

# Public Document Pack



CYNGOR SIR  
YNYS MÔN  
ISLE OF ANGLESEY  
COUNTY COUNCIL

Mr Dylan Williams  
Prif Weithredwr – Chief Executive  
CYNGOR SIR YNYS MÔN  
ISLE OF ANGLESEY COUNTY COUNCIL  
Swyddfeydd y Cyngor - Council Offices  
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<b>RHYBUDD O GYFARFOD</b>	<b>NOTICE OF MEETING</b>
<b>PWYLLGOR GWASANAETHAU DEMOCRATAIDD ARBENNIG</b>	<b>EXTRAORDINARY DEMOCRATIC SERVICES COMMITTEE</b>
<b>DYDD MERCHER 30 TACHWEDD 2022 am 2.00 o'r gloch</b>	<b>WEDNESDAY 30 NOVEMBER 2022 at 2.00pm</b>
<b>CYFARFOD HYBRID – YN YSTAFELL BWYLLGOR 1 AC YN RHITHWIR</b>	<b>HYBRID MEETING – IN COMMITTEE ROOM 1 AND VIRTUALLY</b>
<b>Swyddog Pwyllgor</b>	<b>Shirley Cooke 01248 752514 Committee Officer</b>

## **AELODAU / MEMBERS**

Cynghorwyr / Councillors:-

### **Plaid Cymru / The Party of Wales**

Non Dafydd, Carwyn E Jones, Llio A Owen, Dylan Rees, Alwen Pennant Watkin (Is-Gadeirydd/Vice-Chair)

### **Annibynnwyr Môn / Anglesey Independents**

Jeff Evans, Aled Morris Jones

### **Y Grŵp Annibynnol / The Independent Group**

Gwilym O Jones

### **Plaid Lafur Cymru / Wales Labour Party**

Keith Roberts (Cadeirydd/Chair)

## **A G E N D A**

**1     DECLARATION OF INTEREST**

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

**2     MINUTES (Pages 1 - 4)**

To submit for confirmation, the draft minutes of the meeting held on 4 October 2022.

**3     INDEPENDENT REMUNERATION PANEL FOR WALES – DRAFT ANNUAL REPORT FOR 2023/24 (Pages 5 - 10)**

To submit a report by the Director of Function (Council Business)/Monitoring Officer.

**DEMOCRATIC SERVICES COMMITTEE**

**Minutes of the meeting held on 4 October 2022**

- PRESENT:** Councillor Keith Roberts (Chair)
- Councillors Non Dafydd, Carwyn E Jones, Llio A Owen,  
Dylan Rees, Jeff Evans, Aled Morris Jones, Gwilym O Jones
- IN ATTENDANCE:** Director of Function (Council Business)/Monitoring Officer  
Solicitor (Corporate Governance) (MY)  
The Head of Profession HR and Transformation (for Item 4)  
Human Resources Manager (CW) (for Item 5)  
HR Trainee (AJ) (for Item 5)  
Committee Officer (SC)
- ALSO PRESENT:** Councillor Ieuan Williams (for Item 4)
- APOLOGIES:** None
- 

**1. DECLARATION OF INTEREST**

None received.

**2. MINUTES**

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

- 19 October 2021 (Extraordinary)
- 25 November 2021 (Extraordinary)
- 31 May 2022

**3. EXCLUSION OF THE PRESS AND PUBLIC**

**“Under Section 100 (A)(4) of the Local Government Act 1972 to exclude the press and public from the meeting during the discussion on the following item on the grounds that it involved the disclosure of exempt information as defined in Schedule 12A of the said Act and in the Public Interest Test as presented”.**

**4. DESIGNATION OF THE HEAD OF DEMOCRATIC SERVICES (“HEAD OF DEMOCRACY”)**

Submitted - a report by the Head of Function (Council Business)/Monitoring Officer to designate an officer to the statutory role of Head of Democracy, on the recommendation of the Appointments Committee held on 16 September 2022.

**RESOLVED that the Democratic Services Committee unanimously endorsed the recommendation of the Appointments Committee, to designate Mr Dyfan Siôn, as the Council's new Head of Democracy.**

Congratulations were extended to Mr Siôn on his appointment by members of the Committee.

