

# Public Document Pack



**CYNGOR SIR  
YNYS MÔN  
ISLE OF ANGLESEY  
COUNTY COUNCIL**

Mr Dylan Williams  
Prif Weithredwr – Chief Executive  
CYNGOR SIR YNYS MÔN  
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<b>RHYBUDD O GYFARFOD</b>		<b>NOTICE OF MEETING</b>	
<b>PWYLLGOR SAFONAU</b>		<b>STANDARDS COMMITTEE</b>	
<b>DYDD IAU, 6 CHWEFROR 2025 am 10:00 o'r gloch yb</b>		<b>THURSDAY, 6 FEBRUARY 2025 at 10.00 am</b>	
<b>YSTAFELL BWYLLGOR, SWYDDFEYDD Y CYNGOR AC YN RHITHIOL DRWY ZOOM</b>		<b>COMMITTEE ROOM, COUNCIL OFFICES AND VIRTUALLY VIA ZOOM</b>	
<b>Swyddog Pwyllgor</b>	<b>Mrs Shirley Cooke 01248 752518</b>	<b>Committee Officer</b>	

## **Aelodau Annibynnol / Independent Members**

Mr Thomas Rhys Davies  
Mr Brace Griffiths  
Mr John Robert Jones  
Mrs Gill Murgatroyd  
Mr Trefor Owen

## **Yn cynrychioli'r Cyngor Sir / Representing the County Council**

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

## **Yn cynrychioli'r Cyngorau Tref/Cymuned / Representing the Town/Community Councils**

Mr Iorwerth Roberts  
Mrs Margaret Thomas

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## **A G E N D A**

### **1 DECLARATION OF INTEREST**

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

### **2 ELECT A VICE-CHAIR (Pages 1 - 6)**

To elect a Vice-Chair for the Isle of Anglesey County Council's Standards Committee.

### **3 MINUTES OF MEETINGS (Pages 7 - 18)**

To confirm the draft minutes of the previous meetings of the Standards Committee held on 18 June 2024 and the extraordinary meeting held on 16 September 2024.

### **4 DEMOCRATIC SERVICES UPDATE (Pages 19 - 22)**

A report by the Head of Democratic Services.

### **5 MEMBER DEVELOPMENT (Pages 23 - 34)**

A report by the Human Resources Development Manager.

### **6 CONDUCT COMPLAINTS TO THE PUBLIC SERVICES OMBUDSMAN FOR WALES (Pages 35 - 42)**

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

- (a) County Councillors, and
  - (b) Town/Community Councillors
- for Quarters 1, 2 and 3 of 2024/2025

### **7 DECISIONS BY THE PUBLIC SERVICES OMBUDSMAN FOR WALES (Pages 43 - 58)**

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

### **8 DECISIONS BY THE ADJUDICATION PANEL FOR WALES (Pages 59 - 66)**

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

**9 APPLICATIONS FOR DISPENSATIONS**

It is usual practice for a report to be prepared to the Standards Committee by the Director of Function (Council Business)/Monitoring Officer on the applications for dispensations considered by the Standards Committee. During the period between the Standards Committee on 18 June 2024 and the day of publishing this agenda, no applications have been received. On this basis, no report is attached.

**10 UPDATE FROM THE NATIONAL STANDARDS COMMITTEE FORUM (Pages 67 - 68)**

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

**11 REVIEW BY THE STANDARDS COMMITTEE OF THE REGISTERS OF INTERESTS OF ELECTED MEMBERS OF THE COUNTY COUNCIL (Pages 69 - 84)**

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

**12 PUBLIC SERVICES OMBUDSMAN FOR WALES (PSOW) INDEPENDENT REVIEW REPORT (Pages 85 - 88)**

A report by the Director of Function (Council Business)/Monitoring Officer presenting the report published following an independent review of the Public Services Ombudsman for Wales's Code of Conduct Cases.

**13 PSOW CONSULTATION REGARDING RECOMMENDATION NUMBER 2 OF THE INDEPENDENT REVIEW (Pages 89 - 100)**

A report by the Director of Function (Council Business)/Monitoring Officer presenting the consultation paper published in relation to a recommendation made in the report following the independent review of the Public Services Ombudsman for Wales's Code of Conduct Cases.

**14 LOCAL RESOLUTION PROTOCOLS ADOPTED BY AUTHORITIES IN WALES (Pages 101 - 110)**

A report by the Director of Function (Council Business)/Monitoring Officer with details of the work done by the Public Services Ombudsman for Wales in relation to the different Local Resolution Protocols adopted by authorities in Wales.

**15 STANDARDS COMMITTEE HEARINGS PROCESS (Pages 111 - 132)**

A report by the Director of Function (Council Business)/Monitoring Officer enclosing an amended Standards Committee Hearings Process.

**16 EXCLUSION OF THE PRESS AND PUBLIC (Pages 133 - 134)**

To consider adopting the following: -

“Under Section 100 (A) (4) of the Local Government Act 1972, to exclude the press and public from the meeting during the discussion on the following item on the grounds that it may involve the disclosure of exempt information as defined in

Schedule 12A of the said Act and in the attached Public Interest Test.”

**17**     **CONDUCT ISSUES** (Pages 135 - 158)

A report by the Director of Function (Council Business)/Monitoring Officer sharing details of the Decision Notices received from the Public Services Ombudsman for Wales.

<b>CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>COMMITTEE:</b>	<b>Standards Committee</b>
<b>DATE:</b>	<b>6 February 2025</b>
<b>REPORT TITLE:</b>	<b>Election of Vice-Chair</b>
<b>PURPOSE OF THE REPORT:</b>	<b>To Advise the Committee of the Procedure for Electing Vice-Chair</b>
<b>REPORT BY:</b>	<b>Mared Wyn Yaxley</b> <b>Legal Services Manager</b> <a href="mailto:mwyics@ynysmon.llyw.cymru">mwyics@ynysmon.llyw.cymru</a>
<b>LINK OFFICER:</b>	<b>Lynn Ball</b> <b>Director of Function (Council Business) /</b> <b>Monitoring Officer</b> <a href="mailto:lbxcs@ynysmon.llyw.cymru">lbxcs@ynysmon.llyw.cymru</a>

## 1. Introduction

- 1.1 On 15 February 2024, Rhys Davies was elected Chair and Trefor Owen was elected Vice Chair, for a period of four years.
- 1.2 Following Rhys Davies' resignation as Chair, Trefor Owen was elected Chair on 16 September 2024.
- 1.3 The Standards Committee must elect a Vice-Chair to fill this casual vacancy.

## 2. Legislative Background

- 2.1 In accordance with the Standards Committee (Wales) Regulations 2001, as amended, the members of a Standards Committee shall elect a Vice-Chairperson from amongst the Independent Members of Committee (Regulation 22 (1)).
- 2.2 Where a casual vacancy in the office of Vice-Chair is filled, the person will hold office for whichever is the shorter of the following periods:-
  - (a) until 14<sup>th</sup> February 2028 i.e. the date when the term of office of the previous Vice Chair would have expired, or
  - (b) Until the term of office of that person as an independent member of that Standards Committee comes to an end. (Regulation 22 (9))  
[Unless, of course the Vice-Chair resigns earlier]

## 3. Constitutional Background

- 3.1 The Constitution does not refer to the Vice-Chair's term.

#### **4. The Election**

4.1 On the basis of the above therefore, the Standards Committee must elect a Vice-Chair from among the following members:

Rhys Davies, Brace Griffiths, John Jones and Gill Murgatroyd.

4.2 Trefor Owen, the fifth Independent Member of the Committee, is Chair and so his name does not feature in the above list.

4.3 The Vice-Chair will be elected for a period in accordance with 2.2 above and may be eligible for re-election.

4.4 Each candidate may vote for themselves.

#### **5. Information on the Candidates**

5.1 The biographies of the independent members (excluding Trefor Owen, Chair) are included as enclosures to this report.

Rhys Davies – **Enclosure 1**

Brace Griffiths – **Enclosure 2**

John Jones – **Enclosure 3**

Gill Murgatroyd – **Enclosure 4**

5.2 The Vice-Chair must be chosen from the above four names.

5.3 There is no specific Role Specification for a Vice-Chair. The role of the Vice-Chair is to support the Chair in their role and step into the Chair's role as required. On this basis, a copy of the Chair's Role Description can be seen [here](#).

#### **6. Recommendation**

6.1 The Standards Committee to elect a Vice-Chair from among its independent members for a term until 14<sup>th</sup> February 2028 (subject to re-election), or until that member's term as an independent member of the Standards Committee ends, whichever is soonest.

**Rhys Davies**

Yn enedigol o Fôn, aeth Rhys i astudio deintyddiaeth yng Nghaerdydd ar ôl bod yn ddisgybl yn Ysgol David Hughes. Bu'n ddeintydd yn ei bractis yn Llangefni am dros 30 mlynedd, a hefyd cafodd gyfnod gyda'r gwasanaeth deintyddol cymunedol.

Mae bellach wedi ymddeol ond mae'n parhau i fyw ar yr ynys.

Yn y gorffennol, bu Rhys yn aelod o Gyngor Cynulleidfa'r BBC (Cymru), yn Ymddiriedolwr dros Ganolfan Lôn Abaty Bangor, yn Gadeirydd ar Y Gymdeithas Ddeintyddol, yn Ynad ar fainc Ynys Môn/Gwynedd ac yn aelod annibynnol o'r Cyngor Iechyd Cymunedol gan gadeirio Pwyllgor Lleol Dinbych.

Yn ddiweddar, cafodd Rhys ei benodi yn Aelod o Fwrdd Cyngori "Mwy na Geiriau", corff sy'n adrodd i'r Gweinidog Iechyd, Llywodraeth Cymru.

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**Rhys Davies**

Originally from Anglesey, Rhys studied dentistry in Cardiff after having been a pupil at Ysgol David Hughes. He was a dentist at his practice in Llangefni for over 30 years and also spent a period with the community dentist service.

He is now retired but continues to live on the Island.

In the past, Rhys was a member of the BBC (Wales) Audience Council, was a Trustee for the Abbey Road Bangor Centre, was Chair of the Dentistry Society, a Magistrate on the Anglesey/Gwynedd bench of Magistrates and was an independent member of the Community Health Council, chairing the Denbighshire Local Committee.

Rhys was recently appointed as a Member of the "More than Words" Advisory Board, a body which reports to the Health Minister of Welsh Government.

**Brace Griffiths**

Rwyf yn frodor o Fôn ac wedi byw a gweithio yng ngogledd Cymru ar hyd fy oes, fwy neu lai.

Rwyf newydd ymddeol ac roeddwn yn arfer gweithio fel Uwch Reolwr Polisi yn Adran Economaidd Llywodraeth Cymru. Cyn ymuno â Llywodraeth Cymru, roeddwn yn gweithio i Lywodraeth y DU.

Rwyf yn Aelod Siartredig o'r Sefydliad Siartredig Personél a Datblygu.

Y tu allan i'r gwaith, rwyf wedi gweithio mewn rolau gwirfoddol ers nifer o flynyddoedd. Ar hyn o bryd rwyf yn aelod o Llais, sef sefydliad annibynnol a sefydlwyd gan Lywodraeth Cymru i gynrychioli barn pobl sy'n derbyn gofal iechyd a chymdeithasol. Mae Llais wedi disodli'r Cyngor Iechyd Cymuned y bûm yn aelod ohono am 11 mlynedd. Rwyf hefyd wedi bod yn ffodus o gael treulio cyfnod fel Cyfarwyddwr a Chadeirydd Menter Môn ac Agoriad, sydd wedi'u lleoli ym Mangor.

Mae gen i ferch a thri o wyrion, sydd hefyd yn byw ar Ynys Môn.

Mae fy niddordebau'n cynnwys rygbi, gwella fy ngwybodaeth am hanes lleol a theithio.

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**Brace Griffiths**

I am a native of Anglesey and have lived and worked in North Wales for most of my life.

I have recently retired from the Welsh Government, where I worked as a senior policy manager within the Economy Department. Prior to joining the Welsh Government, I worked for the UK Government.

I am a Chartered Member of the Chartered Institute of Personnel and Development.

Outside of work I have, for many years, undertaken voluntary roles. I am currently a member of Llais, an independent organisation set up by the Welsh Government, to represent the views and experiences of people using health and social care. Llais replaced the Community Health Council, which I was a member of for 11 years. I have also been fortunate to spend a period of time as a Director and Chair of Menter Mon and of Agoriad, based in Bangor.

I have a daughter and three grandchildren, who also live on Anglesey.

My interests include, rugby, improving my knowledge of local history and travel.



**John R Jones**

Cefais y fraint o fod yn Brif Swyddog Medrwn Môn, sef y Cyngor Gwirfoddol Sirol sydd yn hybu a chefnogi gweithgaredd gwirfoddol a chymuned ar Ynys Môn am nifer o flynyddoedd hyd at fy ymddeoliad yn 2016.

Felly mae fy mhrofiad gwaith yn ysector wirfoddol ac mewn swyddi rheoliaethoddol. Rhan o fy ngwaith oedd datblygu perthynas adeiladol gyda chyrrff statudol felly mae gennyf brofiad helaeth o weithio gydag awdurdodau cyhoeddus drwy fod yn rhan o bwyllgorau, gweithgorau ayyb. Cefais y fraint o weithredu fel cynghorydd cymuned am nifer o flynyddoedd ac wedi bod yn lywodraethwr ar gymuned ac yn gadeirydd corf llywodraethwyr ysgol uwchradd.

Yr wyf yn frodor o Ynys Môn ac wedi ei fagu, ei addysgu ac wedi gweithio yma rhan fwyaf o'm hoes ond cefais brofiad o dderbyn addysg bellach ac o weithio tu hwnt i'r Afon Fenai am gyfnod. Rwyf yn dad i dri o blant ac yn daid i ddau.

Fy niddordebau yw teulu, fy nghymuned, golf, rygbi, beicio a cherdded.

**John R Jones**

I had the privilege of being Chief Officer at Medrwn Môn which is the County Voluntary Council which promotes and supports voluntary activities and communities on Anglesey, up to my retirement in 2016.

My work experience is therefore in the voluntary sector and in management posts. Part of my work included developing a constructive relationship with statutory bodies so I have vast experience of working with public bodies and being part of committees, working groups etc. I had the privilege of working as a community councillor for a number of years and have been a primary school governor and chairman of a secondary school governors body.

I am from Anglesey and was raised and educated here and have worked here for most of my life but have also had experience of further education and working the other side of the Menai for a period. I am a father to three children and a grandfather to two.

My interests include family, my community, golf, rugby, cycling and walking.

**Gill Murgatroyd**

Mae Gill yn Gymrawd Sefydliad Siartredig Personél a Datblygu a chanddi nifer o flynyddoedd o brofiad fel Cyfarwyddwr Adnoddau Dynol yn y maes Tai Cymdeithasol. Gweithiodd yn y gorffennol hefyd fel Cyfarwyddwr ei busnes ymgynghori AD a Datblygiad Sefydliadol ei hun ac mewn rolau AD uwch yn y sector cyhoeddus a'r sector breifat gan gynnwys ym meysydd Gwasanaethau Ariannol, y diwydiant Modurol, Ynni/Cyfleustodau, Adwerthu ac Amddiffyn.

Mae Gill yn aelod o Bwyllgor Safonau Cyngor Conwy, Cyngor Sir Fflint ac Awdurdod Gwasanaeth Tân ac Achub Gogledd Cymru. Mae hi hefyd yn Aelod o Banel Rheoleiddio ac yn Gadeirydd Gofal Cymdeithasol Cymru, yn Aelod Lleyg ar y Pwyllgor Ymchwiliol Rheoleiddio Nyrsio a Bydwreigiaeth ac yn Aelod Panel Annibynnol ar Dribiwnlysoedd Apeliadau Heddlu a Gwrandawiadau Camymddygiad Heddlu yng Nghymru. Bu hefyd yn gyfarwyddwr anweithredol ar gyfer dau sefydliad elusennol lleol ac yn aelod o Gorff Adolygu Cyflogau Annibynnol Cymru ar gyfer Athrawon.

Mae Gill yn byw yn Llandudno ac yn ei hamser hamdden mae'n mwynhau cerdded yn y mynyddoedd ac o amgylch arfordir Gogledd Cymru.

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**Gill Murgatroyd**

Gill is a Fellow of the Chartered Institute of Personnel & Development, with many years' experience as a Director of Human Resources in Social Housing. She has also previously been the Director of her own HR & Organisation Development consultancy business, as well as having worked in senior HR roles in both the public & private sectors, including Financial Services, Automotive, Energy/Utilities, Retail & Defence.

Gill is a member of the Standards Committee for Conwy County Bough Council, Flintshire County Council, & the North Wales Fire & Rescue Authority. She is also a Regulatory Panel Member & Chair for Social Care Wales, a Lay Panel Member on the Regulatory Investigating Committee for the Nursing & Midwifery Council, as well as an Independent Panel Member on the Police Misconduct Hearings & Police Appeals Tribunals in Wales. She has also previously been a non-executive director for two local charitable organisations & a member of the Independent Welsh Pay Review Body for Teachers.

Gill lives in Llandudno, & in her spare time enjoys walking in the mountains & around the coast of North Wales.

## STANDARDS COMMITTEE

### Minutes of the meeting held on 18 June 2024

**PRESENT:** **Independent Members**

Mr Trefor Owen (Vice-Chair) (in the Chair)

Mr John R Jones  
Mrs Gill Murgatroyd

**Representing the County Council**

Councillor Dafydd Rhys Thomas

**Representing Town and Community Councils**

Councillor Iorwerth Roberts

**IN ATTENDANCE:** Director of Function (Council Business)/Monitoring Officer  
Solicitor (Corporate Governance) (MY)  
Human Resources Training Manager (EP) (for Item 3)  
Committee Officer (SC)

**APOLOGIES:** Mr T Rhys Davies (Chair)  
Mr Brace Griffiths  
Councillor Margaret M Roberts  
Councillor Margaret Thomas (Town & Community Council  
Councillor)

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In the absence of the Chair, the Vice-Chair welcomed all those present to the meeting. He reported that the Head of Democracy is unable to attend today's meeting and will provide an update on Democratic Services/Member Matters at the next meeting of the Standards Committee.

#### 1. DECLARATION OF INTEREST

Mrs Gill Murgatroyd declared a personal interest in Item 6 on the agenda (Case number 2 in the Adjudication Panel for Wales Decisions). She is an independent member of Flintshire County Council's Standards Committee, and this case concerns an elected member of Flintshire County Council. The decision in the matter was decided by the Adjudication Panel for Wales.

#### 2. MINUTES OF THE MEETING

The draft minutes of the Standards Committee meeting held on 13 December 2023 were confirmed as correct, subject to the following: -

## **Matters arising: -**

The Solicitor (Corporate Governance) gave an update by the Head of Democracy on Item 3 of the minutes: -

- In terms of the Protocol for Hybrid Meetings, a report was presented to the Democratic Services Committee on 20 March 2024. It was reported that a review of the Protocol was being conducted. No problems have been identified and no further comments were received; therefore, the Protocol remains unchanged.

The Monitoring Officer highlighted that the Welsh Local Government Association (WLGA) has requested information from each authority of how well the current Protocol works. She reported that the WLGA proposes to carry out work to update the current Protocol, and there will be a consultation exercise on a new draft Protocol in due course.

- It was noted that the template for Members' Annual Reports has been simplified so that information on members' training and Committee Membership has been uploaded into the new template when members receive it. To date, 26 out of 35 elected members have presented annual reports for 2023/24.
- A new template has been developed between Democratic Services and the HR Training Team to record Members' Annual Reviews, which has been shared with Group Leaders. It was noted that feedback on training needs has been submitted by three of the four Group Leaders.
- It was highlighted that the name of the Chair of the National Standards Committee Forum had been noted incorrectly on page 7 of the minutes, it should refer to Clive Wolfendale

The draft minutes of the extraordinary meeting of the Standards Committee held on 15 February 2024 were confirmed as correct.

### **3. MEMBER DEVELOPMENT**

Submitted - a report by the Human Resources Training and Development Manager (HRTDM) on training and development provision that has been offered to elected members over the last financial year.

The HRTDM reported that 37 training and development opportunities have been offered to members since April 2023, and all 35 members have attended training on the Code of Conduct. Attendances recorded for other mandatory training ranged between 34 for Cyber Security and 26 for Health and Safety. It was highlighted that attendance figures for mandatory training had been disappointing, considering greater emphasis is placed on attending these sessions. Concerns were expressed that non-attendance at training sessions has a knock-on effect on member development and moving the programme forward, as further training will need to be arranged, placing additional pressure on Council staff and financial resources.

The HRTDM reported that she had received a request for Well-being training to be tailored specifically to members' needs to address areas e.g. Menopause. Following a

request to the WLGA, two further modules are being offered to members i.e. Personal Safety for Councillors and Managing Abuse and Threats Online.

It was noted that Democratic Services have been consulted on a Development Plan for Group Leaders, a draft of the Plan is included in the report. Discussions have also been conducted with external providers and other Councils on sharing good practice.

(Councillor Iorwerth Roberts joined the meeting at 10.20 am)

Members expressed concern regarding the low uptake on training. The HRTDM reported that the timing of meetings is a matter of concern for some members, although the option to convene training sessions during the day and evening is currently available. She stated that a possible option would be to convene virtual training sessions for general training. Recording training sessions was also discussed; this option would not be suitable for mandatory training, as confirmation of attendance is necessary.

The HRTDM reported that the aim is to publish the Elected Members' Development Plan in September. It will be an evolving document, which will be reviewed on a regular basis to consider the needs of elected members.

The Vice-Chair suggested that he meets with Group Leaders to discuss non-attendances at mandatory training and raise awareness of the importance of attending these sessions. The HRTDM reported that she would be happy to share the names of those members who have not attended mandatory training with the Vice-Chair.

The Vice-Chair reported that it was generally felt that Group Leaders should undertake coaching training. The HRTDM referred to Item 3 of the report in which she states that this option would be included in the 1:1 Development Plan for Group Leaders.

The Monitoring Officer referred to mandatory training and suggested that it would be useful to know which training courses can be accessed virtually or via Learning Pool so that these sessions can be targeted for members in the first instance, with further sessions to follow.

It was confirmed by the HRTDM that the Code of Conduct training for Town and Community Councillors was being arranged via an external provider.

**RESOLVED: -**

- **To note the content of the report.**
- **That the HR Training and Development Manager shares the names of members who have not attended mandatory training with the Vice-Chair of the Standards Committee.**
- **That the Vice-Chair meets with Group Leaders to discuss non-attendance at mandatory training by members of their groups.**
- **That the Standards Committee requests that Group Leaders should undertake coaching training.**

**Action: See Resolution above**

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

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

The Monitoring Officer reported that one complaint was recorded against a County Councillor during Quarter 3, 2023/24, having been submitted to the PSOW in Summer 2023, and the Ombudsman is investigating. No complaints had been received against Town and Community Councillors for the period.

The Monitoring Officer reported that one complaint had been submitted to the PSOW against County Councillors during Quarter 4, 2023/24, which the Ombudsman is investigating.

The first case was reported to the PSOW in May last year and the second in February this year. If the Ombudsman decides that further steps are necessary regarding the complaints, then each complaint could be referred back to the Standards Committee to convene a hearing.

It was noted that five complaints have been submitted to the Ombudsman against Town and Community Councillors during Quarter 4. The Ombudsman has decided not to investigate four of the five complaints but is investigating the fifth. All five matters relate to one Town and Community Council, and these complaints will be discussed in Items 10 and 11 of today's agenda, with the press and public excluded.

