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CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL

Mr Dylan Williams
Prif Weithredwr – Chief Executive
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RHYBUDD O GYFARFOD	NOTICE OF MEETING
PWYLLGOR GWASANAETHAU DEMOCRATAIDD	DEMOCRATIC SERVICES COMMITTEE
DYDD MERCHER, 27 TACHWEDD 2024 am 10:00 o'r gloch	WEDNESDAY, 27 NOVEMBER 2024 at 10:00 am
YSTAFELL BWYLLGOR, SWYDDFEYDD Y CYNGOR AC YN RHITHIOL DRWY ZOOM	COMMITTEE ROOM, COUNCIL OFFICES AND VIRTUALLY VIA ZOOM
Swyddog Pwyllgor	Shirley Cooke 01248 752518 Committee Officer

AELODAU / MEMBERS

Plaid Cymru / The Party of Wales

Non Dafydd, Carwyn E Jones, Llio A Owen (*Is-Gadeirydd/Vice-Chair*), Dylan Rees, Ken Taylor

Annibynnwyr Môn / Anglesey Independents

Jeff Evans, Aled Morris Jones

Y Grŵp Annibynnol / The Independent Group

Gwilym O Jones

Plaid Lafur Cymru / Wales Labour Party

Keith Roberts (*Cadeirydd/Chair*)

A G E N D A

1 DECLARATION OF INTEREST

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

2 MINUTES (Pages 1 - 4)

To submit for confirmation, the draft minutes of the meeting of the Committee held on 18 September 2024.

3 MEMBER DEVELOPMENT (Pages 5 - 16)

To submit a report by the Human Resources Training Manager.

4 INDEPENDENT REMUNERATION PANEL FOR WALES – DRAFT ANNUAL REPORT FOR 2025/26 (Pages 17 - 20)

To submit a report by the Head of Democracy.

5 DEMOCRATIC SERVICES UPDATE (Pages 21 - 24)

To submit a report by the Head of Democracy.

DEMOCRATIC SERVICES COMMITTEE

Minutes of the hybrid meeting held on 18 September, 2024

- PRESENT:** Councillor Keith Roberts (Chair)
Councillor Llio A Owen (Vice-Chair)
- Councillors Non Dafydd, Gwilym O Jones, Dylan Rees, Ken Taylor
- IN ATTENDANCE:** Head of Democracy,
Training and Development Manager (EP),
Committee Officer (MEH)
- ALSO PRESENT:** None
- APOLOGIES:** Councillors Jeff Evans, Carwyn Jones, Aled Morris Jones
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1. DECLARATION OF INTEREST

None received.

2. MINUTES

The draft minutes of the previous meetings of this Committees were presented and confirmed as correct as follows:-

- The minutes of the meeting held on 20 March, 2024;
- The minutes of the meeting held on 21 May, 2024.

3. MEMBER DEVELOPMENT

The report of the Training and Development Manager on the Training and Development Programme for Elected Members for 2024/2025 was presented for consideration.

The Training and Development Manager reported on the Training Plan for 2024/2025 included as Appendix 1 within the report. She said that the Plan continues to be shared in categories i.e. Mandatory Training; Supplemental; Health and Wellbeing; On demand and E-Learning Modules that are available on the E-Learning Platform Learning Pool. She stated that since April 2023, 37 training and development sessions have been offered to elected members to date. To mitigate and prioritise what is offered to elected members this is 22 less than afforded during the same period last year.

Reference was made to Appendix 2 of the report, which highlights the number of members who have accepted invitations to attend training and how many attended the sessions. She noted that there is an emphasis on the requirement

to attend mandatory training and that attendance at these sessions is lower than is desirable. That being despite offering several events varying in their form and timing i.e. face to face, virtual and 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. It is also be recognised that the situation affects the efforts to move the wider program forward due to the continuous need to organize further sessions of these titles.

The Training and Development Manager further reported that at the request of the Standards Committee, discussions are ongoing with the Democratic Services on drawing up a dedicated Plan for Group Leaders which was highlighted within the report. The Learning and Development Team continues to work closely with the Democratic Services and relevant Officers within the authority to ensure that the plan addresses the needs of the Elected Members and continues to evolve according to demand.

Following the presentation of the report, the following points of discussion were raised by the Committee and the Officers responded to the questions raised.

