# Public Document Pack

CYNGOR SIR YNYS MÔN
ISLE OF ANGLESEY COUNTY COUNCIL

Mr Dylan Williams
Prif Weithredwr – Chief Executive
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| RHYBUDD O GYFARFOD | NOTICE OF MEETING |
|---|---|
| **PWYLLGOR GWASANAETHAU DEMOCRATAIDD** | **DEMOCRATIC SERVICES COMMITTEE** |
| **DYDD IAU, 12 MAWRTH 2026 am 2.00 o'r gloch** | **THURSDAY, 12 MARCH 2026 at 2.00 pm** |
| **YSTAFELL BWYLLGOR, SWYDDFEYDD Y CYNGOR AC YN RHITHIOL DRWY ZOOM** | **COMMITTEE ROOM, COUNCIL OFFICES AND VIRTUALLY VIA ZOOM** |

| | | |
|---|---|---|
| **Swyddog Pwyllgor** | **Shirley Cooke 01248 752518** | **Committee Officer** |

**AELODAU / MEMBERS**

**Plaid Cymru / The Party of Wales**

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

**Annibynnwyr Môn / Anglesey Independents**

Jeff Evans, Paul Ellis

**Y Grŵp Annibynnol / The Independent Group**

Gwilym O Jones

**Plaid Lafur Cymru / Wales Labour Party**

Keith Roberts *(Cadeirydd/Chair)*

# A G E N D A

**1 DECLARATION OF INTEREST**

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

**2 MINUTES** (Pages 1 - 4)

To submit for confirmation, the draft minutes of the previous meeting of the Committee held on 4 November 2025.

**3 DEMOCRACY AND BOUNDARY COMMISSION CYMRU – ANNUAL REMUNERATION REPORT 2026-27** (Pages 5 - 10)

To submit the report of the Head of Democratic Services.

**4 MEMBER DEVELOPMENT** (Pages 11 - 16)

To submit the report of the HR Learning and Development Manager.

**5 POLICY AND WELSH LANGUAGE TEAM: OVERVIEW OF WORK AND RESPONSIBILITIES** (Pages 17 - 20)

To submit the report of the Policy and Welsh Language Manager.

**6 DEMOCRATIC SERVICES UPDATE** (Pages 21 - 24)

To submit the report of the Head of Democratic Services.

# DEMOCRATIC SERVICES COMMITTEE

## Minutes of the hybrid meeting held on 4 November 2025

**PRESENT:** Councillor Keith Roberts (Chair)

Councillors Non Dafydd, Carwyn E Jones, Gwilym O Jones, Ken Taylor

**IN ATTENDANCE:** Head of Democratic Services
Committee Officer (SC)

**APOLOGIES:** Councillor Llio A Owen (Vice-Chair)
Councillor Dylan Rees
HR Learning and Development Manager

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### 1. DECLARATION OF INTEREST

None received.

### 2. MINUTES

The draft minutes of the previous meeting of the Committee held on 25 June 2025 were presented and confirmed as correct.

### 3. DEMOCACY AND BOUNDARY COMMISSION CYMRU – DRAFT ANNUAL REMUNERATION REPORT 2026-2027

Submitted – a report by the Head of Democratic Services on the above.

The Head of Democratic Services reported that the Commission's first draft annual report is out for consultation until 18 November 2025, and a final version will be published by the end of the calendar year.

It was noted that the Commission is considering increasing member remuneration but has kept to the same framework as the previous Independent Remuneration Panel. The Commission intends to prioritise and modify the framework before the next local government elections, in time for next year's annual report.

Reference was made to the schedule of proposed changes to the current remuneration levels for the members' basic salary together with senior and civic salaries for 2026/27. The basic salary will increase by 6.4%, in line with the Annual Survey of Hours and Earnings (ASHE), which will incur an additional £63,000 on the Council budget.