Concerns were expressed by Committee members regarding the timescale for complaints to be resolved. The Monitoring Officer detailed that the Ombudsman has recently reported that there is a backlog of cases.

**RESOLVED to note the content of Enclosures 1-4 of the report.**

**Action: None**

**5. DECISIONS BY THE PUBLIC SERVICES OMBUDSMAN FOR WALES (PSOW)**

Submitted - a report by the Director of Function (Council Business)/Monitoring Officer summarising the PSOW's published findings of Code of Conduct complaints in Wales from December 2023 to May 2024.

The Solicitor (Corporate Governance) reported that 16 complaints have been referred to the PSOW, as noted in Appendix 1 of the report.

She referred to an error in case 6, relating to Bridgend Town Council under the comments column. The information shown here should be listed against case 15.

Case 6 refers to a Councillor who had breached several paragraphs of the Code, including bringing disrepute to his role, using his Councillor status for his own benefit and failing to declare a personal and prejudicial interest by taking part in a discussion relating to his wife's conduct. The member was suspended for six months.

Case 7 concerns a Councillor who had behaved in an aggressive and disrespectful manner. The Ombudsman investigated the case and decided not to take any further action, as this was an isolated incident. There was a suggestion of breaching paragraph 4(b) of the Code in not showing respect and consideration to others.

Case 9 involved social media, where the Code had been breached as the Councillor had brought disrespect to his role. The Councillor was given a censure, with a recommendation that the member should undertake further training on the Code of Conduct, particularly social media.

Case 11 included an allegation that a Councillor had failed to show respect towards female members of the Council, which, was not found to be true. There were other allegations too, but the Ombudsman considered that, as the Councillor had now retired from his role, sanction options would be limited, and there was therefore no public interest in taking further action.

The Solicitor (Corporate Governance) reported that further updates in relation to those cases that have been reported, but that have not been concluded, will be provided at the next Standards Committee meeting. She suggested that in light of the cases reported, this Council's social media protocol should be highlighted in the next Standards Committee Newsletters to elected members and members of Town and Community Councils by way of a reminder.

**RESOLVED to note the content of the report.**

**Action: None**

## **6. ADJUDICATION PANEL FOR WALES DECISIONS**

Submitted – a report by the Director of Function (Council Business)/Monitoring Officer summarising matters published by the Adjudication Panel for Wales (APW) since the Standards Committee's last meeting in December 2023.

The Solicitor (Corporate Governance) gave a summary of the cases: -

Case 1 - An allegation that a former Councillor had made disrespectful and threatening comments on social media. The APW concluded that the Councillor's comments had been made as a private individual rather than as an elected member. It was noted that only one paragraph of the Code was relevant in this case; whether the Councillor's behaviour had brought the individual's role as Councillor or the authority into disrepute. The Panel's decided that the Code had not been breached and that the Councillor had brought herself into disrepute in a personal capacity. The Solicitor, in her summary, again referred to the Social Media Protocol for Members that is available in IOACC, and the importance of reminding members about it.

Case 2 - The second case referred to an allegation of a breach of the Code against a Councillor who had sent sexually explicit messages to a person who had wanted his help

with a family member's housing problem. When he did not get the help and co-operation that he had hoped for from the Housing Officer, the Councillor behaved in a rude and threatening manner and subsequently adopted a similar approach to the Monitoring Officer. The Tribunal considered those allegations and found the Councillor guilty of breaching several paragraphs within the Code. The Tribunal noted that it felt the case was overcharged, and when considering the penalty, it focused on the Councillor's conduct and wrongdoing, and not the number of allegations. The Tribunal felt that one or two breaches would be more apt for the situation, and it followed the sanctions guidance. The Councillor was suspended for a period of four months.

Case 3 - refers to an appeal by a former Councillor against the local Standards Committee's decision. The Councillor was given permission to appeal as the APW's President considered that the Standards Committee had not explained in its decision why, on the basis of the facts, the Code had been breached. The Panel supported the Standards Committee's decision, and the member would have been suspended for 6 months, had she still been a member.

Case 4 - permission to appeal was refused.

The Solicitor (Corporate Governance) highlighted that when a Standards Committee comes to a decision following a hearing, it must ensure that it includes details in the record of decision; the decision must, explain the reasoning, what the submission was, the weight placed on the evidence of submissions and if the sanctions guidance was considered.

**RESOLVED to note the content of the case summaries presented in the report.**

**Action: None**

## **7. APPLICATIONS FOR DISPENSATIONS**

No report was presented, as it was noted that no applications for dispensations have been received during the period since the last meeting of the Standards Committee and the date of publishing this agenda.

## **8. UPDATE FROM THE NATIONAL STANDARDS COMMITTEE FORUM FOR WALES**

Submitted – an update report by the Director of Function (Council Business)/ Monitoring Officer on the National Standards Committee Forum's last meeting, which the Standards Committee's Chair attended on 29 January 2024.

The Vice-Chair reported that the Standards Committee members have received a copy of the Chair's notes and the minutes from that meeting. He summarised the following points: -

- Presentation by the Ombudsman's Office detailing the increase in cases that are presented to the Ombudsman, which adds to the Ombudsman's current caseload.
- Presentation on Standards Committees and Joint Committees.
- Presentation on the Local Resolution Protocol.
- Discussion on a specific issue where a Group Leader was also an elected member representative on a Standards Committee. That member considered that he could



not continue to be a member of the Standards Committee and a Group Leader; whilst at another authority, there was a Group Leader in the same circumstances, who continued in the role on the Standards Committee.

- Two training sessions approved during the Forum meeting have been held i.e. training on chairing meetings for Chairs and Vice-Chairs on 12 February 2024, and a training session on conducting hearings for Chairs on 23 April 2024.

The Vice-Chair reported that he will attend the next Forum meeting on 24 June 2024 on behalf of the Chair, and report back to the next meeting of the Standards Committee.

**RESOLVED to note the content of the report and update by the Vice-Chair.**

**Action: None**

## **9. REVIEW BY THE STANDARDS COMMITTEE OF THE REGISTERS OF INTERESTS OF ELECTED MEMBERS OF THE COUNTY COUNCIL**

Submitted - a report by the Director of Function (Council Business)/Monitoring Officer on the Review of the Registers of Interests for elected members.

The Solicitor (Corporate Governance) reported that the reviews were held in January 2024 by the 5 independent members of the Standards Committee. The independent members followed the guidance document developed for the reviews. It was decided to take a sample of 20 elected members which included each Group Leader, with the remaining sample being made up of members based on political balance and the names selected at random. The Standards Committee's independent members subsequently met to discuss their findings.

Four actions resulted from the findings, which are addressed in Section 2.6 of the report.

The first relates to personal correspondence, which has been sent to a few elected members. In general, the independent members were satisfied with the findings, but felt the need to write to some members to draw their attention to certain matters, such as the need to update their registers. Correspondence has been sent, responses have been received, and most matters have been addressed. However, a few issues remain, which still need to be resolved. Further correspondence is being sent by the Vice-Chair and the work is ongoing.

The second action concerned member wellbeing, which presented itself as absences or a change of attendance patterns for meetings or training sessions. Correspondence has been sent to Group Leaders regarding specific members from their groups, and work is ongoing to satisfy the Committee that Group Leaders are taking action in relation to wellbeing concerns.

The third action relates to corporate or technical issues that need to be addressed e.g. the process of updating registers, particularly registers for declaring interests at meetings, which is currently paper based, whereas other registers are updated electronically. A letter has been sent to the Chief Executive, who has acknowledged

the correspondence and stated that he intends to carry out further enquiries and provide feedback in due course.

The final action arising from the exercise is that a general report will be prepared for all members to provide feedback on the general themes that arose during the reviews and to share good practice and lessons learned. Arrangements are in place for the Vice-Chair to present the draft report to a Group Leaders meeting before it will be shared by e-mail with all the members. A further report will be presented to the next formal meeting of the Standards Committee, so as to update members.

**RESOLVED:-**

- **To note the content of the report.**
- **That a further report be presented at the next formal meeting of the Standards Committee in December 2024, to**
  - (a) share a copy of the general report, including the main themes arising from the review process, as sent to all members following an initial discussion with Group Leaders; and**
  - (b) report on the developments that have been made, particularly regarding paragraph 2.6.3 of the report.**

**Action: See Resolution above**

**10. EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED to adopt the following: -**

**“Under Section 100(A)(4) of the Local Government Act 1972, to exclude the press and public from the meeting during discussion on the following item on the grounds that it may involve the disclosure of exempt information as defined in Schedule 12A of the said Act and in the attached Public Interest Test.”**

**11. CONDUCT COMPLAINTS TO THE PUBLIC SERVICES OMBUDSMAN FOR WALES (PSOW) IN RELATION TO COMMUNITY COUNCILLORS DURING QUARTER 4 OF 2023/24**

Submitted – a report by the Director of Function (Council Business)/Monitoring Officer on conduct complaints to the PSOW for Quarters 3 and 4 for 2023/24, in relation to Town and Community Councillors. This item was discussed generally in Item 4 on the agenda.

The Solicitor (Corporate Governance) reported that five complaints have been submitted to the PSOW against Town and Community Councillors from one Town and Community Council. The Ombudsman decided not to investigate four of the complaints, and an investigation into the fifth complaint is ongoing.

It was noted that two members of the Standards Committee recently attended a meeting of this Town and Community Council as observers. A discussion was held in relation to the Standards Committee’s involvement with Local Resolution and assistance in the Town and Community Councils.

The Standards Committee was supportive of offering training on the Code of Conduct to Town and Community Councillors and Clerks in Autumn 2024.

**RESOLVED: -**

- **To agree the contents of Enclosures 1 and 2 of the report as template letters to be sent on behalf of the Standards Committee via the Chair when enquiries are made in relation to Town and Community Councils/Councillors; and**
- **To agree not to disclose the name of the Town and Community Council for which five complaints were submitted to the PSOW in Quarter 4 of 2023/2024.**
- **To agree to arrange Code of Conduct training for Town and Community Councillors and Clerks during Autumn 2024.**

The meeting concluded at 11:45 am

**MR TREFOR OWEN  
VICE-CHAIR**

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# EXTRAORDINARY MEETING OF THE STANDARDS COMMITTEE

Minutes of the hybrid meeting held on 16 September, 2024

**PRESENT:** **Independent Members**

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

**Representing the County Council**

Councillor Margaret M Roberts

**Representing Town and Community Councils**

Councillor Iorwerth Roberts

**IN ATTENDANCE:** Solicitor (Corporate Governance) (MY)  
Committee Officer (MEH)

**APOLOGIES:** None

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## 1. CHAIR FOR THE MEETING

The Vice-Chair of the Standards Committee, Mr Trefor Owen was elected Chair for the meeting.

## 2. DECLARATION OF INTEREST

None received.

## 3. ELECTION OF CHAIR

Submitted - a report by the Director of Function (Council Business)/Monitoring Officer on the procedure to elect a Chair of the Standards Committee in accordance with the Standards Committee (Wales) Regulations 2001 and Paragraph 2.9.2.6.2 of the Council's Constitution due to the resignation of Mr Rhys Davies as Chair of the Standards Committee. Mr Davies will continue as an Independent Member of the Standards Committee.

The Standards Committee shall elect a Chairperson from amongst its five independent members for a term up to February, 2028, or until the independent member's term of office on the Standards Committee expires.

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

**RESOLVED to elect Mr Trefor Owen as Chair of the Standards Committee until February 2028.**

Mr Owen wished to thank Mr Rhys Davies for his work as Chair of the Standards Committee. He stated that he was looking forward to working with members of the Standards Committee and officers during his term of office.

Mr Rhys Davies thanked the members of the Standards Committee for their support to him whilst he was Chair of the Committee. He congratulated Mr Trefor Owen on his election as Chair and wished him well in his term of office.

**MR TREFOR OWEN  
CHAIR**

<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>Committee:</b>	Standards Committee
<b>Date:</b>	6 February 2025
<b>Title of report:</b>	Democratic Services Update
<b>Purpose of report:</b>	To update the Committee on the work of the service in relation to member support and governance.
<b>Author:</b>	Dyfan Sion, Head of Democratic Services

## **Background**

1. The Committee was last given a formal update on the work of democratic services at its meeting on December 2023. No update was given in 2024 largely due to work on the administration of the May and July elections.
2. Following the Committee's review of member register of interests in 2024 and a letter from the Committee's chair to the chief executive in the summer, an improvement plan was shared with the Committee which dealt with some of the democratic issues that had arisen during the review. This report also provides an update on the improvement plan.

## **Improvement plan**

3. The plan was developed to implement the Standards Committee's recommendations from its review of member interest registers that were relevant to democratic services. A copy of the plan was shared with the Committee in autumn 2024.
4. Fifteen of the twenty actions have now been completed. Of the remaining 5, two are ongoing work, namely "15. Keeping track of members' well-being" (a further update in this report) and "17. Ensure that the length and format of reports is manageable". Another, "20. Linking webcasts to agenda items" is an additional action to the Standards Committee's recommendations, and while not yet complete, there has been significant progress.
5. That leaves two actions to which there is currently no solution, namely "1. Enable Members to complete the Welsh side of the standing register of interests in

MyGov if they wish to do so" and "3. Enable Members to complete their registration of interest form during on-line meetings ". Through the Council's IT officers, we have raised action 1 with the software provider Mod Gov. The software does not currently allow input from the Welsh side but has been added to the list of developments. In the meantime, we are happy to support members' language choice by translating text on their behalf if necessary. There is no technical solution to action 3 at the moment either, but we make sure that members receive an electronic form, and the response rates are good.

### **Protocol for Hybrid Meetings**

6. 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. During the process of preparing the protocol the Democratic Committee and the Standards Committee were consulted.
7. The Protocol is intended to support and complement the guidance and rules contained in the Council's Constitution by providing more information on hybrid meeting arrangements. The chair of each committee refers to the Protocol at the beginning of meetings.
8. We are keeping the Protocol under review and will update it if necessary.

### **Member Well-being**

9. Messages have previously been shared with members about the support available to them including the confidential counselling service and e-learning modules. As part of the member development plan, the Training Team will also be looking for suitable training.
10. Further to that, 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 the affairs of elected members. We have contacted the officer, and a meeting has been arranged in February.

### **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. We will remind members of the annual report process shortly and share the report template for 24/25. Democratic officers will be available to assist in the usual way.



### **Registering and declaring members' interest**

13. 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.
14. 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.
15. 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**

16. A review was undertaken over the summer of members' gift and hospitality registers to ensure the information on the website was complete.
17. 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**

18. 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.
19. Quarterly updates on member training will be sent to relevant group leaders. This facilitates the monitoring of attendance at training, and mandatory training specifically.

### **Recommendation**

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

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ISLE OF ANGLESEY COUNTY COUNCIL	
<b>MEETING:</b>	STANDARDS COMMITTEE
<b>DATE:</b>	6 FEBRUARY 2025
<b>TITLE OF REPORT:</b>	DEVELOPMENT OF MEMBERS
<b>REPORT BY:</b>	LEARNING AND DEVELOPMENT MANAGER
<b>CONTACT OFFICER:</b>	ELEN PRITCHARD
<b>PURPOSE OF THE REPORT:</b>	TO PROVIDE AN UPDATE ON LEARNING AND DEVELOPMENT ISSUES FOR ELECTED MEMBERS

## 1. BACKGROUND

The purpose of this report is to provide an update to the Standards Committee on members' training and development issues, since the report presented in June 2024 giving an overview of the provision offered to our Elected Members over the last period.

## 2. THE PLAN

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 36 learning 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 the 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 was extended to EM to attend staff sessions on 03/12/24.
Data Protection	29/35	An invitation was extended to EM to attend staff sessions on 19/11/24.
Cyber Security	34/35	Cyber security video shared
Safeguarding	29/35	Further sessions were organized at the end of November 2023

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 over a period of time. This being, despite offering several events over many years now. In order to address this we have looked to vary the form and timing of the events. Where this has been implemented we are pleased to report that we have seen an increase in the completion figures.

### **3. DEVELOPMENT PLAN FOR GROUP LEADERS**

Following further guidance received from a meeting of Group Leaders in October 2024, further enquiries were made of coaching provision available from the WLGA and the LGA. Unfortunately the enquiries were fruitless with both associations reporting that they did not have bilingual Coaches available.

Work has therefore moved forward in finding another suitable provider. I am glad to report that Gwen Greaves from Glaslyn Training has agreed to undertake the work of coaching our Group Leaders.

It is proposed that each leader:

- receives a minimum of x4 coaching sessions in the first instance with scope to consider extending this provision if there is a demand.
- These sessions would follow a process of receiving a DiSC Profile (a type of personality profile) with a 1:1 session held by an independent and highly experienced coach explaining the intricacies and benefits of the profile to be held ahead of the formal coaching sessions.

Provision has been made to ensure that the Services above are available bilingually and to follow in the language of choice.

Beyond this we will look to take every opportunity to refer our Electoral Members to the further provision available from the WLGA and Academi Cymru as relevant.

### **4. COMMUNICATIONS**

The Learning and Development Team continue to work closely with the Democratic Service and relevant Officers within the Authority to ensure that the programme 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 mandated training and all other training completed within that particular quarter.

## **5. 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 suitable and relevant to be recording sessions for further 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 option 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, historically we have sought training through the medium of Welsh, arranging a translation service for those who wish to listen through the medium of English. Feedback was recently shared as to this provision, following further discussions with the Democratic Services we are now looking to align this arrangement with that of the Corporate arrangement for staff.

## **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  
YNYS MÔN  
ISLE OF ANGLESEY  
COUNTY COUNCIL



**Eich Ffordd Ymlaen**  
**Your Way Forward**

Cefnogi Eich Dyfodol – Supporting Your Future

# **ELECTED MEMBERS**

## ***LEARNING AND DEVELOPMENT PLAN***

*This document is also available in Welsh.*

TITLE	SUBJECT / FIELD OF WORK	MEDIUM	IDENTIFIED COHORT
<b>Mandatory Training</b>			
<b>CODE OF CONDUCT</b>	<ul style="list-style-type: none"> <li>Overview of Democratic arrangements; <i>i.e. Input in meetings; standing rules and regulations, etc.</i></li> </ul>	Presentation: (virtual and/or face-to-face)	All Elected Members and Lay Members
<b>EQUALITY, DIVERSITY AND INCLUSION</b>	<ul style="list-style-type: none"> <li>Understand the role of Elected Members with regards to equalities in the decision-making process;</li> <li>Awareness of Equality and Diversity Matters.</li> </ul>	Presentation: (virtual and/or face-to-face)  External Provider	All Elected Members
<b>SAFEGUARDING MATTERS – VULNERABLE CHILDREN AND ADULTS</b>	<ul style="list-style-type: none"> <li>Domestic Abuse;</li> <li>Violence Against Women;</li> <li>Modern Slavery;</li> <li>Prevent and Safeguarding Awareness.</li> </ul>	Presentation: (virtual and/or face-to-face)  Internal Provider(s)	All Elected Members
<b>PROCESSING DATA / PERSONAL INFORMATION: YOUR RESPONSIBILITY AS AN ELECTED MEMBER</b>	<ul style="list-style-type: none"> <li>Understand general obligations of GDPR and the Data Protection Act 2018;</li> <li>Understand specific requirements of the Act</li> <li>Understand how to comply with the Act</li> </ul>	<a href="#">e-Learning Module</a> <i>(to be renewed every 3 years)</i> <b>and:</b> Presentation: (virtual and/or face-to-face )  External Provider(s)	All Elected Members
<b>HEALTH AND SAFETY – LEADING SAFELY</b>	<ul style="list-style-type: none"> <li>Understand the legal requirements of Health &amp; Safety, with regards to Elected Members</li> <li>General overview of Personal Safety for Members</li> </ul>	Presentation: (virtual and/or face-to-face)  External Provider(s)	All Elected Members
<b>CHAIRING SKILLS</b>	<ul style="list-style-type: none"> <li>How to lead and contribute towards holding Effective Committees</li> </ul>	Presentation: (virtual) <i>(to be renewed every 2 years)</i>  External Provider(s)	All Chairpersons and Vice-Chairpersons of the Council and its Committees
<b>PLANNING &amp; LICENSING, GOVERNANCE &amp; AUDIT</b>	<ul style="list-style-type: none"> <li>Relevant Training as identified</li> </ul>		All Members on the Planning, Licensing and Governance & Audit Committees

TITLE	SUBJECT / FIELD OF WORK	MEDIUM	IDENTIFIED COHORT
<b>Additional Training</b>			
<b>BEGINNER ICT SKILLS</b>	<ul style="list-style-type: none"> <li>Supporting Elected Members that may experience difficulties using ICT equipment</li> </ul>	Up to three Face-to-face Sessions Internal Provider(s)	All Elected Members
<b>INTERMEDIATE ICT SKILLS</b>	<ul style="list-style-type: none"> <li>Developing Members' ICT Skills</li> </ul>	Face-to-face Sessions External Provider(s)	All Elected Members and Lay Members
<b>INTRODUCTION TO CLIMATE CHANGE</b>		Internal Provider(s)	All Elected Members and Lay Members
<b>DEFAMATION</b>	<ul style="list-style-type: none"> <li>How to avoid and/or mitigate against any defamation claim(s)</li> </ul>	Presentation: (virtual and/or face-to-face) Internal Provider(s)	All Elected Members
<b>FINANCE AND TREASURY MANAGEMENT</b>	<ul style="list-style-type: none"> <li>Understanding of financial matters;</li> <li>Budget setting; etc.</li> </ul>	Presentation: (virtual and/or face-to-face) Section 151 Officer / External Provider(s)	All Elected Members
<b>DEALING WITH THE PRESS</b>	<ul style="list-style-type: none"> <li>Practical session which provides Elected Members with experience of undertaking radio and television interviews;</li> <li>Opportunity for Members to undertake mock-interviews and practice.</li> </ul>	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
<b>Additional Training</b>				
	<b>GYPSIES &amp; TRAVELLERS CULTURAL AWARENESS</b>	<ul style="list-style-type: none"> <li>Introductory Training on working with Gypsies and Travellers in Wales.</li> </ul>	Presentation and activities (face-to-face) Housing Service / External Provider(s)	All Elected Members and Lay Members
	<b>BRIEFING SESSIONS</b>	<ul style="list-style-type: none"> <li>Relevant and Current Subject matters presented and discussed</li> </ul>	Presentation: (virtual and/or face-to-face) Internal Officer(s) / External Provider(s)	All Elected Members
<b>Well-being &amp; Community</b>				
Page 29	<b>PERSONAL SAFETY / DEALING WITH DIFFICULT SITUATIONS</b>	<ul style="list-style-type: none"> <li>Overview of skills and techniques that can be adopted to ensure personal safety, and the ability to deal with difficult situations.</li> </ul>	Presentation: (virtual and/or face-to-face) External Provider(s)	All Elected Members
	<b>HEALTH &amp; WELL-BEING: GENERAL AND AWARENESS</b>	<ul style="list-style-type: none"> <li>Provide understanding of:               <ul style="list-style-type: none"> <li>- Resilience</li> <li>- Work life Balance</li> <li>- Managing Stress</li> <li>- Mental Health Awareness</li> </ul> </li> </ul>	<a href="#">e-Learning Modules available</a> Presentation: (virtual and/or face-to-face)	All Elected Members and Lay Members
	<b>MENOPAUSE AWARENESS</b>	<ul style="list-style-type: none"> <li>Overview for those who are experiencing or wish to raise their awareness</li> </ul>	Presentation: (virtual and/or face-to-face)	All Elected Members and Lay Members
	<b>MINDFULNESS AWARENESS</b>	<ul style="list-style-type: none"> <li>Short sessions to discuss the effect of stress on the body and relaxation tips</li> </ul>	Presentation: (virtual and/or face-to-face)	All Elected Members and Lay Members

