

Public Document Pack



CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL

Mrs Annwen Morgan
Prif Weithredwr – Chief Executive
CYNGOR SIR YNYS MÔN
ISLE OF ANGLESEY COUNTY COUNCIL
Swyddfeydd y Cyngor - Council Offices
LLANGFNI
Ynys Môn - Anglesey
LL77 7TW

Ffôn / tel (01248) 752500
Ffacs / fax (01248) 750839

RHYBUDD O GYFARFOD	NOTICE OF MEETING
PWYLLGOR GWASANAETHAU DEMOCRATAIDD	DEMOCRATIC SERVICES COMMITTEE
DYDD MAWRTH, 16 MAWRTH 2021 am 2.00 o'r gloch yp	TUESDAY, 16 MARCH 2021 at 2.00 pm
CYFARFOD RHITHWIR (AR HYN O BRYD NID OES MODD I'R CYHOEDD FYNYCHU'R CYFARFOD)	VIRTUAL MEETING (AT PRESENT MEMBERS OF THE PUBLIC ARE UNABLE TO ATTEND)
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 a Member or Officer in respect of any item of business.

2 **MINUTES** (Pages 1 - 4)

To submit for confirmation, the draft minutes of the previous meeting of the Committee held on 23 November 2020.

3 **INDEPENDENT REMUNERATION PANEL FOR WALES ANNUAL REPORT FOR 2021/22** (Pages 5 - 8)

To submit a report by the Head of Democratic Services.

4 **MEMBER DEVELOPMENT** (Pages 9 - 22)

To submit a report by the Training Manager - Human Resources.

DEMOCRATIC SERVICES COMMITTEE

Minutes of the meeting held on 23 November 2020

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

1. DECLARATION OF INTEREST

None received.

2. MINUTES

The draft minutes of the Committee's previous meeting held on 30 July 2020 were confirmed as correct.

Reference was made to Item 3 of the minutes, and concerns raised that some Town and Community Councils had not participated in the Boundary Commission's consultation on electoral arrangements.

The Head of Democratic Services responded that very few Town and Community Councils had commented on the proposals referred to in the Commission's final report.

3. REVIEW OF THE ELECTORAL ARRANGEMENTS FOR THE ISLE OF ANGLESEY COUNTY COUNCIL BY THE LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES

Submitted - an update report by the Head of Democratic Services, following reports presented to this Committee on 30 July and 25 September 2020, as part of the Local Democracy and Boundary Commission for Wales' review of the County Council's electoral arrangements.

The Head of Democratic Services reported that the Commission published its draft proposals for consultation on 16 June 2020, which were consistent with the County Council's recommendations on 7 October 2020, for a model based on 14 wards and 35 Members.

It was noted that this Committee's recommendations, which included changing the name of the new Braint ward to Bodowyr, were accepted by the County Council on 8 September 2020 and adopted by the Commission. The Boundary Commission's final recommendations will be presented to the County Council on 8 December 2020 for approval. It is hoped to introduce the new changes in time for the 2022 elections.

RESOLVED:-

- **To note the Boundary Commission's final recommendations, and**
- **To recommend that the County Council's accepts the Boundary Commission's final recommendations on 8 December 2020.**

4. INDEPENDENT REMUNERATION PANEL FOR WALES – DRAFT ANNUAL REPORT FOR 2020/21

Submitted - a report by the Head of Democratic Services on the Independent Remuneration Panel for Wales (IRPW)'s draft Annual Report, which sets allowances payable to elected Members and co-opted members with voting rights.

The Head of Democratic Services reported that the IRP's Draft Annual Report for 2021/22 has been published for consultation until 23 November 2020. The Panel will publish its final report in February 2021.

