

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 SAFONAU	STANDARDS COMMITTEE	
DYDD MERCHER, 16 MEHEFIN 2021 am 2.00 o'r gloch	WEDNESDAY, 16 JUNE 2021 at 2.00 pm	
CYFARFOD RHITHWIR WEDI'I FFRYDIO'N FYW	VIRTUAL LIVE STREAMED MEETING	
Swyddog Pwyllgor	Mrs Shirley Cooke 01248 752514	Committee Officer

Aelodau Annibynnol / Independent Members

Dr Thomas Rhys Davies
Mrs Celyn Menai Edwards
Mr John Robert Jones
Mrs Gill Murgatroyd
Mrs Sharon Warnes

Yn cynrychioli'r Cyngor Sir / Representing the County Council

Y Cyngorydd/Councillor J Arwel Roberts
Y Cyngorydd/Councillor Dafydd Rhys Thomas

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

Mr Keith Roberts
Mr Iorwerth Roberts

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A G E N D A

1 DECLARATION OF INTEREST

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

2 MINUTES OF MEETING (Pages 1 - 12)

To confirm the minutes of the meeting held on 15 December 2020.

3 MEMBER DEVELOPMENT (Pages 13 - 18)

A report by the Training Manager - Human Resources on Member training.

4 MEMBER RELATED ISSUES (Pages 19 - 20)

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

**5 CONDUCT COMPLAINTS TO THE PUBLIC SERVICES OMBUDSMAN FOR WALES
(Pages 21 - 26)**

A report by the Director of Function (Council Business) / Monitoring Officer in relation to:-

- (a) County Councillors, and
- (b) Town/Community Councillors
for Quarters 3 and 4 of 2020/2021

6 DECISIONS BY THE PUBLIC SERVICES OMBUDSMAN FOR WALES (Pages 27 - 48)

A report by the Director of Function (Council Business) / Monitoring Officer on the PSOW's Code of Conduct Casebook for January – December 2020 (Issue 24 – published April 2021).

7 DECISIONS BY THE ADJUDICATION PANEL FOR WALES (Pages 49 - 58)

A report by the Solicitor (Corporate Governance) on the APW's decisions since the last Standards Committee on 15th December 2020.

8 APPLICATIONS FOR DISPENSATIONS

It is usual practice for a report to be prepared to the Standards Committee by the Director of Function (Council Business) / Monitoring Officer on the applications for dispensations considered by the Standards Committee.

During the period between the Standards Committee on 15 December 2020 and the day of publishing this agenda, no applications have been received. On this basis, no report is attached.

- 9 ANNUAL REPORT TO COUNCIL** (Pages 59 - 60)
A report by the Director of Function (Council Business) / Monitoring Officer on the Annual Report presented by the Chair of the Standards Committee at the Council's meeting on 18 May 2021.
- 10 REVIEW OF THE REGISTERS OF INTERESTS IN THE TOWN AND COMMUNITY COUNCILS** (Pages 61 - 68)
A report by the Solicitor (Corporate Governance) on the general findings made at the reviews at Town and Community Councils conducted in March, April and May 2021 and as identified in the Committee's work programme for 2020-2021.
- 11 REVISED GUIDANCE BY THE PUBLIC SERVICES OMBUDSMAN FOR WALES ON THE MEMBERS' CODE OF CONDUCT** (Pages 69 - 70)
A report by the Director of Function (Council Business) / Monitoring Officer on the amended Code of Conduct Guidance published by the Public Services Ombudsman for Wales.
- 12 REPORT ON THE DISTRIBUTION OF THE NEWSLETTER IN THE TOWN AND COMMUNITY COUNCILS** (Pages 71 - 76)
A report by the Solicitor (Corporate Governance) on the responses received from the Town and Community Councils in relation to the Newsletter distributed in March 2021.

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EXTRAORDINARY MEETING OF THE STANDARDS COMMITTEE

Minutes of the meeting held on 15 December 2020

PRESENT: **Independent Members**

Mr John R Jones (Chair)
Dr T Rhys Davies (Vice-Chair) (in the Chair for Items
1 & 3)
Mrs Celyn M Edwards
Mrs Gill Murgatroyd
Mrs Sharon Warnes

Representing the County Council

Councillor J Arwel Roberts
Councillor Dafydd R Thomas

Representing Town and Community Councils

Councillor Keith Roberts

IN ATTENDANCE: Director of Function (Council Business)/Monitoring Officer
Solicitor (Corporate Governance) (MY)
Human Resources Training Manager (MW) (for Item 3)
Trainee HR Development Officer (CD) (for Item 3)
Committee Officer (SC)

APOLOGIES: Councillor Iorwerth Roberts (Town and Community Councils)

1. DECLARATION OF INTEREST

No declaration of interest was received.

2. MINUTES OF THE MEETING

The draft minutes of the Standards Committee held on the following dates were confirmed as correct, subject to the following-

- 17 September 2019
- 11 March 2020 (Extraordinary)

The Chair reported that due to insufficient quorum present at the last meeting, the minutes of 17 September 2019 were presented to today's meeting for approval. It was noted that the Chair had accepted the minutes previously, and Councillor Dafydd Rhys Thomas confirmed that the minutes were a true record of the meeting held on 17 September 2019.

Matters arising from the minutes of 11 March 2020

- Item 2 - The Solicitor (Corporate Governance) confirmed that correspondence has been sent to ICT following a request as to whether Members' attendances in meetings could be amended to "present". It was noted that no response from ICT has been received to date.

RESOLVED that the Solicitor (Corporate Governance) writes to ICT to request that the Standards Committee receives a response.

- Item 3 - It was confirmed that due to Covid-19, the Chair and Vice-Chair have been unable to attend Group Leaders' meetings to discuss Members' Annual Reports and other relevant issues. The Chair reported that they have met with one Group, and corresponded with another. It was noted that once lockdown restrictions are relaxed, the Chair and Vice-Chair will endeavour to meet with Group Leaders.

The Vice-Chair questioned whether the Committee should take a more proactive approach, and request a meeting with Group Leaders via Zoom or Teams, to which the Committee agreed. The Director of Function (Council Business)/Monitoring Officer responded that as Group Leaders often meet through Teams, she would make arrangements for the Chair and Vice-Chair to attend a Group Leaders' virtual meeting.

RESOLVED that the Director of Function (Council Business)/Monitoring Officer writes to Group Leaders to request that an invitation be extended to the Chair and Vice-Chair of the Standards Committee to attend a Group Leaders' meeting in due course.

- Item 4 - Reference was made to a paragraph on Page 4 of the report stating that "*The HR Development Manager reported that she would look into the issue of recording attendances on training courses centrally on the HR system, and report back to the Committee in due course*". It was noted that an update has not been provided on recording attendances to date.

RESOLVED that the Solicitor (Corporate Governance) raises the issue with the HR Training Manager, and reports back to the Standards Committee.

- Item 5 - A planned joint Chairing session with Gwynedd and Conwy local authorities was cancelled due to the pandemic. The Chairing training is now available on the Council's E-Learning portal.
- Item 11 - The Monitoring Officer reported that the Standards Committee's Local Resolution Protocol needs to be reviewed and strengthened. She recommended that the Committee reviews the Protocol further, and undertakes mediation training within the context of the Protocol.

RESOLVED:-

- **To review the Standards Committee's Local Resolution Protocol;**
- **That the Standards Committee undertakes mediation training within the context of the Local Resolution Protocol.**
- Item 12 - The Director of Function (Council Business)/Monitoring Officer gave an update on the Local Government and Elections (Wales) Bill. She confirmed that the Bill has been passed by the Welsh Assembly, and will be receiving Royal Assent in early 2021. The Bill will be presented to the County Council in due course to discuss the main points, and will be shared with the Standards Committee.

A member of the Committee requested that an action log be created for officers to update actions points that are outstanding, or have been completed.

RESOLVED to accept the above proposal.

Action: See Resolutions above.

3. MEMBER DEVELOPMENT

Submitted - an update report by the HR Training Manager on the progress of development opportunities offered to elected Members since the report submitted to this Committee on 11 March 2020.

The HR Training Manager reported that the Member Development Plan presented to Committee is for the financial year 2019/20, and has some events outstanding. She stated that information on training sessions has been highlighted and ragged in Appendix 1, to note training that has been achieved, and any training needs identified to carry forward to the 2020/22 Development Plan. It was noted that feedback has been received from Council Services and Welsh Government on formulating a revised Plan for the current period up until the elections in 2022.

Although traditional training delivery methods have been put on hold, some guidance and training has been provided on social media. Members and staff have had to adapt, and use Teams and Zoom as a new way of learning. Extensive training has been delivered on the use of webinars, and members of the Audit Committee have attended webinar sessions with CIPFA. It was noted that E-Learning modules are available, and can be accessed on the Council's Learning Pool platform.

The HR Training Manager reported that the Learning and Development Team are considering developing an elected Members' section on the E-Learning platform, so that information regarding training/events may be readily available. She stated that Group Leaders have requested assistance with ICT training for some elected Members, which is also available.

Concerns were raised that the workload for officers and Members would increase significantly, should more training sessions be added to the Plan. A question was raised whether the training workload would be prioritised or condensed into one year's work? The HR Training Manager responded that Senior Management and Heads of Service have been consulted on priority areas for training and development for inclusion in the Development Plan for 2020/22.

The Training Manager reported that discussions have also taken place with the WLGA's Policy and Improvement Officer in order to establish what resources are available. Feedback suggests that the Council should focus on continuing with briefing sessions in areas involving Planning, Housing, Social Care and Education. Once the Plan has been finalised, it will need to be approved by the SLT and Group Leaders, followed by the Democratic Services Committee and full Council.

With regard to Personal Development Review (PDRs) for the forthcoming year, the focus is likely to be on chairing skills and providing further ICT training. Training will be prioritised, and the Plan will be updated following feedback in February 2021.

A member of the Committee referred to Point 3 (Finance) in the Appendix, and highlighted risks at all levels within the Council's services. She stated that although the Audit Committee looks at risk in detail, the Council should have a process for managing its risks at a strategic level, and within Council services. She reiterated that it is important that managing risk is not just seen as a financial matter, but as a process every Member should understand, and incorporate that process into their day to day actions.

The Director of Function (Council Business)/Monitoring Officer suggested that she raises the issue of risk management with the Director of Function Resources)/Section 151 Officer and Head of Internal Audit, to identify the type of training that is required for the risk area.

RESOLVED:-

- **To note the information presented in the report.**
- **That all training needs emanating from Personal Development Reviews are forwarded to the HR Training Manager by 28 February 2021, in order that the Member Training and Development Plan can be revised and specific training prioritised.**
- **That the Member Training and Development Plan for 2020/2022 be presented for approval to the Democratic Services Committee, prior to submission to the full Council in 2021.**
- **That the Director of Function (Council Business)/Monitoring Officer raises the issue of risk management with the Director of Function (Resources)/Section 151 Officer and Head of Internal Audit.**

Action: See Resolution above.

4. CONDUCT COMPLAINTS TO THE PUBLIC SERVICES OMBUDSMAN FOR WALES

Submitted - a report by the Solicitor (Corporate Governance) on the quarterly update of complaints in the form of matrices for (a) County Councillors, and (b) Town/Community Councillors for Quarter 4 of 2019/20, and Quarters 1 and 2 of 2020/21.

The Solicitor (Corporate Governance) reported that no complaints had been lodged against County Councillors by members of the public between:-

- January to March 2020 (Quarter 4)
- April to June 2020 (Quarter 1)
- July to September 2020 (Quarter 2)

It was noted that no complaints had been received against Town/Community Councillors for the same periods.

RESOLVED:-

- **To note the contents of the report and Enclosures 1-6.**
- **That the Solicitor (Corporate Governance) prepares and distributes a newsletter to elected and co-opted Members, and members of Town and Community Councils, attaching a link to the report; and also**
- **That other matters arising in today's meeting be included in the newsletter (as appropriate).**

Action: See Resolution above.

5. DECISIONS BY THE PUBLIC SERVICES OMBUDSMAN FOR WALES

Submitted - a report by the Solicitor (Corporate Governance) on the Public Services Ombudsman for Wales (PSOW)'s quarterly Casebook of Code of Conduct complaints for October – December 2019 (Issue 23).

