

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 GWASANAETHAU DEMOCRATAIDD	DEMOCRATIC SERVICES COMMITTEE
DYDD LLUN, 25 MAWRTH 2019 am 2.30 o'r gloch	MONDAY, 25 MARCH 2019 at 2.30 pm
YSTAFELL BWYLLGOR 1 SWYDDFEYDD Y CYNGOR LLANGFNI	COMMITTEE ROOM 1 COUNCIL OFFICES LANGFNI
Swyddog Pwyllgor	Shirley Cooke 01248 752514 Committee Officer

AELODAU / MEMBERS

Cynghorwyr / Councillors:-

Plaid Cymru / The Party of Wales

Vaughan Hughes (Is-Gadeirydd)/Vice-Chair), Carwyn Jones, R G Parry OBE, FRAgS,
Dylan Rees, Nicola Roberts

Y Grŵp Annibynnol / The Independent Group

Richard Griffiths, Dafydd Roberts

Plaid Lafur Cymru / Welsh 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 MINUTES (Pages 1 - 2)

To submit, for confirmation, the draft minutes of the previous meeting held on 27 November 2018.

3 INDEPENDENT REMUNERATION PANEL FOR WALES - ANNUAL REPORT FOR 2019/20 (Pages 3 - 6)

To submit a report by the Head of Democratic Services.

4 MEMBER DEVELOPMENT STRATEGY 2019/22 (Pages 7 - 14)

To submit a report by the Human Resources Development Manager.

5 MEMBER DEVELOPMENT (Pages 15 - 30)

To submit a report by the Human Resources Development Manager, as presented to the Standards Committee on 13 March 2019.

6 MEMBER RELATED ISSUES (Pages 31 - 32)

To submit a report by the Head of Democratic Services, as presented to the Standards Committee on 13 March 2019.

7 MEMBERS ANNUAL REPORTS 2018/19 (Pages 33 - 36)

To submit a report by the Head of Democratic Services.

SPECIAL MEETING OF THE DEMOCRATIC SERVICES COMMITTEE

Minutes of the meeting held on 27 November 2018

- PRESENT:** Councillor Robert Llewelyn Jones (Chair)
- Councillors Carwyn Jones, Eric Wyn Jones, Robert G Parry, OBE, FRAgS, Dylan Rees, J Arwel Roberts and Dafydd Roberts
- IN ATTENDANCE:** Head of Democratic Services
Committee Officer (SC)
- APOLOGIES:** Councillor Richard Griffiths
- ALSO PRESENT:** None
-

1. DECLARATION OF INTEREST

None received.

2. MINUTES

The minutes of the meeting held on the 26 September 2018 were confirmed as correct.

3. WEBCASTING OF SCRUTINY COMMITTEES

Submitted - an update report by the Head of Democratic Service in response to the Council's decision on 28 September 2018 to refer a Notice of Motion to the Democratic Services Committee in order to make recommendations to the Council on webcasting both Scrutiny Committees.

The Head of Democratic Services reported that currently, meetings of the County Council, the Executive and Planning and Orders Committee are webcast. He stated that webcasting is not a legislative requirement, but is strongly supported by Welsh Government, and is linked to the provision within the Local Government (Wales) Measure 2011, to strengthen local democracy and community engagement.

It was noted that current webcasting costs per year are in the region of £12,000. It is envisaged that additional webcasting costs would be approximately £3,000 per annum for the hire of equipment, as well as £3,500 for staff time.

RESOLVED to recommend that no changes be made to the current arrangement for webcasting.

4. PUBLIC PARTICIPATION IN MEETINGS

Submitted - an update report by the Head of Democratic Services in response to the Council's decision on 28 September 2018 to refer a Notice of Motion to the Democratic Services Committee to make recommendations to the Council to amend the Constitution to allow motions proposed by members of the public and supported by 50 signatures of individuals who live on Anglesey to be discussed at full Council meetings.

The Council Procedure Rules (Para 4.1 of the Constitution) do not include provision for motions to be submitted by members of the public.

RESOLVED to recommend no changes to the Constitution.

5. INDEPENDENT REMUNERATION PANEL FOR WALES – DRAFT ANNUAL REPORT FOR 2019/20

Submitted - a report by the Head of Democratic Service on the Independent Remuneration Panel's Draft Annual Report for 2019/20, which sets out the type and levels of payment that local authorities make available to their member and co-opted members.

It was noted that Group Leaders have been consulted on the proposals affecting this authority.

The Head of Democratic Services reported that the consultation process will close on 27 November 2018, and the final report will be published in February 2019.

RESOLVED that the Committee considered the draft determinations presented, and agreed to accept the recommendations within the IRP's report.

The meeting concluded at 10.55 am

**COUNCILLOR ROBERT LL JONES
CHAIR**

ISLE OF ANGLESEY COUNTY COUNCIL	
Meeting:	Democratic Services Committee
Date:	25 March 2019
Title of report:	Independent Remuneration Panel for Wales – Annual Report for 2019/20
Report by:	Head of Democratic Services
Purpose of Report:	To inform the Committee of determinations made by the Independent Remuneration Panel for Wales.

1.0 Background

- 1.1 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.
- 1.2 The payments to members and co-opted members for 2019/20 as prescribed by the IRP in its annual report (February 2019) will need to be reported to the full Council on 14 May 2019.
- 1.3 The determinations in the February 2019 report will come into effect for the 2019/20 financial year.

