi ystyried y mater hwn bob blwyddyn ers 2015 (pan ddaeth yr argymhelliad i rym). Ym Mawrth 2017, pan gafodd y mater ei adrodd arno ddiwethaf, penderfynodd y Pwyllgor Safonau gynnal ymchwiliad ymhen blwyddyn er mwyn gweld a oes mwy o Gynghorau bellach yn cydymffurfio â'r gofyniad i gael gwefan ac yn cyhoeddi eu Cofrestrau o Ddiddordebau Buddiannau Aelodau ar-lein.

Allwch chi felly **lenwi a dychwelyd y ffurflen sydd wedi'i hatodi erbyn 16 Gorffennaf 2018** er mwyn cadarnhau:

- (A) Os oes gan eich Cyngor wefan
- (B) Os felly, beth yw cyfeiriad y wefan; ac
- (C) Os yw'r Gofrestr o Ddiddordebau Aelodau wedi'i chyhoeddi ar y wefan.

Bydd canlyniadau'r adolygiad yn cael eu hadrodd yn ôl i'r Pwyllgor Safonau yn ei gyfarfod ym mis Medi 2018. Bydd yr adroddiad yn cynnwys manylion y Cynghorau Tref a Chymuned nad ydynt wedi ymateb i'r cais hwn am wybodaeth.

Edrychaf ymlaen at glywed gennych.

Cofion,

Michael Wilson
 Cadeirydd y Pwyllgor Safonau

Dear Clerk,

As previously advised, there is a statutory requirement for all Town and Community Councils to have a web presence and to publish certain information, including the Register of Interests for Members, on their websites.

The Welsh Government allocated funding to County Councils so that they could offer a grant of up to £500 to each Town and Community Council, including those that already had a website, to contribute towards the cost of developing a website. The purpose of the grant was to help Town and Community Councils to prepare for the Local Authorities (Democracy) (Wales) Act 2013, which includes provisions requiring that all Town and Community Councils publish information on a website.

The Standards Committee has considered this issue annually since 2015 (when the requirement came into force). In March 2017, when the matter was last reported, the Standards Committee decided to conduct a review in one year to ascertain if further Councils are now complying with the requirement to have a website and are publishing the Register of Interests for Members online.

Can you therefore please **complete and return the attached form by 16th July 2018** to confirm:

- (A) Whether your Council has a website (Yes / No)
- (B) If so, the website address; and
- (C) If the Register of Interests for Members is published on the website (Yes / No).

The findings of the review will be reported to the Standards Committee at its meeting in September 2018. That report will include details of those Town and Community Councils that have not responded to this request for information.

I look forward to hearing from you.

Regards,

Michael Wilson
Chair of the Standards Committee

Document: CC-019486-MY/440016



ODDI WRTH: Y PWYLLGOR SAFONAU

AT: HOLL GYNGHORAU TREF A CHYMUNED CYNGOR SIR YNYS MÔN

Llenwch y ffurflen hon os gwelwch yn dda a'i dychwelyd un ai:

- drwy e-bost: mwjcs@ynysmon.gov.uk
- neu drwy'r post at sylw'r Pennaeth Gwasanaeth (Busnes y Cyngor) / Swyddog Monitro, Cyngor Sir Ynys Môn, Swyddfeydd y Cyngor, Llangefni, Ynys Môn. LL77 7TW.

erbyn 16 Gorffennaf 2018:

Enw'r Cyngor Tref / Cyngor Cymuned	Oes gan eich Cyngor Tref / Cyngor Cymuned wefan?	Os oes, beth yw cyfeiriad y wefan?	A yw'r Gofrestr o Ddiddordebau'r Aelodau wedi'i chyhoeddi ar y wefan?
	Oes / Nac Oes	www.	Ydi / Nac Ydi



FROM: STANDARDS COMMITTEE

TO: ALL TOWN AND COMMUNITY COUNCILS IN THE ISLE OF ANGLESEY

Can you please complete this form and return it

- via email to: mwjcs@ynysmon.gov.uk
- or by post for the attention of the Head of Service (Council Business) / Monitoring Officer at the Isle of Anglesey County Council, Council Offices, Llangefni, Anglesey LL77 7TW

by 16th July 2018:

Name of Town / Community Council (T/CC)	Does your T/CC have a website?	If yes, what is the website address?	Is the Register of Interests for Members published on the website?
	Yes / No	www.	Yes / No

Gwefan y Cyngorau Tref a Chymuned / Websites of the Town and Community Councils

Enw'r Cyngor Tref / Cymuned Name of Town / Community Council (T/CC)	Oes gan eich Cyngor Tref / Cyngor Cymuned wefan? Does your T/CC have a website?	Os oes, beth yw cyfeiriad y wefan? If yes, what is the website address?	A yw'r Gofrestr o Ddiddordebau'r Aelodau wedi'i chyhoeddi ar y wefan? Is the Register of Interests for Members published on the website?	Dyddiad ymateb wedi ei dderbyn Date response received
	Oes / Nac oes Yes / No	www.	Ydi / Nac ydi Yes / No	
Aberffraw				
Amlwch	Oes / Yes	www.cyngortrefamlwch.co.uk	Ydi / Yes	22/5/2018
Bodedern				
Biwmares / Beaumaris	Oes / Yes	www.beaumaristowncouncil.gov.uk	Ydi / Yes	21/5/2018
Bodffordd				
Bodorgan				
Bryngwran	Oes / Yes	www.bryngwran.org	Ydi / Yes	2/8/2018
Cwm Cadnant				
Cylch y Garn				
Caergybi / Holyhead				
Llanbadrig	Oes / Yes	www.cyngorcymunedllanbadrig.co.uk	Ydi / Yes	18/5/2018
Llanddaniel Fab	Oes / Yes	www.llanddaniel.org	Ydi (fe fydd yn fuan) / Yes (will be shortly)	22/5/2018
Llanddona	Oes / Yes	www.llanddona.org	Ydi / Yes	17/7/2018
Llanddyfnan	Oes / Yes	www.llanddyfnan.org	Ydi / Yes	2/8/2018
Llaneilian	Oes / Yes	www.Llaneilian.org.uk	Ydi / Yes	18/5/2018
Llanerchymedd				