The Head of Democratic Services outlined the Commission's priorities for the year ahead. He referred to payments for co-opted and lay members and stated that these

allowances have not increased for many years. It was noted that Welsh Government is reviewing co-opted and lay members' remuneration, and the Commission will consider the outcome of that review.

Discussion focused on the Commission's intention to consult on whether any financial recognition will be provided to reflect the additional commitment and responsibilities undertaken by members of Corporate Joint Committees (CJCs).

**RESOLVED that the Committee considered the Commission's draft determination for 2026/27 and authorises officers to respond to the consultation in line with the Committee's deliberations.**

## 4. TIMING OF COUNCIL MEETINGS – CONCLUSIONS

Submitted – a report by the Head of Democratic Services following a consultation on a review of the timing of Council meetings held between August and September this year. The Head of Democratic Services stated that 26 responses had been received to the consultation from elected and lay members, being a positive result.

Members were afforded an opportunity to indicate their preferred times for convening Council meetings and provide feedback. An analysis of the responses concluded that a high number of members favoured moving the start time of the County Council meeting from 2:00 pm to 1:00 pm.

With reference to the Executive, Scrutiny Committees, Planning and Orders Committee, Governance and Audit Committee and Democratic Services Committee, the majority of members opted to keep to the current timing of meetings. It was noted that a small majority favoured convening meetings at 2:00 pm, whilst 10:00 am was also accepted.

Members were reminded that they may claim additional care costs to carry out their duties, includes childcare or dependent adult care costs.

Discussion focused on the impact the timing of meetings can have on members' work commitments, family responsibilities and Council staff. A request was made to keep to the current arrangement of convening meetings between Tuesdays and Thursdays, together with Committee schedules remaining the same as the current calendar.

**RESOLVED that the Committee: -**

- **pay due attention to the findings of the consultation.**
- **support moving the start time of County Council meetings from 2:00 pm to 1:00 pm for the 2026/27 civic year as a trial period.**
- **that a further questionnaire be conducted following the trial period (a further review of meeting times will be required shortly after the 2027 Local Government elections).**
- **recommend that the County Council confirms the new 1:00 pm start time of for County Council meetings for 2026/27 at its Annual Meeting in May 2026.**
- **authorise the Head of Democratic Services to remind members that they**

**can claim care costs.**

## 5. MEMBER DEVELOPMENT

Submitted – an update report by the Human Resources Learning and Development Manager on the training provision that has been offered to members since the Committee's last meeting held in June 2025.

The Head of Democratic Services reported that a high number of members have now attended mandatory training in Anglesey compared to other local authorities in Wales. He stated that further work has been undertaken on the Safeguarding e-learning model to meet the requirements of the new Safeguarding Standards introduced in 2024. He explained that training provision is currently available on this model for staff and is being adapted to share with members on Learning Pool.

Reference was made to the Development Plan for Group Leaders, where specific work has been undertaken and good progress is being made in implementing the Plan.

It was noted that discussions are ongoing on providing additional training on Equality and Scrutiny for members, as well as training by North Wales Police on personal safety.

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

The meeting concluded at 2:45 pm

**COUNCILLOR KEITH ROBERTS**
**CHAIR**

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Isle of Anglesey County Council

| | |
|---|---|
| Committee: | Democratic Services Committee |
| Date: | 12 March 2026 |
| Report title: | Democracy and Boundary Commission Cymru – Annual Remuneration Report 2026-27 |
| Report by: | Dyfan Sion<br>Head of Democratic Services |
| Purpose of the report: | To inform the Committee of the Commission's final determinations for 2026-27 |

## 1.0 Background

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

- Principal councils – county councils and county borough councils
- Town and community councils
- National park authorities
- Fire and rescue authorities
- Corporate joint committees

In accordance with the Elections and Elected Bodies (Wales) Act 2024, the Panel was dissolved on 31 March 2025, and its functions were transferred to the Democracy and Boundary Commission Cymru on 1 April 2025. The Commission is an independent body sponsored by the Welsh Government. In terms of remuneration, the Commission can make decisions on:

- the pay structure that determines member remuneration
- the type of allowances and the nature of those allowances to be paid to members
- whether the payments are mandatory or allow for a local level of flexibility
- Family absence arrangements
- arrangements for monitoring compliance with the Commission's determinations

The organisations listed above are required by law to implement the determinations the Commission makes.



