

Public Document Pack



CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL

Mr Dylan Williams
Prif Weithredwr – Chief Executive
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ISLE OF ANGLESEY COUNTY COUNCIL
Swyddfeydd y Cyngor - Council Offices
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RHYBUDD O GYFARFOD	NOTICE OF MEETING
PWYLLGOR GWASANAETHAU DEMOCRATAIDD	DEMOCRATIC SERVICES COMMITTEE
DYDD MERCHER, 18 MEDI 2024 am 2.00 o'r gloch	WEDNESDAY, 18 SEPTEMBER 2024 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 752514 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 - 6)

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

- 20 March 2024
- 21 May 2024

3 MEMBER DEVELOPMENT (Pages 7 - 22)

To submit a report by the Human Resources Training and Development Manager.

4 INDEPENDENT REMUNERATION PANEL FOR WALES – SUPPLEMENTARY REPORT: REVIEW OF REMUNERATION FOR LAY MEMBERS OF CORPORATE JOINT COMMITTEES (Pages 23 - 26)

To submit a report by the Head of Democracy.

5 CONSULTATION ON THE EXTENSION OF JOB SHARE PROVISIONS FOR ELECTED MEMBERS IN NON-EXECUTIVE ROLES (Pages 27 - 30)

To submit a report by the Head of Democracy.

DEMOCRATIC SERVICES COMMITTEE

Minutes of the meeting held on 20 March 2024

- PRESENT:** Councillor Keith Roberts (Chair)
Councillors Non Dafydd, Carwyn E Jones, Gwilym O Jones
- IN ATTENDANCE:** Head of Democracy
Committee Officer (SC)
- ALSO PRESENT:** Scrutiny Officer (EA) (Observer)
- APOLOGIES:** Councillors Jeff Evans, Aled Morris Jones, Llio A Owen,
Dylan Rees, Alwen P Watkin
-

The Chair welcomed everyone to the meeting. In the absence of the Vice-Chair, he nominated Councillor Gwilym Jones as Vice-Chair for today's meeting, which was accepted by the Committee.

1. DECLARATION OF INTEREST

None received.

2. MINUTES

The draft minutes of the previous meeting of this Committee held on 29 November 2023 were presented and confirmed as correct.

3. INDEPENDENT REMUNERATION PANEL FOR WALES (IRPW) – ANNUAL REPORT FOR 2024/25

Submitted – a report by the Head of Democracy on the IRPW's Annual Report detailing the Panel's final determinations for 2024/25.

The Head of Democracy reported that the draft annual report was presented and accepted by this Committee on 29 November 2023. The final version of the report was published on 28 February 2024 and will be effective from April 2024.

The Head of Democracy reported that the maximum number of senior and civic salaries payable remains capped at 17 for 2024/25. The Panel's report will need to be confirmed at the next full Council meeting on 21 May 2024.

It was noted that the Panel has determined that the 'relevant officer' should apply local flexibility to the rate of pay for co-opted members, due to the changing nature of meetings e.g. hybrid meetings. The IRPW will be preparing further guidance on how this arrangement will work.

The Head of Democracy reported that he has submitted the following questions to the IRPW, as requested by the Standards Committee: -

1. What is the IRPW's definition of 'relevant officer' with regard to payments to co-opted members?
2. When does the Panel envisage the further guidance to be published?

The Head of Democracy reported that when he receives a response from the IRPW, he will share this information with the Standards Committee and this Committee.

RESOLVED to note the determinations within the Independent Remuneration Panel for Wales Annual Report for 2024 to 2025 (February 2024).

4. DEMOCRATIC SERVICES UPDATE

Submitted – a report by the Head of Democracy on the work undertaken by Democratic Services in relation to member support and governance.

The Head of Democracy reported that a draft Protocol for Hybrid Meetings was discussed in the meeting of the Democratic Services Committee in June 2023 and was published on 26 October 2023. He stated that the Protocol is now well established in the Council's committee arrangements and is currently being reviewed. The Head of Democracy welcomed any further comments on the Protocol from members of the Committee.

The Head of Democracy reported that elected members have been encouraged to present annual reports on their work, which is considered good practice in terms of accountability. He stated that the percentage of annual reports submitted for 2022/23 had increased significantly on the previous year. In relation to annual reports for 2023/24, a report template and information on the arrangements will be shared with members next week, with a request that reports be submitted by mid-May, for publication in June.