Llaneugrad				
Llanfachraeth				
Llanfaelog	Oes / Yes	www.llanfaelogcommunitycouncil.gov.uk	Ydi / Yes	12/7/2018
Llanfaethlu a Llanfwrog	Oes / Yes	www.LlanfaethluLlanfwrog.com	Ychydig iawn, er mwyn diogelu ei data / Very little, in order to protect data	10/7/2018
LlanfairME	Oes / Yes	www.cyngorcymunedllanfairme.co.uk	Ydi / Yes	4/7/2018
Llanfair yn Neubwll	Oes / Yes	www.llanfairynneubwll.org	Ydi / Yes	12/7/2018
Llanfairpwll				
Llanfihangelesceifiog				
Llangefni				
Llangoed a Phenmon	Oes / Yes	www.CyngorCymunedLlangoedaPenmon.co.uk	Ydi / Yes	17/7/2018
Llangristiolus	Oes / Yes	www.community-council.org.uk/llangristiolusacerrigceinwen/	Ydi / Yes	2/8/2018
Llanidan	Oes / Yes	www.brynsiencyn.org	Nac ydi – yng nghanol y gwaith – mae'r wefan yn cael ei diweddarau / No, work in progress – website being updated	11/7/2018
Mechell	Oes / Yes	www.llanfechell.cc	Ydi / Yes	5/7/2018
Porthaethwy / Menai Bridge				
Moelfre				
Penmynydd a Star	Oes / Yes	www.penmynydd.org	Ydi / Yes	2/8/2018
Pentraeth				
Rhoscolyn	Oes / Yes	www.ccrhoscolyn.org.uk	Nac ydi / No	13/7/2018
Rhosybol				

Rhosyr				
Trearddur	Oes / Yes	www.trearddurcommunitycouncil.co.uk	Ydi / Yes	12/7/2018
Tref Alaw	Oes / Yes	www.trefalaw.cymru	Ydi / Yes	17/5/2018
Trewalchmai	Oes / Yes	www.trewalchmai.co.uk	Ydi / Yes	30/5/2018
Y Fali / Valley	Oes / Yes	www.valley-community-council.wales	Ydi / Yes	27/5/2018

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CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL	
COMMITTEE:	Standards Committee
DATE:	12.09.2018
REPORT TITLE:	Local Resolution Protocol in the Town and Community Councils
PURPOSE OF THE REPORT:	To respond to a request from this Committee on the 14th March 2018
REPORT BY:	Mared Wyn Yaxley Solicitor- Corporate Governance mwy@ynysmon.gov.uk
LINK OFFICER:	Lynn Ball Head of Function (Council Business)/Monitoring Officer lbx@anglesey.gov.uk 01248 752586

1. BACKGROUND

- 1.1 At its meeting on 14th March 2018, whilst discussing the Local Resolution Protocol in the context of the County Council, the Standards Committee resolved that the Monitoring Officer should establish which Town and Community Councils have adopted the Local Resolution Protocol supplied to them by One Voice Wales.
- 1.2 Correspondence has been sent to the Town and Community Councils to ascertain if they have adopted a Local Resolution Protocol, and if so whether that Protocol is the one published by One Voice Wales. Councils have also been asked to explain their position in the event a Local Resolution Protocol has not been adopted.
- 1.3 The responses received to the correspondence appears at **Appendix 1**.

2. RECOMMENDATION

- 2.1 The Committee is asked to:
 - 2.1.1 note the information detailed with regard to the Town and Community Councils in **Appendix 1**; and
 - 2.1.2 decide what action should be taken with regard to those Councils who have not adopted a Local Resolution Protocol, if any, bearing in mind that the adoption of this / any other Local Resolution Protocol is a matter of discretion for each Town and Community Council.

From: [Medwen Jones](#)
To: ["Cwyrtae@btconnect.com"](#); [swyddfa@cyngortrefamlwch.co.uk](#); ["beumaristowncouncil@tiscali.co.uk"](#); ["cyngorcymunedbodedern@outlook.com"](#); [derekowen1946@hotmail.co.uk](#); ["gwil22@btinternet.com"](#); [Bryngwran](#); [alun1965@btinternet.com](#); ["clerc@cylychgarn.co.uk"](#); ["townclerk@holyheadcouncil.co.uk"](#); ["llanbadrig@live.co.uk"](#); ["cyngor.cymuned.llanddaniel@gmail.com"](#); [Geraint Parry \(geraintparry@pazpar57.plus.com\)](#); ["llanddyfnancc@btinternet.com"](#); ["bimff@btinternet.com"](#); ["Llanerchymedd"](#); ["Llanfaelog"](#); ["johnarf@live.co.uk"](#); ["llanfair.m.e@talktalk.net"](#); ["llanfairnb@hotmail.co.uk"](#); ["llanfairpwl@outlook.com"](#); [Llangefni](#); [Llangratiolus](#); [Llanidan](#); ["ccmechell@hotmail.com"](#); [cyngordref@hotmail.com](#); ["gwendaparry@hotmail.co.uk"](#); [penmynyddcc@btinternet.com](#); ["cyngor.pentraeth.council@hotmail.co.uk"](#); ["cc.rhosybol@yahoo.co.uk"](#); [morwennaowen7@gmail.com](#); [Treaddur](#); [trefalaw@gmail.com](#); [Trewalchmai](#); ["Valley"](#)
Cc: [Mared W. Yaxley](#)
Subject: Cyngorau Tref a Chymuned - Protocol Datrysiaid Lleol / Town and Community Councils - Local Resolution Protocol (019486)
Date: 10 May 2018 17:35:19

Annwyl Glerc,

Yn ei gyfarfod ar 14 Mawrth 2018, penderfynodd y Pwyllgor Safonau argymhell bod y Cyngor Sir yn mabwysiadu Protocol Datrysiaid Lleol diwygiedig ar gyfer ei ddefnyddio gan Aelodau'r Cyngor Sir mewn perthynas â chwynion lefel isel rhwng Aelodau. Bydd yr un peth yn cael ei gyflwyno i'r Cyngor Llawn ar 15 Mai 2018.

Yn y cyswllt hwn, mae'r Pwyllgor Safonau hefyd yn dymuno deall y sefyllfa mewn perthynas â Datrysiaid Lleol o fewn y Cyngorau Tref a Chymuned. Mae'r Pwyllgor Safonau yn dymuno casglu gwybodaeth ar ba Gyngorau Tref a Chymuned yn yr ardal sydd wedi mabwysiadu Protocol Datrysiaid Lleol; cynsail a gafodd ei gylchredeg i'w holl aelodau gan Un Llais Cymru ar 12 Mai, 2017.

Byddai'r Pwyllgor Safonau yn ddiolchgar pe gallech ddarparu ymateb i'r ymholiadau isod er mwyn gallu casglu gwybodaeth ar ba Gyngorau Tref a Chymuned sydd wedi mabwysiadu Protocol. Lle mae Cyngor Tref a Chymuned wedi mabwysiadu Protocol, rydym yn dymuno gweld ai'r Protocol sydd wedi'i fabwysiadu yw'r un a baratowyd gan Un Llais Cymru ac ar ba ddyddiad y cafodd ei fabwysiadu. Os nad yw Cyngor Tref a Chymuned wedi mabwysiadu Protocol Datrysiaid Lleol, mae'r Pwyllgor Safonau yn dymuno gweld a yw hyn yn rhywbeth sy'n cael ei ystyried gan y Cyngor hwnnw.