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

This is the first annual remuneration report since the Commission took over this responsibility from the Independent Remuneration Panel for Wales. It considers upgrading amounts where appropriate but leaves the framework unchanged during 2026-27.

The Commission intends to make significant changes to the remuneration framework only once per election cycle, in the report before local government elections. The next report (2027-28) will therefore uprate the framework for those members who will be elected at the May 2027 local elections.

## 2.0 Consultation on the draft remuneration report

The Commission consulted on its draft report between 23 September and 18 November 2025. It considered the feedback received and concluded that the draft determinations would be adopted for 2026-27.

The remainder of this report summarises the determinations relevant to this Council.

## 3.0 The Commission's final determinations for 2026-27

The following determinations will take effect from 1 April 2026. Members retain the right to opt out of any payment, either in full or in part. That is an individual decision for members. Authorities are not permitted to make a collective decision to opt out of mandatory payments.

### 3.1 Salaries paid to elected members

The basic salary, paid to all elected members, is financial recognition for the responsibility of community representation and participation in the scrutiny, regulation and related functions of local government. It is based on a full-time equivalent of 3 days a week. The Commission has reviewed this time commitment, and no changes are proposed for 2026-27.

The Commission has determined that it is right to maintain the link between the basic salary of councillors and the average salaries of their constituents. This represents an increase of 6.4%. All senior salaries include the basic salary. No changes to the higher salary banding framework will be proposed this year. The basic salary element will be raised in line with the Annual Survey of Hours and Earnings (ASHE) and the same increase will also apply to the role element of Bands 1, 2, 3, 4 and 5, giving each role an increase of 6.4%.

The table below lists the posts entitled to a senior or civic salary in 2025-26 and compares all current salaries with the determinations for 2026-27:



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

| Role / Post | 2025-2026 | 2026-2027 |
|---|---|---|
| Basic salary for all members, which is included in all the senior and civic salaries below | £19,771 | **£21,044** |
| **Band 1:** | | |
| Leader | £63,020 | **£67,079** |
| Deputy Leader | £44,114 | **£46,955** |
| **Band 2:** | | |
| Executive members | £37,812 | **£40,247** |
| **Band 3** | | |
| Chair of the Corporate Scrutiny Committee | £29,657 | **£31,567** |
| Chair of the Partnership and Regeneration Scrutiny Committee | £29,657 | **£31,567** |
| Chair of the Planning and Orders Committee | £29,657 | **£31,567** |
| Chair of the Council (civic salary) | £29,657 | **£31,567** |
| **Band 4:** | | |
| Leader of the largest opposition group | £29,657 | **£31,567** |
| **Band 5:** | | |
| Vice-Chair of the Council (civic salary) | £23,726 | **£25,253** |

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

A total of £1.038m will need to be set aside for member remuneration in the 2026-27 budget. The above changes equate to an increase of £63k.

## 3.2 Fees paid to co-opted members with voting rights

Co-opted members with voting rights must be paid at the rates noted below, which are unchanged for 2026-27:



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

| Role | Hourly rate | Up to 4 hours | 4 hours and over |
|---|---|---|---|
| Chairs of standards and audit committees | £33.50 | £134 | £268 |
| Ordinary members of standards committees who also chair standards committees for town and community councils | £29.75 | £119 | £238 |
| Ordinary members of standards committees (including town and community councillors), education scrutiny committees, crime and disorder scrutiny committees and audit committees | £26.25 | £105 | £210 |

All remaining determinations are unchanged from previous years but are included in the 2026-27 remuneration report for completeness.

