

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
LLANGFNI
Ynys Môn - Anglesey
LL77 7TW

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

RHYBUDD O GYFARFOD		NOTICE OF MEETING	
PWYLLGOR SAFONAU		STANDARDS COMMITTEE	
DYDD MAWRTH, 18 MEHEFIN, 2024 am 10.00o'r gloch yb		TUESDAY, 18 JUNE 2024 at 10.00 am	
CYFARFOD HYBRID - YSTAFELL BWYLLGOR, SWYDDFEYDD Y CYNGOR, LLANGFNI AC YN RHITHIOL DRWY ZOOM		HYBRID MEETING - COMMITTEE ROOM, COUNCIL OFFICES, LLANGFNI AND VIRTUALLY THROUGH ZOOM	
Swyddog Pwyllgor	Mrs Shirley Cooke 01248 752518	Committee Officer	

Aelodau Annibynnol / Independent Members

Dr Thomas Rhys Davies (Cadeirydd/Chair)
Mr Brace Griffiths
Mr John Robert Jones
Mrs Gill Murgatroyd
Mr Trefor Owen (Is-gadeirydd/Vice-Chair)

Yn cynrychioli'r Cyngor Sir / Representing the County Council

Y Cynghorydd/Councillor Margaret M Roberts
Y Cynghorydd/Councillor Dafydd Rhys Thomas

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

Mr Iorwerth Roberts
Mrs Margaret Thomas

Please note that meetings of the Committee are streamed for live and subsequent broadcast on the Council's website. The Authority is a Data Controller under the Data Protection Act and data collected during this live stream will be retained in accordance with the Authority's published policy.

A G E N D A

1 DECLARATION OF INTEREST

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

2 MINUTES OF MEETINGS (Pages 1 - 14)

To confirm the draft minutes of the meetings of the Standards Committee held on the following dates: -

- 13 December 2023
- 15 February 2024 (Extraordinary)

3 MEMBER DEVELOPMENT AND TRAINING (Pages 15 - 30)

A report by the Human Resources Development Manager.

4 CONDUCT COMPLAINTS TO THE PUBLIC SERVICES OMBUDSMAN FOR WALES (Pages 31 - 38)

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

- (a) County Councillors, and
 - (b) Town/Community Councillors
- for Quarters 3 and 4 of 2023/2024

5 DECISIONS BY THE PUBLIC SERVICES OMBUDSMAN FOR WALES (Pages 39 - 48)

A report by the Director of Function (Council Business)/Monitoring Officer on the Public Services Ombudsman for Wales Investigation Outcomes published since the last Standards Committee on 13 December 2023.

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

A report by the Director of Function (Council Business)/Monitoring Officer on the APW's decisions in Wales since the last Standards Committee on 13 December 2023.

7 APPLICATIONS FOR DISPENSATIONS

It is usual practice for a report to be prepared to the Standards Committee by the Director of Function (Council Business)/Monitoring Officer on the applications for dispensations considered by the Standards Committee. During the period between the Standards Committee on 13 December 2023 and the day of publishing this agenda, no applications have been received. On this basis, no report is attached.

8 UPDATE FROM THE NATIONAL STANDARDS COMMITTEE FORUM (Pages 59 - 60)

A report by the Director of Function (Council Business)/Monitoring Officer on the National Forum for Independent Members of Standards Committees in Wales.

9 **REVIEWS OF THE REGISTERS OF INTERESTS FOR A SAMPLE OF THE ELECTED MEMBERS OF THE COUNTY COUNCIL** (Pages 61 - 64)

A report by the Director of Function (Council Business)/Monitoring Officer with details of the findings made during the reviews of registers of interests for a sample of elected members.

10 **EXCLUSION OF THE PRESS AND PUBLIC** (Pages 65 - 66)

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.”

11 **CONDUCT COMPLAINTS TO THE PUBLIC SERVICES OMBUDSMAN FOR WALES (PSOW) IN RELATION TO COMMUNITY COUNCILLORS DURING QUARTER 4 OF 2023/2024** (Pages 67 - 72)

A report by the Director of Function (Council Business)/Monitoring Officer in relation to advise the Committee of the trend arising in the complaints which have been sent to the PSOW in relation to Town and Community Councillors.

This page is intentionally left blank

STANDARDS COMMITTEE

Minutes of the meeting held on 13 December 2023

PRESENT: **Independent Members**

Mr John R Jones (Chair)
Dr T Rhys Davies (Vice-Chair)
Mrs Gill Murgatroyd
Mr Trefor Owen
Mrs Sharon Warnes

Representing the County Council

Councillor Margaret M Roberts
Councillor Dafydd Rhys Thomas

Representing Town and Community Councils

Councillor Iorwerth Roberts

IN ATTENDANCE:

Head of Function (Council Business)/Monitoring Officer
Head of Democracy (for Item 3)
Legal Services Manager/Deputy Monitoring Officer (for Item 14) (RJ)
Solicitor (Corporate Governance) (MY)
Human Resources Training Manager (EP) (for Item 4)
Human Resources Training Officer (AJ) (for Item 4)
Committee Officer (SC)

APOLOGIES:

Mrs Margaret Thomas (Town & Community Council Representative)

The Chair welcomed all those present to the meeting. He extended a warm welcome to Councillor Margaret M Roberts, Mr Trefor Owen, and Mrs Elen Pritchard to their first meeting of the Standards Committee.

1. DECLARATION OF INTEREST

Mr Iorwerth Roberts declared a personal interest in Item 8 on the agenda, as this item relates to a Dispensation granted to him by the Standards Committee's Dispensation Panel.

2. MINUTES OF THE MEETING

The draft minutes of the Standards Committee held on 14 June 2023 were confirmed as correct.

Matters arising: -

With reference to additional training provision on planning matters for members generally, the HR Training Officer reported that Planning officers have confirmed that they are unable to provide this specific training at present and the Training section is currently in discussion with external providers regarding the matter.

3. DEMOCRATIC SERVICES UPDATE

Submitted – a report by the Head of Democracy on the work that has been undertaken by the Service since the Standards Committee’s last meeting in June.

The following points were raised during discussion: -

- The Protocol for Hybrid Meetings has been in place since October. A review will be undertaken in the New Year to consider whether further changes will be necessary to the Protocol.
- Training modules on member wellbeing have been included in the Member Development Plan, which the Council hopes to develop further. The Council is working with the WLGA on training provision and expects to receive the WLGA’s Member Development Self-Assessment Framework in the New Year, which will be the basis for new discussions.
- 26 Elected Members’ Annual Reports were received out of 35 for the period 2022/23, resulting in a significant improvement on the previous year. The Council will be raising awareness of the process that members should follow to complete and present their annual reports between March and May next year. Discussions have taken place with other local authorities on their experiences regarding members’ annual reports.
- The report template is being modified and simplified for next year - information on members’ training will be uploaded into the new template automatically, rather than members having to carry out this task manually.
- Job descriptions for Group Leaders are currently in place and have been published on the Council website. The Council has compared its own job descriptions with the WLGA templates and has found them to be consistent. Further consultation will be undertaken in due course with Group Leaders to ensure that their job descriptions are fit for purpose.
- The Members’ Registers of Interests have been published on the Council’s website. It was noted that the Committee intends to review a sample of the Members’ Registers of Interests soon.

Discussion focused on whether Group Leaders might benefit from having a simple template to record achievements, developments etc in their Members’ Annual Reviews. The Head of Democracy responded that he would raise the matter with Group Leaders and would be happy to facilitate the process with the agreement of Group Leaders.

RESOLVED: -

- **To note the content of the report.**
- **That the Head of Democracy raises the matter of a template to record information in relation to Members' Annual Reviews with Group Leaders.**

Action: See Resolution above

4. MEMBER DEVELOPMENT

Submitted - a report by the Human Resources Training Officer on training and development provision that has been offered to elected members during the last financial year, as presented to the Democratic Services Committee on 29 November 2023.

The HR Training Officer reported that the Training Plan for 2023/24 in Appendix 1 continues to be shared in categories, i.e. Mandatory Training; General Training; Health and Wellbeing; Training on Request; E-Learning modules that are available on the E-Learning Platform Learning Pool. She stated that from April 2023, 27 training and development sessions have been offered to members to date.

Reference was made to Appendix 2 of the report, which focuses on the number of invitations members accepted to attend training and how many attended the sessions. It was noted that there is greater emphasis on mandatory training, and the report highlights those sessions. To date, every member has completed training on the Code of Conduct; 15 have attended Health and Safety sessions (additional training is scheduled for February 2024); 29 have completed GDPR/Data Protection, 29 have completed Safeguarding and 21 have attended the Climate Change training. The Training Officer reported that Cyber Security will be available to members in due course. It was noted that 1-1 ICT skills sessions have been delivered, which have been supported by 'How to' guidelines.

Whilst the standard of some training was considered very good, members also expressed concern that the quality of some training sessions was not up to the required standard. The HR Training Officer responded that she appreciated the feedback and would act upon the information presented.

Discussion focused on ways to encourage members to attend mandatory training. The Monitoring Officer suggested that the Chair and Vice-Chair, as part of their new statutory duties, request statistical data from Group Leaders on members' attendances at mandatory training, when they next attend a Group Leader's meeting.

RESOLVED: -

- **To note the content of the report.**
- **That the Chair and Vice-Chair request an update from Group Leaders on their members' attendances at mandatory training.**

Action: See Resolution above

5. CONDUCT COMPLAINTS TO THE PUBLIC SERVICES OMBUDSMAN FOR WALES (PSOW)

Submitted – a report by the Director of Function (Council Business)/Monitoring Officer on quarterly complaints received by the PSOW since the last Standards Committee in June in relation to (a) County Councillors, and (b) Town and Community Councillors.

The Solicitor (Corporate Governance) reported that two complaints had been submitted to the PSOW against County Councillors for Quarter 1, 2023/24 by members of the public, which the Ombudsman decided not to investigate further. No complaints had been received against Town and Community Councillors for the period.

It was noted that the Ombudsman had received two complaints against County Councillors during Quarter 2, 2023/24. The first complaint was from an elected member, which the Ombudsman is investigating. The second complaint was from a member of the public, which the Ombudsman decided not to investigate. No complaints had been received against Town and Community Councillors for the period.

RESOLVED: -

- **To note the content of Enclosures 1-4 of the report.**
- **That the Head of Function (Council Business)/Monitoring Officer distributes Enclosures 1-4 to elected and co-opted members of the Council and Clerks of Town and Community Councils through their respective Newsletters.**

Action: See Resolution above

6. DECISIONS BY THE PUBLIC SERVICES OMBUDSMAN FOR WALES

Submitted - a report by the Director of Function (Council Business)/Monitoring Officer summarising the PSOW's published findings of Code of Conduct complaints from June – November 2023.