The Solicitor (Corporate Governance) reported that two breaches of the Code of Conduct have been reported, both involving Members of Merthyr Tydfil County Borough Council.

The first case involved a Member of Merthyr Tydfil County Borough Council who had breached the Code of Conduct by voting on the setting of the rate of Council Tax at a meeting of the full Council, whilst having Council Tax arrears. The Member had not declared an interest, and had brought the Council into disrepute under the Code.

The second matter referred to a Member of Merthyr Tydfil County Borough Council who had accepted a specific cabinet position, contrary to the Monitoring Officer's advice, and which created a conflict of interest with his employment at the time. The Member had also failed to declare personal and prejudicial interests in relation to the issue. Although the Ombudsman considered that a

breach of the Code had taken place, it was not considered in the public interest to investigate the matter further.

The Standards Committee were reminded, and the same message should be shared with elected and other co-opted Members of this Council, that they should contact the Monitoring Officer for advice on Code of Conduct issues, including declaring personal and prejudicial interests.

The Monitoring Officer reported that the number of complaints submitted to the Ombudsman nationally has increased significantly during the lockdown period. She stated that most of the complaints relate to the use of social media, which the Ombudsman is currently 'sifting' through. It was confirmed that none of the complaints received by the Ombudsman relate to Anglesey.

RESOLVED:-

- **To note the contents of the case summaries.**
- **That this item be included in the newsletter to elected and co-opted Members, and members of Town and Community Councils.**

Action: See Resolution above.

6. ADJUDICATION PANEL FOR WALES DECISIONS

Submitted - a report by the Solicitor (Corporate Governance) regarding recent decisions considered by the Adjudication Panel for Wales (APW), and published since the Committee's last meeting on 11 March 2020.

The Solicitor (Corporate Governance) reported that an appeal was lodged to the APW by a Member of Cardiff County Council, against a decision by Cardiff County Council's Standards Committee to suspend him from office for a period of 4 months for failing to comply with the provisions of the Code of Conduct requiring him:-

- (a) To show respect and consideration for others;
- (b) Not to use bullying behaviour or harass any person; and
- (c) Not to conduct himself in a manner which could reasonably be regarded as bringing his office or authority into disrepute.

It was noted that Cardiff County Council's Standards Committee had considered that the breaches of the Code of Conduct were serious enough to merit a suspension.

The Adjudication Panel for Wales, whilst accepting the facts of the case – as they had been found by the Standards Committee, considered the appeal against sentence, and determined that the sanction awarded to the Councillor of four months suspension was justified.

RESOLVED:-

- **To note the content of the case summary.**
- **That this item be included in the newsletter to elected and co-opted Members, and member of Town and Community Councils.**
- **That the Solicitor (Corporate Governance) shares the link to the E-Learning training available to elected and co-opted Members of the Council [as referred in the Learning Points for Members in Enclosure 1 of the report] when distributing the newsletter.**

Action: See Resolution above.

7. ADJUDICATION PANEL FOR WALES – PRESIDENTIAL GUIDANCE

Submitted - a report by the Solicitor (Corporate Governance) on the Adjudication Panel for Wales' Presidential Guidance.

The Director of Function (Council Business)/Monitoring Officer reported that the Ombudsman refers complaints to the APW, if it is considered that a breach of the Code of Conduct is sufficiently serious, such that it may be appropriate to warrant a sanction of over 6 months' suspension. The APW has published new guidelines on the following 3 specific areas:-

- (a) Anonymity
- (b) Disclosure; and
- (c) The role of the Monitoring Officer in APW Proceedings

With reference to the Guidance on "anonymity", it was noted that APW hearings should be held in public. The APW and the Standards Committee have the right to exclude the press and public from a hearing, or part of a hearing and anonymise the minutes or part of the minutes. In each case, the Panel will review what is fair and necessary in the interest of justice. It was noted that the APW are more concerned about third parties and witnesses, rather than elected Members and officers.

In relation to the second Guidance on "disclosure", the Monitoring Officer reported that once a report has been prepared by the Ombudsman's Office, a schedule of unused but available material will also now be appended to the report (in addition to the Report and Evidence on which the Ombudsman has relied upon).

It was noted that the APW can request further information from the Ombudsman, if required. The Member also has the right to request further evidence.

In relation to the third Guidance, the Monitoring Officer suggested that the Standards Committee receive a copy of the Committee's Procedure for Conducting Hearings.

RESOLVED:-

- **To note the contents of the Adjudication Panel for Wales' Presidential Guidance included in Enclosures 1–3 of the report.**
- **That the Director of Function (Council Business)/Monitoring Officer sends a copy of the Procedure for Conducting Hearings to consider breaches of the Code of Conduct to members of the Standards Committee.**
- **That this item be included in the newsletter to elected and co-opted Members, and members of Town and Community Councils.**

Action: See Resolution above.

8. DISPENSATION(S)

Submitted - a report by the Solicitor (Corporate Governance) on the outcome of a dispensation hearing held on 29 July 2020, to consider a block application made by all members of this County Council in relation to the "six month rule".

The Chair reported that the Panel had granted an unlimited dispensation to all the named Councillors who had applied for a dispensation in relation to prejudicial interests relating to the "six month rule".

A correction was noted in the Welsh minutes, which states that the dispensation has been granted to the end of May 2020, when it should have read 2022.

RESOLVED:-

- **That the Standards Committee notes the dispensation granted, and the grounds and circumstances in which it was granted.**
- **That the draft minutes of the Dispensation Panel held on 29 July 2020 were ratified as correct by members of the Panel only (John R Jones, Rhys Davies and Sharon Warnes).**

Action: None

9. STANDARDS COMMITTEE ANNUAL REPORT BY THE CHAIRMAN

Submitted - the Annual Report of the Chair of the Standards Committee for 2019/20, as presented to the County Council at its Annual Meeting on 8 September 2020. The report details the work this Committee has achieved during 2019/20, and includes the work programme for 2020/21.

The Chair reported that he had been very happy to present the report to the Executive, though the majority of the work had been completed during the term of the former Chair of the Standards Committee, Mr Michael Wilson. He stated that the report sent out a positive message on the work of the Standards Committee.

RESOLVED:-

- **To note the information presented in the Standards Committee Annual Report 2019/20 and the Work Programme for 2020/21.**
- **That the Solicitor (Corporate Governance) forwards an English version of the link in the report to members of the Standards Committee.**

Action: See Resolution above.

10. STANDARDS COMMITTEE REVIEW OF THE REGISTER OF INTERESTS HELD BY TOWN AND COMMUNITY COUNCILS

Submitted - a report on a proposed review of the register of interests maintained by Town and Community Councils.

The Solicitor (Corporate Governance) reported that responsibility for deciding which Town and Community Councils are to be reviewed lies with the Standards Committee. It was noted that over recent years, 4 or 5 Town and Community Councils have been reviewed on each occasion.

Discussion focused on the format of the reviews the Standards Committee would adopt. The Committee considered the options available, and agreed to continue with the previous arrangement, and review 10% - 5 Town and Community Councils. It was decided that Councils who have been previously notified that they would not be subject to a review should be exempt. It was also decided that where a Clerk administers more than one Town or Community Council, no more than one of those Councils are to be subject to a review. It was suggested to vary the Town and Community Councils according to size, and include one Town Council; one large and one small Community Council. It was confirmed that two members of the Standards Committee (two independent members, or one independent and one Town and Community representative) would conduct the reviews.

It was suggested that the Standards Committee authorise the Chair, Vice-Chair and Solicitor (Corporate Governance) to decide which Town and Community Councils to review. The Committee agreed to the proposal.

The Committee confirmed that both a formal and less formal approach should be adopted. Individual Clerks will be contacted by telephone in the first instance, to explain the purpose of the review. A letter is then sent to confirm the arrangement and to request copies of the relevant documents for the review. A virtual meeting will then be arranged with each Clerk to discuss the documentation reviewed as part of the process.

Each individual Council is to receive its own summary of findings. The Standards Committee will not publish individual findings but will share a general report on the findings made during the review with all Town and Community Councils, and this will list good practice and include learning points.

RESOLVED:-

- To note the contents of the report and enclosures.
- The Solicitor (Corporate Governance) to notify the Standards Committee of the Town and Community Councils that have been reviewed previously.
- To confirm that the Standards Committee authorises the Chair and Vice- Chair, having taken advice from the Solicitor (Corporate Governance) to decide which 5 Town and Community Councils are to be reviewed.
- That the Standards Committee contacts the Clerks of each selected Town and Community Council to inform them that they will be subject to a review.
- That a timetable for the reviews be agreed with the Clerks of each selected Town and Community Council.

Action: See Resolution above.

The meeting concluded at 4.15 pm

**MR JOHN R JONES
CHAIR**

ISLE OF ANGLESEY COUNTY COUNCIL	
MEETING:	STANDARDS COMMITTEE
DATE:	16 JUNE 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 PLANS FOR THE MEMBER DEVELOPMENT AND TRAINING PROGRAMME FOR 2021 - 2022

1. BACKGROUND

The purpose of this report is to provide the Standards Committee with an overview of the planned activities to be offered in terms of development opportunities for Elected Members during this financial year.

2. MEMBER TRAINING AND DEVELOPMENT PLAN

The current pandemic has obviously had an impact on the training delivery over the last year, with limited activity in terms of training offered to Elected Members. Generally this has been in the form of E-Learning opportunities and briefing sessions.

Discussions with Senior Management Team, Heads of Service, Group Leaders, Democratic Services Committee has confirmed that the focus for the 2021-2022 plan should be as follows:

- Mandatory Training
- IPad Training
- Legislative Training
- Briefing sessions

Details of upcoming training therefore will be promoted as and when arranged, ensuring that sufficient notice is given.

A copy of the report to the Democratic Services Committee in 16 March 2021 is available via the following link:

<http://democracy.anglesey.gov.uk/documents/s17002/Member%20Development.pdf?LLL=0>

3. PERSONAL DEVELOPMENT REVIEWS(PDR) FOR MEMBERS

In terms of the data gathered from the PDR's, the requirements will be addressed as noted above.

4. TRAINING DELIVERY

On a general note, due to social distancing requirements, traditional training delivery methods have not been an option over the past 12 months. Whilst a review of Covid arrangements in terms of classroom sessions are taking place, it is very likely that future training/briefing delivery will continue to take place via media such as MS Teams/Zoom and the utilisation of the Authority's E-Learning platform, Learning Pool.

Training and guidance on the use of MSTeams/Zoom has been available to Elected Members in order to facilitate Members participation in meetings over the past year. In addition, guidance in the form of booklets/videos are also available to assist with access issues.

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.

For reference purposes, details of available E-Learning Modules are included in Appendix 1. It should be noted that new modules are regularly uploaded onto the system.

5. RECOMMENDATIONS

The Standards Committee is requested to note the Training Plan and associated delivery for 2021/22, as detailed in this report.

**MIRIAM WILLIAMS
HR TRAINING MANAGER
JUNE 2021**

Appendix 1

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

Appendix 1

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ISLE OF ANGLESEY COUNTY COUNCIL	
Committee:	Standards Committee
Date:	16 June 2021
Title:	Member Related Issues
Purpose of report:	To report on 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 have previously updated this Committee on Members Annual Reports.

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. See table below:

Annual reports	Completed reports
2013/14	21
2014/15	21
2015/16	21
2016/17	20
2017/18	21
2018/2019	27
2019/20	22

Annual reports are important in terms of local accountability and provide an overview on duties and responsibilities as well as local community engagement activities. Reports can be accessed via the link below:

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

Group Leaders have been briefed on arrangements for reports covering 2020/21. A template was circulated to all Members on 20th April 2021 and Members requested to complete reports by 12th May 2021 for publication on the Council's website before the end of June 2021. An update will be provided to the Committee.

1.2 Council Elections in 2022

In preparation for next year's elections, the WLGA is currently updating the model role descriptions for members. These will be adapted locally and provided to all members on their election. The descriptions are designed to be used in conjunction with the WLGA member development (competency) framework that has recently been updated and available on the WLGA's website:

<https://www.wlga.wales/councillor-development-competency-framework>

These aspects, together with relevant provisions in the Local Government and Elections (Wales) Act 2021, will be considered by the Democratic Services Committee during 2021/22

2.0 Recommendation:

To note the information in this report.