- As was highlighted within the report, it is disappointing that the attendance of Elected Members in mandatory training session is lower than is desirable. Reference has been made that Members of this Committee could approach the members that have not attended these sessions. Questions were raised whether details of the names of the Members who have not attended these mandatory courses could be afforded. The Head of Democracy responded that there are informal and formal methods to promote mandatory training to Elected Members. A quarterly update is afforded to Group Leaders with information on every member of the Group who have attended/not attended mandatory training. He noted that a message could be shared with the Group Leaders expressing this Committee's concerns. Members of the Committee expressed that there is a need to highlight what training sessions are a priority/optional.
- Questions were raised as to whether attendance at training sessions are recorded on the Council's website. The Head of Democracy responded that details of attendance on training courses is under the profile of each Elected Member on the website.
- Further comments were made that training sessions are afforded by the Planning Department to Members of the Planning and Orders Committee on a regular basis, but these sessions are only attended by half of the membership of the Committee. It was considered that these sessions are essential for Elected Members to be able to understand the complex decision-making of the planning process. The Training and Development Manager responded that she would be willing to support the Planning Department in promoting the requirement to attend these sessions afforded.
- Reference was made to the Welsh Language courses afforded by the Council for basic to advance courses available to staff and Elected Members. The Training and Development Manager said that 133 staff members have shown an interest in developing their Welsh language skills on different levels.

It was RESOLVED to note the contents of the report.

**4. INDEPENDENT REMUNERATION PANEL FOR WALES (IRPW) –
SUPPLEMENTARY REPORT : REVIEW OF REMUNERATION FOR LAY
MEMBERS OF CORPORATE JOINT COMMITTEES**

Submitted – a report by the Head of Democracy in relation to the above.

The Head of Democracy reported that the report highlights the remuneration for lay members of the Corporate Joint Committees established under the Local Government and Elections (Wales) Act 2021 (the 2021 Act) and the Local Government (Wales) Bill 2011 was amended to include CJC's as relevant authorities within the Panel's remit. The North Wales Corporate Joint Committee consists of principal councils of Gwynedd, Denbighshire, Anglesey, Wrexham, Conwy, Flintshire and Eryri National Park Authority. He further said that the IRPW determined that Lay Members of the Corporate Joint Committee will be paid on the same basis as co-opted (lay) members with voting rights. Payment for these lay members will be similar to payment to other co-opted (lay) members of local government committees and a table was highlighted of the suggested payments were included within the report.

It was RESOLED to note the Panel's supplementary determination in relation to payments to lay members of Corporate Joint Committees.

**5. CONSULTATION ON THE EXTENSION OF JOB SHARE PROVISIONS FOR
ELECTED MEMBERS IN NON-EXECUTIVE ROLES**

The report of the Head of Democracy on the Consultation of the Extension of Job Share Provisions for Elected Members in Non-Executive Roles was presented for consideration.

The Head of Democracy reported that the Local Government and Elections (Wales) Act 2021 contained a provision to facilitate job-sharing arrangements in roles that form part of the Executive of County Councils. This was implemented in March 2023 when the County Council agreed to change the constitution to allow one or more Members to share the position of Leader, Deputy Leader or as Portfolio Members of the Executive. Subsequently job-sharing arrangements have been put in place with two members sharing the position of Deputy Leader. Welsh Government has decided to consult further on plans to expand the job-sharing provision to other senior roles, including Committee Chairs and Vice-Chairs. Welsh Government considers that offering members options to share roles can promote diversity, career progression pathways and can help with work-life balance.

Following the presentation of the report, the following points of discussion were raised by the Committee.

- Whilst accepting the job-sharing roles agreed by the full Council in March 2023, questions were raised as to the role of Vice-Chairs if this provision of job sharing was to be implemented. The Head of Democracy responded that

the roles could become complex to administer and therefore the guidance of Welsh Government to the job-sharing role is paramount to provide clarification. If these arrangements come into force, the Council's Constitution will need to be amended to ensure consistency and appropriate guidance at a local level.

- Comments were made that the misunderstanding of the remuneration on both Deputy Leaders on social media is unacceptable. The Head of Democracy said that the remuneration of the provision of two Deputy Leaders on the Authority is cost neutral as they share the allowance of Deputy Leader.