	TITLE	SUBJECT / FIELD OF WORK	MEDIUM	IDENTIFIED COHORT
<b>Training On Request</b>				
Page 30	<b>ICT SKILLS DEVELOPMENT</b>	<ul style="list-style-type: none"> <li>• Drop-in / One-to-One sessions</li> <li>• Support with specific ICT skills / Software</li> </ul>	Face-to-face  Internal Provider(s) / External Provider(s)	All Elected Members and Lay Members
	<b>SOCIAL MEDIA</b>	<ul style="list-style-type: none"> <li>• Have an understanding of how to make Social Media work for Elected Members;</li> <li>• What to share and what not to;</li> <li>• How not to behave on Social Media;</li> <li>• Bullying and Personal Safety elements.</li> </ul>	Presentation: (virtual and/or face-to-face)  External Provider(s)	All Elected Members
	<b>SCRUTINY</b>	<ul style="list-style-type: none"> <li>• Introduction to Scrutiny procedures</li> <li>• An understanding of the principles of effective Scrutiny</li> </ul>	Presentation: (virtual and/or face-to-face)  External Provider(s)	All Elected Members
	<b>INVESTIGATION</b>	<ul style="list-style-type: none"> <li>• Introduction to Audit procedures</li> </ul>	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"> <li>- <a href="#">Cyber Awareness</a> (to be renewed every 3 years)</li> <li>- <a href="#">Emergency Planning for Members</a> (refresher to be agreed upon)</li> <li>- <a href="#">Chairing Meetings Effectively</a></li> <li>- <a href="#">Prevent</a> (to be renewed as appropriate)</li> <li>- <a href="#">Modern Slavery</a> (to be renewed every 3 years)</li> <li>- <a href="#">General Data Protection Regulations (GDPR)</a> (to be renewed every 3 years)</li> <li>- <a href="#">Violence Against Women, Domestic Abuse and Sexual Violence</a> (to be renewed every 3 years)</li> </ul>	<ul style="list-style-type: none"> <li>- <a href="#">Ethics and Standards</a></li> <li>- <a href="#">Public Speaking and Working with the Media</a></li> <li>- <a href="#">Corporate Parenting</a></li> <li>- <a href="#">Well-being of Future Generations (Wales)</a></li> <li>- <a href="#">Effective Scrutiny</a></li> <li>- <a href="#">Social Services and Well-being Act (Wales)</a></li> </ul>	<ul style="list-style-type: none"> <li>- <a href="#">Welsh Language Standards</a></li> <li>- <a href="#">Welsh in the Workplace (1)</a></li> <li>- <a href="#">Welsh in the Workplace (2)</a></li> </ul>
Well-being	Health & Safety	Corporate Courses
<ul style="list-style-type: none"> <li>- <a href="#">Health &amp; Well-being in the Authority</a></li> </ul>	<ul style="list-style-type: none"> <li>- <a href="#">The safe use of Display Screen Equipment (DSE) - Workplace Assessment</a></li> </ul>	<ul style="list-style-type: none"> <li>- <a href="#">Learning Pool: Online Booking</a></li> </ul>

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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](mailto: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

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

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CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL	
<b>COMMITTEE:</b>	Standards Committee
<b>DATE:</b>	6 February 2025
<b>REPORT TITLE:</b>	Conduct Complaints to the Public Services Ombudsman for Wales (PSOW)
<b>PURPOSE OF THE REPORT:</b>	To advise the Committee of the complaints which have been sent to the PSOW in relation to (a) County Councillors and (b) Town and Community Councillors.
<b>REPORT BY:</b>	Mared Wyn Yaxley Legal Services Manager <a href="mailto:mwyics@ynysmon.llyw.cymru">mwyics@ynysmon.llyw.cymru</a>
<b>LINK OFFICER:</b>	Lynn Ball Director of Function (Council Business) / Monitoring Officer <a href="mailto:lbxics@ynysmon.llyw.cymru">lbxics@ynysmon.llyw.cymru</a>

## 1. INTRODUCTION

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

## 2. UPDATES

2.1 A copy of the report for Quarter 1 for 2024/2025 in relation to County Councillors, appears at **Enclosure 1**.

A copy of the report for Quarter 1 for 2024/2025 in relation to Town and Community Councillors, appears at **Enclosure 2**.

2.2 A copy of the report for Quarter 2 for 2024/2025 in relation to County Councillors, appears at **Enclosure 3**.

A copy of the report for Quarter 2 for 2024/2025 in relation to Town and Community Councillors, appears at **Enclosure 4**.

2.3 A copy of the report for Quarter 3 for 2024/2025 in relation to County Councillors, appears at **Enclosure 5**.

A copy of the report for Quarter 3 for 2024/2025 in relation to Town and Community Councillors, appears at **Enclosure 6**.

## 3. COUNTY COUNCILLORS

3.1 There is currently one case being investigated by the PSOW in relation to a County Councillor it was received in February 2024. Another case involving a different County

Councillor, which was sent to the PSOW in August 2023, has been investigated by the PSOW and sent to the Standards Committee.

#### 4. TOWN AND COMMUNITY COUNCILLORS

4.1 There is currently one case being investigated by the PSOW in relation to a Community Councillor. It was received in January 2024.

#### 5. RECOMMENDATION

5.1 For the Standards Committee members to note the contents of the **Enclosures at 1-6.**

#### ENCLOSURES:

1	Complaint report for Quarter 1 for 2024/2025 in relation to County Councillors.
2	Complaint report for Quarter 1 for 2024/2025 in relation to Town and Community Councillors.
3	Complaint report for Quarter 2 for 2024/2025 in relation to County Councillors.
4	Complaint report for Quarter 2 for 2024/2025 in relation to Town and Community Councillors.
5	Complaint report for Quarter 3 for 2024/2025 in relation to County Councillors
6	Complaint report for Quarter 3 for 2024/2025 in relation to Town and Community Councillors.



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

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

**Chwarter 1 ( Ebrill – Mehefin 2024 ) – 2024/2025 – Quarter 1 ( April – June 2024 )**

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

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

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

**Chwarter 1 (Ebrill – Mehefin 2024) – 2024/2025 – Quarter 1 (April – June 2024)**

<b>Enw'r Cynghorydd</b>  <b>Name of Councillor</b>	<b>Enw'r Achwynydd</b>  <b>Name of Complainant</b>	<b>Cyfeirnod y Ffeil</b>  <b>File Reference</b>  <b>(i) Un ni/Ours</b> <b>(ii) “O”</b>	<b>Dyddiad y Gŵyn - “O”</b>  <b>Complaint date - “O”</b>	<b>Canlyniad Ymholiad “O” a'r dyddiad neu'r sefyllfa gyfredol</b>  <b>Result of “O” Investigation and date or the current situation</b>
Cynghorydd Cymuned / Community Councillor  Cyngor Cymuned A / Community Council A	Cynghorydd Cymuned / Community Councillor	025514 202307045	Gohebiaeth gyntaf gan O / First correspondence received from O: 07.02.2024	O yn parhau i ymchwilio'r gŵyn / O is continuing to investigate the complaint

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

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

**Chwarter 2 (Gorffennaf - Medi 2024) – 2024/2025 – Quarter 2 (July - September 2024)**

<b>Enw'r Cynghorydd</b>  <b>Name of Councillor</b>	<b>Enw'r Achwynydd</b>  <b>Name of Complainant</b>	<b>Cyfeirnod y Ffeil</b>  <b>File Reference</b>  <b>(i) Un ni/Ours</b> <b>(ii) “O”</b>	<b>Dyddiad y Gŵyn - “O”</b>  <b>Complaint date - “O”</b>	<b>Canlyniad Ymholiad “O” a'r dyddiad neu'r sefyllfa gyfredol</b>  <b>Result of “O” Investigation and date or the current situation</b>
<b>Cynghorydd Sir / County Councillor</b>	Aelod / Member	024922 202302251	Gohebiaeth gyntaf gan O / First correspondence received from O: 09.08.2023	O yn parhau i ymchwilio'r gŵyn / O is continuing to investigate the complaint
<b>Cynghorydd Sir / County Councillor</b>	Aelod / Member	025515 202307670	Gohebiaeth gyntaf gan O / First correspondence received from O: 08.02.2024	O yn parhau i ymchwilio'r gŵyn / O is continuing to investigate the complaint
<b>Cynghorydd Sir / County Councillor</b>	Aelod o'r cyhoedd / Member of the public	26152 202402403	Gohebiaeth gyntaf gan O / First correspondence received from O: 23.08.2024	O wedi penderfynu na ddylid ymchwilio'r gŵyn ond atgoffwyd yr Aelod o'r angen iddynt ddatgan diddordebau o dan y Cod Ymddygiad. / O decided not to investigate the complaint but reminded the Member of their obligation under the Code of Conduct in relation to the necessity of declaring interests.

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

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

**Chwarter 2 (Gorffennaf - Medi 2024) – 2024/2025 – Quarter 2 (July - September 2024)**

<b>Enw'r Cynghorydd</b>  <b>Name of Councillor</b>	<b>Enw'r Achwynydd</b>  <b>Name of Complainant</b>	<b>Cyfeirnod y Ffeil</b>  <b>File Reference</b>  <b>(i) Un ni/Ours</b> <b>(ii) “O”</b>	<b>Dyddiad y Gŵyn - “O”</b>  <b>Complaint date - “O”</b>	<b>Canlyniad Ymholiad “O” a'r dyddiad neu'r sefyllfa gyfredol</b>  <b>Result of “O” Investigation and date or the current situation</b>
Cynghorydd Cymuned / Community Councillor  Cyngor Cymuned A / Community Council A	Cynghorydd Cymuned / Community Councillor	025514 202307045	Gohebiaeth gyntaf gan O / First correspondence received from O: 07.02.2024	O yn parhau i ymchwilio'r gŵyn / O is continuing to investigate the complaint
Cynghorydd Cymuned / Community Councillor  Cyngor Cymuned B / Community Council B	Aelod o'r cyhoedd / Member of the public	026070 202402935	Gohebiaeth gyntaf gan O / First correspondence received from O: 30.07.2024	O wedi penderfynu na ddylid ymchwilio'r gŵyn / O decided that the complaint should not be investigated

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

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

Chwarter 3 (Hydref - Rhagfyr 2024) – 2024/2025 – Quarter 3 (October – December 2024)

Enw'r Cynghorydd Name of Councillor	Enw'r Achwynydd Name of Complainant	Cyfeirnod y Ffeil File Reference (i) Un ni/Ours (ii) “O”	Dyddiad y Gŵyn - “O” Complaint date - “O”	Canlyniad Ymholiad “O” a'r dyddiad neu'r sefyllfa gyfredol Result of “O” Investigation and date or the current situation
<b>Cynghorydd Sir / County Councillor</b>	Aelod / Member	024922 202302251	Gohebiaeth gyntaf gan O / First correspondence received from O: 09.08.2023	O wedi cyfeirio'r mater at sylw'r Pwyllgor Safonau / O has referred the matter for the attention of the Standards Committee
<b>Cynghorydd Sir / County Councillor</b>	Aelod / Member	025515 202307670	Gohebiaeth gyntaf gan O / First correspondence received from O: 08.02.2024	O yn parhau i ymchwilio'r gŵyn / O is continuing to investigate the complaint
<b>Cynghorydd Sir / County Councillor</b>	Aelod o'r cyhoedd / Member of the public	26135 202404860	Gohebiaeth gyntaf gan O / First correspondence received from O: 03.12.2024	O wedi penderfynu na ddylid ymchwilio'r gŵyn / O decided that the complaint should not be investigated

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

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

Chwarter 3 (Hydref - Rhagfyr 2024) – 2024/2025 – Quarter 3 (October – December 2024)

<b>Enw'r Cynghorydd</b>  <b>Name of Councillor</b>	<b>Enw'r Achwynydd</b>  <b>Name of Complainant</b>	<b>Cyfeirnod y Ffeil</b>  <b>File Reference</b>  <b>(i) Un ni/Ours</b> <b>(ii) “O”</b>	<b>Dyddiad y Gŵyn - “O”</b>  <b>Complaint date - “O”</b>	<b>Canlyniad Ymholiad “O” a'r dyddiad neu'r sefyllfa gyfredol</b>  <b>Result of “O” Investigation and date or the current situation</b>
Cynghorydd Cymuned / Community Councillor  Cyngor Cymuned A / Community Council A	Cynghorydd Cymuned / Community Councillor	025514 202307045	Gohebiaeth gyntaf gan O / First correspondence received from O: 07.02.2024	O yn parhau i ymchwilio'r gŵyn / O is continuing to investigate the complaint
Cynghorydd Cymuned / Community Councillor  Cyngor Cymuned C / Community Council C	Aelod o'r cyhoedd / member of the public	26455 202406006	Gohebiaeth gyntaf gan O / First correspondence received from O: 05.12.2024	O wedi penderfynu na ddylid ymchwilio'r gŵyn / O decided that the complaint should not be investigated

<b>CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>COMMITTEE:</b>	<b>Standards Committee</b>
<b>DATE:</b>	<b>6 February 2025</b>
<b>REPORT TITLE:</b>	<b>Published findings by the Public Services Ombudsman for Wales for all Councils in Wales</b>
<b>PURPOSE OF THE REPORT:</b>	<b>To advise the Committee of all Wales findings published on its website by the Public Services Ombudsman for Wales for the period between 1 June 2024 and 31 December 2024.</b>
<b>REPORT BY:</b>	<b>Mared Wyn Yaxley Legal Services Manager <a href="mailto:mwy@ynysmon.llyw.cymru">mwy@ynysmon.llyw.cymru</a></b>
<b>LINK OFFICER:</b>	<b>Lynn Ball Director of Function (Council Business) / Monitoring Officer <a href="mailto:lbx@ynysmon.llyw.cymru">lbx@ynysmon.llyw.cymru</a></b>

## 1. INTRODUCTION

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

## 2. QUARTERLY NEWSLETTER

In addition to the information on the website, the Ombudsman also publishes quarterly newsletters. The fifth edition of the quarterly newsletter from the Public Services Ombudsman for Wales [April – October 2024] (dated November 2024) can be seen [here](#).

## 3. BACKGROUND

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

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

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

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

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

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

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

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

#### **4. RECOMMENDATION**

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



**ENCLOSURE:**

1.	A summary of the information published under the <u>“Our Findings”</u> heading on the <u>Public Services Ombudsman for Wales (PSOW)</u> website for the months of June 2024 to December 2024 in relation to Code of Conduct matters only.
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**ENCLOSURE 1**

<b>Date</b>	<b>Name of Council</b>	<b>Case Reference Number</b>	<b>Links to case on PSOW's website</b>	<b>Report Type – Subject</b>	<b>Report Type – Outcome</b>	<b>Commentary / Points to note:</b>
13/06/2024	Chirk Town Council	202107304	<a href="#"><u>Promotion of equality &amp; respect : Chirk Town Council - Public Services Ombudsman for Wales</u></a>	Promotion of equality & respect	Referred to Standards Committee	The report on the investigation was referred to the Monitoring Officer of Wrexham County Borough Council for consideration by the County Council's Standards Committee.
17/06/2024	Bridgend Town Council	202201997	<a href="#"><u>Promotion of equality &amp; respect : Bridgend Town Council - Public Services Ombudsman for Wales</u></a>	Promotion of equality & respect	Referred to the Adjudication Panel for Wales	The report on the investigation was referred to the Adjudication Panel for Wales.
04/09/2024	Llanedi Community Council	202204452	<a href="#"><u>Promotion of equality &amp; respect : Llanedi Community Council - Public Services</u></a>	Promotion of equality & respect	No action necessary	The Ombudsman found that the Member's behaviour was suggestive of a breach of the Code. The evidence also suggested that the Member gave a poor impression of the Council during this incident.

Date	Name of Council	Case Reference Number	Links to case on PSOW's website	Report Type – Subject	Report Type – Outcome	Commentary / Points to note:
			<a href="#"><u>Ombudsman for Wales</u></a>			The Member accepted that his actions were unwise and has considered how his language impacts on others. Given the Member's reflection the Ombudsman's decision was that no action needed to be taken in respect of the matters investigated
26/09/2024	Porthcawl Town Council/Bridgend County Borough Council	202307279/ 202307319	<a href="#"><u>Disclosure &amp; registration of interest : Porthcawl Town Council/Bridgend County Borough Council - Public Services Ombudsman for Wales</u></a>	Disclosure & registration of interest	No action necessary	The Member has acknowledged he had a personal interest in each of the agenda items that were considered as part of this investigation. The Member also seemed to understand the need to declare an interest and did so for all but 1 of the items. The Member accepts he should have declared an interest for that item. He explained that personal matters may also have impacted his judgement on that occasion.

Date	Name of Council	Case Reference Number	Links to case on PSOW's website	Report Type – Subject	Report Type – Outcome	Commentary / Points to note:
						<p>Given the limited impact of the Member's actions on the matters in question, that he has reflected on this and there are no obvious aggravating factors, the Ombudsman does not consider it is in the public interest for any further action to be taken. However, the Ombudsman recommends that the County Council and the Town Council arrange training for the Member on the Code, particularly in relation to personal and prejudicial interests as soon as possible.</p>
26/09/2024	Bridgend County Borough Council/Porthcawl Town Council	202307277/ 202307318	<u>Disclosure &amp; registration of interest : Bridgend County Borough Council/Porthcawl Town Council - Public Services</u>	Disclosure & registration of interest	No action necessary	<p>During the investigation, the Member acknowledged she had a personal interest in each of the items that were considered as part of this investigation. She also seemed to understand the need to declare a personal interest and did so for all but 1 of</p>

Date	Name of Council	Case Reference Number	Links to case on PSOW's website	Report Type – Subject	Report Type – Outcome	Commentary / Points to note:
			<a href="#">Ombudsman for Wales</a>			<p>the items. However, there seemed to be a lack of awareness that there might also be a need to declare a prejudicial interest. The Member did declare an intention to seek further guidance.</p> <p>Given the limited impact of the Member's actions on the matters in question, that she has reflected on this and there are no obvious aggravating factors, the Ombudsman does not consider it is in the public interest for any further action to be taken. However, the Ombudsman recommends that the County Council and the Town Council arrange training for the Member on the Code, particularly in relation to personal and prejudicial interests as soon as possible.</p>

Date	Name of Council	Case Reference Number	Links to case on PSOW's website	Report Type – Subject	Report Type – Outcome	Commentary / Points to note:
08/10/2024	Merthyr Tydfil County Borough Council	202304595	<a href="#"><u>Disclosure &amp; registration of interest : Merthyr Tydfil County Borough Council - Public Services Ombudsman for Wales</u></a>	Disclosure & registration of interest	No action necessary	The Member accepted, with hindsight, that she had an interest in the matter and has taken corrective action to ensure her understanding of the requirements of the Code and appropriate application of interests in future. This demonstrates her commitment to abide by the requirements of the Code and should prevent a similar future occurrence. It was also noted that the Member co-operated fully with the investigation. For these reasons, the Ombudsman considered it was not in the public interest to refer this matter to the Standards Committee or Adjudication Panel for Wales, as a sanction is unlikely to be imposed. The Ombudsman's finding therefore was that no action needed to be taken in

Date	Name of Council	Case Reference Number	Links to case on PSOW's website	Report Type – Subject	Report Type – Outcome	Commentary / Points to note:
						respect of the matters investigated.
10/10/2024	Flintshire County Council	202309367	<u><a href="#">Integrity : Flintshire County Council - Public Services Ombudsman for Wales</a></u>	Integrity	No evidence of breach	<p>Public confidence in the impartiality and integrity of a council's decision making is severely undermined if there is any appearance of outside influence. In accordance with paragraph 9(b) of the Code for Members of Local Authorities, acceptance of the donation offer considered in this matter, given its substantial financial size and the appearance of personal inducements to candidates, had to be "avoided" because it gave the appearance of placing members under an improper obligation.</p> <p>The Ombudsmen found that no donation had ultimately been received or accepted, and no action had been taken by the</p>

Date	Name of Council	Case Reference Number	Links to case on PSOW's website	Report Type – Subject	Report Type – Outcome	Commentary / Points to note:
						<p>Electoral Commission or the Police. The Ombudsmen did not consider that the evidence showed that the Member had encouraged the acceptance of the offer, and after careful consideration the investigation did not find that the evidence was suggestive of any breaches of the Code by the Member. However, it has been advised to the Member that he must take great care to avoid any appearance of undue influence or bias given how damaging this can be to public confidence in local democracy. The Member was also advised that he should undertake further training on the Code.</p>



Date	Name of Council	Case Reference Number	Links to case on PSOW's website	Report Type – Subject	Report Type – Outcome	Commentary / Points to note:
15/10/2024	Newport City Council	202305968	<a href="#"><u>Promotion of equality &amp; respect : Newport City Council - Public Services Ombudsman for Wales</u></a>	Promotion of equality & respect	No evidence of breach	<p>The Ombudsman found that whilst the Member had used his title of “Cllr” in submitting his complaint, the Member’s status as a councillor would have been clear from him having to document why he was choosing to make the complaint.</p> <p>The Employer said that no weight was given to the Member’s role when it investigated his complaint. Given that the substance of his complaint focused on the Complainant’s comments about him, in the context of his role as an elected member, it would have been evident that he was a councillor, even if the title had not been used.</p> <p>The Ombudsman found that there was no evidence of any failure to comply with the Code</p>

Date	Name of Council	Case Reference Number	Links to case on PSOW's website	Report Type – Subject	Report Type – Outcome	Commentary / Points to note:
						under Section 69(4)(a) of the Local Government Act 2000 in respect of the matters investigated.
16/10/2024	Saundersfoot Community Council and Pembrokeshire County Council	202402416/ 202402419	<u>Integrity : Saundersfoot Community Council and Pembrokeshire County Council - Public Services Ombudsman for Wales</u>	Integrity	Discontinued	<p>Soon after the investigation commenced, the Ombudsman was informed by the Complainant that she wished to withdraw her complaint. In determining whether it would be in the public interest to continue with the investigation, a number of factors were considered, specifically the complainant's wishes, that the individual himself had not complained and no concerns had been raised by any relevant staff members at the County Council or the wider public.</p> <p>It was considered that it would not be proportionate or in the public interest to investigate the</p>

Date	Name of Council	Case Reference Number	Links to case on PSOW's website	Report Type – Subject	Report Type – Outcome	Commentary / Points to note:
						matter further and it was decided to discontinue the investigation.
22/10/2024	Llantilio Pertholey Community Council	202206450	<a href="#">Integrity : Llantilio Pertholey Community Council - Public Services Ombudsman for Wales</a>	Integrity	No evidence of breach	<p>The Ombudsman's investigation found that there was evidence of a breakdown in the communication and relationship between the Complainant and the Member. It appeared that the Member did not attempt to resolve the issues or work with the Complainant to enable a smooth transition to new signatories for the Council's bank account. The Ombudsman considered that the matter could have been dealt with in a more productive manner.</p> <p>However, under Section 69(4)(a) of the Local Government Act 2000, the Ombudsman found that there was no evidence that the Member failed to comply with the Code.</p>

Date	Name of Council	Case Reference Number	Links to case on PSOW's website	Report Type – Subject	Report Type – Outcome	Commentary / Points to note:
						The Ombudsman suggested that to avoid a potential similar escalation of matters in the future, advice could be sought from the Monitoring Officers and that concerns should be addressed through the appropriate local channels and procedures.
22/10/2024	Llantilio Pertholey Community Council	202206449	<a href="#">Integrity : Llantilio Pertholey Community Council - Public Services Ombudsman for Wales</a>	Integrity	No evidence of breach	The Ombudsman's investigation found that there was evidence of a breakdown in the communication and relationship between the Complainant and the Member. It appeared that the Member did not attempt to resolve the issues or work with the Complainant to enable a smooth transition to new signatories for the Council's bank account. The Ombudsman considered that the matter could

Date	Name of Council	Case Reference Number	Links to case on PSOW's website	Report Type – Subject	Report Type – Outcome	Commentary / Points to note:
						<p>have been dealt with in a more productive manner.</p> <p>However, under Section 69(4)(a) of the Local Government Act 2000, the Ombudsman found that there was no evidence that the Member failed to comply with the Code.</p> <p>The Ombudsman suggested that to avoid a potential similar escalation of matters in the future, advice could be sought from the Monitoring Officers and that concerns should be addressed through the appropriate local channels and procedures.</p>

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<b>CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>COMMITTEE:</b>	<b>Standards Committee</b>
<b>DATE:</b>	<b>6 February 2025</b>
<b>REPORT TITLE:</b>	<b>Adjudication Panel for Wales Decisions</b>
<b>PURPOSE OF THE REPORT:</b>	<b>To provide information about the matters considered by the Adjudication Panel for Wales and published since the last committee meeting on 18 June 2024 until 31 December 2024.</b>
<b>REPORT BY:</b>	<b>Mared Wyn Yaxley Legal Services Manager <a href="mailto:mwyics@ynysmon.llyw.cymru">mwyics@ynysmon.llyw.cymru</a></b>
<b>LINK OFFICER:</b>	<b>Lynn Ball Director of Function (Council Business) / Monitoring Officer <a href="mailto:lbxics@ynysmon.llyw.cymru">lbxics@ynysmon.llyw.cymru</a></b>

## 1. INTRODUCTION

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

1. To form case tribunals, or interim case tribunals, to consider reports from the Public Services Ombudsman for Wales (PSOW) following investigations by the PSOW into allegations that a member has failed to comply with their authority's code of conduct; and
2. To consider appeals from members against the decisions of their own authority's standards committee that they have breached the code of conduct (as well as deciding if permission will be given to appeal in the first instance).