**Huw Jones
Head of Democratic Services
2 June 2021**

CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL	
COMMITTEE:	Standards Committee
DATE:	16 June 2021
REPORT TITLE:	Conduct Complaints to the Public Services Ombudsman for Wales
PURPOSE OF THE REPORT:	To advise the Committee of the complaints which have been sent to the PSOW in relation to (a) County Councillors and (b) Town and Community Councillors.
REPORT BY:	Lynn Ball Director of Function (Council Business) / Monitoring Officer lbxcs@anglesey.gov.uk 01248 752586
LINK OFFICER:	Lynn Ball Director of Function (Council Business) / Monitoring Officer lbxcs@anglesey.gov.uk 01248 752586

1. INTRODUCTION

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

2. UPDATES

2.1 The reports for Quarter 4 of 2019-2020 (January – March 2020); Quarter 1 of 2020-2021 (April – June 2020) and Quarter 2 of 2020-2021 (July – September 2020) were submitted at the Standards Committee meeting on 15 December 2020.

2.2 A copy of the report for Quarter 3, in relation to County Councillors, appears at **Enclosure 1**.

A copy of the report for Quarter 3, in relation to Town and Community Councillors, appears at **Enclosure 2**.

2.3 A copy of the report for Quarter 4, in relation to County Councillors, appears at **Enclosure 3**.

A copy of the report for Quarter 4, in relation to Town and Community Councillors, appears at **Enclosure 4**.

- 2.4 The reports for Quarter 3 of 2020-2021 were sent to the Standards Committee members on 8 January 2021. The reports for Quarter 4 of 2020-2021 were sent to the Standards Committee members on 12 April 2021.
- 2.5 The reports for Quarters 3 and 4 (**Enclosures 1- 4**) will be distributed to the Town and Community Councils and the elected and co-opted members of this Council following this Standards Committee meeting within the Newsletters.

3. RECOMMENDATION

- 3.1 For the Standards Committee members to note the contents of the **Enclosures at 1-4** and consider trends arising (if any) and any corrective actions which are required.
- 3.2 For the Director of Function (Council Business)/Monitoring Officer to distribute **Enclosures 1-4** to the Town and Community Councils and elected and co-opted members of the Council in the Newsletters.

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

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

Chwarter 3 (Hydref – Rhagfyr 2020) – 2020/2021 – Quarter 3 (October – December 2020)

Enw'r Cyngorydd Name of Councillor	Enw'r Achwynnydd Name of Complainant	Cyfeirnod y Ffeil File Reference (i) Un ni/Ours (ii) “O”	Dyddiad y Gŵyn - “O” Complaint date - “O”	Canlyniad Ymholiad “O” a'r dyddiad neu'r sefyllfa gyfredol Result of “O” Investigation and date or the current situation
DIM I'W ADRODD / NOTHING TO REPORT				

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

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

Chwarter 3 (Hydref – Rhagfyr 2020) – 2020/2021 – Quarter 3 (October – December 2020)

Enw'r Cynghorydd Name of Councillor	Enw'r Achwynnydd Name of Complainant	Cyfeirnod y Ffeil File Reference (i) Un ni/Ours (ii) “O”	Dyddiad y Gŵyn - “O” Complaint date - “O”	Canlyniad Ymholiad “O” a'r dyddiad neu'r sefyllfa gyfredol Result of “O” Investigation and date or the current situation
Cynghorydd Tref / Town Councillor	Cynghorydd Tref / Town Councillor	(i) 023086 (ii) 202004293	23.12.2020	Ombudsmon yn ystyried y gŵyn / Ombudsman considering the complaint

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

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

Chwarter 4 (Ionawr – Mawrth 2021) – 2020/2021 – Quarter 4 (January – March 2021)

Enw'r Cyngorydd Name of Councillor	Enw'r Achwynnydd Name of Complainant	Cyfeirnod y Ffeil File Reference (i) Un ni/Ours (ii) “O”	Dyddiad y Gŵyn - “O” Complaint date - “O”	Canlyniad Ymholiad “O” a'r dyddiad neu'r sefyllfa gyfredol Result of “O” Investigation and date or the current situation
DIM I'W ADRODD / NOTHING TO REPORT				

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

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

Chwarter 4 (Ionawr – Mawrth 2021) – 2020/2021 – Quarter 4 (January – March 2021)

Enw'r Cynghorydd Name of Councillor	Enw'r Achwynnydd Name of Complainant	Cyfeirnod y Ffeil File Reference (i) Un ni/Ours (ii) “O”	Dyddiad y Gŵyn - “O” Complaint date - “O”	Canlyniad Ymholiad “O” a'r dyddiad neu'r sefyllfa gyfredol Result of “O” Investigation and date or the current situation
Cynghorydd Tref / Town Councillor Page 26	Cynghorydd Tref / Town Councillor	(i) 023086 (ii) 202004293	23.12.2020	Ombudsmon wedi penderfynu peidio ymchwilio i'r gŵyn / Ombudsman has decided not to investigate the complaint

CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL	
COMMITTEE:	Standards Committee
DATE:	16 June 2021
REPORT TITLE:	Decisions by the Public Services Ombudsman for Wales
PURPOSE OF THE REPORT:	To advise the Committee of All Wales decisions published by the Public Services Ombudsman for Wales in his Casebook for January - December 2020 (Issue 24) published in April 2021.
REPORT BY:	Lynn Ball Director of Function (Council Business) / Monitoring Officer lbxcs@ynysmon.gov.uk 01248 752586
LINK OFFICER:	Lynn Ball Director of Function (Council Business) / Monitoring Officer lbxcs@ynysmon.gov.uk 01248 752586

1. INTRODUCTION

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

This report summarises the information published by the PSOW in his Casebook for January-December 2020 ([Issue 24](#)) [**ENCLOSURE 1**].

Though cases are usually reported every quarter no report was published during 2020. This report refers to cases decided during 2020, as published in April 2021.

2. BACKGROUND

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

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

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

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

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

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

3. RECOMMENDATION

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

ENCLOSURE 1 – Issue 24 (January - December 2020)

Name of Council	Summary of Complaint	Relevant Provision of Code	Decision Summary	Learning Points for Members
1. Wrexham County Borough Council - Case Number: 201804590	The Ombudsman received a complaint that the conduct and behaviour of a Member of Wrexham Council had brought the Council into disrepute in breach of the Code of Conduct. The Ombudsman investigated the matters complained about. Information was provided by relevant parties including the Council.	Duty to uphold the law	After careful consideration of the evidence obtained during the investigation the Ombudsman determined that it would not be in the public interest to pursue matters further and that no action should be taken in respect of the matters investigated.	Only limited information is provided in the case summary. There is not enough evidence here to consider any learning points.

Name of Council	Summary of Complaint	Relevant Provision of Code	Decision Summary	Learning Points for Members
2. Pembrey & Burry Port Town Council - Case Number: 201906707	<p>The Ombudsman received a complaint that a Member of Pembrey & Burry Port Town Council had breached the Code of Conduct by failing to show respect and consideration for others, used bullying behaviour, and behaved in a manner which could reasonably be regarded as bringing the Council into disrepute.</p> <p>During the early stages of the investigation, the Member provided an account. He said that he believed his actions to have been justified and offered an apology if his assertiveness had been perceived differently by the Complainant.</p>	Promotion of equality and respect	The Ombudsman considered the Member's response and his offer of an apology to be sufficient to resolve the complaint. The Ombudsman, therefore, considered that no action needed to be taken in respect of the matters investigated.	Only limited information is provided in the case summary. However, it shows that the PSOW continues to use the two stage test and the threshold for the "public interest" element (the second stage) is high. Showing remorse can assist members who have breached the Code but may not always be enough for the Ombudsman to consider no further action is required.

Name of Council	Summary of Complaint	Relevant Provision of Code	Decision Summary	Learning Points for Members
3. St Donats Community Council - Case Number: 201905525	The Ombudsman received a complaint that a Member of St Donats Community Council had breached the Code of Conduct. It was alleged that the Member failed to declare a personal and prejudicial interest when she sat on the Interview Panel during an interview for the role of Co-opted Member of the Community Council.	Disclosure and registration of interests	<p>The Ombudsman found that the Member had a personal interest in the interview by virtue of her relationship with the applicant's estranged brother and admission that there was tension between them. It was the Ombudsman's view that a member of the public, with knowledge of the circumstances, would regard the Member's interest as so significant as to prejudice her judgment of the public interest.</p> <p>The investigation established that the Member was advised by the Clerk that she was not required to declare an interest in the interview. Whilst a decision to declare an interest is the responsibility of each individual member, it was not unreasonable for the Member to have acted upon the Clerk's advice.</p> <p>The investigation considered whether the Member's failure to declare a personal and prejudicial interest caused any harm and whether it affected the decision to appoint to the role of Co-opted Member.</p> <p>There was no documentary evidence or written record of the</p>	<p>Members should not rely on this case as a way of defending taking part in decisions when they have a personal/prejudicial interest in a matter.</p> <p>The fact the member had obtained the Clerk's advice on the interest was of assistance to the member in defending this allegation. However, it is clear, whether or not to declare an interest is the responsibility of each member.</p> <p>The case shows that the PSOW continues to use the two stage test and the threshold for the "public interest" element (the second stage) is high.</p>

		<p>interviews. Therefore, the Ombudsman's decision was guided by the fact that the decision to appoint the successful applicant was taken unanimously by the Interview Panel. On the basis of the information available it was not considered that the applicant's application was adversely affected by the Member's presence and involvement in the interview process.</p> <p>In view of these factors it was concluded that the Ombudsman did not need to take further action in the public interest. However, he recommended to the Clerk of the Council that training on members' interests and their obligations under the Code of Conduct is provided to the Council.</p>	
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Name of Council	Summary of Complaint	Relevant Provision of Code	Decision Summary	Learning Points for Members
4. St Harmon Community Council - Case Number: 201903933	The Ombudsman received a complaint that a member of St Harmon Community Council had breached the Code of Conduct for members by failing to show respect and consideration to others, and that he had failed to take appropriate action in respect of a personal and prejudicial interest he had in a co-option process the Council undertook.	Disclosure and registration of interests	<p>During the course of the investigation, information was sought from the Council as well as from a number of witnesses.</p> <p>The evidence gathered did not substantiate that the Member's behaviour had demonstrated a failure to show respect and consideration to others such that could be considered a breach of the Code.</p> <p>The evidence suggested that the Member had failed to take appropriate action in relation to a personal and prejudicial interest he had in the co-option process. However, the Member did not influence the decision taken on co-option in any way; he had already acknowledged, accepted and apologised for his actions and he had taken steps to seek training on his obligations under the Code.</p> <p>Therefore, the Ombudsman determined that no action needed to be taken in respect of the matters investigated.</p>	<p>Members should not rely on this case as a way of defending taking part in decisions when they have a personal/prejudicial interest in a matter.</p> <p>The case shows that the PSOW continues to use the two stage test and the threshold for the "public interest" element (the second stage) is high.</p>

Name of Council	Summary of Complaint	Relevant Provision of Code	Decision Summary	Learning Points for Members
5. Carmarthenshire County Council - Case Number: 201900874	<p>The Ombudsman received a complaint that a Member of Carmarthenshire County Council had breached the Code of Conduct. It was alleged that the Member had failed to treat members of staff at the Council with respect and consideration, had breached confidentiality, and had brought the office of Councillor into disrepute in relation to 2 incidents which occurred during the selection process for the Council's new Chief Executive.</p> <ul style="list-style-type: none"> - The first incident was that the Member had deliberately informed the unsuccessful candidate for the post that they had not been successful, thus circumventing the Human Resources ("HR") procedures in place. - The second incident was that the Member had ignored a clear instruction that Councillors should not publicise the identity of the successful candidate for 30 minutes. 	Integrity	<p>In relation to the two incidents:</p> <ul style="list-style-type: none"> - The Ombudsman interviewed a number of witnesses and found that the evidence suggested the Member had accidentally informed the unsuccessful candidate that they had not been successful and had not intended to circumvent HR procedures. The Ombudsman accepted that the Member had shown remorse and had apologised. The Ombudsman determined that no breaches of the Code had occurred as this had been a genuine error by the Member. - The Ombudsman determined that there was evidence that the Member had ignored a clear instruction not to publicise the identity of the successful candidate, and that this may have amounted to a breach of the Code. <p>The Member had not considered the impact on the candidates, their wider friends and families, or the staff employed by the Council thereby failing to show due respect when publishing the result. Further, the information had been confidential until the</p>	<p>Members should not rely on this case as a way of defending the disclosure of confidential information obtained in their role as Members.</p> <p>The case shows that the PSOW continues to use the two stage test and the threshold for the "public interest" element (the second stage) is high.</p>