## **5. ELECTED MEMBER DEVELOPMENT STRATEGY**

Submitted - a report by the Human Resources Development Manager on the Member Development Strategy, outlining the Council's commitment to provide training and support to members over the next 5 year.

The HR Training Manager reported that the Strategy aims to provide members with the necessary skills and knowledge to enable them to fulfil their roles efficiently and effectively. She stated that the Council's development programme continues to be reinforced by the principles of the WLGA's Charter for Member Support and Development. It was also noted that the training and development programme will be distributed to members on a regular basis, containing information on future training sessions.

Clarity was sought on the role of the Head of Democracy in relation to member development. The Monitoring Officer responded that under new local government legislation, members have a statutory right to have a 1 to 1 development meeting with either the Head of Democracy, or a member of the development team, to discuss the members' development needs.

**RESOLVED to note the content of the report, and adopt the Member Development Strategy.**

## **6. MEMBER ROLE DESCRIPTIONS**

Submitted - a report by the Director of Function (Council Business)/Monitoring Officer on member role descriptions, which have been updated, based on the Welsh Local Government Association (WLGA)'s latest templates.

The Monitoring Officer reported that there is an expectation on the Council to adopt role descriptions for members, co-opted members and lay members, in preparation for the review of the WLGA's Member Support and Development Charter. It was noted that the role descriptions will steer the development programmes for this Committee in the future.

**RESOLVED:-**

- **That the Monitoring Officer rearranges the "Accountabilities" to prioritise each member's own ward.**
- **To replace the word 'electorate' in "Accountabilities" to a more generic term to include all those living and working in the Council area.**

- **To establish why the Scrutiny Committees have been included in the “Accountabilities” of the Chair and Vice Chair of the Council’s role descriptions.**
- **If this Committee’s Chair is satisfied with the explanation, the Democratic Services Committee endorses the member role descriptions, for submission to members.**

## **7. ANNUAL REPORTS BY MEMBERS**

Submitted – a report by the Solicitor (Corporate Governance) on members’ annual reports for 2021/22 and 2022/23.

The Solicitor (Corporate Governance) reported that Councils have a duty to ensure that arrangements are in place to enable members to prepare annual reports on their work. She stated that although it is not mandatory for members to complete annual reports, they are encouraged to do so, to promote good practice and transparency.

The Solicitor (Corporate Governance) reported that the intention is to publish members’ annual reports for 2021/22 in November 2022, and the reports for 2022/23 will be published in June or July 2023, subject to agreement with Group Leaders.

### **RESOLVED:-**

- **To note the report.**
- **To agree that the Interim Head of Democracy advises Group Leaders that their members will need to submit their annual reports for 2021/22 to the Interim Head of Democracy by 31 October 2022, for publication in November 2022.**
- **That members are encouraged to use the report template included in Enclosure A of the report to complete their annual reports for 2022/23.**
- **To agree on the timetable presented in the report for the preparation and publishing of members’ annual reports for 2022/23.**

## **8. TIMING OF COUNCIL MEETINGS**

Submitted - a statutory report by the Director of Function (Council Business)/ Monitoring Officer on the timing of the Council’s Committees, which will need to be confirmed by full Council, but requires a view from this Committee.

Under Section 6(1) of the Local Government (Wales) Measure 2011, the Council is required to review the times at which Committee meetings are convened at least once every term, preferably after the new Council is elected. It was noted that there will be new regulations in force soon, and it will be necessary to repeat the review process next year. That process will be more extensive in that it will include duration of meetings etc.

A questionnaire was sent to members, co-opted members, lay members and external representatives of the SACRE to obtain their views, with the option to start

meetings at 10.00 am, 2.00 pm and 6.00 pm. 17 responses (48.57%) were received from elected members. It was concluded that the majority of responses received were in favour of adhering to the current arrangements of convening meetings during the day.

Further discussion will need to take place regarding the Planning and Orders Committee, which currently starts at 1:00 pm, and the Standards Committee, which starts at 2:00 pm; with the majority of respondents preferring alternative timings.

