

# 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</b>	<b>DEMOCRATIC SERVICES COMMITTEE</b>
<b>DYDD MAWRTH, 4 HYDREF 2022 am 2.00 o'r gloch</b>	<b>TUESDAY, 4 OCTOBER 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 - 6)**

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

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

## **3 EXCLUSION OF THE PRESS AND PUBLIC (Pages 7 - 8)**

To consider adopting the following:-

“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 may involve the disclosure of exempt information as defined in Schedule 12A of the said Act and in the attached Public Interest Test.”

## **4 DESIGNATION OF THE HEAD OF DEMOCRATIC SERVICES ("HEAD OF DEMOCRACY") (Pages 9 - 18)**

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

## **5 ELECTED MEMBER DEVELOPMENT STRATEGY (Pages 19 - 30)**

To submit a report by the Human Resources Development Manager.

## **6 MEMBER ROLE DESCRIPTIONS (Pages 31 - 86)**

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

## **7 ANNUAL REPORTS BY MEMBERS (Pages 87 - 92)**

To submit a report by the Solicitor (Corporate Governance).

## **8 TIMING OF COUNCIL MEETINGS (Pages 93 - 96)**

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

**EXTRAORDINARY MEETING OF THE  
DEMOCRATIC SERVICES COMMITTEE**

**Minutes of the meeting held on 19 October 2021**

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

**1. DECLARATION OF INTEREST**

None received.

**2. MINUTES**

The minutes of the previous meeting held on 29 July 2021 were presented and confirmed as correct.

The Head of Democratic Services reported that an extraordinary meeting of the Democratic Services Committee will need to be convened next month to discuss the Council's response to the Independent Remuneration Panel (IRP)'s draft report, before the closing date for observations on 26 November 2021.

**3. REVIEW OF PARLIAMENTARY CONSTITUENCIES**

The Head of Democratic Services reported that the Boundary Commission for Wales has commenced its 2023 review of Parliamentary Constituencies in Wales, in accordance with the provisions of the Parliamentary Constituencies Act 1986. Initial proposals have been published for consultation, with a closing date of 3 November for observations.

The Head of Democratic Services reported that the proposals recommend reducing the number of constituencies from 40 to 32 in Wales. The Ynys Môn Constituency is not subject to any changes, nor is the name of the constituency.

It was noted that a case to safeguard the Ynys Môn Constituency was made in 2017, as part of the last review.

The Head of Democratic Services reported that it is proposed to reduce the number of constituencies in Wales from 40 to 32. Concerns were raised regarding the impact this reduction would have on Wales and its democratic voice.

**RESOLVED to welcome the proposals for the Parliamentary constituency of Ynys Môn, as set out in the consultation document, and recommend accordingly to the County Council.**

The meeting concluded at 10.40 am

**COUNCILLOR ROBERT LL JONES  
CHAIR**

# EXTRAORDINARY MEETING OF THE DEMOCRATIC SERVICES COMMITTEE

## Minutes of the meeting held on 25 November 2021

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

### 1. DECLARATION OF INTEREST

None received.

### 2. INDEPENDENT REMUNERATION PANEL FOR WALES – DRAFT ANNUAL REPORT FOR 2022-23

Submitted - a report by the Head of Democratic Services on the Independent Remuneration Panel for Wales (IRPW)'s Draft Annual Report for 2022/23, which sets out allowances payable to elected Members and co-opted members with voting rights.

The Head of Democratic Services reported that the IRP's allowances have not been increased in line with salaries across Wales. The IRP therefore proposes to increase payments across the board for Members and co-opted members of each Council.

The Committee agreed that Members' allowances need to be increased to attract a wider cross-section of the community, particularly young people and women to stand for election.

The Head of Democratic Services reported that the proposals are set nationally, and will be implemented following the elections in May 2022.

It was noted that when new councils are elected, some of the Panel's determinations will be effective for the new municipal term. The 2022/23 Annual Report will have two different effective dates, ie:-

- For the period 1 April to 8 May 2022, all of the determinations contained in the 2021/22 Annual Report will continue to apply.
- With effect from 9 May 2022, the determinations set out in the 2022/23 Annual Report will apply.

A summary of the proposed changes is listed below:-

- To increase the basic salary for elected members from £14,368 to £16,800.
- That the number of senior salaries remains the same at 16, including civic salaries.
- The number of elected Members will be increased to 35 in Anglesey.
- To increase the senior and civic salaries as outlined below:-

<b>2022/23 Senior and Civic Salaries</b> (which include the basic salary)		<b>1 April – 8 May 2022</b>	<b>From 9 May 2022</b>
<b>Senior Salaries</b>			
Band 1	Leader	£44,921	£53,550
	Deputy Leader	£31,783	£37,485
Band 2	Members of the Executive	£27,741	£32,130
Band 3	Committee Chairs (if paid)	£23,161	£25,593
Band 4	Leader of largest opposition group	£23,161	£25,593
Band 5	Leader of other political groups	£18,108	£20,540
<b>Civic Salaries (if paid)</b>			
Band 3	Civic Head	£23,161	£25,593
Band 5	Deputy Civic Head	£18,108	£25,540

The projected level of increase in allowances proposed by the IRP in relation to Ynys Môn will be in the region of £180,000 annually from May 2022.

**RESOLVED to accept the draft determinations in the Independent Remuneration Panel for Wales (IRP)'s report for 2022/2023.**

The Chair, on behalf of the Committee thanked the Head of Democratic Services for his work on this Committee, and wished him well in his retirement.

The meeting concluded at 10.40 am

**COUNCILLOR ROBERT LL JONES  
CHAIR**

## **DEMOCRATIC SERVICES COMMITTEE**

### **Minutes of the virtual meeting held on 31 May 2022**

- PRESENT:** Councillors Non Dafydd, Jeff Evans, Carwyn Jones, A M Jones, G O Jones, Llio A Owen, Dylan Rees, Keith Roberts and Alwen P Watkin.
- IN ATTENDANCE:** Chief Executive,  
Deputy Chief Executive,  
Legal Services Manager (RJ),  
Committee Officer (MEH).
- APOLOGIES:** None
- ALSO PRESENT:** Councillor Dafydd Roberts – Chair of the Isle of Anglesey County Council
- 

#### **1 DECLARATION OF INTEREST**

None received.

#### **2 ELECTION OF VICE-CHAIRPERSON**

Councillor Alwen P Watkin was elected Vice-Chairperson of the Democratic Services Committee.

**COUNCILLOR DAFYDD ROBERTS  
AS CHAIR OF THE COUNTY COUNCIL**

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# PRAWF BUDD Y CYHOEDD PUBLIC INTEREST TEST

Penodi Pennaeth Democratiaeth  
Appointment of Head of Democracy

Paragraff(au) 12,13,14 1972 Paragraph(s) 12, 13,14 1972	Atodlen 12A Deddf Llywodraeth Leol  Schedule 12A Local Government Act
<b>Y PRAWF – THE TEST</b>	
<p>Mae yna fudd y cyhoedd wrth ddatgelu oherwydd / There is a public interest in disclosure as:-</p> <p>Mae gan ddinasyddion a thalwyr treth gyngor ddiddordeb cyhoeddus dilys ym materion ariannol yr awdurdod lleol, a sut mae'n gwario ei gyllideb; yn ogystal â sut mae'n trefnu ei staff, yn enwedig y rhai hynny mewn rolau statudol megis y Pennaeth Democratiaeth.</p> <p>The financial affairs of the local authority, and how it spends its budget, is a legitimate public interest to citizens and council tax payers; as is the deployment of staff and especially those in statutory roles like the Head of Democracy.</p>	<p>Y budd y cyhoedd with beidio datgelu yw / The public interest in not disclosing is:-</p> <p>Bydd rhywfaint o gynnwys yr adroddiad hwn/yr eitem hon yn wybodaeth bersonol o dan Ddeddf Diogelu Data 2018, gan eu bod yn ymwneud â phenodiad statudol unigolyn a enwir.</p> <p>At ei gilydd, argymhellir bod y wasg a'r cyhoedd yn cael eu cau allan o'r adroddiad, ac unrhyw drafodaeth arno, gan gynnwys trafodaeth gyda'r enwebai yn y pwyllgor. Dylid nodi hefyd, ar ôl gwneud y penodiad, a chyda chaniatâd yr enwebai, y cyhoeddir datganiad cyhoeddus maes o law. Felly, nid oes unrhyw anfantais i'r cyhoedd.</p> <p>Some content of this report/item will be classed as personal information under the Data Protection Act 2018, as it relates to the statutory designation of a named individual.</p> <p>On balance, it is recommended that the report, and any discussion thereof, including discussion with the nominee at committee, shall exclude the press and public. It should also be noted that, once the designation is made, and with the approval of the nominee, a public statement will be issued in due course. There is therefore no detriment to the public.</p>
<p><b>Argymhelliad</b> - Mae budd y cyhoedd wrth gadw'r eithriad o bwys mwy nag wrth ddatgelu'r wybodaeth.</p> <p><b>Recommendation</b> - The public interest in maintaining the exemption outweighs disclosing the information.</p>	

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<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>MEETING:</b>	DEMOCRATIC SERVICES COMMITTEE
<b>DATE:</b>	4 <sup>th</sup> OCTOBER 2022
<b>TITLE OF REPORT :</b>	ELECTED MEMBER DEVELOPMENT STRATEGY
<b>REPORT BY :</b>	HUMAN RESOURCES TRAINING MANAGER
<b>CONTACT OFFICER :</b>	MIRIAM WILLIAMS (extension 2512)
<b>PURPOSE OF REPORT :</b>	TO PRESENT THE DEVELOPMENT STRATEGY FOR ELECTED MEMBER FOR THE PERIOD MAY 2022 – MARCH 2027

## 1. BACKGROUND

1.1 The purpose of this report is to present a Development Strategy for Elected Members outlining the commitment and support that will be offered to Elected Members development during the next 5 years.

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

## 2. THE STRATEGY

2.1 To enable Councillors to operate efficiently and effectively in fulfilling their various roles it is the Council's policy to identify the learning and development needs of all Councillors.

2.2 This requires a proactive approach towards Member Development and support in the form of internally and externally facilitated presentations, seminars and workshops as well as through specific training courses. The Council has supported Member development through the allocation of a specific budget and applied its policy on an equal basis to all 35 Members, as well as supporting co-opted members of the Standards, Audit and Scrutiny committees. This system was formalised in 2008 when the Council was awarded the WLGA's Charter for Member Support and Development, which was subsequently renewed in 2019.

2.3 The Council recognises the need to further improve opportunities and support for Members and their learning and development needs. Charter status underlines the continuing importance of training and development for Members

and ensures future provision will be based on need, provided by professionals where the quality of training is monitored for quality and provided to all Members on an equal basis.

A copy of the draft Strategy outlining the Authority's commitment is seen in Appendix 1 attached.

### **3. STRATEGY DELIVERY**

3.1 The Chair of the Democratic Services Committee, as the Member Development Champion will lead on this, supported by the Head of Democracy.

3.2 The Strategy/Charter Application will presented to Council, but adopting the annual plan, monitoring and reporting will be the responsibility of the Democratic Services Committee.

### **4. RECOMMENDATION**

- To note the content and to adopt and support the presented Strategy.

**Miriam Williams**  
**HR Training Manager**  
**October 2022**



**Isle of Anglesey County Council**

**MEMBER  
DEVELOPMENT  
STRATEGY**

**2022 - 2027**

**'Shaping the future through  
developing people'**

**Review date: March 2027**

# MEMBER DEVELOPMENT STRATEGY

## 1. Introduction

1.1 The Isle of Anglesey County Council recognises that there are ever increasing demands on, and expectations of Members, given the pace of legislative change and constantly changing environment. There is therefore a requirement to ensure that effective development and support is in place to enable them to fulfil the demands of their roles.