			<p>proper procedures to publicise it had been completed, which the Member had pre-empted.</p> <p>The Ombudsman determined that these actions were capable of bringing the office of Councillor into disrepute. However, the Ombudsman was not persuaded that it would be proportionate and in the public interest to make a referral to the Standards Committee, due to the short period of time the information was disclosed before the official announcement and taking into account the opinions of the candidates that the effect on them was limited; however, he considered that it had been appropriate for the matter to be referred to him.</p> <p>The Ombudsman found that no action needed to be taken in respect of the matters investigated.</p>	
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Name of Council	Summary of Complaint	Relevant Provision of Code	Decision Summary	Learning Points for Members
6. Llantwit Fardre Community Council - Case Number: 201904216	<p>The Ombudsman received a complaint that a Member of Llantwit Fardre Community Council had breached the Code of Conduct by allegedly making several accusations against serving Community Councillors during a Community Council meeting on 24 September 2019.</p> <p>It was further alleged that the Member then shared a written copy of his comments, in which he accused Community Councillors of bullying the former Clerk of the Community Council, with members of the press and public present</p> <p>.</p>	<p>Promotion of equality and respect</p> <p>The investigation considered the following paragraphs of the Code:</p> <ul style="list-style-type: none"> • Paragraph 5(a) – disclosing confidential information. • Paragraph 6(1)(a) – disrepute. • Paragraph 6(1)(c) – reporting breaches of the Code to the Monitoring Officer. • Paragraph 6(1)(d) – vexatious, frivolous or malicious complaints. • Paragraph 8(a) – having regard to the advice of the authority's officers. 	<p>The investigation established that the Member addressed the Community Council at its meeting on 24 September 2019, where members of the press and public were present. There was no evidence to suggest that the Member disclosed confidential information during the meeting.</p> <p>The investigation found that during his address, the Member made several accusations against other members of the Council. Rather than airing his concerns in public the Member should have raised his concerns through the proper processes available for doing so. Raising accusations in such a public forum when those being accused did not have a fair opportunity to respond could amount to a breach of paragraph 6(1)(a) of the Code of Conduct.</p> <p>The investigation found that the Member disregarded advice from the Clerk of the Council and that his actions were in breach of paragraph 8(a) of the Code.</p> <p>When deciding whether to take further action in relation to these possible breaches of the Code of Conduct, the Ombudsman carefully</p>	<p>Members should not rely on this case.</p> <p>The involvement of the Monitoring Officer and the Chair of the Standards Committee in subsequent matters at this Community Council was considered to be sufficient for the Ombudsman not to pursue the matter further.</p>

		<p>considered whether it was in the public interest for him to do so. The Ombudsman considered recent steps taken by Rhondda Cynon Taf's Monitoring Officer and the Chair of the Council's Standards Committee to meet with the majority of the members of the Council in February to encourage better working relationships within the Council. It was understood that a collective agreement was reached on taking a fresh approach on how to deal with situations where disagreement had previously escalated into personal attacks. The Member was present at this meeting. As the events which were considered as part of this investigation took place some months before the meeting with the Monitoring Officer and Chair of the Standards Committee, it was not in the public interest to pursue this investigation further.</p>	
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Name of Council	Summary of Complaint	Relevant Provision of Code	Decision Summary	Learning Points for Members
7. Torfaen County Borough Council - Case Number: 202000681 & 202000667	The Ombudsman received complaints that an elected Member of Torfaen County Borough Council had breached the Council's Code of Conduct for Members. Two Police Community Support Officers ("PCSOs") complained that, on 7 June 2020, the Member approached them at Cwmbran Boating Lake ("the Lake") in an aggressive manner. They said that the Member was shouting and demanding that they dealt with people who were angling at the Lake whilst it was the closed season. They said that the Member did not accept that it was not a policing matter and identified himself as a Councillor to try and use his position to intimidate them.	Promotion of equality and respect	<p>The Ombudsman received an account from the Member, obtained a witness account from another Councillor who was present at the Lake, and obtained information from Gwent Police. On the balance of probabilities, the evidence indicated that the Member may have breached paragraph 4(b) of the Code by speaking to the PCSOs in a raised voice.</p> <p>The investigation found that there was no dispute that the Member identified himself as a Councillor. The Member explained that he had done so to explain his knowledge of angling legislation.</p> <p>The Ombudsman found that the Member did contact Gwent Police to seek clarification regarding the enforcement of angling legislation and to raise a concern that the PCSOs had not spoken to, or provided advice, to the anglers as they had informed him.</p> <p>The Ombudsman did not find sufficient evidence that the Member had displayed bullying and/or harassing behaviour, or that he had brought the authority into disrepute.</p>	The Ombudsman is encouraging refresher training on the Code.

			<p>The Ombudsman found that, whilst the evidence suggested that the Member may have breached paragraph 4(b) of the Code, it was not in the public interest to pursue matters further.</p> <p>The Ombudsman asked the Member to be mindful of how his conduct may be perceived when acting in his role as a Councillor and suggested that he complete refresher training on the Code.</p>	
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Name of Council	Summary of Complaint	Relevant Provision of Code	Decision Summary	Learning Points for Members
8. Glynneath Town Council - Case Number: 201904472	The Ombudsman received a complaint that a Member of Glynneath Town Council had breached the Council's Code of Conduct. A member of the public complained that when the Member entered Glynneath Town Hall ("the Hall") on 20 September 2019 she had been aggressive and shouted at them, and that the Member had threatened to "put paid" to their Hall Hire Agreement with the Council.	Promotion of equality and respect	<p>The Ombudsman obtained conflicting witness statements from 3 members of the public, as well as the complainant and the Member.</p> <p>On balance, the evidence obtained suggested that the Member may have breached paragraph 4(b) of the Code by shouting at the member of the public. The Ombudsman did not find sufficient evidence that the Member had displayed bullying behaviour, or that they had brought their authority into disrepute.</p> <p>Furthermore, there was no supporting evidence that the Member had threatened the complainant's future hire of the Hall, nor had the Member acted on such a threat.</p> <p>The Ombudsman found that, whilst the evidence suggested that the Member may have breached paragraph 4(b) of the Code, it was not in the public interest to pursue further enquiries into the matter, given the conflicting nature of the evidence obtained.</p> <p>The Ombudsman recommended to the Council that it should arrange training on the Code for its Members as soon as is practicable.</p>	The Ombudsman is encouraging training on the Code of Conduct for Members.

Name of Council	Summary of Complaint	Relevant Provision of Code	Decision Summary	Learning Points for Members
9. Tywyn Town Council - Case Number: 201900952	An officer of Tywyn Town Council complained that a member had written a disrespectful letter to a third party. The member asserted that they were not acting in their capacity as member when writing the letter.	Promotion of equality and respect. The Ombudsman's investigation considered whether the content of the letter may have breached paragraphs 4(b) and 6(1)(a) of the Code of Conduct for members ("the Code").	The Ombudsman found that, as the letter referred to Council business, it was reasonable to conclude that the member gave the impression they were acting in their capacity as a member of the Council when they wrote the letter. The Ombudsman found that the majority of the comments made by the member were political in nature. However, the member's comments to the third party recipient of the letter were considered to be disrespectful. Whilst the Ombudsman considered that those comments were suggestive of a breach of paragraph 4(b) of the Code (failure to show respect), having taken into consideration the information provided by the recipient and the wider evidence available, he did not consider it would be proportionate or in the public interest for any further action to be taken. The Ombudsman did not consider that there was evidence to suggest that the content of the letter sent by the member was suggestive of a breach of paragraph 6(1)(a) of the Code (bringing office or authority into disrepute).	

Name of Council	Summary of Complaint	Relevant Provision of Code	Decision Summary	Learning Points for Members
10. Mumbles Community Council - Case Number: 201904820	The Ombudsman received a self-referred Code of Conduct complaint from a Member of the Community Council because they had been named in a Welsh Audit Report concerning unauthorised Council expenditure.	Duty to uphold the law. The Ombudsman considered whether the Member may have breached paragraph 7 (b) (i), (ii), (iii) of the Code for use of Council resources which was imprudent, in breach of the authority's requirements and unlawful.	The Ombudsman's investigation found that a Planning Consultancy had billed the Council for work which had not been agreed, and the Planning Consultancy said it had been instructed by the Member. The Member said at the time of the events he was new to the Council and he thought the work undertaken for the Council by the Planning Consultancy had been part of a previously agreed arrangement with the Council. The Member said he had not worked with planning consultants before and he had not realised that his specific communications with them would incur additional costs. The Ombudsman's investigation found that the Member had a responsibility to fully understand the terms of the Council's arrangements with the Planning Consultancy, and the Member's actions and failure to do so, could reasonably be considered as a potential breach of paragraph 7(b) (i), (ii), (iii) of the Code. However, the Ombudsman also found that whilst the Clerk had suggested the Member should contact the Planning Consultancy, the Member had not been provided	

		<p>with clear guidance on the implications of doing so, and that the Member's communications had a limited impact on the overall expenditure. In addition, Audit Wales had not engaged with the Member or the Planning Consultancy to establish what instruction it attributed to the Member.</p> <p>Having taken into consideration the evidence available and the information provided by the Member, the Ombudsman did not consider it would be proportionate or in the public interest for any further action to be taken.</p>	
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Name of Council	Summary of Complaint	Relevant Provision of Code	Decision Summary	Learning Points for Members
11. Denbighshire County Council - Case Number: 201806601	The Ombudsman received a complaint that a Member of Denbighshire County Council had failed to observe the Code of Conduct for members of the Council. It was alleged that the member abused his position by visiting a member of the public's place of work and complaining to her employer about a private altercation between her and a constituent in a local store car park.	Objectivity and propriety	<p>The Ombudsman determined that there was evidence to suggest that the Member had conducted himself in a bullying and harassing manner, and that his actions sought to create a disadvantage for the member of the public in the eyes of her employer. The evidence also suggested that such conduct was capable of damaging the reputation of the Council and bringing it into disrepute. The Ombudsman determined that the member had failed to abide by paragraphs 4(c), 6(1)(a) and 7(a) of the Council's Code of Conduct.</p> <p>The Ombudsman referred his investigation report to the Monitoring Officer of the Council for consideration by its Standards Committee. The Ombudsman's report was issued in September 2020.</p> <p>A review of the Denbighshire County Council's website does not include a link to a meeting at which this report has been considered to date.</p> <p>https://moderngov.denbighshire.gov.uk/ieListMeetings.aspx?CommitteeId=212&LLL=0</p> <p>However, it is clear from the Minutes of the December 2020</p>	

			meeting that a “special standards committee hearing” had taken place. No further information has been published.	
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Name of Council	Summary of Complaint	Relevant Provision of Code	Decision Summary	Learning Points for Members
12. Laleston Community Council - Case Number: 201807411	<p>The Ombudsman received a complaint that a Former Member of Laleston Community Council had failed to observe the Code of Conduct for Members of the Council. It was alleged that the Former Member had misused Council funds via unauthorised cashpoint withdrawals and debit card transactions between November 2018 and January 2019.</p> <p>A police investigation took place, and the Former Member subsequently resigned from the Council.</p> <p>The Ombudsman's investigation established that at the time of the events the Former Member had taken on extra duties and been paid agreed allowances by the Council. It was found that the Former Member then took charge of the Council's debit card and used it for purchases and cash withdrawals which were in excess of what he already received and could not be accounted for. The Former Member said he had accessed the Council's finances in this way because he felt he was</p>	Duty to uphold the law	<p>The Ombudsman determined that the Former Member may have breached the Council's Code of conduct, in particular, paragraphs 7(a) and 7(b) i), ii), iii), iv) and vi) as he has sought to gain a personal and financial advantage via unauthorised access to Council finances, and misused Council funds.</p> <p>The Ombudsman also found that the Former Member's actions and conviction could reasonably be regarded as behaviour which might bring the office of member or the Council into disrepute and a potential breach of paragraph (6)(1)(a) of the Code of Conduct.</p> <p>The Ombudsman referred his investigation report to the Monitoring Officer of Bridgend County Borough Council for consideration by its Standards Committee.</p> <p>A review of Bridgend County Borough Council's website does not include substantive information in relation to the meeting at which this report has been considered to date.</p> <p>It is clear from the Minutes of the</p>	