It was noted that the members' register of interests are published in the Council website and the process has been reviewed by the Standards Committee recently. It was further noted that Finance staff will be contacting members in due course regarding declaring financial matters in the register of interests for audit purposes.

With reference to member training and development, 33 training sessions have been offered to members over the past year. Concerns were expressed that some members have not attended the mandatory training courses available to them. A member training plan for 2024/25 will be developed shortly and discussed at the next committee meeting.

It was highlighted that the process of submitting annual reports electronically does not generate a receipt email. A suggestion was put forward for the service

to provide confirmation of acceptance emails when annual reports are submitted. The Head of Democracy responded that he would act upon the Committee's request.

A member questioned whether Scrutiny Panels could be convened on a face-to-face basis? The Head of Democracy responded that it is timely to review arrangements on how meetings within the Council are conducted. A review of Scrutiny processes will take place during the summer, and a further review of committee meetings will be conducted later in the year.

RESOLVED: -

- **To note the content of the report.**
- **That the Head of Democracy follows up on the Committee's proposal for email receipts to be generated automatically when annual reports are submitted.**

The meeting concluded at 2:30 pm

**COUNCILLOR KEITH ROBERTS
CHAIR**

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DEMOCRATIC SERVICES COMMITTEE

Minutes of the hybrid meeting held on 21 May 2024

PRESENT: Councillors Non Dafydd, Carwyn Jones, A M Jones, G O Jones, Llio Angharad Owen, Dylan Rees, Keith Roberts, Ken Taylor.

IN ATTENDANCE: Head of Democracy,
Legal Services Manager (RJ),
Committee Officer (MEH).

APOLOGIES: Councillor Jeff Evans

ALSO PRESENT: Councillor Glyn Haynes – Chair of the Isle of Anglesey County Council

1 DECLARATION OF INTEREST

None received.

2 ELECTION OF VICE-CHAIRPERSON

Councillor Llio Angharad Owen was elected Vice-Chairperson for the Democratic Services Committee.

**COUNCILLOR GLYN HAYNES
AS CHAIR OF THE COUNTY COUNCIL**

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CYNGOR SIR YNYS MÔN	
MEETING:	DEMOCRATIC SERVICES COMMITTEE
DATE:	SEPTEMBER 19th 2024
TITLE OF REPORT:	MEMBER DEVELOPMENT
REPORT BY:	LEARNING AND DEVELOPMENT MANAGER
CONTACT OFFICER:	ELEN PRITCHARD
PURPOSE OF THE REPORT:	TO PROVIDE AN UPDATE ON LEARNING AND DEVELOPMENT MATTERS FOR OUR ELECTED MEMBERS

1. BACKGROUND

The purpose of this report is to present to the Democratic Services Committee the Training and Development Program for Elected Members for 2024/2025

2. THE PLAN

Section 4 of the Member Development Strategy highlights that the Local Government and Elections (Wales) Act 2021 presents as a requirement the opportunity for all Members to receive an annual review of their training needs. Normally these discussions will be held by the Leader of the Political Group. The feedback from these discussions has been shared with the Learning and Development Team by the Head of Democratic Services.

The emphasis of the interview will be the role and responsibility of the Member, with the output feeding into the Member Development Plan as well as any individual plan involved.

Further to this, the Learning and Development Team has consulted extensively with the Corporate Management Team in order to discern any learning and development needs that are relevant to their areas of work.

The plan for 2024-25 (Appendix 1) is divided into the following specific headings; Mandatory Training; Supplemental; 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 Service), and their corresponding attendance levels;

Code of Conduct	35/35
Health and Safety	26/35
Equality	31/35
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 being despite the offer of several events over many years by now, both varying in 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 the efforts to move the wider program forward due to the continuous need to organize further sessions of these titles. This has a direct impact on the program 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 both electronic and paper format, during December 2023. 1 incomplete response was received at that time. We will continue to consult about learning needs in this area.

Wellbeing 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. We will continue to investigate what other offers are available to address this need over the course of the current plan.

3. DEVELOPMENT PLAN FOR GROUP LEADERS

At the request of the Standards Committee, discussions are ongoing with the Democratic Service on drawing up a dedicated Plan. This scheme is intended to offer a combination of:

- Bespoke workshops to be held in group form
- 1:1 motivational sessions

- Bespoke workshops / programs organised by relevant organisations such as the WLGA and Academi Cymru.