# 4.0 The Commission's priorities for the year ahead

The Welsh Government has given the Commission several key objectives regarding remuneration:

## 4.1 Resettlement payments

The Commission have been asked to consider what payments, if any, principal councils should make to councillors who stand for re-election but are unsuccessful. The Commission has determined that a resettlement payment scheme should be established. They have written to the Cabinet Secretary to ask if they are minded to draft regulations to implement this for the 2027 local elections. If in agreement, the Commission will then consult on what the scheme should look like, as part of its work for next year's report,

## 4.2 Senior roles

The Commission will be surveying authorities, their members and representative bodies, to ascertain whether the current remuneration framework appropriately recognises the time commitment and responsibilities of senior roles. Any determination to follow from this work will be included in the remuneration report for 2027-28.



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

## 4.3 Corporate Joint Committees (CJC)

The Commission will consult on whether any additional remuneration is appropriate to reflect the additional commitment and responsibilities relating to CJCs. Any determination will be included in the 2027-28 annual report.

## 4.4 Co-opted and lay members

The IRPW last uprated the remuneration of co-opted members in its 2022 annual report and included lay members of CJCs in its 2024 supplementary report. The rates were linked to the public appointment rates paid by the Welsh Government, which have not been uprated for some years. The Welsh Government has begun a review of these rates, and the Commission will consider the outcome of that review before making any determination in respect of co-opted and lay members.

## 4.5 Link to the Annual Survey of Hours and Earnings (ASHE)

A number of responses to this year's consultation expressed concern with linking member remuneration with ASHE data. For its next annual report, the Commission will consider whether its continued application remains appropriate.

## 5.0 Recommendation

The Committee is requested to note the final determinations within the Democracy and Boundary Commission Cymru's annual remuneration report for 2026-27.

Background paper: Annual Remuneration Report 2026-27; Democracy and Boundary Commission Cymru; 19/02/2026

Annual Remuneration Report 2026-27 | DBCC



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

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| ISLE OF ANGLESEY COUNTY COUNCIL | |
|---|---|
| **MEETING:** | DEMOCRATIC SERVICES COMMITTEE |
| **DATE:** | MARCH 2026 |
| **REPORT TITLE:** | MEMBER DEVELOPMENT |
| **REPORT BY:** | LEARNING AND DEVELOPMENT MANAGER |
| **CONTACT OFFICER:** | ELEN PRITCHARD |
| **PURPOSE OF THE REPORT:** | 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 Democratic Services Committee on Member learning and development issues, that being since the report submitted in November 2025 and providing an overview of the provision offered to our Elected Members over the last period.

## 2. THE PLAN

As you will be aware, the learning plan that has been set out for our Elected Members has been divided into the following specific headings; **Mandatory training; General; Health and Wellbeing; On demand and e-Learning modules**. With these specific headlines in mind, we offer below an update on the training provision from April 2023 to date.

A total of 60 learning and development opportunities have been offered to our Elected Members by the Learning and Development Team. It is encouraging to note the strong collaboration with the Democratic Services, who also facilitate more specialised and role-specific training based on functional and strategic need. Full details are provided in Appendix 1.

Please see the update below on mandated training (as outlined by the Democratic Service), and their corresponding attendance levels;

| | |
|---|---|
| Code of Conduct | 35/35 |
| Health and Safety | 34/35 |
| Equality, Diversity, and Inclusion | 33/35 |
| Data Protection | 32/35 |
| Cyber Security | 35/35 |
| Safeguarding | 27/35 |

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

Work continues to progress in order to maximise the completion numbers of these titles.

## 3. SAFEGUARDING TRAINING

Following our last update to this Committee in relation to the above subject I would like to take the opportunity to offer a further update along with a full explanation of the expectation of our Elected Members.