The Solicitor (Corporate Governance) reported that the Ombudsman had received 13 complaints (Appendix 1 of the report), and discussed cases 1, 2, 3 and 13 in more detail. She stated that Cases 1 and 2 referred to two cases from Mumbles Community Council, involving a Councillor who had been subject to investigation for breaching the Code of Conduct and has since left the role, which limited any sanctions that could be imposed by the Standards Committee.

With reference to Case 3, a Councillor from Colwyn Bay Town Council had breached the Code by sharing an offensive political message on social media. The Ombudsman decided that although the Code had been breached, the complaint did not pass the "two-stage" process, therefore, it was not considered to be in the public interest to investigate the case further. The Councillor was warned to take care when sharing messages on social media in the future.

It was noted that the WLGA has developed a guidance for elected members on the use of social media. The Committee was reminded of the care that needs to be taken when sharing messages online.

Case 13 referred to a complaint against a member of Conwy County Borough Council who was alleged to have participated and voted in a virtual meeting whilst driving. The Ombudsman had stated that although the Councillor had breached the Code, the Police had not treated his behaviour as a criminal case and reported the crime. The Ombudsman decided not to take any further action in this case but stated that the incident would keep on record and would be considered again should the Councillor breach the Code in future. It was noted that this case is relevant to members, particularly in light of the publication of the new Protocol for Hybrid Meetings, discussed by the Head of Democracy under Item 3, as it highlights the behaviour expected of members when attending virtual meetings.

RESOLVED to note the content of the report.

Action: None

7. DECISIONS BY THE ADJUDICATION PANEL FOR WALES

Submitted - a report by the Director of Function (Council Business)/Monitoring Officer summarising matters referred to the Adjudication Panel for Wales (APW) by the Ombudsman and published by the APW since the Standards Committee's last meeting.

The first case involved an interim hearing in relation to allegations of serious breach of the Code of Conduct by an elected member from Ceredigion County Council and Aberystwyth Town Council in relation to five different allegations of sexual harassment. She stated that the APW suspended the Councillor for 6 months.

The Monitoring Officer reported that this was the first time the APW had used its decision-making powers to sanction a Councillor on a temporary basis. She stated that the Panel will present a further decision in due course.

The second case referred to a former elected member who had breached the Code by sending correspondence, some disclosing confidential information excessively to several recipients on a regular basis. The Councillor had ignored advice given to her. The APW disqualified the Councillor for 18 months.

The Monitoring Officer reported that in cases of disqualification, elected members will need to undergo a democratic process to be re-elected. She stated that members who receive temporary sanctions may return to their elected duties once the sanction has ended, if a term of office remains. The Monitoring Officer referred to a previous case law decision, namely "Calver", whereby it was detailed that senior officers of the Council needed to develop a "thick skin" to deal with threats and challenges by the public and elected members. The Monitoring Officer stated that this case demonstrates that, despite this decision, if an individual's behaviour is serious enough and prolonged, the Panel will provide support to senior officers.

The third case concerned a former member of a Town Council and Chair of that Council, who had been dishonest with Audit Wales when they were investigating a procurement issue. The member was disqualified for 15 months. The Monitoring Officer emphasised that there were many aggravating factors in this case, as the Councillor had avoided informing the investigators that he had made errors. The Councillor had not recognised that he was at fault but covered up his mistakes.

The fourth case referred to a former member of a Town Council who had pleaded guilty to a crime under the Sexual Offences Act 2003. The Monitoring Officer emphasised that there were also aggravating factors in this case, resulting in a sanction of 9 months disqualification. Although the Councillor had pleaded guilty in the Court case, he had not apologised for his behaviour in terms of the Code and had not taken the matter seriously enough in the APW's opinion.

It was noted that the Learning Points from these cases will be shared in the Newsletters to elected members and members of Town and Community Councils in due course.

RESOLVED to note the case studies presented in the report.

Action: None

8. APPLICATIONS FOR DISPENSATIONS

Submitted – a report by the Director of Function (Council Business)/Monitoring Officer on the outcome of any applications for dispensation considered by the Standards Committee since the last Standards Committee.

An application for dispensation was submitted by Councillor Iorwerth Roberts of Bryngwran Community Council, which was considered by the Standards Committee's Dispensation Panel on 3 October 2023. The application sought to permit the Councillor, in his capacity as Chair, to participate in discussion regarding an upcoming issue to be discussed by the Community Council.

Councillor Roberts declared a personal interest at the Standards Committee meeting in relation to this item and sought the advice of the Monitoring Officer as to whether he should leave the meeting whilst the item was to be discussed. The Monitoring Officer responded that Councillor Roberts could remain in the meeting, and to declare a personal interest was sufficient, as the matter was being reported for information only and so that the members of the Dispensation Panel could confirm the minutes from the Hearing on 3 October 2023, appearing as Enclosure 1 to the report.

RESOLVED: -

- **That the Committee notes the dispensation granted and the grounds and circumstances in which it was granted, as detailed in the report.**
- **That two of the Dispensation Panel members present at the 3 October 2023 Hearing and also the Standards Committee meeting on 13 December 2023, Mr John R Jones and Dr Rhys Davies, confirmed that the draft minutes of**

the Dispensation Panel in Enclosure 1 of the report were correct.

Action: None

9. LOCAL RESOLUTION PROTOCOL IN THE TOWN AND COMMUNITY COUNCILS

Submitted – a report by the Director of Function (Council Business)/Monitoring Officer on the Local Resolution Protocol (LRP) developed by the Standards Committee as a supplement to the One Voice Wales Protocol for use by the Town and Community Councils (TCCs).

The Monitoring Officer reported that the final version of the LRP has been shared with TCCs via the Standards Committee Newsletter in October. She stated that, TCCs should adopt and utilise the One Voice Wales (OVW) Protocol to resolve conduct issues. It was noted that there are restrictions within the OVW Protocol and in such circumstances (e.g. should the Chair or Clerk be involved in an issue under consideration), TCCs could then request that the Chair of the Standards Committee intervene to resolve conduct issues under the Standards Committee's LRP for TCCs; such involvement would be at the Standards Committee Chair's discretion.

The Standards Committee discussed ways to remind TCCs of this LRP in the future.

RESOLVED: -

- **To note the report.**
- **That the five independent members and two TCC representatives of the Standards Committee attend Mediation Training in January 2024.**

Action: See Resolution above

10. UPDATE ON THE NATIONAL STANDARDS COMMITTEE FORUM FOR WALES

Submitted – a report by the Director of Function (Council Business)/Monitoring Officer on the National Standards Committee Forum that has been set up in Wales.

The Chair reported that he attended the last Forum meeting in June and highlighted the following points from the meeting: -

- The Chair of the Forum, Professor Mark Philip gave a presentation on Leading in Practice in England.
- Discussion focused on the Penn report, Standards Committees' resources, sharing good practice, maintaining high standard of collaboration with Group Leaders, TCCs etc.
- The WLGA will hold a Charing session for members of the Standards Committee.

- Update by the PSOW Michelle Morris on reported cases i.e. 280 complaints had been referred to the Ombudsman, resulting in a 4% reduction. Only 35 complaints had reached the public interest threshold.
- The number of complaints regarding equality and respect have increased – 60% of all complaints received.
- WLGA statutory guidelines – discussion focused on whether the guidelines were clear enough.
- Letter sent to the Forum by the Ynys Môn Standards Committee.

RESOLVED to note the content of the report.

Action: None

11. TOWN AND COMMUNITY COUNCILS' TRAINING PLANS

Submitted – a report by the Director of Function (Council Business)/Monitoring Officer on the Annual Training Plans for Councillors and staff of TCCs.

The Solicitor (Corporate Governance) reported that in its March Newsletter, the Standards Committee requested that all TCCs provide a copy of their individual Training Plans by 31 May 2023. At the Standards Committee's last formal meeting, it was reported that five TCCs had responded to that request, which the Standards Committee members felt was disappointing. At its June 2023 meeting, the Standards Committee agreed that it would send further correspondence to TCCs to ask them for confirmation that they had adopted a Training Plan. A request was sent through their TCC Newsletter in October, followed by a letter in November; a total of 25 responses out of the possible 40 have been received to date.

The Standards Committee was relatively pleased with the number of responses received from TCCs and saw the improvement as a step forward. However, the Committee expressed concern regarding the risks involved with governance issues in relation to TCCs who did not have Training Plans in place.

RESOLVED to note the information detailed regarding the Town and Community Councils in Enclosure 1 of the report.

Action: None

12. SUMMARY OF RESPONSES TO THE WELSH GOVERNMENT'S CONSULTATION ON THE PENN REVIEW

Submitted – a report by the Director of Function (Council Business)/Monitoring Officer on the Welsh Government's responses to the Penn Review.

The Solicitor (Corporate Governance) reported that the Standards Committee, at its June meeting, had considered its response to the Welsh Government's consultation on the findings of the Ethical Standards Framework in Wales Review conducted by Richard Penn. She stated that the Standards Committee had prepared a response to the consultation, which included the observations made by Group Leaders.

Welsh Government has now published a summary of all responses to the consultation, which can be accessed via the link provided in the report.

RESOLVED: -

- **That the Standards Committee note the contents of the Welsh Government’s summary of responses to the consultation on the recommendations of the Independent Review of the Ethical Standards Framework (Richard Penn) report.**
- **That the Director of Function (Council Business)/Monitoring Officer informs the Standards Committee of any further documentation or information received in relation to the Welsh Government’s Consultation on the Penn Review.**

Action: See Resolution above

13. ANNUAL REPORT FOR THE STANDARDS COMMITTEE

Submitted – a report by the Director of Function (Council Business)/Monitoring Officer on the Standards Committee’s Annual Reports for 2022/23 and 2023/24.

The Solicitor (Corporate Governance) reported that it is a statutory requirement for every Standards Committee to produce an Annual Report to present to full Council. She stated that the 2022/23 Annual Report was the first year where the Standards Committee were required to consider an assessment of Group Leaders’ compliance with their new duties under the Local Government and Elections (Wales) Act 2021.

The Solicitor (Corporate Governance) reported that the same process of considering the Group Leaders’ compliance with their duties will need to be followed within the 2023/24 Annual Reports. She stated that the Standards Committee had met in November to discuss the reporting process to be used to feed into this year’s Annual Report. Amendments had been discussed at that informal meeting. The Committee confirmed acceptance of the amendments noted on the Group Leaders’ Reporting Form included in Appendix 1 of the report.

It was noted that the Chair and Vice-Chair will present a copy of the amended draft template to Group Leaders when they attend the next Group Leaders’ meeting in January 2024. The Chair and Vice-Chair will also seek input from Group Leaders on the proposed changes. It was also suggested that the Chair and Vice-Chair discuss any training provision with Group Leaders that may be relevant to them in their roles with the Group Leaders.

RESOLVED to note the content of the report.

14. INDEMNITIES POLICY

Submitted – a report by the Director of Function (Council Business)/Monitoring Officer on the Democratic Services’ review of the Council’s Indemnities Policy.