This report includes decisions published by the APW during the period since the Standards Committee meeting on 18 June 2024 until 31 December 2024. It is intended as a factual summary of the matters decided by the APW. The reported cases for the relevant period are currently available on the [APW website](#).

## 2. SUMMARY OF THE RELEVANT CASES

A summary of the relevant cases is detailed in **ENCLOSURE 1**.

Decisions made:

- APW/006/2023-024/CT: Former Councillor Steve Davies | The Adjudication Panel for Wales
- APW/007/2023-024/CT: Former Councillor Jeff Davies | The Adjudication Panel for Wales

### 3. RECOMMENDATION

To note the content of the case summaries.

#### **ENCLOSURE:**

1.	A summary of the cases published on the <u>Adjudication Panel for Wales (APW) website</u> for the period from June 2024 – December 2024.
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ENCLOSURE 1

**Summary of Cases before the Adjudication Panel for Wales – June 2024 – December 2024**

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Link to case	Name	Relevant Authority	Nature of allegation	Date	Tribunal decision	Points of interest arising:
<a href="#">APW/007/2023-024/CT: Former Councillor Jeff Davies   The Adjudication Panel for Wales</a>	Former Councillor Jeff Davies	New Quay Town Council	Breach of paragraph 6(1)(a)  6(1)(a) – Members must not conduct themselves in a manner which could reasonably be regarded as bringing their office or authority into disrepute.	Hearing date 3 July 2024 via remote attendance technology	Breach of paragraph 6(1)(a).  Disqualified for 12 months: <i>“The Case Tribunal considered a period of disqualification to be necessary and proportionate to allow the Respondent a further period of reflection in the light of his continuing failure to recognise the severe impact which his</i>	The Case Tribunal noted that the Respondent had accepted that he had engaged in criminal behaviour by accepting a conditional caution. The Case Tribunal further noted a number of aggravating factors in this case, including that there was a lack of real understanding or acceptance by the Respondent for his misconduct and any consequences. Whilst he had demonstrated remorse in relation to his conduct on occasions, it was apparent that he lacked true insight into the seriousness of the criminal behaviour and the impact that his behaviour had upon an individual and the likely impact that his behaviour would have upon the Relevant Authority. His apologies to the victim did not appear to be entirely sincere, as he apologised

Link to case	Name	Relevant Authority	Nature of allegation	Date	Tribunal decision	Points of interest arising:
					<p><i>behaviour had on the recipient of his messages, and the wider impact this would have upon his role and Council which could reasonably have been foreseen"</i></p>	<p>on the phone for how the victim had felt rather than for the conduct itself.</p> <p>The Case Tribunal also considered that the Respondent had ignored advice, training and warnings as to conduct. The Case Tribunal noted that the Respondent had received training on the Code of Conduct shortly before he signed his formal undertaking to abide by the Code in July 2022 and had received general advice about conduct and the Code from the Monitoring Officer during August 2022 regarding a separate issue, and yet he persisted in sending a further email to the recipient in September 2022.</p> <p>The Case Tribunal considered that the Respondent had also demonstrated a pattern of behaviour in that he had decided to re-engage with the victim by sending the further e-mail in September 2022 referencing a rumour. He then</p>

Link to case	Name	Relevant Authority	Nature of allegation	Date	Tribunal decision	Points of interest arising:
						<p>contacted the victim's office and spoke to his father in February 2023, without apparent insight as to the likely impact upon the victim.</p> <p>In addition, the Case Tribunal was satisfied that the nature of the conduct itself was an aggravating feature. By sending messages of a sexually explicit nature, found to be harassing and perceived by those affected to be an attempt to blackmail the recipient, the Respondent had engaged in what could reasonably be regarded as a disturbing and threatening course of criminal conduct.</p>
<a href="#">APW/006/2023-024/CT: Former Councillor Steve Davies   The Adjudication Panel for Wales</a>	Former Councillor Steve Davies	Ceredigion County Council & Aberystwyth Town Council	Breach of paragraphs 4(b), 4(c), 6(1)(a) & 7(a)  4(b) – Members must show respect and	Determined by written representations at a meeting held on 22 August 2024 by way of	Breach of paragraph 4(b), 4(c) & 6(1)(a).  No breach of paragraph 7(a).	Various descriptors of the Respondent's conduct had been used in the evidence; creepy, pestering and/or stalking. In the Case Tribunal's judgment the Respondent's behaviour was considered predatory. He appeared to prey upon those who he

Link to case	Name	Relevant Authority	Nature of allegation	Date	Tribunal decision	Points of interest arising:
			<p>consideration for others</p> <p>4(c) – Members must not use bullying behaviour or harass any person.</p> <p>6(1)(a) – Members must not conduct themselves in a manner which could reasonably be regarded as bringing their office or authority into disrepute.</p> <p>7(a) – Members must not in their official capacity</p>	remote video-conferencing.	Disqualified for 3 years.	<p>considered might not have been likely to have raised concerns; those who were lonely and/or housebound or those who were significantly younger than him.</p> <p>The Case Tribunal considered that the following aggravating factors were present;</p> <p>(1) The Respondent’s long experience as a councillor;</p> <p>(2) The fact that his behaviour was not a ‘one off’. He had engaged in a pattern of conduct over many months involving multiple individuals;</p> <p>(3) The conduct was not reckless or actions undertaken on the spur of the moment; it was deliberate, planned and designed to elicit contact and/or relationships;</p> <p>(4) There was upset caused to some individuals and more significant alarm and distress to others;</p>

Link to case	Name	Relevant Authority	Nature of allegation	Date	Tribunal decision	Points of interest arising:
			or otherwise, use or attempt to use their position improperly to confer on or secure for themselves, or any other person, an advantage or create or avoid for themselves, or any other person, a disadvantage.			<p>(5) There was an imbalance of power, both because of his position and, in some cases, the differences in age between him and those to whom he made advances (Incidents 3 and 7);</p> <p>(6) He displayed a lack of insight. During his interactions with the Monitoring and Safeguarding Officers and others and during interview, he seemed unable to appreciate how his conduct had been concerning and upsetting. Rather, he sought to trivialise it;</p> <p>(7) He failed to alter his course of conduct after having been asked to do so, not only by the victims or others connected with them (Incidents 1, 3 and 7), but also by the Monitoring Officer and Police (Incident 7);</p> <p>(8) His failure to attend training as promised.</p>

Link to case	Name	Relevant Authority	Nature of allegation	Date	Tribunal decision	Points of interest arising:
						<p>The Tribunal considered the following mitigating factors;</p> <ul style="list-style-type: none"> <li>(1) His past record of good service, as confirmed by the PSOW and Ceredigion County Council;</li> <li>(2) The fact that he cooperated with the Ombudsman in relation to the investigation.</li> </ul>

<b>CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>COMMITTEE:</b>	<b>Standards Committee</b>
<b>DATE:</b>	<b>6 February 2025</b>
<b>REPORT TITLE:</b>	<b>Update on the National Standards Committee Forum for Wales</b>
<b>PURPOSE OF THE REPORT:</b>	<b>As above</b>
<b>REPORT BY:</b>	<b>Mared Wyn Yaxley Legal Services Manager <a href="mailto:mwy@ynysmon.llyw.cymru">mwy@ynysmon.llyw.cymru</a></b>
<b>LINK OFFICER:</b>	<b>Lynn Ball Director of Function (Council Business) / Monitoring Officer <a href="mailto:lbx@ynysmon.llyw.cymru">lbx@ynysmon.llyw.cymru</a></b>

## 1. INTRODUCTION

- 1.1 A National Standards Committee Forum has been set up in Wales, as a result of the recommendation made by the Penn Review on the Ethical Regime in Wales.
- 1.2 In accordance with the Forum's terms of reference, only the Chair of each Standards Committee attends the Forum meetings.

## 2. FORUM MEETINGS

- 2.1 Since the last Standards Committee meeting, two meetings of the Forum have been held. Mr Trefor Owen attended the meeting on 24 June 2024, in his role as Vice Chair at the time (a deputy can attend in the Chair's absence). Mr Owen attended the meeting on 27 January 2025 in his role as Chair.
- 2.2 The Vice Chairs' notes for the June 2024 Forum meeting were shared with the Standards Committee members via email on 28 June 2024.
- 2.3 Arrangements will be made to share the Chair's notes from the 27 January 2025 meeting with the Standards Committee members.
- 2.4 The next Forum meeting is scheduled on 23 June 2025.

## 3. THE FORUM'S DOCUMENTATION

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

## 4. RECOMMENDATION

- 4.1 For the Committee to note the contents of this report.

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<b>CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>COMMITTEE:</b>	<b>Standards Committee</b>
<b>DATE:</b>	<b>6 February 2025</b>
<b>TITLE OF THE REPORT:</b>	<b>Review by the Standards Committee of the Registers of Interests of elected members of the County Council</b>
<b>PURPOSE OF THE REPORT:</b>	<b>To provide feedback on the findings made during this exercise</b>
<b>REPORT BY:</b>	<b>Mared Wyn Yaxley Legal Services Manager <a href="mailto:mwyics@ynysmon.llyw.cymru">mwyics@ynysmon.llyw.cymru</a></b>
<b>CONTACT OFFICER:</b>	<b>Lynn Ball Function Director (Council Business) / Monitoring Officer <a href="mailto:lbxics@ynysmon.llyw.cymru">lbxics@ynysmon.llyw.cymru</a></b>

## 1. INTRODUCTION AND BACKGROUND

- 1.1 The process followed in conducting a review by the Standards Committee of the Registers of Interest of elected members of the County Council was reported upon to the Standards Committee at its formal meeting on the 18 June 2024. A copy of the report can be seen [here](#).
- 1.2 It was agreed at the above meeting that a further report would be presented to the next formal meeting of the Standards Committee to
- (a) Share a copy of the general report, including the main themes arising from the review process, as sent to all members following an initial discussion with Group Leaders;
- and
- (b) report on the developments that have been made, particularly regarding the corporate / technical matters raised with the Chief Executive.

## 2. GENERAL REPORT

- 2.1 A general report was prepared and shared with Group Leaders by the Standards Committees Chair on 18/07/2024
- 2.2 The correspondence presented to the Group Leaders was distributed to all County Council Members on 01/08/2024. A copy of that correspondence is included at **Enclosure 1** to the report.

### **3. CORPORATE / TECHNICAL MATTERS**

- 3.1 Correspondence was sent by the Standards Committee Chair to the Chief Executive on 31/05/2024 detailing the corporate / technical matters identified by the independent members of the Standards Committee when conducting the review of the Registers of Interests.
- 3.2 The Chief Executive responded to the Standards Committee Vice Chair on 17/07/2024 confirming the matters raised would be considered with the Head of Democratic Services and an action plan put together.
- 3.3 Further correspondence was shared by the Chief Executive on 14/10/2024 detailing the matters raised by the independent members of the Standards Committee, and the work done in relation to those matters. A copy of the action plan is reproduced at **Enclosure 2** to this report.

### **4. RECOMMENDATION**

- 4.1 For the Standards Committee to note the contents of the report and its enclosures and decide if it wishes to take any further action in relation to this matter.



CYNGOR SIR  
YNYS MÔN  
ISLE OF ANGLESEY  
COUNTY COUNCIL

Aelodau Cyngor Sir Ynys Môn /  
Isle of Anglesey County Council Members

Drwy ebost yn unig / By email only

01/08/2024

Annwyl Aelod,

Un o weithredoedd y Pwyllgor Safonau o fewn ei raglen waith flynyddol ar gyfer 2023-2024 oedd cynnal adolygiad o'r tair Cofrestr mewn perthynas â datganiadau o ddiddordebau gan Aelodau. Penderfynwyd mai Cofrestrau sampl o Aelodau fyddai'n destun adolygiad, ar sail cydbwysedd gwleidyddol, gyda'r enwau'n cael eu dewis ar hap. Cwblhaodd aelodau annibynnol y Pwyllgor Safonau adolygiad o Gofrestrau 20 o Aelodau'r Cyngor Sir, yn cynnwys pob Arweinydd Grwp, yn ystod Ionawr 2024.

Mae'r Pwyllgor Safonau'n credu mai ei rôl yw cynorthwyo Aelodau i gydymffurfio â'u dyletswyddau ac mae'n dda gennyf ddweud bod yr adolygiad diweddaraf hwn yn galonogol ar y cyfan.

Yn atodol, mae **adroddiad cyffredinol** sydd wedi ei pharatoi ac a rennir gyda holl aelodau'r Cyngor er mwyn darparu adborth ar y themâu cyffredinol a godwyd yn ystod yr ymarferiad a gobeithir y bydd yn cynnig canllaw ynghylch beth sy'n cael ei ystyried yn arferion da a'r materion hynny sydd angen sylw. Rhannwyd yr adroddiad yma gyda'r Arweinyddion Grwpiau yn y man cyntaf.

Mae'r ohebiaeth yma'n hirach na'r hyn â fyddem yn dymuno ei rannu, ond mae'n deg a chywir ein bod yn rhannu ein canfyddiadau'n llawn gyda chi.

Yn ogystal â'r adroddiad cyffredinol yma,  
- Mae rhai Aelodau a oedd yn destun adolygiad wedi derbyn gohebiaeth

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BUSNES Y CYNGOR / COUNCIL BUSINESS

LYNN BALL LL.B., (Hons.) Cyfreithiwr/Solicitor  
CYFARWYDDWR SWYDDOGAETH (BUSNES Y  
CYNGOR) / SWYDDOG MONITRO  
DIRECTOR OF FUNCTION (COUNCIL BUSINESS) /  
MONITORING OFFICER

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Ein Cyf – Our Ref. 022335

Eich Cyf – Your Ref. Pwyllgor Safonau

Dear Member,

One action within the Standards Committee's annual work programme for 2023-2024 was to conduct a review of the three Registers relating to Members' declarations of interests. It was decided that a sample of Members' Registers would be included in the review, based on political balance, with their names selected at random. Independent members of the Standards Committee reviewed the Registers of 20 County Council Members, including each Group Leader, in January 2024.

The Standards Committee believes its role is to assist Members to comply with their duties, and I am pleased to report that this latest review was encouraging overall.

Attached is a **general report** that has been prepared and is being shared with all members of the Council to provide feedback on the general themes that were raised during the exercise, and we hope that this will provide guidance on good practice and the issues requiring attention. This report has been shared with Group Leaders in the first instance.

This correspondence is longer than what we would hope to share, but it is fair and right for us to share our findings fully with you.

In addition to this general report,  
- Some Members subject to the review have received personal correspondence

personol gan y Pwyllgor Safonau gydag argymhellion ar gyfer adolygu / diweddarau / esbonio peth o'r wybodaeth a gyhoeddi o fewn eu Cofrestr Sefydlog a/neu Datganiadau mewn Cyfarfodydd. Yn y llythyrau, rydym wedi gofyn am ymatebion. Lle na dderbynir ymatebion, bydd y Pwyllgor yn codi'r mater gyda'r Arweinyddion Grwp perthnasol.

- Mewn achosion pan fo gan y Pwyllgor Safonau gonsyrn am lesiant aelod, er enghraifft os oes newid mewn patrwm presenoldeb, mae gohebiaeth wedi ei hanfon at Arweinydd Grwp yr aelod er mwyn sicrhau bod yr Aelod yn derbyn y gefnogaeth angenrheidiol i'w hwyluso i ymgymryd â'u dyletswyddau fel Aelod. Mae gofyn am ymateb at y Pwyllgor Safonau o fewn y llythyrau hyn hefyd.
- Mae nifer o faterion sydd wedi eu codi yn faterion lle bod diffygion corfforaethol wedi eu hadnabod, er enghraifft materion technegol. Mae'r materion hyn wedi eu codi gyda'r Prif Weithredwr er mwyn iddynt dderbyn sylw gan y swyddogion perthnasol. Mae copi o'r ohebiaeth yma wedi ei rhannu efo'r Arweinyddion Grwpiau. Gwneir cyfeiriad at y materion hyn o fewn yr Atodiad. Darperir diweddariad i Arweinyddion Grwpiau ynghylch y materion hyn maes o law.

Mae Nodyn Briffio ar ddi-ddordebau personol a rhagfarnol, a'r gofynion cofrestru, wedi ei gyhoeddi gan y Pwyllgor Safonau'n flaenorol. Mae copi ar gael ar Monitor drwy'r [ddolen hon](#). Anogir aelodau i ystyried y nodyn briffio er mwyn eu cynorthwyo gyda gofynion y Cod ac mae'n darparu mwy o wybodaeth a dolenni ynghylch materion sy'n derbyn sylw yn yr ohebiaeth hon.

Mae'r Pwyllgor Safonau'n gwerthfawrogi eich bod chi i gyd yn brysur iawn ac yn ymwybodol mai dim ond un o nifer o dasgau y mae'n rhaid i chi fynd i'r afael â nhw yw'r mater hwn. Fodd bynnag, gobeithiwn y bydd yr argymhellion atodol yn cynorthwyo i arbed amser i aelodau oherwydd gobeithir bydd gwella safon y Cofrestrau/ffurflenni yn osgoi beth allai fod yn gwynion di-sail sy'n draul ar amser pawb.

Dymuna'r Pwyllgor Safonau gymryd y cyfle i ddiolch i chi fel Aelodau am eich cydweithrediad gyda'r Pwyllgor wrth iddo wireddu ei amcan o

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from the Standards Committee with recommendations to review / update / explain the information published within their Standing Register and/or Declarations at Meetings. In these letters, a response was requested. Where no response is received, the Committee will raise the issue with the relevant Group Leader.

- Where the Standards Committee had concerns regarding the wellbeing of a member, such as a change in their attendance pattern, correspondence was sent to the Group Leader to ensure the Member was receiving the necessary support to assist them with their duties. These letters also request a response to the Standards Committee.
- Several of the issues raised were due to corporate failures, for example technical issues. These issues have been raised with the Chief Executive so that they can be addressed by the relevant officers. A copy of this correspondence has been shared with the Group Leaders. References to these matters are included in the Appendix. An update will be provided to Group Leaders regarding these issues in due course.

A Briefing Note on personal and prejudicial interests, and the registration requirements, has previously been published by the Standards Committee. A copy is available on Monitor via [this link](#). Members are encouraged to consider the briefing note to assist them in complying with the Code and it also provides further information and links regarding the issues addressed in this correspondence.

The Standards Committee appreciates that you are all very busy and is aware that this task is only one of a number that you must address. However, we hope that the attached recommendations will assist in saving time for Members as improving the standard of the Registers/forms will hopefully avoid what may be potentially groundless and time-consuming complaints.

The Standards Committee wishes to take the opportunity to thank you as Members for your co-

sicrhau bod lefelau ymddygiad Aelodau Cyngor Sir Ynys Môn yn cael eu cynnal ar gyfer y dyfodol.

operation with the Committee as it realises its objective of ensuring that the conduct levels of the Isle of Anglesey County Council's Members are maintained for the future.

