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CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL

Mrs Annwen Morgan
Prif Weithredwr – Chief Executive
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ISLE OF ANGLESEY COUNTY COUNCIL
Swyddfeydd y Cyngor - Council Offices
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RHYBUDD O GYFARFOD	NOTICE OF MEETING
PWYLLGOR GWASANAETHAU DEMOCRATAIDD	DEMOCRATIC SERVICES COMMITTEE
DYDD IAU, 29 GORFFENAF 2021 am 2.00 o'r gloch	THURSDAY, 29 JULY 2021 at 2.00 pm
CYFARFOD RHITHIOL WEDI'I FFRYDIO'N FYW (AR HYN O BRYD NID OES MODD I'R CYHOEDD FYNCHU)	VIRTUAL, LIVE STREAMED MEETING (AT PRESENT MEMBERS OF THE PUBLIC ARE UNABLE TO ATTEND)
Swyddog Pwyllgor	Shirley Cooke 01248 752514 Committee Officer

AELODAU / MEMBERS

Cynghorwyr / Councillors:-

Plaid Cymru / The Party of Wales

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

Y Grŵp Annibynnol / The Independent Group

Richard Griffiths, Dafydd Roberts

Plaid Lafur Cymru / Wales Labour Party

J Arwel Roberts

Annibynnwyr Môn / Anglesey Independents

Eric Jones, R Llewelyn Jones (Cadeirydd/Chair)

A G E N D A

1 DECLARATION OF INTEREST

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

2 MINUTES (Pages 1 - 6)

To submit for confirmation, the draft minutes of the meetings of the Committee held on the following dates:-

- 16 March 2021
- 18 May 2021

3 DIVERSITY DECLARATION (Pages 7 - 10)

To submit a report by the Head of Democratic Services.

DEMOCRATIC SERVICES COMMITTEE

Minutes of the meeting held on 16 March 2021

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

1. DECLARATION OF INTEREST

None received.

2. MINUTES

The draft minutes of the previous meeting held on 23 November 2020 were confirmed as correct.

3. INDEPENDENT REMUNERATION PANEL FOR WALES ANNUAL REPORT FOR 2021/22

Submitted – an update report by the Head of Democratic Services on the Independent Remuneration Panel (IRPW)'s final Annual Report published on 25 February 2021, setting out the type and levels of payments that authorities may or must make available to their Members and co-opted members.

The Head of Democratic Services reported that the main changes that are relevant to this Council will be effective from 1 April 2021, and are outlined below:-

- The basic salary for elected members will be increased by £150 to £14,368;
- Senior salaries (payments to members of the Executive, Chairs of Committees and the Leader of the opposition) will be increased at the same rate as the basic salary (1.06%);
- Salaries for civic heads and their deputies will be increased - Chairs of Committees will receive £23,161 (Band 3), and Vice-Chairs will receive £18,108 (Band 5);
- Payments to co-opted members will be increased by £12 per day;
- Formal care costs (registered with Care Inspectorate Wales) will be reimbursed in full;

- Informal (unregistered) care costs will be reimbursed to a maximum rate equivalent to the Real Living Wage, at the time the costs are incurred.

RESOLVED to note the determinations within the Independent Remuneration Panel for Wales' Annual Report for 2021/22.

4. MEMBER DEVELOPMENT

Submitted – an update report by the HR Training Manager on training delivery for the financial year 2019/20.

The HR Training Manager reported that due to the pandemic, very few training sessions had been offered to Elected Members during the last quarter of 2019/20. The intention is to compile a revised Member Training and Development Plan, which would incorporate any relevant training opportunities that have not been achieved during 2019/20, up to the 2022 elections.

The HR Training Manager reported that subject matters highlighted by WLGA and officers from within the Council had been incorporate within the draft Development Plan, in addition to feedback from individual Members' Personal Development Reviews.

It was noted that E-Learning modules accessed by the Authority's Learning Pool platform continue to be available. It was highlighted that the modules provide flexibility for online training, and are available virtually.