	entitled to the funds; however, he did not provide any further information to suggest his transactions were for the benefit of the Council.		25.02.2021 meeting that the Ombudsman's Investigation and report was considered but the item was considered with the press and public excluded on the basis the item relates to an individual. https://democratic.bridgend.gov.uk/ieListDocuments.aspx?CId=133&MId=4036&Ver=4&LLL=0 No further information has been published.	
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Name of Council	Summary of Complaint	Relevant Provision of Code	Decision Summary	Learning Points for Members
13. Sully and Lavernock Community Council - Case Number: 201901994	The Ombudsman received a complaint that a member of Sully and Lavernock Community Council failed to observe the Code of Conduct for elected members. It was alleged that the Member made a series of public posts, on the social media platform Facebook, which could have the potential to damage the reputation of the Council.	Integrity	<p>The Ombudsman found that 3 public posts, dated between 10 January and 11 March 2019, which made reference to high profile female politicians, were gratuitously offensive and could reasonably be regarded as bringing the Councillor's Office or Authority into disrepute which was suggestive of a breach of paragraph 6(1)(a) of the Code of Conduct. The Ombudsman considered that the language used went beyond political expression and was so egregious that, should a breach of the Code of Conduct be found and a sanction imposed, it would be a proportionate interference with the Councillor's right to freedom of expression.</p> <p>The Ombudsman also found that the Councillor had failed to supply evidence he claimed to hold in respect of the privacy of the posts and that, in refusing to provide information, he had failed to comply with a request in connection with the investigation which was suggestive of a breach of paragraph 6(2) of the Code of Conduct.</p> <p>The Ombudsman referred his investigation report to the</p>	

			<p>Adjudication Panel for Wales for its consideration.</p> <p>The APW report can be seen here. <u>APW/002/2020-021/CT: Councillor Philip Baguley</u></p> <p>This case is subject to a separate report (agenda item 7) presented to the Standards Committee on the APW's recent decisions.</p>	
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CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL	
COMMITTEE:	Standards Committee
DATE:	16 June 2021
REPORT TITLE:	Adjudication Panel for Wales Decisions
PURPOSE OF THE REPORT:	To provide information about the matters considered by the Adjudication Panel for Wales to date (published since the last Committee meeting on 15 December 2020)
REPORT BY:	Mared Wyn Yaxley Solicitor – Corporate Governance mwycs@ynysmon.gov.uk
LINK OFFICER:	Lynn Ball Director of Function (Council Business)/Monitoring Officer lbxcs@ynysmon.gov.uk 01248 752586

1. INTRODUCTION AND BACKGROUND

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

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

This report includes decisions published by the APW during the period since the Standards Committee meeting on the 15th December 2020. It is intended as a factual summary of the matters decided by the APW. The reported cases for the relevant period are currently available on the [APW website](#)

2. SUMMARY OF THE RELEVANT CASES

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

2.1 Decisions made

[APW/002/2020-021/CT: Councillor Philip Baguley](#) – 16 December 2020

APW/001/2020-021/CT - Councillor Kevin O'Neill – 18 and 22 December 2020

2.2 Appeals adjudicated

None reported during this period.

3. RECOMMENDATION

To note the content of the case summaries.

Summary of Cases in Tribunal – December 2020 – June 2021

Name	Summary of Facts	Decision Summary	Findings
Councillor Philip Baguley (former) Sully and Lavernock Community Council APW/002/2020-021/CT	<p>An allegation that Councillor Baguley had breached the Code of Conduct for Members of Sully and Lavernock Community Council when he posted three public Facebook messages on 10th January, 9th March and 11th March 2019, which it was alleged could reasonably be regarded as bringing the Councillor's office or authority into disrepute and thereby breached Paragraph 6(1) of the Code (Allegation 1).</p> <p>The messages are repeated in the Decision summary and include strong opinions on three high profile UK politicians [labour party] and swear words.</p> <p>During the course of the Public Services Ombudsman for Wales (PSOW)'s investigation, the Ombudsman extended the investigation to include Allegation 2. This allegation related to the Councillor allegedly failing to supply information and evidence in respect of the privacy status of the relevant posts, in non-compliance with requests of the Ombudsman in connection with an investigation conducted in accordance with his statutory powers and thereby breached Paragraph 6(2) of the</p>	<p>In relation to Allegation 1, the APW decided that:</p> <ul style="list-style-type: none"> - The Councillor was acting in a private capacity when he posted the three public Facebook messages in question. - That although the Facebook posts were written in the context of sharing political views on Facebook, the comments complained of went far beyond what could reasonably be considered to be political expression. It was however straightforward to separate the political debate from the comments which were the subject of Allegation 1. The comments were inflammatory and an expression of views which were extreme, threatening in nature and promoted violence towards individuals. The comments could not be dignified by the description of political expression. - That even if the Respondent was not aware of the privacy status of his posts at the time of posting, despite the visible icon of a globe which showed that it was public, the Respondent was at the very least, reckless to that fact and the Tribunal found that on the balance of probabilities the Respondent was aware of their public status. He was well versed in the use of social media and sent regular and frequent posts and was reckless as to 	<p>Allegation 1 Paragraph 2(1)(d) of the Code states; "... You must observe this code of conduct at all times and in any capacity, in respect of conduct identified in paragraphs 6(1)(a) and 7."</p> <p>Paragraph 6(1)(a) of the Code states; "You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute."</p> <p>The three Facebook posts had been found by the Case Tribunal to be so extreme and egregious that, despite the fact that freedom of expression was a fundamental human right, there were necessary limits. The APW considered that the posts went well beyond what could be reasonably tolerated in a democratic society and, on that basis, it was necessary for the public interest in proper standards of conduct by Members of local authorities to be upheld by a finding that the Respondent had breached Paragraph 6(1)(a) of the Code, in order to safeguard public safety and the reputation and rights of others.</p> <p>Allegation 2 Paragraph 6(2) states; "You must comply with any request of your authority's monitoring officer, or the Public Services Ombudsman for Wales, in connection with an investigation conducted in accordance with their respective statutory powers."</p>

Name	Summary of Facts	Decision Summary	Findings
Page 52	Code. (Allegation 2)	<p>the consequences. In one of his posts not related to the Allegation, he had stated; “I will get another Facebook ban for saying it...”. His responses to the written interview questions demonstrated that the Respondent had little concern for whether his page was public or private.</p> <ul style="list-style-type: none"> - The Case Tribunal considered that high profile politicians, by entering public life, lay themselves open to close scrutiny and indeed mockery and sarcasm. They were expected to possess thick skins and display a greater degree of tolerance than ordinary citizens, however such tolerance should not have to extend to personal, inflammatory and egregious comments which comprised of threats or inciting extreme violence and death from other politicians, albeit acting in their private capacity, including at a Community Councillor level. The comments were personal, disturbing and gratuitous verbal attacks, not political expression. <p>In relation to Allegation 2, the APW decided that –</p> <ul style="list-style-type: none"> - The Councillor had failed to comply with the Ombudsman’s requests for information with regard to the change in his privacy settings. The Panel found that on the balance of probability, the Respondent’s initial response that Facebook had confirmed that the 	<p>The Case Tribunal had reached the finding of fact that the Respondent had deliberately avoided answering the Ombudsman’s reasonable requests in his Investigating Officer’s efforts to complete the investigation in accordance with the Ombudsman’s statutory powers. It inevitably followed that the APW considered there had therefore been a breach of Paragraph 6(2) of the Code.</p> <p>Sanction: The Member was disqualified for 15 months.</p> <p>Learning points for elected members</p> <ul style="list-style-type: none"> • Comments made on Social Media, even in a private capacity, can be subject to the Code of Conduct. There is guidance on the use of social media by Members (produced by the WLGA) available here. • The Case Tribunal considered the Ombudsman’s Guidance on the Code of Conduct. This Guidance has recently been updated and is the subject of a separate agenda item (item 11). • Paragraph 6(2) of the Code of Conduct details a requirement for members to comply with any request of the authority’s monitoring officer, or the Public Services Ombudsman for Wales, in connection with an investigation conducted in accordance with their respective statutory powers. Failing to do this can result in a

Name	Summary of Facts	Decision Summary	Findings
Page 53		<p>settings had been private since 2013 was not a candid response and was written to attempt to minimise the nature and impact of the Facebook posts.</p> <ul style="list-style-type: none"> - The Case Tribunal considered that the Respondent's subsequent responses contained a variety of excuses and no evidence or detail was forthcoming as to any relevant discussion with Facebook to confirm that the Respondent's Facebook posts had been private since 2013. There was reference to a discussion with Facebook but the Respondent said that he had "got nowhere" in that instance. He then stated that he did not know how to check any change of settings that took place in 2013, although he was clearly an experienced user of Facebook and the Tribunal did not consider that this was an entirely candid response. Further to guidance supplied by the Ombudsman's Investigator, the Respondent failed to reply. Finally, in reply to written interview questions, the Respondent provided a further explanation, stating that his settings had been "strangely changed" to public by a third party. - In conclusion the Panel considered that the Respondent had deliberately avoided providing information and full and frank responses to the reasonable 	<p>breach of the Code and/or a more rigorous sanction.</p> <p><u>Learning points for the Standards Committee</u></p> <ul style="list-style-type: none"> • Though not a requirement, it is good practice to follow the APW's Sanctions Guidance when considering sanction and for the decision record to confirm the same.

Name	Summary of Facts	Decision Summary	Findings
		requests of the Ombudsman's Investigating Officer in completing the investigation.	
Councillor Kevin O'Neill Merthyr Tydfil County Borough Council APW/001/2020-021/CT	<p>The allegations were that Councillor O'Neill (the Leader of Merthyr Tydfil County Borough Council) had breached the Council's Code of Conduct in August 2018 in relation to a personal and prejudicial interest, and in his treatment of the former Chief Executive of the Relevant Authority at a meeting on 5th March 2019, contrary to paragraphs 4(b), 6(1)(a), 11(1), 11(2)(a), 14(1)(a), 14(1) (c), 14(1)(d) and 14(1)(e) of the Code.</p> <p>Allegation 1 Whether the Respondent had failed to declare orally the existence and nature of a personal interest in the business of the authority relating to a property at Luther Lane at an inter-agency meeting on 15th August 2018, before, or at the commencement of the consideration of the property or when the interest became apparent, contrary to paragraph 11(1) of the Code.</p> <p>Allegation 2 Whether the Respondent had a prejudicial interest in relation to the business of the authority regarding the property at Luther Lane and was</p>	<p>The APW decided that, in relation to:</p> <p>Allegation 1 - The Respondent had a personal and prejudicial interest in a matter affecting St David's, Luther Lane, Merthyr Tydfil, a property neighbouring his home which was purchased by a private organisation with the intention of housing children from troubled backgrounds in a community setting. The Respondent failed to declare a prejudicial interest. The Case Tribunal found by a unanimous decision that there was a failure to comply with the relevant authority's code of conduct in this regard.</p> <p>Allegation 2 - On the basis of the findings of fact and that the Respondent had a prejudicial interest in relation to the business of the authority regarding the property at Luther Lane, the tribunal unanimously found the allegation proven and there was a failure to comply with the authority's Code of Conduct. The case tribunal agrees with the Ombudsman's argument (as put forward in the papers) that in the absence of a dispensation from the standards committee, that the Respondent should not have been present at any meeting where the prejudicial interest was under consideration at all.</p>	<p>Breaches of the following paragraphs in the Code of Conduct were considered:</p> <p>4(b) – <i>You must show respect and consideration for others;</i></p> <p>6(1)(a) – <i>You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute;</i></p> <p>11(1) - <i>Where you have a personal interest in any business of your authority and you attend a meeting at which that business is considered, you must disclose orally to that meeting the existence and nature of that interest before or at the commencement of that consideration, or when the interest becomes apparent;</i></p> <p>11(2)(a) - <i>Where you have a personal interest in any business of your authority and you make written representations (whether by letter, facsimile or some other form of electronic communication) to a member or officer of your authority regarding that business, you should include details of that interest in the written communication;</i></p> <p>14(1)(c) - <i>Subject to sub-paragraphs (2), (2A), (3) and (4), where you have a prejudicial interest in any business of your authority you must, unless you have obtained a dispensation from your authority's standards committee not seek to influence a decision about that business;</i></p> <p>14(1)(d) - <i>Subject to sub-paragraphs (2),</i></p>