Cofion,

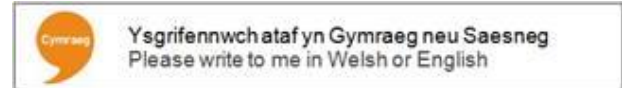
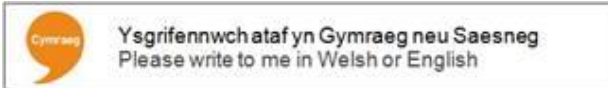
Regards,

*Trefor Owen*

*Trefor Owen*

Trefor Owen  
Is-Gadeirydd - Pwyllgor Safonau Cyngor Sir Ynys Môn

Trefor Owen  
Vice Chair - Isle of Anglesey County Council's Standards Committee



<p><b>Atodiad – Llythyr gan y Pwyllgor Safonau at yr Aelodau ynghylch Adolygiadau Cofrestrau statudol sampl o Aelodau – Mai 2024</b></p>	<p><b>Appendix – Letter from the Standards Committee to Members in relation to the Review of a sample of Members’ statutory Registers – May 2024</b></p>
<p>Pwrpas yr ohebiaeth hon ydi er mwyn darparu adborth i Aelodau am y themau a’r casgliadau cyffredinol a godwyd yn ystod yr ymarfer; a gobeithir y bydd yn cynnig canllaw i’r holl Aelodau ynghylch beth sy’n cael ei ystyried yn arferion da a’r materion hynny sydd angen sylw.</p> <p>Roedd yr wybodaeth a adolygwyd gan y Pwyllgor Safonau fel rhan o'r ymarfer hwn yn cynnwys:</p> <ul style="list-style-type: none"> <li>• Y Gofrestr Datgan Diddordeb (a elwir hefyd yn Gofrestr Sefydlog)</li> <li>• Y Gofrestr Datganiadau mewn cyfarfodydd</li> <li>• Cofrestr Rhoddion a Lletygarwch</li> <li>• Adroddiadau Blynyddol yr Aelodau</li> <li>• Rhaglenni a Chofnodion Cyfarfodydd</li> <li>• Cofnod Hyfforddiant</li> <li>• Bywgraffiadau fel y maent yn ymddangos ar wefan y Cyngor</li> <li>• Rhestr Cyrff Allanol</li> </ul> <p>Gwneir casgliadau cyffredinol / argymhellion y Pwyllgor yn dilyn yr Adolygiad eleni o dan y penawdau hyn:</p> <ol style="list-style-type: none"> <li>1. <b>Cofrestr Datgan Diddordebau (Cofrestr Sefydlog Diddordebau Aelodau)</b></li> <li>2. <b>Cofrestr Datgan mewn Cyfarfodydd</b></li> <li>3. <b>Cofrestr Rhoddion a Lletygarwch</b></li> <li>4. <b>Adroddiadau Blynyddol Aelodau</b></li> <li>5. <b>Hyfforddiant</b></li> <li>6. <b>Adolygiadau Datblygiad Personol</b></li> <li>7. <b>Bywgraffiad</b></li> </ol> <p>Gofynna'r Pwyllgor i chi roi sylw dyladwy i'r materion hyn, os gwelwch yn dda.</p> <ol style="list-style-type: none"> <li>1. <b>Cofrestr Datgan Diddordebau (Cofrestr Sefydlog Diddordebau Aelodau)</b></li> </ol> <p>Dyma'r Gofrestr o Ddiddordebau y mae'n rhaid i Aelodau ei chwblhau ar ôl eu penodi/gael eu hethol a'i diweddarau o fewn 28 diwrnod i unrhyw newid. Mae'r Cod Ymddygiad yn cynnwys rhestr o'r materion hynny y mae'n rhaid eu cynnwys ar n Gofrestr hon. Mae'r Gofrestr wedi ei chynnwys fel y "Gofrestr Datgan Diddordeb" ar dudalen bywgraffiad pob Cynghorydd ar wefan y Cyngor.</p>	<p>The purpose of this correspondence is to provide feedback to Members regarding the common conclusions and themes that arose during the exercise; and it is hoped that this will provide guidance to all Members regarding what is considered good practice and those issues requiring attention.</p> <p>The information reviewed by the Standards Committee as part of this exercise included: -</p> <ul style="list-style-type: none"> <li>• The Register of Interests (also called the Standing Register)</li> <li>• Declarations at meetings Register</li> <li>• Gifts &amp; Hospitality Register</li> <li>• Members’ Annual Reports</li> <li>• Meeting Agendas and Minutes</li> <li>• Training records</li> <li>• Biographies, as published on the Council’s website</li> <li>• List of Outside Bodies</li> </ul> <p>The Committee’s general findings / recommendations, made as a result of this year’s Review, follow under these headings:</p> <ol style="list-style-type: none"> <li>1. <b>Register of Interests (the Standing Register of Members’ Interests)</b></li> <li>2. <b>Register of Declarations at Meetings</b></li> <li>3. <b>Register of Gifts and Hospitality</b></li> <li>4. <b>Members’ Annual Reports</b></li> <li>5. <b>Training</b></li> <li>6. <b>Personal Development Reviews</b></li> <li>7. <b>Biography</b></li> </ol> <p>The Committee asks that you please give these matters your attention.</p> <ol style="list-style-type: none"> <li>1. <b>Register of Interests (the Standing Register of Members’ Interests)</b></li> </ol> <p>This is the Register of Interests that Members must complete on their appointment / election and update within 28 days of any change occurring. The Code of Conduct includes a list of those matters that must be included in this Register. The Register is included as the “Register of Interests” on each Councillor’s biography page on the Council’s website.</p>

Yn y gorffennol, mae cwynion wedi cael eu cyflwyno i Ombwdsmon Gwasanaethau Cyhoeddus Cymru (OGCC) oherwydd nad oes digon o wybodaeth yn cael ei chynnwys ar Gofrestr Sefydlog rhai Aelodau. O'r herwydd, anogir Aelodau i gymryd y materion isod yn benodol i ystyriaeth er mwyn sicrhau bod eu Cofrestrau'n gyflawn a chywir:

1. Sicrhau bod cyfeiriadau a daliadau tir wedi'u disgrifio'n glir ac yn gyflawn. Er nad oes rheidrwydd i Aelodau gyhoeddi eu cyfeiriad personol ar wefan y Cyngor, er enghraifft, mae'r ddyletswydd i gynnwys manylion am unrhyw eiddo sy'n berchen iddynt/mae ganddynt ddiddordeb ynddo yn parhau o dan ofynion y Côt Ymddygiad ac felly rhaid i Aelodau gynnwys manylion digonol ar y Gofrestr, oni bai bod y wybodaeth yn cael ei hystyried yn sensitif. Rhaid gwneud cais ar gyfer "gwybodaeth sensitif" gyda'r Swyddog Monitro.  
Yn ychwanegol at hyn, os nad oes gan Aelod ddiddordeb mewn unrhyw dir, dylent nodi 'Dim' neu 'Dim Diddordebau' ar y gofrestr.
2. Mae'n bwysig bod Aelodau'n datgelu eu haelodaeth o gyrrff cyhoeddus, elusennau a chymdeithasau cyhoeddus eraill. Dylai Aelodau nodi enw a chyfeiriad llawn y sefydliadau / elusennau y maent yn aelodau ohonynt. Dylai Aelodau hefyd adolygu eu Cofrestrau i wirio eu bod wedi cynnwys manylion am eu statws yn y sefydliadau hynny.
3. Ble mae Aelodau'n datgan eu bod yn llywodraethwyr ysgol, dylid nodi enw'r ysgol ar y Gofrestr ac ym mha gapasiti y maent yn gwasanaethu, h.y. wedi eu penodi gan y Cyngor, rhiant-llywodraethwr ac ati. Y rheswm am hynny yw fod hyn yn effeithio ar hawl Aelodau i siarad/pleidleisio ar rai materion oherwydd efallai y bydd modd/na fydd modd dibynnu ar y caniatâd sydd wedi ei gynnwys yn y Côt Ymddygiad.
4. Ble mae Aelodau wedi eu hethol neu eu cyfethol ar Gyngor Tref/Cymuned arall,

In the past, complaints have been submitted to the Public Services Ombudsman for Wales (PSOW) due to a lack of information being included on the Standing Registers of some Members. Members are therefore encouraged to take note of the following issues, to ensure their Registers are complete and correct:

1. Ensure that addresses and land holdings are clearly and fully described. Members do not have to publish their personal address on the Council's website, for example, however the Code of Conduct stipulates that they must provide details regarding the properties they own/have a personal interest in them and therefore they must include sufficient details on the Register, unless the information is sensitive. A request must be made to the Monitoring Officer regarding "sensitive information".  
Additionally, if a Member has no interest in land they should enter 'None' or 'No Interest' on the Register.
2. It is important that Members disclose their membership of other public bodies, charities, and associations. Members should provide the full name and address of organisations/charities of which they are members. Members should review their Registers to check that they have included details of their role/status within any such organisations.
3. Where Members state they are school governors, the Register should identify the school and in what capacity i.e. appointed by the Council / parent governor etc. The reason for this is because this affects Members' right to speak/vote on some matters as the inbuilt dispensation in the Code of Conduct may/may not be relied upon.
4. Where Members are elected or co-opted onto another Town/Community Council,

dylid cynnwys aelodaeth y Cyngor hwn yn y Gofrestr Sefydlog.

5. Atgoffir Aelodau o'r angen statudol i ddiweddarau'r Gofrestr Sefydlog o fewn 28 diwrnod i unrhyw newid.
6. Atgoffir Aelodau hefyd o'r angen statudol i ddiweddarau'r Gofrestr Sefydlog yn dilyn pob etholiad, hyd yn oed os nad yw'r wybodaeth yn newid.
7. Er nad yw'n ofyniad statudol, anogir Aelodau i adolygu eu Cofrestr Sefydlog yn flynyddol hyd yn oed os nad oes unrhyw newidiadau er mwyn diweddarau'r dyddiad (sy'n ymddangos ar-lein) ac sy'n dangos bod y Gofrestr yn cael ei hadolygu gan yr Aelod.
8. Lle nad oes gan Aelod wybodaeth i'w nodi yn erbyn unrhyw gategori ar y Gofrestr Sefydlog, annogir yr Aelod i gynnwys "Dim" (neu "None" yn y Saesneg) er mwyn sicrhau eglurder, yn hytrach na bod y blwch yn wâg.
9. Mae'r broses gyfredol â ddefnyddir ar gyfer cwblhau a diweddarau'r Gofrestr Sefydlog hon yn fater sydd wedi ei godi gan y Pwyllgor Safonau gyda swyddogion. Mae'r Pwyllgor o'r farn nad ydi'r profiad a ddarperir i aelodau o ran mynediad at y Gofrestr hon yn werth chweil ar hyn o bryd.

## 2. Cofrestr Datgan mewn Cyfarfodydd

Dyma'r Gofrestr o ddiddordebau personol a rhagfarnol a ddatgenir ar lafar mewn cyfarfodydd ac a gadarnheir yn ysgrifenedig gan Aelodau. Mae'r Cod Ymddygiad yn nodi'r trothwy ar gyfer yr hyn â ystyrir yn fuddiannau personol a rhagfarnol, ac mae'r Cod hefyd yn nodi pryd a sut y mae'n rhaid gwneud datganiadau. Mae'r Gofrestr wedi'i chynnwys fel "Datganiadau mewn cyfarfodydd" ar dudalen bywgraffiad pob Cynghorydd ar wefan y Cyngor.

1. Anogir Aelodau i lenwi'r ffurflenni'n gyflawn gan ateb pob cwestiwn yn y drefn gywir.

membership of that Council should be included in the Standing Register.

5. Members are reminded of the statutory requirement to update the Standing Register within 28 days of any changes occurring.
6. Members are also reminded of the statutory requirement to update the Standing Register following every election, even where the information is unchanged.
7. Whilst not a statutory requirement, Members are encouraged to review their Standing Register annually even if there are no changes, to refresh the date (which appears online) and to demonstrate that the Register is being reviewed by the Member.
8. If a Member has nothing to note against a particular category on the Standing Register, they are encouraged to state "None" (or "Dim" in Welsh) to ensure clarity, rather than leaving the space blank.
9. The current process used for completing and updating this Standing Register is an issue that has been raised by the Standards Committee with officers. The Committee considers that the experience provided to members in accessing this Register is not currently helpful.

## 2. Register of Declarations at Meeting

This is the Register of personal and prejudicial interests declared orally at meetings and confirmed in writing by Members. The Code of Conduct details the threshold for what is considered personal and prejudicial interests, and the Code also stipulates when and how declarations must be made. The Register is included as "Declarations at meetings" on each Councillor's biography page on the Council's website.

1. Members are encouraged to fully complete the forms by answering each relevant question in their correct order.



2. Os yw Aelodau'n ansicr ynghylch a oes ganddynt ddi-ddordeb y mae angen ei ddatgan mewn cyfarfodydd, dylent ofyn am gyngor.
3. Mae enghreifftiau lle nad ydi datganiad ar lafar yn cael ei gadarnhau yn ysgrifenedig yn ôl y wybodaeth a welir ar wefan y Cyngor. Atgoffir aelodau bod gofyn yn y Cod Ymddygiad i aelodau gadarnhau yn ysgrifenedig datganiadau o ddi-ddordeb a wneir ar lafar yn ystod cyfarfodydd, unai cyn cyfarfod neu'n syth ar ôl diwedd cyfarfod. Os na wneir hynny, o dan ystyriaethau'r Cod, bernir fod yr aelod ddim wedi datgan y diddordeb yn y man cyntaf.
4. Byddai'r Pwyllgor Safonau'n dymuno gweld y broses ar gyfer Aelodau sy'n cofrestru buddiannau personol a rhagfarnol a ddatganwyd ar lafar mewn cyfarfodydd yn dod yn electronig, yn hytrach na'r ffurflen bapur a ddefnyddir ar hyn o bryd, er mwyn gwella effeithlonrwydd y broses gofrestru. Mae'r dater hwn wedi ei godi gyda swyddogion.

### 3. Cofrestr Rhoddion a Lletygarwch

Mae'r Cod Ymddygiad yn nodi bod yn rhaid i Aelodau, o fewn 28 diwrnod o dderbyn unrhyw rodd, lletygarwch, budd materol neu fantais dros £20 (fel y cytunwyd gan y Cyngor hwn), ddarparu hysbysiad ysgrifenedig o fodolaeth a natur yr anrheg honno, lletygarwch, budd materol neu fantais faterol. Mae'r Gofrestr hon yn cynnwys yr hysbysladau ysgrifenedig hynny ac fe'i cynhwysir fel "Rhoddion a lletygarwch" ar dudalen bywgraffiad pob Cyngorydd ar wefan y Cyngor.

1. Nid oedd unrhyw ddatganiad wedi ei nodi ymhlith yr aelodau a oedd yn destun yr adolygiad hwn mewn perthynas â rhoddion a lletygarwch.
2. Gwahoddir Aelodau i ail-ymglyfarwyddo eu hunain â'r [Protocol Rhoddion a Lletygarwch](#) er mwyn sicrhau eich bod yn gwybod prydydd gofynion cofrestru'n berthnasol a'r broses sydd angen ei dilyn er mwyn diweddarau eich Cofrestr.

2. If Members are unsure as to whether they have a declarable interest at meetings they should seek advice.
3. There are examples where oral declarations are not confirmed in writing according to the information seen on the Council's website. Members are reminded that the Code of Conduct stipulates that members must confirm oral declarations of interests at meetings in writing, either prior to or straight after the meeting. If they do not, under the Code no declaration of interest will have been made by that Member.
4. The Standards Committee would wish to see the process for Members registering personal and prejudicial interests orally declared at meetings become electronic, rather than the paper form that is currently used, so as to improve the efficiency of the registration process. This issue has been raised with officers.

### 3. Register of Gifts and Hospitality

The Code of Conduct details that Members must, within 28 days of receiving any gift, hospitality, material benefit or advantage above £20 (as agreed by this Council), provide written notification of the existence and nature of that gift, hospitality, material benefit or advantage. This Register includes all those written notifications and is included as "Gifts and hospitality" on each Councillor's biography page on the Council's website.

1. No declarations were noted in respect of gifts and hospitality by the Members subject to this review.
2. Members are invited to re-familiarise themselves with the [Gifts and Hospitality Protocol](#) to ensure you are aware when declarations may be required and the process for updating your Register.

3. Mae diffygion technolegol wedi eu nodi gyda'r Gofrestr hon, yn cynnwys bod dim dolen ar gyfer "Cofrestr Rhoddion a Lletygarwch" ar dudalen bywgraffiad pob aelod, neu bod neges gwall yn ymddangos drwy ddefnyddio ambell ddolen. Eto, mae'r materion hyn wedi eu codi gyda swyddogion.

#### 4. Adroddiadau Blynyddol Aelodau

1. Nid oes gofyn statudol ar Aelodau i gynhyrchu Adroddiadau Blynyddol; mae'n benderfyniad ar gyfer pob Aelod. Fodd bynnag, mae'r Pwyllgor Safonau o'r farn bod hyn yn arfer dda ac anogir Aelodau i ddarparu'r wybodaeth hon. Roedd mwyafrif yr aelodau a adolygwyd wedi cwblhau Adroddiad Blynyddol. Lle nad ydi Aelod wedi cwblhau Adroddiad Blynyddol, mae brawddeg yn cadarnhau hynny ar y wefan; croesawir yr eglurder a ddarperir gan y trefniant hwn.

2. Nid yw'r holl Adroddiadau Blynyddol yn ymddangos yn y ddwy iaith ar y wefan ac mae'r Pwyllgor Safonau'n gwneud ymholiadau gyda'r swyddogion perthnasol ynghylch hyn.

3. Mae enghreifftiau lle mae anghysondebau rhwng yr Adroddiad Blynyddol a'r Gofrestr Sefydlog. Wrth gwrs, gall hyn fod oherwydd newidiadau sydd wedi digwydd ar ôl cyhoeddi'r Adroddiad Blynyddol a bod y Gofrestr Sefydlog o Ddidordebau wedi ei diweddarau, sydd wrth gwrs yn gywir i'w wneud ac yn cyd-fynd hefo gofynion y Cod i ddiweddarau newidiadau. Annogir aelodau i ystyried cynnwys eu Cofrestr pan yn cwblhau eu Hadroddiad Blynyddol.

4. Hoffai'r Pwyllgor Safonau weld canllaw yn cael ei ddatblygu ar gyfer Aelodau i'w cynorthwyo i ddrafftio eu Hadroddiad Blynyddol. Mae'r Pwyllgor hefyd yn cynnig bod dyddiad cychwyn Cynghorwyr yn cael ei gynnwys ar y wefan er mwyn ei gwneud yn glir wrth y cyhoedd, pam fod ambell Gynghorydd gyda mwy o Adroddiadau Blynyddol nac eraill. Mae hyn wedi ei godi gyda swyddogion.

3. Technical shortfalls have been identified in relation to this Register, including that there is no link for "Gifts and Hospitality Register" on every member's biography page, and that an error message appears when trying to use some links. Again, these issues have been raised with officers.

#### 4. Members' Annual Reports

1. There is no statutory requirement for Members to produce Annual Reports; it is a decision for each Member. However, it is considered best practice by the Standards Committee and Members are encouraged to provide this information. Most Members subject to this review had completed an Annual Report. Where they had not, there was a note confirming this on the website; the clarity provided by this arrangement is welcomed.

2. Not all Annual Reports appear in both languages on the website and the Standards Committee is making enquiries with the relevant officers in this regard.

3. There were examples of inconsistencies between Members' Annual Reports and Standing Registers. Of course, this could be due to a Standing Register having been updated (in line with the requirement under the Code to update registers when changes occur) due to a change in circumstances occurring following the publication of the Annual Report. Members should consider the content of their Registers when completing their Annual Report.

4. The Standards Committee would like to see Guidance being developed for Members to assist them in drafting their Annual Report. The Committee also proposes that councillors' start date be included on the website to make it clear to the public why some Councillors have more Annual Reports than others. This has been raised with officers.

## 5. Hyfforddiant

1. Wrth gynnal yr adolygiad hwn, rhoes y Pwyllgor Safonau ystyriaeth i'r cofnod hyfforddiant sydd ar gael ar-lein (mae pob Aelod yn bersonol gyfrifol am eu diweddarau). Nodwyd bod dwy ddolen ar dudalen bywgraffiad pob aelod – un at “Hyfforddiant” ac un arall “Hyfforddiant wedi ei gofrestru”. Mae'r Pwyllgor Safonau'n codi'r mater hwn o fewn y materion corfforaethol sydd wedi eu hadnabod oherwydd nid yw'r rhestrau yn cydfynd ac mae'r Pwyllgor Safonau'n pryderu fod y cofnodion yn creu dryswch a ddim yn cyfleu'n deg yr hyfforddiant bydd aelodau'n ei gwblhau.
2. Mae Arweinyddion y Grwpiau yn derbyn adroddiadau chwarterol ynghylch yr Hyfforddiant bydd aelodau eu grwp yn ei gwblhau. Ymddengys o'r wybodaeth a welwyd gan aelodau'r Pwyllgor Safonau bod rhai aelodau sydd ddim wedi cwblhau eu holl hyfforddiant mandadol. Ystyrir bod annog aelodau eu grwp i gwblhau hyfforddiant mandadol yn dod o fewn dyletswyddau'r Arweinyddion Grwpiau i gymryd camau rhesymol er mwyn hybu a chynnal safonau uchel o ymddygiad ymysg aelodaeth eu grwp, tra wrth gwrs yn derbyn bod y cyfrifoldeb am fynychu sesiynau Hyfforddiant yn disgyn ar aelodau unigol.
3. Anogir Aelodau i gwblhau eu cofnod hyfforddiant ar-lein ar ôl bob digwyddiad hyfforddiant. Mae hyfforddiant yn cynnwys digwyddiadau yn y dosbarth, e-ddysgu a sesiynau.
4. Anogir aelodau hefyd i sicrhau eu bod yn cynnwys yr holl fanylion hyfforddiant yn eu Hadroddiadau Blynyddol, a bod yr Adroddiadau Blynyddol yn cynnwys yr holl Hyfforddiant gaiff ei restru ar wefan y Cyngor er mwyn sicrhau cysondeb yn y wybodaeth gaiff ei chyhoeddi.
5. Ystyriwyd bod y nifer o ddigwyddiadau hyfforddiant a fynychwyd gan rai Aelodau'n isel (roedd lefelau presenoldeb mewn cyfarfodydd yn isel ar gyfer rhai aelodau hefyd). Codwyd y mater hwn gyda'r Arweinyddion Grwpiau ar sail llesiant. Anogir

## 5. Training

1. In conducting this review, the Standards Committee considered the training records available online (which each Member is personally responsible for updating). It was noted that there are two links on each member's biography page – one to “Training” and the other to “Registered Training”. The Standards Committee has raised this issue as part of the corporate issues identified as the records included on both do not match and the Standards Committee is concerned that the records are confusing and do not give a true reflection of the training completed by Members.
2. Group Leaders receive quarterly reports regarding the Training completed by Members of their groups. From the information available to the Standards Committee, it appears that some Members have not completed all their mandatory training. Members should be encouraged by Group Leaders to complete their mandatory training in line with their duty to take reasonable steps to promote high standards of conduct amongst members of their group, whilst accepting of course that the responsibility for attending training sessions falls on the individual Member.
3. Members are encouraged to complete their online training record after every training event. Training includes classroom events, e-learning and sessions.
4. Members are also encouraged to ensure that their Annual Report gives a full account of the training they have completed, including the training listed on the Council's website, to ensure consistency between all available published information.
5. The number of training events attended by some Members (as well as their attendance at meetings) is considered low. Where relevant, this issue has been raised with Group Leaders in relation to wellbeing. Members are encouraged to

Aelodau i fynychu hyfforddiant a chyfarfodydd yn unol â'r ceisiadau y maent yn eu derbyn, gan dderbyn, wrth gwrs, y gall amgylchiadau personol effeithio ar allu Aelodau i wneud hyn bob tro.

## 6. Adolygiadau Datblygiad Personol

1. Nid yw ADP yn orfodol ac maent y tu allan i sgôp uniongyrchol y Pwyllgor Safonau. Fodd bynnag, mae Arweinyddion Grwpiau wedi cael eu hannog i gynnig yr opsiwn o ADP i Aelodau ac anogir Aelodau i fynychu pan gânt wahoddiad.
2. Mae ADP yn declynnau defnyddiol i ddatblygu cynllun anghenion hyfforddiant ar gyfer pob Aelod a bwydo i mewn i'r hyfforddiant a gynigir i Aelodau yn gyffredinol er mwyn sicrhau bod hyfforddiant yn benodol, yn ddefnyddiol, wedi'i dargedau ac yn rhoi gwerth am arian.

## 7. Bywgraffiad

Fel y gwyddoch, mae gan bob Aelod adran bywgraffiad ar wefan y Cyngor. Nid yw'r wybodaeth yn y bywgraffiad bob amser yn cyfateb i'r wybodaeth sydd wedi'i chynnwys yn y Gofrestr Sefydlog ar gyfer pob Aelod. Anogir Aelodau i adolygu eu bywgraffiadau a'u croes-gyfeirio yn benodol gyda'u Cofrestrau Sefydlog a'r gofrestr o gyrff allanol a ddelir gan y Cyngor.

attend training and meetings in accordance with the requests they receive, accepting, of course, that personal circumstances may always affect Members' ability to do this.