Reference was made to the development and publication of a bilingual Elected Members' Bulletin, which aims to provide current information on training events and development opportunities for Members. Dependent on the deemed value and feedback received, it was proposed that potentially a Bulletin could be produced and distributed on a quarterly basis.

Discussion focused on the training needs of individual Members, as follows:-

- A request was made for training sessions to be convened face to face as group sessions on MS Teams or Zoom rather than accessing E-Learning online courses individually. The HR Training Manager to discuss with the Head of Democratic Services.
- Members highlighted Mental Health issues for Adults and Safeguarding as potential topics for inclusion within the Development Plan. The HR Training Manager explained that a specific section for Elected Members is to be developed on the Learning Pool platform which will allow access to training information/modules, and which will also include information on health and wellbeing, replicating what's currently available for staff.
- It was suggested that face to face online training sessions be recorded in future to provide flexibility and playback options. Members generally felt that information presented personally is easier to absorb, and questions could be raised and answered during discussions. The HR Training Manager stated that this would be subject to training providers agreeing to allow recording of their sessions.

- A request was made for a progress report to be presented to this Committee's next meeting, detailing anonymised statistical data on the uptake of mandatory training sessions.

Members were urged to submit their individual training needs by the end of March, so that any requirements could be included in the Development Plan to be submitted to the County Council in May 2021.

RESOLVED that:-

- **Members provide input on their training needs in addition to mandatory training by the end of March 2021.**
- **The Head of Democratic Service to discuss arrangements for convening face to face training sessions with the HR Training Manager.**
- **The HR Training Manager to prepare and forward a questionnaire/monkey survey to Members, together with a checklist of available training courses.**
- **The Head of Democratic Services and HR Training Manager to prepare a report on the level of training undertaken for mandatory courses.**
- **To submit the Draft Member Training and Development Plan for 2021/22 to Full Council for approval in May 2021.**

The meeting concluded at 2.45 pm

**COUNCILLOR ROBERT LL JONES
CHAIR**

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DEMOCRATIC SERVICES COMMITTEE

Minutes of the virtual meeting held on 18 May 2021

PRESENT: Councillors John Griffith, Richard Griffiths, Vaughan Hughes, Eric Wyn Jones, Robert LI Jones, Bob Parry OBE FRAGS, Dylan Rees, J A Roberts, Dafydd Roberts, Nicola Roberts

IN ATTENDANCE: Chief Executive,
Head of Function (Council Business)/Monitoring Officer,
Head of Democratic Services,
Committee Officer (MEH).

APOLOGIES: None

ALSO PRESENT: Councillor Glyn Haynes – Chair of the County Council

1 DECLARATION OF INTEREST

None received.

2 ELECTION OF VICE-CHAIR

Councillor Vaughan Hughes was elected Vice-Chairperson for the Democratic Services Committee.

**COUNCILLOR GLYN HAYNES
AS CHAIR OF THE COUNTY COUNCIL**

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ISLE OF ANGLESEY COUNTY COUNCIL	
Committee:	Democratic Services Committee
Date:	29 July 2021
Title:	Diversity Declaration
Purpose of Report:	Recommendation to Council to adopt a Diversity Declaration
Author:	Head of Democratic Services

1. Background

The Welsh Local Government Association (WLGA) has been giving consideration to diversity in local government and to taking specific action before the 2022 elections. A working group was established to address this and collate evidence regarding under-representation in democracy.

A report on the findings of the Working Group was presented to a special meeting of the WLGA Council on 5 March this year. The report acknowledges that a number of steps have been taken over the years to encourage more people from various backgrounds to stand for elections. The report also notes that further steps will be taken on a national level, including a national campaign to encourage under-represented groups to vote and to stand as candidates. There will also be specific roles for relevant bodies, Welsh Government and political groups, as well as local authorities, as noted in the report. The report is available to read on the link below:

<https://www.wlga.wales/council-special-meeting-diversity-in-democracy>

The Council's Strategic Equality Plan 2020-2024 includes a commitment to work towards making the Council more representative of the communities it serves – see the relevant extract from the Plan in Appendix 1.