With the launch of Social Care Wales's new training framework and safeguarding standards in 2024 updates have been made to the guidance in this area. As such, it follows that adjustments have been made to the safeguarding training that we share as an employer.

Safeguarding training has now been designated as mandatory training for all Council staff, aligning it with the expectation for our Elected Members.

This new framework is divided into 7 parts, which include Groups A – F. The different parts relate to different roles and functions. Everyone is expected to complete the Group A training as a minimum.

Our Elected Members are assigned as Group F. This means that they are expected to complete the e-learning module relevant to Group A as well as attend any relevant training as required every **3 years**, such as Corporate Parenting, Violence Against Women, Domestic Abuse and Sexual Violence (VAWDASV) and Modern Slavery.

The e-learning module is available via **LearningPool** Course: Safeguarding (Group A) or on the Social Care Wales Group A Safeguarding | Social Care Cymru

Beyond this, work is underway to map the posts and relevant groups belonging to each Service along with the intention to add the level of safeguarding duty to the job description of each member of staff.

More information about the Framework and the duty expected of each Group can be found on the following links:

**National safeguarding training, learning and… | Social Care Wales**

**National safeguarding training, learning and… | Social Care Wales**

## 4. DEVELOPMENTAL PLAN FOR GROUP LEADERS

This Plan has now come to an end and work is underway to assess the success and usefulness of the guidance. Depending on the feedback received, further additions may follow to the Elected Member Learning and Development Programme.

## 5. COMMUNICATIONS

The close collaboration between the Learning and Development Team and the Democratic Service and any other relevant Officers in the Authority continues to be effective. This ensures that any plan addresses the needs of our Elected Members and continues to evolve as required.

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

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

## 6. METHODS OF PROVISION

Generally, the sessions are conducted as classroom sessions with some examples where appropriate and relevant of offering some virtual sessions. Please note, that the delivery method is dependent on the subject in question as well as which method is offered/preferred by the Training provider.

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

## 7. TO SUMMARISE

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

## 8. RECOMMENDATION

To note the contents of the report.

**Cynnig hyfforddiant a datblygiad i Aelodau Etholedig 2023 - 2026**

**Training and Development offered to Elected Members 2023 - 2026**

| Teitl y Cwrs (Cymraeg) | Mynychwyd / Attended | Gwahoddwyd / Invited | Course Title (English) |
|---|---|---|---|
| **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 **(**agored i bawb**)** | **0** | **35** | **Mindfulness Awareness** x2 **(**open to all**)** |
| **Ymwybyddiaeth Menopos (**agored i bawb**)** | **0** | **35** | **Menopause Awareness (**open to all**)** |
| **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** | **12** | **Gypsies and Travellers' Cultural** |
| **Ymwybyddiaeth Diwylliannol Sipsiwn a Theithwyr** | **13** | **30** | **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 |
| Fideo Seibr-ddiogelwch | **2** | **2** | Cyber Security Video |
| Arweinyddiaeth Gymunedol Flaengar I Gynghorwyr | **1** | **1** | Progressive Community Leadership Training |
| Cydraddoldeb, Amrywiaeth a Chynhwysiant | **0** | **4** | Equality, Diversity & Inclusion |
| Iechyd a Diogelwch i Aelodau | **7** | **20** | Health & Safety for Members |
| Iechyd a Diogelwch i Aelodau | **4** | **20** | Health & Safety for Members |