The Legal Services Manager reported that the Council's Indemnities Policy was presented to the Democratic Services Committee on 29 November 2023. He stated that the Policy dates to 2006, when the Local Authorities (Indemnities for Members and Officers) (Wales) Order became legislation and local authorities were permitted to offer indemnities (and insurance) to members and officers when discharging their duties.

The Legal Services Manager reported that the County Council's insurance policy shares the same role as the Indemnities Policy in most areas, but, in addition, the Policy offers protection to indemnify members in cases where the Code of Conduct has been breached, as the Code is outside the scope of the insurance policy. He stated that the insurance company set the terms and conditions of insurance and decide whether a claim for compensation should be paid or refused.

The Council has an Indemnities Sub-Committee in place to determine applications for indemnity in accordance with the Policy. A request for indemnity would be granted at the discretion of the Sub-Committee. It was noted that no applications for indemnity have been received over the past 10 years.

The Legal Services Manager reported that a national cap of £20,000 exists on claims for indemnity. He stated that when the Democratic Services Committee met in November, members expressed concern that the £20,000 cap on claims has not been raised since 2013. The Committee proposed that the cap be raised in line with inflation when the Policy is next reviewed in 2024. The Manager reiterated that it is a national and not a local cap of £20,000 on claims.

The Monitoring Officer reported that under the Policy, it is possible for a member to be granted an indemnity by the Indemnities Sub-Committee. If a case progresses to the Adjudication Panel or the Standards Committee and the member is subject to a penalty of suspension or more, then the indemnity must be repaid. Where the penalty is less, then repayment will be at the discretion of the Standards Committee.

RESOLVED to note the content of the Indemnities Policy and the role that the Standards Committee may be required to undertake in relation to indemnities that have been granted to member that are subsequently found to be in breach of the Code of Conduct for members.

Action: None

15. REVIEW OF A SAMPLE OF THE ELECTED MEMBERS' REGISTERS OF INTERESTS

Submitted – a report by the Director of Function (Council Business)/Monitoring Officer on a sample of the Elected Members' Registers of Interests.

The Solicitor (Corporate Governance) reported that as part of its work programme for 2023-24 the Standards Committee will be conducting a review of a sample of the Elected Members' Registers of Interests. She stated that to comply with the Code of Conduct, three registers must be kept and updated i.e. the Standing Register; the Register of Gifts and Hospitality; and Declarations of Interest in meetings.

It was noted that the review will be conducted by the Standards Committee's 5 independent members, which will involve each individual member undertaking a desktop exercise. A Methodology Advice Note has been produced as a guideline to assist members in the process of conducting the reviews.

The Standards Committee met informally last month to decide on a sample of 20 out of 35 elected members, based on a political balance ratio. She stated that the Committee supported the idea to review each Group Leaders' Register, with the remainder of the members from that Group being chosen at random. It was noted that this selection process has now been completed, and a list of the 4 members' names has been forwarded via email to each independent member, informing them whose Registers they will be reviewing.

It was noted that the 5 independent members will meet next week to discuss the process and timetable they intend to follow to conduct their reviews. Elected members have previously been informed of the review process as part of the Standards Committee's work programme; further correspondence will be sent prior to the commencement of the Reviews.

Following the Review, a general report will be produced and shared with all members to promote good practice and to recognise any matters that need to be addressed or improved. It was further noted that the Standards Committee will have an opportunity to put forward any recommendations that the independent members wish to make in relation to their findings.

RESOLVED to note the content of the report and enclosures.

Action: None

The meeting concluded at 11.55 am

**MR JOHN R JONES
CHAIR**

This page is intentionally left blank

EXTRAORDINARY MEETING OF THE STANDARDS COMMITTEE

Minutes of the meeting held on 15 February 2024

PRESENT: **Independent Members**

Dr T Rhys Davies
Mr Brace Griffiths
Mr John R Jones
Mrs Gill Murgatroyd
Mr Trefor Owen

Representing the County Council

Councillor Margaret M Roberts

Representing Town and Community Councils

Councillor Iorwerth Roberts

IN ATTENDANCE: Head of Function (Council Business)/Monitoring Officer
Solicitor (Corporate Governance) (MY)
Committee Officer (SC)

APOLOGIES: Councillor Dafydd Rhys Thomas
Councillor Margaret Thomas (Town & Community Council Representative)

1. CHAIR FOR THE MEETING

Mr John R Jones was elected Chair for the meeting.

2. DECLARATION OF INTEREST

None received.

3. ELECTION OF CHAIR

Submitted - a report by the Director of Function (Council Business)/Monitoring Officer on the procedure to elect a Chair of the Standards Committee in accordance with the Standards Committee (Wales) Regulations 2001 and Paragraph 2.9.2.6.2 of the Council's Constitution.

The Standards Committee shall elect a Chairperson from amongst its five independent members for a term of not less than four nor more than six years, or until the independent member's term of office on the Standards Committee expires.

Biographies of the five independent members were included in Enclosures 1 – 5 of the report.

RESOLVED to elect Dr Rhys Davies as Chair of the Standards Committee for a term of four years (subject to re-election).

Mr John R Jones welcomed Dr Rhys Davies to the role of Chair and wished him well in his term of office. Dr Rhys Davies thanked Mr Jones for his work and guidance over the past four years as Chair, as well as the Standards Committee for their support and electing him. He stated that he was looking forward to working with members of the Standards Committee and officers over the next four years.

4. ELECTION OF VICE-CHAIR

Submitted - a report by the Director of Function (Council Business)/Monitoring Officer on the procedure to elect a Vice-Chair of the Standards Committee in accordance with the Standards Committee (Wales) Regulations 2001.

The Standards Committee shall elect a Vice-Chairperson from amongst its independent members for a term of not less than four nor more than six years, or until the independent member's term of office on the Standards Committee expires.

RESOLVED to elect Mr Trefor Owen as Vice-Chair of the Standards Committee for a term of four years (subject to re-election).

**DR RHYS DAVIES
CHAIR**

CYNGOR SIR YNYS MÔN	
MEETING:	STANDARDS COMMITTEE
DATE:	JUNE 2024
REPORT TITLE:	MEMBER DEVELOPMENT
REPORT BY:	TRAINING AND DEVELOPMENT MANAGER
CONTACT OFFICER:	ELEN PRITCHARD (extension 2505)
PURPOSE OF THE REPORT:	DARPARU DIWEDDARIAD AR FATERION HYFFORDDIANT A DATBLYGIAD AR GYFER YR AELODAU ETHOLEDIG

1. BACKGROUND

The purpose of this report is to provide the Standards Committee with an update on elected member training and development, that being since the report presented in November 2023 whilst also offering an overview of the provision offered to our elected members during the last Financial year.

In addition, preliminary information is also presented regarding the proposed arrangements for the 2024-2025 Training Plan.

2. THE PLAN

The plan for 2024-25 (Attachement 1) is divided into the following specific headings; Mandatory Training; Additional; Health and Wellbeing; On-demand and e-learning. With these specific headings in mind, we provide an update below on the provision of training from April 2023 to date.

A total of 36 training and development opportunities were offered to elected members by the Human Resources Training Team. Full details in appendix 2.

See the latest information below on Training that has been designated as mandatory (as outlined by the Democratic Services), and their corresponding attendance levels;

Code of conduct	35/35
Health and Safety	26/35
Equality, Diversity and Inclusion	31/35
GDPR / Data Protection	29/35
Cyber security	34/35
Safeguarding	29/35

It is expected that all Members attend these titles as a minimum and that any further training / events are available to support these key titles.

Attention is drawn to the fact that the completion numbers of some of these titles are lower than is desirable. That despite offering several events over many years and varying their form and timing i.e. face to face, virtual, evening sessions.

A particular concern arises from this that those members who have not attended have not received information which is key to fulfilling their role. Further to this, it must also be recognized that the situation affects our efforts to move the wider programme forward as we must continue to organize further sessions of these titles. This has a direct impact on the programme itself, the time and resource of officers and the budget of the function.

1-1 IT skills sessions were held during the Summer months of 2023. These sessions received enthusiastic praise with 11 of our Elected Members taking advantage of them. In order to build on this provision, an IT skills questionnaire was distributed in electronic form, as well as on paper during December 2023. 1 incomplete response was received at that time. We will continue to consult about learning needs in this area.

Well-being continues to emerge as a recurring theme. In the past our Elected Members have been invited to our Whole Council proposals which have addressed areas such as Menopause, Mindfulness and Wellbeing and Fatigue. There is a request for this provision to be tailored where possible to the needs of Councilors more specifically. With this in mind enquiries have been made with the WLGA and a relevant offer has recently been shared by the LGA. We will continue to investigate what other offers are available to meet this need over the course of the current plan.

3. DEVELOPMENT PLAN FOR GROUP LEADERS

We would like to express our thanks to the Standards Committee for their guidance in this regard. Discussions are ongoing with the Democratic Service in order to refine the content of the Plan. This scheme is intended to offer a combination of:

- Bespoke workshops to be held in group form
- 1:1 motivational sessions
- Refer to bespoke workshops / programs organized by relevant organisations such as WLGA and Academi Cymru.

3. COMMUNICATIONS

The Learning and Development Team continue to work closely with the Democratic Services and relevant Officers within the authority to ensure that the plan addresses the needs of the Elected Member, and continues to evolve according to need.

Invitations to attend training continue to be shared through the usual arrangements, through a '*Member Support*' email address, as well as invitations through direct electronic calendar appointments.

Further work has been done to provide information about upcoming training events in an easy to follow format. These are shared regularly with Elected Members (example available in Appendix 3) with hard copies also available to view in the Member's lounge or on request.

The training team continues to share quarterly updates with Democratic services detailing the training figures completed by Elected Members for that particular quarter. This information is shared with the Group Leaders in due course, in an easy to follow format.

Further to this useful information and reference to specific e-learning titles is available through the Members Dashboard via Learning Pool. We are looking to develop more on this resource over time to include more useful information and guidance for our Elected Members.

4. METHODS OF DELIVERY

For the most part, the sessions are conducted as classroom sessions, although an option to introduce virtual sessions continues to be considered. There are also a series of e-learning titles available through Learning Pool which offer flexibility in terms of completion time. Note that the delivery method will depend on the field as well as which method is offered by the training provider.

Elected Members continue to receive an offer to attend sessions during a normal working day or alternatively an early evening session, in order to ensure that the commitments of the Elected Members are considered along with increasing attendance at sessions. Some concern continues to be shared regarding the suitability / convenience of this arrangement. We welcome any feedback and guidance in this regard and request our Members to share any suggestions with us.

As has already been shared with the Committee in order to continue to maximize the value of every penny, monolingual Welsh and English sessions will no longer be offered. Instead we will continue to request Welsh language provision and organize translation provision where required

5. TO SUM UP

The plan presented is an evolving document and will continue to be reviewed and amended as required, e.g. following changes in Legislation; procedures; External matters etc. This will ensure that we are able to respond to the needs identified and ensure timely provision.

6. RECOMMENDATION

- To note the content of the report.



CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL



Eich Ffordd Ymlaen
Your Way Forward

Cefnogi Eich Dyfodol – Supporting Your Future

ELECTED MEMBERS

LEARNING AND DEVELOPMENT PROGRAMME

MAY 2024 – MARCH 2025

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

TITLE	SUBJECT / FIELD OF WORK	MEDIUM	IDENTIFIED COHORT
Mandatory Training			
CODE OF CONDUCT	<ul style="list-style-type: none"> Overview of Democratic arrangements; <i>i.e. Input in meetings; standing rules and regulations, etc.</i> 	Presentation: (virtual and/or face-to-face)	All Elected Members and Lay Members
EQUALITY, DIVERSITY AND INCLUSION	<ul style="list-style-type: none"> Understand the role of Elected Members with regards to equalities in the decision-making process; Awareness of Equality and Diversity Matters. 	Presentation: (virtual and/or face-to-face) External Provider	All Elected Members
SAFEGUARDING – VULNERABLE CHILDREN AND ADULTS	<ul style="list-style-type: none"> Domestic Abuse; Violence Against Women; Modern Slavery; Prevent and Safeguarding Awareness. 	Presentation: (virtual and/or face-to-face) Internal Provider(s)	All Elected Members
DATA PROTECTION: YOUR RESPONSIBILITY AS AN ELECTED MEMBER	<ul style="list-style-type: none"> Understand general obligations of GDPR and the Data Protection Act 2018; Understand specific requirements of the Act Understand how to comply with the Act 	e-Learning Module <i>(to be renewed every 3 years)</i> and: Presentation: (virtual and/or face-to-face) External Provider(s)	All Elected Members
HEALTH AND SAFETY – LEADING SAFELY	<ul style="list-style-type: none"> Understand the legal requirements of Health & Safety, with regards to Elected Members General overview of Personal Safety for Members 	Presentation: (virtual and/or face-to-face) External Provider(s)	All Elected Members
CYBER SECURITY	<ul style="list-style-type: none"> Understand the impacts of new data protection laws and how they directly affect you. Be confident with your cyber security and be armed with some simple yet effective ways of keeping hackers at bay. 	e-Learning Module	All Elected Members

	<ul style="list-style-type: none"> Supporting our efforts to prevent further cyber attacks and data breaches and well placed to champion this field in our communities 		
CHAIRING SKILLS	<ul style="list-style-type: none"> How to lead and contribute towards holding Effective Committees 	Presentation: (virtual) <i>(to be renewed every 2 years)</i> External Provider(s)	All Chairpersons and Vice-Chairpersons of the Council and its Committees
PLANNING & LICENSING, GOVERNANCE & AUDIT	<ul style="list-style-type: none"> Relevant Training as identified 		All Members on the Planning, Licensing and Governance & Audit Committees

	TITLE	SUBJECT / FIELD OF WORK	MEDIUM	IDENTIFIED COHORT
Additional Training				
Page 21	BEGINNER ICT SKILLS	<ul style="list-style-type: none"> Supporting Elected Members that may experience difficulties using ICT equipment 	Up to three Face-to-face Sessions offered as part of the induction process Internal Provider(s)	All Elected Members
	INTERMEDIATE ICT SKILLS	<ul style="list-style-type: none"> Developing Members' ICT Skills 	Face-to-face Sessions as part of the induction process External Provider(s)	All Elected Members and Lay Members
	DEALING WITH THE PRESS	<ul style="list-style-type: none"> Practical session which provides Elected Members with experience of undertaking radio and television interviews; Opportunity for Members to undertake mock-interviews and practice. 	Presentation and mock-interviews, with copies to keep; (Face-to-face) Internal Officers / External Provider(s)	All Elected Members and Lay Members

FINANCIAL WELLBEING AND THE COST OF LIVING CRISIS	<ul style="list-style-type: none"> • A series of sessions offering information and resources and sharing good practice on Financial wellbeing and dealing with the cost of living crisis. 	Presentation: (virtual and/or face-to-face) Internal / External Provider(s)	All Elected Members and Lay Members
BRIEFING SESSIONS	<ul style="list-style-type: none"> • Relevant and Current Subject matters presented and discussed 	Presentation: (virtual and/or face-to-face) Internal Officer(s) / External Provider(s)	All Elected Members
GROUP LEADERS DEVELOPMENT PROGRAMME	<ul style="list-style-type: none"> • Series of relevant sessions 	Presentation: (virtual and/or face-to-face) Internal Officer(s) / External Provider(s)	Group Leaders

Well-being & Community

PERSONAL SAFETY / DEALING WITH DIFFICULT SITUATIONS	<ul style="list-style-type: none"> • Overview of skills and techniques that can be adopted to ensure personal safety, and the ability to deal with difficult situations. 	Presentation: (virtual and/or face-to-face) External Provider(s)	All Elected Members
HEALTH & WELL-BEING: GENERAL AND AWARENESS	<ul style="list-style-type: none"> • Provide understanding of: <ul style="list-style-type: none"> - Resilience - Work life Balance - Managing Stress - Mental Health Awareness 	e-Learning Modules available Presentation: (virtual and/or face-to-face)	All Elected Members and Lay Members

MENOPAUSE AWARENESS	<ul style="list-style-type: none"> • Overview for those who are experiencing or wish to raise their awareness 	Presentation: (virtual and/or face-to-face)	All Elected Members and Lay Members
----------------------------	--	--	-------------------------------------

	TITLE	SUBJECT / FIELD OF WORK	MEDIUM	IDENTIFIED COHORT
Training On Request				
Page 23	ICT SKILLS DEVELOPMENT	<ul style="list-style-type: none"> • Drop-in / One-to-One sessions • Support with specific ICT skills / Software 	Face-to-face Internal Provider(s) / External Provider(s)	All Elected Members and Lay Members
	SOCIAL MEDIA	<ul style="list-style-type: none"> • Have an understanding of how to make Social Media work for Elected Members; • What to share and what not to; • How not to behave on Social Media; • Bullying and Personal Safety elements. 	Presentation: (virtual and/or face-to-face) External Provider(s)	All Elected Members
	SCRUTINY	<ul style="list-style-type: none"> • Introduction to Scrutiny procedures • An understanding of the principles of effective Scrutiny 	Presentation: (virtual and/or face-to-face) External Provider(s)	All Elected Members

E-LEARNING MODULES

Elected Members have flexible access to e-Learning. Please see below details on the current topic areas that are available.

Mandatory Modules	Member Development	Welsh Language
<ul style="list-style-type: none"> - Cyber Awareness (to be renewed every 3 years) - Emergency Planning for Members (refresher to be agreed upon) - Chairing Meetings Effectively - Prevent (to be renewed as appropriate) - Modern Slavery (to be renewed every 3 years) - General Data Protection Regulations (GDPR) (to be renewed every 3 years) - Violence Against Women, Domestic Abuse and Sexual Violence (to be renewed every 3 years) 	<ul style="list-style-type: none"> - Ethics and Standards - Public Speaking and Working with the Media - Corporate Parenting - Well-being of Future Generations (Wales) - Effective Scrutiny - Social Services and Well-being Act (Wales) 	<ul style="list-style-type: none"> - Welsh Language Standards - Welsh in the Workplace (1) - Welsh in the Workplace (2)
Well-being	Health & Safety	Corporate Courses
<ul style="list-style-type: none"> - Health & Well-being in the Authority 	<ul style="list-style-type: none"> - The safe use of Display Screen Equipment (DSE) - Workplace Assessment 	<ul style="list-style-type: none"> - Learning Pool: Online Booking

Page 24

A number of the e-Learning modules can be used: to supplement classroom/*hybrid* sessions held; as renewed modules as required; as additional Personal Development provision for Members.

Note that this plan is an evolving one, and therefore it is likely that additional training will be included during the year in order to meet any changes in needs/priorities. Should unexpected circumstances beyond our control arise, it may be necessary to amend some of the dates/times stated above.

Details of these training sessions will be sent to Elected Members and Lay Members (as required) in email/calendar appointment form. At least 7 days notice will be given, where practicable, via ElectedMembersSupport@Anglesey.gov.wales

Cyfleoedd Hyfforddiant a Datblygiad wedi eu cynnig i Aelodau Etholedig yn 2023 -24

Training and Development Opportunities offered to Elected Members in 2023 - 24

Teitl y Cwrs	Mynychwyd / Attended	Gwahoddwyd / Invited	Course Title
Côd Ymddygiad	1	1	Code of Conduct
Côd Ymddygiad	2	2	Code of Conduct
Côd Ymddygiad	3	3	Code of Conduct
Cyfansoddiad y Cyngor	1	1	Council Constitution
Delio gyda'r Wasg	3	8	Dealing with the Press
Diogelu i Aelodau	6	14	Safeguarding for Members
Sesiwn Sgiliau TGCh 1-i-1	3	3	1-to-1 ICT Skills Session
Sesiwn Sgiliau TGCh 1-i-1	2	3	1-to-1 ICT Skills Session
Sesiwn Sgiliau TGCh 1-i-1	2	2	1-to-1 ICT Skills Session
Sesiwn Sgiliau TGCh 1-i-1	2	3	1-to-1 ICT Skills Session
Sesiwn Sgiliau TGCh 1-i-1	2	3	1-to-1 ICT Skills Session
Sesiwn Sgiliau TGCh 1-i-1	0	1	1-to-1 ICT Skills Session
Ymwybyddiaeth Ofalgar x2 (<i>agored i bawb</i>)	0	35	Mindfulness Awareness x2 (<i>open to all</i>)
Ymwybyddiaeth Menopos (<i>agored i bawb</i>)	0	35	Menopause Awareness (<i>open to all</i>)
Sgiliau Cadeirio	1	2	Chairing Skills
Sgiliau Cadeirio	3	3	Chairing Skills
Sgiliau Craffu Effeithiol	1	1	Principles of Effective Scrutiny
Cyflwyniad i Newid Hinsawdd	11	26	Introduction to Climate Change
Cyflwyniad i Newid Hinsawdd	4	21	Introduction to Climate Change
Cyflwyniad i Newid Hinsawdd	3	19	Introduction to Climate Change
Cyflwyniad i Newid Hinsawdd	3	12	Introduction to Climate Change
Cydraddoldeb, Amrywiaeth a Chynhwysiant	0	4	Equality, Diversity & Inclusion
Diogelu Data	6	13	Data Protection
Diogelu Data	8	12	Data Protection
Ymwybyddiaeth Diogelu i Aelodau	9	15	Safeguarding Awareness for Members
Ymwybyddiaeth Diwylliannol Sipsiwn a Theithwyr	13	30	Gypsies and Travellers' Cultural Awareness
Ymwybyddiaeth Twyll a Llygredd	12	44	Fraud and Corruption
Ymwybyddiaeth Twyll a Llygredd	4	44	Fraud and Corruption
Beth mae'n ei olygu i fod yn Ynys sy'n Wybodus am Drawma?	5	11	What does it mean to be a Trauma Informed Island
	2	2	Cyber Security Video
Arweinyddiaeth Gymunedol Flaengar I Gynghorwyr	1	1	Progressive Community Leadership Training
Cydraddoldeb, Amrywiaeth a Chynhwysiant	0	4	Equality, Diversity & Inclusion
Iechyd a Diogelwch i Aelodau	7	20	Health & Safety for Members

Iechyd a Diogelwch i Aelodau	4	20	Health & Safety for Members
Gwrth-Hiliaeth			Anti Racism
Gwrth-Hiliaeth	9	35	Anti Racism
Grwp 6: Cryfhau Arweinyddiaeth	9	35	GROUP 6 - STRENGTHENING LEADERSHIP
(VAWDASV)	9	35	(VAWDSV)
Rhentu Doeth Cymru	2	10	Rent Smart Wales

Cynllun Datblygu Aelodau Etholedig

2023
/24

Mawrth 2024

01/03/24 - Hyfforddiant Cyfamod y Lluoedd Arfog - 11:30-12:15 - ZOOM (ar gais*)

*Os hoffwch fynychu, rhowch wybod i ni drwy e-bost.