The Head of Democratic Services gave a summary of the following proposed changes:-

- To increase the basic salary for elected members by £150 to £14,368;
- To increase senior salaries by 1.06%, the same rate as the basic salary;
- To increase the salaries for civic heads and their deputies - Chairs of Committees to receive £23,161 (Band 3), and Vice-Chairs to receive £18,108 (Band 5);
- To increase payments to co-opted members by £12 per day;
- That formal care costs (registered with Care Inspectorate Wales) be reimbursed in full;
- That informal (unregistered) care costs be reimbursed to a maximum rate equivalent to the Real Living Wage, at the time the costs are incurred.

It was noted that the above changes will take effect from 1 April 2021.

RESOLVED to accept the draft determinations in the Independent Remuneration Panel for Wales' report for 2021/22.

5. CHANGES TO ADOPTION ABSENCES FOR LOCAL AUTHORITY MEMBERS

Submitted - a report by the Head of Democratic Services on a Welsh Government consultation document to expand the terms of adoption absence for local authority Members.

The Head of Democratic Services reported that the monthly cap on payments will be replaced by formal and informal care costs.

It was noted that Welsh Government is seeking to ensure that the terms of employment for elected Members will be more favourable, and that absences will be brought in line with those of staff, which permit 26 weeks of absence.

The Committee welcomed the proposal, and hoped that greater interest would be generated by younger individuals, and women in particular in becoming Members of the Council.

RESOLVED to accept the proposed changes outlined in the Welsh Government consultation document, and authorise the Head of Democratic Service to respond accordingly in consultation with the Chairman of the Committee.

The meeting concluded at 10.55 am

**COUNCILLOR ROBERT LL JONES
CHAIR**

This page is intentionally left blank

ISLE OF ANGLESEY COUNTY COUNCIL	
Meeting:	Democratic Services Committee
Date:	16 March 2021
Title of report:	Independent Remuneration Panel for Wales Annual Report for 2021/22
Report by:	Head of Democratic Services
Purpose of Report:	To report on the Panel's determinations for 2021/22

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 Panel's draft Annual Report for 2021/22 was submitted to this Committee at its meeting on 23 November 2020. Due to the implications that the pandemic has had and continues to have on all local authorities in Wales, the proposals contained in the draft Annual Report limited the extent of the changes to the Remuneration Framework for 2021/2022.

The final report was published on 25 February 2021. The Panel has confirmed the increases in the salaries for elected members of principal councils, with consequential increases for members of National Park and Fire and Rescue Authorities. There are no other substantive changes to the draft Report. There is also confirmation that there are no changes to the remuneration of community and town councils. However, the Panel will be undertaking a review of the current remuneration framework for this sector and any changes will be reflected in the next draft Annual Report.

The determinations will be effective from 1 April 2021 and the main changes that are relevant to this Council are outlined below.

2.0 Basic Salary

The basic salary in 2021/22 for elected members of principal councils will be **£14,368** – an increase of £150, effective from 1 April 2021 unless any individual member opts personally and in writing to receive a lower amount.

3.0 Senior Salaries

3.1 Number of senior salaries

The limit on the number of senior salaries (“the cap”) will still stand, ie a total of 16 for Anglesey, including civic salaries.

3.2 Senior Salary Bands

In 2021, senior salaries (payments to members of the Executive, chairs of committees and the leader of the opposition) will be increased at the same rate (1.06%) as the basic salary:

2021/22 senior salaries (which include the basic salary) with effect from 1 April 2021:		
Band 1	Leader	£44,921
	Deputy Leader	£31,783
Band 2	Executive members	£27,741
Band 3	Committee Chairs (if remunerated)	£23,161
Band 4	Leader of largest opposition group	£23,161
Band 5	Leader of other political groups	£18,108

3.3 Civic Salaries

From 1 April 2021, the Panel has decided that civic salaries of:

£23,161 (Band 3 in the above table) be paid to civic heads (if paid) and **£18,108** (Band 5 in the above table) be paid to deputy civic heads (if paid).

These posts are included in the cap.

4.0 Payments to Co-opted Members

The Panel proposes an increase of £12 to the daily rate for ordinary co-opted members and for those with additional responsibility.

