

Public Document Pack



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

Mrs Annwen Morgan
Prif Weithredwr – Chief Executive
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RHYBUDD O GYFARFOD	NOTICE OF MEETING
PWYLLGOR GWASANAETHAU DEMOCRATAIDD	DEMOCRATIC SERVICES COMMITTEE
DYDD MAWRTH 10 RHAGFYR 2019 am 9.00 o'r gloch	TUESDAY 10 DECEMBER 2019 at 9.00 am
SIAMBR Y CYNGOR SWYDDFEYDD Y CYNGOR LLANGFNI	COUNCIL CHAMBER COUNCIL OFFICES LANGFNI
Swyddog Pwyllgor	Shirley Cooke 01248 752514 Committee Officer

AELODAU / MEMBERS

Cynghorwyr / Councillors:-

Plaid Cymru / The Party of Wales

John Griffith, Vaughan Hughes (Is-Gadeirydd/Vice-Chair), R G Parry OBE FRAGS,
Dylan Rees and Nicola Roberts

Y Grŵp Annibynnol / The Independent Group

Richard Griffiths, Dafydd Roberts

Plaid Lafur Cymru / Wales Labour Party

J Arwel Roberts

Annibynnwyr Môn / Anglesey Independents

Eric Jones, R Llewelyn Jones (Cadeirydd/Chair)

A G E N D A

1 **DECLARATION OF INTEREST**

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

2 **MEMBER DEVELOPMENT** (Pages 1 - 10)

To submit a report by the Human Resources Development Manager.

3 **MINUTES** (Pages 11 - 14)

To submit for confirmation, the draft minutes of the previous meeting held on 25 September 2019.

4 **INDEPENDENT REMUNERATION PANEL FOR WALES - DRAFT ANNUAL REPORT 2020/21** (Pages 15 - 18)

To submit a report by the Head of Democratic Services.

ISLE OF ANGLESEY COUNTY COUNCIL	
MEETING:	DEMOCRATIC COMMITTEE
DATE:	10th DECEMBER 2019
TITLE OF REPORT :	MEMBER DEVELOPMENT
REPORT BY :	HR DEVELOPMENT TRAINEE/ HR DEVELOPMENT MANAGER/
CONTACT OFFICER :	CHERIE DUFFY/MIRIAM WILLIAMS
PURPOSE OF REPORT :	TO PROVIDE AN UPDATE ON THE PROGRESS OF THE MEMBER DEVELOPMENT PROGRAMME

1. 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 25th September 2019. The Report also addresses the queries raised at this meeting.

2. MEMBER TRAINING AND DEVELOPMENT PLAN

The Member Training and Development Plan notes all the training and development opportunities offered to Elected Members in 2019/2020. The plan is an evolving document that is reviewed and adapted regularly to meet Elected Members' training needs. The intention is to update the Development Plan on a quarterly basis and to submit to both to the Standards Committee and Democratic Services Committee in order that specific Officers can identify suitable or specific development courses for various audiences; including the Scrutiny Committee, the Standards Committee and as appropriate to each co-opted member. In addition to this, the Learning and Development team are creating a quarterly update flyer providing information on the upcoming training events which will be circulated to all Elected Members and promoted within the Members Lounge. See Appendix 1 for details.

Since the September additional learning and development needs have been identified and are noted in the Training and Development plan (see Appendix 2). Some of the more recent learning and development opportunities conducted for Members include, Planning training refresher, Safeguarding, General Data Protection Regulations follow up and Treasury Management. Further development sessions have also been arranged after the Christmas period.

The subject areas have been identified as a result of Personal Development Review feedback, input from the Senior Leadership Team/Heads of Service and Group Leaders.

The intention is for the Head of Democratic Services to brief Group Leaders on the training plan on a regular basis.

The Learning and Development Team are open to discuss any additional training identified and the Development Programme to be amended as appropriate.

3. COURSE EVALUATION

As previously agreed, in addition to the distribution of course evaluation forms at the end of training events, electronic version of the forms are also distributed in an attempt to capture as much feedback as possible.

To date, there has been limited uptake on the option to complete the evaluation form electronically.

4. RECORDING ATTENDANCE

Elected Members are regularly reminded of the need to ensure they take personal responsibility to record the details on their electronic training record at the beginning/end of each training course. Once completed, details will appear on the Council website under each named Member. Details regarding the process for recording has recently been re-distributed for information.

In addition, details regarding courses offered/attended/declined etc. is captured within HR systems.