The possibility of convening meetings on certain days of the week was highlighted, and a proposal was put forward to hold formal meetings on Tuesdays, Wednesdays and Thursdays only, where possible.

**RESOLVED:-**

**The Council is requested to consider the following recommendations made by the Democratic Services Committee at its meeting on 4 October 2022:-**

- **where possible, the current start times be retained for ordinary meetings of the County Council (2.00 pm); the Executive (10:00 am) and all other committees (2.00 pm) subject to the next paragraph below**
- **that the start times of the Planning and Orders Committee, and Standards Committee, should be decided by those committees, following advice from their lead officers**
- **where possible, committee meetings should be held on Tuesdays, Wednesdays and Thursdays; to help with combining other work and responsibilities with the role of a member**
- **that the Council takes the opportunity to raise awareness about the availability of financial support towards the costs of care and personal assistance; and**
- **to note that, in light of draft statutory guidance awaited from the Welsh Government, there is an intention to carry out a further review of the timing, frequency and length of committee meetings early in 2024. The draft survey that will be circulated to members will first be considered and approved by the Democratic Services Committee.**

The meeting concluded at 3:15 pm

**COUNCILLOR KEITH ROBERTS  
CHAIR**

<b>Isle of Anglesey County Council</b>	
<b>Committee:</b>	Democratic Services Committee
<b>Date:</b>	30 November 2022
<b>Title of report:</b>	Independent Remuneration Panel for Wales – Draft Annual Report for 2023/24
<b>Report by:</b>	Director of Function (Council Business) / Monitoring Officer
<b>Purpose of Report:</b>	To report on the Panel’s draft proposals for 2023 to 2024

## 1.0 Background

The Independent Remuneration Panel for Wales (IRPW) is responsible for setting the levels and arrangements for the remuneration of members of the following organisations:

- Principal Councils – county and county borough councils
- Community and Town Councils
- National Park Authorities
- Fire and Rescue Authorities
- Corporate Joint Committees

The Panel is an independent body and is able to make decisions about:

- the salary structure within which members are remunerated
- the type and nature of allowances to be paid to members
- whether payments are mandatory or allow a level of local flexibility
- arrangements in respect of family absence
- arrangements for monitoring compliance with the Panel’s decisions

The organisations listed above are required, by law, to implement the decisions it makes.

The Panel will be consulting on its draft proposals for 2023 to 2024 until 1 December 2022. Five additional questions have also been included in this year’s consultation; these questions have been outlined under the relevant sections within this report.

The final Annual Report will be published in February 2023 for implementation from April 2023.

## 2.0 The Panel's Draft Determinations for 2023/24

### 2.1 Proposed Remuneration Levels for 2023/24

The following table lists the 15 post holders entitled to receive senior and civic salaries from 2022/23 (as determined by the full Council on 24 May 2022) and compares current salaries with the draft proposals for 2023/24:

<b>Schedule of Member Remuneration</b>	<b>2022-2023</b>	<b>2023-2024</b>
Basic salary for all members, included in all senior and civic salaries below	£16,800	<b>£17,600</b>
<b>Band 1:</b>		
Leader	£53,550	<b>£56,100</b>
Deputy Leader	£37,485	<b>£39,270</b>
<b>Band 2:</b>		
Executive Members (x 7)	£32,130	<b>£33,660</b>
<b>Band 3:</b>		
Chair of the Corporate Scrutiny Committee	£25,593	<b>£26,400</b>
Chair of Partnership and Regeneration Scrutiny Committee	£25,593	<b>£26,400</b>
Chair of Planning and Orders Committee	£25,593	<b>£26,400</b>
Chair of the Council	£25,593	<b>£26,400</b>
<b>Band 4:</b>		
Leader of Largest Opposition Group	£25,593	<b>£26,400</b>
<b>Band 5:</b>		
Vice-Chair of the Council	£20,540	<b>£21,340</b>

### 2.2 Basic Salary

The basic salary, paid to all elected members, is remuneration for the responsibility of community representation and participation in the scrutiny, regulatory and related functions of local governance. It is based on a full time equivalent of three days a week. The Panel regularly reviews this time commitment and no changes are proposed for 2023 to 2024.