The Committee considered that the current provision of Chairs and Vice-Chairs of Committee has been working well within this Authority and this should be included in the response to consultation.

It was RESOLVED to agree to the contents of the draft response to Welsh Government whilst including that the Committee consider that the provision on Anglesey is working well and is concerned about the impact on the role of Vice-Chairs as noted above.

The meeting concluded at 2:45 pm

**COUNCILLOR KEITH ROBERTS
CHAIR**

CYNGOR SIR YNYS MÔN	
MEETING:	DEMOCRATIC COMMITTEE
DATE:	27th NOVEMBER 2024
TITLE OF REPORT:	MEMBER DEVELOPMENT
REPORT BY:	TRAINING AND DEVELOPMENT MANAGER
CONTACT OFFICER:	ELEN PRITCHARD
PURPOSE OF THE REPORT:	TO PROVIDE AN UPDATE ON THE 2024/2025 ELECTED MEMBER TRAINING AND DEVELOPMENT PLAN

1. INTRODUCTION

The purpose of the report is to provide the Democratic Services Committee with the latest information on the Elected Members Training and Development Program 2024/2025.

2. UPDATE ON THE 2024-2025 DEVELOPMENT PROGRAM

As presented to you previously, the plan for 2024-25 (Appendix 1) is divided into the following specific headings; Mandatory training; General; Health and Wellbeing; On demand and eLearning modules. With these specific headings in mind, we provide an update below on the provision of training from April 2023 to date.

A total of 39 training and development opportunities were offered to Elected Members by the Human Resources Training Team. Full details included 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	33/35	Further virtual sessions were organised in October 2024.
Equality, Diversity and Inclusion	31/35	An invitation has been extended to EM to join in staff sessions scheduled for 03/12/24.
Data Protection	33/35	An invitation was extended to EM to attend staff sessions on 19/11/24.
Seiberddiogelwch	34/35	Cyber Security video shared

Diogelu	29/35	Further sessions were organised at the end of Novemeber 2023.
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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.

Completion numbers for some of these titles have remained lower than desired. That despite offering several events over many years now. In order to address this we have, more recently looked to vary the form and timing of the events. Where this has been implemented we have seen an increase in the completion figures.

3. COMMUNICATIONS

The training team continues to work closely with the Democratic service and relevant Officers within the authority to ensure that the scheme addresses the needs of the Elected Members and continues to evolve as required.

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

Quarterly reports are shared with Democratic Services, which are then shared with Group Leaders. These reports will include details of mandatory training and all other training completed within that particular quarter.

Further work has been completed to provide information about training events available in an easier to follow format. These are shared with Elected Members (Appendix 3) by means of email with hard copies also available in the Members' Lounge.

4. METHODS OF PROVISION

On the whole, the sessions are held as classroom sessions, more recently we have extended this provision to be offering some virtual sessions as well as a further option where it is suitable and relevant to be recording sessions for future use. Please note, that the method of presentation is dependent on the subject in question as well as which method is offered / preferred by the Training provider.

Elected Members continue to be offered the choice of attending a session within a normal working day or an early evening session to ensure that the commitments of the Elected Members are taken into account as well as increasing attendance at sessions.

Where possible, training is sought through the medium of Welsh and a translation service is organized for those who wish to listen through the medium of English.

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
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COUNTY COUNCIL



Eich Ffordd Ymlaen
Your Way Forward

Cefnogi Eich Dyfodol – Supporting Your Future

ELECTED MEMBERS

LEARNING AND DEVELOPMENT PLAN

MAY 2023 – MARCH 2024

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 MATTERS – 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
	PROCESSING DATA / PERSONAL INFORMATION: 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
	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			
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 Internal Provider(s)	All Elected Members
INTERMEDIATE ICT SKILLS	<ul style="list-style-type: none"> Developing Members' ICT Skills 	Face-to-face Sessions External Provider(s)	All Elected Members and Lay Members
INTRODUCTION TO CLIMATE CHANGE		Internal Provider(s)	All Elected Members and Lay Members
DEFAMATION	<ul style="list-style-type: none"> How to avoid and/or mitigate against any defamation claim(s) 	Presentation: (virtual and/or face-to-face) Internal Provider(s)	All Elected Members
FINANCE AND TREASURY MANAGEMENT	<ul style="list-style-type: none"> Understanding of financial matters; Budget setting; etc. 	Presentation: (virtual and/or face-to-face) Section 151 Officer / External Provider(s)	All Elected 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