## 6. Personal Development Reviews

1. PDRs are not compulsory, and they are outside the direct scope of the Standards Committee. However, Group Leaders have been encouraged to ensure the option of a PDR is offered to Members and Members are encouraged to attend when invited.
2. PDRs are a useful tool for developing a training needs plan for each Member and feeding into the training offered to Members generally, to ensure training is specific, useful, targeted and good value for money.

## 7. Biography

As you know, each Member has a biography section on the Council's website. The information included in the biography does not always match the information contained within the Standing Register for each Member. Members are encouraged to review their biographies and cross-reference with their Standing Register and the register of outside bodies held by the Council, in particular.

## Democratic Improvement Plan – version, September 2024

No	Action	Responsibility	Target	Comments
1	Enable Members to complete the Welsh side of the Standing Interest Register in MyGov if they wish to do so.	Digital Services Team / Democratic Services	Contact Civica again – by 31 August 24	This was raised initially with Civica Modern Gov in 2023. Digital Team contacted Civica again on 25/7/24. Software does not allow this to happen. The company have been asked to add this to their development list.
2	Improve the experience of Members when accessing the register of interests.	Democratic Services	Partially completed – send guidance to members in September.	Have re-set the ModGov passwords for some Members. Re-send the ‘portal user guide’ to members in September. Offer assistance if needed.
3	Enable Members to complete their registration of interest form during on-line meetings.	Digital Services Team / Committee Officers	By 31 October 2024	Establish if Civica software can support development of on-line form. Dem Services has contacted other authorities.
4	Ensure that Members complete their expression of interest forms in meetings on time.	Head of Democratic Services / Committee Officers	Completed	Ensure Chairs include a statement about expression of interest forms in their standard opening remarks at the beginning of each Committee. Clerks to provide copies in meetings.
5	Ensure that when Members have expressed a prejudicial interest, that the committee minutes reflect that the Member has left the room during the item.	Committee Officers	Completed	Discuss and agree on wording with committee officers.
6	Ensure that the “Gifts and Hospitality” link appears on the page of each Councillor.	Digital Services Team	Completed	The link now appears under the name of each Member.

7	Error message appears when trying to get access to some Member registers from the Welsh side. Correct this error.	Democratic Services	<b>Completed</b>	Having checked, the message does not now appear.
8	Check that gift and hospitality expressions have been uploaded to the website.	Democratic Services	<b>Completed</b>	Go through records to check that everything that has been received has been published on the website.
9	Ensure one link, rather than two, to training records on the pages of Councillors.	Democratic Services / Digital Services Team	<b>Completed</b>	Democratic Services to input 2022-23 training records in the main record. Digital Services to delete following this.
10	Make the process of recording the training they have attended easier for Councillors on-line.	Democratic Services	<b>Completed</b>	Democratic Service Officers record on behalf of Members. This provides assurance that the record is current and correct.
11	Error message appears when trying to gain access to the annual reports of Members through the Welsh version of the website, Correct this error.	Democratic Services	<b>Completed</b>	Corrected.
12	Provide Members with guidelines on how to complete the annual report.	Head of Democratic Services	<b>Completed</b>	There is a template for completing the report, that includes examples of the required content under each heading. We now provide links within the template to information on the Council website so that there is consistency with some of the headings. There is also assistance available to Members if they are unsure about any element of the template.

13	Provide each Councillor's starting date on the website.	Democratic Services / Digital Services Team	<b>Completed</b>	Research needed to find the information and the agreement between Democratic Services and Digital Services on the way forward.
14	Update the attendance information of Councillors on the website – delete "expected".	Committee Officers	<b>Completed</b>	"Expected" appears automatically in the system when a meeting is cancelled or moved. Committee officers have corrected the record.
15	Monitor Member welfare.	Head of Democratic Services	<b>Continuous</b>	Welfare sessions included in the Member training programme. Reminder messages regarding the counselling service available sent from time to time.
16	Need to check that the bilingual sections of Member sections of the website work correctly.	Democratic Services / Digital Services Team	<b>Completed</b>	Democratic Services to check.
17	Ensure that the length and format of the reports are manageable.	Head of Democratic Services	<b>31 December 2024</b>	Review the Executive covering report template and get the agreement of the Leadership Team on a revised template. Review the template of other committees following this.
<b>ADDITIONAL WORK</b>				
18	Create a Committees Calendar in Outlook	Head of Democratic Services / IT	<b>Completed</b>	Create a 'live' calendar in Outlook. Committee Officers have 'admin' rights. Every member of staff has the right to view.

19	Create a feedback function within Public-I	Democratic Services	<b>Completed</b>	Ensure that the feedback facility is active and is sent to the webcasting officer's e-mail address.
20	Link webcasts with agenda items	Democratic Services	30 September 2024	Work with Public-I to include links to agenda items in the broadcast. Make it easier for the public to find a particular item during the broadcast.  Use the Planning Committee as a pilot.

**Key**

Green	Completed
Yellow	On target
Amber	The action is not on target
Red	No progress



<b>CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>COMMITTEE:</b>	<b>Standards Committee</b>
<b>DATE:</b>	<b>6 February 2025</b>
<b>REPORT TITLE:</b>	<b>The Public Services Ombudsman for Wales' independent review report: "Independent review of investigations by the Public Services Ombudsman for Wales' decision making to be appropriate, fair and free from political bias"</b>
<b>PURPOSE OF THE REPORT:</b>	<b>To inform the Standards Committee of the report produced following the PSOW's independent review</b>
<b>REPORT BY:</b>	<b>Mared Wyn Yaxley Legal Services Manager <a href="mailto:mwyics@ynysmon.llyw.cymru">mwyics@ynysmon.llyw.cymru</a></b>
<b>LINK OFFICER:</b>	<b>Lynn Ball Director of Function (Council Business) / Monitoring Officer <a href="mailto:lbxics@ynysmon.llyw.cymru">lbxics@ynysmon.llyw.cymru</a></b>

## 1. INTRODUCTION

- 1.1 In March 2024, the Public Services Ombudsman for Wales ("PSOW") received a substantiated complaint that a member of staff had been making inappropriate and unacceptable social media posts of a political nature. There were a number of social media posts of a political nature made by the individual. Media coverage followed, and concerns were raised about the PSOW's guiding principles of impartiality and independence.
- 1.2 In response, the PSOW commissioned an independent review to assess whether the PSOW's Code Team processes, delegations and decisions in relation to the assessment and investigation of complaints by the Code Team and the previous employee had been sound, free from political bias and to ensure that lessons are learned from what had happened (the "**Review**").

## 2. THE REVIEW

- 2.1 Dr Melissa McCullough was appointed to lead the Review, and the report of the findings of the Review was published on 27 September 2024 on the [PSOW's website](#). The full report can be accessed [here](#).

- 2.2 The Review involved the examination of various documentation relating to the Code Team processes and delegations, and included the undertaking of staff interviews. The Review also examined 673 cases where decisions not to investigate were taken plus 11 discontinued investigations, which in total accounted for the Code Team decision-making either directly by the former employee or decision-making for which the former employee had oversight.

### **3. FINDINGS FROM THE REVIEW**

#### 3.1 The Review concluded that:

3.1.1 The PSOW's Code of Conduct processes and delegations are robust, in terms of safeguarding, fairness and impartiality. The Review found that the processes and delegations are systematic, well documented and supplemented with appropriate guidance and the reasoning for decisions is required to be recorded and explained, as applicable. Furthermore, it was noted that decisions are required to be recorded and explained.

3.1.2 All decision-making is based solely on evidence, facts, and solid, well-articulated reasoning and, as such, there was no evidence of political bias. The Review found no evidence that the decision-making on any of the cases reviewed was influenced by any political affiliation of the person who made the complaint and/or the member who was complained about.

3.1.3 There was no evidence that the former manager expressed her personal views on political matters "akin to her social media posts" in the office and/or inappropriately influenced any other staff members, in the performance of their duties under the Local Government Act 2000

#### 3.2 The conclusions of the Review are summarised on page 28 of the report

*"...The PSOW is built on the principles of independence, impartiality, fairness and inclusivity. These principles must be reflected in the important work carried out by the PSOW in order to maintain public trust in its operations. This necessarily means that the assessments carried out by investigation officers who work for the PSOW should demonstrate a consistent application of a well-defined and fair process as well as excellent analysis and reasoning to ensure that their decision-making is patently impartial and non-biased. The findings of this review point towards such excellence, in both processing and complaint*

*assessment. This should provide reassurance to the public that they can trust and have confidence in the work of the PSOW and its Code Team”.*

3.3 Recommendations (7) are also made to improve the current safeguards for ensuring fairness and impartiality. Lessons (6) are identified to lessen the risk of similar matters happening again in the future. These are detailed on pages 25-27 of the report.

#### **4. PSOW’S RESPONSE**

4.1 The PSOW confirmed here that it *“welcomes this report and the confirmation that decision making, in respect of Code of Conduct complaints, is free from political bias”*.

4.2 The PSOW further noted that all recommendations made were accepted and the lessons learnt would be used moving forward.

#### **5. RECOMMENDATION**

5.1 To note the content of the Review.

5.2 The Chair of the Standards Committee will lead a discussion on any matters of interest arising from the Review.

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<b>ISLE OF MON COUNTY COUNCIL / ANGLESEY COUNTY COUNCIL</b>	
<b>COMMITTEE:</b>	<b>Standards Committee</b>
<b>DATE:</b>	<b>6 February 2025</b>
<b>REPORT TITLE:</b>	<b>Public Services Ombudsman for Wales' consultation on its practice of not notifying an accused Member of a complaint until after it has been assessed (Recommendation 2 of Dr Melissa McCollough's Independent Review)</b>
<b>PURPOSE OF THE REPORT:</b>	<b>To note the response of the Standards Committee, on behalf of the Council, in the consultation.</b>
<b>REPORT FROM:</b>	<b>Mared Wyn Yaxley Legal Services Manager <a href="mailto:mwyics@ynysmon.gov.wales">mwyics@ynysmon.gov.wales</a></b>
<b>LIAISON OFFICER:</b>	<b>Lynn Ball Function Director (Council Business) / Monitoring Officer <a href="mailto:lbxcs@ynysmon.gov.wales">lbxcs@ynysmon.gov.wales</a></b>

## 1. BACKGROUND

- 1.1 After finding inappropriate use of social media by a former team manager in the spring, concerns were raised about the impartiality and independence of the office of the Public Services Ombudsman for Wales ("PSOW"), particularly in relation to the complaints handling processes for local councillors who may have breached the Code of Conduct for members. Therefore, the PSOW commissioned an independent review to establish whether processes, delegations and decisions regarding the assessment and investigation of complaints by the Code of Conduct Team, and the former team manager, have been robust and free from political bias.
- 1.2 Dr Melissa McCullough was appointed to lead the review. [A report](#) was published by her. The report included 7 recommendations.

## 2. THE CONSULTATION

- 2.1 The PSOW undertook a consultation process to consider recommendation number 2 within the above report.
- 2.2 The wording of recommendation 2 in Dr McCullough's report is:

*"(2) The Accused Member is not made aware of the complaint until after the assessment: in the interest of fairness and transparency, it is recommended that the OGCC consider returning to the previous practice of informing the Accused Member of the complaint after it has been received. This would also protect the OGCC from criticism in that regard, which may arise from circumstances where the Accused Member is unaware of the complaint and is allowed to hear about it through a third party or the media. If the OGCC decides to return to previous practice, the process manual will need to be amended accordingly".*

2.3 Details of the PSOW's consultation can be found in **Enclosure 1**. The PSOW asked 3 questions in this consultation, namely:

*1. Do you think OGCC should continue its current practice of notifying the Accused Member of a complaint after it has been closed during the assessment phase of its process or when informing an Accused Member of a decision to start an investigation? If so, please outline your reasons for holding this view. What effects do you think would result from continuing this practice?*

*2. Do you think OGCC should return to its previous practice of notifying the Accused Member of a complaint after it has been received? If so, please outline your reasons for holding this view. What effects do you think would result from adopting this practice?*

*3. We have asked these specific questions to help us respond to Recommendation 2 of the Independent Review. Please share any other comments you may have about this particular Recommendation with us.*

2.4 The PSOW was keen to get views from various stakeholders including Standards Committees on these questions.

2.5 The consultation deadline is 31 January 2025.

### **3. THE PROCESS FOLLOWED LOCALLY**

3.1 Correspondence was sent to all elected and co-opted members of the County Council to inform them of the consultation. It was noted that members could respond directly to the PSOW or forward their views to the attention of the Standards Committee for consideration within their response. The Standards Committee received 2 responses.

3.2 An informal meeting of the Standards Committee was held on 24 January 2025 to discuss the matter.

3.3 The Chair of the Standards Committee will attend a meeting of Group Leaders to present the Standards Committee's views and ascertain their opinions, and feed that within the response to PSOW.

3.4 A response letter will be sent by the Chair of the Standards Committee prior to the deadline for responses on 31 January 2025.

3.5 A copy of the response sent by the Chair of the Standards Committee will be shared with the Standards Committee members, for information.

### **4. RESULTS**

4.1 The Standards Committee, and elected and co-opted members of the County Council, will be advised of the PSOW's decision in this consultation, when published.

## **5. RECOMMENDATIONS**

- 5.1 That the Standards Committee notes the contents of the report.
- 5.2 That correspondence is sent by the Chair of the Standards Committee by the consultation deadline.
- 5.3 That the Chair of the Standards Committee's correspondence is shared with the Standards Committee.
- 5.4 That the Monitoring Officer advises the Standards Committee of the outcome of the PSOW's consultation on this matter when it is published.
- 5.5 That the Chair of the Standards Committee informs elected and co-opted members of the County Council of the PSOW's decision on its arrangements regarding notifying an Accused Member of a complaint against them when it is published.



# **PSOW Consultation on its practice of not informing an Accused member of a complaint until after it has been assessed**

The consultation will close on 31 January 2025, 23:59.

**Recommendation 2 of Dr Melissa  
McCullough's  
Independent Review**



**If you need this document in another format,  
please contact us at  
[communications@ombudsman.wales](mailto:communications@ombudsman.wales)**

**Mae'r ddogfen hon hefyd ar gael yn y Gymraeg.**

**This document is also available in Welsh.**

# Introduction

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Following the discovery of the inappropriate use of social media by a former team manager in the spring of this year, concerns were raised about the impartiality and independence of the office, particularly in relation to the handling of complaints about local councillors who may have breached the Code of Conduct for members.

The Public Services Ombudsman for Wales (“PSOW”) therefore commissioned an independent review, to establish whether processes, delegations, and decisions in relation to the assessment and investigation of complaints by the Code of Conduct Team, and the former team manager, had been sound and free from political bias.

Dr Melissa McCullough<sup>1</sup> was appointed to lead the review.

<sup>1</sup> Dr Melissa McCullough is the Commissioner for Standards for the Northern Ireland Assembly (since 2020) and also the Commissioner for Standards for the Jersey and Guernsey States Assemblies (since March 2023).

# Key Findings from the Independent Review

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The Review concluded that:

- The PSOW's Code of Conduct processes and delegations are robust, in terms of safeguarding, fairness and impartiality. They are systematic, well documented and supplemented with appropriate guidance and the reasoning for decisions is required to be recorded and explained, as applicable.
- All decision-making is based solely on evidence, facts, and solid, well-articulated reasoning and, as such, there was no evidence of political bias. The case review found no evidence that the decision-making on any of the cases reviewed was influenced by any political affiliation of the person who made the complaint and/or the member who was complained about.
- There was no evidence that the former team manager expressed her personal views on political matters "akin to her social media posts" in the office and/or inappropriately influenced any other staff members, in the performance of their duties under the Local Government Act 2000.

The review made recommendations to improve the current safeguards for ensuring fairness and impartiality. Lessons learned were also identified to lessen the risk of this type of thing happening again in the future.

# PSOW Response

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The Public Services Ombudsman for Wales welcomed the report and accepted all of the recommendations and the lessons learned in the Report.

Recommendation 2 of the Report was as follows:

**“(2) Accused Member not informed of complaint until after assessment:** in the interests of fairness and transparency, it is recommended that the PSOW considers reverting to the previous practice of notifying the Accused Member of the complaint once it is received. This would also protect the PSOW from criticism in that regard, which might arise from circumstances in which the Accused Member is unsighted of the complaint and learns of its existence via a third party or the media. If the PSOW decides to revert to the previous practice, the process manual will need to be amended accordingly”.

This issue was considered in terms of the fairness of the process. The PSOW’s current practice is that a member who is complained about (“Accused Member”) is not informed about the complaint until after the assessment process has been completed and the complaint is either rejected or is deemed to have met

the 2-stage test for an investigation to commence. If it is decided not to investigate, the Accused Member is provided with a redacted copy of the statement of reasons but generally does not receive a copy of the complaint. If it is decided to investigate, the Accused Member is provided with a redacted copy of the complaint when they are informed of the PSOW’s decision to investigate the complaint.

Previous to the process referred to above, the PSOW would have notified the Accused Member of the complaint once it was received. Prior to taking the decision to change the process, the PSOW consulted with Monitoring Officers via the Local Government Monitoring Officers’ Group network to explain the reasons for the change. The chief reason was to reduce unnecessary worry for members on complaints which are not ultimately investigated. Another reason was that notification to the member of the full complaint on receipt of the complaint sometimes prompted the member to begin gathering their own evidence to defend their position and this also led to some “tit for tat” complaints being made and involved pre-assessment discussions with the Accused Member. PSOW were of the view that changing

the approach to the current one was a more efficient use of resources. After trialling this new approach for a few months, no concerns were raised by Monitoring Officers, and this process was adopted.

## Code of Conduct Complaints data

The PSOW publishes annual complaints data in its [Annual Reports](#).

During [2023/24](#), we assessed 311<sup>2</sup> complaints about the Code of Conduct, of which 48 (approximately 15%) were investigated and 263 were closed at the assessment stage of our process (approximately 85%).

In line with our Key Performance Indicators<sup>3</sup> we aim to close cases at the assessment stage of our process or take decisions to start investigations within 6 weeks of having all the information we need from a complainant.

## PSOW's response to this recommendation

As part of its response to this Recommendation, the PSOW is consulting on this aspect of its procedure.

This consultation seeks the views of Monitoring Officers, One Voice Wales, the WLGA, members of county and county borough councils, community & town councils, fire and rescue authorities, national park authorities and police and crime panels in Wales via these representative groups, the President of the Adjudication Panel for Wales and local standards committees.

The responses to this consultation, together with evidence gathered on the practice of other regulatory bodies who undertake work of a similar nature to PSOW's Code of Conduct work and any resource implications for PSOW will be carefully considered before the PSOW decides whether to revert back to its previous practice.

<sup>2</sup> Closed Code of Conduct Complaints – Page 28 of PSOW's Annual Report for [2023/24](#)

<sup>3</sup> Key Performance Indicators are shown on Page 128 of PSOW's Annual Report for [2023/24](#)

# Consultation Questions

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1. Do you consider that the PSOW should continue its current practice of notifying the Accused Member of a complaint once it has been closed at the assessment stage of its process or when notifying an Accused Member of a decision to start an investigation?

If so, please outline your reasons for holding this view.

What effects do you think there would be of continuing this practice?

2. Do you consider that the PSOW should revert back to its previous practice of notifying the Accused Member of a complaint once it has been received?

If so, please outline your reasons for holding this view.

What effects do you think there would be of adopting this practice?

3. We have asked these specific questions to help us respond to Recommendation 2 of the Independent Review. If you have other comments to make about this specific Recommendation, please outline them for us.

## How to Respond

Please submit your comments by **31 January 2025** by emailing responses to [communications@ombudsman.wales](mailto:communications@ombudsman.wales).

## Privacy Statement

For this consultation we may publish a summary of the responses but will remove personal data before publication. We will not publish individual responses. Read more about what we do with personal data in our [Privacy Notice](#).

**Public Services Ombudsman for Wales**

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<b>CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>COMMITTEE:</b>	<b>Standards Committee</b>
<b>DATE:</b>	<b>6 February 2025</b>
<b>REPORT TITLE:</b>	<b>Local Resolution Protocols adopted by authorities in Wales.</b>
<b>PURPOSE OF THE REPORT:</b>	<b>To inform the Standards Committee of the work done by the Public Services Ombudsman for Wales in relation to Local Resolution Protocols at different authorities</b>
<b>REPORT BY:</b>	<b>Mared Wyn Yaxley Legal Services Manager <a href="mailto:mwyics@ynysmon.llyw.cymru">mwyics@ynysmon.llyw.cymru</a></b>
<b>LINK OFFICER:</b>	<b>Lynn Ball Director of Function (Council Business) / Monitoring Officer <a href="mailto:lbxics@ynysmon.llyw.cymru">lbxics@ynysmon.llyw.cymru</a> 01248 752104</b>

## 1 INTRODUCTION

The Public Services Ombudsman for Wales (“**PSOW**”) has collated the Local Resolution Protocols (“**LRPs**”) from authorities in Wales and obtained a legal opinion on the status of some provisions within the LRPs. This report identifies the key principles arising from this legal opinion and the PSOW’s position on the use of LRPs.

## 2 LOCAL RESOLUTION PROTOCOL

The legal opinion obtained by the PSOW has been summarised for Monitoring Officers, and key principles arising from this exercise that the Standards Committee should be aware of are:

- 2.1 LRPs are intended to deal with low level & trivial complaints, for example allegations of a failure to show respect and consideration at the very lowest level and which the right to free speech may indicate are not breaches of the Code of Conduct (the “**Code**”). Issues which are suitable for consideration under a LRP should be clearly defined to avoid any confusion arising. Matters that suggest a breach of the Code (for example, failures relating to the declaration of interests, bullying or disreputable conduct) should be expressly identified as being excluded from the matters suitable for consideration under the LRP (and, instead, require referral to the PSOW for consideration).

- 2.2 LRP's are drafted on the basis that the complainant and the subject of the complaint both agree to adhere to the LRP and agree to be bound by its outcome. However, this does not prevent a complaint being subsequently referred to the PSOW if it is considered appropriate to do so.
- 2.3 LRP's are informal and without any statutory basis. No decision under an LRP can remove the PSOW's power to investigate a potential breach of the Code under the Local Government Act 2000. This is a statutory power with the purpose of maintaining high standards of conduct in public life in Wales and cannot be limited by any agreement by individuals to submit to the LRP. The High Court have also found that any complaint received by the PSOW engages the Ombudsmen's powers under the Local Government Act 2000 – which states that on receipt of a written allegation, the PSOW may investigate. The presence of, or agreement to submit to, an LRP does not fetter or remove the PSOW's powers or duties.
- 2.4 The status of a LRP means that the facts considered as part of a matter proceeding in accordance with the LRP, and any outcome settled on pursuant to the LRP, may be revisited formally in the event that the subject of the complaint was referred to the PSOW, who subsequently referred the matter to the Standards Committee under the Local Government Act 2000. Public law principles and risk of pre-determination – or the perception of pre-determination – must be considered and steps taken to mitigate such risks.
- 2.5 These principles are consistent with the PSOW's published guidance ([found here at pages 12 to 14](#)) which refers to LRP's dealing with "low level" complaints and disputes, typically relating to a failure to show respect and consideration.

### **3 MATTERS FOR THE COMMITTEE TO CONSIDER IN RELATION TO THE COUNCIL'S LRP**

- 3.1 The Council's current LRP is included at **ENCLOSURE 1**.
- 3.2 It is advised that the Standards Committee considered making two minor amendments to the Council's LRP to reflect the above principles and assist in:
- 3.2.1 Delivering the central purpose of the LRP, namely the swift resolution and reconciliation of matters; and
- 3.2.2 Providing clear information to members when they are seeking to understand both the LRP itself and other processes that are available to them in the event there are concerns around standards of conduct.