2.0 Basic Salary

The Panel has determined that there shall be an increase of £268 per annum to the basic annual salary to **£13,868** (an increase of 1.97% which restores the level of basic salary to the amount paid in 2011).

3.0 Senior 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, in accordance with the Panel's Supplementary Report dated December 2017.

3.2 Payments to members of the Executive

There will be an increase of £800 to members of the Executive, which includes the increase of £268 to the basic salary. The Panel has not increased the senior salaries paid to these post holders for six years.

3.3 Committee Chairs and Leader of the Largest Opposition Group

There will be no increase to the senior salary of Committee Chairs and Leader of the Largest Opposition Group, but the total paid will reflect the increase of £268 to the basic salary.

3.4 Senior Salary Bands

2019/20 Senior Salaries (which include the basic salary):		
Band 1	Leader Deputy Leader	£44,100 £31,100
Band 2	Members of the Executive	£27,100
Band 3	Committee Chairs (if paid)	£22,568
Band 4	Leader of the largest opposition group	£22,568
Band 5	Leader of other political groups	£17,568

3.5 Specific or additional senior salaries

The Panel has allowed for greater flexibility through the provision for authorities to apply for specific or additional senior salaries that do not fall within the current remuneration framework, or which could not be accommodated within the maximum number of senior salaries relating to the authority. If the proposed addition is approved and results in the council exceeding its cap, this will be included in the approval, with the exception of Merthyr Tydfil and the Isle of Anglesey Councils¹.

3.6 Job Sharing Arrangements

Some councils have raised the possibility of operating some senior salary posts on a “job share” arrangement. The Panel is supportive of this principle and the process is set out in Paragraph 3.27 of the Annual Report.

¹ Local Government (Wales) Measure 2011 Section 142 (5) The proportion fixed by the Panel in accordance with subsection (4) may not exceed fifty percent unless the consent of the Welsh Ministers has been obtained.

The statutory maximum for cabinets cannot be exceeded so each job sharer will count toward the maximum. Under the Measure, it is the number of persons in receipt of a senior salary, not the number of senior salary posts that count towards the cap. Therefore, for all job share arrangements the senior salary cap will be increased subject to the statutory maximum of 50% of the membership of councils, or a maximum of 16 in Anglesey's case.

3.7 Civic Salaries

For 2018/19, the Council decided that Level 3 civic salaries should be paid to the Civic Head and Deputy Civic head (£19,300 and £14,300 respectively).

Councils have strongly expressed to the Panel that elected members do not wish to make any choices that require Councils themselves to choose and match the level of activity or duties of a specific member to a given range of salary levels for a role. All such choices are now removed. For 2019/20, the Panel has decided that civic salaries of:

£22,568 (Band 3) be paid to civic heads (if paid) and

£17,568 (Band 5) be paid to deputy civic heads (if paid).

4.0 New Determinations for 2019/20

Whilst the following determinations have been added for 2019/20, the requirements within them are not new as they were included previously as 'key factors underpinning the Panel's Determinations' :

Determination 6:

- *An elected member must not be remunerated for more than one senior post within their authority.*
- *An elected member must not be paid a senior salary and a civic salary.*
- *All senior and civic salaries are paid inclusive of their basic salary.*
- *If a council chooses to have more than one remunerated deputy leader, the difference between the senior salary for the deputy leader and other executive members should be divided by the number of deputy leaders and added to the senior salary for other executive members in order to calculate the senior salary payable to each deputy leader.*

Determination 7:

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.

Determination 8:

Members in receipt of a Band 1 or Band 2 salary cannot receive any payment from a Community or Town Council of which they are a member other than travel and subsistence expenses and reimbursement of costs of care.

5.0 Determinations relating to Co-opted Members

Determinations 36 and 37 below have been updated to ‘an appropriate officer ...**must** determine’ and ‘Fees **must** be paid’, as opposed to ‘can’ in last year’s determinations:

Determination 36:

The appropriate officer within the authority must determine in advance whether a meeting is programmed for a full day and the fee will be paid on the basis of this determination even if the meeting finishes before four hours have elapsed.

Determination 37:

Fees must be paid for meetings and other activities including other committees and working groups (including task and finish groups), pre-meetings with officers, training and attendance at conferences or any other formal meeting to which co-opted members are requested to attend.

Determination 38 below is a new determination for co-opted members. (Support for elected members is covered in determinations 9 and 10) :

Determination 38:

Each authority, through its Democratic Services Committee or other appropriate committee, must ensure that all voting co-opted members are given as much support as is necessary to enable them to fulfil their duties effectively. Such support should be without cost to the individual member.

6.0 Car Parking for Members

Several councils have specific arrangements for their members in respect of car parking. The Panel considers that it is a matter for individual councils to determine arrangements including payments to and from members providing that it is a decision made formally by the council.

7.0 Recommendation

The Committee is requested to note the determinations within the report of the Independent Remuneration Panel for Wales for 2019/20.

Huw Jones
Head of Democratic Services
19/03/19

Background paper: The Independent Remuneration Panel for Wales Annual Report 2019/20 (February 2019):

<https://beta.gov.wales/sites/default/files/publications/2019-02/irp-annual-report-2019.pdf>

ISLE OF ANGLESEY COUNTY COUNCIL	
MEETING:	DEMOCRATIC SERVICES COMMITTEE
DATE:	25 MARCH 2019
TITLE OF REPORT :	MEMBER DEVELOPMENT STRATEGY
REPORT BY :	HUMAN RESOURCES DEVELOPMENT MANAGER
CONTACT OFFICER :	MIRIAM WILLIAMS (extension 2512)
PURPOSE OF REPORT :	PRESENT A REVISED ELECTED MEMBER DEVELOPMENT STRATEGY FOR THE PERIOD 2019 – 2022

BACKGROUND

The purpose of this report is to provide the Democratic Services Committee with an update on the Member Development Strategy.