| Teitl y Cwrs (Cymraeg) | Fynychwyd / Attended | Gwahoddwyd / Invited | Course Title (English) |
|---|---|---|---|
| Gwrth-Hiliaeth | **9** | **35** | Anti Racism |
| Gwrth-Hiliaeth | **9** | **35** | Anti Racism |
| Grŵp 6: Cryfhau Arweinyddiaeth (VAWDASV) | **9** | **35** | Group 6: Strengthening Leadership (VAWDASV) |
| Rhentu Doeth Cymru | **10** | **20** | Rent Smart Wales |
| Grŵp 6: Cryfhau Arweinyddiaeth (VAWDASV) | **6** | **16** | Group 6: Strengthening Leadership (VAWDASV) |
| Cynllunio i Aelodau | **26** | **34** | Planning for Members |
| Gwrandawiadau'r Pwyllgor Safonau ar y Côd Ymddygiad | **6** | **10** | Standards Committee's Code of Conduct Hearings |
| Cynllunio –Cyfarwyddyd Erthygl 4 | **23** | **33** | Planning - Article 4 Direction |
| Iechyd a Diogelwch i Aelodau | **9** | **9** | Health and Safety for Members |
| Diogelu Data (cwrs staff yn agored i bawb) | **4** | **6** | Data Protection (staff course open to all) |
| Cydraddoldeb, Amrywiaeth a Chynhwysiant (cwrs Cymraeg i staff, wedi agor i bawb) | **0** | **5** | Equality, Diversity, and Inclusion (Welsh staff course opened to all) |
| Cydraddoldeb, Amrywiaeth a Chynhwysiant (cwrs Saesneg i staff, wedi agor i bawb) | **1** | **5** | Equality, Diversity, and Inclusion (English staff course opened to all) |
| Seibrddiogelwch i Aelodau | **1** | **1** | Cyber Security for Members |
| Craffu ar y Gyllideb: Edrych Ymlaen | **2** | **-** | Budget Scrutiny: Looking Forward |
| Seibrddiogelwch (fideo) | **1** | **1** | Cyber Security (video) |
| 'Cyber Ninjas' i Gynghorwyr | **7** | **7** | 'Cyber Ninjas' session for Councillors |
| Dangos Effaith - Gofyn y cwestiwn 'felly beth' | **3** | **-** | Demonstrating Impact - Asking the 'so what' question |
| Ymwybyddiaeth o'r Iaith Gymraeg | **1** | **1** | Welsh Language Awareness |
| Gweithdy Cyfathrebu a Chydweithio (DiSC©) | **2** | **2** | Communication and Collaboration workshop (DiSC©) |
| Gweithdy Cyfathrebu a Chydweithio (DiSC©) | **1** | **-** | Communication and Collaboration workshop (DiSC©) |
| Gweithdy Cyfathrebu a Chydweithio (DiSC©) | **1** | **-** | Communication and Collaboration workshop (DiSC©) |
| Cyflwyniad i Newid Hinsawdd (cwrs staff yn agored i bawb) | **1** | **-** | Introduction to Climate Change (staff course open to all) |
| Cydraddoldeb, Amrywiaeth, a Chynhwysiant (cwrs staff yn agored i bawb) | **3** | **4** | Equality, Diversity, and Inclusion |
| Rheoli Emosiynau a'r Rôl Wleidyddol yng Ngolwg y Cyhoedd | **1** | **-** | Managing Emotions and the Political Role in the Public View |
| Sgiliau Cadeirio (un cwrs, tair sesiwn) | **1** | **-** | Chairing Skills (one course, three sessions) |
| Craffu Effeithiol a Strategaethau Cwestiynu | **10** | **10** | Effective Scrutiny and Questioning Strategies |
| Diogelu Data (cwrs staff yn agored i bawb) | **0** | **2** | Data Protection (staff course open to all) |

| Teitl y Cwrs (Cymraeg) | Mynychwyd / Attended | Gwahoddwyd / Invited | Course Title (English) |
|---|---|---|---|
| Côd Ymddygiad (sesiwn un-i-un) | 1 | 1 | Code of Conduct (one-to-one session) |
| Seibrddiogelwch (fideo) | 1 | 1 | Cyber Security (video) |
| Arwain yn Ddiogel a Diogelwch Personol i Aelodau (fideo) | IG / TBC | 1 | Safe Leadership and Personal Safety for Members (video) |