The determinations are set out below and the Council:

- must tell co-opted members the name of the appropriate officer who will provide them with the information required for their claims; and

- make the appropriate officer aware of the range of payments that should be made.

Chairs of standards and audit committees	£268 (4 hours and over) £134 (up to 4 hours)
Ordinary members of standards committees who also chair standards committees for community and town councils	£238 daily fee (4 hours and over) £119 (up to 4 hours)
Ordinary members of standards committees; education scrutiny committee; crime and disorder scrutiny committee and audit committee	£210 (4 hours and over) £105 (up to 4 hours)
Community and town councillors sitting on principal council standards committees	£210 (4 hours and over) £105 (up to 4 hours)

5.0 Contribution towards costs of care and personal assistance

The Panel has reviewed the arrangements for this financial support and proposes the following changes:

- As payments are taxable under the current HMRC rules, full reimbursement is not possible so for clarity this will be retitled to “Contribution towards the costs of care and personal assistance”. It will still require receipts to accompany claims.
- Claims can be made in respect of a dependant under 16 years of age, or a minor or adult who normally lives with the member as part of their family and who cannot be left unsupervised.
- Clarification in respect of a member’s own care or support needs: Reimbursement may be claimed where the support and or cost of any additional needs are not available or are not met directly by the authority such as Access to work, Personal Payments, Insurance. These could arise when the needs are recent and or temporary.

The Panel has reviewed the maximum monthly payment in recognition that this has not changed for several years. Information indicates that monthly costs and claims vary considerably. These can depend on the number of dependants, their ages and other factors. Therefore the monthly cap will be replaced with the following arrangements:

- Formal (registered with Care Inspectorate Wales) care costs to be reimbursed in full.
- Informal (unregistered) care costs to be reimbursed up to a maximum rate equivalent to the Real Living Wage at the time the costs are incurred.

For clarification, care costs cannot be paid to someone who is a part of a member's household

6.0 Recommendation

The Committee is requested to note the determinations within the report of the Independent Remuneration Panel for Wales for 2021/2022 (February 2021).

Huw Jones
Head of Democratic Services
11/11/20

Background paper: the Independent Remuneration Panel for Wales Annual report, 2021/22 (February 2021): <https://gov.wales/sites/default/files/publications/2021-02/Independent%20Remuneration%20Panel%20for%20Wales%20-%20Annual%20Report%202021.pdf>

ISLE OF ANGLESEY COUNTY COUNCIL	
MEETING:	DEMOCRATIC COMMITTEE
DATE:	16 MARCH 2021
TITLE OF REPORT :	MEMBER DEVELOPMENT
REPORT BY :	TRAINING MANAGER - HUMAN RESOURCES
CONTACT OFFICER :	MIRIAM WILLIAMS
PURPOSE OF REPORT :	TO PROVIDE AN UPDATE ON THE PROGRESS OF MEMBER DEVELOPMENT AND TRAINING PROGRAMME

1. BACKGROUND

The purpose of this report is to provide the Democratic Committee with an update on the progress of the development opportunities offered and planned for Elected Members.

2. MEMBER TRAINING AND DEVELOPMENT PLAN

The Member Training and Development Plan attached (appendix 1) is the plan for the Financial Year 2019/2020, however the current pandemic has obviously had an impact on the training delivery and therefore some events remain outstanding. In order to highlight those events completed, the author has placed a RAG status to easily identify those which may need to be carried over into the 2021/22 plan.

Very little activity has taken place in terms of training offered to Elected Members during the last quarter of 2019/2020 due to the pandemic.

The intention is to gather training needs and formulate a revised Development Plan for the period up until the elections in 2022 and submit to Full Council for approval.

3. PERSONAL DEVELOPMENT REVIEWS(PDR) FOR MEMBERS

Arrangements with regards to completion of PDR's for the forthcoming financial year have been taking place with this activity being co-ordinated by the Head of Democratic Service and these will be included within the plan.

4. TRAINING DELIVERY

On a general note, due to social distancing requirements, traditional training delivery methods have not been an option over the past few months, with all arranged training courses for Elected Members having been postponed. A regular review of arrangements is taking place.