PURPOSE

This Strategy provides a framework for the Council to enable Members to undertake roles as community leaders. The Strategy outlines the Council's commitment to learning and development for all Members and makes clear the expectations that Members can have of the Council and thus the Council of its Members.

By providing development opportunities, Members will be better equipped to carry out the various roles expected of them as a Councillor. The aim is to enable Elected Members to be able to operate efficiently and effectively in fulfilling these roles and to identify and meet the individual learning and development needs of all Councillors within that role, which is essential to this process.

RECOMMENDATION

The Committee is requested to note the content and to approve the Strategy.

Miriam Williams
HR Development Manager
March 2019



CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL

Isle of Anglesey County Council

**ELECTED MEMBER
DEVELOPMENT
STRATEGY**

2019 - 2022

**‘Shaping the future through
developing people’**

MEMBER DEVELOPMENT STRATEGY

1. INTRODUCTION

The County Council aims to continuously deliver high quality, cost effective and efficient services, within the context of increasing demands on finite resources.

Members have a vital role in setting the Council's direction of travel which is articulated in the Corporate Plan. This is a particularly challenging responsibility in light of reduced funding and an increased focus on communities helping themselves. The County Council recognises that there are ever increasing demands on, and expectations of Members, given the pace of legislative change and the constantly changing environment. Therefore there is a requirement to ensure that effective development and support is in place to enable members to fulfil the demands of their roles and be effective in this changing and increasingly more complex environment.

Members bring an invaluable combination of experience, knowledge and expertise from a range of fields. The Council understands that member development should build on these skills and enable Councillors to continue developing throughout their term of office.

The outcome of a successful Member Development Strategy will be that the Council has effective Members with the skills and knowledge to deliver their contribution to the Council's Corporate Plan aims.

Please note, this strategy should be read in conjunction with the Authority's Corporate "Learning, Training and Development Policy".

In embracing these challenges, the Council must continue to develop its Members so that they:-

- Are responsive to change and continuous improvement.
- Maximise the use of all available resources.
- Can challenge the Council and other organisations fairly and identify best practice through effective scrutiny.
- Are focussed on maximising the outcomes provided by public services within the challenging climate of diminishing financial resources.
- Are influential community leaders.

2. PURPOSE

This Strategy provides a framework for the Council to enable Members to undertake roles as community leaders. The Strategy outlines the Council's commitment to learning and development for all Members and makes clear the expectations that Members can have of the Council and thus the Council of its Members.

By providing development opportunities, Members will be better equipped to carry out the various roles expected of them as a Councillor. The aim is to enable Elected Members to be able to operate efficiently and effectively in fulfilling these roles and to identify and meet the individual learning and development needs of all Councillors within that role, which is essential to this process.

The opportunities offered will vary and will be a combination of blended learning which will include internally and externally facilitated presentations; seminars; workshops as well as through specific classroom training courses and E-Learning opportunities. The commitment to provide these opportunities is supported through the allocation – by the County Council-of a specific budget.

Co-opted members of the Standards, Audit and Scrutiny committees are also encouraged to undertake specific development in order to meet the needs of their roles within their particular committees.

3. AIMS AND OBJECTIVES

Member Development refers to any development activities or training programmes specifically designed to improve the knowledge, skills and abilities of Elected Members in their varied roles.

. To ensure that this strategy meets the needs of Members and the Council, activities will be properly planned, resourced within current budget limits, monitored and evaluated.

The strategy's main objectives are:-

- to equip Members with the skills and knowledge they need in their current roles (as set out in their role descriptions) and future roles
- To provide an integrated induction and ongoing role to develop, skills and knowledge through a programme of development opportunities for all Members
- To provide support tailored to the needs of Members based on individual training needs analysis.

The Council will provide Elected Members with flexible and responsive training and development that is based on both individual and organisational needs. This will maximise the effectiveness of Members in their various roles to ensure that Isle of Anglesey County Council will be regarded as a leader in the provision of support to Elected Members.

4. PRINCIPLES

The Council's approach to Member development is based on the following principles:

- Learning is part of the culture of our organisation.
- The opportunities provided will enable Members to be effective community leaders and play their part in delivering the Council's Corporate Plan

- The range of qualities every Member needs to be most effective includes:
 - political understanding
 - communication skills
 - community leadership
 - working with others
 - regulation and monitoring
 - scrutiny and challenge
- New Members will need development opportunities early in their term of office to enable them be effective in their role and therefore an appropriate and timely Induction Programme will be delivered to meet these needs.
- A commitment from Members during their term of office to actively access and participate in training and development opportunities to refresh skills; develop additional skills; keep updated on current issues
- Members commitment to undertake mandatory training which will be overseen by Group Leaders
- A commitment from Members to undertake annual performance development reviews to inform the annual member development programme.
- Additional opportunities to enable Members to be successful in undertaking specific Executive and non- Executive roles.
- Members are encouraged to share their knowledge amongst their peers.
- The approach to learning will be flexible to recognise that Members have different needs requiring a range of different approaches but with increased emphasis on E -learning
- The Council recognises that all Members are different and is committed to providing equality of opportunity to learning and development
- Members are encouraged to regularly update training records online and annually publish reports with respect to training undertaken

5. MEMBER DEVELOPMENT PROGRAMME

Development of the programme will be co-ordinated by the Human Resource team responding to direction from the Head of Democratic Services, feedback from Officers/Elected Members and also the Authority's Strategic Management Team.