2. Diversity Declaration

One of the specific steps agreed by the WLGA is to encourage every Council to adopt a diversity declaration as part of the commitment by local authorities to promote diversity.

The Council supports such a declaration, which is consistent with the Authority's strategic aims to reflect the local community. In this context, the ambition is to increase the numbers of women, young people, disabled people and people from ethnic minority groups who stand for election to become councillors.

It is proposed to ask the full Council to adopt the following draft declaration:

The Isle of Anglesey County Council commits to being a diverse Council by:

- providing a clear public commitment to improving diversity in democracy;
- demonstrating an open and welcoming culture to all, promoting the highest standards of behaviour and conduct;
- ¹working in line with the standards set out in the Wales Charter for Member Support and Development;
- demonstrating a commitment to a duty of care for Councillors;
- considering how to provide flexibility in council business by reviewing our practical arrangements for holding meetings;
- continuing to encourage all members to take up the allowances and salaries to which they are entitled, particularly any reimbursement of costs of care, so that all members receive fair remuneration for their work and that the role of member is not limited to those who can afford it;
- working towards ensuring that councillors from under-represented groups are represented whenever possible in high profile, high influence roles.

In addition, all Councils are asked to develop a local Diverse Council Action Plan ahead of the 2022 local elections. This is consistent with the action noted in the Council's Strategic Equality Plan. The intention is to report back to this Committee at the end of September on an action plan to support this declaration. No specific additional costs are anticipated at this stage with regard to supporting the declaration.

3. Recommendation

Subject to any observations by the Committee, to recommend to the Council that:

- it adopts the above diversity declaration
- delegated authority is given to the Democratic Services Committee to agree an action plan to support the declaration

Huw Jones
Head of Democratic Services
22/7/21

¹ The Council has already achieved charter status from WLGA in 2019.

Objective 6: We will increase access to **participation** to improve **diversity of decision making**

Priority 6.1: Decision-making bodies become more representative of the communities they serve

Why have we chosen this as a priority?

Women remain under-represented among local election candidates in Wales and in public appointments (*Is Wales Fairer? 2018*). A survey of local government election candidates in Wales for the May 2017 elections found that 34% were women. Following the election, 26% of **councillors** were women, with considerable variation across Wales' 22 local authorities (*Is Wales Fairer? 2018*). The percentage across the six North Wales local authorities was 22.9%, of which Anglesey, with 10%, had the lowest percentage (*Equality in North Wales: data and evidence report*).

The under-representation of women in local government is only part of a wider diversity issue. Younger people in particular are under-represented on this Council.

According to a report by the National Assembly for Wales' Equality, Local Government and Communities Committee, '*Diversity in Local Government*' (April 2019), that the accessibility of information on the role of councillors is clearly an area for improvement. The report makes 22 recommendations to the Welsh Government, including a recommendation that "*the Welsh Government and the Welsh Local Government Association start work on a positive campaign to increase diversity among candidates standing for local government elections by summer 2019.*"

Four of the Council's committees also include **co-opted members**. These representatives are recruited for fixed terms to represent a specific area of interest or issue of consideration. They are not elected members and are appointed because of their level of knowledge and experience. Currently, the gender profile is fairly balanced, with 45% (5) of the eleven co-opted members being women.

How we plan to do this?	By when?
Take all necessary steps locally to support the national campaign to widen participation in the 2022 local elections.	May 2022
Make use of positive action as part of the process of recruiting co-opted members.	As and when vacancies arise.

Which protected characteristics does this affect? All characteristics, but Age (young people) and Sex (women) in particular.

What should success look like?

An increase in diversity amongst individuals standing in the local government elections in 2022 and individuals who apply to become co-opted members as part of future recruitment processes.

Lead Service: Council Business