	TITLE	SUBJECT / FIELD OF WORL	MEDIUM	IDENTIFIED COHORT
Additional Training				
	GYPSIES & TRAVELLERS CULTURAL AWARENESS	<ul style="list-style-type: none"> Introductory Training on working with Gypsies and Travellers in Wales. 	Presentation and activities (face-to-face) Housing Service / 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
Well-being & Community				
Page 11	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
	MINDFULNESS AWARENESS	<ul style="list-style-type: none"> Short sessions to discuss the effect of stress on the body and relaxation tips 	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 12	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
	INVESTIGATION	<ul style="list-style-type: none"> • Introduction to Audit procedures 	Presentation: (virtual and/or face-to-face) Internal / 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

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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 evolutionary 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

Cynnig hyfforddiant a datblygiad i Aelodau Etholedig yn 2023

Training and Development offered to Elected Members in 2023

Teitl y Cwrs	Fynychwyd / 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 Gwrth-Hiliaeth	4	20	Health & Safety for Members
Gwrth-Hiliaeth	9	35	Anti Racism
Grwp 6: Cryfhau Arweinyddiaeth (VAWDASV)	9	35	Anti Racism
Rhentu Doeth Cymru	2	10	GROUP 6 – STRENGTHENING LEADERSHIP (VAWDASV)
Grwp 6: Cryfhau Arweinyddiaeth (VAWDASV)	7	19	Rent Smart Wales
Hyfforddiant Cynllunio i Aelodau	26	35	GROUP 6 – STRENGTHENING LEADERSHIP (VAWDASV)
Iechyd a Diogelwch i Aelodau	9	8	Planning Training for Elected Members
Diogelu Data	6	4	Health and Safety for Members
			Data Protection

Elected Members' Development Plan

2023
/24

November 2023

- 15/11/23 - Data Protection for Members (**Mandatory***) (Welsh) - 13:00-14:30 - Zoom
- 16/11/23 - Data Protection for Members (**Mandatory***) (English) - 18:00-19:30 - Zoom
- 20/11/23 - Intro. to Climate Change - 09:30-12:30 - 'Training Room 1', Headquarters
- 20/11/23 - Intro. to Climate Change - 17:30-20:00 - 'Training Room 1', Headquarters
- 27/11/23 - Safeguarding Awareness for Members (**Mandatory***) - 18:00-19:00 - Zoom
- 29/11/23 - Well-being & Burnout Event - 13:30-15:00 - Council Chambers, Headquarters
- 30/11/23 - Gypsies & Travellers' Cultural Awareness - 13:30-15:30 - Zoom

December 2023

- 04/12/23 - Fraud & Corruption for Members - 09:30-12:00 - 'Training Room 1', HQ
- 04/12/23 - Fraud & Corruption for Members - 17:30-19:30 - 'Training Room 1', HQ

January 2024

February 2024

- 06/02/24 - Equality, Diversity & Inclusion (**Mandatory***) - 09:30-12:30 - Zoom
- 16/02/24 - Health & Safety for Members (**Mandatory***) - TBC - Zoom
- 16/02/24 - Health & Safety for Members (**Mandatory***) - 17:30 - 20:00 - 'Yst. Hyfforddiant 1'
- 21/02/24 - Anti-Racism Training - 09:30 - 11:30 - Zoom
- 21/02/24 - Anti-Racism Training - 17:30 - 19:30 - Zoom

*mandatory for Members that are outstanding

March 2024

- 21/03/24 - Group 6 - Violence Against Women, Domestic Abuse and Sexual Violence - 09:30-11:30 - 'Training Room 1', HQ
- 21/03/24 - Group 6 - Violence Against Women, Domestic Abuse and Sexual Violence - 17:30-19:30 - 'Training Room 1', HQ

Dates to be confirmed:

- Planning & Licensing (**Mandatory for identified Members**)
- Finance & Treasury Management (**Mandatory for identified Members**)
- General ICT Skills
- Leading Safely for Members



Isle of Anglesey County Council

Committee:	Democratic Services Committee
Date:	27 November 2024
Title of report:	Independent Remuneration Panel for Wales – Draft Annual Report for 2025 to 2026
Report by:	Dyfan Sion Head of Democratic Services
Purpose of report:	To consider the Panel’s draft proposals for 2025 to 2026 and respond to the consultation

1.0 Background

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

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

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

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

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

The Panel will be consulting until 29 November on its draft proposals for 2025 to 2026 as well as on four additional questions. Two questions are relevant to this Council. The remaining two questions are relevant to town and community councils – see [appendix 1](#).