The Panel has determined that for the financial year 1 April 2023 to 31 March 2024 it is right to retain a link between the basic salary of councillors and the average salaries of their constituents. This will represent a 4.76% increase.

**Consultation Question:**

The Panel has continued to use the Annual Survey of Hours and Earnings (ASHE) published by the Office for National Statistics as the benchmark for setting the basic salary of elected members of principal councils. There is a corresponding proportionate increase proposed for the members of National Park and Fire and Rescue Authorities. The Panel has continued to refer to the last published ASHE which was 2021. Do you agree that the basic salary element should be referenced to the [ASHE 2021](#) data?

### 2.3 Senior and Civic Salaries

The maximum number of senior salaries payable (“the cap”) will remain in place in 2023/24, ie a total of 17 for Anglesey, including civic salaries.

All senior and civic salaries include the basic salary payment. The different levels of additional responsibility of and between each role is recognised in a banded framework. No changes to banding are proposed this year. Early next year the Panel will gather evidence from principal councils to explore whether and how the workload of elected members has changed.

**Consultation Question:**

The Panel will gather evidence from principal councils to explore whether and how the workload of elected members has changed to inform future Determinations. Are you content that the Panel should build this review into its future work plan and build the evidence base to support decisions?

There are no further changes to the payments and benefits paid to members. All other determinations from 2022 to 2023 still therefore stand and should be applied in 2023 to 2024, including those covering:

- Travel and subsistence
- Care and Personal Assistance
- Sickness Absence
- Corporate Joint Committees
- Assistants to the Executive
- Additional salaries and Job sharing arrangements and
- Co-opted Members

### 3.0 Payments towards costs and expenses of members of Town and Community Councils

The Panel is proposing that all councils must pay their members £156 a year towards the costs of working from home and either £52 a year for stationery etc, or the actual cost of such materials.

This Committee may have a view on the adequacy of this proposal, given the difficulties recruiting members to community councils.

#### **Consultation Question**

The Panel has made changes to the payment of costs and expenses of members of community and town councils. Do you agree with the addition of the “consumables” element?

### 4.0 Structure of Annual Reports

During the past few years, the Panel has been considering the structure of its reports and how they could be made more accessible to all. It was concluded that much of the information published replicates previous years, often without significant change. For this report, the Panel has decided to focus on the changes made. The majority of the content set out in previous reports will therefore be removed from the report and placed on the Panel’s website.

Arrangements will be made for those who are unable to access the website.

#### **Consultation Question:**

How would you like to access information and guidance from the Panel?  
(choose all that apply)

- Summary report with links to detailed guidance
- Easy to use guidance notes
- Frequently asked questions
- Website
- Social media
- Information events
- Other

<input type="checkbox"/>
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<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

If other, please specify.

Have you experienced any challenges accessing or understanding our guidance and information through our website? Please let us know how we can make it easier for you?

## 5.0 Engagement Arrangements

Each year the Panel engages with members of the bodies for which it sets remuneration levels and other relevant organisations. It does this through a range of meetings which, at the moment, remain mostly online. The Panel will continue with these discussions. They provide an opportunity for the Panel to explore views about existing arrangements, the impact decisions are having on individuals, how the arrangements are operating in practice and any issues or concerns individuals wish to raise. It also provides an opportunity for discussion about emerging situations which the Panel may need to consider in respect of its decision making.

### **Consultation Question:**

The Panel intends to undertake a series of engagements with all relevant stakeholders over the next year as part of the development of its forward planning and building of its evidence and research strategy.

Have you any comments that would help the Panel shape this engagement?

For example, a preference for online polls, the holding of engagement events, virtual or face to face, which groups should be involved, how do we engage with prospective candidates etc.

## 6.0 Recommendation

The Committee is requested to consider how it wishes to respond to the Panel's draft determinations for 2023/24 and the five additional consultation questions.

Background paper: the Independent Remuneration Panel for Wales Draft Annual report, 2023/24:

<https://gov.wales/independent-remuneration-panel-wales-draft-annual-report-2023-2024>

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