Enw'r Cyngor Tref / Cymuned	A yw'r Cyngor Tref a Chymuned wedi mabwysiadu Protocol Datrysiaid Lleol?	Os ydi, ar ba ddyddiad cafodd ei fabwysiadu gan y Cyngor Tref a Chymuned?	Os ydi, a yw'r Protocol a fabwysiadwyd gan y Cyngor Tref a Chymuned yr un a baratowyd gan Un Llais Cymru?	Os na, a yw'r Cyngor Tref a Chymuned yn ystyried mabwysiadu Protocol Datrysiaid Lleol? Eglurwch os gwelwch yn dda.
	Ydi / Nac Ydi	DD/MM/BB	Ydi / Nac Ydi	

Bydd yr ymatebion i'r e-bost hwn yn cael eu cyflwyno i'r Pwyllgor Safonau ar ffurf adroddiad yn ei gyfarfod nesaf ym mis Medi 2018. O ganlyniad, gwerthfawrogi eich ymateb cynnar; ymatebwch cyn 16 Gorffennaf os gwelwch yn dda.

Yn gywir,

Michael Wilson
Cadeirydd y Pwyllgor Safonau

Dear Clerk,

At its meeting on 14th March 2018, the Standards Committee resolved to recommend that the County Council adopt an amended Local Resolution Protocol, for use by Members of the County Council in relation to low-level complaints between Members. The same will be presented to full Council on 15th May 2018.

In this content, the Standards Committee also wishes to ascertain the situation as regards Local Resolution within the Town and Community Councils. The Standards Committee wants to gather information on which Town and Community Councils in its area have adopted a Local Resolution Protocol; a precedent for which was circulated to all its members by One Voice Wales on 12th May 2017.

The Standards Committee would be grateful if you could please provide a response to the queries below so that it can gather information on which Town and Community Councils have adopted a Protocol. Where a Town or Community Council has adopted a Protocol, we wish to ascertain whether the Protocol adopted is the one prepared by One Voice Wales, and the date on which that adoption took place. If a Town or Community Council has not adopted a Local Resolution Protocol, the Standards Committee wishes to ascertain whether this is something which is being considered by that Council.

Name of Town / Community Council (T/CC)	Has the T/CC adopted a Local Resolution Protocol?	<u>If yes</u>, on which date was it adopted by the T/CC?	<u>If yes</u>, is the Protocol adopted by the T/CC the protocol prepared by One Voice Wales?	<u>If no</u>, is the T/CC considering adopting a Local Resolution Protocol? Please explain.
	Yes / No	DD/MM/YY	Yes / No	

The responses to this email will be presented to the Standards Committee by way of a report at its next meeting in September 2018. Your early response would therefore be appreciated; please respond before 16th July 2018.

Yours sincerely,

Michael Wilson
Chair of the Standards Committee

Document: CC-019486-MY/438219

PROTOCOL DATRYSIAD LLEOL YN Y CYNGHORAU TREF A CHYMUNED / LOCAL RESOLUTION PROTOCOL IN THE TOWN AND COMMUNITY COUNCILS

Enw'r Cyngor Tref / Cymuned	A yw'r Cyngor Tref a Chymuned wedi mabwysiadu Protocol Datrysiad Lleol?	<u>Os ydi</u> , ar ba ddyddiad cafodd ei fabwysiadu gan y Cyngor Tref a Chymuned?	<u>Os ydi</u> , a yw'r Protocol a fabwysiadwyd gan y Cyngor Tref a Chymuned yr un a baratowyd gan Un Llais Cymru?	<u>Os na</u> , a yw'r Cyngor Tref a Chymuned yn ystyried mabwysiadu Protocol Datrysid Lleol? Eglurwch os gwelwch yn dda.	Dyddiad ymateb wedi ei dderbyn
<i>Name of Town / Community Council (T/CC)</i>	<i>Has the T/CC adopted a Local Resolution Protocol?</i>	<i>If yes, on which date was it adopted by the T/CC?</i>	<i>If yes, is the Protocol adopted by the T/CC the protocol prepared by One Voice Wales?</i>	<i>If no, is the T/CC considering adopting a Local Resolution Protocol? Please explain.</i>	<i>Date response received</i>
	Ydi / Nac ydi Yes / No	DD/MM/BB DD/MM/YY	Ydi / Nac Ydi Yes / No		
Aberffraw					
Amlwch					
Bodedern					
Biwmares / Beaumaris	Ydi / Yes	30/5/2017	Ydi / Yes		24/5/2018
Bodffordd					
Bodorgan					
Bryngwran					
Cwm Cadnant					

Cylch y Garn					
Caergybi / Holyhead					
Llanbadrig					
Llanddaniel Fab	Ydi / Yes	21/5/2018	Ydi / Yes		22/5/2018
Llanddona	Nac ydi / No			Ydi, yn ystod 2018-19 / Yes, during 2018-19	30/7/2018
Llanddyfnan					
Llaneilian	Nac ydi / No			Wedi mabwysiadu polisi cwynion yn 2017 / Complaints policy adopted in 2017	25/5/2018
Llanerchymedd					
Llaneugrad					
Llanfachraeth					
Llanfaelog	Ydi / Yes	23/5/2018	Ydi / Yes		16/7/2018
Llanfaethlu a Llanfwrog					
LlanfairME	Ydi / Yes	29/05/2018	Ydi / Yes		4/6/2018
Llanfair yn Neubwll	Ydi / Yes	15/5/2018	Ydi / Yes		16/7/2018
Llanfairpwll					
Llanfihangelesceifiog					

Llangefni					
Llangoed a Phenmon	Nac ydi / No			Ydi, yn ystod 2018-19 / Yes, during 2018-19	30/7/2018
Llangristiolus					
Llanidan					
Mechell					
Porthaethwy / Menai Bridge	Ydi / Yes	21/5/2018	Ydi / Yes	21/5/2018	14/5/2018 Updated 17/6/2018
Moelfre					
Penmynydd a Star					
Pentraeth					
Rhoscolyn	Ydi / Yes	19/6/2018	Ydi / Yes		13/7/2018
Rhosybol					
Rhosyr	Ydi / Yes	25/6/2018	Ydi / Yes		
Trearddur	Ydi / Yes	29/5/2018	Ydi ond wedi ei addasu ychydig / Yes but slightly adapted		16/7/2018
Tref Alaw					
Trewalchmai	Ydi / Yes	15/05/17	Ydi / Yes		11/5/2018
Y Fali / Valley	Ydi / Yes	16/05/18	Ydi / Yes		27/5/2018