The final annual report will be published by 28 February 2025 and will be effective from April 2025.

2.0 The Panel's draft determinations for 2025 to 2026

2.1 Payments to elected members

The table below lists the posts entitled to receive a senior salary in 2024 to 2025 and compares current salaries with the draft proposals for 2025 to 2026:

Role / Post	2024-2025	2025-2026 (draft)
Basic salary for all members, included in all senior and civic salaries below	£18,666	£19,771
Band 1:		
Leader	£59,498	£63,020
Deputy Leader	£41,649	£44,114
Band 2:		
Executive Members	£35,699	£37,812
Band 3:		
Chair of the Corporate Scrutiny Committee	£27,999	£29,657
Chair of the Partnership and Regeneration Scrutiny Committee	£27,999	£29,657
Chair of the Planning and Orders Committee	£27,999	£29,657
Chair of the Council	£27,999	£29,657
Band 4:		
Leader of the largest opposition group	£27,999	£29,657
Band 5:		
Vice-Chair of the Council	£22,406	£23,726

The above proposals would mean that the budget for 2025/26 would increase by £71k (7.8%).

The limit on the number of senior salaries payable ('the cap') will remain at 17.

The Panel is also seeking views on their proposal to uplift remuneration based on the average earnings of constituents – see question 1 in appendix 1.

There are no further changes to the salaries and allowances paid. All current Determinations are published on the Panel's website.

2.2 Payments to co-opted members

Last year, the Panel introduced the option for co-opted members to be paid an hourly rather than daily rate where thought appropriate. The Panel would now like to know if this determination has been adopted by relevant authorities – see question 2 in appendix 1.

This Council has not yet implemented the option to pay the hourly rate

3.0 Transfer of functions to the Democracy and Boundary Commission Cymru

This will be the final annual report of the Independent Remuneration Panel Wales. In accordance with the Elections and Elected Bodies (Wales) Act 2024, the Panel will be abolished on 31 March 2025 and its functions transferred to the Democracy Boundary Commission Cymru (DBCC) from 1 April 2025.

6.0 Recommendations

The Committee is requested to:

- consider the Panel's draft determinations for 2025-2026 and the additional consultation questions
- authorise officers to respond to the consultation in accordance with the Committee's deliberations

Background paper: Independent Remuneration Panel for Wales Draft Annual report, 2025 to 2026:

[Independent Remuneration Panel for Wales: draft annual report 2025 to 2026 | GOV.WALES](#)

Uplift of remuneration using the Welsh Annual Survey of Hours and Earnings (ASHE)

Q1: The Panel is fully aware of the current constraints on public funding and the impact its decisions will have on the budgets of Principal Authorities. The Panel is also mindful of our Aims and Objectives to provide a fair and reasonable remuneration package to support elected members and to encourage diversity of representation.

We therefore propose using the ASHE for all Wales to increase their remuneration in line with the average earnings of their constituents.

Do you think that the Panel has struck the right balance between affordability and adequate remuneration for representatives? If not, do you have other suggestions?

Impact of current determinations

Q2: Following evidence received from Heads of Democratic Services of Principal Councils, on local flexibility for payments to co opted members, serving on committees of Principal Councils, National Park Authorities and Fire and Rescue Authorities. This Panel consulted on this proposal and responses (from the consultation on the 2024 to 2025 draft annual report) supported the Panel's determinations and so no changes were made in the final Determinations, resulting in the Panel allowing relevant officers to decide if it would be appropriate to apply a day or half day rate or to use an hourly rate where it is sensible to aggregate a few short meetings.

The Panel would now like to know if this determination has been adopted by your relevant authority.