Progress reports will be presented by the Human Resource team on a regular basis to both the Democratic Services Committees and also the Standards Committee.

The Democratic Services Committee will report annually to the Council on the Member development programme

6. RESOURCES

Budgets

The Head of Democratic Services has overall responsibility for Member Development. An annual budget will be included in the Corporate Training budget to support Member Development activities.

Online Resources

The Council understands the time pressures on Members and the positive opportunities presented by technology. The Council's dedicated Intranet site, provides all Members with access to a range of resources, including:

- Induction materials and presentations
- Links to E-learning and online resources designed for Councillors such as those from the WLGA
- Information on key Councillor responsibilities e.g. Safeguarding/Corporate Parenting.
- User guides and tips on using technology.
- Information on how the Council works with links to key plans, strategies and communications.
- Useful links to other websites both internal and external to the Council.

Development Sessions

All Member training and development activities provided will:-

- Be secured from the most effective and appropriate training providers or facilitators from within or outside the Authority.
- Respond to the needs of Members for method and style of delivery.
- Take into account the principles of relevant Council policies.
- Be arranged at times and locations most convenient for Members.

Feedback and Evaluation

Training is monitored for quality and each development session is evaluated through the completion of training evaluation forms which Elected Members/Co-opted Members are encouraged to complete.

This provides an opportunity for individuals to note their learning; provide feedback relating to the course delivery together with the opportunity to note additional training requirements. A copy of this form is seen in appendix 1

In addition feedback by Group Leaders of the impact of learning on the effectiveness of their Members via PDR's.

7. STRATEGY DELIVERY

The Chair of the Democratic Services Committee will oversee the implementation of this strategy and through a report to Council, agree and review training and development activities for Elected Members.

DRAFT

Miriam Williams
Corporate/ HR Development Manager
February 2019

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ISLE OF ANGLESEY COUNTY COUNCIL	
MEETING:	STANDARDS COMMITTEE
DATE:	13 MARCH 2019
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 12th September 2018.

MEMBER TRAINING AND DEVELOPMENT PLAN

Between 12th September 2018 and up to the end of this Financial Year, a number of additional formal development sessions have/are being offered to Elected Members, see Appendix 1. The plan covers a range of topic areas, some of which are noted as mandatory e.g. Equalities.

E-LEARNING

E-Learning continues to be promoted as a method of blended development for Elected Members. Details of the modules undertaken by Elected Members for this financial year are noted in Appendix 2.

During 2019/20 it is intended to develop the site further to ensure ease of access and encourage increased usage.

ICT SKILLS

The Human Resource team has previously circulated a questionnaire to all Elected Members in order to establish individual training needs so that tailored training can be provided to meet these needs. Feedback from the questionnaires (returned to date) have been collated in Appendix 3.

Training will be arranged to address these needs (1-1 or group sessions) in due course.

SOCIAL MEDIA TRAINING

A training session relating to the above was arranged for the latter part of 2018 with a focus not only on highlighting the work of the Elected Members in the community but also highlighting the need of staying safe online.

Of the Elected Members who have responded to the questionnaire see Appendix 3, a number have noted that they wished to have further sessions in order to create Twitter/Facebook pages.

This need will be addressed in the first quarter of the next financial year.

EVALUATION OF TRAINING

The evaluation form relating to training was amended as a result of feedback from Members of the Democratic Services Committee. The opportunity has also been taken to highlight the need for Elected Members to record their training online immediately following any training attended. See Appendix 4.

PERSONAL DEVELOPMENT REVIEWS (PDR) FOR MEMBERS

Arrangements with regards to completion of PDR's has been overseen by Group Leaders with a deadline for their completion by 28/2/2019.

Progress is being monitored by the Head of Democratic Services via the Group Leaders Meetings.

DEVELOPMENT PLAN 2019/20

Work is currently under way to collate development needs which will inform the Development Programme for the forthcoming year. This will take into account and reflect

the needs identified through the PDR's in addition to guidance from the Senior Leadership Team and Group Leaders.

This plan will be submitted for the consideration of the Democratic Services Committee and subsequently the Full Council.

In addition, the Member Development Strategy has been updated and this will be submitted to the Democratic Services Committee later this month.