- 3.3 The amendments identified in **ENCLOSURE 2** further reflect the legal opinion obtained by the PSOW and/or existing guidance published by the PSOW.
- 3.4 The recommended amendments, and rationale for the proposed amendments, are set out in **ENCLOSURE 2** for the Standard Committee's review and consideration.

#### **4 RECOMMENDATION**

- 4.1 For the Standards Committee to note the principles in paragraph 2 above. The Chair of the Standards Committee will lead a discussion on any matters of interest.
- 4.2 For the Standards Committee to resolve to share the above principles with Group Leaders to assist them in their duties to promote and maintain high standards of conduct and assist members in both their understanding of (i) the LRP; and (ii) the other processes available to members in the event concerns arise relating to members' standards of conduct.
- 4.3 For the Standards Committee to resolve that the recommended amendments to the LRP set out in **ENCLOSURE 2** are referred by the Monitoring Officer to the Group Leaders for their review and consideration, alongside a recommendation from the Standards Committee that the amendments are accepted.
- 4.4 The Standards Committee requests an update from the Monitoring Officer at the next Standards Committee meeting on matters relating to:
  - 4.4.1 Whether the recommended amendments to the LRP have been agreed by the Group Leaders;
  - 4.4.2 Whether the form of the LRP, following discussions with the Group Leaders, has been updated; and
  - 4.4.3 Whether any further consequential amendments to Council procedures or documentation are required to be considered by the Standards Committee to reflect any agreed changes to the LRP and the legal opinion obtained by the PSOW as reported on.

## LOCAL RESOLUTION PROTOCOL

<b>PART 1 – BACKGROUND</b>	
<b>Why do we need a Local Resolution Protocol (LRP)?</b>	<p>The purpose of the LRP is to:</p> <ul style="list-style-type: none"> <li>• promote high standards of conduct;</li> <li>• foster and maintain positive working relationships;</li> <li>• address low level behavioural complaints which do not meet the Public Services Ombudsman for Wales' (PSOW) threshold for investigations;</li> <li>• deal with matters arising as quickly as reasonably possible to avoid unnecessary escalation;</li> <li>• safeguard the Council's reputation.</li> </ul> <p><b><u>In Summary</u></b>, the LRP seeks to achieve swift resolution and reconciliation with the parties being assisted by the Standards Committee, where necessary.</p>
<b>Is it compulsory?</b>	<ul style="list-style-type: none"> <li>• It is not a statutory requirement to adopt such an LRP but both the Welsh Government and the PSOW have made it clear that they expect all local authorities to have such arrangements in place.</li> <li>• The Penn Report: 'Independent Review of the Ethical Standards Framework' states:</li> </ul> <p><b><i>“The aim of local resolution is to resolve matters at an early stage so as to avoid the unnecessary escalation of the situation which may damage personal relationships within the authority and the authority's reputation”.</i></b></p> <ul style="list-style-type: none"> <li>• Members are not required to participate. This is a <u>voluntary mediation process</u>.</li> </ul>
<b>What other processes are available to members?</b>	<ul style="list-style-type: none"> <li>• The LRP is not intended to interfere with, or take the place of, group/party discipline. Each political party/group will have their own internal processes to follow in relation to party/group discipline.</li> <li>• The LRP is not intended to oust the jurisdiction of the PSOW but, rather, to deal with a limited category of complaints which would not meet the PSOW's threshold test for investigation.</li> </ul>

	<ul style="list-style-type: none"> <li>• It is NOT intended to replace the <a href="#">Code of Conduct</a>, rather, it is an informal means of supporting the Code, at a local level.</li> <li>• The LRP does not replace the <a href="#">Relationship Protocol for Members and Officers</a> set out in the Council's Constitution.</li> <li>• Members should make all reasonable attempts to resolve disputes through the LRP, where possible and appropriate, and always subject to their obligations under the Members' Code of Conduct.</li> </ul>
<p><b>What are the general principles of the LRP?</b></p>	<ul style="list-style-type: none"> <li>• To promote high standards of conduct as a way of strengthening respect and trust among members to enable members and officers to focus on "the work".</li> <li>• Referral to external regulators is a last resort, unless there is a serious breach of the <a href="#">Code of Conduct</a>, eg where a member has sought to influence or participate in a decision which would benefit their personal interests. Such matters fall outside the scope of the LRP.</li> <li>• Members will avoid personal confrontation in any public forum, especially full Council, and through the media.</li> <li>• <b>These commitments to internal resolution must not stifle legitimate political debate, challenge or scrutiny.</b></li> <li>• Party/group conduct will be the primary focus, with group leaders taking management responsibility for their own members.</li> </ul>
<p><b>What are the responsibilities of the group leaders?</b></p>	<ul style="list-style-type: none"> <li>• The leader of a political group should take reasonable steps to promote and maintain high standards of conduct by the members of their group, in accordance with their statutory duty under the Local Government and Elections (Wales) Act 2021.</li> <li>• Reasonable steps that a group leader might undertake include:- <ul style="list-style-type: none"> <li>• Demonstrating personal commitment to and attending relevant development or training around equalities and standards;</li> <li>• Encouraging group members to attend relevant development or training around equalities and standards;</li> <li>• Ensuring nominees to a committee have received the recommended training for that committee;</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Promoting civility and respect within group communications and meetings, and in formal Council and committee meetings;</li> <li>• Promoting informal resolution procedures in the Council, and working with the Standards Committee and Monitoring Officer to achieve local resolution;</li> <li>• Promoting a culture within the group which supports high standards of conduct and integrity;</li> <li>• Attending a meeting of the Council's Standards Committee, if requested, to discuss Code of Conduct issues;</li> <li>• Working to implement any recommendations from the Standards Committee about improving standards;</li> <li>• Working together with other group leaders, within reason, to collectively support high standards of conduct within the Council.</li> </ul>
<p><b>What are the responsibilities of the Standards Committee?</b></p>	<ul style="list-style-type: none"> <li>• To monitor and encourage group leaders to comply with their duty to promote and maintain high standards of conduct by members of their group;</li> <li>• To advise on the adoption or revision of the <a href="#">Code of Conduct</a>, this LRP, as well as any other documents/consultations within the Committee's remit;</li> <li>• To monitor the operation of the <a href="#">Code of Conduct</a>; including occasional attendance at Council / Committees meetings;</li> <li>• To provide advice, or provide or arrange, training on the Code for members;</li> <li>• To receive any reports from group leaders;</li> <li>• To share best practice;</li> <li>• To provide timely and meaningful feedback to group leaders.</li> </ul>
<p><b>PART 2 – HOW DOES THE LRP WORK?</b></p>	
<p><b>What is expected of the Group Leaders?</b></p>	<ul style="list-style-type: none"> <li>• A complaint by a member, relating to a member of their own group, will be dealt with by their group leader.</li> </ul> <p>A complaint by a member, about a member of a different political group, will first be raised by the complainant with their own group leader. Their group leader will then refer the matter to the group leader who has responsibility for the</p>

	<p>respondent.</p> <ul style="list-style-type: none"> <li>• Upon receiving a complaint, whether from a member of their own group, or from the leader of another group, it is the role of every group leader to take management responsibility (though not personal responsibility) for the conduct of their members.</li> <li>• Subject to existing processes/arrangements within each party/group, group discipline should seek to be informal, and resolved through face to face meetings, as quickly as possible.</li> <li>• Group leaders may choose to retain some records but the process should not be burdensome.</li> <li>• The emphasis should be on early resolution and may include mediation, conciliation, training, development or education; or some combination thereof. Clearly, it should seek to be fair and consistent.</li> <li>• During the course of this process, the group leader may, at any stage and at their discretion, consult with the Chair of the Standards Committee (or their nominee) about any proposed action the group leader intends to take. Group leaders may also use the Chair of the Standards Committee (or their nominee) as a “sounding board”.</li> <li>• Prior to considering any sanction, or training/development etc., the relevant group leader may consult with the Chair of the Standards Committee (or their nominee) who will use best endeavours to provide frank, fair, consistent and confidential advice to any group leader requesting such a discussion.</li> <li>• In cases of significant misconduct, or after persistent breaches, a complainant may be advised by the Monitoring Officer to refer the matter to the Public Services Ombudsman for Wales.</li> <li>• Where a complaint is made about a group leader, the Chair of the Council will be asked to consider how best to address the complaint, in consultation with the Chair of the Standards Committee (or their nominee)</li> <li>• If the issue involves an unaffiliated member or members, the Chair of the Council will undertake the role of Group Leader.</li> </ul>
<p><b>What is expected of the Standards Committee?</b></p>	<ul style="list-style-type: none"> <li>• In addition to the advisory and support role to the group leaders, described above, if the matter has not been capable of resolution through party/group discipline, a complainant</li> </ul>

	<p>may refer the matter to the Chair of the Standards Committee (or their nominee).</p> <ul style="list-style-type: none"> <li>• The member making the complaint will be asked to put their concerns in writing to the Chair of the Standards Committee (or their nominee). Alternatively, if the complainant prefers, to meet with the Chair of the Standards Committee (or their nominee). In either case, the purpose will be to confirm: <ul style="list-style-type: none"> <li>• when, where and how the relevant incident occurred</li> <li>• how and why the incident breached the <a href="#">Code of Conduct</a></li> <li>• what the complainant is seeking by way of resolution</li> </ul> </li> <li>• The Chair of the Standards Committee (or their nominee) will consider the complaint and advise the complainant as to whether or not the Standards Committee is willing to undertake a mediation role.</li> <li>• If the Chair of the Standards Committee (or their nominee) is willing to undertake a mediation role, then they will contact the respondent, explain the substance of the complaint, and ask whether or not the respondent is willing to participate in mediation with the complainant, and a member of the Standards Committee.</li> <li>• The respondent will be asked to respond to the offer of mediation within 7 days. If the offer of mediation is refused, or the respondent fails to respond, then there will be no further action and the Standards Committee will treat the matter as closed.</li> </ul>
<p><b>Are there any time limits?</b></p>	<ul style="list-style-type: none"> <li>• Any complaint should be made within 7 days of the date when party/group discipline has failed to resolve the matter.</li> <li>• Consideration of any complaint raised outside this time limit will be at the discretion of the Chair of the Standards Committee (or their nominee).</li> </ul>
<p><b>How many meetings may be necessary?</b></p> <p>Preliminary meeting 1</p>	<ul style="list-style-type: none"> <li>• The number of meetings held may vary according to the circumstances of the case and, in particular, the potential for resolution.</li> </ul> <p>So the following is a guide only with the number of meetings/process suggested not being mandatory. It very much depends on what the parties agree. Subject thereto, the following is an example of what may happen in practice:-</p> <ul style="list-style-type: none"> <li>• The Chair of the Standards Committee (or their nominee) will have a first meeting with the complainant, as described above, in order to receive necessary</li> </ul>



Preliminary meeting 2	<p>information about the complaint and establish the desired resolution</p> <ul style="list-style-type: none"> <li>• Similarly, a second meeting, with the respondent, will have taken place, as described above, to explain the complaint and confirm whether or not the respondent is willing to meet with the complainant and a member of the Standards Committee, to see whether it is possible to mediate a solution.</li> </ul>
Preliminary meeting 3	<ul style="list-style-type: none"> <li>• If the offer of mediation has been made and accepted, then the Chair of the Standards Committee (or their nominee) will meet with the respondent in order to discuss their response to the complaint/their point of view.</li> </ul>
Mediation meeting	<ul style="list-style-type: none"> <li>• The mediation meeting will take place between the complainant, the respondent, and the Chair of the Standards Committee (or their nominee). The purpose of the meeting will be to narrow down the issue/s in dispute and see if it is possible to reach an agreed resolution.</li> <li>• Further mediation meetings may take place if all parties are agreed that a further meeting or meetings are necessary/desirable and that there are reasonable prospects of achieving a resolution.</li> <li>• During the mediation meeting/s, and thereafter, the Chair of the Standards Committee (or their nominee) will not come to any view, apportion blame or make any findings. They may, however, make informal recommendations to the parties. Any such recommendations shall not be binding.</li> <li>• The Chair of the Standards Committee (or their nominee) will only facilitate a mediation meeting if they have already received training for this purpose and that the training they have received is current.</li> <li>• All the meetings shall take place in private. Discussions will remain confidential.</li> <li>• There will be no paperwork nor records retained after the completion of the mediation process. This applies equally to digital records.</li> <li>• There will be general feedback to group leaders, where both members concerned have agreed. Any feedback will be anonymous and will be focused on outcomes and good practice. <b>Absolutely no sensitive information will be shared.</b></li> </ul>

Footnotes:

1. There are several references in the LRP to the Chair of the Standards Committee (or their nominees). Nominees refer to lay members only. Elected members of the County Council, and co-opted members of the town and community councils, will not participate in the LRP mediation process.
2. As stated in the document, participation in the LRP is voluntary and the members concerned in any matter may withdraw from the process at any time; including where they have already given their consent/agreement to the mediation process. No inference may be taken from such a withdrawal.
3. Having been agreed by the group leaders, any changes to this LRP shall be made by the Monitoring Officer, but only after consultation and explicit agreement of all the group leaders.

**Recommended amendments to the Local Resolution Protocol (“LRP”):**

- 1. Additional final bullet point to be inserted in the row titled “What other processes are available to members” (Page 1) as follows:**

*“The LRP is not intended to be used to address alleged breaches of the Code of Conduct which includes failure to disclose interests, complaints relating to bullying or abuse of position, repeated behavioural complaints or disreputable conduct”*

**Reason for proposed amendment:** The PSOW legal opinion recently obtained expressly states that issues which are suitable for consideration under a LRP should be clearly defined to avoid any confusion arising. The examples included above reflect both the [PSOW guidance](#) and the [One Voice Wales’s LRP for Town & Community Councils](#), which has been expressly identified as an example of good practice in the context of identifying those issues suitable for consideration under the LRP.

- 2. Additional final bullet point to be inserted in the row titled “What is expected of Standards Committee?” (Pages 4-5) as follows:**

*“In the event that the Chair of the Standards Committee (or their nominee) has agreed to undertake a mediation role in relation to a complaint under the LRP and the same matter is subsequently referred by the PSOW to the Standards Committee for formal consideration in accordance with Local Government Act 2000, the Standards Committee will consider on a case by case basis whether the Chair of the Standards Committee (or their nominee) shall be involved in any formal consideration of the matter.”*

**Reason for proposed amendment:** If the Chair of the Standards Committee (or their nominee) has already heard the facts relating to a complaint, and potentially overseen a mediation and given an indication of what they believe may be a reasonable resolution, there is a risk that acting in such a role under the LRP could be, or could be perceived as being, a pre-determination of matters under the formal process provided for in the Council’s Procedure for Local Hearings. The proposed amendment seeks to ensure that a fair process for all relevant parties is adopted and followed by the Standards Committee and reflects good practices adopted in other LRPs, as identified by the PSOW legal opinion recently obtained.

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<b>ISLE OF MON COUNTY COUNCIL / ANGLESEY COUNTY COUNCIL</b>	
<b>COMMITTEE:</b>	<b>Standards Committee</b>
<b>DATE:</b>	<b>6 February 2025</b>
<b>REPORT TITLE:</b>	<b>Standards Committee Hearing Process</b>
<b>PURPOSE OF THE REPORT:</b>	<b>To introduce changes that have been made to the Standards Committee Hearing Process</b>
<b>REPORT FROM:</b>	<b>Mared Wyn Yaxley</b> <b>Legal Services Manager</b> <a href="mailto:mwyics@ynysmon.llyw.cymru">mwyics@ynysmon.llyw.cymru</a>
<b>LIAISON OFFICER:</b>	<b>Lynn Ball</b> <b>Function Director (Council Business) / Monitoring Officer</b> <a href="mailto:lbxcs@ynysmon.llyw.cymru">lbxcs@ynysmon.llyw.cymru</a>

## 1. BACKGROUND

- 1.1 One of the statutory duties of the Standards Committee is to deal with any report by the Monitoring Officer on any matter referred to them by the Public Services Ombudsman for Wales in relation to allegations of breaches of the Code Conduct by Members.
- 1.2 Having arrangements in place and published ensures transparency and consistency when the Standards Committee considers alleged breaches of the Code Conduct for Members.

## 2. PROCESS

- 2.1 A process for dealing with holding Hearings following a referral from the Public Services Ombudsman for Wales for breach of Code of Conduct had already been adopted by the Standards Committee. However, no hearing has been held by the Committee for a number of years. With three cases being investigated by the Public Services Ombudsman for Wales over the Summer 2024 period, external Training on conducting Hearings was arranged, in order to prepare should one or more of those cases be referred for the attention of the Standards Committee for determination. Whilst generally praising the arrangements in this adopted Process, the external Trainer recommended that the Process be modified so that there are three steps (rather than two steps) in the Committee's considerations.
- 2.2 Work has been undertaken to adapt the Process so that there are three steps within the process from now on:
  1. Fact-finding;
  2. On those facts, establish whether the Standards Committee considers this to be in breach of the provisions of the Code of Conduct; and
  3. Sanction

- 2.3 The previous version of the process stated that steps 1 and 2 above would run concurrently but it was considered that this could lead to less focus on issues.
- 2.4 In making these changes, we took the opportunity to make further changes, including:-
- That members of the Standards Committee remind themselves of the ten principles of public life during their considerations;
  - That the Standards Committee must show evidence of its decision, i.e. show the working out; and
  - Confirm that decisions are made on the balance of probabilities.
- 2.5 A copy of the revised Hearing Process is included in **Enclosure 1**.
- 2.6 This revised document has already been shared with members of the Standards Committee by email on 29 November, 2024. The responses received are positive.
- 2.7 Note that the process in **Enclosure 1**, like the previous process, includes flexibility so that the Chair may agree to vary the procedure in any particular case if they believe it is necessary to do so in the interests of fairness.
- 2.8 If there is a difference between legislation and that set out in **Enclosure 1**, the legislative provision will take priority.

### **3. RECOMMENDATIONS**

- 3.1 That the Standards Committee agrees with the adoption of the process included in **Enclosure 1** as a procedure to determine complaints about members misconduct.
- 3.2 That arrangements are made for the publication of this revised process, as applicable.

## Isle of Anglesey County Council - Standards Committee

## Procedure for Local Standards Hearings

\*\*\*\*\*

**1 Introduction**

This procedure sets out how the Standards Committee will determine complaints of member misconduct. If there is any conflict between this document and a relevant statutory provision, the statutory provision takes precedence.

The Committee must decide on a complaint against a member either:

- after the complaint is referred to the Monitoring Officer by the Ombudsman for investigation and then report to the Standards Committee; or
- after the Ombudsman has referred their report of investigation to the Monitoring Officer for submission to the Standards Committee.

**2 Interpretation**

- (a) “Member” means the member of the Council who is the subject of the allegation being considered by the Standards Committee, unless stated otherwise. It also includes the Member’s nominated representative.
- (b) “Investigating Officer” means the Public Services Ombudsman for Wales (PSOW), and includes their nominated representative.  
In the case of matters that have been referred for local investigation, references to the Investigating Officer means the person appointed by the Monitoring Officer to undertake that investigation.
- (c) “The Matter” is the subject matter of the Investigating Officer’s report.
- (ch) “The Standards Committee” refers to the Standards Committee, or to any Standards Sub-Committee, to which it has delegated the conduct of the hearing.
- (d) “The Committee Support Officer” means an Officer of the Council responsible for supporting the Standards Committee’s discharge of its functions and recording the decisions of the Standards Committee.
- (dd) “The Legal Advisor” means the Officer responsible for providing legal advice to the Standards Committee. This may be the Monitoring Officer, another legally qualified officer of the authority, or someone appointed for this purpose from outside the authority.
- (e) “The Chair” refers to the Chair of the Standards Committee or, if different, the person presiding at the hearing.
- (f) “The Complainant” means the person or persons who made the original allegation in relation to the Member’s conduct which has been investigated.

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- (ff) “The Code of Conduct” means the Code of Conduct for members adopted by the Council in accordance with section 51 of the Local Government Act 2000.
- (g) “the Principles” means the principles which govern the conduct of members and co-opted members, specified by Welsh Ministers under section 49 of the Local Government Act 2000.

### **3 Modification of Procedure**

The Chair may agree to vary this procedure in any particular instance where they are of the opinion that such a variation is necessary in the interests of fairness.

### **4 Representation**

- The Member may be represented or accompanied at any stage of this procedure by a Solicitor, Counsel or, with the permission of the Standards Committee, by another person.
- Note that the cost of such representation must be met by the Member, unless the Indemnities Sub Committee has expressly agreed to meet all or any parts of that cost.
- Members of Anglesey County Council should be aware of the Council's Indemnities Policy; they may contact the Legal Advisor for further information regarding this Policy.

### **5 Legal Advice**

The Standards Committee may take legal advice from its Legal Advisor at any time during the process set out in paragraphs 8-10. The substance of any legal advice given to the Standards Committee will be shared with the Member and the Investigating Officer if they are present.

### **6. Balance of Probabilities**

The standard of proof which the Standards Committee must apply in relation to establishing (i) the facts of the case and (ii) whether the Member failed to comply with the Code of Conduct, is the balance of probabilities.

### **7. Principles**

In making its considerations in respect of whether a Member has failed to comply with the Code of Conduct, the Standards Committee must remind itself of the Principles.

### **8. First Stage - Initial Determination**

- (a) Upon receipt of the Investigating Officer’s report, the Legal Advisor will

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contact the Member, the Investigating Officer and the Complainant to confirm receipt of the report and to confirm the next steps.

- (b) Then, the Legal Advisor will refer the report to the Standards Committee, which will meet to resolve either –
  - (i) there is no evidence of any failure to comply with the Code of Conduct, or
  - (ii) That the Matter must go to a local hearing so as to enable the Member to make representations , orally or in writing, in respect of the findings of the investigation and any allegation that the Member has failed or may have failed, to comply with the Code of Conduct.
- (c) Where the Standards Committee resolves that there is no evidence of a failure to comply with the Code of Conduct, the decision will be published. The Member, the Investigating Officer and the Complainant will be informed.
- (ch) Where the Standards Committee resolves that the Matter will go to a local hearing, the Legal Advisor will conduct the pre-hearing procedure as set out in paragraph 9 below.

## **9. Second stage - Pre-Hearing Procedure**

Following a resolution of the Standards Committee to conduct a local hearing on a matter, the Legal Advisor will:

- (a) Arrange a date for the Standards Committee's hearing as determined by the Chair;
- (b) Send a copy of the report to the Member and advise them of the date, time and place for the hearing;
- (c) Send a copy of the report to the Complainant and advise them of the date, time and place for the hearing;
- (ch) Notify the Community Council of the Matter and of the date, time and place of the hearing (where the Matter relates to the conduct of a Community Councillor);
- (d) Notify the Investigating Officer of the date, time and place of the hearing seeking confirmation if they intend on attending the hearing, calling witnesses to give evidence and if they believe any part of the meeting / documents should be exempt or confidential;
- (dd) Request the Member to complete and return the pre-hearing forms appended to this Procedure as Forms A-E within 14 days of receipt;
- (e) In the light of any pre-hearing forms returned by the Member, the Legal Advisor will determine whether the Standards Committee will require the

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attendance of the Investigating Officer and any additional witnesses<sup>1</sup>, including the Complainant, at the hearing to enable it to come to a properly considered conclusion at the hearing, and arrange for their attendance. It will also be considered if any additional information is necessary to assist the Committee during the hearing. The Chair will be consulted on these matters.

