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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 GWASANAETHAU DEMOCRATAIDD	DEMOCRATIC SERVICES COMMITTEE
DYDD MERCHER, 19 MAWRTH 2025 am 2.00 o'r gloch	WEDNESDAY, 19 MARCH 2025 at 2.00pm
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 27 November 2024.

3 **INDEPENDENT REMUNERATION PANEL FOR WALES – ANNUAL REPORT FOR 2025/2026** (Pages 5 - 8)

To submit the report of the Head of Democracy.

4 **DEMOCRATIC SERVICES UPDATE** (Pages 9 - 12)

To submit the report of the Head of Democracy.

DEMOCRATIC SERVICES COMMITTEE

Minutes of the hybrid meeting held on 27 November 2024

- PRESENT:** Councillor Keith Roberts (Chair)
Councillor Llio A Owen (Vice-Chair)
- Councillors Non Dafydd, Jeff Evans, Aled M Jones,
Gwilym O Jones, Dylan Rees, Ken Taylor
- IN ATTENDANCE:** Head of Democracy
Training and Development Manager (EP)
Committee Officer (SC)
- APOLOGIES:** Councillor Carwyn O Jones
-

1 DECLARATION OF INTEREST

None received.

2 MINUTES

The draft minutes of the previous meeting of the Committee held on 18 September 2024 were presented and confirmed as correct.

3 MEMBER DEVELOPMENT

Submitted – a report by the Human Resources Training and Development Manager (HRTDM) on the elected Members Training and Development Program for 2024/25.

The HRTDM reported that the HR Training Team have been working in collaboration with Democratic Services on the Training and Development Program, which is divided into the following headings: Mandatory training; General; Health and Wellbeing; On demand and E-Learning modules.

The HRTDM reported that since April 2023, 39 training opportunities have been offered to elected members, 24 less than the previous year. She stated that greater emphasis has been placed on mandatory training, resulting in a positive outcome. It was noted that the take up on Health and Safety training has increased to 34 out of 35 this year compared to 26 last year. Further training on Equality, Diversity and Inclusion is scheduled for 3 December 2024.

The HRTM reported that ICT continues to be a further priority area, with 1:1 training sessions proving very effective. A questionnaire was shared with members following the training, but the number of responses received was disappointing. Discussion is ongoing with Digital Communities Wales to provide further training options in this area. The HRTDM stated that requests have been received from

elected members for tailored training sessions, which will be given due consideration. In the meantime, members will be afforded the opportunity to attend training courses on corporate matters, which are offered to staff.

It was noted that quarterly updates on attendances at training sessions are shared with Democratic Services and Group Leaders in due course. Recently, virtual training sessions have been introduced, together with a bilingual video on Health and Safety, which has proved to be very successful. The HRTDM urged members of the Committee to contact her on any matters of concern or provide feedback to the HR Training Team following training sessions.

A member of the Committee expressed concern that training provision is only available through the medium of Welsh. The member stated that as a bilingual Council, training should be provided equally in English, as not doing so breaches Human Rights. It was noted that currently training is provided bilingually through the medium of Welsh, with an English translation service for English listeners.

Discussion focused on the nature of the bilingual training provision. The HRTDM responded that the option of convening English training sessions is being considered, but it is difficult in the current economic climate, as additional costs would be incurred. Regarding ICT and more complex terms, she stated that she would pass on the member's request to the training provider to ask for greater flexibility in translation and easier to understand wording.

The Head of Democracy highlighted that 1:1 ICT training sessions for members are convened in the member's language of choice. He stated that no complaints have been received to date in relation to the lack of training sessions conducted through the medium of English.

It was suggested that this matter be discussed further in a Group Leaders meeting, and clarification be sought on the Human Rights issue.

RESOLVED that the Head of Democracy and the HR Training and Development Manager discuss this issue further, and report back to the next meeting of this Committee.