1.2 The Council is operating in a constantly changing environment, having to respond to changes in legislation (e.g. Local Government (Wales) Act 2015, Well-being of Future Generations (Wales) Act 2015 and Social Services and Well-being (Wales) Act 2014); Local Government and Elections (Wales) Act 2021, reducing budgets whilst taking on new responsibilities. This requires Elected Members and a workforce that are flexible and responsive to change. The Council is faced with an extremely challenging and demanding programme which includes:-

- Collaborating with other local authorities and agencies to improve service delivery.
- Responding to budget cuts year on year.
- New, challenging and changing roles for Elected Members.
- New political management arrangements and responsibility for the scrutiny of other public service providers.
- An emphasis on continuous improvement.
- Corporate Governance.
- Digital and Technical Developments

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

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

- Are influential community leaders.

## **2. Purpose of the Strategy**

2.1 To enable Councillors to operate efficiently and effectively in fulfilling their various roles it is the Council's policy to identify the learning and development needs of all Councillors.

2.2 This requires a proactive approach towards Member Development and support in the form of internally and externally facilitated presentations, seminars and workshops as well as through specific training courses. The Council has supported Member development through the allocation of a specific budget and applied its policy on an equal basis to all 35 Members, as well as supporting co-opted members of the Standards, Audit and Scrutiny committees. This system was formalised in 2008 when the Council was awarded the WLGA's Charter for Member Support and Development, which was subsequently renewed in 2019.

2.3 The Council recognises the need to further improve opportunities and support for Members and their learning and development needs. Charter status underlines the continuing importance of training and development for Members and ensures future provision will be based on need, provided by professionals where the quality of training is monitored for quality and provided to all Members on an equal basis.

## **3. Member Development Strategy – Aims and Objectives**

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

3.2 This strategy aims to equip Members with the skills and knowledge they need in their current and future roles and role descriptions amended/updated as required. To ensure that this strategy meets the needs of Members and the Council, activities will be properly planned, resourced within current budget limits, monitored and evaluated.

3.3 The strategy's main objectives are:-

- To achieve a clear and shared understanding of the various Member roles.

- To improve the performance of senior post holders aided by annual Personal Support and Development Interviews.
- To provide an integrated induction and ongoing role, skills and knowledge programme of development opportunities for all Members.
- To provide opportunities for Elected Members to develop and enhance their digital skills which will serve to become proficient and effective with technological challenges
- To provide support tailored to the needs of Members based on individual training needs analysis.
- To monitor the impact of the strategy and use feedback to improve over time and celebrate success.

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

3.5 This strategy should be read in conjunction with the Authority's current corporate "Learning, Training and Development Policy"

## **4. Implementing the Charter Requirements**

4.1 It is fundamental to its success that Members take a leading role in its development, will oversee its implementation, willingly participate with the requirements of the Charter and play a full role in evaluating and monitoring its progress and effectiveness.

4.2 The Wales Charter for Member Support and Development sets out a rigorous and structured approach for Member development. Set out below are the Charter's main requirements and the Council's approach to their implementation:-

4.2.1 Members are supported with role descriptions, which are reviewed as required and are subject to formal approval before circulation to all members, including co-opted members. They will be used to inform the individual training and development plans which will be available to all members.

Links from the standard role descriptions and personal specifications are made to each member's personal online page.

4.2.2 Members are supported in undertaking their duties according to high standards of conduct – Code of Conduct training has been identified as a core element of the Member Development Programme and training will be provided as need is identified.

4.2.3 Members are supported in understanding their roles and responsibilities as set out in the Constitution – Appropriate training will be provided on the various roles of both Members and committees.

4.2.4 A Member learning and development strategy has been adopted – This document has been adopted by Council as its Member Development Strategy.

4.2.5 The Local Government and Elections (Wales) Act 2021 requires that local authorities provide every Member with the opportunity to have an annual review of his/her training needs. Arrangements will be put in place for all Members to be offered a Development Interview and Members will be reminded of this opportunity on an annual basis. The WLGA Charter further requires that all Members who receive a Senior Salary must undergo such an interview.

4.2.6 In order to ensure that the training and development needs cover as wide a range of Member requirements as possible, where individual Members do not take up this option they will be given the opportunity to respond either directly to the Head of Democracy and/or Lead for Workforce Development by telephone, e-mail or in writing.

4.2.7 Identification of the Authority's Needs – In order to ensure the programme addresses the Authority's overall needs in addition to that of individual Members the Authority's Strategic Leadership Team and Heads of Service will be consulted on an annual basis to submit any potential Member development and training needs for his/her area of responsibility.

4.2.8 Individual Development Plans – The outcome from the above will be an individual Member Development Plan for each Member who undertakes an interview or provides details of his /her training needs to the Head of Democracy (within the constraints of available budgets and other resources).

4.2.9 E-Learning – A series of e-Learning modules will be developed and utilised as a key element of Member development.

4.2.10 A development programme for councillors is in place with a mechanism for its annual review – A Member Development Programme will be agreed by the Democratic Services Committee annually, taking into account and evaluating the previous year's plan, individual Member development reviews, feedback from Members who respond to the Head of Democracy and feedback from officers and the Authority's Strategic Leadership Team.

4.2.11 All Members are made aware of, guided to and are able to access the development activities equally – A programme of training events will be circulated to all Members.

4.2.12 Prospective candidates, candidates and new Members are informed of their role and responsibilities – Prospective candidates will be provided with appropriate information, events and support during the period leading up to an election.

4.2.13 Development activities are relevant and of high quality – A range of both in house and external provision will be utilised as appropriate and an evaluation of each session undertaken.

4.2.14 There is a clear responsibility for leading the programme, driving the strategy and monitoring the outcomes – The Democratic Services Committee, supported by the Head of Democracy, will be responsible for both this strategy and the programme.

4.2.15 Resources are identified and provided for Member development – An annual training budget will exist to meet Member development requirements, the level of which being subject to the financial constraints of the Authority.

4.2.16 All Members will be offered the opportunity to request mentoring with mentors who have received appropriate training to undertake the role.

4.2.17 Officer support is provided for Member development, support and scrutiny – The Democratic Services Committee, supported by the Head of Democracy, will have responsibility for ensuring that adequate support exists.

4.2.18 Arrangements made for the business of the Council are flexible and enable Members to participate fully, regardless of personal circumstances – An annual report will be presented to Council to consider the dates and times of meetings for the coming year, taking account of the requirements of the Local Government and Elections (Wales) Act 2021 and to address the diversity of the Elected Members.

4.2.19 Contact management and communication – Members will be supplied with appropriate information as part of an Induction pack and on the Council's Intranet site to support them in undertaking their duties.

The Authority will maintain standards for response times to e-mails, telephone calls and written correspondence.

4.2.20 Annual Reports – All Members will be offered the opportunity of producing an Annual Report in line with requirements

4.2.21 All Members are provided with adequate access to ICT – Appropriate equipment, support and training will be provided to Members.

4.2.22 Information resources are provided – Appropriate resources and information are available to Members in an appropriate format.

4.2.23 Facilities for Members to work in the Council are available – The Democratic Services Committee, supported by the Head of Democracy, will periodically review that accommodation, ICT and other related resources are adequate to meet Member needs.

## **5. Strategy Delivery**

5.1 The Chair of the Democratic Services Committee, as the Member Development Champion will lead on this, supported by the Head of Democracy. The Strategy/Charter Application will be presented to Council, but adopting the annual plan, monitoring and reporting will be the responsibility of the Democratic Services Committee.

5.2 The purpose of the Committee's work in this respect will be:-

- To establish a comprehensive and robust Member Training and Development process using the principles of the WLGA Charter for Member Development and Support.
- To ensure that Member Development becomes part of the overall mainstream organisational activity.
- To make recommendations to Council, as appropriate, on Member Support, particularly Member Development.
- The co-ordination and continuous evaluation of the Member Development Programme.
- To monitor progress against the Strategy's objectives.

5.3 All Member training and development activities provided as a result of this Strategy will:-

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

## **6. Evaluation of the Strategy**

6.1 Progress will be continually monitored and evaluated by the Democratic Services Committee and the Head of Democracy.

6.2 The development of Members as a result of the activities will be assessed by themselves with support of appropriate senior Members and Officers if participating in the Personal Support and Development Interviews.

## **7. Resources**

7.1 An annual budget will be included in the Corporate Training budget to support Member Training and Development activities. The Head of Democracy has overall

responsibility for Member Development and is supported by the HR service to coordinate, liaise and organise the relevant training.

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<b>Isle of Anglesey County Council</b>	
Meeting:	Democratic Services Committee
Date:	4 October 2022
Title of report:	Member Role Descriptions
Report by:	Director of Function (Council Business) / Monitoring Officer
Purpose of report:	To approve member role descriptions for adoption by members

## 1.0 Background

- 1.1 The work of a member is complex and challenging and is changing constantly. Both new and experienced members need appropriate support, information and professional development to undertake their complex and evolving roles.
- 1.2 The Welsh Local Government Association's Charter for Member Support and Development aims to provide a broad framework for providing the best possible support for members. This Council was first awarded Charter status in 2014 - the adoption of member role descriptions is a specific requirement.
- 1.3 A set of suggested generic member role descriptions has been developed by the WLGA. These role descriptions are designed to be used alongside the Welsh Member Development (Competency) Framework, which describes the skills knowledge and behaviours required of members. They take account of all UK and Wales legislation affecting the role of members, including, most recently, the Local Government and Elections (Wales) Act 2021.
- 1.4 Member role descriptions are also an important element of the personal development reviews which form part of the Council's Member Development Strategy.

## 2.0 Adoption of Member Role Descriptions

- 2.1 The Council's role descriptions have been updated, based on the WLGA's latest templates. The documents cover the following roles and can be found in the appendix to this report:

Elected Member  
 Leader (and Deputy)  
 Member of the Executive  
 Chair and Vice-Chair of the Council

Chair of the Democratic Services Committee  
Member of the Democratic Services Committee  
Chair of a Regulatory Committee  
Member of a Regulatory Committee  
Chair of the Standards Committee  
Member of the Standards Committee  
Chair of the Governance and Audit Committee  
Member of the Governance and Audit Committee  
Chair of a Scrutiny Committee  
Member of a Scrutiny Committee  
Co-opted Member of a Scrutiny Committee  
Leader of the Opposition  
Leader of a Political Group  
Member Champion

- 2.2 Once the role descriptions are formally approved, each member will be provided with a pack containing the role descriptions that apply to them for adoption. The pack will then be added to Members' individual pages on the Council's website. The full set of role descriptions will also be published on a separate page on the website.

### **3.0 Recommendation**

- 3.1 The Committee is requested to approve the member role description documents before they are forwarded to Members for adoption.

Lynn Ball  
Director of Function (Council Business) / Monitoring Officer



## Elected Member Role Description

### 1. Accountabilities

- To the electorate of Ynys Môn
- To full Council
- To the electorate of their ward

### 2. Role Purpose and Activity

#### Representing and supporting communities

- Represent ward interests
- Be an advocate for the Council in the ward and communities they serve
- Be a channel of communication to the community on Council strategies, policies, services and procedures
- Represent individual constituents and local organisations, undertaking casework on their behalf and serving all fairly and equally
- Liaise with Executive Members, other Council Members, Council Officers and partner organisations to ensure that the needs of the local communities are identified, understood and supported
- Promote tolerance and cohesion in local communities
- Be vigilant and do everything appropriate to protect adults and children at risk from abuse

#### Making decisions and overseeing Council performance

- Participate in full Council meetings, reaching and making informed and balanced decisions, and overseeing performance
- Participate in informed and balanced decision making on committees and panels to which they might be appointed
- Adhere to the principles of democracy and collective responsibility in decision making
- Promote and ensure efficiency and effectiveness in the provision of Council and other public services
- Take corporate responsibility for the protection of vulnerable children and adults

#### Representing the Council (subject to appointment)

- Represent the Council on local outside bodies as an appointee of the Council
- Represent the Council on local partnership bodies, promoting common interest and co-operation for mutual gain
- Represent and be an advocate for the Council on national bodies and at national events

## **Internal governance, ethical standards and relationships**

- Promote and support good governance of the Council and its affairs
- Provide community leadership and promote active citizenship
- Promote and support open and transparent government
- Support, and adhere to respectful, appropriate and effective relationships with employees of the Council
- Adhere to the Members' Code of Conduct, the Council's Relationship Protocol for Members and Officers and the highest standards of behaviour in public office

## **Personal and role development**

- Attend relevant training courses and participate fully in opportunities for development provided for members by the Council.