Recently the HR Development Manager attended a Group Leaders meeting to highlight training events planned and report on attendance at events. As a result, it was agreed that wherever possible “twilight sessions” would be an option in an attempt to enable those with other work commitments to attend.

A request was made that the HR Development Manager provide Group Leaders with details of training each of their respective Members had attended since their election in 2017.

5. PERSONAL DEVELOPMENT REVIEWS(PDR) FOR MEMBERS

Arrangements with regards to completion of PDR's for the forthcoming financial year is due to be completed mid-March, 2020. This will be co-ordinated by the Head of Democratic Service.

The aim is that training needs are captured and included within the Member Development Plan for 2020/21 where possible and/or training is sourced to meet individual needs.

**Cherie Duffy, HR Development Trainee/
Miriam Williams, HR Development Manager
December 2019**



Elected Member Training Programme

Listed below are the Training and Development Opportunities that are to be held between November 2019 and March 2020

National Approach to Statutory Advocacy

The aim of this session is to understand the role of an advocate and the different types of advocacy. This course will provide more information on the history of the National Approach and the arching principles.

March 2020



Licensing Training

This training session gives an overview of the Licensing Act 2003 and focuses on relevant licensing matters such as licencing application, licencing sub-committee hearings and licence reviews.

Date: TBC

E-Learning Portal

Please note that the following E-Learning modules are mandatory for all staff and Elected Members to complete. Please click on icon below to access the desired module:



ELECTED MEMBER DEVELOPMENT PROGRAMME 2019/20

(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	November 2019
Safeguarding Issues 'Mop up'	All Elected Members(M)	Annwen M Hughes, Service Manager (Safeguarding and Quality Assurance Provision)	14 November 2019
Regulation and Inspection Act Social Services (Wales)	All Elected Members	Alwyn Rhys Jones, Head of Adults Services	Presentation by Dafydd Bulman and Rachel Williams. Date: TBC
Decisions for Future Generations (Wellbeing of Future Generations Act)	All Elected Members	Workshop - Senior officers and experienced members. E-Learning	Date: TBC
General Data Protection Regulation (GDPR)	All Elected Members (M)	E-Learning/Workshop	25th February 2019 16th October 2019 (Mop Up)

Appendix 1

Introduction to Equalities	All Elected Members(M)	E-learning/Workshop	28th March 2019 'Mop up' 2019/2020
Community Leadership and Casework	All Elected Members	E- learning	Ongoing
National Approach to Statutory Advocacy - Free Implementation training	All Elected Members	Natalie Brimble TrosGynnal Plant North Wales Advocacy	5th March 2020
WLGA Leadership Programme	Nominated Elected Members	Regional workshops	September - November
Licencing - Update	Members of the Planning and Licensing Committee	Internal Officers	Date: TBC
Personal Safety and online abuse	All Elected Members	Steve Nicol	Date: TBC
Planning <ul style="list-style-type: none"> • Flood Matters • Elected Members role in the planning process 	All Elected Members	Internal Officers	16th October 2019 25th November 2019

Appendix 1

Dealing with Challenging Situations	All Elected Members	David Jones - ACAS	26th September 2019
Council Constitution	All Elected Members		Date: TBC
Community Leadership and identifying grants	All Elected Members		Date: TBC
Chairing Meetings	All Elected Members	Available on the Learning@Wales platform	Ongoing
Lone Working	All Elected Members	Stephen Nicol	Date: TBC

ICT SKILLS

Use of iPads	All Elected Members	Internal	Ongoing
General ICT Skills	All Elected Members – as required	Internal	Ongoing

E-LEARNING MODULES

Elected Members have flexible access to E-Learning. See below details of current subject areas available. Additional modules will be developed and introduced in due course. The courses noted with (i) below can now be accessed via iPad.