| ISLE OF ANGLESEY COUNTY COUNCIL | |
|---|---|
| **Committee:** | Democratic Services Committee |
| **Date:** | 12 March 2026 |
| **Report title:** | Policy and Welsh Language Team: Overview of work and responsibilities |
| **Purpose of the report:** | This report provides a concise but comprehensive overview of the work, responsibilities and structure of the Policy and Welsh Language Team, which is an integral part of the Council's Democratic Services Department. Its aim is to ensure that Committee members understand the teams' strategic role in supporting compliance, ensuring sound governance, and developing a positive culture around the Welsh language and equality across the Council. |
| **Author:** | Ffreuer Owen, Policy and Welsh Language Manager |

## Background

1. The team acts as a central hub for:

    - Ensuring statutory compliance with the Equality Act 2010 and the Welsh Language (Wales) Measure 2011.
    - Supporting delivery of Council Plan commitments around promoting the Welsh language and embedding fairness.
    - Carrying out core governance functions that underpin effective decision-making by the Council, the Executive, and other committees.

## Team structure

2. The team is led by the **Policy and Welsh Language Manager** and includes:

    - **Policy Officer**
    - **Policy and Welsh Language Support Officer**
    - **The Council's Translation Service**, comprising a Translation Services Manager and three translators who provide high-quality written and simultaneous translation.

3. This structure enables a reliable, specialist, and responsive service that meets both statutory and operational needs.

## Main statutory and operational duties

4. **Statutory strategic plans**
   The team prepares, implements, and monitors two core strategic plans:

   - Strategic Equality Plan
   - Welsh Language Promotion Strategy

   These plans ensure the Council meets its legal duties and delivers its commitments to Anglesey communities.

5. **Policy advice and impact assessment**
   The team provides specialist advice on equality and Welsh language matters and supports services to undertake impact assessments. This ensures that policy recommendations and reports submitted to Council committees are evidence-based, robust, and considerate of the potential impacts on communities.

6. **Interaction with regulatory bodies**
   The team is the Council's main point of contact with the Equality and Human Rights Commission and the Welsh Language Commissioner.

   It also prepares two annual reports for scrutiny by the Partnership and Regeneration Scrutiny Committee.

7. **Translation**
   The team's translators provide standardised Welsh / English text and simultaneous translation to Council services and committees ensuring compliance with the Welsh Language Policy.

8. **Awareness raising and training**
   Working with HR, the team coordinates equality training and Welsh language classes for both staff and members.

   Regular promotional campaigns include *Welcome to Welsh*, the *Welsh Language Challenge of the Month*, and *Equality Matters*. The team regularly collaborates with regional Community Cohesion officers on promotional materials, such as the Council's equalities calendar.

   A variety of supporting materials for staff and members is available on the intranet, MonITor, and the e-learning platform, the Learning Pool.

9. **Working in partnership**
   The team is responsible for:

   - Administering the **Welsh Language and Equality Steering Group**

- Facilitating ***Fforwm Iaith Ynys Môn*** (Anglesey's Welsh Language Forum)
- Providing support to two **Elected Member Champions** (Welsh Language and Equality portfolios)
- Collaborating with regional and national partners

10. **Other key responsibilities**

- Advising on Welsh language considerations in planning policy
- Co-ordinating the **Town and Community Council Liaison Forum**
- Administering the **Policy Portal,** which is an internal resource for policy and governance
- Preparing the Executive Committee's forward work programme and reports on members' allowances
- Providing wider administrative support to the Democratic Services Department
- Coordinating the Council's presence at the **2026 Urdd National Eisteddfod**

## Conclusion

The Policy and Welsh Language Team plays a vital role in ensuring compliance, accountability, and strong governance within Democratic Services. By supporting members and officers, coordinating impact assessments and training, and acting as the Council's main liaison with regulatory bodies, the team helps foster a culture of transparency, fairness, and high-quality bilingual service provision.