## **3. Values**

Fully committed to the values of the Council and the following values in public office:

1. Selflessness
2. Honesty
3. Integrity and Propriety
4. Duty to uphold the law
5. Stewardship
6. Objectivity in decision making
7. Equality and Respect
8. Openness
9. Accountability
10. Inclusive Leadership
11. Appreciation of cultural difference
12. Wellbeing and sustainability of future generations
13. Consensus building



## **Elected Member Person Specification**

To fulfil their role as laid out in the role description, an effective member requires the following:

### **Representing and supporting communities**

- Good advocacy skills
- Interpersonal skills
- Integrity and the ability to set aside own views and act impartially
- Ability to present relevant and well-reasoned arguments
- Good communication skills

### **Making decisions and overseeing council performance**

- Knowledge and understanding of meetings law, rules and conventions
- Understanding of strategic, policy and service contexts for decisions
- Ability to challenge ideas and contribute positively to policy development

### **Representing the Council (subject to appointment)**

- Good public speaking skills
- Good presentation skills
- Ability to persuade others and act with integrity

### **Internal governance, ethical standards and relationships**

- Understanding of the roles of officers, members and different agencies
- Respect for, and desire to work with, different groups and individuals
- Have knowledge and understanding of the Code of Conduct and Member/Officer protocol
- Knowledge and commitment to the values of the Council

### **Personal and role development**

- Ability to assess personal and role development needs
- Desire and skills to participate in development

## Leader (and Deputy) Role Description

### 1. Accountabilities

- To the electorate of Ynys Môn
- To full Council
- The public

### 2. Role Purpose and Activity

#### Providing political leadership to the Council

- Be a political figurehead for the Council; to be the principal political spokesperson for the Council
- Provide leadership in building a political consensus around council policies
- Form a vision for the Council and community
- Provide strong, clear leadership in the co-ordination of policies, strategies and service delivery

#### Appointing the Executive

- Designate the appropriate portfolios
- Appoint appropriate elected members to each portfolio
- Allocate executive members to roles having regard to their abilities
- To designate the Deputy Leader
- To discharge their statutory duty to have due regard to equality and diversity when appointing their Executive
- If appropriate, to appoint, mentor and manage assistants to the Executive

#### Representing and acting as ambassador for the Council

- Represent the Council to a high standard. Provide a strong, competent and eloquent figure to represent the Council both within the County and at external bodies
- Represent the Council on the WLGA coordinating committee and the WLGA regional partnership board
- Provide leadership and support local partnerships and organisations
- Represent the Council in regional and national bodies as appropriate

#### Providing leadership within the portfolio

- If appropriate, fulfil the role of a portfolio holder, having regard to the role purpose and activities, and role specification of an executive member

## **Managing and leading the work of the Executive and chairing meetings**

- Ensure the effective running of the Executive by managing the forward work programme and ensuring its continuing development including interface with Scrutiny Committees
- Ensure the work of the Executive meets national policy objectives
- Advise and mentor other Executive members / assistants to the Executive in their work
- Chair meetings of the Executive in line with the Constitution
- In the Leader's absence the Deputy Leader shall fulfil this role

## **Participating in the collective decision making of the Executive**

- Work closely with other Executive members to ensure the development of effective council policies and the budgetary framework for the Council, and the delivery of high quality services to local people
- Accept collective responsibility and support decisions made by the Executive once they have been made

## **Working with officers to lead the organisation**

- Liaise with the Chief Executive, and other appropriate officers, on a regular basis
- Work with employees of the Council in relation to the strategic vision and direction of the Council, the management roles of officers and the development of policy issues

## **Leading partnerships and community leadership**

- Be the Council's appointed member of the Corporate Joint Committee
- Give leadership to local strategic partnerships and local partners in the pursuit of common aims and priorities
- Negotiate and broker in cases of differing priorities and disagreement
- Act as a leader of the local community by showing vision and foresight

## **Internal governance, ethical standards and relationships**

- Promote and support good governance of the Council and its affairs
- Provide community leadership and promote active citizenship
- Promote and support open and transparent government
- Support and adhere to respectful, appropriate and effective relationships with employees of the Council
- Adhere to the Member's Code of Conduct, Relationship Protocol for Members and Officers and the highest standards of behaviour in public office
- As a group leader, to discharge their statutory duty to promote and maintain high standards of conduct within their group

### **3. Values**

To be fully committed to and demonstrate the following values in public office:

1. Selflessness
2. Honesty
3. Integrity and Propriety
4. Duty to uphold the law
5. Stewardship
6. Objectivity in decision making
7. Equality and Respect
8. Openness
9. Accountability
10. Inclusive Leadership
11. Appreciation of cultural difference
12. Wellbeing and sustainability of future generations
13. Consensus building

#### **Deputy Leader**

- **To fulfil the duties of the Leader in their absence**
- **To assist the Leader in specific duties as required**

## **Leader Person Specification**

To fulfil their role as laid out in the role description, an effective leader requires:

### **Providing political leadership to the Council**

- Knowledge of community strengths, areas of improvement and key issues
- An understanding of the relationship between national and local politics
- Have a good strategic awareness of issues facing the Council
- An understanding of the Council's strategy, policies and operations

### **Appointing the Executive**

- An understanding of the rules for the appointment of Executive Members / Assistants to the Executive
- The ability to recognise talent amongst members
- The ability to negotiate the most advantageous appointments within and across political groups
- To appraise, guide and mentor senior members

### **Representing and acting as ambassador for the Council**

- High level communication skills to communicate to the media, local community and wider audience
- Good public speaking skills

### **Providing leadership within the portfolio**

- If appropriate, the skills necessary for an Executive member to fulfil their role

### **Managing and leading the work of the Executive and chairing meetings of the Executive**

- An understanding of the Executive procedure rules
- Skills to chair meetings, including encouraging participation from all members
- Knowledge and understanding of national policy objectives
- An overview of the work being carried out by Executive members

### **Participating in the collective decision making of the Executive**

- The ability to constructively challenge decisions and suggest alternatives

### **Working with officers to lead the organisation**

- An understanding of the roles and responsibilities of the Chief Executive and other officers

## **Leading partnerships and community leadership**

- Adaptive leadership skills
- Negotiation and brokerage skills
- Creative and lateral thinking skills; the ability to see ahead and be predictive

## **Internal governance, ethical standards and relationships**

- An understanding of the roles of officers, members and different agencies
- Respect for, and desire to work with, different groups and individuals
- Knowledge and understanding of the Code of Conduct and Relationship Protocol for Members and Officers
- Knowledge and commitment to the values of the Council

## Executive Member Role Description

### 1. Accountabilities

- To the electorate of Ynys Môn
- To the Leader
- To the Executive (through collective responsibility)
- To Scrutiny Committees
- To full Council

### 2. Role Purpose and Activity

#### Providing portfolio leadership

- Give political direction to officers working within the portfolio and contribute to the strategic planning framework of the Council as a whole
- Gain the respect of officers within the portfolio; provide support to officers in the implementation of portfolio programmes
- Provide leadership in the portfolio
- Liaise with the appropriate scrutiny chair and receive scrutiny reports as required
- Be accountable for choices and performance in the portfolio
- Have an overview of the performance management, efficiency and effectiveness of the portfolio
- Make executive decisions within the portfolio. However, implementation of decisions is the responsibility of officers

#### Contributing to the setting of the strategic agenda and work programme for the portfolio

- Work with officers to formulate policy documents both strategic and statutory.
- Ensure that the political will of the majority is carried to and through the Executive
- Provide assistance in working up and carrying through a strategic work programme both political and statutory.
- Carry out consultations with stakeholders as required.
- Make sure that the portfolio's forward work programme is kept up to date and accurate
- Work with officers to ensure that the strategic agenda is maintained
- Collective responsibility for delivering the Corporate Plan as authorised by the Council

#### Providing representation for the portfolio

- Provide a strong, competent and persuasive figure to represent the portfolio.
- Be a figurehead in meetings with stakeholders

### **Reporting and accounting**

- Report as appropriate to the Leader, full Council, Executive, appropriate chair of scrutiny, regulatory bodies and the media
- Be the principal political spokesperson for the portfolio
- Appear before scrutiny committees in respect of matters within the portfolio

### **Taking an active part in Executive meetings and decision making**

- Show an interest in and support for the portfolios of others
- Recognise and contribute to issues which cut across portfolios or are issues of collective responsibility

### **Leading partnerships and community leadership**

- Give leadership to local strategic partnerships and local partners in the pursuit of common aims and priorities
- Negotiate and broker in cases of differing priorities and disagreement
- Act as a leader of the local community by showing vision and foresight

### **Internal governance, ethical standards and relationships**

- Promote and support good governance of the Council and its affairs
- Provide community leadership and promote active citizenship
- Promote and support open and transparent government
- Support, and adhere to respectful, appropriate and effective relationships with employees of the Council
- Adhere to the Members' Code of Conduct, the Relationship Protocol for Members and Officers and the highest standards of behaviour in public office

## **3. Values**

To be fully committed to the values of the Council and the following values in public office:

1. Selflessness
2. Honesty
3. Integrity and Propriety
4. Duty to uphold the law
5. Stewardship
6. Objectivity in decision making
7. Equality and Respect
8. Openness
9. Accountability
10. Leadership
11. Appreciation of cultural difference
12. Wellbeing and sustainability of future generations
13. Consensus building

## **Executive Member Person Specification**

To fulfil their role as laid out in the role description, an effective Executive Member requires:

### **Portfolio leadership**

- An understanding of the Council's strategy, policies and operations
- Leadership skills

### **Contributing to the setting of the strategic agenda and work programme for the portfolio**

- Ability to present to others
- Ability to exercise strategic awareness and judgment
- Knowledge of relevant issues and who to involve in decision making
- Ability to persuade others
- Knowledge of Council and national objectives

### **Providing representation for the Portfolio**

- Public speaking skills
- Good presentation skills

### **Reporting as appropriate**

- High level communication skills

### **Taking an active part in Executive meetings and decisions**

- Ability to constructively challenge decisions and suggest alternatives
- Knowledge, confidence and ability to contribute to discussion and resolution of cross cutting and collective issues

### **Leading partnerships and community leadership**

- Adaptive leadership skills
- Negotiation and brokerage skills
- Creative and lateral thinking skills; the ability to see ahead and be predictive

### **Internal governance, ethical standards and relationships**

- An understanding of the roles of officers, members and different agencies
- Respect for, and desire to work with, different groups and individuals
- Knowledge and understanding of the Code of Conduct and Relationship Protocol for Members and Officers
- Knowledge and commitment to the values of the Council

## Chair and Vice Chair of the Council Role Description

### 1. Accountabilities

- To the electorate of Ynys Môn
- To Scrutiny Committees
- To full Council

### 2. Role Purpose and Activity

#### Acting as a symbol of the Council's democratic authority

- As the ceremonial head of the Council, be non-political and uphold the democratic values of the Council
- Represent the Council at civic and ceremonial functions