08/03/24 - Deall a Defnyddio Data Perfformiad - 09:30-13:00 - MS Teams

Ar gael i Gynghorwyr ar y **Pwyllgor Gwaith**.

11/03/24 - Hyfforddiant Cyfamod y Lluoedd Arfog - 13:30-14:15 - ZOOM (ar gais*)

*Os hoffwch fynychu, rhowch wybod i ni drwy e-bost.

13/03/24 - Rheoli Risg i Gynghorwyr - 16:00-17:30 - Hyfforddiant Allanol (ar gais*)

19/03/24 - Rheoli Risg i Gynghorwyr - 16:00-17:30 - Hyfforddiant Allanol (ar gais*)

Ar agor i Gynghorwyr drwy'r GLLC, ac yn enwedig i'r rhai ar **Bwyllgorau Llywodraethu** ac **Archwilio**.

*Os hoffwch fynychu, rhowch wybod i ni drwy e-bost.

21/03/24 - Grŵp 6: Trais yn erbyn Menywod, Camdrin Domestig a Thrais Rhywiol -

09:30-11:30 - 'Yst. Hyfforddiant 1', Pencadlys

25/03/24 - Rhentu Doeth Cymru - 13:30-16:00 - 'Canolfan Fusnes Môn', Llangefni, LL77 7XA

*Os hoffwch fynychu, rhowch wybod i ni drwy e-bost.

Ebrill 2024

12/04/24 - Hyfforddiant Cyfamod y Lluoedd Arfog - 11:00-11:45 - ZOOM (ar gais*)

*Os hoffwch fynychu, rhowch wybod i ni drwy e-bost.

29/04/24 - Grŵp 6: Trais yn erbyn Menywod, Camdrin Domestig a Thrais Rhywiol -

17:30-19:30 - 'Ystafell Hyfforddiant 1', Pencadlys

Dyddiadau i'w gadarnhau:

Cynllunio i Aelodau (**Mandadol i Aelodau dynodedig**)

Trwyddedu i Aelodau (**Mandadol i Aelodau dynodedig**)

Cyllid a Rheoli'r Trysorlys (**Mandadol i Aelodau dynodedig**)

Sgiliau TGCh Cyffredinol (I'r rhai sydd yn dymuno)



Elected Members' Development Plan

2023
/24

March 2024

01/03/24 - Armed Forces Covenant Training - 11:30-12:15 - ZOOM (on request*)

*Should you wish to attend, please let us know by e-mail.

08/03/24 - Understanding and Using Performance Data - 09:30-13:00 - MS Teams

Available to Councillors on the **Executive Committee**.

11/03/24 - Armed Forces Covenant Training - 13:30-14:15 - ZOOM (on request*)

*Should you wish to attend, please let us know by e-mail.

13/03/24 - Risk Management for Councillors - 16:00-17:30 - External Training (on request*)

19/03/24 - Risk Management for Councillors - 16:00-17:30 - External Training (on request*)

Available to Councillors through the WLGA, and particularly for those on **Governance** and **Audit Committees**.

*Should you wish to attend, please let us know by e-mail.

**21/03/24 - Group 6: Violence Against Women, Domestic Abuse and Sexual Violence -
09:30-11:30 - 'Training Room 1', Headquarters**

25/03/24 - Rent Smart Wales - 13:30-16:00 - 'Anglesey Business Centre', Llangefni, LL77 7XA

*Should you wish to attend, please let us know by e-mail.

April 2024

12/04/24 - Armed Forces Covenant Training - 11:00-11:45 - ZOOM (on request*)

*Should you wish to attend, please let us know by e-mail.

**29/04/24 - Group 6: Violence Against Women, Domestic Abuse and Sexual Violence -
17:30-19:30 - 'Training Room 1', Headquarters**

Dates to be confirmed:

Planning for Members (**Mandatory for identified Members**)

Licensing for Members (**Mandatory for identified Members**)

Finance & Treasury Management (**Mandatory for identified Members**)

General ICT Skills (*For those who wish*)



Hyfforddiant i ddod | Upcoming Training

DYDDIAD AMSER DATE TIME	TEITL Y CWRS COURSE TITLE		LLEOLIAD LOCATION	
25/05/2024 09:30-12:30	Deallt a Rheoli Data Perfformiad	Understanding and Using Performance Data	Ystafell Hyfforddiant 1, Pencadlys	Training Room 1, Council HQ
25/05/2024 13:30-16:00	Mandadol Iechyd a Diogelwch	Mandatory Health & Safety	Canolfan Fusnes Môn, LL77 7XA	Anglesey Business Centre, LL77 7XA
25/05/2024 09:30-16:30	Cyfamod y Lluoedd Arfog	Armed Forces Covenant	Ar-lein: ZOOM	Online: ZOOM
25/05/2024 17:30-19:30				

*Bydd holl sesiynau yn cael ei gynnal yn y Gymraeg lle bu trenfniadau'n caniatáu, gan ddarparu wasanaeth cyfieithu i gymryd rhan yn Saesneg lle bu angen.

*All sessions will be held in Welsh where arrangements allow, providing a translation service to participate in English where required.



This page is intentionally left blank

CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL	
COMMITTEE:	Standards Committee
DATE:	18 June 2024
REPORT TITLE:	Conduct Complaints to the Public Services Ombudsman for Wales (PSOW)
PURPOSE OF THE REPORT:	To advise the Committee of the complaints which have been sent to the PSOW in relation to (a) County Councillors and (b) Town and Community Councillors.
REPORT BY:	Mared Wyn Yaxley Solicitor – Corporate Governance mwycs@ynysmon.llyw.cymru
LINK OFFICER:	Lynn Ball Director of Function (Council Business) / Monitoring Officer lbxcs@ynysmon.llyw.cymru 01248 752586

1. INTRODUCTION

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

2. UPDATES

2.1 The reports for Quarter 1 for 2023/2024 [April – June 2023] and Quarter 2 for 2023/2024 [July – September 2023] were submitted at the Standards Committee meeting on 13 December 2023.

2.2 A copy of the report for Quarter 3 for 2023/2024 [October – December 2023] in relation to County Councillors, appears at **Enclosure 1**.

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

2.3 A copy of the report for Quarter 4 for 2023/2024 [January – March 2024] in relation to County Councillors, appears at **Enclosure 3**.

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

3. COUNTY COUNCILLORS

3.1 There are currently two cases being investigated by the PSOW in relation to two different County Councillors. One case was received in August 2023 and the other was received in February 2024.

4. TOWN AND COMMUNITY COUNCILLORS

4.1 A total of 5 complaints were submitted to the PSOW in Quarter 4 of 2023/2024, all relating to Councillors from the same Community Council. This is a large increase compared to the remainder of the year where no complaints were submitted for TCCs in Quarter 1, Quarter 2 or Quarter 3.

5. RECOMMENDATION

5.1 For the Standards Committee members to note the contents of the **Enclosures at 1-4**.

ENCLOSURES:

1	Complaint report for Quarter 3 for 2023/2024 in relation to County Councillors.
2	Complaint report for Quarter 3 for 2023/2024 in relation to Town and Community Councillors.
3	Complaint report for Quarter 4 for 2023/2024 in relation to County Councillors.
4	Complaint report for Quarter 4 for 2023/2024 in relation to Town and Community Councillors.

ATODIAD / ENCLOSURE 1

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

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

Chwarter 3 (Hydref – Rhagfyr 2023) – 2023/2024 – Quarter 3 (October – December 2023)

Enw'r Cynghorydd Name of Councillor	Enw'r Achwynydd Name of Complainant	Cyfeirnod y Ffeil File Reference (i) Un ni/Ours (ii) “O”	Dyddiad y Gŵyn - “O” Complaint date - “O”	Canlyniad Ymholiad “O” a'r dyddiad neu'r sefyllfa gyfredol Result of “O” Investigation and date or the current situation
Cynghorydd Sir / County Councillor	Aelod / Member	024922 202302251	Gohebiaeth gyntaf gan O / First correspondence received from O: 09.08.2023	O yn parhau i ymchwilio'r gŵyn / O is continuing to investigate the complaint

ATODIAD / ENCLOSURE 2

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

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

Chwarter 3 (Hydref – Rhagfyr 2023) – 2023/2024 – Quarter 3 (October – December 2023)

Enw'r Cynghorydd Name of Councillor	Enw'r Achwynydd Name of Complainant	Cyfeirnod y Ffeil File Reference (i) Un ni/Ours (ii) “O”	Dyddiad y Gŵyn - “O” Complaint date - “O”	Canlyniad Ymholiad “O” a'r dyddiad neu'r sefyllfa gyfredol Result of “O” Investigation and date or the current situation
DIM I'W ADRODD / NONE TO REPORT				

Page 35

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

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

Chwarter 4 (Ionawr – Mawrth 2024) – 2023/2024 – Quarter 4 (January – March 2024)

Enw'r Cynghorydd Name of Councillor	Enw'r Achwynydd Name of Complainant	Cyfeirnod y Ffeil File Reference (i) Un ni/Ours (ii) “O”	Dyddiad y Gŵyn - “O” Complaint date - “O”	Canlyniad Ymholiad “O” a'r dyddiad neu'r sefyllfa gyfredol Result of “O” Investigation and date or the current situation
Cynghorydd Sir / County Councillor	Aelod / Member	024922 202302251	Gohebiaeth gyntaf gan O / First correspondence received from O: 09.08.2023	O yn parhau i ymchwilio'r gŵyn / O is continuing to investigate the complaint
Cynghorydd Sir / County Councillor	Aelod / Member	025515 202307670	Gohebiaeth gyntaf gan O / First correspondence received from O: 08.02.2024	O yn ymchwilio'r gŵyn / O is investigating the complaint

ATODIAD / ENCLOSURE 4

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

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

Chwarter 4 (Ionawr – Mawrth 2024) – 2023/2024 – Quarter 4 (January – March 2024)