RECOMMENDATION

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

Miriam Williams

HR Development Manager

March 2019

<p>13 + 14/09/2018</p>	<p>Sesiynau Datblygu Scriwtini Aelodau / Member Development Scrutiny Sessions</p>	<p>Sgiliau Cadeirio Cyffredinol / Generic Chairing Skills for Scrutiny Gwahodd / Invite: 6 Mynychu / Attended: 6 Heb Fynychu / Non-Attended: 0 Ymddiheuriadau / Apologies: 0</p> <p>Sesynau Mentora 1:1 / 1:1 Mentoring Sessions Gwahodd / Invite: 6 Mynychu / Attended: 6 Heb Fynychu / Non-Attended: 0 Ymddiheuriadau / Apologies: 0</p> <p>Sesiwn Datblygu ar gyfer Aelodau Sgriwtini / Development Session for Scrutiny Members Gwahodd / Invite: 18 Mynychu / Attended: 13 Heb Fynychu / Non-Attended: 3 Ymddiheuriadau / Apologies: 2</p>
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		<p>Hwyluso cyfarfodydd ar y cyd / Facilitating joint meetings Gwahodd / Invite: 13 Mynychu / Attended: 9 Heb Fynychu / Non-Attended: 3 Ymddiheuriadau / Apologies: 2</p> <p>Hwyluso / Facilitate Gwahodd / Invite: 30 Mynychu / Attended: 19 Heb Fynychu / Non-Attended: 5 Ymddiheuriadau / Apologies: 6</p>
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		<p>Cadeirio Cyfarfodydd Cyngor: Llawn a Phwyllgor Cynllunio / Chairing Meetings: Full Council and Planning Committee Gwahodd / Invite: 4 Mynychu / Attended: 3 Heb Fynychu / Non-Attended: 1 Ymddiheuriadau / Apologies: 0</p>
14/11/2018	<p>Arwain yn Diogel (IOSH) – Sessiwn ‘Mop Up’ / Safe Leadership (IOSH) – ‘Mop Up’ Session</p>	<p>Gwahodd / Invite: 15 Mynychu / Attended: 7 Heb Fynychu / Non-Attended: 6 Ymddiheuriadau / Apologies: 2</p>
06/12/2018	<p>Hyfforddiant Cyfryngau Cymdeithasol / Social Media Training</p>	<p>Gwahodd / Invite: 30 Mynychu / Attended: 7 Heb Fynychu / Non-Attended: 8 Ymddiheuriadau / Apologies: 15</p>
15/02/2019	<p>Sessiwn gwybodaeth ynglyn ag Cyn-droseddwyr / Information session in regard to ex-offenders</p>	<p>Gwahodd / Invite: 30 Mynychu / Attended: 9 Heb Fynychu / Non-Attended: 13 Ymddiheuriadau / Apologies: 8</p>
25/02/2019	<p>GDPR</p>	<p>Gwahodd / Invite: 30 Mynychu / Attended: 17 Heb Fynychu / Non-Attended: 11 Ymddiheuriadau / Apologies: 2</p>
Mawrth / March 2019	<p>Hyfforddiant Cydraddoldeb / Equalities Training</p>	<p>Gwahodd / Invite: 30</p>

Categori/Category	Modiwl E-Ddysgu/E-Learning Module
Rheoli/Management	Deallusrwydd Emosiynol / Emotional Intelligence
	LLywodraethu Gwybodaeth yn Gyffredinol / General Information Governance
Llesiant / Well-Being	Trais yn erbyn menywod, cam-drin domestig a thrais rhywiol / Violence Against Women, Domestic Abuse and Sexual Violence
	Diogelu – Ymwybyddiaeth Sylfaenol / Basic Safeguarding Awareness
	Caethwasiaeth Fodern / Modern Slavery
Iechyd a Diogelwch / Health and Safety	Defnyddio Offer Sgriniau Arddangos (OSA) yn Ddiogel / The Safe Use of Display Screen Equipment (DSE)
	Rheoli Iechyd a Diogelwch / Managing Health and Safety
Datblygiad Aelodau / Member Development	Moesau a Safonau / Ethics and Standards
	Y Cynghorydd Ward Effeithiol / The Effective Ward Councillor
	Sgiliau Siarad Cyhoeddus / Public Speaking Skills
	Cadeirio Cyfarfodydd/ Chairing Meetings
	Rhianta Corfforaethol/ Corporate Parenting
	Penderfyniadau I Genedlaethau'r Dyfodol /

MYNEDIAD I FODIWLAU E-DDYSGU/E-LEARNING MODULES ACCESSED

	Decisions for Future Generations
	Cyflwyniad i Graffu / Introduction to Scrutiny

Members IT Questionnaire Report

In order to understand the exact requirements, the HR Development team issued a questionnaire to all Elected Members. Below is a summary of the feedback gained from the questionnaires to date.

In total 10 questionnaires have been returned to date, the data provided below is therefore in relation to the returned questionnaires and not a generalisation of the IT requirements for all 30 Elected Members. Different aspects of IT usage have been covered by the questionnaire, which include a section on each of the following categories; iPads, Social Media, Microsoft Windows and Office, Outlook and the E-Learning portal. The categories contained a list of skills or technology aspects that were deemed to be essential skills/knowledge areas in order to fully utilise the iPads and support Elected Members in both their roles within the community as well as corporately. The intention was that the HR Development team could plan to provide individuals with the skills that would meet both their current and future requirements.

As presented in *Figure 1 relating to the iPad Apps section* and what is firstly evident is the varied responses collected; confirming assumptions that individual one-to-one training or smaller group training may be necessary in order to address these needs efficiently. The main concerns raised include training on *Docs@Work/MonITor* and *Docs@Work/Document Annotation*. It must also be noted that half of the respondents requested further training on *'Keynote' / Microsoft Presentation*, *'Numbers' / Microsoft Excel*, *'Pages' / Microsoft Word* and *Settings*.