#### Chairing Council meetings

- Preside over meetings of the Council, so that its business can be carried out efficiently
- Ensure the Council conducts its meetings in line with the Council's Constitution/Rules of Procedure

#### Upholding and promoting the Council's Constitution

- Ensure the Constitution is adhered to and, if necessary, to rule on the interpretation of the Constitution at Council Meetings

#### Internal governance, ethical standards and relationships

- Promote and support good governance of the Council and its affairs
- Provide community leadership and promote active citizenship
- Promote and support open and transparent government
- Support, and adhere to respectful, appropriate and effective relationships with employees of the Council
- Adhere to the Members' Code of Conduct, Relationship Protocol for Members and Officers and the highest standards of behaviour in public office

### 3. Work Programme

- Oversee the annual work programme for the Council to meet its legal obligations (e.g. setting the budget and the Council Tax and making appointments)

#### **4. Values**

To be fully committed to the values of the Council and the following values in public office:

1. Selflessness
2. Honesty
3. Integrity and Propriety
4. Duty to uphold the law
5. Stewardship
6. Objectivity in decision making
7. Equality and Respect
8. Openness
9. Accountability
10. Inclusive Leadership
11. Appreciation of cultural difference
12. Wellbeing and sustainability of future generations
13. Consensus building

#### **5. Vice Chair**

- Fulfil the duties of the Chair in their absence
- Assist the Chair in specific duties as required

## **Chair and Vice Chair of the Council Person Specification**

To fulfil their role as laid out in the role description, an effective Chair/Vice-Chair requires the following:

### **Acting as a symbol of the Council's democratic authority**

- Good public speaking skills
- An in-depth understanding of the role of Chair

### **Chairing Council meetings**

- Skills to chair meetings, to ensure business is carried out effectively and all those attending participate
- An understanding of the Council's Rules of Procedure

### **Upholding and promoting the Council's Constitution**

- An understanding of the Council's Constitution
- An understanding of when to seek the advice of the Monitoring Officer on issues relating to the Constitution
- Have due regard to the advice of officers

### **Internal governance, ethical standards and relationships**

- An understanding of the roles of officers, members and different agencies
- Respect for, and desire to work with, different groups and individuals
- Knowledge and understanding of the Code of Conduct and Relationship Protocol for Members and Officers
- Knowledge and commitment to the values of the Council



## Chair of Democratic Services Committee Role Description

### 1. Accountabilities

- To the electorate of Ynys Môn
- To full Council

### 2. Role Purpose and Activity

#### Providing leadership and direction

- Provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making

Lead the committee in its role in:

- Designating the Head of Democracy
- Keeping under review the provision of staff, accommodation and other resources made available to the Head of Democracy, ensuring that these are adequate
- Make annual reports to full Council in relation to the above
- Appointing sub committees and chairs of subcommittees to undertake functions delegated by the committee
- Considering reports prepared by the Head of Democracy
- Developing the Council's member support and development strategy
- Ensure that members have access to a reasonable level of training and development as described in the Council's Member Development Strategy and the Wales Charter for Member Support and Development
- Ensuring that the budget for member development is sufficient
- Ensuring that members have access to personal development planning and annual personal development reviews
- Work with the member support and development champion where relevant to promote the role of members and necessary support and development
- Demonstrate integrity and impartiality in decision making which accord with legal, constitutional and policy requirements

#### Promoting the role of the Democratic Services Committee

- Act as an ambassador for the Committee, facilitating understanding of the role
- Act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly
- Ensure thoroughness and objectivity in the committee, receiving and responding to professional advice in the conduct of meetings

## **Internal governance, ethical standards and relationships**

- Develop the standing and integrity of the committee and its decision making
- Understand the respective role of members, officers and external parties operating within the democratic services committee's area of responsibility
- Promote and support good governance by the Council.

### **3. Values**

To be fully committed to the values of the Council and the following values in public office:

1. Selflessness
2. Honesty
3. Integrity and Propriety
4. Duty to uphold the law
5. Stewardship
6. Objectivity in decision making
7. Equality and Respect
8. Openness
9. Accountability
10. Inclusive Leadership
11. Appreciation of cultural difference
12. Wellbeing and sustainability of future generations
13. Consensus building

## **Member of Democratic Services Committee Role Description**

### **1. Accountabilities**

- To the electorate of Ynys Môn
- To full Council
- To the Chair of the Democratic Services Committee

### **2. Role Purpose and Activity**

#### **Understanding the nature of the Democratic Services Committee:**

Be aware of and undertake effectively the role of the committee in:

- Designating the Head of Democracy
- Keeping under review the provision of staff, accommodation and other resources made available to the Head of Democracy, ensuring that these are adequate
- Make annual reports to the full Council in relation to the above
- Appointing sub committees and chairs of sub-committees to undertake functions delegated by the Committee
- Considering reports prepared by the Head of Democracy
- Developing the Council's member support and development strategy
- Ensuring that members have access to a reasonable level of training and development as described in the Council's Member Development Strategy and the Wales Charter for Member support and development
- Ensuring that the budget for member development is sufficient
- Ensuring that members have access to personal development planning and annual personal development reviews
- Have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the Committee
- Be thorough and objective in receiving and responding to professional advice in the conduct of meetings and issues before the Committee

#### **Participating in meetings and making decisions**

- Participate effectively in meetings of the Democratic Services Committee
- Make informed and balanced decisions within the terms of reference of the Committee which accord with legal, constitutional and policy requirements

## **Internal governance, ethical standards and relationships**

- Ensure the integrity of the Committee's decision making and of their own role by adhering to the Code(s) of Conduct / Relationship Protocol for Members and Officers and other constitutional and legal requirements
- Promote and support good governance by the Council
- Understand the respective roles of members, officers and external parties operating within the Democratic Services Committee's area of responsibility

### **3. Values**

To be fully committed to the values of the Council and the following values in public office:

1. Selflessness
2. Honesty
3. Integrity and Propriety
4. Duty to uphold the law
5. Stewardship
6. Objectivity in decision making
7. Equality and Respect
8. Openness
9. Accountability
10. Inclusive Leadership
11. Appreciation of cultural difference
12. Wellbeing and sustainability of future generations
13. Consensus building

## Chair of a Regulatory Committee Role Description

### 1. Accountabilities

- To the electorate of Ynys Môn
- To full Council
- To the members of the regulatory committee

### 2. Role Purpose and Activity

#### Providing leadership and direction

- Provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making
- Ensure that applicants/affected and interested parties are satisfied as to the transparency of the regulatory process
- Demonstrate integrity and impartiality in decision making which accord with legal, constitutional and policy requirements
- Delegate actions to sub committees as appropriate

#### Promoting the role of the regulatory committee and quasi-judicial decision making

- Act as an ambassador for the regulatory committee, facilitating understanding of the role
- Act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly
- Ensure thoroughness and objectivity in the committee, receiving and having due regard to professional advice in the conduct of meetings and in individual cases/applications before formal committee meetings

#### Internal governance, ethical standards and relationships

- Develop the standing and integrity of the committee and its decision making
- Understand the respective roles of members, officers and external parties operating within the regulatory committee's area of responsibility
- Promote and support good governance by the Council
- Give a commitment to undertake appropriate training
- Adhere to any relevant codes and protocols, including the Members' Code of Conduct and Relationship Protocol for Members and Officers

### **3. Values**

To be fully committed to the values of the council and the following values in public office:

1. Selflessness
2. Honesty
3. Integrity and Propriety
4. Duty to uphold the law
5. Stewardship
6. Objectivity in decision making
7. Equality and Respect
8. Openness
9. Accountability
10. Inclusive Leadership
11. Appreciation of cultural difference
12. Wellbeing and sustainability of future generations
13. Consensus building

## **Chair of a Regulatory Committee Person Specification**

To fulfil their role as set out in the role description, an effective regulatory committee chair requires:

### **Providing leadership and direction**

- Ability to conduct meetings to ensure that applicants/affected parties feel that they have been dealt with fairly and fully even if they have been unsuccessful
- Understanding of the Council's role and ability to ensure that stake holders are aware of that role
- Communication skills
- Knowledge of local issues
- Ability to manage the work of the committee
- Ability to support and develop necessary skills in fellow members of the committee

### **Promoting the role of the regulatory committee and quasi-judicial decision making**

- Understanding and appreciation of the regulatory framework
- Ability to inspire and enthuse committee members for the work of the committee
- Integrity and the ability to set aside own views and act impartially
- Knowledge and understanding of the relevant code(s) of conduct and protocols and the ability to champion them

### **Internal governance, ethical standards and relationships**

- Knowledge and understanding of the Code(s) of Conduct and protocols
- Knowledge of and commitment to the values of the Council



## **Member of a Regulatory Committee Role Description**

### **1. Accountabilities**

- To the electorate of Ynys Môn
- To full Council
- To the Chair of the regulatory committee

### **2. Role purpose and Activity**

#### **Understanding the nature of the regulatory committee and quasi-judicial decision making**

- Be aware of the quasi-judicial nature of regulatory committee decision making
- Have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the committee
- Be thorough and objective in receiving and having due regard to professional advice in the conduct of meetings and individual cases/applications before the committee

#### **Participating in meetings and making decisions**

- Participate effectively in meetings of the regulatory committee, ensuring that both local considerations and policy recommendations are balanced to contribute to effective decision making
- Make informed and balanced decisions, within the terms of reference of the committee, which accord with legal, constitutional and policy requirements

#### **Internal governance, ethical standards and relationships**

- Ensure the integrity of the committee's decision making and of his/ her own role by adhering to the Code of Conduct(s) and other constitutional and legal requirements
- Promote and support good governance by the Council
- Understand the respective roles of members, officers and external parties operating within the regulatory committee's area of responsibility
- Give commitment to undertake appropriate training
- Adhere to any relevant codes and protocols, including the Members' Code of Conduct and Relationship Protocol for Members and Officers

### **3. Values**

To be fully committed to the values of the Council and the following values in public office:

1. Selflessness
2. Honesty
3. Integrity and Propriety
4. Duty to uphold the law
5. Stewardship
6. Objectivity in decision making
7. Equality and Respect
8. Openness
9. Accountability
10. Inclusive Leadership
11. Appreciation of cultural difference
12. Wellbeing and sustainability of future generations
13. Consensus building



## **Member of a Regulatory Committee Person Specification**

To fulfil their role as laid out in the role description, an effective member of a regulatory committee requires the following:

### **Understanding the nature of the regulatory committee and quasi-judicial decision making**

- Integrity and the ability to set aside own views and act impartially
- Knowledge of law, policy and procedures for that regulatory/quasi-judicial area
- Maintenance of knowledge
- Objectivity and judgment

### **Participating in meetings and making decisions**

- Ability to listen and to consider and respect the views of other contributors
- Good public speaking skills
- Good advocacy skills

### **Internal governance, ethical standards and relationships**

- Knowledge and understanding of the Code(s) of Conduct and protocols
- Knowledge of and a commitment to the values of the Council

## Chair of Standards Committee Role Description

### 1. Accountabilities

- To the electorate of Ynys Môn
- To full Council

### 2. Role Purpose and Activity

#### Providing leadership and direction

- Act within technical, legal and procedural requirements to oversee the functions of the Committee fairly and correctly
- Ensure thoroughness and objectivity in the committee, receiving and responding to professional advice on the Members Code of Conduct
- Demonstrate independence, integrity and impartiality in decision making which accord with legal, constitutional and policy requirements
- Provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making