Page 57

Enw'r Cyngorydd Name of Councillor	Enw'r Achwynydd Name of Complainant	Cyfeirnod y Ffeil File Reference (i) Un ni/Ours (ii) “O”	Dyddiad y Gŵyn - “O” Complaint date - “O”	Canlyniad Ymholiad “O” a'r dyddiad neu'r sefyllfa gyfredol Result of “O” Investigation and date or the current situation
Cyngorydd Cymuned / Community Councillor Cyngor Cymuned A / Community Council A	Cyngorydd Cymuned / Community Councillor	025514 202307045	Gohebiaeth gyntaf gan O / First correspondence received from O: 07.02.2024	O yn ymchwilio'r gŵyn / O is investigating the complaint
Cyngorydd Cymuned / Community Councillor Cyngor Cymuned A / Community Council A	Aelod o'r cyhoedd / Member of the public	025578 202308844	Gohebiaeth gyntaf gan O / First correspondence received from O: 19.02.2024	O wedi penderfynu peidio ymchwilio'r gŵyn / O has decided not to investigate the complaint
Cyngorydd Cymuned / Community Councillor Cyngor Cymuned A / Community Council A	Aelod o'r cyhoedd / Member of the public	025577 202308351	Gohebiaeth gyntaf gan O / First correspondence received from O: 20.02.2024	O wedi penderfynu peidio ymchwilio'r gŵyn / O has decided not to investigate the complaint

ATODIAD / ENCLOSURE 4

Cynghorydd Cymuned / Community Councillor	Aelod o'r cyhoedd / Member of the public	025582 202309057	Gohebiaeth gyntaf gan O / First correspondence received from O: 22.02.2024	O wedi penderfynu peidio ymchwilio'r gŵyn / O has decided not to investigate the complaint
Cyngor Cymuned A / Community Council A				
Cynghorydd Cymuned / Community Councillor	Aelod o'r cyhoedd / Member of the public	25655 202309312	Gohebiaeth gyntaf gan O / First correspondence received from O: 19.03.2024	O wedi penderfynu peidio ymchwilio'r gŵyn / O has decided not to investigate the complaint
Cyngor Cymuned A / Community Council A				

CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL	
COMMITTEE:	Standards Committee
DATE:	18 June 2024
REPORT TITLE:	Published findings by the Public Services Ombudsman for Wales for all Councils in Wales
PURPOSE OF THE REPORT:	To advise the Committee of all Wales findings published on its website by the Public Services Ombudsman for Wales for the period between 1 December 2023 and 31 May 2024.
REPORT BY:	Mared Wyn Yaxley Solicitor – Corporate Governance mwyics@ynysmon.llyw.cymru
LINK OFFICER:	Lynn Ball Director of Function (Council Business) / Monitoring Officer lbxcs@ynysmon.llyw.cymru 01248 752586

1. INTRODUCTION

This report summarises the information published under the “[Our Findings](#)” heading on the [Public Services Ombudsman for Wales \(PSOW\)](#) website for the months of December 2023 to May 2024 in relation to Code of Conduct matters only **[ENCLOSURE 1]**.

2. QUARTERLY NEWSLETTER

In addition to the information on the website, the Ombudsman also publishes quarterly Newsletters.

- The third Quarterly Newsletter from the Public Services Ombudsman for Wales [September – December 2023] (dated January 2024) can be seen [here](#).
- The fourth Quarterly Newsletter from the Public Services Ombudsman for Wales [January – March 2024] (dated May 2024) can be seen [here](#).

3. BACKGROUND

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

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

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

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

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

If (3) or (4) above apply, the PSOW will then submit its report to the local standards committee or to the Adjudication Panel for Wales (APW), and it is for the committee, or a case tribunal of the APW, to conduct a hearing to consider the evidence and to make the final decision on whether or not the code of conduct has been breached and, if so, whether a penalty should be imposed, and what any penalty should be.

Standards committees have statutory authority to issue a suspension against a councillor for a period not exceeding 6 months. Standards committees have no powers of disqualification and, where there are findings of breach, will try to apply a sanction that is proportionate to the offence. This will often be a censure (public rebuke) or a recommendation of training/undertaking/mediation etc.

A case tribunal has authority to suspend a councillor for up to 12 months and to disqualify for up to 5 years.

4. RECOMMENDATION

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

ENCLOSURE:

1.	A summary of the information published under the " Our Findings " heading on the Public Services Ombudsman for Wales (PSOW) website for the months of December 2023 to May 2024 in relation to Code of Conduct matters only.
----	--

ENCLOSURE 1

Date	Name of Council	Case Reference Number	Link to case on POSW's website	Report Type - Subject	Report Type - Outcome	Commentary / Points to note:
01/16/2024	Neath Port Talbot Council	202207282	Duty to uphold the law : Neath Port Talbot Council - Public Services Ombudsman for Wales	Duty to uphold the law	Referred to Standards Committee	Neath Port Talbot Council's Standards Committee is yet to conduct a Hearing.
03/13/2024	Aberystwyth Town Council	202207025/ 202106268	Duty to uphold the law : Aberystwyth Town Council - Public Services Ombudsman for Wales	Duty to uphold the law	Referred to the Adjudication Panel for Wales	Adjudication Panel for Wales is yet to conduct a Hearing.
03/27/2024	New Quay Town Council	202204033	Duty to uphold the law : New Quay Town Council - Public Services Ombudsman for Wales	Duty to uphold the law	Referred to the Adjudication Panel for Wales	Adjudication Panel for Wales is yet to conduct a Hearing.
03/11/2024	Llantilio Pertholey Community Council	202203308	Promotion of equality & respect : Llantilio Pertholey Community Council - Public Services Ombudsman for Wales	Promotion of equality & respect	Referred to Standards Committee	Monmouthshire County Council's Standards Committee is yet to conduct a Hearing.
03/27/2024	Porthcawl Town Council	202201160/ 202201353	Promotion of equality & respect : Porthcawl Town Council - Public Services Ombudsman for Wales	Promotion of equality & respect	Referred to Standards Committee	Bridgend County Borough Council's Standards Committee is yet to conduct a Hearing.
03/27/2024	Bridgend Town Council	202204885	Disclosure & register of interest : Bridgend Town Council - Public Services Ombudsman for Wales	Disclosure & register of interest	Referred to Standards Committee	<p>Bridgend County Borough Council's Standards Committee found that the Member had failed to comply with paragraphs 4(b) and 6(1)(a) of the Code of Conduct. A link to the Hearing details can be seen here.</p> <p>The Committee decided that the most appropriate sanction to be applied was a censure, and put on record that if the Former Member was still an elected Member, they would have imposed a suspension of 4 months.</p>

ENCLOSURE 1

	Date	Name of Council	Case Reference Number	Link to case on POSW's website	Report Type - Subject	Report Type - Outcome	Commentary / Points to note:
							The member may appeal against this decision.
	01/05/2024	Bridgend County Borough Council	202206441	Promotion of equality and respect : Bridgend County Borough Council - Public Services Ombudsman for Wales	Promotion of equality and respect	No action necessary	Advice was issued to the Member to be mindful of his future behaviour, particularly when trying to manage contentious and sensitive situations, and to be mindful of his use of language, and how this could be perceived by others. Given this was an isolated incident, it was not proportionate or in the public interest to take any further action in relation to the matter.
	03/26/2024	Tenby Town Council	202207862	Promotion of equality and respect : Tenby Town Council - Public Services Ombudsman for Wales	Promotion of equality and respect	No action necessary	The Ombudsman found that this was a private dispute which the Member sought to resolve in his private capacity. Overall, the Ombudsman was not persuaded by the evidence considered that it was suggestive that a breach of the Code of Conduct for members has occurred.
	12/07/2023	Caerphilly County Borough Council	202203322/ 202203379	Promotion of equality & respect : Caerphilly County Borough Council - Public Services Ombudsman for Wales	Promotion of equality & respect	Referred to Standards Committee	Caerphilly County Borough Council's Standards Committee found that the Member had failed to comply with paragraph 6(1)(a) of the Code of Conduct. The Committee decided that the most appropriate sanction to be applied was a censure, with a recommendation for further training in respect of the Members' Code of Conduct, with a particular emphasis upon the use of social media in order to prevent breaches arising in the future.

ENCLOSURE 1

	Date	Name of Council	Case Reference Number	Link to case on POSW's website	Report Type - Subject	Report Type - Outcome	Commentary / Points to note:
							A link to the Hearing details can be seen here .
	12/13/2023	Newport City Council	202207150	Promotion of equality and respect : Newport City Council - Public Services Ombudsman for Wales	Promotion of equality and respect	No evidence of breach	The Ombudsman's investigation found that the complainant and Member's version of events differed. The Member said that he had not referenced his role as a councillor. The Ombudsman found that there was no independent witness evidence, or any other type of evidence, available to account for what happened during the exchange and accordingly, there was not sufficient evidence to suggest that the Member had referenced his role as a councillor. As a result, given that there was not sufficient evidence that the Member was acting in his capacity as a councillor during the exchange, most of the provisions of the Code (including the requirement to show respect and consideration to others) were not engaged. The only relevant provision of the Code which applies at all times, including when the Member was acting in a private capacity, was the obligation not to act in a way which could reasonably be regarded as having brought disrepute upon the Council and/or the office of councillor. Whilst the complainant reported the incident to the Police, the Police did not speak with the Member about the

ENCLOSURE 1

	Date	Name of Council	Case Reference Number	Link to case on POSW's website	Report Type - Subject	Report Type - Outcome	Commentary / Points to note:
							interaction and took no action in relation to the matter. In view of this, the Ombudsman found that there was no evidence that the Member had brought his office as councillor or his Council into disrepute. Therefore, on the balance of the available evidence, the Ombudsman was not persuaded that there was evidence of a breach of the Code
	03/23/2024	Haverfordwest Town Council	202208468	Promotion of equality and respect : Haverfordwest Town Council - Public Services Ombudsman for Wales	Promotion of equality and respect	No action necessary	As the Former Member is no longer a council member, if a breach of the Code of Conduct were found by the County Council's Standards Committee, any sanction would be limited to a censure only. In view of the above, the Ombudsman did not consider that it was in the public interest to take any further action.
	01/12/2024	Llansantffraed Community Council	202208582	Duty to uphold the law : Llansantffraed Community Council - Public Services Ombudsman for Wales	Duty to uphold the law	Referred to Standards Committee	Ceredigion County Council's Standards Committee is yet to conduct a Hearing.
	01/24/2024	Vale of Glamorgan Council	202200739	Objectivity & propriety : Vale of Glamorgan Council - Public Services Ombudsman for Wales	Objectivity & propriety	Referred to Standards Committee	Vale of Glamorgan Council' Standards Committee is yet to conduct a Hearing.
	02/28/2024	St. Nicholas & Bonvilston Community Council	202104717	Integrity : St. Nicholas & Bonvilston Community Council - Public Services Ombudsman for Wales	Integrity	Referred to Standards Committee	Vale of Glamorgan Council' Standards Committee is yet to conduct a Hearing.
	05/20/2024	Bridgend Town Council	202203440	Promotion of equality & respect: Bridgend Town Council -	Promotion of equality & respect	Referred to Standards Committee	Bridgend County Borough Council's Standards Committee

ENCLOSURE 1

	Date	Name of Council	Case Reference Number	Link to case on POSW's website	Report Type - Subject	Report Type - Outcome	Commentary / Points to note:
				Public Services Ombudsman for Wales			is yet to conduct a Hearing.
	[no date noted]	Wrexham County Borough Council	202200187	Promotion of equality & respect: Wrexham County Borough Council - Public Services Ombudsman for Wales	Promotion of equality & respect	No action necessary	No information apart from what is included here has been published by PSOW in relation to this matter.