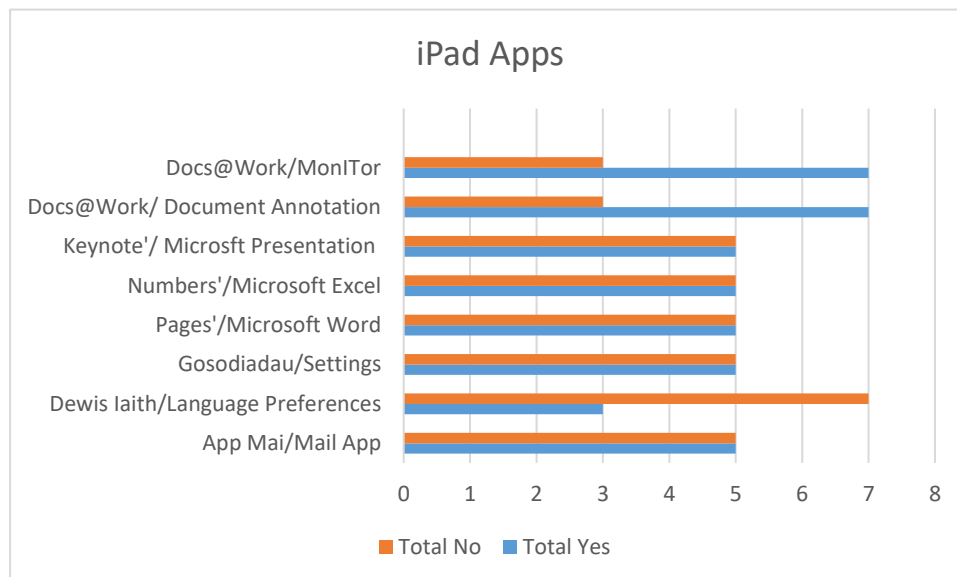


Figure 1: iPad Apps

In addition to IT skills, the opportunity was taken to follow up on the training previously arranged with regards to Social Media. This category focused on training areas such as: *Creating Facebook / Twitter or Instagram Pages*, *Privacy Settings*, *Navigating Facebook / Twitter or Instagram* and *Posting Statements / Tweets* or

Posts on social media. The results of the questionnaire show that over half of the respondents feel that further training is required with Privacy Settings rather than any of the other areas it is noted that the questionnaire does not detail whether the individual wants to use Social Media. Therefore, in order to develop the needs of those who voted yes in this category, perhaps one-to-one sessions would be more relevant to target those Elected Members who do wish to use these platforms. Please see *Figure 2* for results.

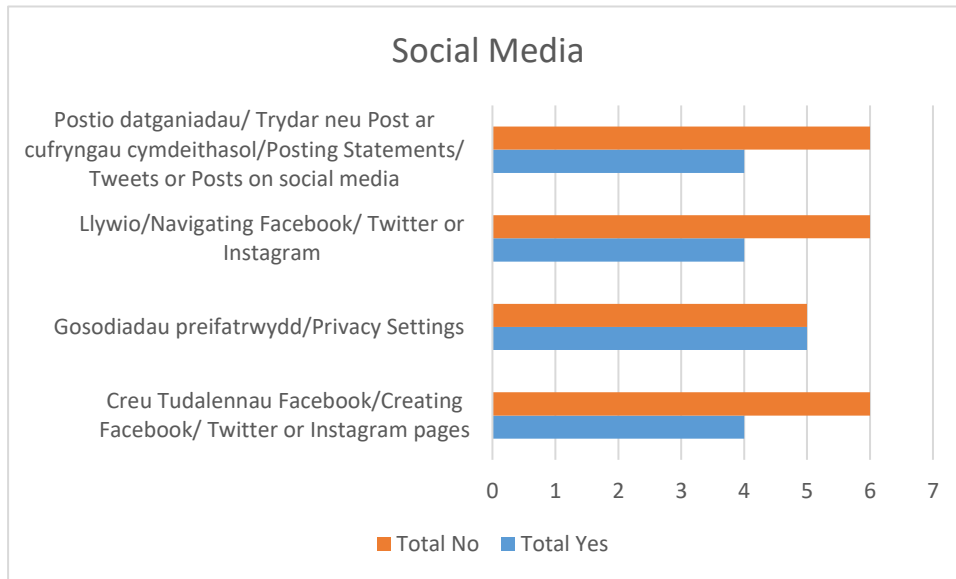


Figure 2: Social Media

Under the Microsoft Windows and Office category, as noted in *Figure 3*, the most popular requirement is *Accessing Corporate Applications via Cwmwl Môn Citrix Portal*; although there are some requests for *Excel PowerPoint, Word and Windows*

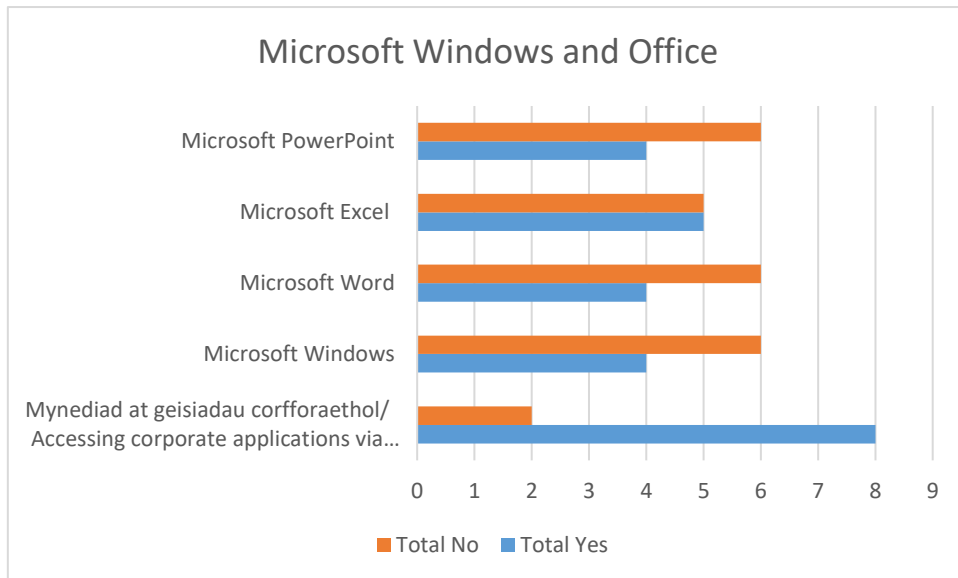


Figure 3: Microsoft Windows and Office

With respect to Outlook category; the main area of training needs related to *Creating Tasks and Reminders*, with only four individuals highlighting the need for further development in the other areas. Please see *Figure 4* for results.