Member Development	Welsh Language	Health and Safety
<ul style="list-style-type: none"> - Ethics and Standards (i) - The Effective Ward Councillor (i) - Public Speaking Skills (i) - Chairing Meetings (i) - Corporate Parenting (i) - Decisions for Future Generations (i) - Introduction to Scrutiny (i) 	<ul style="list-style-type: none"> - Work Welsh Welcome (i) - Work Welsh Welcome Back (i) 	<ul style="list-style-type: none"> - The safe use of Display Screen Equipment (i) - Managing Health and Safety (i) - Food Hygiene (i)
Well-being	Customer Care and Professional Skills	Information Technology
<ul style="list-style-type: none"> - Violence Against Women, Domestic Abuse and Sexual Violence (M) - Introduction to Equality and Diversity (i) - Health Information (i) - Stress Information (i) - Personal Resilience (i) - Prevent (i) (M) - Well-being of Future Generations (Wales) Act 2015 (i) 	<ul style="list-style-type: none"> - General Data Protection Regulations (GDPR) (i) (M) - Effective Writing (i) - Managing Yourself and Your Time (i) - Effective Minute Writing (i) - Giving and Receiving Feedback (i) - Meeting Skills (i) - Presentation Skills (i) - Emotional Intelligence (i) - Self Development (i) 	<ul style="list-style-type: none"> - Cyber Awareness (M)

Appendix 1

<ul style="list-style-type: none">- Pre-Retirement Planning (i)- Basic Safeguarding Awareness (i)- Modern Slavery (i) (M)	<ul style="list-style-type: none">- General Information Governance (i)	
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(M) = Mandatory

The programme is an evolving plan which will be amended to include any additional identified training. In addition, a separate Scrutiny Development programme plus briefing sessions on key issues are offered to Elected Members.

Elected Members are actively encouraged to complete evaluation forms for any training they attend in order to identify any additional training needs. They are also encouraged to record their attendance separately online.

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DEMOCRATIC SERVICES COMMITTEE

Minutes of the meeting held on 25 September 2019

- PRESENT:** Councillor Robert Llewelyn Jones (Chair)
- Councillors Richard Griffiths, Eric Wyn Jones, Vaughan Hughes, Robert G Parry, OBE, FRAGS, Dafydd Roberts, J Arwel Roberts
- IN ATTENDANCE:** Head of Democratic Services
Human Resources Development Manager (MW)
Committee Officer (SC)
- APOLOGIES:** Councillors John Griffith, Dylan Rees
-

1. DECLARATION OF INTEREST

None received.

2. MINUTES

The minutes of the meetings held on the following dates were confirmed as correct:-

- 25 March 2019
- 2 May 2019 (Extraordinary)
- 14 May 2019

3. LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES – ELECTORAL REVIEW 2019 - ANGLESEY

Submitted - a report by the Head of Democratic Services on the above.

The Head of Democratic Services reported that the Isle of Anglesey County Council had been requested to prepare proposals in response to the above. A cross party panel of 8 Members had been established to develop proposals and make recommendations. The panel met on four occasions between July and September 2019 to develop proposals.

The Commission gave a presentation to Members in June 2019 on the process of conducting the review, the Council's contribution to the work of drawing up the proposals, and the timetable.

The Head of Democratic Services reported that stakeholders were asked to present their initial recommendations to the Commission by 10 October 2019. An Extraordinary County Council meeting would be held on 7 October 2019, to approve the recommendations. He also noted that, following acceptance of the initial recommendations, the Commission will develop and publish its draft

proposals in Spring 2020, with final recommendations presented to Welsh Government in Winter 2020, following a consultation period. The changes will be implemented across Wales in time for the 2022 local elections.

The Commission's methodology recommends an Authority of 33 Members based on 1 Member to 1,549 electors. It was noted that the panel has observed the Commission's criteria; reviewed the number of Members; wards and their boundaries; Members in each ward; and ward names. The panel has concluded that there is worthy cause to increase the number of Members, and has developed proposals that recommend increasing the number to 35, within 14 electoral divisions.

The Chair proposed that the name of the 'Parc a'r Mynydd' ward be changed to 'Porth a'r Mynydd'. It was suggested that the three local Members consider the matter, and discuss further/make recommendations to the Extraordinary County Council meeting on 7 October 2019.

RESOLVED to recommend that the Democratic Services Committee:-

- **Considers the Panel's proposals in Appendix 1.**
- **Subject to any further observations, to recommend to the County Council that the proposals are accepted as the County Council's initial response.**
- **Notes that this Committee will need to consider the Commission's draft proposals in the Spring of 2020, and make recommendations to the County Council.**

4. MEMBER DEVELOPMENT

Submitted - an update report by the Human Resources Development Manager on the Member Training and Development Plan, as presented to the Standards Committee on 17 September 2019.

The HR Development Manager reported that the Development Plan is an evolving document, which is regularly reviewed and adapted to meet the training needs of Members, following input from the Senior Leadership Team, Group Leaders, the WLGA and other external agencies. She stated that the Standards Committee had requested that the Development Plan be circulated on a quarterly basis to the SLT and relevant officers, to raise awareness of training opportunities for Members and co-opted members.