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CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL	
COMMITTEE:	Standards Committee
DATE:	12.09.2018
REPORT TITLE:	Town and Community Council Training for Clerks
PURPOSE OF THE REPORT:	To provide an update to the Committee following a discussion at the 13.09.2018 meeting
REPORT BY:	Mared Wyn Yaxley Solicitor – Corporate Governance mwycs@ynysmon.gov.uk
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 previously recognised that the role of Town and Community Council Clerks is vital in ensuring that procedural and conduct requirements are followed in the Council. The Standards Committee has discussed the importance of Town and Community Councils ensuring that their Clerks/officers are properly trained; particularly in relation to standing orders, code of conduct, HR matters (where relevant) and the Local Resolution Protocol.
- 1.2 In August 2017, the Chair of the Standards Committee and the Monitoring Officer met with the Accountancy Services Manager so as to discuss the extent to which the expectation of training for Members and Clerks is reasonable and can be met from the precept amount (which is calculated in accordance with a statutory formula).
- 1.3 At its meeting on 13th September 2017, the Committee considered the training and developmental needs of Town and Community Councils, their Members, and in particular the Clerks within those Councils.
- 1.4 Following from this discussion, correspondence was sent by the Chair of the Standards Committee to all Town and Community Council Clerks on 10th November 2017 recommending that each Council considered training for Members and Clerks, and the cost of any such training, when calculating the precept amount for the next financial year.
- 1.5 Further correspondence was sent by the Chair of the Standards Committee to all Town and Community Council Clerks on 4th July 2018 to ascertain which Town and Community Councils had considered the contents of the email from 10.11.2017,

whether an element for training had been included in the precept and if so, training for whom (the clerk / the members / or both); and was including an additional amount to the precept for 2019/2020 something which they were considering?

- 1.6 The responses received to the 4th July 2018 correspondence appears at **Appendix 1**.

2. RECOMMENDATION

- 2.1 The Committee is asked to:

- 2.1.1 note the information detailed with regard to the Town and Community Councils in **Appendix 1**; and

- 2.1.2 decide what action should be taken, if any, with regard to those Councils who have not included an element for training in their precept and/or is not considering the same in their future precept amount.

APPENDIX 1

From: [Medwen Jones](#)
To: ["Cwyrtaï@btconnect.com"](#); [swyddfa@cyngortrefamlwch.co.uk](#); ["beaumaristowncouncil@tiscali.co.uk"](#); ["cyngorcymunedhodedern@outlook.com"](#); [derekowen1946@hotmail.co.uk](#); ["gwil22@btinternet.com"](#); [Bryngwran](#); [alun1965@btinternet.com](#); ["clerc@cylychgarn.co.uk"](#); ["townclerk@holyheadcouncil.co.uk"](#); ["llanbadrig@live.co.uk"](#); ["cyngor.cymuned.llanddaniel@gmail.com"](#); [Geraint Parry](#) ([geraintparry@pazpar57.plus.com](#)); ["llanddyfnancc@btinternet.com"](#); ["bimff@btinternet.com"](#); ["Llanerchymedd"](#); ["Llanfaelog"](#); ["johnarf@live.co.uk"](#); ["llanfair.m.e@talktalk.net"](#); ["llanfairnb@hotmail.co.uk"](#); ["llanfairpwll@outlook.com"](#); [Llangefni](#); [Llangratiolus](#); [Llanidan](#); ["ccmechell@hotmail.com"](#); [cyngordref@hotmail.com](#); ["gwendaparry@hotmail.co.uk"](#); [penmynyddcc@btinternet.com](#); ["cyngor.pentraeth.council@hotmail.co.uk"](#); ["cc.rhosybol@yahoo.co.uk"](#); [morwennaowen7@gmail.com](#); [Treaddur](#); [trefalaw@gmail.com](#); [Trewalchmai](#); ["Valley"](#)
Cc: [Mared W. Yaxley](#)
Subject: Hyfforddiant a Datblygiad ar gyfer Cyngorwyr a Chlercod Cyngorau Tref/Cymuned / Training and Development for Town/Community Councillors and Clerks (019486)
Date: 04 July 2018 18:28:30

Annwyl Gadeirydd,

Anfonwyd yr ebost isod atoch ym mis Tachwedd y llynedd. Mae'r Pwyllgor Safonau yn awyddus i wybod a wnaethoch ystyried y cyngor a chynnwys elfen ar gyfer costau hyfforddiant wrth benderfynu ar braesept eich Cyngor Tref / Cymuned ar gyfer 2018/2019?

Tybed a fedrwch ymateb i'r cwestiynau isod erbyn **Awst 13eg, 2018** os gwelwch yn dda?

<p>Enw'r Cyngor Cymuned /</p> <p>Name of Community Council</p>	<p>A ystyriwyd y cyngor yn yr ebost dyddiedig 10.11.2017 yn y cyfarfod pan gafodd y praesept ei drafod? /</p> <p>Was the email dated 10.11.2017 considered in the meeting when the precept amount was decided?</p>	<p>Wnaethoch chi gynnwys cost ychwanegol ar gyfer hyfforddiant yn y praesept? /</p> <p>Did you include an additional amount for training within the precept amount?</p>	<p>Os do, oedd yr hyfforddiant yma ar gyfer: /</p> <p>If yes, was this training for:</p>	<p>Ydi cynnwys cost ychwanegol ar gyfer hyfforddiant yn rhywbeth y byddwch yn ei ystyried ar gyfer praesept 2019/2020? /</p> <p>Is including an additional amount for training something you will consider for 2019/2020's precept?</p>
	<p>Do / Yes</p> <p>Naddo / No</p>	<p>Do / Yes</p> <p>Naddo / No</p>	<p>Y Clerc / The Clerk?</p> <p>Aelodau / Members?</p>	

			Y ddau / Both?	
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Anfonwch eich ymateb i MedwenJones@ynysmon.gov.uk os gwelwch yn dda.

Diolch yn fawr.

Yn gywir iawn,

Michael Wilson
Cadeirydd y Pwyllgor Safonau

Dear Chairperson,

The below email was sent to you in November 2017. The Standards Committee wishes to know if you considered this advice and included a portion for training costs when deciding on the Town / Community Council's precept amount for 2018/2019?

Is it possible to provide replies to the following questions by **13th August 2018**, please?

Enw'r Cyngor Cymuned / Name of Community Council	A ystyriwyd y cyngor yn yr ebost dyddiedig 10.11.2017 yn y cyfarfod pan gafodd y praesept ei drafod?/ Was the email dated 10.11.2017 considered in the meeting when the precept amount was decided?	Wnaethoch chi gynnwys cost ychwanegol ar gyfer hyfforddiant yn y praesept? / Did you include an additional amount for training within the precept amount?	Os do, oedd yr hyfforddiant yma ar gyfer: / If yes, was this training for:	Ydi cynnwys cost ychwanegol ar gyfer hyfforddiant yn rhywbeth y byddwch yn ei ystyried ar gyfer praesept 2019/2020? / Is including an additional amount for training something you will consider for 2019/2020's precept?
	Do / Yes	Do / Yes	Y Clerc / The	

	Naddo / No	Naddo / No	Clerk? Aelodau / Members? Y ddau / Both?	
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Please send your responses to MedwenJones@ynysmon.gov.uk

Thank you very much.