#### To lead the Committee in its role in:

- promoting and maintaining high standards of conduct by councillors and co-opted members
- assisting all councillors in observing the Members' Code of Conduct
- advising the Council on the adoption or revision of the Members' Code of Conduct
- monitoring the operation of the Members' Code of Conduct
- advising, training or arranging to train councillors and co-opted members on matters relating to the Members' Code of Conduct
- granting dispensations to councillors and co-opted members
- dealing with any reports from a case tribunal or interim case tribunal, and any report from the Monitoring Officer on any matter referred to that officer by the Public Services Ombudsman for Wales
- developing and applying the Local Resolution Protocol
- the exercise of these functions (above) in relation to community councils and the members of those community councils
- working with political group leaders to promote and maintain high standards of conduct by the group members
- monitoring compliance by leaders of political groups with their duty to take reasonable steps to promote and maintain high standards of conduct by members of the group and advising, training or arranging to train the leaders of political groups about these duties (from May 2022)
- making an annual report to the Council (first report due in respect of the 2022/23 financial year, as soon as possible after year end) describing how the Committee's functions have been discharged during the financial year. The report may include any matter within the functions of the Committee. The report must include:

- How the Committee has discharged its legal duties, particularly how the Committee has monitored the compliance of group leaders with their duties to take reasonable steps to promote and maintain high standards of conduct by members of the group and the work of the Committee in advising, training or arranging to train the leaders of political groups about these duties
  - The degree of compliance of group leaders with their duty to take reasonable steps to promote and maintain high standards of conduct by members of the group
- advising the Council on the adoption or revision of the Council's Relationship Protocol for Members and Officers
  - assisting the Councillors and co-opted members to observe the Council's Relationship Protocol for Members and Officers
  - advising, training or arranging to train councillors, co-opted members on matters relating to the Council's Relationship Protocol for Members and Officers
  - monitoring the implementation and effectiveness of member performance reviews and development plans, assisting to promote member participation where necessary
  - monitoring the implementation and effectiveness of member annual reports, assisting to promote member participation where necessary

### **Internal governance, ethical standards and relationships**

- To ensure the integrity of the Committee's decision making and of their own role by adhering to the Code of Conduct and other constitutional and legal requirements
- To promote and support good governance by the Council
- To understand the respective roles of members, officers and external parties operating within the Standards committee's area of responsibility
- To ensure that the Committee's decisions are implemented.
- If the Chair is unable to attend any meeting of the Committee, the role shall be undertaken by the Vice-Chair. If the Vice-Chair is absent, a chair shall be elected for the meeting from among the other co-opted members of the Committee

### **3. Values**

To be fully committed to the values of the council and the following values in public office:

1. Selflessness
2. Honesty
3. Integrity and Propriety
4. Duty to uphold the law
5. Stewardship
6. Objectivity in decision making

7. Equality and Respect
8. Openness
9. Accountability
10. Inclusive Leadership
11. Appreciation of cultural difference
12. Wellbeing and sustainability of future generations
13. Consensus building

## **Member of a Standards Committee Role Description**

### **1. Accountabilities**

- Electorate of Ynys Môn
- To full Council
- To the Chair of the Standards Committee

### **2. Role purpose and Activity**

#### **Participating in meetings and making decisions**

- To participate effectively in meetings of the Standards Committee
- To make informed and balanced decisions, within the terms of reference of the Committee, which accord with legal, constitutional and policy requirements, internal governance, ethical standards and relationships
- To ensure the integrity of the Committee's decision making and of their own role by adhering to the Members' Code of Conduct and other constitutional and legal requirements
- To promote and support good governance by the Council

#### **The following caveats apply to Community Council Members:**

- Community council members shall only participate in hearings / applications before the Standards Committee when it is discharging those functions in relation to community councils and community council members.
- Community council members shall not participate in meetings of the Standards Committee when any matter relating to their community council is being considered.

#### **To contribute to the role of the Standards Committee in effectively fulfilling its functions and to support the Committee Chair by:**

- promoting and maintaining high standards of conduct by councillors, lay members and co-opted members
- assisting councillors, lay members and co-opted members in observing the Members' Code of Conduct
- advising the Council on the adoption or revision of the Members' Code of Conduct.
- monitoring the operation of the Members' Code of Conduct
- advising, training or arranging to train councillors, lay members and co-opted members on matters relating to the Members' Code of Conduct
- granting dispensations to councillors and co-opted members
- dealing with any reports from a case tribunal or interim case tribunal, and any report from the Monitoring Officer on any matter referred to that officer by the Public Services Ombudsman for Wales

- contributing to the development and application of the Local Resolution Protocol
- the exercise of these functions (above) in relation to community councils and the members of those community councils
- working with political group leaders to promote and maintain high standards of conduct by the group members
- monitoring compliance by leaders of political groups with their duty to take reasonable steps to promote and maintain high standards of conduct by members of the group and advising, training or arranging to train the leaders of political groups about these duties. (From May 2022)
- making an annual report to the Council (**first report due in respect of the 2022/23 financial year, as soon as possible after year end**) describing how the Committee's functions have been discharged during the financial year. The report may include any matter within the functions of the Committee. The report must include:
  - How the Committee has discharged its legal duties, particularly, how the committee has monitored the compliance of group leaders with their duties to take reasonable steps to promote and maintain high standards of conduct by members of the group and the work of the Committee in advising, training or arranging to train the leaders of political groups about these duties
  - The degree of compliance of group leaders with their duty to take reasonable steps to promote and maintain high standards of conduct by members of the group
- conducting regular audits of the councillors and co-opted members' registers of interest;
- conduct local investigations into alleged breaches of the Code of Conduct by councillors where appropriate;
- considering (in consultation with the Monitoring Officer) such other matters as are appropriate and necessary to maintain the highest standard of conduct by Councillors.
- advising the Council on the adoption or revision of the Council's Relationship Protocol for Members and Officers
- assisting the councillors and co-opted members to observe the Council's Relationship Protocol for Members and Officers
- advising, training or arranging to train councillors, co-opted members on matters relating to the Council's Relationship Protocol for Members and Officers
- monitoring the implementation and effectiveness of member performance reviews and development plans, assisting to promote member participation where necessary
- monitoring the implementation and effectiveness of member annual reports, assisting to promote member participation where necessary
- having sufficient technical, legal and procedural knowledge to contribute fairly and appropriately to the function of the Committee;
- being thorough and objective in receiving and responding to professional advice in the conduct of meetings and issues before the Committee

Mae'r ddogfen hon hefyd ar gael yn Gymraeg / This document is also available in Welsh.

## **Internal governance, ethical standards and relationships**

- Ensure the integrity of the Committee's decision making and of their own role by adhering to the Code of Conduct and other constitutional and legal requirements
- Promote and support good governance by the Council
- Understand the respective roles of members, officers and external parties operating within the Standards Committee's area of responsibility
- Seek professional advice from the Monitoring Officer on any issues which need to be clarified/discussed.

### **3. Values**

To be fully committed to the values of the Council and the following values in public office:

1. Selflessness
2. Honesty
3. Integrity and Propriety
4. Duty to uphold the law
5. Stewardship
6. Objectivity in decision making
7. Equality and Respect
8. Openness
9. Accountability
10. Inclusive Leadership
11. Appreciation of cultural difference
12. Wellbeing and sustainability of future generations
13. Consensus building



## Chair of Governance and Audit Committee Role Description

### 1. Accountabilities

- To the electorate of Ynys Môn
- To full Council

### 2. Role Purpose and Activity

#### Providing leadership and direction

- Demonstrate independence, integrity, and impartiality in decision making according to legal, constitutional and policy requirements
- Provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making
- Comply with the Council's Code of Conduct
- Work according to the Terms of Reference for the Committee
- Work with senior officers of the Council, including the Director of Function – Resources / Section 151 Officer and Head of Internal Audit (or equivalent), to agree the forward work programme and to set agendas for the Committee.
- Work with other members of the Council to ensure that the work of the Committee is communicated to and aligns with that of the Executive, Standards and Scrutiny functions whilst maintaining appropriate independence.
- Promote the role of the Committee within the Council.
- Report as required to full Council
- Participate in and contribute to training and development required for the role
- Support members of the Committee to develop the skills required for the role.
- Lead the Committee in responding to any recommendations made by the Auditor General for Wales

#### Leading the Committee in its role in reviewing and scrutinising the Council's financial affairs

- Make reports and recommendations in relation to the Council's financial affairs
- Oversee the Council's internal and external audit arrangements
- Work with internal and external auditors
- Review the financial statements prepared by the Council and approve them when powers are delegated including making relevant reports and recommendations

## **Leading the Committee in its role in contributing to the effective performance of the Council**

- Review the draft report of the Council's Annual Self-Assessment. Make recommendations for changes to the conclusions or actions that the Council intends to take
- Make recommendations in response to the draft report of the Council's Panel Performance Assessment (commissioned once per term **from May 2022**)
- Review and assess the Council's ability to handle complaints effectively.
- Make reports and recommendations to the Council about the Council's ability to handle complaints effectively.

## **Leading the Committee in its role in Reviewing and assessing the Governance, Risk Management and Control of the Council**

- Review and assess the risk management, internal control, and corporate governance arrangements of the Council
- Make reports and recommendations to the Council on the adequacy and effectiveness of those arrangements
- Review and assess the financial risks associated with corporate governance, and be satisfied that the Council's assurance statements including the Annual Governance Statement reflect the risk environment and any activities required to improve it

### **3. Values**

To be fully committed to the values of the Council and the following values in public office:

1. Selflessness
2. Honesty
3. Integrity and Propriety
4. Duty to uphold the law
5. Stewardship
6. Objectivity in decision making
7. Equality and Respect
8. Openness
9. Accountability
10. Inclusive Leadership
11. Appreciation of cultural difference
12. Wellbeing and sustainability of future generations
13. Consensus building

Mae'r ddogfen hon hefyd ar gael yn Gymraeg / This document is also available in Welsh.



## Member of Governance and Audit Committee Role Description

### 1. Accountabilities

- To the electorate of Ynys Môn
- To full Council
- To the Chair of the Committee

### 2. Role purpose and activity

#### Participating in Meetings of the Committee and Making Decisions

- Demonstrate independence, integrity, and impartiality in decision making according to legal, constitutional and policy requirements
- Have regard to the requirements of the Chair of the Committee and the professional advice of senior officers of the authority including the Director of Function (Resources) / Section 151 Officer and Head of Internal Audit (or equivalent)
- Comply with the Council's Code of Conduct
- Work according to the Terms of Reference for the Committee
- Contribute to the development of the forward work programme for the Committee
- Promote the role of the Committee within the Council
- Report as required to full Council
- Respond to any recommendations made by the Auditor General for Wales
- Participate in any training and development required for the role

#### Contributing to the work of the Committee in its role in:

##### Reviewing and scrutinising the Council's financial affairs

- Make reports and recommendations in relation to the Council's financial affairs
- Oversee the Council's internal and external audit arrangements
- Work with internal and external auditors
- Review the financial statements prepared by the Council and approve them when powers are delegated including making relevant reports and recommendations

##### Contributing to the effective performance of the Council

- Review the Council's draft Annual Self-Assessment and make recommendations for changes to the conclusions or actions that the Council intends to take
- Make recommendations in response to the draft report of the Council's Panel Performance Assessment (commissioned once per term **from May 2022**)

- Review and assess the Council's ability to handle complaints effectively
- Make reports and recommendations in relation to the Council's ability to handle complaints effectively

### **Reviewing and assessing the Governance, Risk Management and Control of the Council**

- Review and assess the risk management, internal control, and corporate governance arrangements of the Council
- Make reports and recommendations to the Council on the adequacy and effectiveness of those arrangements
- Review and assess the financial risks associated with corporate governance, and be satisfied that the Council's assurance statements, including the Annual Governance Statement, reflects the risk environment and any activities required to improve it

### **3. Values**

To be fully committed to the values of the Council and the following values in public office:

1. Selflessness
2. Honesty
3. Integrity and Propriety
4. Duty to uphold the law
5. Stewardship
6. Objectivity in decision making
7. Equality and Respect
8. Openness
9. Accountability
10. Inclusive Leadership
11. Appreciation of cultural difference
12. Wellbeing and sustainability of future generations
13. Consensus building



## Chair of Scrutiny Committee Role Description

### 1. Accountabilities

- The electorate of Ynys Môn
- Full Council
- The public

### 2. Role purpose & Activity

On behalf of Scrutiny Members:

Lead effective Councillor-led overview and scrutiny which takes into account the views of the public, partners and regulators and balances the prioritisation of community concerns against issues of strategic risk and importance. Ensure the role and status of scrutiny is championed as an important element of effective public service and accountability. Build trusting relationships, as the basis to build effective team working amongst non-Executive members in order to encourage an appetite to further develop Scrutiny work.