Training providers have been contacted to establish whether alternative methods of training delivery through social media such as MS Teams/Zoom is possible, with a view to delivery of relevant webinars. Future delivery of Elected Member training may well see an increased use of this method of delivery. The options within these webinars still allow flexibility for attendees to contribute/do groupwork etc. This option could also potentially also reduce training costs.

During the lockdown period, some training/guidance on the use of MStTeams has been available by ICT Officers to Elected Members in order to facilitate the ability of Members to participate in meetings. Members of the Audit Committee have also attended webinars with CIPFA.

E-Learning modules, accessed via the Authority's Learning Pool platform continue to be available, with an increased amount of additional information being included on a weekly basis. The Learning and Development Team are currently developing an Elected Members' Section on the Authority's E-Learning platform so that communication regarding training events/health and wellbeing information can be easily accessed. The intention is to launch this section in early Summer.

As always, support with regards to ICT skills are available on a 1-1/group basis should this be required.

5. WLGA

Discussions have been held with the WLGA Policy and Improvement Officer, in order to establish what resources may be available during this period. It is hoped that guidance and information with regards to future training provision will be shared across all Authorities.

Work on E-Learning modules for Elected Members continues.

6. COMMUNICATION

In order to improve communication regarding training events/information, the Learning and Development Team have for the first time instigated a "Bulletin" for Elected Members. The first issue was distributed during February 2021 (see

appendix 2). Dependent on feedback, the intention is to issue a Bulletin on a quarterly basis.

7. RECOMMENDATIONS

- Views of the Committee are sought on the draft plan
- Subject to the views of the Committee on the Training Plan for 2021/2022 the intention is to submit to the Full Council for approval to in due course.

**MIRIAM WILLIAMS
HR TRAINING MANAGER
MARCH 2021**

This page is intentionally left blank

ELECTED MEMBER DEVELOPMENT PROGRAMME			
(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	28 th 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
Licensing - Update	Members of the Planning and Licensing Committee	Internal Officers	Date: 02/04/2020
Personal Safety and online abuse	All Elected Members	Catrin Love	Date: TBC
Planning <ul style="list-style-type: none"> • Flood Matters • Elected Members role in the planning process 	All Elected Members	Internal Officers	16 October 2019

Appendix 1

Dealing with Challenging Situations	All Elected Members	David Jones - ACAS	26 th 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
Domestic Abuse	All Elected Members		Date: TBC March / April 2020

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

(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.

DEVELOPMENT AREAS FOR CONSIDERATION FOR 2020/2022

1. GENERAL PRIORITIES IDENTIFIED BY WLGA

- Community Work *
- Making essential decisions
- Update Members on the Authority's plans/actions in order that they are able to inform and measure the needs of the community;
- Decisions regarding COVID matters;
- Financial pressures and setting budgets in light of austerity;
- Brexit;
- Chairing and taking part in remote meetings;
- ICT use
- Re-Visiting Scrutiny in an emergency
- Personal Resilience
- Opportunities for Members of the Cabinet

Suggestions for the next 18 months:

Focus on continuing with briefing sessions rather than group training with access to information/relevant individuals with good examples of best practice that will enable them to be innovative and respond quickly to changing situations – specifically regarding Planning/Housing/Social Care and Education.

2. SOCIAL MEDIA

- **Consider:** Positive/Appropriate marketing as these areas are intertwined into all aspects of Member's work including Data Security, Safeguarding, Discipline of the Code of Conduct, Commercial Confidentiality etc. It's likely that members of the public communicate regularly with Elected Members via social media and Elected Members need to be familiar with their obligations in using Facebook, Twitter etc.

** Previous session held in 2018, with 11 attending – with the current situation, perhaps more use is being made of this activity and therefore may need more support?