This page is intentionally left blank

CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL	
COMMITTEE:	Standards Committee
DATE:	18 June 2024
REPORT TITLE:	Adjudication Panel for Wales Decisions
PURPOSE OF THE REPORT:	To provide information about the matters considered by the Adjudication Panel for Wales and published since the last Committee meeting on 13 December 2023
REPORT BY:	Mared Wyn Yaxley Solicitor – Corporate Governance mwyics@ynysmon.llyw.cymru
LINK OFFICER:	Lynn Ball Director of Function (Council Business)/Monitoring Officer lbxics@ynysmon.llyw.cymru 01248 752586

1. INTRODUCTION AND BACKGROUND

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

1. To form case tribunals, or interim case tribunals, to consider reports from the Public Services Ombudsman for Wales (PSOW) following investigations by the PSOW into allegations that a member has failed to comply with their authority's code of conduct;

and

2. To consider appeals from members against the decisions of their own authority's standards committee that they have breached the code of conduct (as well as deciding if permission will be given to appeal in the first instance).

This report includes decisions [published](#) by the APW during the period since the Standards Committee meeting on the 13 December 2023. It is intended as a factual summary of the matters decided by the APW. The reported cases for the relevant period are currently available on the [APW website](#)

2. SUMMARY OF THE RELEVANT CASES

A summary of the relevant cases are at **ENCLOSURE 1**.

2.1 Decisions made

APW/0002/2023-024/CT: Former Councillor Emma McNamara

APW/0004/2023-024/CT: Councillor Attridge

2.2 Appeals adjudicated

APW/003/2023-024/AT: Former Councillor Louise Thomas

APW/005/2023-024/AT: Councillor David Metcalfe

3. RECOMMENDATION

To note the content of the case summaries

ENCLOSURE:

1.	A summary of the cases published on the Adjudication Panel for Wales (APW) website for the period since December 2023.
----	--

Summary of Cases before the Adjudication Panel for Wales – December 2023 - May 2024

	Link to case	Name	Relevant Authority	Nature of allegation	Date	Tribunal decision	Points of interest arising:
1	APW/0002/2023-024/CT: Former Councillor Emma McNamara	Former Councillor Emma McNamara	Mumbles Community Council	Breach of paragraph 6(1)(a) 6(1)(a) – Members must not conduct themselves in a manner which could reasonably be regarded as bringing their office or authority into disrepute.	Hearing Date - 18 March 2024	No breach of paragraph 6(1)(a)	Members are reminded of the Council’s Social Media Protocol – section 5.10 of the Constitution and link available here . The Case Tribunal concluded that the relevant conduct of the Respondent on social media brought herself into disrepute in her personal capacity. On the specific facts of this case however, it concluded that it was not conduct which could also reasonably be regarded as bringing her office or authority into disrepute. Members should be careful not to rely on this case.
2	APW/0004/2023-024/CT: Councillor Attridge	Councillor Attridge	Flintshire County Council & Connah’s Quay Town Council	Breach of paragraphs 4(b), 4(c), 4(d), 5(a), 6(1)(a), 7(a), 11(2)(a) & 14(1)(d) 4(b) – Members must show respect and consideration for others. 4(c) – Members must not use bullying behaviour or harass any person. 4(d) – Members must not do anything which compromises, or which is likely to compromise, the impartiality of those who work for, or on behalf of, their authority. 5(a) – Members must not disclose confidential information or information which should reasonably be regarded as being of a confidential nature, without	Written representations considered at a meeting on 26 April 2024	Breach of paragraphs 4(b), 4(c), 5(a), 6(1)(a) and 7(a). No breach of paragraphs 4(d), 11(2)(a) and 14(1)(d). 4 month suspension. <i>“The Tribunal considered whether it ought to make a recommendation that the Respondent specifically apologise to Ms M and the officers</i>	

ENCLOSURE 1

	Link to case	Name	Relevant Authority	Nature of allegation	Date	Tribunal decision	Points of interest arising:
				<p>express consent of a person authorised to give such consent, or unless required by law to do so;</p> <p>6(1)(a) – Members must not conduct themselves in a manner which could reasonably be regarded as bringing their office or authority into disrepute.</p> <p>7(a) – Members must not in their official capacity or otherwise, use or attempt to use their position improperly to confer on or secure for themselves, or any other person, an advantage or create or avoid for themselves, or any other person, a disadvantage.</p> <p>11(2)(a) - Where a Member has a personal interest in any business of their authority and they make — (a) written representations (whether by letter, facsimile or some other form of electronic communication) to a member or officer of their authority regarding that business, they should include details of that interest in the written communication.</p> <p>14(1)(d) - Subject to sub-paragraphs (2), (2A) (3) and (4), where a Member has a prejudicial interest in any business of their authority they must, unless they have obtained a dispensation from their authority’s standards</p>		<p><i>for his conduct but, having considered the Sanctions Guidance (paragraphs 54 and 55), it concluded that such recommendations ought to have been directed to the authorities and/or their Standards Committees. The Tribunal nevertheless hoped that the Respondent would act upon its desire for him properly make amends for his wrongdoing.”</i></p>	

ENCLOSURE 1

	Link to case	Name	Relevant Authority	Nature of allegation	Date	Tribunal decision	Points of interest arising:
				committee, not make any written representations (whether by letter, facsimile or some other form of electronic communication) in relation to that business;.			
3	APW/003/2023-024/AT: Former Councillor Louise Thomas	Former Councillor Louise Thomas	Mumbles Community Council	<p>Breach of paragraphs 6(1)(a) & 6(1)(d)</p> <p>6(1)(a) – Members must not conduct themselves in a manner which could reasonably be regarded as bringing their office or authority into disrepute.</p> <p>6(1)(d) – Members must not make vexatious, malicious or frivolous complaints against other members or anyone who works for, or on behalf of, their authority.</p>	Remote Hearing date - 14 March 2024	<p>The Appeal Tribunal endorsed the decision of the City and County of Swansea's Standards Committee on 13th of October 2023 that :</p> <ul style="list-style-type: none"> - Former Councillor Thomas had breached Paragraphs 6(1)(a) and 6(1)(d) of the Code of Conduct of Mumbles Community Council. - That former Councillor Louise Thomas be formally censured pursuant to Regulation 9 of the Local Government Investigations (Functions of Monitoring 	Councillor Thomas had not attended Code of Conduct training. All members are encouraged to complete such training.

ENCLOSURE 1

	Link to case	Name	Relevant Authority	Nature of allegation	Date	Tribunal decision	Points of interest arising:
						<p>Officers and Standards Committees) (Wales) Regulations 2001 (as amended) for breaching paragraphs 6 (1)(a) and 6 (1)(d) of the Code of Conduct.</p> <p>- That had former Councillor Louise Thomas still been a serving Community Councillor, the Appeal Tribunal would have recommended that the Standards Committee impose a 6-month suspension, which is the maximum period of suspension that the Committee could impose.</p>	
4	APW/005/20 23-024/AT: Councillor David Metcalfe	Councillor David Metcalfe	Cefn Community Council	<p>Breach of paragraphs 6(1)(a), 7(a), 11(1), 11(2)(b), 14(1)(a)(ii), 14(1)(c) and 14(1)(e) of the Council's Code of Conduct.</p> <p>6(1)(a) – Members must not conduct themselves in a manner which could reasonably be</p>	Decision date – 8 February 2024	Appeal Refused	<p>Members are reminded that there is a 21-day period in which applications for permission to appeal must be received by the APW.</p> <p>The President of the APW considers the reasonable prospect of success of the points being argued.</p>

ENCLOSURE 1

	Link to case	Name	Relevant Authority	Nature of allegation	Date	Tribunal decision	Points of interest arising:
				<p>regarded as bringing their office or authority into disrepute.</p> <p>7(a) – Members must not in their official capacity or otherwise, use or attempt to use their position improperly to confer on or secure for themselves, or any other person, an advantage or create or avoid for themselves, or any other person, a disadvantage.</p> <p>11(1) - Where a Member has a personal interest in any business of their authority and they attend a meeting at which that business is considered, they must disclose orally to that meeting the existence and nature of that interest before or at the commencement of that consideration, or when the interest becomes apparent.</p> <p>11(2)(b) - Where a Member has a personal interest in any business of their authority and they make oral representations (whether in person or some form of electronic communication) to a member or officer of their authority they should disclose the interest at the commencement of such representations, or when it becomes apparent to them that you have such an interest, and confirm the representation and interest in writing within 14 days of the representation.</p>			

ENCLOSURE 1

	Link to case	Name	Relevant Authority	Nature of allegation	Date	Tribunal decision	Points of interest arising:
				<p>14(1)(a)(ii) - Subject to sub-paragraphs (2), (2A), (3) and (4), where a Member has a prejudicial interest in any business of their authority they must, unless they have obtained a dispensation from their authority's standards committee, withdraw from the room, chamber or place where a meeting considering the business is being held, whenever it becomes apparent that that business is being considered at that meeting.</p> <p>14(1)(c) – Subject to sub-paragraphs (2), (2A), (3) and (4), where a Member has a prejudicial interest in any business of their authority they must, unless they have obtained a dispensation from their authority's standards committee, not seek to influence a decision about that business.</p> <p>14(1)(e) – Subject to sub-paragraphs (2), (2A), (3) and (4), where a Member has a prejudicial interest in any business of their authority they must, unless they have obtained a dispensation from their authority's standards committee not make any oral representations (whether in person or some form of electronic communication) in respect of that business or immediately cease to make such oral representations when the prejudicial interest becomes apparent.</p>			

ENCLOSURE 1

Page 57

This page is intentionally left blank

CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL	
COMMITTEE:	Standards Committee
DATE:	18 June 2024
REPORT TITLE:	Update on the National Standards Committee Forum for Wales
PURPOSE OF THE REPORT:	As above
REPORT BY:	Mared Wyn Yaxley Solicitor – Corporate Governance mwyics@ynysmon.llyw.cymru
LINK OFFICER:	Lynn Ball Director of Function (Council Business) / Monitoring Officer lbxics@ynysmon.llyw.cymru 01248 752586

1. INTRODUCTION

- 1.1 A National Standards Committee Forum has been set up in Wales, as a result of the recommendation made by the Penn Review on the Ethical Regime in Wales.
- 1.2 In accordance with the Forum’s terms of reference, only the Chair of each Standards Committee attends the Forum meetings.
- 1.3 The Monitoring Officers from the North Wales authorities attend on a rota basis in order to provide professional advice.