The Standards Committee had showed concern that some training sessions had been poorly attended, and requested further information regarding Members' attendances at training. The Standards Committee felt that Group Leaders should be reminded to encourage their Members to attend training.

The following points were highlighted during discussion:-

- An Elected Members Training Programme has been compiled by HR, which is on display in the Members' lounge.

- The uptake of electronic course evaluation forms has been limited, even though Members are encouraged to complete the forms online.
- Members are encouraged to record and publish details of training/courses they have attended/declined online.
- With reference to E-Learning, developments have taken place in relation to the NHS E-Learning Platform, which will result in the system becoming more user friendly. Accessibility to E-Learning modules via I-pads will also be enhanced.
- ICT have produced a handbook for Members, which is available on MonI Tor. Drop-in sessions have been arranged to assist Members with any ICT issues.
- The GDPR Powerpoint presentation hosted in February 2019 can be accessed via MonITor. Additional mandatory training sessions have been arranged for the Autumn, and members of the Standards Committee and co-opted members will be invited to attend.
- Equalities and Diversity Training - Mandatory training sessions have been organised for the Autumn, and members of the Standards Committee and co-opted members will be invited.

RESOLVED:-

- **To note and accept the Member Training and Development Plan.**
- **To circulate the Member Training & Development Plan to the Standards Committee and Democratic Services Committee every quarter.**
- **To request that Group Leaders remind Members of the need to attend mandatory and other training sessions.**

5. MEMBER RELATED ISSUES

Submitted - an update report by the Head of Democratic Services on various Member related matters. The report was presented to the Standards Committee on 17 September 2019.

The Head of Democratic Services reported that 28 Members have now completed and published their Annual Reports for 2018/19 online. He stated that two Members have not submitted Annual Reports for the period, and their Group Leader has been informed.

With regard to arrangements for the preparation of Annual Reports for the current financial year, a report would be submitted to this Committee in due course.

The Head of Democratic Services reported that the WLGA's Wales Charter for Member Support and Development was awarded to the County Council and officially presented to the Council in July for a period of three years.

RESOLVED to note progress as detailed in the report.

6. WORK PROGRAMME 2019/20

Submitted - a report by the Head of Democratic Services in accordance with

the Local Government (Wales) Measure 2011, on the Committee's function of reviewing the Council's provision of staff, accommodation and resources to fulfil the functions of democratic services.

In developing the Work Programme for 2019/20, it is recommended that the Committee should focus on the following areas:-

- The Member Development and Training Plan including Personal Development Reviews;
- Webcasting of meetings;
- Members Annual Reports;
- Independent Remuneration Panel Annual Report;
- Relevant Welsh Government consultation including electoral arrangements.

RESOLVED to accept the report.

The meeting concluded at 2.55 pm

**COUNCILLOR ROBERT LL JONES
CHAIR**

ISLE OF ANGLESEY COUNTY COUNCIL	
Meeting:	Democratic Services Committee
Date:	10 December 2019
Title of report:	Independent Remuneration Panel for Wales – Draft Annual Report for 2020/21
Report by:	Head of Democratic Services
Purpose of Report:	To report on the Panel’s draft proposals for 2020/21

1.0 Background

The Independent Remuneration Panel for Wales (IRP) is independent of central and local government and was initially established to determine the range and levels of allowances payable by county and county borough councils to their elected members and co-opted members with voting rights. Each year the Panel must produce an Annual Report which sets out the type and levels of payments that authorities may or must make available to their members and co-opted members.

The IRP’s Draft Annual Report for 2020/21 has been published for consultation, which closes on 10 December 2019. The final report will be published in February 2020.

Group Leaders have been made aware of the proposed changes affecting this Authority, as outlined below.

2.0 Basic Salary

The basic salary in 2020/21 for elected members of principal councils will be **£14,218** - an increase of £350 a year, which equates to 2.5%.

This salary shall be paid by each principal authority in Wales from 1 April 2020 to each of its elected members unless any individual member opts personally and in writing to receive a lower amount.

3.0 Senior and Civic Salaries

3.1 Number of senior salaries

The limit on the number of senior salaries payable will remain, ie a total of 16 for Anglesey, including civic salaries.

3.2 Payments to members of the Executive

No additional increases will be paid to members of the Executive in 2020. Such members received an uplift in last year's annual report and senior salary holders will receive only the basic salary element increase.