3. FINANCE

- Treasury Management – Annual Update
- Fraud
- Managing Risk
- Audit Matters – E-Learning module

4. SCRUTINY

- Public Speaking in remote Meetings of the Scrutiny Committees – Protocols
- Effective use of Scrutiny

5. PLANNING MATTERS

- Awareness of the Local Development Plan and the Monitoring report etc.
- Vacant seat on the planning committee therefore specific training on planning matters will be required by the new Member
- Awareness sessions on the findings of the AMB

Appendix 1

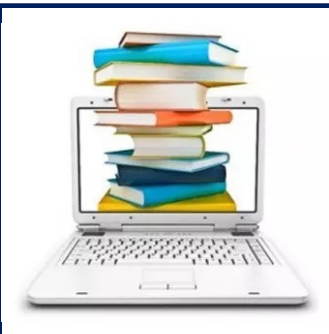
6. LLESIANT AELODAU A GWEITHIO O BELL

- Use of the resources available on IOACC Learning Pool platform

7. DIGITAL SKILLS

- Cyber Security Awareness

This page is intentionally left blank



Message from the Training Manager

The past 12 months has changed significantly for us all and as such the usual ad-hoc chats that we're all so used to having when working in the Council Headquarters are no longer. Technology seems to have taken over our lives and it seems that many of us are meeting virtually more than ever before, whether it's for

work/recreational or family purposes. This isn't without its challenges and nothing beats face to face communication.

As a Learning & Development team we are keen to ensure that we reach out to as many individuals as possible, utilising a variety of media in order to highlight available learning opportunities whether it be by way of virtual training sessions/E-Learning opportunities or general information such as Health and Wellbeing initiatives.

In view of this we have developed this bulletin to support you as Elected Members to incorporate key training information. We intend to circulate a bulletin on a quarterly basis which we hope will be a valuable resource to you and would welcome any feedback you would wish to give.

Learning Pool



Learning Pool was launched as the new and improved E-Learning platform in October 2019.

As the rollout continues, we encourage Elected Members to also utilise the system in their development.

Access to Learning Pool is flexible and available at any time, using the following when logging in for the first time:

<http://ynysmon.learningpool.com>

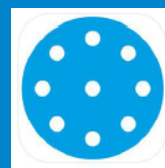
Username: Your pay number

Password: Croeso1%

If experiencing any difficulties, please contact:
Training@anglesey.gov.uk

Modern Gov

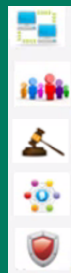
Please can we remind Members to regularly update their personal development records on the Modern Gov site.



Guidance can be accessed [here](#), or for further assistance, please contact Carys Bullock - CarysBullock@anglesey.gov.uk or Ffion Thomas - FfionThomas@anglesey.gov.uk

Mandatory Modules

There are currently 5 mandatory modules on Learning Pool which staff and Elected Members are required to complete. We would request that you aim to complete each by the deadlines noted below.



- [Violence Against Women, Domestic Abuse and Sexual Violence](#) - 28/02/2021
- [Modern Slavery](#) - 31/03/2021
- [Prevent](#) - 30/04/2021
- [Cyber Awareness](#) - 31/05/2021
- [General Data Protection Regulations](#) - 30/06/2021

Health & Well-being

During the first national lockdown in March 2020, the Learning & Development Team quickly launched a Working From Home Well-being page on Learning Pool.

This has proved to be an invaluable resource, highlighted by the fact that a total of 1,143 members of staff since its inception.

The Health & Well-being category section on the site has now been relaunched, which includes a variety of resources, for example Money Navigator Tool, Online Metafit Class, Personal Wellbeing Calendar, Support for Social Care Workers and much more.

Additional resources will be included as an on-going process.

Useful Contacts

Please find below useful contact information for the Learning & Development Team.

Miriam Williams, Training Manager - MiriamWilliams@anglesey.gov.uk

Cherie Duffy, Training Officer - CherieDuffy@anglesey.gov.uk

Siôn Mowbray, Assistant Training Officer - SionMowbray@anglesey.gov.uk

This page is intentionally left blank