

CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL	
COMMITTEE:	Standards Committee
DATE:	8 March 2017
REPORT TITLE:	“Contact Details and Responsibilities of the Senior Leadership Team and Heads of Service” Form – review of the Management Structure
PURPOSE OF THE REPORT:	To provide an update regarding the development of the above document following discussions on 14 September 2016
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1. INTRODUCTION AND BACKGROUND

In its meeting on 14.09.2016, the Standards Committee discussed that several changes had taken place within the County Council’s services and some elected members were unsure who was now responsible for various operational matters.

It was felt that a document should be created, based on the Family Tree which appears in Part 7 of the Isle of Anglesey County Council’s Constitution, and this would provide guidance to Elected Members, particularly to any new Elected Members following May 2017’s election. The document would include contact information for all Heads of Service, in addition to a list of current responsibilities. It would be less corporate than the information contained within the Delegation Scheme included in the Council’s Constitution.

The Heads of Service input has been sought in relation to the information which should be contained within the document. A draft document was created.

The draft document was discussed at the Standards Committee’s informal meeting on 08.12.2016. There was appetite by the Standards Committee members to enhance the draft document created so as to include the name and contact details of Middle Managers; the purpose of this was to release the Heads of Service from having to be the point of contact for all matters. However, it was agreed by the Heads of Service that this would be contrary to the Constitution’s Protocol which deals with the relationship between officers and members.

In the meeting of the Penaethiaid (Heads of Service) on 13.12.2016, it was agreed that the Protocol should not be amended and the new document should not include the name or the contact details for the Middle Managers. It was felt that it would be better to continue with the original principle i.e. to produce a family tree document showing the

name, contact details and responsibilities or work fields all Heads of Service. It was noted that this decision should be reconsidered in a year's time.

2. DRAFT DOCUMENT

A new document has been created now. This document contains information including the name, contact details and main responsibilities of each Head of Service. **Appendix 1** is a redacted version of the document. The information which is withheld in **Appendix 1** will be included on the document to be published in due course. This will be an internal document only.

3. THE PLAN

The intention is for the full (non-redacted version) of the document (i.e. **Appendix 1**) to be published on MonITor, The Isle of Anglesey County Council's intranet service, so it will be available for staff and members.

An email will also be sent to elected members of The Isle of Anglesey County Council to advise them of the new document's existence.

4. RECOMMENDATION

1. The Standards Committee members are asked to note the contents of this report.
2. The Standards Committee members are asked to confirm whether the document in **Appendix 1** answers the brief and is acceptable.
 - a. If the same is approved, the plan (as noted in section C above) will be executed. The Standards Committee members are asked to confirm they agree to this.

ATODIAD / APPENDIX

1

Contact Details and Responsibilities of the Isle of Anglesey County Council's Senior Leadership Team and Heads of Service