Questions that are relevant to town and community councils:

Q3: Last year, in conjunction with One Voice Wales, the Panel held a seminar on the treatment of tax on members Community and Town Councils (CTC) allowances. This was followed up with guidance on how to apply the exemption to the working from home allowance (£156).

The Panel is interested to learn if the seminar and or guidance has increased the number of CTC members receiving the allowance.

Q4: All allowances paid to elected members of Community and Town Councils should be recorded on the Annual Statement of Payments for Community and Town Councils (noting Statements already submitted by Community and Town Councils will be accepted would be accepted). This includes NIL returns.

Earlier this year, a revised Statement template and advice note were issued to Community and Town Councils. The Panel are interested if the Template has again increased the number of councillors claiming allowances?

ISLE OF ANGLESEY COUNTY COUNCIL	
Committee:	Democratic Services Committee
Date:	27 November 2024
Title of report:	Democratic Services Update
Purpose of report:	To update the Committee on the work of the service in relation to member support and governance.
Author:	Dyfan Sion, Head of Democratic Services

Background

1. A report was presented to the Committee in February 2024 on a number of issues relating to governance and member support, including the hybrid meeting protocol, annual reports, register of members' interests and training.
2. This report provides an update on those issues, along with improvements to administrative arrangements following actions to recommendations from the Standards Committee over the summer.

Protocol for Hybrid Meetings

3. The Protocol was amended in 2023 to provide Council committee members with clear and up-to-date guidance on how to operate at hybrid meetings and when joining remotely. The Democratic Committee was consulted at the time.
4. The Protocol is intended to support and complement the guidance and rules contained in the Council Constitution by providing more information on hybrid meeting arrangements. The chair of each committee refers to the Protocol at the beginning of meetings.
5. We will be sharing the Protocol again before the end of the year to remind members who join remotely of the guidance and main requirements.

Web-casting data

6. The Council broadcasts all public Committee meetings live, and the recordings are available on the Council's website for 12 months after each meeting. Over the past year and a half, we have been collecting data from the broadcasting

provider that allows us to monitor how many people view committee broadcasts per meeting and in total.

7. Data from May 2023 onwards shows that the Planning Committee has the highest number of views on average. We publicise several committee meetings in advance through the Council's social media platforms and will continue to monitor the viewing data over the next period.
8. We are also working on developing the webcasting section of the website to make it easier for individuals to be able to identify individual items in meetings, and to leave comments or feedback.

Elected Member Annual Reports

9. A total of 26 annual reports were received by members for 23/24, which is the same number received for 22/23 and a significant increase on the previous year. All reports have been published on the Council's website.
10. We will remind members of the annual report process early in the new year and share the report template for 24/25. Democratic officers will be available to assist in the usual way.

Registering and declaring members' interest

11. The register of interests of all elected members is published on the Council's website. Democratic services sent a message to all members in October reminding them to register any changes in circumstances within 28 working days. Guidance on how to update the online register was shared with members and further support is available from democratic officers.
12. Following a recommendation from the Standards Committee, and in accordance with the Members Code of Conduct, a further effort has been made to ensure that members give written notice of declarations of interest at meetings by completing the appropriate form.
13. Chairs remind members to do so as part of the opening statement in committees and forms are available from the committee clerk. It is the responsibility of individual members to ensure they complete the form.

Gift and Hospitality Register

14. A review was undertaken over the summer of members' gift and hospitality registers to ensure the information on the website was complete.

15. There is a duty on members, in accordance with the Code of Conduct, to notify the authority of donations and hospitality in excess of the threshold in the Gift and Hospitality Protocol, within 28 days of receipt and the information will be published on the Council's website.

Training Records

16. Member training records on the Council's website have been revised and updated. To ensure they are consistent and up to date training updates are inputted by democratic officers.
17. Quarterly updates on member training will be sent to relevant group leaders. This facilitates the monitoring of attendance at training, and mandatory training specifically.

Committee meetings calendar

18. A new calendar of committee meetings has recently been created in Outlook. It provides a convenient way to see when committees are being held and facilitates the planning and organisation of meetings.
19. Work will begin on the 25/26 committee calendar shortly, i.e. from May 2025. The aim is to confirm the calendar by the end of January and start sending out invitations to members soon after.

Recommendation

20. For the Committee to note the content of the report.

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