Also, ensure that Scrutiny operates non-politically and deals effectively with sensitive political issues, tension and conflict. The Chair will also have an important contribution to ensuring that meetings and activities are well planned, chaired effectively and make best use of the resources available.

#### Providing leadership and direction

- Provide confident and effective leadership of the Member team
- Promote the role of overview and scrutiny within and outside the council, liaising effectively both internally within the council and externally with the Council's partners
- Demonstrate an objective and evidence based approach to overview and scrutiny which is non-political
- Evaluate the impact and added value of overview and scrutiny activity and identify areas for improvement
- Develop a trusting relationship with the Executive/Leadership Team in order to ensure a Scrutiny forward work programme which is fit for purpose and adds value to the work of the Council

#### Managing the forward work programme

- Develop a balanced work programme for the committee which includes pre decision scrutiny, policy development and review, investigative scrutiny, holding the Executive to account and performance monitoring
- Ensure the programme takes account of relevant factors such as: the forward work programmes of the Executive and other committees, strategic priorities (Corporate Plan) and risks, and relevant community issues

- Ensure that the work programme is delivered
- Report on progress against the work programme to Council, and others as appropriate
- Liaise with officers, other Members and community representatives to resource and deliver the work programme
- Provide periodic opportunities in the calendar for Member self-evaluation to enable reflection and learning

### **Effective meeting management**

- Set agendas containing clear objectives and outcomes for each meeting
- Manage the progress of business at meetings, ensuring that meeting objectives are met, and the code of conduct, procedure rules and other constitutional requirements are adhered to
- Ensure that the necessary preparation is done beforehand in readiness for committee meetings
- To ensure that all participants have the opportunity to make an appropriate contribution

### **Community leadership**

- Act as a focus for liaison between the Council, community and external bodies in relation to the scrutiny and overview function
- Build understanding and ownership of the overview and scrutiny function within the community
- Identify relevant community based issues for Member scrutiny
- Promote the full involvement of external stakeholders for example, service users, expert witnesses and partner organisations in scrutiny activity

### **Involvement and development of Committee members**

- Encourage effective contributions from all Committee members in both Committee and task and finish groups
- Assess individual and collective performance within the committee and facilitate appropriate development
- Champion the importance of learning and development
- The champion for an effective scrutiny function and a role model
- Support Committee members to constructively and perform a critical friend role

## **3. Values**

To be fully committed to the values of the Council and the following values in public office:

1. Selflessness
2. Honesty
3. Integrity and Propriety
4. Duty to uphold the law

Mae'r ddogfen hon hefyd ar gael yn Gymraeg / This document is also available in Welsh.

5. Stewardship
6. Objectivity in decision making
7. Equality and Respect
8. Openness
9. Accountability
10. Inclusive Leadership
11. Appreciation of cultural difference
12. Wellbeing and sustainability of future generations
13. Consensus building



## **Chair of Scrutiny Committee Person Specification**

In order to fulfill their role as detailed in the role description an effective Scrutiny Chair requires:

### **Providing leadership and direction**

- Understanding of the role and functions of Council
- Understanding of the role of scrutiny, terms of reference for the committee, role of chair, and other aspects of the local authority democratic arrangements
- Understanding of member support functions
- Understanding of council priorities and risks
- Ability to develop work programmes
- Understanding of community issues
- Objectivity
- Negotiation and consensus building
- Ability to build constructive and 'critical friend' relationships with the Executive and other decision makers
- Effective communication skills
- Willingness to undertake training, as necessary

### **Managing the work programme**

- Ability to manage projects and resources
- Ability to manage people
- Ability to prioritise
- Ability to report progress to different groups through different media

### **Effective meeting management**

- Understanding and application of meeting protocols, code of conduct, rules of procedure and other constitutional requirements
- Ability to chair meetings effectively, managing the agenda and progressing business
- Ability to facilitate effective discussions
- Ability to listen and question effectively
- Effective time management skills

### **Community leadership**

- Understanding of the community leadership role
- Knowledge of local issues and expectations
- Ability to work effectively with all members of the community and build understanding and ownership of scrutiny
- Knowledge of the individuals and organisations in the community especially those traditionally excluded



## Member of Scrutiny Committee Role Description

### 1. Accountabilities

- To the electorate of Ynys Môn
- Chair of the appropriate scrutiny committee
- Full Council

### 2. Role purpose & Activity

- Contribute to effective Councillor-led scrutiny, which is non-political. Also, participate fully in the activities of the Overview and Scrutiny Committee, the development and delivery of its forward work programme and any associated scrutiny panels or task and finish groups.

#### Scrutinising and developing policy

- Assist in the development of council policy through scrutinising of draft policies, and improvement and refinement of existing policy
- Challenge policies on a sound basis of evidence for example against legislation or local political priorities
- Assess the impact of existing policy and identify areas for improvement
- Identify where new policies might be required to address forthcoming legislation

#### Holding the Executive to account, monitoring performance and service delivery

- Monitor the performance of internal and external providers against standards and targets including questioning of Executive and senior officers on the delivery of targets
- Contribute to the identification and mitigation of risk
- Investigate and address the causes of underperformance or poor performance
- Monitor action plans or recommendations following external audit, inspection or regulatory reports
- Evaluate the validity of executive decisions and challenging decisions through call in where appropriate
- Build trust with the Executive so that appropriate matters may be referred to scrutiny for a pre-decision review prior to the Executive taking a final decision

#### Promoting the work of Overview and Scrutiny

- Promote the role of scrutiny committees within and outside the council, developing effective internal and external relationships with officers and other members and external relationships with community representatives
- Demonstrate an objective non-political and evidence based approach to overview and scrutiny, by utilising a wide range of research in any work undertaken including external information sources

- Add value to the decision making and service provision of the Authority through effective scrutiny
- Be able to demonstrate where scrutiny is making a difference by its involvement

### **Community leadership**

- Use scrutiny as a means to address community issues and engage the public in forward work programmes
- Encourage stakeholders to participate in the work of the Authority
- Assist in developing locally viable and acceptable policy solutions
- Build a dialogue amongst communities and stakeholders around objective priorities and performance
- Take a county wide perspective in dealing with issues

### **Participation in joint scrutiny**

- Work within appropriate terms of reference and protocols governing joint working in scrutiny
- Apply the appropriate tests and criteria when deciding whether or not to undertake joint scrutiny
- Contribute to the scrutiny of regional and sub-regional bodies and partnerships
- Encourage public engagement in joint scrutiny
- Work effectively with partner scrutineers from other authorities and external organisations

### **Meeting participation**

- Undertake appropriate, adequate preparation for meetings through research briefings and pre meeting preparation sessions
- Participate in a proactive objective, informed and effective manner taking account of the Code of Conduct, Procedure Rules and other constitutional requirements
- Demonstrate effective scrutiny inquiry skills in questioning, listening and information handling
- Be non-political
- Focus on outcomes / making a difference by participation
- Enable the voice and concerns of the public to be heard

## **3 Values**

To be fully committed to the values of the Council and the following values in public office:

1. Selflessness
2. Honesty
3. Integrity and Propriety
4. Duty to uphold the law
5. Stewardship
6. Objectivity in decision making
7. Equality and Respect

Mae'r ddogfen hon hefyd ar gael yn Gymraeg / This document is also available in Welsh.

8. Openness
9. Accountability
10. Inclusive Leadership
11. Appreciation of cultural difference
12. Wellbeing and sustainability of future generations
13. Consensus building



## **Member of Scrutiny Committee Person Specification**

To fulfill their role as detailed in the role description, an effective scrutiny member requires:

### **Participating fully in the activities of the scrutiny function**

- Full understanding of the scrutiny remit and role, and terms of reference for their own committee and others
- Understanding of member support functions
- Willingness to work within the guidance of the chair
- Willingness to undertake training as necessary

### **Reviewing and developing policy**

- Knowledge of and ability to evaluate existing policy
- Understanding of best practice
- Understanding of national and local legislative and policy context

### **Monitoring performance and service delivery and holding the executive to account**

- Understanding of the Wales Programme for Improvement (WPI) and associated risk assessment arrangements
- Understanding of the principles and practice of performance management
- Understanding of council's performance management arrangements
- Ability to analyse data and challenge performance
- Understanding of arrangements for call in

### **Promoting the work of scrutiny**

- Ability to negotiate and build consensus
- Ability to act objectively and on the basis of evidence

### **Community leadership**

- An understanding of the community leadership role
- Knowledge of local issues and expectations
- Ability to work effectively with all members of the community and build understanding and ownership of scrutiny
- Knowledge of the individuals and organisations in the community especially those traditionally excluded

### **Meeting participation**

- Ability to interpret information and data from a range of sources
- Understanding and application of meeting protocols, code of conduct, rules of procedure and other constitutional requirements
- Ability to fully participate in meetings including effective listening, questioning and speaking

## Co-opted Member of Scrutiny Committee Role Description

### Local context:

The Constitution of the Isle of Anglesey County Council makes provision for the appointment of voting and non-voting co-optees to serve on Scrutiny Committees.

### Education matters:

Each relevant Scrutiny Committee dealing with education matters includes in its membership the following voting co-opted representatives:

- One Church in Wales representative
- One Roman Catholic representative
- Two parent governor representatives (1 primary sector; 1 secondary/special schools sector)

When the Scrutiny Committee deals with matters other than education issues, these representatives shall not vote on those matters and may only attend as co-opted members of the Committee for discussion of those other matters if invited to do so.

### 1. Accountabilities

- Chair of the relevant Scrutiny Committee
- Representative organisations
- External regulatory bodies (eg Estyn)

### 2. Role purpose and activity

Demonstrate an objective and evidence based approach to scrutiny which is non-political and:

- participate fully in the activities of Scrutiny, delivery of work programmes and any associated task and finish groups relevant to the subject area
- represent the views of the representative organisations when dealing with relevant subject matter
- contribute knowledge or skills that will lead to a rigorous and objective scrutiny of the issues under review

### Policy review and development

When dealing with relevant, specific subject matters:

- assist in the creation, development, improvement and refinement of Council policy
- bring specialist knowledge and / or skills to the Scrutiny process and / or bring an element of external challenge by representing external views
- assess the impact of existing policy

## **Monitoring performance and service delivery**

When dealing with relevant, specific subject matters:

- monitor the performance of internal and external providers against standards and targets eg in relation to education or regeneration matters
- contribute to the identification and mitigation of risk
- investigate and address the causes of poor performance

## **Promoting the work of scrutiny**

- demonstrate an objective and evidence based approach to Scrutiny
- add value to decision making and service provision of the Authority through effective scrutiny
- at the request of the Council, attend training / development sessions deemed appropriate to the role

## **Community leadership**

- encourage stakeholders to participate in the work of the Authority
- develop locally viable and acceptable policy solutions when dealing with relevant, specific subject matters
- build a dialogue around priorities, objectives and performance among stakeholders

## **Meeting participation**

- make adequate and appropriate preparation for meetings through advance reading of committee papers
- participate in a proactive, informed and effective manner taking account of the Code of Conduct, Council Constitution and other constitutional requirements.