4. COMMUNICATIONS

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 Member, and continues to evolve according to demand.

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 regularly shared 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 on the Learning Fund. We are looking to develop more on this resource so that time goes on to include more useful information and guidance for our Elected Members.

5. 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. A series of e-learning titles are also available via Learning Pool which offer flexibility in terms of completion time. Please note that the delivery method will depend on the subject 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 encourage 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 organise translation provision where required.

6. 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.

7. 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 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				
Page 12	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 13	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
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	TITLE	SUBJECT / FIELD OF WORK	MEDIUM	IDENTIFIED COHORT
Training On Request				
Page 15	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

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.



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Isle of Anglesey County Council

Committee:	Democratic Services Committee
Date:	18 September 2024
Report title:	Independent Remuneration Panel for Wales – Supplementary Report: Review of remuneration for lay members of Corporate Joint Committees
Report from:	Head of Democracy
Purpose of the Report:	To inform the Committee of the Panel's decision regarding the above

1 - Independent Remuneration Panel for Wales

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

- Principal councils – county councils and county borough councils
- Town and community councils
- National park authorities
- Fire and rescue authorities
- Corporate Joint Committees

The Panel is an independent body. The organisations listed above are required by law to implement the decisions they make.

2 - Corporate Joint Committees (CJCs)

CJCs were established under the Local Government and Elections (Wales) Act 2021 (the 2021 Act) and the Local Government (Wales) Bill 2011 was amended to include CJCs as relevant authorities within the Panel's remit. This means that any payments made to CJC members must be decided by the Panel.

CJCs are separate bodies that may employ staff, hold assets and budgets, and perform functions. There are currently four CJCs in Wales. The North Wales Corporate Joint Committee consists of the principal councils of Gwynedd; Denbighshire; Anglesey, Wrexham, Conwy, Flintshire and Eryri National Park Authority.

The 2021 Act requires the leaders of all principal councils to be members of their respective CJCs. With regard to lay members, CJCs can:

- co-opt representatives of local universities and health boards, as part of the expectation on CJs to engage with and involve organisations or bodies within their region
- appoint lay members with voting rights on any sub-committees established to support their administration and governance

CJs are also required to have a Governance and Audit Committee with one-third of the members being independent lay members.

3 - Remuneration arrangements

The Panel considered the remuneration arrangements for CBCs in its annual report for 2022-23. As CBCs were in their early stages at the time, the Panel determined that an additional salary would not be paid but that the remuneration would be reviewed as CBCs developed. However, the Panel did make a determination about payment of contributions to costs of care and travel and subsistence to all CBC members. This determination was included in their annual report for 2022-23.

As CBCs are now more established, the Panel consulted on a draft supplementary report, asking whether lay members of CBCs should be paid in the same way as co-opted members of other relevant authorities. Almost all responses were supportive of the approach set out in the draft report.

As a result, the Panel's final supplementary report contains the following determination which became effective on the report's publication date (2 August 2024):

Determination 1: Lay members of a corporate joint committee (CJC) will be paid on the same basis as co-opted (lay) members with the voting rights of other bodies within the local government family.

The amounts are set out below:

Payments made to CBC lay members

Role	Hourly rate of pay	Pay rate up to 4 hours	Pay rate 4 hours and over
Lay chairs of committees	£33.50	£134	£268
Ordinary lay members with voting rights	£29.75	£119	£238

The individual CBCs will decide what rates will be paid.

4 - Recommendation

The Committee is requested to note the Panel's supplementary determination in relation to payments to lay members of corporate joint committees.

Background paper:

Supplementary Report of the Independent Remuneration Panel for Wales: Review of remuneration for lay members of corporate joint committees (CJCs) (July 2024):

[Independent Remuneration Panel for Wales: review of remuneration for lay members of corporate joint committees | GOV.WALES](#)

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ISLE OF ANGLESEY COUNTY COUNCIL	
Meeting:	Democratic Services Committee
Date:	18 September 2024
Title of report:	Consultation on the extension of job share provisions for elected members in non-executive roles.
Report by:	Head of Democratic Services
Purpose of Report:	To receive approval for the draft response.