Yours sincerely

Michael Wilson
Chair of the Standards Committee

Document: CC-019486-MY/449130

From: Medwen Jones

Sent: 10 November 2017 13:48

To: Medwen Jones <MedwenJones@ynysmon.gov.uk>

Subject: Hyfforddiant a Datblygiad ar gyfer Cynghorwyr a Chlercod Cynghorau Tref/Cymuned / Training and Development for Town/Community Councillors and Clerks (16647)

Annwyl Gadeirydd

Yn ei gyfarfod ym mis Medi 2017, bu'r Pwyllgor Safonau yn trafod anghenion hyfforddiant a datblygiad y Cynghorau Cymuned.

Fel y gwyddoch, mae'r Pwyllgor Safonau yn trefnu hyfforddiant i Gynghorau Cymuned ar y Côt Ymddygiad ond mae'n ymwybodol hefyd y gall fod anghenion datblygu eraill, yn enwedig ar gyfer clercod mewn perthynas â rheolaeth ariannol, rheolau sefydlog a TGCh. Mae hyn yn arbennig o wir yn achos clercod sydd newydd gael eu penodi neu a benodwyd yn ddiweddar neu glercod sydd wedi bod yn eu swyddi'n hirach sydd heb gael y cyfle gan eu Cynghorau i fynychu hyfforddiant sy'n addas ac yn gymesur ar gyfer y rôl y mae disgwyl iddynt ei chyflawni.

Pryd bynnag y mae'r Pwyllgor Safonau wedi codi'r mater hwn yn y gorffennaf, yr ymateb a gafwyd yn aml gan rai oedd nad yw Cynghorau'n gallu cefnogi unrhyw hyfforddiant ychwanegol oherwydd nad oes ganddynt gyllideb benodol ar gyfer hynny.

Fodd bynnag, mae'r Pwyllgor Safonau yn ymwybodol y bydd Cynghorau Cymuned yn o fuan yn cael cais gan Wasanaeth Cyllid y Cyngor Sir i weithio allan eu praesept ar gyfer y flwyddyn ariannol nesaf. Yn yr amgylchiadau, ac wedi trafod y

mater yn barod gyda Gwasanaeth Cyllid y Cyngor, mae'r Pwyllgor Safonau yn argymhell y dylai costau hyfforddiant priodol, yn enwedig ar gyfer clercod (ond hefyd ar gyfer aelodau lle mae hynny'n briodol), gael ei gymryd i ystyried pan fydd eich Cyngor yn cyfarfod i benderfynu ar ei braesept nesaf.

Fel y gwyddoch, mae Un Llais Cymru yn darparu sesiynau hyfforddiant ar gyfer aelodau etholedig. Dyma eu manylion:

Un Llais Cymru	One Voice Wales
24c Stryd y Coleg	24c College Street
Rhydaman	Ammanford
Sir Gaerfyrddin	Carmarthenshire
SA18 3AF	SA18 3AF

Rhif Ffôn/Tel 01269 595400

Ffacs/Fax 01269 598510

Gwefan: www.unllaiscymru.org.uk / Website: www.onevoicewales.org.uk

Mae'r Gymdeithas ar gyfer Clercod Cyngorau Lleol yn darparu hyfforddiant ar gyfer clercod. Mae'r sesiynau'n rhai modiwlwr ac ar gael i'w mynychu o bell. Mae eu gwefan yn cynnwys rhai opsiynau diddorol. Dyma eu manylion:

The Society of Local Council Clerks
Main Office
No.8 The Crescent
Taunton
Somerset TA1 4EA

Rhif Ffôn: 01823 253646

Gwefan: <http://www.slcc.co.uk>

Mae costau'r sesiynau hyfforddiant yn ymddangos yn rhesymol ac yn cychwyn oddeutu £30 ar gyfer aelodau etholedig. Mae disgowntiau hyd at 50% hefyd ar gael gan yr SLCC ar gyfer Cyngorau â throsiant sy'n llai na £40,000.00.

Mae'r Pwyllgor Safonau yn awgrymu'n gryf eich bod yn ystyried teilwra'r hyfforddiant sydd ar gael i anghenion penodol eich Cyngor chi, ei aelodau a'r clercc ac rydym yn gofyn i chi rannu'r llythyr hwn gyda'ch Cyngor pan mae'n cyfarfod i drafod y praesept nesaf.

Diolch yn fawr.

Yn gywir iawn

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

Dear Chairperson

At its meeting in September 2017, the Standards Committee discussed the training and development needs of Community Councils.

As you know, the Standards Committee arranges training for Community Councils on the Code of Conduct, but is also aware that there may be other development needs, particularly for clerks in connection with financial management, standing orders and ICT. This is especially so for recently or newly appointed clerks or those of longer standing whose Councils have not previously provided them with the opportunity to undertake training that is suitable and proportionate to the role which they are expected to undertake.

Whenever the Standards Committee has raised this issue in the past, the response from some has often been that Community Councils are unable to support any additional training as they have no designated budget.

However, the Standards Committee is aware that Community Councils will soon be asked, by the County Council's Finance Service, to calculate their precept for the next financial year. In the circumstances, and having already discussed the matter with the Council's Finance Service, the Standards Committee recommends that the cost of appropriate training, particularly for clerks (but also for members where appropriate), is taken into consideration when your Council meets to decide its next precept.

As you know, One Voice Wales provides training sessions for elected members. Their details are:

Un Llais Cymru
24c Stryd y Coleg
Rhydaman
Sir Gaerfyrddin
SA18 3AF

One Voice Wales
24c College Street
Ammanford
Carmarthenshire
SA18 3AF

Ffon/Tel 01269 595400

Ffacs/Fax 01269 598510

Gwefan: www.unllaiscymru.org.uk / Website: www.onevoicewales.org.uk

The Society for Local Council Clerks provides training for clerks. Many of their sessions are modular and available by remote attendance. Their website includes some interesting options. Their details are:

The Society of Local Council Clerks
Main Office
No.8 The Crescent
Taunton
Somerset TA1 4EA

Tel: 01823 253646

Website: <http://www.slcc.co.uk>

The costs of training sessions appear reasonable, starting from around £30 for elected members. There are also discounts of up to 50% available with the SLCC for Councils with a turnover of less than £40,000.00.

The Standards Committee strongly recommends that you consider tailoring the training available to the particular needs of your Council, its members and your clerk, and we would ask that this letter be shared with your Council when it meets to discuss the next precept.