## **3. Values**

To be fully committed to the values of the Council and the following values in public office:

1. Selflessness
2. Honesty
3. Integrity and Propriety
4. Duty to uphold the law
5. Stewardship
6. Objectivity in decision making
7. Equality and Respect
8. Openness
9. Accountability
10. Inclusive Leadership
11. Appreciation of cultural difference
12. Wellbeing and sustainability of future generations
13. Consensus building

Mae'r ddogfen hon hefyd ar gael yn Gymraeg / This document is also available in Welsh.

## Leader of the Opposition Role Description

### 1. Accountabilities

- To the nominating Group

### 2. Role Purpose and Activity

#### Providing political leadership for an opposition group

- Be a political figurehead for the opposition group; to be the principal political spokesperson for the Council's opposition and lead any Shadow Executive
- Provide leadership in the constructive challenge of the Council's policies
- Constructively challenge the vision for the Council and community where appropriate
- Provide strong, clear leadership in the co-ordination of alternative policies, strategies and service delivery

#### Representing the Council's opposition

- Represent the opposition group to a high standard; providing a strong, competent and eloquent figure to represent the opposition within the Council
- Represent the Council on external bodies

#### Internal governance, ethical standards and relationships

- Promote and support good governance of the Council and its affairs
- Provide community leadership and promote active citizenship
- Promote and support open and transparent government
- Promote, support, and adhere to respectful, appropriate and effective relationships with employees of the Council
- Promote, support and adhere to the Members' Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office

### 3. Values

Fully committed to and demonstrate the following values in public office:

1. Selflessness
2. Honesty
3. Integrity and Propriety
4. Duty to uphold the law
5. Stewardship
6. Objectivity in decision making
7. Equality and Respect
8. Openness
9. Accountability
10. Inclusive Leadership
11. Appreciation of cultural difference
12. Wellbeing and sustainability of future generations

## **Leader of the Opposition Person Specification**

To fulfil their role as laid out in the role description, an effective leader of the opposition requires:

### **In providing political leadership for the opposition group**

- Knowledge of community strengths, areas of improvement and key issues
- An understanding of the relationship between national and local politics
- A good strategic awareness of issues facing the Council
- An understanding of the Council's strategy, policies and operations
- An ability to challenge different strategies, policies and operations

### **In representing the Council's opposition**

- High level communication skills to communicate to the media, local community and wider audience
- Good public speaking skills
- Creative and lateral thinking skills; the ability to see ahead and be foresighted
- Leadership skills

### **Internal governance, ethical standards and relationships**

- An understanding of the roles of officers, members and different agencies
- Respect for, and willingness to work with, different groups and individuals
- A thorough knowledge and understanding of the Code of Conduct and Member/Officer Protocol
- A knowledge of and commitment to the values of the Council



## Political Group Leader Role Description

### 1. Accountabilities

- To the nominating Group

### 2. Role Purpose and Activity

#### Providing political leadership to the Group

- Be a political figurehead and role model for the Group
- Be the principal political spokesperson for the Group
- If in power, provide Party Political leadership in the development of the Council's vision or policies and, if in opposition, to provide constructive challenge and alternatives to the ruling Political Group's vision and policies
- Canvass a range of views within the Political Group in the formulation of policy
- Integrate and represent Political Group policy at a local level
- Co-operate with other Political Groups where appropriate, particularly in matters of a non-Party Political nature
- Chair and/or attend meetings where appointed to a representative role within the Council
- Liaise with other local and regional representatives of the party, if relevant. Be the representative voice of the Group for example and where applicable, in its dealings with outside organisations.

#### Internal governance, ethical standards and relationships:

- Promote and support good governance of the Council and its affairs
- Provide community leadership and promote active citizenship
- Promote and support open and transparent government
- Promote, support, and adhere to respectful, appropriate and effective relationships with employees and other members of the Council
- Promote, support and adhere to the Members' Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office
- Encourage due regard to the Principles of Conduct Public Life/civility in public life
- Participate in and encourage Group members to take part in relevant development opportunities
- Set clear expectations of the behaviour of group members and challenge any inappropriate behaviour
- Promote diversity among Group members
- Encourage Group members to claim salaries and reimbursements due to them in accordance with the determinations of the IRPW

## **Duty to promote and maintain high standards of conduct by Group Members in accordance with the Local Government and Elections (Wales) Act 2021**

- Take reasonable steps to promote and maintain high standards of conduct by the members of the Group.
- Co-operate with the Council's Standards Committee (and any sub-committee of the committee) in the exercise of the Standards Committee's functions. Specifically, to co-operate with the Standards Committee in its duty to monitor compliance of Group Leaders with their duty under the Act and in providing information for the Standards Committee's Annual Report.
- Work constructively with the Monitoring Officer and other Group Leaders in relation to this duty
- Work within the Local Resolution Protocol
- Participate in any training relating specifically to this duty

### **3. Values**

To be fully committed to and demonstrate the following values in public office:

1. Selflessness
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4. Duty to uphold the law
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6. Objectivity in decision making
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## Political Group Leader supplementary guidance

The Local Government and Elections (Wales) Act places a duty on Group Leaders to take “Reasonable Steps” to promote and maintain high standards of conduct by the members of their group. The following note provides further interpretation of the Act in support of the Group Leaders’ role description.

Group Leaders have a duty to promote and maintain high standards of behaviour by members of their group in a Unitary Authority. This applies to those group members whenever they are acting or giving the impression of acting in their capacity as a member.

This duty has been introduced by the Welsh Government to encourage high standards of behaviour from members, including civility and respect in all situations and towards all people. The duty is not intended to be onerous and will not cover everyone (clearly those members who do not belong to a group), but rather to be proportionate and helpful and encourage the prevention of inappropriate behaviour before it becomes a breach of the Code.

All councillors already have a responsibility to report breaches of the Code of Conduct.

The Duty applies to Group Leaders for their group members whenever these members are for example acting on the Council, in political group meetings, in the community and on outside bodies such as Fire and Rescue Authorities, National Park Authorities, Police Authorities, Community and Town Councils, Corporate Joint Committees and school governing bodies.

In the case of outside bodies, the standards of conduct which apply are those set out by the body on which the group member is serving. If these are not available, the Council Code of Conduct applies.

The Duty does not make Group Leaders **accountable** for the behaviour of their members as Conduct must be a matter of **individual responsibility**. However, Group Leaders **must** take “Reasonable steps” to promote and maintain high standards of conduct by the members of the group. And **must** cooperate with the standards committee and any subgroup of the committee in the exercise of the standards committee’s functions. And **must** have regard to guidance issued by Welsh Ministers on these matters.

“Reasonable steps” might include Group Leaders:

- Having informal discussions with and/or requesting training for members who may be showing early signs of inappropriate behaviour to ‘nip this in the bud’ before it becomes problematic or in danger of breaching the Code.
- Working constructively with Standards committees to report compliance with their duty, any serious concerns about members’ behaviour which have not been remedied by informal actions, and training requirements for themselves and for their group members.

- Working constructively with and supporting the Monitoring Officer in these matters
- Acting as a positive role model for members, demonstrating the highest possible standards of behaviour, civility, and respect.
- Maintaining an awareness of what constitutes very high standards of behaviour, civility, and respect, particularly with regard to equalities and diversity.
- Working constructively with other group members on the council and on other councils to ensure the highest possible standards of behaviour both in the Council and throughout Wales.
- Welcoming and responding to concerns raised by Group members about behaviour in the group.

Standards committees have a duty to monitor compliance by Political Group Leaders with their duties and advising, training or arranging to train leaders of political groups on the council about matters relating to their duties.

Standards committees must give an annual report to council about their work including compliance of group Leaders with this duty.

The sanctions which may be applied to group members acting inappropriately on an outside body are those set out by those bodies. Where sanctions are not set out, the Council rules apply.

If a member has breached the Code of Conduct and is suspended, they are only suspended in the capacity as a member of one relevant authority. They would have to be disqualified for it to apply to their capacity as a member of more than one relevant authority. (Local Government Investigations (Functions of Monitoring Officers and Standards Committees (Wales) regs 2001)

“A group leader who fails to comply with the new duty in a meaningful way may potentially be regarded as bringing their office into disrepute, in breach of paragraph 6(1)(a) of the Code” The Public Services Ombudsman for Wales, *The Code of Conduct for members of local authorities in Wales May 2021*

## **Member Champion Purpose and Role**

### **What are Member Champions?**

Member Champions exist to provide a voice for traditionally underrepresented groups, or issues which need to be kept at the forefront of Council business although they may not be the responsibility of any individual or committee.

Member Champions are elected members who, in addition to their other Council responsibilities, make sure that the issue or group that they are championing are taken into account when Council policy is being developed and decisions are made.

Guidance on undertaking the role with regard to the subject knowledge that members need is sometimes available from the outside bodies associated with the issue being championed. Otherwise they will be reliant on the Council's lead service for guidance in their role as Champion.

### **What do they do?**

Typically, the Champion will:

- Make sure that their area of interest is taken into account when developing policy or making decisions
- Ask questions about performance and resourcing for the area
- Raise the profile of the area and make the Council aware of good practice
- Engage with external bodies who work in the area
- Engage with other members and officers in relation to the role
- Engage with community groups with an interest/stake in the area of work
- Report action to the Council

### **How does their role fit within the corporate structure?**

This will vary according to the area/issue that is being championed and how the Council functions. There is potential for confusion and overlap between the role of the Champion and those of the relevant executive members or overview and scrutiny members. The Champion role itself could be undertaken by either the relevant executive member or a non-executive member.

It is therefore important that members and officers work together to agree roles and action for the area being championed and that there are mechanisms for member champions to report on their activities. It is helpful for the Council to draft a protocol which sets out what powers Champions have and do not have. Similarly, the appointment of Champions varies between councils, and includes appointments being made by full council meetings or by the leader.

## **The Role Description**

It is difficult to create a role description that fits with the different roles expected of champions and how they operate in the different Council structures. The following is a generic model.

## Member Champion Role Description

### 1. Accountabilities

- To the electorate of Ynys Môn
- To full Council

### 2. Role Purpose and Activities

#### Within the Council

- Promote the interest being championed within the Council's corporate and service priorities
- Promote the needs of the client group represented in the interest to the decision makers within the Council
- Work with the decision makers in the Council to establish strategies/policies/work plans connected with the interest
- Maintain an awareness of all matters connected with the interest
- Contribute to good practice and the continuous improvement of services and functions related to the interest
- Engage with members in matters related to the interest such as attending and participation, where possible/appropriate, relevant Scrutiny/Executive/full Council meetings etc.
- Raising awareness of and taking a lead role in the development of all members and officers in relation to the interest

#### In the Community

- Raise the profile of the interest in the community
- Engage with citizens and community groups in matters related to the interest
- Lead and support local initiatives related to the interest

### 3. Values

To be fully committed to the values of the Council and the following values in public office:

1. Selflessness
2. Honesty
3. Integrity and Propriety
4. Duty to uphold the law
5. Stewardship
6. Objectivity in decision making
7. Equality and Respect
8. Openness
9. Accountability
10. Inclusive Leadership
11. Appreciation of cultural difference
12. Wellbeing and sustainability of future generations
13. Consensus building

## Member Champion Person Specification

### Within the Council

- Understanding of the area of interest being championed in terms of Council strategies and policy, good practice, improvement and national agendas and the needs of the client group
- Ability to engage with a range of members and officers around the area of interest and listening to requirements
- Ability to advocate on behalf of the area of interest within the Council

### In the Community

- Understanding of the needs of the community in relation to the interest
- Ability to engage with citizens and community groups in matters related to the interest
- Ability to lead and support local initiatives related to the interest
- Ability to represent the position of the Council to the community in relation to the interest

<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>COMMITTEE:</b>	<b>Democratic Services Committee</b>
<b>DATE:</b>	<b>4 October 2022</b>
<b>TITLE OF REPORT:</b>	<b>Annual Reports by Members</b>
<b>PURPOSE OF THE REPORT:</b>	<b>To provide information about the Members' annual reports for 2021/2022 and 2022/2023</b>
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### **1. Purpose of the Report**

An annual report is presented to this Committee detailing the arrangements made for the preparation and publication of annual reports by Members.