4. INDEPENDENT REMUNERATION PANEL FOR WALES (IRPW) – DRAFT ANNUAL REPORT FOR 2025/26

Submitted – a report by the Head of Democracy on the Independent Remuneration Panel for Wales (IRPW)'s draft proposals for 2025/26.

The Head of Democracy reported that the IRPW will be consulting on the draft proposals, which will include two additional questions, until 29 November 2024. Following the consultation process, the final version of the IRPW's Annual Report will be published in February 2025 and presented to full Council for adoption.

The Head of Democracy referred to the schedule of proposed changes to the current remuneration levels for the members' basic salary together with senior and civic salaries for 2025/26. He stated that the draft proposals would increase the

Council budget for 2025/26 by £71k (7.8%).

It was noted that this year's annual report will be the final report presented to this Committee by the IRP. Its functions will be transferred to the Democracy and Boundary Commission Cymru (DBCC) from 1 April 2025.

The Head of Democracy referred to the Panel's first consultation question, requesting the Committee's views on whether the Panel has struck the right balance between affordability and adequate remuneration for members? He explained that the Panel bases its recommendations on a survey conducted on the average salary of a constituent in Wales and that this seemed a reasonable and transparent way of determining the remuneration.

The second question relates to local flexibility for payments to co-opted members. It was noted that local authorities were given the choice to pay lay members per hour last year. Anglesey County Council has not adopted this method of payment and continues to pay its lay members a daily or half day rate.

The Head of Democracy reported that the Standards Committee has written to the Chair of this Committee expressing disappointment that co-opted members' salaries have not increased for five years. He stated that members of the Standards Committee feel that they are not appreciated for their hard work. They believe that there is a risk of not keeping current members and attracting new members. It was noted that the Standards Committee would welcome the reasoning behind the decision not to increase lay member salaries.

Members of the Committee expressed concern that lay members' salaries have not increased in line with members' salaries. The Head of Democracy reminded the Committee that this issue was discussed in a meeting of the Democratic Services Committee last year in response to the Panel's proposals, when the Committee supported an increase in lay members' salaries. The Committee continue to feel that an increase in salary would be appropriate for lay members on Committees.

RESOLVED: -

- **To consider the Panel's draft determinations for 2025/26 and the additional two consultation questions.**
- **To authorise officers to respond to the consultation in accordance with the Committee's deliberations.**

5. DEMOCRATIC SERVICES UPDATE

Submitted – an update report by the Head of Democracy on member support and governance issues.

The Head of Democracy reported that the Protocol for Hybrid Meetings was updated last year. He stated that some members need to be reminded of the expectations placed on them when joining meetings virtually. The Protocol will again be shared with members to remind them of the guidance and requirements by the end of the calendar year.

It was noted that recorded Committee meetings are available on the Council website for 12 months following each meeting. The Council monitors Committee broadcasts and has access to data on the numbers of views per meeting and any tendencies arising.

With reference to Elected Members' Annual Reports, 26 reports have been received for 2023/24. Members will be reminded of the process in the New Year and will receive a copy of the report template for 2024/25.

The Head of Democracy reminded members that they have a duty to register and declare any interests or change in circumstance within 28 days. He stated that updated training records are available on the Council website.

RESOLVED to note the content of the report.

The meeting concluded at 10:45 am

**COUNCILLOR KEITH ROBERTS
CHAIR**

Isle of Anglesey County Council

Committee:	Democratic Services Committee
Date:	19 March 2025
Report title:	Independent Remuneration Panel for Wales – Annual Report for 2025 to 2026
Report by:	Dyfan Sion Head of Democratic Services
Purpose of the report:	To inform the Committee of the Panel's final determinations for 2025 to 2026

1. 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
- Town and community 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.

1.1 Consultation on the draft annual report

The Panel consulted on its draft annual report between 4 October and 29 November 2024. This Committee discussed the draft report at its meeting on 27 November 2024.

No changes have been made to the final determinations that will be effective from April 2025.