Name	Summary of Facts	Decision Summary	Findings
	<p>in breach of the Code in not withdrawing from the room when the property was being considered at the inter-agency meeting on 15th August 2018.</p> <p>Allegation 3 Whether the Respondent had a prejudicial interest in relation to the business of the authority regarding the property at Luther Lane and was in breach of the Code in that he was seeking to influence a decision about that business and made oral representations at the inter-agency meeting on the 15th August 2018.</p> <p>Allegation 4 That the Respondent's email to the Director of Social Services on 16th August 2018 failed to include details of the Respondent's personal interest in the business of the authority in relation to the property at Luther Lane, and that the email sought to influence a decision about that business and made written representations about that business in which he had a prejudicial interest, in breach of the Code.</p> <p>Allegation 5 Whether the Respondent's actions in speaking at the meeting of the 15th August 2018 and sending written correspondence to an officer</p>	<p>Allegation 3 - The Case Tribunal unanimously found that the allegation was proved and that there had been a failure to comply with the Code as follows; Paragraph 14 (1) (c) of the Code of Conduct in relation to where a member has a prejudicial interest in any business of the authority, states that a member must "<i>not seek to influence a decision about that business</i>". By making the comments and being involved in a meeting about a property next door to his home in which he had a prejudicial interest, and as Leader of the Council, the case tribunal were satisfied that the Respondent was seeking to influence a decision about that business.</p> <p>Allegation 4 - The Case Tribunal found by a unanimous decision that there was a failure to comply with the relevant authority's Code of conduct. The Case Tribunal unanimously found that the Respondent had a prejudicial interest in the property at Luther Lane and sent an email to the Director of Social Services on 16th August 2018 in breach of paragraphs 14(1) (c) and (d) of the Code. (attempting to influence a decision and making oral representations in relation to a matter where the member has a prejudicial interest).</p> <p>Allegation 5 -</p>	<p>(2A), (3) and (4), where you have a prejudicial interest in any business of your authority you must, unless you have obtained a dispensation from your authority's standards committee not make any written representations (whether by letter, facsimile or some other form of electronic communication) in relation to that business; and 14(1)(e) - Subject to sub-paragraphs (2), (2A), (3) and (4), where you have a prejudicial interest in any business of your authority you must, unless you have obtained a dispensation from your authority's standards committee not make any oral representations (whether in person or some form of electronic communication) in respect of that business or immediately cease to make such oral representations when the prejudicial interest becomes apparent.</p> <p>Sanction: The Case Tribunal considered all the facts of the case and in particular the number and nature of the breaches, the Ombudsman's submissions and the Respondent's submission in mitigation. It also considered the sanctions guidance issued by the President under section 75(10) of the Local Government Act 2000 ("the Guidance").</p> <p>The Case tribunal determined that for the breaches of the Code proved and found in this case, that the starting point would be suspension for nine months. However, having taken into account the mitigating and aggravating factors, and in particular the</p>

Name	Summary of Facts	Decision Summary	Findings
	<p>in the form of an e mail to the Director of Social Services on 16th August 2018, were seeking to influence a decision about the business of the property at Luther Lane in breach of the Code, and whether such conduct, if proved, could reasonably be regarded as bringing his office or authority into disrepute, in breach of the Code.</p> <p>Allegation 6 Whether the Respondent's conduct towards the former Chief Executive of the Authority at the meeting on the 5th March 2019 was inappropriate and failed to show respect and consideration to him in breach of the Code.</p>	<p>The Case Tribunal unanimously found that the Respondent's conduct in speaking at the inter-agency meeting on 15th August 2018 and sending the email to the Director of Social Services on 16th August 2018 in relation to business of the authority in which he had a prejudicial interest amounts to a breach of Paragraph 6(1)(a) of the Code. <i>"6.-(1) You must - (a) not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute"</i></p> <p>Allegation 6 The case tribunal unanimously find that the Respondent's conduct towards the former Chief Executive of the Authority at the meeting of 5th March 2019 breached paragraph 4(b) of the Code which states that a member must <i>"(b) show respect and consideration for others"</i></p>	<p>Respondent's exemplary character witness, long record of public service, and relative inexperience as a Councillor and Leader, the Case Tribunal concluded by unanimous decision to reduce the suspension. The Member was suspended for seven months.</p> <p>The Case Tribunal also made the following recommendation to Merthyr Tydfil County Borough Council;</p> <p>That the Monitoring Officer or their delegate provide further training to the Respondent on the Code of Conduct, the meaning of 'prejudicial interests' and the approach to be taken to, and the status of, the advice of the Monitoring Officer. Such training to be undertaken within one month of the Respondent returning to his post following the service of his suspension.</p> <p><u>Learning points for elected members</u></p> <ul style="list-style-type: none"> • The Case Tribunal considered the Ombudsman's Guidance on the Code of Conduct. This Guidance has recently been updated and is the subject of a separate agenda item (item 11). • Attending training on the Code of Conduct will assist members to improve understanding and act as a mitigating factor before the APW. Members are advised, if they have not already done so to undertake the online training available on **this link**.

Name	Summary of Facts	Decision Summary	Findings
Page 57			<ul style="list-style-type: none"> • Members are advised to ask for the Monitoring Officer's advice in relation to personal and prejudicial interests. Members need to consider such advice and have a good reason why they do not follow the same. • A member with an interest such as the one illustrated by this case could still express their view/concern, but in a personal capacity and not in their role as an elected member. This would include having to use their own personal email address (not @ynysmon.gov.uk); not using Council IT equipment (use their own personal devices); using the same avenues of access available to members of the public, whilst ensuring they declare their interest in any conversation/correspondence, even when it seems repetitious to do so. A briefing note for members on implementing their rights as individuals is available on this link. <p><u>Learning points for the Standards Committee</u></p> <p>Though not a requirement, it is good practice to follow the APW's Sanctions Guidance when considering sanction and for the decision record to confirm the same.</p>

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ISLE OF ANGLESEY COUNTY COUNCIL	
MEETING:	Standards Committee
DATE:	16 June 2021
REPORT TITLE:	Standards Committee's Annual Report by the Chairman
PURPOSE OF THE REPORT:	To provide a copy of the Annual Report to members and information on the work to be done for 2021/2022
REPORT BY:	Lynn Ball Director of Function (Council Business) / Monitoring Officer lbxcs@ynysmon.gov.uk 01248 752586
LINK OFFICER:	Lynn Ball Director of Function (Council Business) / Monitoring Officer lbxcs@ynysmon.gov.uk 01248 752586

A BACKGROUND

- 1 The Chair of the Standards Committee is required to provide an Annual Report to the Council.
- 2 The Standards Committee's Report for 2020/2021 was presented by Mr John R Jones to the Council's Annual Meeting held on 18 May 2021.
- 3 A copy of the Report is available on [this link](#).
- 4 The Report details the work the Committee has achieved during 2020/2021 and includes the work programme for 2021/2022.

B RECOMMENDATION

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

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CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL	
MEETING:	Standards Committee
DATE:	16 June 2021
TITLE OF REPORT:	Report following a Review of the Town and Community Councils' Registers of Interests
PURPOSE OF THE REPORT:	To report on the findings made during a review of a sample of the Town and Community Councils' Registers of Interests
REPORT BY:	Mared Wyn Yaxley Solicitor (Corporate Governance) mwycs@ynysmon.gov.uk 01248 752566
CONTACT OFFICER:	Lynn Ball Director of Function (Council Business) / Monitoring Officer lbxcs@ynysmon.gov.uk 01248 752586

1. INTRODUCTION AND BACKGROUND

- 1.1 As part of its work programme for 2020-2021, the Standards Committee decided to conduct a review of the registers of members' interests in a sample of the town and community councils, to ensure compliance with the code of conduct.
- 1.2 At its meeting on 15 December 2020, the Committee resolved that the Chair and Vice-Chair would decide which town and community councils to review after considering the precept amount and which councils had been reviewed previously, whilst ensuring that two councils with the same Clerk would not be selected.
- 1.3 The five councils were selected during a meeting on 27 January 2021.
- 1.4 Initial contact, via telephone calls by the Chair or Vice Chair of the Committee, was made with the Clerks of the selected councils on 3 and 4 February 2021.
- 1.5 Letters of explanation were subsequently sent to the Clerks and Chairs of the five councils on 10 February 2021.
- 1.6 The Standards Committee met informally on 10 March 2021 to discuss the process to be held for the reviews in the five councils. The Committee agreed on the use and contents of a [Methodology Note](#); this was to be followed by each pair conducting the reviews so as to ensure consistency of approach at each review meeting. It was also agreed that personal letters would be sent to the reviewed councils providing specific feedback for their council; this would not be made public. To conclude, a report would be sent to all town and community councils

detailing the general findings made, in an attempt to assist all councils by sharing identified good practice and recognising matters which commonly need to be addressed.

- 1.7 The reviews took place in the five selected councils during March, April and May 2021. These were conducted by two members of the Standards Committee, namely the Chair or Vice-Chair and one other member.
- 1.8 The review is deemed to have been a beneficial exercise. It has given insight to the Standards Committee members of how town and community councils are complying with the code of conduct requirements and several Clerks commented they had also found the meeting constructive and helpful for the future.

2. PERSONAL LETTERS

- 2.1 A personalised letter has been prepared for each council that was subject to the review, providing specific advice to that council. These letters are personal to each council (Clerk and the members) and have not been circulated or shared with others.

3. GENERAL FINDINGS FROM THE REVIEW

- 3.1 The Standards Committee was generally pleased with the findings made as several good practices were noted. Some common areas of concern were also identified and, it is hoped that identifying these and discussing how to improve/implement them will assist the Clerks to support their councils.
- 3.2 A report detailing the general findings made has been prepared and a copy is attached as **Enclosure 1**.

4. CONFIRMATION OF DISTRIBUTION OF THE REPORT BY TOWN AND COMMUNITY COUNCIL CLERKS

- 4.1 When sending the general report to the clerks of the town and community councils it is intended to follow the same practice as in 2017 and 2019 when a request was made for:
 - (a) The general report to be included on the agenda for the town/community council's meeting, to ensure its content is brought to the attention of members, and
 - (b) a copy of the minutes for the relevant meeting, which confirm the report has been discussed, be forwarded for the attention of the Standards Committee.

It is intended to send the general report to the town and community councils soon after this Standards Committee meeting under cover of correspondence, a draft of which is included as **Enclosure 2**.

- 4.2 There will not be a request by the Standards Committee for the personal letters (discussed in paragraph 2 above) to be published by the councils. This will be a decision for each reviewed council.

5. RECOMMENDATION

- 5.1 The Standards Committee is asked to note the contents of the report in **Enclosure 1**.
- 5.2 The Standards Committee is asked to confirm the general report in **Enclosure 1** may be sent to all town and community councils, under cover of the correspondence included as **Enclosure 2**, with a request for the report to be discussed at a town / community council meeting and a copy of the Minutes be forwarded to the Standards Committee; and
- 5.3 That a further report be produced in readiness for the next Standards Committee meeting detailing the responses received to the request in 4.1 above.

The Standards Committee would like to take this opportunity to thank the clerks, and members, from the five Town and Community Councils that were reviewed for their time and co-operation.

The reviews are deemed to have been a productive exercise; the Standards Committee was generally pleased with the findings, as several good practices were noted. However, some common areas of concern have also been identified and these require attention. This Report aims to include both, so that it is a useful guidance to all Town and Community Councils on what needs to be done.