Many thanks

Yours sincerely

Michael Wilson

Cadeirydd y Pwyllgor Safonau / Chair of the Standards Committee

Cyngor Sir Ynys Môn / The Isle of Anglesey County Council

Ffôn / Phone: 07801446330

E-bost / E-mail: mxwcs@anglesey.gov.uk

Document: CC-016647-LB/406812

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

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

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

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Hyfforddiant yn y Cyngorau Tref a Chymuned / Training in the Town and Community Councils

Enw'r Cyngor Cymuned / Name of Community Council	A ystyriwyd y cyngor yn yr ebonst dyddiedig 10.11.2017 yn y cyfarfod pan gafodd y praesept ei drafod? / Was the email dated 10.11.2017 considered in the meeting when the precept amount was decided?	Wnaethoch chi gynnwys cost ychwanegol ar gyfer hyfforddiant yn y praesept? / Did you include an additional amount for training within the precept amount?	Os do, oedd yr hyfforddiant yma ar gyfer: / If yes, was this training for:	Ydi cynnwys cost ychwanegol ar gyfer hyfforddiant yn rhywbeth y byddwch yn ei ystyried ar gyfer praesept 2019/2020? / Is including an additional amount for training something you will consider for 2019/2020's precept?
	Do / Yes Naddo / No	Do / Yes Naddo / No	Y Clerc / The Clerk? Aelodau / Members? Y ddau / Both?	Ydi / Yes Na / No
Aberffraw				
Amlwch	<p>Cafodd hyfforddiant ei ystyried tra yn gosod cyllideb Cyngor Tref Amlwch, ac er nad yw penawd gwariant penodol ar gyfer costau hyfforddi, mae wedi ei gynnwys yn y swm o arian a glustnodwyd ar gyfer gweinyddu'r Cyngor. Mae hyfforddiant ar gael i aelodau'r cyngor neu i minnau fel clerck. Tybiwn bydd trafodaeth tebyg pan fydd cyllideb ac archeb y cyngor yn cael ei bennu eto ar gyfer y flwyddyn ariannol nesaf. /</p> <p>Training was considered when the budget was set for Amlwch Town Council, and although there isn't a separate spending heading for training, it has been included in the sum of money which has been allocated for the Council's administration. There is training available for me as the Clerk and for members. It is assumed that there will be a similar discussion when the budget is set in the next financial year.</p>			
Bodedern				
Biwmares / Beaumaris				
Bodffordd				
Bodorgan				
Bryngwran	Do / Yes	Do / Yes	Y ddau / Both	Ydi / Yes
Cwm Cadnant				
Cylch y Garn				

Caergybi / Holyhead				
Llanbadrig	<p>Mae Cyngor Llanbadrig yn cynnwys swm yn y gyllideb ar gyfer hyfforddiant cyffredinol - i aelodau a/neu'r clerac ac wedi gwneud hynnu ers rhai blynyddoedd bellach. Dydw I ddim yn rhagweld y byddai hyn yn newid ar gyfer y flwyddyn ariannol nesaf. /</p> <p>Llanbadrig Council includes a sum for general training in its budget – for members and/or the clerk and has done this for several years. I do not foresee that there will be any change in this arrangement for the next financial year.</p>			
Llanddaniel Fab	Naddo / No			Ydi / Yes
Llanddona	Naddo / No	Naddo / No		I'w ystyried yn ystod 2019/20 / To be considered during 2019/20
Llanddyfnan	Do / Yes	Do / Yes	Y ddau / both	Ydi / Yes
Llaneilian	<p>Cyllid ar gyfer hyfforddiant heb ei gynnwys yn y gyllideb ond iw ystyried fel bod angen yn ystod y flwyddyn. Byddai cyfleon ar gyfer unrhyw aelod a/neu clerac. /</p> <p>Funding for training has not been included in the budget but it will be considered as required during the year. There would be opportunities for any member and/or clerk.</p>			
Llanerchymedd	Do / Yes	Naddo / No		Ydi / Yes
Llaneugrad				
Llanfachraeth				
Llanfaelog				
Llanfaethlu a Llanfwrog	Naddo / No	Naddo / No	---	Na, oherwydd nid oes llawer o ddiddordeb mewn cyrsiau yma a tydi talu am ychydig o gyrsiau ddim yn rhy ddrud. / No as there is little interest in courses and paying for a few courses is not too expensive.
Llanfair Mathafarn Eithaf	Do / Yes	Fe neilltuwyd £1000 ym Mhresept 2018/2019 ar gyfer Hyfforddiant./ £1000 was allocated for Training in the 2018/2019 Precept.	Bwriedir hyfforddiant i'r Aelodau a'r Clerc. / Training for the Members and the Clerk is intended.	Byddaf wedi ymddeol erbyn 2019/2020, ond credaf y bydd yr aelodau yn dilyn yr un llwybr. / I will have retired by 2019/2020, but I believe the Members will follow the same procedure.

Llanfair yn Neubwll				
Llanfairpwll				
Llanfihangeles ceifiog				
Llangefni				
Llangoed a Phenmon	Do / Yes	Naddo / No		I'w ystyried yn ystod 2019/20 / To be considered during 2019/20
Llangristiolus	Do / Yes	Do / Yes	Y ddau / Both	Ydi / Yes
Llanidan	Naddo / No	Naddo / No		Ydi / Yes
Mechell				
Porthaethwy / Menai Bridge	Do / Yes	Do / Yes	Y ddau / Both	Fe fydd yn cael ei gynnwys yn praesept 2019/20 hefyd / It will be included in the precept for 2019/20 also
Moelfre				
Penmynydd a Star	Do / Yes	Do / Yes	Y ddau / Both	Ydi / Yes
Pentraeth				
Rhoscolyn				
Rhosybol				
Rhosyr				
Trearddur				
Tref Alaw				
Trewalchmai	Do / Yes	Do / Yes	Y ddau / Both	Ydi / Yes
Y Fali / Valley	<p>Mae Cyngor Cymuned Y Fali yn cynnyws costau Hyfforddiant yn ei gyllideb cyffredinol bob blwyddyn. Mae gwariant blynyddol oddeutu £100 - £300. Mae aelodau a'r clerc yn cael eu hannog i fynychu Hyfforddiant, sydd yn cael ei drefnu fel arfer gan Un Llais Cymru. Mae Un Llais Cymru yn cynnig bwrsari tuag at y gost.</p> <p>Does dim llawer o aelodau yn mynychu'r cyrsiau hyn. Mae'r clerc yn mynychu pob Hyfforddiant sy'n berthnasol i'w rôl hi.</p> <p>Mynychodd y clerc ac un aelod o'r pwyllgor cyllid Hyfforddiant Cyllid a drefnwyd gan Un Llais Cymru yn ddiweddar.</p>			

Mae'n rhaid nodi fod nifer o'r cyrsiau gan Un Llais Cymru yn lleol ar gael yn y Gymraeg yn unig ac mae hyn yn atal rhai aelodau rhag cymryd rhan. Yn ogystal â hyn, oherwydd diffyg diddordeb bydd Hyfforddiant yn gyson yn cael ei ganslo ar fyr-rybudd. /

Valley Community Council include training costs within their general budget each year. Annual spend is in the region of £100 - £300.