3.3 Committee Chairs and Leader of the Largest Opposition Group

No increase to the senior salary, but the total paid reflects the increase of £350 to the basic salary.

Councils are reminded that they do not have to pay chairs of committees. It is a matter for each council to decide which, if any, chairs of committees are remunerated. This allows councils to take account of differing levels of responsibility.

3.4 Senior Salary Bands

2020/21 Senior Salaries (which include the basic salary):		
Band 1	Leader	£44,450
	Deputy Leader	£31,450
Band 2	Members of the Executive	£27,450
Band 3	Committee Chairs (if paid)	£22,918
Band 4	Leader of the largest opposition group	£22,918
Band 5	Leader of other political groups	£17,918

3.5 Civic Salaries

The Panel had previously allowed councils to vary salaries of civic heads and deputy civic heads to reflect the specific responsibilities attached to the roles. However, councils have strongly expressed to the Panel that elected members do not wish to make any choices that require Councils themselves to choose. All such choices were removed in 2019. The Panel has decided that civic salaries of:

£22,918 (Band 3) be paid to civic heads (if paid) and

£17,918 (Band 5) be paid to deputy civic heads (if paid).

These posts are included in the cap.

4.0 Updated Determinations

4.1 Determination 4 - Payments to Presiding Members has been updated.

The Local Government (Democracy) (Wales) Act 2013 allows councils to appoint a presiding member whose role is to chair meetings of the whole council. Where appointed, there would be a consequential reduction in the responsibilities of the respective civic head.

Councils are reminded that, if a presiding member is appointed, they do not have to be remunerated. If they are remunerated the post will count towards the cap and be paid at a Band 3 senior salary of £22,918.

The post of Deputy Presiding Member would not be remunerated.

4.2 Determination 7 – National Park Authorities / Fire and Rescue Authorities - has been updated. The additional wording has been outlined below in bold:

*Members in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA or FRA to which they have been appointed. **They remain eligible to claim travel and subsistence expenses and reimbursement of costs of care.***

5.0 Implementing the Panel's Determinations

The Panel refers to one issue that has been a point of discussion during the last year - the action of the Council in respect of the reports of the Panel which it receives. The draft report states:

“When the Panel’s Annual Report is issued, principal councils must comply with the statutory requirements and apply all the relevant determinations. The proper officer of the council must put in place mechanisms for all eligible council members to receive payments as determined by the Panel. There are currently no options relating to levels of remuneration by principal councils that require a decision by full council. Levels of payments to which members are entitled cannot be varied by a vote of a principal council.

*Only an individual member may communicate in writing to the proper officer if, **as an individual**, they wish to decline all or part of the payment to which they are entitled.*

How the IRPW Annual Report is formally received or noted by full council is not a matter that is within the Panel’s statutory remit. Individual constitutions or standing orders of councils may vary as to matters that may be submitted to full council for consideration. It is for each council to decide how they wish to manage receipt of the IRPW Report and if appropriate seek the advice of their legal officers. However, all council members and officers should take care that no misleading statements are made or reported in media, in particular, an indication that a council has taken a decision to reduce or vary levels of payments. There are no powers that permit a principal council to take such action.”

The relevant part of the Council’s Constitution is set out below:

“6.1 Members’ Schedule of Remuneration

6.1.1 The range and levels of Allowances payable are specified in the Schedule to this scheme, which shall be updated annually or on any change.

6.1.2 Any other changes to the Schedule or to this scheme must be approved by the full Council.

6.1.3 Payment of allowances will be made by the Head of Function (Resources) / S151 Officer as provided in this scheme.

6.1.4 The Head of Democratic Services will deal with any changes affecting entitlement to basic, senior and civic salaries.”

The ‘Members’ Schedule of Remuneration following receipt of the IRP’s annual report’ is also currently included in the Council’s Policy Framework under section 3.2.2.1.1 – those required by law to be adopted by the Council.

6.0 Recommendation

The Committee is requested to consider the draft determinations within the report of the Independent Remuneration Panel for Wales for 2020/2021 and whether it wishes to respond to the consultation.

Huw Jones
Head of Democratic Services
2/12/19

Background paper: The Independent Remuneration Panel for Wales Draft Annual Report 2020/21
https://gov.wales/sites/default/files/publications/2019-10/independent-remuneration-panel-draft-annual-report-2020-2021_0.pdf