The documents requested:

At each Council the following documents, dating back to May 2017 (i.e. the date of the last election), were requested for the review:

- The Register of Personal Interests – namely the Declarations made at Meetings Register and the Gifts and Hospitality Register
- Copy of the declaration form used by members for declaring personal / prejudicial interests in meetings
- The Council's Code of Conduct
- A list of names of all Councillors [including details of any vacant seats] and confirmation that each current member has undertaken to comply with the Code of Conduct
- Members' Training Records
- Information on Clerk Training
- The Council's Local Resolution Protocol and information on its adoption
- Website address
- Copies of all Council and sub-committee Agenda and Minutes of meetings
- Details of any dispensation granted to Councillors.

Code of Conduct:

The Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016 came into force on 1st April 2016. There was a requirement for all Town and Community Councils to adopt this amended Code and, once adopted, for an advertisement to be published in one or more newspapers circulating in the local area, and for a copy of the Code to be sent to the Public Services Ombudsman for Wales. **A copy of the statutory Code of Conduct can be seen [here](#) (Appendix 1).**

The Standards Committee was pleased to note that the majority of the Councils reviewed had adopted the same fully.

- All Councils are asked to ensure the updated Code is brought to the attention of its members and adopted if not already done so.

Agenda and Minutes:

There is no specific format for Agendas and Minutes; however the Standards Committee considers it good practice to include "Declarations of Interest" as a standing item on each Council Agenda, as a way of reminding members. This was done at all Councils reviewed.

It was felt that, generally, more information should be included in the Minutes under the 'Declaration of Interest' item i.e. (a) name of the member making the oral declaration, (b) to which agenda item the declaration relates, and (c) whether the declaration made was a personal or prejudicial interest. Furthermore, under the business item itself, it would be good practice for the Minutes to confirm (a) whether a declaration of interest has been made, and by whom, (b) whether the interest is personal or prejudicial, (c) details of the personal/prejudicial interest, and (d) when prejudicial, that the member left the meeting room. Including such information assists members of the public to ensure that decisions are made transparently and in the public interest. It may also be good practice, when an oral declaration relates to an interest which a Member has already registered (i.e. declared orally for the first time and then confirmed the same in writing) for the Minutes to confirm the details of when the interest was registered by the Member – this would ensure transparency for the public should they question the same.

Undertaking to comply with the Code of Conduct:

It is a requirement for each member to sign a new undertaking to abide by the council's adopted Code of Conduct at the commencement of each term of office. It was therefore expected that there would be a form for each Councillor following the local elections in May 2017, irrespective of whether the member had been re-elected or not and, whether or not an election took place for that Council; or when that member had been co-opted. Whilst this was done for the vast majority of members in the Councils reviewed, some were missing and other pre-dated May 2017.

The Standards Committee was pleased that, where there are completed Undertaking forms, these have been signed before a witness (the status of whom is detailed in section 83(3) of the Local Government Act 1972); [the clerk, as proper officer of the Council, is usually the witness used and this is compliant].

- Members should check they have signed an undertaking to conform to the Code of Conduct, in the presence of the Clerk, since May 2017.
- Councils are reminded that undertakings must be signed by new and returning Councillors following the May 2022 election.

Clerk Forum:

Several Clerks have suggested they would welcome a "peer support group" and....

More details being obtained about a Clerk Forum – will signpost here

Register of Personal Interests (declared in meetings):

→Format of the Register:

- When the previous review was conducted, the majority of the Councils had Registers consisting of (a) the Minutes for the relevant meeting (which confirm the oral declaration of interest made) and (b) the Declaration of Interest forms, completed by each member following an oral declaration of personal and/or prejudicial interest for the first time at a meeting. This was considered a satisfactory format.
- During this review, the majority of the Councils had Registers consisting of a Table format, where the Clerk will input certain information as received from the Councillor.
- There is no specific format for the Register, but if a Table is to be relied upon, all relevant information must be included in the summary Table.
- It was noted that many Councils go beyond the requirement in the Code to confirm an oral declaration when it is made for the first time by confirming every oral declaration made with written confirmation (hence, there could be several declaration forms by the same member in relation to the same issue at several different meetings). This appears to be good practice and an easier format for the public to be able to review, albeit, this is not a requirement under the Code of Conduct.
- There were no examples of written confirmation by Members that the details of those interests which are disclosed in their Register have changed. Members are reminded of their obligation to confirm any changes to personal/prejudicial interests which have been registered within 28 days of the change having occurred.
- Members are also reminded that a personal/prejudicial interest will only be deemed to have been previously disclosed if written notification has been provided since the last date on which the individual was elected, appointed or nominated as a member of the Council. Members should bear this in mind particularly following the May 2022 election.

→Publication:

The Register of Interests must be published on the Council's website. The Standards Committee was pleased to note that this was done in all reviewed Councils; this is an improvement since both the 2016 and 2018 Reviews.

→Confirmation of declarations of interests made at meetings Form:

There is no single format for the Declaration of Interests Form to be used to confirm a declaration of personal and/or prejudicial interest made orally at a meeting. The majority of the 'Declaration Forms' reviewed by the Standards Committee followed the IOACC standard document and were satisfactory in terms of the information requested by Members. A copy of the IOACC Form can be seen [here](#).

The Standards Committee was not provided with copies of completed forms in several of the reviewed Councils. The Committee therefore had to rely on the information included in the Table register, and this did not always provide a full picture.

It is on this basis that the Committee would suggest publishing the Declaration Forms so that they form part of the Register by sitting behind the Table.

Members are reminded to fully answer all relevant questions on the Declaration Form.

Personal and Prejudicial Interests:

Members do not always appear to understand the requirement to declare personal and/or prejudicial interests when they arise, or which applies when. Members are reminded that:-

- A personal interest is one of those contained within the definitive list in the Code of Conduct;
- A prejudicial interest is a personal interest which an objective observer would consider so significant that it is likely to compromise a member's ability to make a decision in the public interest;
- The distinction is important because members are allowed to participate when they have a personal interest, but not when they have a personal interest which is also prejudicial. If an interest is prejudicial, members must also physically/virtually leave the meeting while the item is under discussion.

Members should ensure they understand their obligations under the Code of Conduct, and if they do not, arrange appropriate training.

A Briefing Note on the declaration of personal and prejudicial interests by Members of Town and Community Councils can be seen [here](#).

If Members have any specific questions, they should be seeking advice from their clerk or contacting the Monitoring Officer at the IOACC on lbxcs@ynysmon.gov.uk

Gifts and Hospitality Register:

Whilst there is no requirement for Town and Community Councils to have a Standing Register (i.e. pre-registration of certain interests), your Councils are obliged to maintain the other two Registers required under the Code. There is therefore a requirement for Members to register any gifts and hospitality received by them in their role as Councillors, above a financial threshold which is to be agreed by each Council.

This area requires attention as the majority of the Councils reviewed did not have a Register and were unaware of this requirement.

- Councils should have a Register even if it confirms that no declarations have been made.
- Members must appreciate the requirement to register such receipts, and each Council needs to agree on a limit above which all gifts and hospitality must be registered.

Training:

→ Clerk Training:

A properly trained and resourced clerk will assist the Council collectively, being better equipped to advise members, both inside and outside meetings. Members are reminded that clerks are the proper officers within the Councils and that their advice should be given due consideration.

→ Member Training:

Clerks appear to be advising members of training, but members seem to be generally unable/unwilling to attend training. Attending training will assist members with matters such as personal / prejudicial matters and the Standards Committee would encourage Members to consider their training needs.

Councils are advised that, as of May 2022, Town and Community Councils will be required to produce a Training Plan setting out their proposals in relation to the provision of training for Councillors and staff ([section 67 of the Local Government and Elections \(Wales\) Act 2021](#)).

Councils are reminded that an element for training (for Clerk/staff and Members) could be included when the Council sets its precept amount.

The Councils reviewed as part of this exercise did have a training budget available but it appeared it was not always being utilised; the Standards Committee would encourage Councils to make use of the money available for any identified training needs.

Virtual meetings:

All reviewed Councils were praised for their approach in ensuring Council meetings have been held virtually during the past year, with several Councils allowing the public to access the virtual meetings too.

Councils have also been praised for their adaptations to ensure the requirement under the Code of Conduct for a member who declares a prejudicial interest to leave a meeting is being observed. Councils reported that they have (a) moved Agenda items so that the item is considered last [and the Councillor with the prejudicial interest can leave the meeting] or (b) made use of the “Zoom waiting room” [and Clerks have placed the Councillor with a prejudicial interest in this virtual room until the item has closed].

With [section 47 of the Local Government and Elections \(Wales\) Act 2021](#) detailing that Community Councils must continue with allowing remote access to meetings in the future, the Standards Committee encourages all Councils to adopt similar arrangements for dealing with Code of Conduct requirements.

Local Resolution Protocol:

Of the five Councils reviewed, four had adopted a Local Resolution Protocol (with three using the model prepared by One Voice Wales). The Standards Committee welcomes the adoption of such Protocol in the Councils, as it is good practice, although not mandatory. The Standards Committee also welcomed the fact that none of the Councils where the Protocol had been adopted had reason to use it since its adoption.

➤ Where Clerks are required to act as mediators under this process, the Standards Committee encourages Clerks to complete relevant training.

GOOD PRACTICE IDENTIFIED IN THE REVIEWS:

- (1) An improvement on the amount of information, including the Register of Personal Interests, published on the Council websites since the last review;
- (2) Councils' willingness to adopt a Local Resolution Protocol;
- (3) Councils have adapted well with ensuring compliance with the Code when conducting virtual meetings;
- (4) The inclusion of “Declarations of Interest” as a standing item on each Council Agenda;
- (5) The format of the ‘Declaration Forms’ used for declaring personal/prejudicial interests at formal meetings.

AREAS FOR IMPROVEMENT:

- (1) Need to ensure adequate records showing that members sign an undertaking to abide by the Code of Conduct (2016 version) at the commencement of their new term of office;
- (2) The format for the Register of Members’ Personal Interests so as to ensure it includes adequate information and is clear for the public;
- (3) Some members’ apparent lack of understanding of the distinction between personal and/or prejudicial interests needs to be addressed;
- (4) For councils to maintain a Register of Gifts and Hospitality and that members are aware of the financial limit agreed by their council;
- (5) Attendance at, and the recording of, training by members and officers, particularly in light of the requirement to develop Training Plans as of 2022;
- (6) More details of the interests declared to be included on the Agendas/Minutes for all Council meetings.

Dispensations:

Not many Council members seem to be applying for dispensations.

Dispensations are available for Members when they have a prejudicial interest, but, because of one of the statutory grounds, the member should be able to participate in the discussion, despite the prejudicial interest (e.g. because of the Member’s expertise, or more than half the members of the Council has a prejudicial interest). A Briefing Note on Dispensations, which incorporates the Application Form itself, is available [here](#).

Websites:

As of May 2015, Town and Community Councils have a statutory requirement to have websites and to publish specified information on these websites. Statutory Guidance has been issued to assist Councils in fulfilling this obligation and a further copy of this Guidance can be seen [here](#).

The Standards Committee welcomes the work done in relation to the creation and publication of information on websites, and notes this is an improvement since the last Review in 2018.

➤ Councils are reminded of the minimum requirements noted in the statutory guidance and are encouraged to comply so as to be visible for the public.

Dear Clerks

The Isle of Anglesey County Council's Standards Committee Report on the Town and Community Councils Registers of Members' Interests - Report prepared June 2021

As part of its work programme for 2020-2021, the Standards Committee decided to conduct a review of the registers of members' personal interests in a sample of the town and community councils, to ensure compliance with the code of conduct. The reviews took place in March, April and May 2021.

The Standards Committee would like to express their sincere thanks to the clerks, and members, from the five Town and Community Councils that were reviewed for their time and co-operation. From the Committee's perspective, the reviews are deemed to have been a productive exercise; Clerks have also expressed they found the discussion to have been beneficial.

Please find attached a copy of a Report prepared by the Standards Committee so as to provide a general overview of the findings made during the recent review. No individual council is identified in the Report. The Standards Committee hopes that the contents of the Report will assist town and community councils collectively by providing details of (a) good practice and (b) areas where further attention is required. We hope it can be a useful guide on what needs to be done for the future.

Clerks are asked to bring the contents of this report to the attention of all their members by including it as an item on their next available council agenda and to forward a copy of the minutes of that meeting to the Standards Committee by emailing mwjcs@ynysmon.gov.uk

Should members or Clerks have any queries in relation to this report, please contact the Monitoring Officer at Isle of Anglesey County Council (Lynn Ball, 01248 752586 / lbxcs@ynysmon.gov.uk).