- (f) Request the Chair to make such directions as to the conduct of the hearing as may be necessary for the effective conduct of the hearing, which directions may address such issues as –
  - (i) The time that the Standards Committee will sit to conduct the hearing;
  - (ii) Any matters which are to be taken as read and on which evidence is not required;
  - (iii) The witnesses to be heard and the times at which they should be present; and
  - (iv) The presence of witnesses when not giving evidence.
- (ff) Prepare a Pre-Hearing Summary Report setting out the course of the allegation, investigation and Pre-Hearing Process and highlighting the issues which the Standards Committee will need to address, and
- (g) Arrange with the Committee Support Officer that the agenda for the hearing, together with the Legal Advisor's Pre-Hearing Summary Report, the Investigating Officer's report and any other relevant documents are sent to:
  - (i) All members of the Standards Committee who will conduct the hearing;
  - (ii) The Member;
  - (iii) The Complainant, and
  - (iv) The Investigating Officer.

## **10. Third Stage – The Hearing**

### **10.1 Introduction**

At the start of the hearing, the Chair will introduce each of the members of the Standards Committee, the Member (if present), the Investigating Officer (if present) and any other Officers present, and will then explain the procedure which the Standards Committee will follow in the conduct of the hearing.

### **10.2 Preliminary Procedural Issues**

The Standards Committee will then deal with the following preliminary procedural matters in the following order:

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<sup>1</sup> Where the Member has indicated that they dispute any finding of fact in the Investigating Officer's report, the Standards Committee will need to hear evidence on the disputed point from a first hand witness, wherever possible.

- (a) Apologies for absence
- (b) Disclosures of interest

The Chair will ask members of the Standards Committee to disclose the existence and nature of any personal or prejudicial interests which they have in the Matter, and to withdraw from consideration of the Matter if so required.

- (c) Quorum

The Chair will confirm that the Standards Committee is quorate<sup>2</sup>

- (ch) Hearing procedure

The Chair will confirm that all present know the procedure which the Standards Committee will follow in determining the Matter.

- (d) Proceeding in the absence of the Member or the Investigating Officer or another party

If the Member or the Investigating Officer or another party is not present at the start of the hearing:

- (i) the Chair will ask the Legal Advisor whether they had indicated their intention not to attend the hearing;
- (ii) the Standards Committee will then consider any reasons which they have provided for not attending the hearing and will decide whether it is satisfied that there is sufficient reason for such failure to attend;
- (iii) if the Standards Committee is satisfied with such reasons, it will adjourn the hearing to another date;
- (iv) if the Standards Committee is not satisfied with such reasons, or if the individual has not given any such reasons, the Standards Committee will decide whether to consider the Matter and make a determination in the absence of the individual or to adjourn the hearing to another date.
- (v) The Standards Committee can make arrangements that seem the best to deal with the Matter fairly.

- (dd) Exclusion of Press and Public

- The Standards Committee may exclude the press and public from all or part of its consideration of the Matter where it appears likely that confidential or exempt information will be disclosed in the course of its consideration.

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<sup>2</sup> A meeting of the Standards Committee is not quorate unless at least three members of the Standards Committee are present for the duration of the meeting. The Chair must be an Independent member, and at least half of the members of the Committee present must be Independent members. Where the Committee is considering a matter relating to the conduct of a member of a Community Council, at least one member of the Committee must be a Community Council representative, but the Committee is not inquorate by reason of the absence of the Community Council representative.

- The Chair will ask the Member, the Investigating Officer and the Legal Advisor to the Standards Committee whether they wish to ask the Standards Committee to exclude the press and public from all or any part of the hearing. If any of them so request, the Chair will ask them to put forward reasons for so doing and ask for responses from the others, and the Standards Committee will then determine whether to exclude the press and public from all or any part of the hearing.
- Where the Standards Committee does not resolve to exclude press and public, the agenda and any documents which have been withheld from the press and public in advance of the meeting will then be made available to the press and public.

### **10.3 Presentation of Pre-Hearing Summary Report**

The Chair will ask the Legal Advisor or the Committee Support Officer to present the Legal Advisor's Pre-Hearing Summary Report, highlighting any points of difference in respect of which the Member has stated that they disagree with any finding of fact in the Investigating Officer's report.

### **10.4 Admission of non-compliance**

The Chair will then ask the Member to confirm whether they admit that they have failed to comply with the Code of Conduct.

If the Member admits that they have failed to comply with the Code of Conduct in the manner described in the Investigating Officer's report and summarised in the Legal Advisor's Summary Report, the Standards Committee may then take the Investigating Officer's report as read and make a determination that the Member has failed to comply with the Code of Conduct in the manner described in the Investigating Officer's report and proceed directly to consider whether any action may be taken in respect of the Member's conduct.

### **10.5 Establishing the facts**

#### **(a) Additional points of difference**

- (i) If the Member denies that they have failed to comply with the Code of Conduct in the manner described in the Investigating Officer's report, the Chair will then ask the Member to confirm that the presentation by the Legal Advisor or the Committee Support Officer of the Legal Advisor's Pre-Hearing Summary Report, is an accurate summary of the issues. The Chair will also ask the Member whether there are any additional points upon which they disagree with any finding of fact in the Investigating Officer's report.

- (ii) If the Member identifies additional points of difference, the Chair will

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ask the Member to explain why they did not identify these points as part of the pre-hearing process. They will then ask the Investigating Officer (if present) whether they are in a position to deal with those additional points of difference directly or through any witnesses who are in attendance or whose attendance at the hearing can conveniently be arranged.

- (iii) Where the Standards Committee is not satisfied with the Member's reasons for failing to identify each additional point of difference as part of the pre-hearing process, it may
  - decide that it will continue the hearing but without allowing the Member to challenge the veracity of those findings of fact which are set out in the Investigating Officer's report but in respect of which the Member did not identify a point of difference as part of the pre-hearing process, or
  - decide to adjourn the hearing to allow the Investigating Officer and/or any additional witnesses to attend the hearing.
- (iv) The assumption will be that any new issue or evidence that could have been raised during the pre-hearing process must not be allowed unless there is good reason to do so.

(b) Presenting the Investigating Officer's report

- (i) If the Investigating Officer is present, the Chair will then ask the Investigating Officer to present their report, having particular regard to any points of difference identified by the Member. The Investigating Officer may call witnesses as necessary to address any points of difference.
- (ii) If the Investigating Officer is not present, the Standards Committee will only conduct a hearing if they are satisfied that there are no substantial points of difference or that any points of difference can be satisfactorily resolved in the absence of the Investigating Officer. In the absence of the Investigating Officer, the Standards Committee will determine on the advice of the Legal Advisor which witnesses, if any, to call. Where such witnesses are called, the Chair will draw the witnesses' attention to any relevant section of the Investigating Officer's report and ask the witness to confirm or correct the report and to provide any relevant evidence.
- (iii) No cross-examination will be permitted but, at the conclusion of the Investigating Officer's report and/or of the evidence of each witness, the Chair will ask the Member if there are any matters upon which the Standards Committee may seek the representations of the Investigating Officer or the witness, and then the members of the Standards Committee may address questions to the Investigating Officer or the witness.

(c) The Member's response

- (i) The Chair will then invite the Member to respond to the Investigating Officer's report and to call any witnesses as necessary to address any points of difference.
  - (A) The Member may arrange for their representative to make submission on their behalf, and/or to introduce the Member and any witnesses on their behalf;
  - (B) The Member does not have to give evidence or to answer any questions, but the Standards Committee may draw reasonable conclusions from any failure on their part to give evidence or to answer any question.
- (ii) No cross-examination will be permitted but, at the conclusion of the Member's evidence and/or of the evidence of each witness, the Chair will ask the Investigating Officer if there are any matters upon which the Standards Committee may seek the representations of the Member or the witness, and then the Members of the Standards Committee may address questions to the Member or the witness.

(ch) Witnesses

The Standards Committee will be entitled to refuse to hear evidence from the Investigating Officer, the Member or a witness unless they are satisfied that the witness is likely to give evidence which they need to hear in order to be able to determine whether there has been a failure to comply with the Code of Conduct.

(d) Additional Evidence

- (i) At the conclusion of the evidence, the Chair will check with the Members of the Standards Committee that they are satisfied that they have sufficient evidence to come to a considered conclusion on the Matter.
  - (ii) If the Standards Committee, at any stage prior to determining whether there was a failure to comply with the Code of Conduct, are of the opinion that they require additional evidence on any point in order to be able to come to a considered conclusion on the Matter, the Standards Committee may adjourn the hearing and make a request to the Investigating Officer to seek and provide such additional evidence and to undertake further investigation on any point specified by the Standards Committee. The hearing may not be adjourned more than once under this paragraph.
- (dd) The Member and the Investigating Officer will be given an opportunity to make closing representations.

## **10.6 Deliberations**

(a) Preliminary points and procedure

- (i) The Standards Committee's function is to make a determination on the Matter. It may, at any time, return to the main hearing room

in order to seek additional evidence from the Investigating Officer, the Member or a witness. If it requires any further information, it may adjourn and instruct the Investigating Officer or request the Member to produce such further evidence to the Standards Committee.

- (ii) If the Standards Committee requires legal advice on any point, may either –
- Request the Legal Adviser to join the Committee and provide such advice, in which case the Legal Advisor will repeat such advice in open forum when the Standards Committee returns, and the Member's legal representative may respond to such advice; or
  - Return to open forum and request the Legal Advisor to give advice, inviting the Member's legal representative to respond to any such advice.

(b) Determining the facts

The Standards Committee will retire to another room to consider whether the facts of the allegations are likely to have been proven, on the balance of probabilities, based on the evidence.

(c) Determining if there was a failure to comply with the Code of Conduct

The Standards Committee will remain in a private room to consider whether, on the balance of probability based on the evidence which it has received at the hearing, the Member failed to comply with the Code of Conduct in the manner set out in the Investigating Officer's report.<sup>3</sup>

(ch) Initial consideration of Recommendations and Sanctions

At the conclusion of the Standards Committee's consideration, the Standards Committee will consider whether it is minded to make any recommendations to the

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<sup>3</sup> Note that the Standards Committee's consideration is limited to the Matter, in terms of the set of facts, as set out in the Investigating Officer's report. The Standards Committee may find that these facts disclose a breach of a part of the Code of Conduct other than that found by the Investigating Officer (for example that the facts constituted bullying rather than just a failure to treat with respect). However, if, in the course of their consideration, the Standards Committee apprehend that the evidence before them reveals an entirely different failure to comply with the Code of Conduct (for example where the complaint is of failure to treat Officer A with respect, but the evidence also indicates a failure to treat Officer B with respect), such a possible additional or alternative failure will not be within the remit of the Standards Committee. At that stage, the member will not have had notice of the Standards Committee's consideration of the possible additional or alternative failure and it would therefore be unfair to proceed to consider that second matter at the hearing into the first alleged failure. Where the Standards Committee do apprehend a possible additional or alternative failure, a failure by a different member, or a failure in respect of the code of conduct of another authority, they must refer the second matter to the PSOW as a new allegation.

Council with a view to promoting high standards of conduct among Members. The Standards Committee will generally consider the type of sanction that would be suitable in the case.

(d) Recording the reasoning

In respect of each determination that Standards Committee makes, it must record its reasoning for that determination, in writing.

**10.7 Actions following a determination that a Member has not breached the Code of Conduct in the manner set out in the Investigating Officer's Report**

If the Standards Committee determines that the Member has not failed to follow the Code of Conduct in the manner set out in the Investigating Officer's report:

- (a) The meeting must be re-convened and the Chair must summarise the Standards Committee's findings;
- (b) If the Standards Committee apprehends, from the evidence which they have received during the hearing, that a Member has failed to comply with the Code of Conduct (other than the Matter which the Standards Committee has just determined), the Chair will outline the Standards Committee's concerns and state that the Standards Committee has referred this additional or alternative failure to the Legal Advisor with a view to a further allegation being made to the Public Services Ombudsman for Wales.
- (c) The Chair must then set out any recommendations which the Standards Committee is minded to make to the Council with a view to promoting high standards of conduct among Members and seek the views of the Member, the Investigating Officer and the legal advisor before the Standards Committee finalises any such recommendations.
- (ch) Finally, the Chair must ask the Member whether they wish the Council not to publish a statement of its finding in a local newspaper.

**10.8 Actions following a determination that a Member has failed to comply with the Code of Conduct in the manner set out in the Investigating Officer's Report**

(a) Initial procedure

If the Standards Committee determines that the Member has failed to follow the Code of Conduct in the manner set out in the Investigating Officer's report:

- (i) The meeting must be re-convened and the Chair must summarise the Standards Committee's findings;
- (ii) The Chair may then indicate the order of sanction which the Chair considers may be appropriate and ask the Member or the Member's legal



representative to make representations on sanction.<sup>4</sup>

- (iii) The Chair may then ask the Investigating Officer to make representations as to sanction.
- (iv) The Chair will then ensure that each member of the Standards Committee is satisfied that they have sufficient information to enable them to take an informed decision as to whether to impose a sanction and (if appropriate) as to the form of the sanction.
- (v) Any member of the Standards Committee may address questions to the Investigating Officer or to the Member as necessary to enable them to take such an informed decision.

#### (b) Determination as to sanctions and recommendations

- (i) The Standards Committee will then retire to another room to consider in private and to determine:
  - (ii) whether to impose a sanction,
  - (iii) having due regard to the Adjudication Panel for Wales's Sanctions Guidance (where a sanction is to be imposed) what sanction to impose,; and
  - (IV) when that sanction must take effect, and
  - (V) any recommendations which the Standards Committee will make to the Council.
- (ii) In respect of each determination the Standards Committee makes, it must record its reasoning for that determination, in writing.
- (iii) At the completion of their consideration, the Standards Committee will return to the main hearing room and the Chair will state the Standards Committee's decisions

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<sup>4</sup> The decisions as to sanctions which are available to the Standards Committee are any of the following:

- (i) that no action is required;
- (ii) to censure the Member;
- (iii) partial suspension of the Member for a period up to a maximum of six months or the remainder of the Member's term of office, whichever is the shorter period;
- (iv) suspension of the Member for a period up to a maximum of six months or the remainder of the Member's term of office, whichever is the shorter period.

Suspension and partial suspension only relate to the Member in his capacity as a member of the authority to which the complaint related.

Any sanction imposed will begin after 21 days of the Standards Committee's written notice of decision to the Member unless the Standards Committee direct (for any sanction other than censure) that it will commence on any date specified by the Standards Committee within six months of the date of the hearing.

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

as to whether to impose a sanction and (where a sanction is to be imposed) the nature of that sanction, and when it must take effect, together with the principal reasons for those decisions, and any recommendations which the Standards Committee will make to the Council.

### **10.9 Closing the hearing**

- (a) The Standards Committee will announce its decision on the day of the hearing and provide the Committee Support Officer with a short written statement of their decision, which explains the Standards Committee's rationale for its decision and the sanction imposed..;
- (b) The Chair will thank all those present who have contributed to the conduct of the hearing and formally close the hearing.

### **10.10 After the hearing**

- (a) The Legal Advisor will send an email to the Member confirming the decision of the Standards Committee, that they will receive a written formal decision notice explaining the reasons for the decision and the sanction, that the period of appeal to the Adjudication Panel for Wales commences from the date they receive the decision notice and that any period of suspension will take effect on the day after the appeal period expires (if no appeal is lodged).
- (b) The Legal Advisor will prepare a written decision notice and send it to the Chair for agreement and signing. This will be the final form of the decision and will be included in the report published by the Committee after the process has concluded.
- (c) The decision notice will be sent to the Member by means which will confirm that the Member has received the written decision notice of the Standards Committee;
- (d) The Committee Support Officer will arrange for the decision notice to be distributed and published (or a summary of that notice, where necessary).

## **11. Appealing**

The Member may request the permission of the President of the Adjudication Panel for Wales to appeal against the decision of the Standards Committee by writing to the President. The decision of the President or a deputy appointed to make the decision on the President's behalf, will be made without the parties, unless the President or their deputy is of the opinion that there is a special case which merits a hearing. The letter must set out the grounds for such an appeal, and include a statement as to whether or not the Member consents to the appeal being heard by way of written representations. The letter must be received by the President within 21 days of the date of the written notice of decision from the Standards Committee being received by the Member. The President or their deputy may request further information. Any request for information must be responded to within the stated timetable.

Details of case and reference number .....

# FORM A

## **Subject Member’s response to the evidence set out in the investigation report**

Please enter the number of any paragraph in the investigation report where you disagree with the findings of fact and give your reasons and your suggested alternative. Use as many forms as you require.

Paragraph number from the investigation report	Reasons for disagreeing with the findings of fact provided in that paragraph	Suggestion as to how the paragraph should read

Details of case and reference number .....

# FORM B

## **Other evidence relevant to the complaint**

Please set out below any evidence you feel is relevant to the complaint made about you. Use as many forms as you require.

Paragraph number	Details of the evidence

Details of case and reference number .....

# FORM C

## Representations to be taken into account if a Member is found to have failed to follow the Code of Conduct

Only complete this form if you agree with the findings in the investigation report that you failed to comply with the Code of Conduct

Please set out below any factors that the Standards Committee should take into account if it finds that you failed to follow the Code of Conduct. Please note that no such finding has been made yet. Use as many forms as you require.

Paragraph number	Factors for the Standards Committee to take into account when deciding whether to censure, suspend, or partially suspend

Details of case and reference number .....

# FORM D

## Arrangements for the Standards Committee hearing

Please tick the relevant boxes.

<b>1</b>	<p>Are you planning to attend the Standards Committee hearing on the proposed date in the accompanying letter?</p> <p>If 'No', please explain why.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	Reason:
<b>2</b>	<p>Are you going to present your own case?</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	
<b>3</b>	<p>If you are not presenting your own case, will a representative present it for you?</p> <p>If 'Yes', please state the name of your representative.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	Name:
<b>4</b>	<p>Is your representative a practising Solicitor or Barrister?</p> <p>If 'Yes', please give their legal qualifications. Then go to Question 6.</p> <p>If 'No' please go to Question 5.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	Qualifications:
<b>5</b>	<p>Does your representative have any connection with your case?</p> <p>If 'Yes', please give details.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	Details:

<p><b>6</b></p>	<p>Are you going to call any witnesses? If 'Yes', please fill in Form E.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p><b>7</b></p>	<p>Do you, your representative or your witnesses have any access difficulties or any other needs? (e.g. is wheelchair access needed?) If 'Yes', please give details.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Details:</p>
<p><b>8</b></p>	<p>Do you, your representative or witnesses need an interpreter? If 'Yes' please give details</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Details:</p>
<p><b>9</b></p>	<p>Do you want any part of the hearing to be held in private? If 'Yes', please give reasons.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Reasons:</p>
<p><b>10</b></p>	<p>Do you want any part of the relevant documents to be withheld from public inspection? If 'Yes', please give reasons.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Reasons:</p>

Details of case and reference number .....

# FORM E

## Details of witnesses you propose to call:

You will need to complete a separate Form E for each witness. Use as many forms as you require.

<b>Name of Witness:</b>			
<b>Witness number:</b>			
<b>a</b>	<p>Will the witness give evidence about the allegation?</p> <p>If 'Yes', please provide an outline of the evidence the witness will give.</p>	<p><b>Yes</b> <input type="checkbox"/></p> <p><b>No</b> <input type="checkbox"/></p>	<b>Outline of evidence:</b>
<b>b</b>	<p>Will the witness give evidence about what action the standards committee should take if it finds that the Code of Conduct has not been followed?</p> <p>If 'Yes', please provide an outline of the evidence the witness will give.</p>	<p><b>Yes</b> <input type="checkbox"/></p> <p><b>No</b> <input type="checkbox"/></p>	<b>Outline of evidence:</b>



## PRAWF BUDD Y CYHOEDD PUBLIC INTEREST TEST

**Cwynion am ymddygiad at Ombwdsmon Gwasanaethau Cyhoeddus Cymru (OGCC) lle cafodd hysbysiadau o benderfyniadau eu cyflwyno i'r Cyngor yn ystod chwarteri 1, 2 a 3, 2024/2025**

**Conduct Complaints to the Public Services Ombudsman for Wales (PSOW) where decision notices have been issued to the Council during quarters 1, 2 and 3 of 2024/2025**

Paragraffau 12 ac 13 Atodlen 12A Deddf Llywodraeth Leol 1972 Paragraphs 12 and 13 Schedule 12A Local Government Act 1972	
<b>Y prawf - The test</b>	
<p>Mae budd i'r cyhoedd o ddatgelu oherwydd:</p> <p>Mae disgwyliad rhesymol i'r Pwyllgor Safonau fod yn dryloyw mewn perthynas â'r materion a drafodir ganddo.</p> <p>Mae'r Pwyllgor Safonau yn ystyried adroddiadau mewn perthynas â chwynion a dderbyniwyd gan Ombwdsmon Gwasanaethau Cyhoeddus Cymru mewn perthynas â Chynghorwyr Sir a Chynghorwyr Tref a Chymuned. Bydd yr adroddiad fel arfer yn ddiennw ac yn cael ei rannu â'r Pwyllgor Safonau er mwyn adnabod lefelau ac unrhyw dueddiadau sy'n codi. Mae hyn yn parhau i gael ei rannu â'r Pwyllgor yn gyhoeddus (Eitem 6 ar agenda'r cyfarfod hwn).</p> <p>There is a public interest in disclosure as:</p> <p>The business of the Standards Committee is connected with a reasonable expectation of transparency in respect of the matters discussed.</p> <p>The Standards Committee considers reports in relation to the complaints received by the Public Services Ombudsman for Wales for both County Councillors and Town and Community Councillors. The report is usually anonymised and is shared with the Standards Committee to identify levels and any trends arising. This continues to be shared with the Committee publicly (agenda item 6 for this meeting).</p>	<p>Y budd i'r cyhoedd o beidio datgelu yw:</p> <p>Mae'r adroddiad yn cynnwys gwybodaeth sy'n ymwneud ag unigolion penodol ac mae'n debygol o ddatgelu pwy yw'r unigolion hyn.</p> <p>Mae budd i'r cyhoedd o beidio â datgelu trwy osgoi'r tebygolrwydd y byddai datgelu'n arwain at adnabod yr unigolion, neu'n arwain at wneud datgeliad am unigolion mewn modd a fyddai'n groes i'r darpariaethau peidio â datgelu yn Neddf Diogelu Data y DU 2018.</p> <p>Mae cyfarwyddyd Ombwdsmon Gwasanaethau Cyhoeddus Cymru wrth anfon y Rhybudd Penderfyniad yn nodi gellir ei rannu gyda'r Pwyllgor Safonau'n breifat.</p> <p>The public interest in not disclosing is:</p> <p>The report contains information that relates to particular individuals and is likely to reveal the identity of an individual.</p> <p>The public interest in not disclosing is served by averting the likelihood that disclosure would result in the identification of individuals or result in the disclosure about individuals in a way that would breach the non-disclosure provisions of the UK Data Protection Act 2018.</p> <p>The instruction from the Public Services Ombudsman for Wales when sending the Decision Notice details that it may be shared with the Standards Committee privately.</p>
<p><b>Argymhelliad</b> – Mae'r budd i'r cyhoedd wrth gadw'r eithriad o bwys mwy na'r budd i'r cyhoedd wrth ddatgelu'r wybodaeth.</p> <p><b>Recommendation</b> - The public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p>	

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