Background

1. The Local Government and Elections (Wales) Act 2021 contained provision to facilitate job-sharing arrangements in roles that form part of the executive of county councils.
2. This was implemented in Anglesey 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 Committee. Subsequent job-sharing arrangements have been in place with two members sharing the position of deputy leader.
3. The Welsh Government has decided to consult on plans to expand the job-sharing provision to other senior roles as well, including committee chairs and vice-chairs. A link to the consultation can be found here - [Extension of job share provisions for elected members of principal councils to non-executive roles | GOV.WALES](#)
4. The Government believes that offering members options to share jobs can promote diversity, can establish career progression pathways and can help with work-life balance.

Proposals

5. Executive committee job sharing arrangements are already in place, so the consultation does not deal with that issue. It also does not deal with job sharing in the case of all councillors (i.e. job sharing on the ballot paper). That is a

complex issue, and the Government intends to consult on the matter in the future.

6. Instead, this consultation deals specifically with the sharing of senior positions that are not part of the executive, for example the chair and vice-chair of the County Council, the chair and vice-chair of a committee of the Council, and the chair and vice-chair of a sub-committee of the Council.
7. The consultation explains what the practical arrangements would be in the event of job sharing. For example, it is proposed that those who job-share would have one vote between them and count as one person only for the purposes of quorum. Job sharers would also share allowances (if any are payable).
8. The law requires most county council committees to be politically balanced. That means committee seats should reflect the political make-up of the Council. The consultation explains that job-sharing arrangements should not affect the political balance of committees. So those who share jobs will need to be from the same political group, unless there are exceptional circumstances when that is not possible.
9. The Government intends to make regulations and publish guidance to provide more detailed guidance on the job-sharing arrangements.
10. If these arrangements come into force, Anglesey County Council's constitution will need to be amended to ensure consistency and appropriate guidance at a local level.

Draft response

11. The draft response is in appendix 1, and indicates general support for the proposals. The principles of promoting diversity and the work-life balance of members are important and overall, the consultation deals successfully with the practical questions that arise with the job-share proposals.
12. The response states that further clarity is required on voting arrangements when two members share the position of Chairman, and both are also ordinary members of a committee. The Government is committed to producing further guidance, so that will be an opportunity to provide clarification.

Recommendation

13. The Committee is asked to consider the contents of the draft response and agree for officers to submit the response by the 4 October 2024 deadline.

Appendix 1

Consultation on the extension of job share provisions for elected members of principal councils to non-executive roles

Questions

Q1. We would be interested in any observations / comments you may have on the operation of job-share arrangements within executive roles within councils in Wales. Please insert in the box provided below.

At a Council meeting in March 2023, Anglesey County Council agreed to change its constitution to allow one or more Members to share the position of Leader, Deputy Leader or as portfolio members of the Executive Committee. Subsequent job-sharing arrangements have been in place with two members sharing the position of deputy leader.

Q2. Do you agree with the proposed approach for the voting arrangements for non-executive job-share partners and that the details of the approach should be set out in guidance?

Yes

No

If no, what alternative solution do you propose?

We agree with the proposed approach and welcome the commitment to develop guidance that will provide more detailed clarification.

Are there any further issues you would like to comment on in relation to voting?

The proposal is clear in circumstances where two members share the position of chair (or vice-chair) but are not otherwise members of a committee. I.e. one vote between the two members.

But it would be useful to have clarification on the proposal when two members share the position of chair (or vice-chair) and both members are also members of the Committee. I.e. in such a situation would both members would have a vote?

Q3. Do you agree that under normal circumstances job-share arrangements should not impact upon the political balance of committees?

Yes

No

Q4. Do you agree that in those cases where a job-share is made up of partners from different parties, the approach to calculating the membership of the committee should be agreed by all parties?

Yes

No

If no, please provide comments:

Agree, but the priority will be to try to ensure that job-sharing arrangements involve partners from the same political group.

Q5. We would like to know your views on the effects the proposed change would have on the Welsh language, specifically on opportunities for people to use Welsh and on treating the Welsh language no less favourably than English.

- What effects do you think there would be?
- How could positive effects be increased, or negative effects be mitigated?

It is unlikely to have a significant impact in Ynys Mon where the vast majority of members are able to speak Welsh, and a simultaneous translation service is available at all County Council meetings.

Q6. We have asked a number of specific questions. If you have any related issues which we have not specifically addressed, please use this space to report them.

No further comments.