Yours faithfully

John R Jones
Chair – Standards Committee

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ISLE OF ANGLESEY COUNTY COUNCIL	
COMMITTEE:	Standards Committee
DATE:	16 June 2021
REPORT TITLE:	Revised Code of Conduct Guidance for members of (a) county councils and (b) town and community councils published by the Public Services Ombudsman for Wales
PURPOSE OF THE REPORT:	To provide copies of the revised Guidance
REPORT BY:	Lynn Ball Director of Function (Council Business) / Monitoring Officer lbxcs@ynysmon.gov.uk 01248 752586
LINK OFFICER:	Lynn Ball Director of Function (Council Business) / Monitoring Officer lbxcs@ynysmon.gov.uk 01248 752586

1. BACKGROUND

- 1.1 The Public Services Ombudsman for Wales (PSOW) has published guidance on the Code of Conduct for members of (a) county councils and (b) town and community councils; these are available on the PSOW's website and have been shared with members previously, when originally published.
- 1.2 The Guidance has been prepared by the PSOW to assist individuals to understand their obligations under the Code of Conduct. It provides more detail than the Model Code of Conduct, and provides examples of previous cases. It also includes details about the two-stage test considered by the Ombudsman when deciding whether to investigate or to continue to investigate a breach of the Code.

2. CONSULTATION ON AMENDED GUIDANCE

- 2.1 In early 2021, the PSOW embarked on a consultation exercise in relation to amended Guidance.
- 2.2 When comparing the previous Guidance with the revised Guidance, there are no major differences; it seems the changes relate to updating examples and ensuring clarity.

2.3 The Standards Committee met informally to discuss the amended Guidance on 10 March 2021. Suggestions were made and the Committee's response was formulated, by way of correspondence, in agreement with the Chair and the Vice Chair of this Committee.

2.4 On 18th March 2021, the Chair and Vice Chair of the Standards Committee attended a meeting of this Council's Group Leaders and presented a copy of the proposed response to the consultation exercise. The Group Leaders unanimously agreed the suggested correspondence.

2.5 The letter was sent to the PSOW office on 19th March [prior to the deadline on 21st March 2021].

2.6 No direct response has been received to that correspondence.

2.7 The Ombudsman has produced a Summary Report of the Consultation on Revised Guidance on the Local Government Member Code of Conduct, dated May 2021, which provides a summary of the responses received and the PSOW's responses to those comments. The Summary Report is available on this [link](#).

3. NEW GUIDANCE

3.1 The revised Guidance has now been published on the PSOW's website.

3.2 Guidance for members of county councils, county borough councils, fire and rescue authorities, national park authorities and police and crime panels can be seen [here](#).

3.3 The Guidance for members of town and community councils can be seen [here](#).

3.4 Most of the content of both Guidance (i.e. the one for County Council members and the one for Town and Community Councillors) is the same. This is reasonable considering that the Code is the same for both groups. However, the biggest difference is the examples included; both guidance include different examples, depending on the intended audience.

4. RECOMMENDATION

4.1 The Standards Committee is requested to

- 4.1.1 consider the amended Guidance on the above links;
- 4.1.2 agree that the relevant Guidance should be brought to the attention of the Members of this Council and the Town and Community Councils by way of the next Newsletter; and
- 4.1.3 agree that the Briefing Note prepared by the Standards Committee on personal and prejudicial interest is updated so that it refers to the new PSOW Guidance.

CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL	
COMMITTEE:	Standards Committee
DATE:	16 June 2021
REPORT TITLE:	Responses from the Town and Community Councils regarding the Standard Committee's Newsletter
PURPOSE OF THE REPORT:	To provide an update to the Committee following discussions at the 15 December 2020 Committee meeting
REPORT BY:	Mared Wyn Yaxley Solicitor – Corporate Governance mwycs@ynysmon.gov.uk
LINK OFFICER:	Lynn Ball Director of Function (Council Business) / Monitoring Officer lbxs@ynysmon.gov.uk 01248 752586

1. BACKGROUND

- 1.1 In the meeting of the Standards Committee held on 15 December 2020, a decision was made to report on the Committee's work and recent activities to the Town and Community Councils, and members of this Council, by way of Newsletters (rather than extensive correspondence). The Newsletter is a summary only and more information is available via the links.
- 1.2 Sending Newsletters in this way was a new initiative by the Committee; with the hope being that it would be a convenient method of communicating and sharing information with Town and Community Councils. The intention is to send Newsletters following the Committee's formal meetings from now on.
- 1.3 A request was also made that Town and Community Councils, having received the Newsletters, confirmed (by way of email) that the Newsletter had been brought to the attention of the Council's members by including it as an item on a Council meeting's Agenda.
- 1.4 The Newsletter was sent to all Town and Community Councils on 4th March 2021. In that correspondence a request was made for Clerks to contact the Council with a copy of the Agenda / Minutes confirming the Newsletter had been discussed. The correspondence confirmed that a report on the responses received by the Town and Community Councils would be presented to the Standards Committee at its June meeting.

2. RESPONSES RECEIVED TO THE REQUEST

- 2.1 A copy of the email sent to all Town and Community Councils on 4th March 2021 and the Newsletter attached appears as **Enclosure 1** to this report.
- 2.2 The responses received from the Town and Community Councils appear as **Enclosure 2** to this report. Only nine of the forty Town and Community Councils have responded to this request.

3. RECOMMENDATIONS

3.1 The Standards Committee is asked to:

- 3.1.1 note the information detailed with regard to the Town and Community Councils in **Enclosure 2**; and
- 3.1.2 decide what action should be taken, if any, with regard to those Town/Community Councils who have not responded.

Ebost 4 Mawrth 2021 / Email 4 March 2021

Annwyl Glerc

Gwelir yn atodol, os gwelwch yn dda, Newyddlen sydd wedi ei pharatoi gan y Pwyllgor Safonau ar gyfer y Cynghorau Tref a Chymuned. Crynodeb ydi'r Newyddlen hon o weithgaredd diweddar y Pwyllgor; mae mwy o wybodaeth ar gael wrth i chi ddilyn y dolenni.

Mae anfon Newyddlenni fel hyn yn syniad newydd gan y Pwyllgor; y gobaith ydi ei fod yn ffordd hwylus o gyfathrebu a rhannu gwybodaeth efo chi fel Cynghorau Tref a Chymuned. Y bwriad ydi anfon Newyddlenni pellach atoch yn dilyn cyfarfodydd ffurfiol y Pwyllgor.

Os gwelwch yn dda wnewch chi ddod a'r Newyddlen hon i sylw aelodau eich Cyngor drwy ei chynnwys fel eitem ar Raglen eich cyfarfod Cyngor nesaf? Yn dilyn hyn, gofynnir i chi gysylltu efo Medwen Jones ar [mjcs@ynysmon.gov.uk](mailto:mwjcs@ynysmon.gov.uk) gyda chopi o'r Rhaglen / Cofnodion yn cadarnhau fod y Newyddlen hon wedi ei thrafod, os gwelwch yn dda? Bydd adroddiad am yr ymatebion sydd wedi eu derbyn yn dod gerbron y Pwyllgor yn ei gyfarfod ym mis Mehefin.

Cofiwch gysylltu os bydd unrhyw ymholiad.

Diolch am eich cydweithrediad.

Cofion,

John R Jones
Cadeirydd – Pwyllgor Safonau

Dear Clerk

Please find enclosed a Newsletter which has been prepared by the Standards Committee for Town and Community Councils. This Newsletter is a summary of the Committee's recent activities; more information is available if you click on the links.

Sending Newsletters in this way is a new initiative by the Committee; the hope is that it will be a convenient method of communicating and sharing information with you as Town and Community Councils. The intention is to send further Newsletters following the Committee's formal meetings.

Will you please bring this Newsletter to the attention of your Council's members by including it as an item on your next Council meeting's Agenda? Following this, could you please contact Medwen Jones on [mjcs@ynysmon.gov.uk](mailto:mwjcs@ynysmon.gov.uk) with a copy of the Agenda / Minutes confirming this Newsletter has been discussed? A report on the responses received will be presented to the Committee at its June meeting.

Please contact me should you have any queries.

Thank you for your co-operation.

Regards,

John R Jones
Chair – Standards Committee
Document: CC-022335-MY/626900

	Cyngor Tref a Chymuned / Town and Community Council	Dyddiad y Cyfarfod / Date of Meeting	Copi Rhaglen / Cofnodion / Copy Agenda / Minutes
1	Cyngor Cymdeithas Aberffraw Community Council		
2	Cyngor Tref Amlwch Town Council		
3	Cyngor Tref Biwmares / Beaumaris Town Council		
4	Cyngor Cymdeithas Bodedern Community Council		
5	Cyngor Cymdeithas Bodffordd Community Council		
6	Cyngor Cymdeithas Bodorgan Community Council		
7	Cyngor Cymdeithas Bryngwran Community Council	10/3/2021	 Agenda 21.03.10.doc  Cofnodion 21.03.10.doc
8	Cyngor Tref Caergybi / Holyhead Town Council		
9	Cyngor Bro Cwm Cadnant Community Council		
10	Cyngor Bro Cylch y Garn Community Council		
11	Cyngor Cymuned Llanbadrig Community Council		
12	Cyngor Cymdeithas Llanddaniel-Fab Community Council		
13	Cyngor Cymdeithas Llanddona Community Council		
14	Cyngor Cymdeithas Llandyfnan Community Council	16/3/2021	 Agenda 21.03.16.doc  Cofnodion 21.03.16.doc
15	Cyngor Cymdeithas Llaneilian Community Council		
16	Cyngor Cymuned Llanerchymedd Community Council	25/3/2021	 Rhybudd Cyfarfod - 25.03.21 ZOOM.doc:  Cofnodion 25.03.21.doc
17	Cyngor Cymuned Llaneugrad Community Council		
18	Cyngor Cymdeithas Llanfachraeth Community Council		
19	Cyngor Cymdeithas Llanfaelog Community Council		
20	Cyngor Cymdeithas Llanfaethlu Community Council		
21	Cyngor Cymuned Llanfair Mathafarn Eithaf Community Council		
22	Cyngor Cymdeithas Llanfair yn Neubwll Community Council		
23	Cyngor Cymuned Llanfairpwll Community Council		
24	Cyngor Cymdeithas Llanfihangelcsfeifiog Community Council		
25	Cyngor Tref Llangefni Town Council	12/4/2021	 RHAGLEN  COFNODION CYFARFOD LLAWN E 12.04.2021.docx
26	Cyngor Cymdeithas Llangoed a Phenmon / Llangoed and Penmon Community Council		
27	Cyngor Cymdeithas Llangristiolus Community Council	15/3/2021	 Agenda 21.03.15.doc  Cofnodion 21.03.15.doc
28	Cyngor Cymdeithas Llanidan Community Council		
29	Cyngor Cymdeithas Mechell Community Council		
30	Cyngor Cymuned Moelfre Community Council		
31	Cyngor Cymuned Penmynydd a Star / Penmynydd and Star Community Council		

	Cyngor Tref a Chymuned / Town and Community Council	Dyddiad y Cyfarfod / Date of Meeting	Copi Rhaglen / Cofnodion / Copy Agenda / Minutes
32	Cyngor Cymdeithas Pentraeth Community Council		
33	Cyngor Tref Porthaethwy / Menai Bridge Town Council	15/4/2021	 Minutes Full Council ZOOM Mee
34	Cyngor Cymdeithas Rhoscolyn Community Council		
35	Cyngor Cymuned Rhosybol Community Council	12/4/2021	  Agenda 12 Ebrill 2021.docx Cofnodion 12 Ebrill 2021.docx
36	Cyngor Rhosyr Council		
37	Cyngor Bro Trearddur Community Council		
38	Cyngor Cymdeithas Tref Alaw Community Council		
39	Cyngor Bro Trewalchmai Community Council	10/5/2021	  Agenda Mai 2021.doc Cofnodion Mai 2021.doc
40	Cyngor Cymuned Y Fali / Valley Community Council	17/03/2021	  Agenda Mawrth 21.pdf 11 Cofnodion Mawrth 21.pdf

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