2. The Panel's final determinations for 2025 to 2026 - changes

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 salaries payable from April 2025:

Role / Position	2024-2025	2025-2026
Basic salary for all members, included in all senior salaries 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 limit on the number of senior salaries payable ('the cap') remains at 17, including civic salaries.

The full Council will need to confirm the number of senior salaries payable in 2025 to 2026 at its meeting on 20 May 2025.

2.3 Other charges

No other changes have been made to the salaries and allowances paid. All current decisions are published on the Panel's website.

3. Transfer of functions to the Democracy and Boundary Commission Cymru

This is the Panel's last annual report. In accordance with the Elections and Elected Bodies (Wales) Act 2024, the Panel's inductions will transfer to the Democracy and Boundaries Commission Cymru (DBCC) from 1 April 2025.

The Panel has produced a [legacy report](#) to facilitate the transfer of functions to the Commission.

4. Recommendation

The Committee is requested to note the determinations within the Independent Remuneration Panel for Wales' annual report for 2025 to 2026 (February 2025).

Background paper: Annual Report of the Independent Remuneration Panel for Wales 2025-2026:

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

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ISLE OF ANGLESEY COUNTY COUNCIL	
Committee:	Democratic Services Committee
Date:	19 March 2025
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. The report updates the Committee on governance and member support developments since the last meeting in November.

Hybrid Meetings

2. The Council has a protocol to provide committee Members with clear and up-to-date guidance on how to conduct themselves in hybrid meetings when joining remotely. The chair of each committee refers to the Protocol at the beginning of meetings.
3. As part of the review of scrutiny arrangements, and following requests from members, it has been agreed to hold hybrid scrutiny panel meetings from now on rather than virtual only.
4. Therefore, all Council committee meetings and scrutiny panels will be hybrid meetings. Pre-committee meetings and member briefing sessions will continue to be held virtually, with some exceptions.
5. Hybrid meetings are more resource intensive than virtual meetings, but the above practice provides an appropriate balance between legal requirements, member requirements and service capacity.

Web casting committee meetings

6. Improvements have been made recently to the live streaming site on the Council's website. Meeting programmes are connected to the recording, so that it is possible to click to go directly to specific agenda items.

7. We continue to collect and monitor web casting viewing data and publicise meetings through the Council's communications team. The data is generally positive. For example, on average, over 300 watch planning committee meetings and around 200 watch Executive and County Council meetings.

Member Well-being

8. The Council's counselling service, Medra, is available to staff and Council members. It is a professional and confidential service and available in English or Welsh. Information has previously been shared with members and we will be in contact again shortly about the service.
9. We are aware that elected members are subject to threatening behaviour and offensive comments at times. North Wales Police has an officer who advises on matters related to elected members. Arrangements are being made through the Police to provide training to members on safety.
10. We will also be producing signposting guidance for members on personal safety over the coming weeks to provide further information on the subject.

Elected Member Annual Reports

11. 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.
12. A message will be sent to members during March, with instructions and a template for completing the 24/25 report. We will be asking for the reports to be submitted by the end of May, so that they can be published in June. Democratic officers will be available to assist in the usual way.

Members / group leaders annual review

13. It is good practice for group leaders to hold an annual conversation with their group members to discuss their development and work over the year. We have provided a template as a basis for the conversations.
14. If training requirements arise from the conversations, we ask to be notified by the end of April in order to discuss with the training team and consider the requests for the 25/26 member development plan.

Gift and hospitality and member interests' registers

15. The register of interests of each elected member is published on the Council's website and any changes in circumstances need to be recorded within 28 working days.

16. 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. 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.
17. With gift and hospitality registers, members have a duty, in accordance with the Code of Conduct, to notify the authority of gifts and hospitality in excess of the threshold in the Gifts and Hospitality Protocol within 28 days of receipt and the information will be published on the Council's website.
18. Democratic officers are available to help if there is any uncertainty about these arrangements.

Recommendation

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

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