2. FORUM MEETINGS

- 2.1 Since the last Standards Committee meeting, one meeting of the Forum has been held. Mr Rhys Davies attended the meeting on 29 January 2024, in his role as Vice Chair (a deputy can attend in the Chair’s absence).
- 2.2 Notes of the January 2024 Forum meeting were shared with the Standards Committee members via email on 5 March 2024.
- 2.3 A chair training skills workshop was held for Chairs and Vice Chairs of Standards Committees on 12 February 2024. Mr Rhys Davies and Mr Trefor Owen attended this workshop.
- 2.4 A training session on Hearings was held for Standards Committee Chairs only on 23 April 2024. Mr Rhys Davies was unable to attend this workshop but has since received a recording of the training and will be sharing learning with members in due course.

2.5 The next Forum meeting is scheduled on 24 June 2024. It is intended that Mr Trefor Owen, in his role as Vice Chair of this Standards Committee, will be attending, in the Chair's absence.

3. THE FORUM'S DOCUMENTATION

3.1 The Forum has agreed that, in relation to Forum notes - *"the notes may be circulated to Standards Committees, provided no individual complainant or councillor complained of could be identified. This will be kept under review at/after each meeting."*

4. CORRESPONDENCE WITH THE FORUM

4.1 Having attended the Forum meeting in January 2024, the Chair sent correspondence to the Chair and the administrator of the Forum; a copy of this correspondence dated 11 March 2024. The Chair distributed a draft to all members of the Standards Committee and asked for their observations prior to sending the correspondence to the Forum.

4.2 A response has been received dated 15 March 2024. That response has been shared with the Standards Committee members.

5. RECOMMENDATION

5.1 For the Committee to note the contents of this report.

CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL	
COMMITTEE:	Standards Committee
DATE:	18 June 2024
TITLE OF THE REPORT:	Review by the Standards Committee of the Registers of Interests of elected members of the County Council
PURPOSE OF THE REPORT:	To provide feedback on the findings made during this exercise
REPORT BY:	Mared Wyn Yaxley Solicitor – Corporate Governance mwycs@ynysmon.llyw.cymru
CONTACT OFFICER:	Lynn Ball Function Director (Council Business) / Monitoring Officer lbxc@ynysmon.llyw.cymru 01248 752586

1. INTRODUCTION AND BACKGROUND

- 1.1 As part of its work programme for 2023-2024, the Standards Committee decided to carry out a review of the registers of interests of elected members of the County Council. The purpose of the exercise was to ensure compliance with the [Council's Code of Conduct for Members](#) and to provide feedback, which would include lessons to be learned for the benefit of members in general.
- 1.2 The exercise has now been completed and the Committee has taken steps to act on the findings made during this review. A summary of the work undertaken is provided in this report.

2. THE PROCESS FOLLOWED

- 2.1 On 27 October 2023, the Standards Committee sent correspondence to all elected members of the County Council advising them of the Committee's intention to carry out a review and encouraging them to check the contents of their Registers. The Chair of the Standards Committee met with Group Leaders in the same month to inform them of the Committee's intentions. Further correspondence was sent to all members in December 2023, following the formal meeting of the Standards Committee, in order to confirm the process the Committee intended to follow when carrying out the review.
- 2.2 The proposed process, and how the sample that would be the subject of the review would be selected, was discussed at an informal meeting of the Standards Committee on 15 November 2023. The arrangements were confirmed at the Committee's formal meeting in December 2023.
- 2.3 The reviews were completed by the 5 independent members of the Committee in January 2024. The reviews were carried out as individual exercises i.e. with each

independent member of the Standards Committee completing the review independently, and as a desktop exercise.

2.4 The sample:

2.4.1 It was decided that the sample would include 20 elected members with each independent member of the Committee reviewing the details of 4 members of the County Council. The sample was selected on the basis of political balance, with the Registers of the four Group Leaders being reviewed, and the rest of the members from each Group being selected at random.

2.5 The process:

2.5.1 All independent members followed the Advice Note approved by the Committee at its meeting in December 2023 when completing their reviews, in order to ensure consistency.

2.5.2 The review was completed between 3 and 17 January 2024 with each independent member providing written feedback of their findings.

2.5.3 The information gathered was agreed and the themes and lessons to be learned were discussed at an informal meeting of the independent members of the Standards Committee on 1 February 2024.

2.6 Findings:

The actions that would result from the exercise were decided as follows:

2.6.1 Send personal correspondence to those members who were the subject of a review and where the specific reviewer considered that the member needed to review / update / explain some of the information published within their Register of Interests (the Standing Register) and/or the Register of Declarations in Meetings. The intention in doing this was to offer information to the member to assist them in ensuring that they meet the requirements of the Code of Conduct regarding the registration of interests. These emails were sent to the members concerned on 29 and 30 April 2024 with a request for a response. Further correspondence was sent on 21 May to those members who did not respond to the first correspondence. The Standards Committee member will consider raising the issue with the member's Group Leader should no response be received from the member.

2.6.2 In cases where the Standards Committee was concerned about a member's wellbeing, for example if there was a change in attendance patterns, correspondence was sent by the independent member of the Standards Committee who was responsible for reviewing that member's Registers to that member's Group Leader. The purpose of this was to ensure that the member is receiving the necessary support to facilitate them to undertake their duties as an elected member. Three letters were sent on 29 April 2023 with a request for a response to the Standards Committee. The relevant Group Leaders are in communication and are cooperating with the Standards Committee regarding these issues.

- 2.6.3 Issues which were considered to be corporate issues, for example technical matters, were found by the independent members when carrying out their reviews. The Committee decided that these matters, which include the process for members completing their Registers and the way in which information is published on the website, amongst other matters, should be raised with the Chief Executive so that they receive attention from the relevant officers. This correspondence was sent on 31 May. A copy of this correspondence has also been shared with the Group Leaders. The Committee's intention is to provide an update for members, through the Group Leaders, regarding the response received and any developments implemented as a result of that letter.
- 2.6.4 It was decided that a general report would be prepared for all members in order to provide feedback on the general themes arising during the exercise, in the hope that it would offer a guide as to what is being considered by the Standards Committee as good practices and those matters that need attention from members. This will also be an opportunity for the Standards Committee to offer its ideas for improvements. This report has been shared by the Vice-Chair of the Standards Committee with the Group Leaders; the intention was for the Vice-Chair to present its content and answer any queries at a meeting of the Group Leaders on 6 June, before it was sent by email to all members. However, that meeting was cancelled, and arrangements will be made for the Standards Committee's Chair or Vice-Chair to attend at a future meeting of the Group Leaders for the same purpose. The general report, which is a summary of the main themes, will be shared with all members after the meeting with the Group Leaders.

3. RECOMMENDATION

- 3.1 That the Standards Committee considers the process to date and what lessons can be learned when/if the Committee carries out a further review of the Registers of elected members in the future.
- 3.2 That a further report be presented at the formal meeting of the Standards Committee in December 2024 to
- (a) Share a copy of the general report, including the main themes arising from the review process, as sent to all members following an initial discussion with Group Leaders; and
 - (b) report on the developments that have been made, particularly regarding 2.6.3 above.

This page is intentionally left blank

PRAWF BUDD Y CYHOEDD PUBLIC INTEREST TEST

**Cwynion am ymddygiad at Ombwdsmon Gwasanaethau Cyhoeddus Cymru (OGCC)
ynghylch Cynghorwyr Cymuned yn chwarter 4 2023/2024**

**Conduct complaints to the Public Services Ombudsman for Wales (PSOW) in
relation to Community Councillors during quarter 4 2023/2024**

Paragraffau 12 ac 13 Atodlen 12A Deddf Llywodraeth Leol 1972 Paragraphs 12 and 13 Schedule 12A Local Government Act 1972	
Y PRAWF – THE TEST	
<p>Mae budd i'r cyhoedd o ddatgelu oherwydd / There is a public interest in disclosure as:-</p> <p>Mae'r Pwyllgor Safonau yn ystyried adroddiadau mewn perthynas â chwynion a geir gan Ombwdsmon Gwasanaethau Cyhoeddus Cymru ar gyfer Cynghorwyr Sir a Chynghorwyr Tref a Chymuned. Bydd yr adroddiad fel arfer yn ddienw ac yn cael ei rannu â'r Pwyllgor Safonau er mwyn adnabod lefelau ac unrhyw dueddiadau sy'n codi. Mae hyn yn parhau i gael ei rannu â'r Pwyllgor yn gyhoeddus (Eitem 5 ar agenda'r cyfarfod hwn).</p> <p>Mae tuedd wedi codi mewn un Cyngor Cymuned ac mae'r Pwyllgor Safonau yn dymuno trafod y sefyllfa yn y Cyngor Cymuned hwnnw.</p> <p>Mae busnes y Pwyllgor Safonau yn gysylltiedig â disgwyliad rhesymol o dryloywder mewn perthynas â materion a drafodir.</p> <p>The Standards Committee considers reports in relation to the complaints received by the Public Services Ombudsman for Wales for both County Councillors and Town and Community Councillors. The report is usually anonymised and is shared with the Standards Committee to identify levels and</p>	<p>Y budd i'r cyhoedd wrth beidio datgelu yw / The public interest in not disclosing is:-</p> <p>Mae'r adroddiad yn cynnwys enw un Cyngor Cymuned lle mae tuedd wedi codi. Mae'n rhesymol disgwyl i drafodaethau'r Pwyllgor Safonau mewn perthynas â'r mater hwn gael eu cynnal heb y wasg a'r cyhoedd yn bresennol. Penderfyniad y Pwyllgor yw a yw'n meddwl ei fod yn rhesymol datgelu enw'r Cyngor Cymuned cyn y gellir gwneud datgeliad o'r fath.</p> <p>The report details the name of one Community Council where a trend has occurred. It is reasonable to expect that the discussions of the Standards Committee in relation to this matter is done without the press and public present. The Committee's decision as to whether it thinks it reasonable to disclose the Community Council's name is required before such disclosure can be made.</p>

any trends arising. This continues to be shared with the Committee publicly (agenda item 5 for this meeting).

A trend has occurred in one Community Council and the Standards Committee wishes to discuss the situation at that Community Council.

The business of the Standards Committee is connected with a reasonable expectation of transparency in respect of the matters discussed.

Argymhelliad - Mae'r budd i'r cyhoedd wrth gadw'r eithriad o bwys mwy na'r budd i'r cyhoedd a ddeuai yn sgil datgelu'r wybodaeth.

Recommendation - The public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Document is Restricted

This page is intentionally left blank