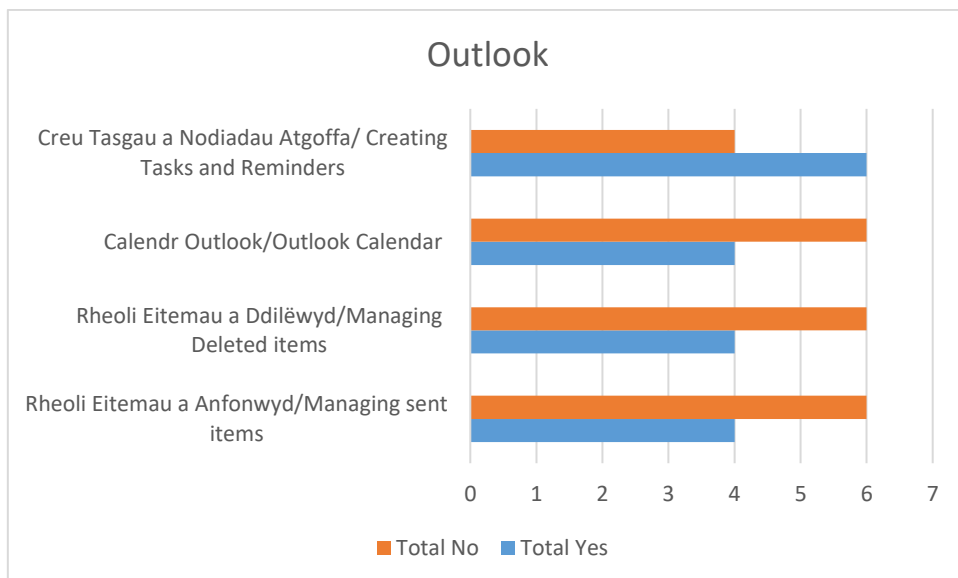


Figure 4: Outlook

In terms of E-Learning platform requirements, it is evident from *Figure 5* that the majority of respondents require further development in almost all aspects of the E-Learning Portal. Although not all of the E-Learning modules are currently available on iPad; with the introduction of the new E-Learning portal later in 2019 it is anticipated that this will be addressed. Training on the E-Learning portal would be delivered by a member of the HR team once the Learning Pool platform has been fully embedded into the Authority.

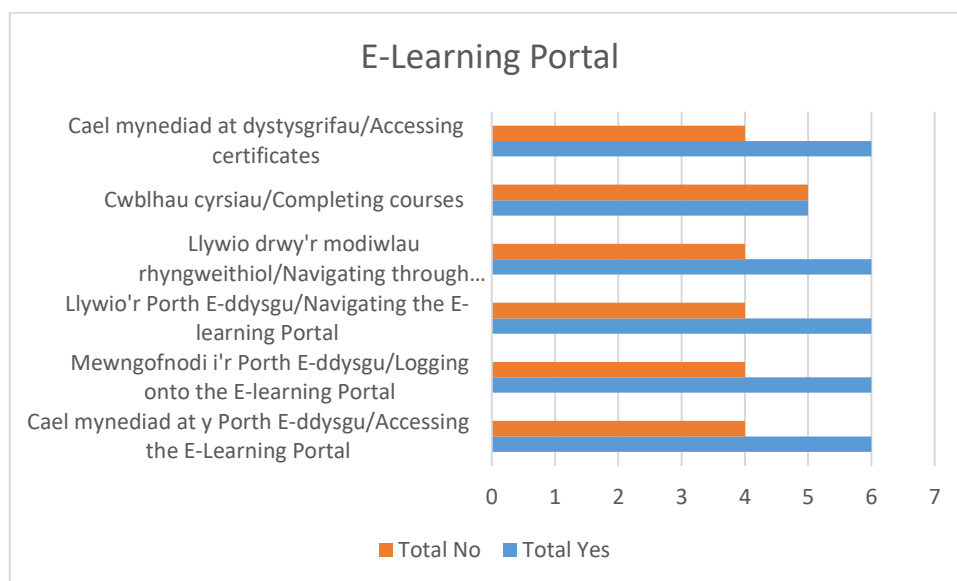


Figure 5: E-Learning Portal

Conclusion

It is evident from the ten responses gathered to date, the IT needs of the Elected Members varies.

Steps are being taken to follow up outstanding questionnaires to ensure that a full picture of the ICT requirements is captured before arranging a training programme.