## Recommendations to the Committee

The Committee is asked to:

a. Note the content of the report
b. Direct any questions or comments to the author

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| ISLE OF ANGLESEY COUNTY COUNCIL | |
|---|---|
| **Committee:** | Democratic Services Committee |
| **Date:** | 12 March 2026 |
| **Title of report:** | Democratic Services Update |
| **Purpose of report:** | To update the Committee on the work of the service in relation to member support and governance. |
| **Author:** | Dyfan Sion, Head of Democratic Services |

**Background**

1. This report provides an update to the Committee on the work of the democratic service in relation to governance and member support.

**Elected Member Annual Reports**

2. 23 (66%) of elected member annual reports were received for 2024/25. This is lower than the 26 received for 23/24. Nevertheless, the percentage of reports received compares favourably with other councils across north Wales. It is also important to note that there is no statutory requirement for members to return a report.

3. We will begin the process of reminding members of the need to provide a report for 25/26 in the next few days. We will also share a template and instructions for completing the report and will follow up with regular reminder messages. The reports will need to be completed and returned by the end of May.

**Register of interests**

4. Members are reminded of the need to update their registers within 28 working days of any change in circumstances.

5. The latest reminder message was sent to members in January. It included instructions for updating the online register and offered the option to contact officers if further assistance is required.

**Annual development conversations and training records**

6. Updates on member training are sent regularly to the relevant group leaders. This is a way of monitoring attendance in training, particularly mandatory training. Completion levels for mandatory training have improved over recent months as a result of efforts by the learning and development team and the democratic service.

7. An 'annual conversation' process is in place for group leaders and their members. This arrangement enables the group leader to discuss the development of each member and any other relevant issues such as wellbeing and training. The 25/26 annual conversation template was shared with group leaders on 23 February.

8. The content of the conversations is confidential between the group leader and the member, but we ask leaders to share any information about training needs that arise from the conversations so that it can be included in the Council's training and development plans.

**Member Wellbeing**

9. It is possible that some wellbeing issues may arise during development conversations, and Medra counselling service is available to Council members. It is a professional and confidential service available in Welsh or English. Information has been previously shared with members about the service, and we will make contact again during the national wellbeing week in June.

10. Furthermore, we are aware that elected members are sometimes subjected to threatening behaviour and abusive comments. North Wales Police have an officer who advises on matters concerning elected members, and training on safety is available to members. Information was sent to members on 3 March.

**Engagement**

11. A “call-in” session was piloted with the Health Board in November. Arrangements were made for some of the Health Board’s senior regional officers to be available to hear members’ concerns and answer questions. It was an open and informal session, and the feedback has been positive. As a result, we will arrange another session during 2026.

12. Year 5 and 6 pupils from primary schools on the Island have been invited to visit the Chamber and have question and answer sessions with members. Five schools have visited the Council in 25/26, and arrangements are in place to invite more schools in 2026.

13. A community review of town and community council election arrangements began in January. As part of the review, we will consider whether the number of

electoral wards and the number of members on town and community councils are appropriate.

14. An initial consultation is currently underway with a closing date of 13 March. Following that, we will consider the comments received and carry out further research before consulting on proposals in the autumn. We will take the draft proposals to the County Council in September.

**Elections**

15. The service is preparing for the Welsh Senedd election on 7 May. Anglesey is part of the Bangor Conwy Mon constituency, and we are working with Conwy Council on the arrangements.

16. The pre-election period will begin on 26 March. During this period, the Council's usual business will continue, but the Council must avoid any activity that could influence the election or give an unfair advantage to any candidate or party. Pre-election guidance has been shared with managers in the Council and will be updated closer to the election.

**Recommendation**

17. The Committee is asked to:
    a. note the content of the report, and
    b. consider any further requirements in relation to member support.

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