Both councillors and clerk are encouraged to attend training which is usually arranged by One Voice Wales. One Voice Wales offers a bursary towards costs,

Take up by members is usually low. The clerk attends all training which is relevant to her role.

Both the clerk and a member of the finance committee attended Financial Training held by One Voice Wales recently.

It must, however, be recognised that many courses held by One Voice Wales locally are only available in Welsh and this is a barrier for some members. In addition, training is often cancelled at short notice due to lack of take up.

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CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL	
MEETING:	Standards Committee
DATE:	12.09.2018
TITLE OF REPORT:	Standards Committee review of the register of interests held by Town and Community Councils
PURPOSE OF THE REPORT:	To report on the proposed review
REPORT BY:	Mared Wyn Yaxley Solicitor – Corporate Governance mwycs@ynysmon.gov.uk
LINK OFFICER:	Lynn Ball Head of Function (Council Business) / Monitoring Officer lbxcs@anglesey.gov.uk 01248 752586

A INTRODUCTION & BACKGROUND

- 1 As part of its work programme, the Standards Committee has decided to carry out a review of the register of interests maintained by Town and Community Councils. This review will include a sample of the Town and Community Councils only.
- 2 The last review was conducted in 2016/2017. A copy of the findings made following the last review can be seen [here](#).

B THE PROCESS FOR THE REVIEW

- 1 The review will include reviewing the Register of Interests maintained by the Town and Community Councils.
- 2 The requirements in terms of the disclosure of “personal” and “personal and prejudicial” interests are different for Town and Community Councillors compared to County Councillors. Members are advised to review the [Briefing Note](#) which was shared with Town and Community Councils in March 2017. This will assist Members when conducting the review as regards the Town and Community Councillors’ duty of disclosure for “personal” and “personal and prejudicial” interests.
- 3 It is envisaged that the following documents, dating back to May 2017(i.e. since the last election), would need to be reviewed in each Town/Community Council:
 - Register of Personal Interests;
 - Declarations of Interest Forms made in Council meetings;

- Agenda and Minutes for the Council and its Sub-Committees;
- A list of the names of all members and copy form of acceptance of office by each current member, including the statutory undertaking to comply with the Code of Conduct;
- A record of members' training

- 5 A review of the Town / Community Council's website will also be conducted to ascertain if all relevant information is included on the website. Members are referred to a previous [report to the Standards Committee from September 2015](#) which includes as its Appendix 1 Statutory Guidance from the Welsh Government on "Access to Information on Community and Town Councils".
- 6 Following the review, the intention is to send
- Individual letters to all Town and Community Councils who have been subject to the review (which will not be published), and
 - A general report of findings to all Town and Community Councils so as to assist all Town and Community Councils by way sharing good practice and identifying matters which commonly need to be addressed.

C REVIEW APPOINTMENTS

- 1 There are 5 Town Councils and 35 Community Councils in Anglesey. A decision will need to be made on which Town / Community Councils are to be reviewed.
- 2 For the 2016/2017 Review, two Town Councils and two Community Councils were reviewed.
- 3 The decision as to which Town and Community Councils are chosen must be a fair process.

Five possible selection criteria which have been considered by the Chair of the Standards Committee are:

- (a) The level of precept requested by the Community Council i.e. more financial responsibility,
- (b) Whether there has been correspondence from that Community Council in relation to the query raised by the Chair on whether the Council has a website and if so, whether the Register of Interests is published on that website (as per item 16 on this Agenda);
- (c) Attendance from the Town and Community Councils at the Town and Community Liaison Committee;
- (d) Those previously reviewed (on the last occasion in 2016/2017- Amlwch Town Council, Holyhead Town Council, Llanbadrig Community Council and Llangristiolus Community Council); and
- (e) Those involved in any Ombudsman complaints over the last 12 months for breach of the Code of Conduct and where the Ombudsman has decided to investigate (to date, this is currently zero).

It could also be a combination of the above factors.

- 4 The list of precepts (referred to in 3 (a) above) received by each Town and Community Council is included at **Enclosure 1**.

- 5 A copy of the responses received in relation to the Town and Community Councils' responses to the question on websites (Agenda Item 16) (referred to in 3 (b) above) is included in **Enclosure 2**, with the names of those who have not responded highlighted.
- 6 The list of Town and Community Councils who have sent representatives to the Town and Community Liaison Committee (referred to in 3(c) above) is included at **Enclosure 3**, with the names of those who have not responded highlighted.
- 7 The review will be conducted by the Chair or the Vice-Chair of the Standards Committee, together with one other member of the Standards Committee except County Council members. The Monitoring Officer or the Corporate Governance Solicitor will also be in attendance.

D RECOMMENDATION

- 1 The Standards Committee is requested to note the contents of this report.
- 2 The Standards Committee is requested to confirm which Town and Community Councils it wishes to review, and which members of the Standards Committee will conduct that review.
- 3 Once a decision is made in relation to D2 above, a timetable for the review will be agreed with the Clerk of each Town / Community Council.

Praecept 2018-2019 – Cyngorau Tref a Chymuned
Precept 2018-2019 – Town and Community Councils

CYNGOR / COUNCIL	PRECEPT / PRAESEPT 2018/2019
AMLWCH	92,131.25
BIWMARES / BEAUMARIS	28,427.87
CAERGYBI / HOLYHEAD	441,831.00
LLANGFNI	140,307.83
PORTHAETHWY	90,160.00
LLANDDANIEL	8,100.00
LLANDDONA	5,665.00
CWM CADNANT	31,500.00
LLANFAIRPWLL	42,000.00
LLANFIHANGEL ESCEIFIOG	17,250.00
BODORGAN	8,600.00
LLANGOED	10,610.00
LLANGRISTIOLUS/CERRIGCEINWEN	8,000.00
LLANIDAN	9,032.44
RHOSYR	26,400.00
PENMYNYDD	6,250.00
PENTRAETH	16,000.00
MOELFRE	11,731.55
LLANBADRIG	26,010.00
LLANDDYFNAN	6,879.00
LLANEILIAN	11,977.41
LLANERCHYMEDD	12,765.50
LLANEUGRAD	4,000.00
LLANFAIR MATHAFARN EITHAF	51,660.00
CYLCH Y GARN	6,600.00
MEHELL	8,875.51
RHOSYBOL	7,500.00
ABERFFRAW	7,500.00
BODEDERN	10,000.00
BODFFORDD	8,450.00
TREARDDUR	32,360.00
TREFALAW	6,131.00
LLANFACHRAETH	6,074.00
LLANFAELOG	34,500.00
LLANFAETHLU & LLANFWROG	5,750.00
LLANFAIRYNEUBWLL	12,500.00
Y FALI / VALLEY	32,813.65
BRYNGWRAN	9,900.00
RHOSCOLYN	3,500.00
TREWALCHMAI	6,500.00