Datblygu Aelodau / Member Development

Teitl y Cwrs / Course Title	
Dyddiad / Date	
Enw / Name	

1. Aesu / Assessment					
	Annerbyniol / Unacceptable	Gwael / Poor	Boddhaol/ Satisfactory	Da / Good	Ardderchog / Excellent
Yr Hyfforddwr / Trainer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Y Cynnwys / The Content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trefniadau cyn y Cwrs / Pre Course arrangements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asesiad Cyffredinol / General Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**2. Syt fydddech chi'n graddio perthnasedd cynnwys y cwrs i'ch rôl chi?
How would you rate the relevance of the course content to your own
role?**

Annerbyniol / Unacceptable	Gwael / Poor	Boddhaol / Satisfactory	Da / Good	Ardderchog / Excellent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. **Beth ydych wedi'i ennill a fydd o gymorth i chwi fel Aelod wrth drafod materion o fewn a thu hwnt i'r plwy? (e.e. materion polisi y Cyngor a.y.y.b.)**

What have you gained that will help you as a member in relation to matters within and beyond your ward? (e.g Council Policy Matters etc.)

4. **Unrhyw sylwadau eraill**
Any other comments

**Cofiwch nodi'r hyfforddiant hwn ar eich Cofnod Hyfforddiant ar-lein. /
Please remember to note this training on your online Training Record.**

Diolch ichi am gwblhau
Thank you for completing

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ISLE OF ANGLESEY COUNTY COUNCIL	
Committee:	Standards Committee
Date of meeting:	13 March, 2019
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.

With regard to 2017/18 annual reports, 29 members have prepared reports. These can be viewed on the Council's website, see link below:

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

A separate report will be presented to the Democratic Services Committee later this month on the timetable for 2018/19 reports and template to be completed. The intention will be to publish reports on the Council website by 30 June, 2019. I will be monitoring progress in consultation with Group Leaders.

1.2 Member Development Charter

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

Re-submission during quarter 3 as intended has not been possible since one outstanding element namely the updated Member Development strategy needs endorsement by the Democratic Services Committee. This is now scheduled to be considered by the Committee later this month and documentation submitted thereafter to the WLGA by the end of March, 2019. A copy will be sent to the Standards Committee for information

1.3 DBS checks

All Councillors have completed documentation for registration purposes. The Head of Democratic Services will monitor necessary arrangements for review and updating in consultation with the Head of Learning.

1.4 Members Biography on the Council Website including outside bodies

Information is now available on the Council's website on both Committee attendance and training records. Members are being encouraged to update online training records on an ongoing basis following attendance on training events. A separate report to this Committee deals with the Member Development programme including Social Media training and support on Facebook pages.

In relation to outside bodies, there are now links to websites (if information available) on the relevant pages, for the general public. The schedule of outside bodies will need to be reviewed in consultation with Group Leaders and reported to Council in May 2019.

2.0 Recommendation:

To note progress as detailed in this report.

Huw Jones
Head of Democratic Services
1/03/2019

ISLE OF ANGLESEY COUNTY COUNCIL	
Committee:	Democratic Services Committee
Date of meeting:	25 March 2019
Title:	Members' Annual Reports
Author:	Head of Democratic Services
Purpose of report:	To inform the Committee of the proposed arrangements for 2018/19 Annual Reports

1.0 Background

1.1 I have reported to this Committee previously with regard to Section 5 of the Local Government Measure (Wales) 2011 which places a duty on the County Council to ensure that arrangements are in place to enable Members to publish annual reports on their activities.

1.2 The Council has been publishing Members' Annual Reports since 2013/14 and the reports can be seen on the link below:

<https://www.anglesey.gov.uk/en/Council/Councillors-AMs-MPs-MEPs/Councillors-Annual-Report.aspx>

2.0 Publishing Annual Reports for 2018/19

3.1 It is intended to follow the timetable below for publishing 2017/18 Annual Reports:

- Circulate template to Members – by the **end of March 2019** (the template to include details of Members' attendance at main committees and sub-committee meetings, together with any learning and development sessions attended).

It will be the responsibility of individual Members to include details of attendance at meetings of outside bodies.

- Members to submit draft reports to Democratic Services – **by the end of April 2019.**
- Complete and publish reports on the Council's website – **by 28 June 2019.**

4.0 Recommendation

The Committee is requested to comment on the proposed arrangements for publishing Members' Annual Reports for 2018/19.

Huw Jones
Head of Democratic Services
19 March 2019

Member's Annual Report 2018/2019

This is the report by the Councillor below regarding his key activities over the year ending 31 March 2019. It is provided for the information of all constituents and for no other purpose. The views expressed in this report are those of the Councillor and they do not necessarily reflect the views of the Isle of Anglesey County Council.

Councillor: Name

Party:

Ward:

1 - Role & Responsibilities

Between April 2018 and March 2019, I sat on the following main committees / sub-committees:	¹Attendance Summary
e.g.Council	<i>(link to the councillor's 'record of attendance' page)</i>
e.g.Democratic Services Committee	
e.g.Partnership and Regeneration Scrutiny Committee	
e.g.Partnership and Regeneration Scrutiny Committee	
The above list does not include all meetings related to the work of the Council.	
Attendance levels may vary due to the nature of work and responsibilities of members - as portfolio holder, committee chair or representing the Council on outside bodies, for example.	

I am a member of the Isle of Anglesey Charitable Trust. I am also a member of the Trust's Investment and Contracts Committee – details of my attendance at these meetings are also available on the above link.

I represent the Council on the following outside bodies:

Outside Body	Summary of role and contribution
<i>List relevant bodies and set a link to the Council's website</i>	

¹ Attendance figures supplied by the Isle of Anglesey County Council

2 - Constituency Activity

3 - Initiatives and Special Activities

4 - Learning and Development

Information about the learning and development initiatives I have attended during the past year is available here (information supplied by the Isle of Anglesey County Council) – [link to the training page](#).

5 - Other Activities and Issues

More information about me can be found here:

[Link to the Council's website](#)

Councillor	April 2019
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