### **2. Background**

Section 5 of the Local Government (Wales) Measure 2011 places a duty on Councils to ensure that arrangements are in place to enable Members to prepare annual reports on their activities.

The Council has been publishing annual reports for Members since 2013/14. Though there is no statutory requirement for members to prepare a report, historically it has been considered good practice so as to promote local accountability and as a way of presenting information on Members' roles and responsibility. The report is the basis of the Members' Personal Development Reviews (PDR) with their Group Leaders and so they also assist the Council to maintain its Members' Development Plan for the future. In addition to the PDR, Members are also offered a one-to one development session with the Head of Democracy or the Council's Training Manager and the annual report offers useful information as a basis for these discussions.

Annual reports previously published by the Council on behalf of the Members can be seen on this [link](#).

### **3. Annual Reports for 2021/2022**

The annual reports for 2021/2022 relate to the period between 1 April 2021 and 31 March 2022.

The intention is to publish these reports on the Council's website in November 2022. This is later than the usual timetable (reports are usually published during the Summer), owing

to other priorities following the local government elections in May 2022 and the difficulties in appointing a permanent Head of Democracy since November 2021.

If any current Member (who was an Elected Member before the May 2022 election) wishes to publish an annual report for 2021/2022, they are requested to send their final reports to the Interim Head of Democracy by 31 October 2022.

If the Committee agrees to this proposal, the Interim Head of Democracy will advise the Group Leaders of the above timetable as soon as possible.

#### 4. Annual Reports for 2022/2023

The annual reports for 2022/2023 relate to the period between 1 April 2022 and 31 March 2023. This will be the first annual report for a number of the Members and it will include an overview of the Elected Members' year since their election to the Isle of Anglesey County Council in May 2022.

##### 4.1 Report template

A report template (see **Enclosure A**) was shared with all Members on 14 July 2022 so as to (a) inform new Members of the practice of completing annual reports and (b) offer an opportunity for all Members, if they so wish, to keep notes during the year which may be useful when they come to draft their final annual reports after 31 March 2023.

The template gives Members the opportunity to note the work they've completed on behalf of their electorate; from local matters in their wards, to their contribution on outside bodies in addition to their corporate roles in the Council.

The headings in the template are:

<p><b>Member role and responsibility</b></p> <ul style="list-style-type: none"> <li>- <b>Committees and Sub-Committees on which the Member sits</b></li> <li>- <b>Outside bodies on which the Member has represented the Council</b></li> </ul>	<p>An opportunity for Members to list the Committees, Sub-Committees and Outside Bodies on which they have been sitting and include information about their attendance at meetings, their role and their contribution.</p> <p>Members can look at their biographies on the Council's website for this information.</p>
<p><b>Ward Activity</b></p>	<p>An opportunity for Members to include information on the matters which they have been dealing with in their ward. Members will need to recall their activities in the ward; it would be good practice for Members to keep a note as the year progresses.</p>
<p><b>Initiatives and Special Activities</b></p>	<p>An opportunity for Members to include information on any initiatives and special activities with which they have been involved.</p> <p>Members will need to recall their activities; it would be good practice for Members to keep a note as the year progresses.</p>
<p><b>Learning and Development</b></p>	<p>An opportunity for Members to include information about any training they've completed.</p> <p>Members can contact Human Resources for more</p>

	information on any Training they attended that was arranged by the Council.
<b>Other Activities and Issues</b>	An opportunity for Members to include information on any other activities with which they've been dealing. Members will need to recall their activities; it would be good practice for Members to keep a note as the year progresses.

## 4.2 Timetable

The intention is for the Head of Democracy to brief the Group Leaders on the final timetable for completing and publishing the annual reports for 2022/2023. If the usual order is followed, it is intended to be similar to this:

1 April 2022 – 31 March 2023	The period for the next annual report.
January 2023	The Head of Democracy will report to the Group Leaders about the timetable for receiving / publishing the reports by reminding and encouraging the Members to complete their annual reports.
April and May 2023	Allow a reasonable period of two months during April and May 2023 for Members to complete their annual reports. Deadline for Members to send their annual report to the Head of Democracy will be 31 May.
June 2023	The Head of Democracy will report to the Group Leaders about the number of Members in any Group that have / have not completed their annual reports by the deadline. An extension of time can be discussed, but the intention will be to move to the next stage.
June or July 2023	Publish the Members' Annual Reports on the Council's website on this <a href="#">link</a> .

## 5. Recommendations

5.1 The Committee is requested to note the report.

5.2 The Committee is asked for its agreement that the Interim Head of Democracy advises the Group Leaders that Members need to send their annual reports for 2021/2022 to the Interim Head of Democracy by 31 October 2022.

5.3 The Committee is asked for its agreement that Members are encouraged to use the report template as included in **Enclosure A** so as to complete their annual reports for 2022/2023.

5.4 The Committee is asked for its agreement to the proposed timetable included in section 4.2 of this report for the preparation and publishing of Members' annual reports for 2022/2023.



## Member's Annual Report 2022/2023

This is the report of the Councillor below regarding their key activities over the year ending 31 March 2023. It is provided for the information of the electorate and for no other purpose. The views expressed in this report are those of the Councillor and they do not necessarily reflect the views of the Isle of Anglesey County Council.

**Councillor:** xxxxx

**Party/Group:** xxxxx

**Ward:** xxxxx

### 1 - Role & Responsibilities

Between May 2022 and April 2023, I sat on the following main committees / sub-committees:	Attendance Summary
xxxxx	<a href="http://democracy.anglesey.gov.uk/mgAttendance">http://democracy.anglesey.gov.uk/mgAttendance</a>
xxxxx	

Xxxxx

I represent the Council on the following outside bodies:

Outside Body	Summary of role and contribution
xxxxx	xxxxx

### 2 - Ward Activity

xxxxx

### 3 - Initiatives and Special Activities

Xxxxx

### 4 - Learning and Development

xxxxx

<http://democracy.anglesey.gov.uk/mgListTraining>

### 5 - Other Activities and Issues

xxxxx

You can find out more information about me here:

<http://democracy.anglesey.gov.uk/mgUserInfo>

Councillor xxxxx	xxxx 2023
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<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
Committee:	Democratic Services Committee
Date of meeting:	4 October 2022
Title:	Timing of Council Meetings
Report by:	Director of Function – Council Business / Monitoring Officer

## 1.0 Background

In accordance with the statutory guidance issued by the Welsh Government under Section 6(1) of the Local Government (Wales) Measure 2011, the Council is required to survey Members in respect of the times at which meetings of a local authority are held. All local authorities should review the times at which meetings are held at least once every term, preferably shortly after the new Council is elected.

This is also consistent with the Diverse Council statement that the full Council adopted at its meeting on 7 September 2021, in line with the recommendation of this Committee on 29 July 2021. The statement includes a commitment to *"consider how to provide flexibility in the Council's business by reviewing its practical arrangements in terms of holding meetings"*.

## 2.0 Response

A survey was sent to all members to obtain their views. The options were to start meetings at 10.00 am, 2.00 pm, 4.00 pm and 6.00 pm.

There were 17 responses (48.57%) from elected members. The questionnaire was also circulated among non-elected members, including the external parties who attend meetings of the Standing Advisory Council on Religious Education (SACRE).

An analysis of preferred options is given below:

<b>Committee</b>	<b>Feedback in order of preference</b>	<b>Number that chose the time as their first preference</b>
<b>County Council</b>		
10.00 am	2	5
2.00 pm	1	9
4.00 pm	3	1
6.00 pm	4	0

Committee	Feedback in order of preference	Number that chose the time as their first preference
<b>The Executive</b>		
10.00 am	1	9
2.00 pm	2	4
4.00 pm	3	1
6.00 pm	4	0
<b>Scrutiny Committees</b>		
10.00 am	2	5
2.00 pm	1	7
4.00 pm	3	1
6.00 pm	4	1
<b>Regulatory Committees</b> (Planning and Orders; Governance and Audit; Appointments; Investigation; Disciplinary; Appeals; Licensing)		
10.00 am	2	5
2.00 pm	1	8
4.00 pm	3	2
6.00 pm	4	0
<b>Other committees</b>		
10.00 am	2	5
2.00 pm	1	7
4.00 pm	3	1
6.00 pm	4	1

**County Council** – majority support 2:00 pm (5 also indicate it as second choice)

**The Executive** – majority support 10:00 am (2 also indicate it as second choice)

**Scrutiny Committees** – majority support 2:00pm (6 also indicate it as a second choice)

**Regulatory Committees** – majority support 2:00 pm (5 also indicate it as a second choice)

Of the 4 non-elected members of the Governance and Audit Committee, there were 3 responses, with 2 stating 2:00pm as their first choice and one stating 10:00am as their first choice

**Other Committees** – majority support 2:00pm (6 also indicate it as a second choice)

Of the 5 non-elected members of the Standards Committee, there were 5 responses with 3 indicating 10:00 am as their first choice, 1 indicating 2:00 pm and 1 indicating 6:00 pm. 2 indicated 2:00 pm as their second choice.

Of the 11 external parties who attend SACRE meetings, there were 2 responses, 1 supporting 10:00 am and the other supporting 2:00 pm

Other observations made:

- One member was flexible across all times
- Three members have indicated that adhering to specific days for holding committee meetings (eg Tuesday, Wednesday and Thursday) would help with combining day to day work and councillor work

### **3.0 Conclusions**

The majority of the elected members who responded are in favour of adhering to the current arrangements of holding meetings during the working day:

County Council (2:00 pm)

Executive (10:00 am)

Scrutiny Committees (2:00 pm)

Regulatory and all other Committees (2:00 p.m.); but the situation regarding the two committees below requires further attention:

Planning and Orders Committee - currently starts at 1.00pm.

Standards Committee – the majority of its membership are non-elected Members. 10:00 am is the first choice of the majority (3 out of 5); with 1 preferring 2:00 pm and 1 preferring 6:00 pm. 2 had indicated 2:00 pm as their second choice.

Currently, meetings of this Committee start at 2:00 pm

### **4.0 Equality considerations**

The Committee is asked to give due regard to the points below before making its recommendations to the full Council:

- A small minority (2 members) favour starting later (4.00 pm and 6.00 pm) but no specific comments were made in relation to this.
- 3 Members have indicated that adhering to specific days for holding Committee meetings (eg Tuesday, Wednesday and Thursday), would help with combining day to day work and the work of a councillor.

- The availability of contributions towards the costs of care and personal assistance to:
  - enable anyone whose responsibilities as a carer would limit their ability to participate as a member of an authority to fulfil their role, or
  - to provide care support to a member to enable that person to fulfil their role.

The Independent Remuneration Panel for Wales is of the opinion that Democratic Services Committees should take steps to encourage members who are eligible to claim these contributions.

## **5.0 Recommendations**

The Committee is requested to:

- give due regard to all the findings of the survey before making recommendations to the full Council on the timing of Council meetings from 2023/24
- take the opportunity to raise awareness about the contribution towards the costs of care and personal assistance
- note that in light of draft statutory guidance, a further review of the timing, frequency and length of committee meetings to take place at the beginning of 2024. The draft survey that will be circulated to members to first be considered and approved by this Committee.