Gwefan y Cyngorau Tref a Chymuned / Websites of the Town and Community Councils

Enw'r Cyngor Tref / Cymuned Name of Town / Community Council (T/CC)	Oes gan eich Cyngor Tref / Cyngor Cymuned wefan? Does your T/CC have a website?	Os oes, beth yw cyfeiriad y wefan? If yes, what is the website address?	A yw'r Gofrestr o Ddiddordebau'r Aelodau wedi'i chyhoeddi ar y wefan? Is the Register of Interests for Members published on the website?	Dyddiad ymateb wedi ei dderbyn Date response received
	Oes / Nac oes Yes / No	www.	Ydi / Nac ydi Yes / No	
Aberffraw				
Amlwch	Oes / Yes	www.cyngortrefamlwch.co.uk	Ydi / Yes	22/5/2018
Bodedern				
Biwmares / Beaumaris	Oes / Yes	www.beaumaristowncouncil.gov.uk	Ydi / Yes	21/5/2018
Bodffordd				
Bodorgan				
Bryngwran	Oes / Yes	www.bryngwran.org	Ydi / Yes	2/8/2018
Cwm Cadnant				
Cylch y Garn				
Caergybi / Holyhead				
Llanbadrig	Oes / Yes	www.cyngorcymunedllanbadrig.co.uk	Ydi / Yes	18/5/2018
Llanddaniel Fab	Oes / Yes	www.llanddaniel.org	Ydi (fe fydd yn fuan) / Yes (will be shortly)	22/5/2018
Llanddona	Oes / Yes	www.llanddona.org	Ydi / Yes	17/7/2018
Llanddyfnan	Oes / Yes	www.llanddyfnan.org	Ydi / Yes	2/8/2018
Llaneilian	Oes / Yes	www.Llaneilian.org.uk	Ydi / Yes	18/5/2018
Llanerchymedd				

Llaneugrad				
Llanfachraeth				
Llanfaelog	Oes / Yes	www.llanfaelogcommunitycouncil.gov.uk	Ydi / Yes	12/7/2018
Llanfaethlu a Llanfwrog	Oes / Yes	www.LlanfaethluLlanfwrog.com	Ychydig iawn, er mwyn diogelu ei data / Very little, in order to protect data	10/7/2018
LlanfairME	Oes / Yes	www.cyngorcymunedllanfairme.co.uk	Ydi / Yes	4/7/2018
Llanfair yn Neubwll	Oes / Yes	www.llanfairynneubwll.org	Ydi / Yes	12/7/2018
Llanfairpwll				
Llanfihangelesceifiog				
Llangefni				
Llangoed a Phenmon	Oes / Yes	www.CyngorCymunedLlangoedaPenmon.co.uk	Ydi / Yes	17/7/2018
Llangristiolus	Oes / Yes	www.community-council.org.uk/llangristiolusacerrigceinwen/	Ydi / Yes	2/8/2018
Llanidan	Oes / Yes	www.brynsiencyn.org	Nac ydi – yng nghanol y gwaith – mae'r wefan yn cael ei diweddarau / No, work in progress – website being updated	11/7/2018
Mechell	Oes / Yes	www.llanfechell.cc	Ydi / Yes	5/7/2018
Porthaethwy / Menai Bridge				
Moelfre				
Penmynydd a Star	Oes / Yes	www.penmynydd.org	Ydi / Yes	2/8/2018
Pentraeth				
Rhoscolyn	Oes / Yes	www.ccrhoscolyn.org.uk	Nac ydi / No	13/7/2018
Rhosybol				

Rhosyr				
Trearddur	Oes / Yes	www.trearddurcommunitycouncil.co.uk	Ydi / Yes	12/7/2018
Tref Alaw	Oes / Yes	www.trefalaw.cymru	Ydi / Yes	17/5/2018
Trewalchmai	Oes / Yes	www.trewalchmai.co.uk	Ydi / Yes	30/5/2018
Y Fali / Valley	Oes / Yes	www.valley-community-council.wales	Ydi / Yes	27/5/2018

**Fforwm Cyswilt Cyngorau Tref a Chymuned – Presenoldeb yng nghyfarfodydd y Fforwm
Town and Community Council Liaison Committee – Attendance at Forum meetings**

	10.5.18	26.4.18	12.4.18	22.2.18	25.1.18	21.11.17	13.6.17	26.11.16	20.10.16	21.7.16	28.4.16
Aberffraw											
Amlwch	✓	✓	✓	✓	✓	✓		✓			✓
Biwmares / Beaumaris						✓	✓	✓	✓		✓
Bodedern											
Bodffordd	✓	✓		✓					✓	✓	✓
Bodorgan								✓	✓		
Bryngwran											
Caergybi / Holyhead	✓						✓	✓			
Cwm Cadnant	✓	✓	✓				✓			✓	✓
Cylch-y-Garn								✓			✓
Llanbadrig		✓	✓	✓		✓	✓	✓	✓	✓	✓
Llanddaniel Fab											
Llanddona	✓			✓		✓			✓		✓
Llanddyfnan											
Llaneilian			✓	✓				✓			
Llaneugrad											
Llanfachraeth											
Llanfaelog			✓	✓		✓	✓				✓
Llanfaethlu											
Llanfair ME		✓		✓							
Llanfairpwll	✓	✓			✓	✓	✓	✓	✓	✓	✓
Llanfair NB							✓	✓		✓	✓
Llanfihangel Ysceifiog	✓	✓	✓		✓	✓	✓	✓		✓	✓
Llangefni	✓	✓	✓	✓		✓	✓		✓	✓	✓

**Fforwm Cyswilt Cyngorau Tref a Chymuned – Presenoldeb yng nghyfarfodydd y Fforwm
Town and Community Council Liaison Committee – Attendance at Forum meetings**

	10.5.18	26.4.18	12.4.18	22.2.18	25.1.18	21.11.17	13.6.17	26.11.16	20.10.16	21.7.16	28.4.16
Llangoed	✓										✓
Llangristiolus							✓	✓			
Llanidan	✓			✓		✓		✓		✓	
Llannerch-y-medd			✓		✓	✓	✓				
Mechell						✓	✓			✓	✓
Moelfre											
Penmynydd a Star							✓				
Pentraeth	✓	✓					✓	✓			✓
Porthaethwy / Menai Bridge	✓	✓	✓	✓	✓		✓	✓		✓	✓
Rhoscolyn											
Rhosybol											
Rhosyr											
Trearddur	✓		✓	✓		✓	✓	✓	✓	✓	✓
Tref Alaw										✓	✓
Trewalchmai	✓					✓	✓	✓			✓
Y Fali / Valley			✓	✓		✓	✓	✓		✓	✓

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