

<b>CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>COMMITTEE:</b>	<b>Standards Committee</b>
<b>DATE:</b>	<b>13 September 2017</b>
<b>REPORT TITLE:</b>	<b>Annual Review of the Registers</b>
<b>PURPOSE OF THE REPORT:</b>	<b>To Agree the Process and Timetable</b>
<b>REPORT BY:</b>	<b>Head of Function (Council Business)/Monitoring Officer</b>
<b>LINK OFFICER:</b>	<b>Lynn Ball Head of Function (Council Business)/Monitoring Officer <a href="mailto:lbxcs@anglesey.gov.uk">lbxcs@anglesey.gov.uk</a> 01248 752586</b>

## 1. BACKGROUND

Aside from 2016-17, when the Standards Committee focused entirely on the register of interests held by town and community councils, the Committee has conducted an annual review of the three registers of interests held by the County Council in relation to its members.

As there are 30 elected members, the usual arrangement has been for the independent members of the Standards Committee to review the registers of any six elected members, selected at random.

The Registers are:-

- “Standing” Register i.e. pre-registration of reasonably foreseeable interests in specified categories. The standard form is attached at <http://www.anglesey.gov.uk/council-and-democracy/councillors-democracy-and-elections/councillors/councillors-and-voting-co-opted-members-declarations-of-interest/>
- Declarations in Meetings. The standard form is attached at **ENCLOSURE 1**. A briefing note has also been published to members in relation to [personal and prejudicial interests](#).
- Gifts and Hospitality. The standard form is attached at **ENCLOSURE 2**. A briefing note has also been published to members in relation to [gifts and hospitality](#)

Each of the three Registers is available online for the public but in summary format only. The full documents are also available to the public on request, and to the Committee, should they be required. The Standing Register and Gifts and Hospitality Register are available to members to complete in electronic format only. The Register of Declarations in Meetings is available to members only in paper format.

Originally, this process of review was undertaken as a “desk top” exercise only with members of the Committee having regard to a general advice note (now updated) at **ENCLOSURE 3** and elected members receiving prior notice of the review. The last such letter sent to members, in advance of the most recent review, was on the 25<sup>th</sup> November 2015 **ENCLOSURE 4**. Members will recall that, in the past two reviews, while undertaking most of the work on a “desk top” basis, Committee members also contacted elected members direct where they required any explanation or clarification regarding specific entries in the Registers.

Following the most recent review, the Standards Committee instructed officers to issue generic advice to members. A copy of that most recent generic advice is at **ENCLOSURE 5**.

## 2. RECOMMENDATION

1. That the independent members of the Standards Committee undertake a review of the three registers of members’ interests, with the numbers to be divided equally and the names to be selected randomly;
2. That the independent members of the Standards Committee undertake a review of the registers of interests of the co-opted members of the Scrutiny Committees and the Audit and Governance Committee;
3. That once appointed, the new Town and Community Council members of the Standards Committee undertake a review of the interests of the independent members of the Standards Committee;
4. The process of review in 1 and 2 above shall begin on ..... (a date to be agreed by the Standards Committee) and shall come to an end by .... (a date to be agreed by the Standards Committee) and that as soon as possible after the deadline for completion, the independent members of the Standards Committee shall meet informally to discuss the findings of the review;
5. At least one month prior to the start date of the review, the Monitoring Officer shall write to all elected members and co-opted members of the Council to advise them that the review is to take place, to ensure any updates are completed, and to confirm that they may be contacted by members of the Standards Committee to discuss their individual declarations of interest;
6. Following informal discussion by the Standards Committee, a letter shall be circulated to all members confirming the outcome of the review, within a timeframe to be agreed at the informal meeting referred to in paragraph 4 above. Such general advice shall be published on the agenda of the next available Standards Committee thereafter and any general matters shall be raised by the Chair of the Standards Committee at the next available meeting of the Group Leaders following the review.

**MEMBERS' DECLARATION OF INTEREST AT MEETINGS**

Name of Member:
Name of Meeting:
Date of Meeting:
Agenda Item (number and title):

Members are required to complete boxes 1, 2, 3 and 4 below.

**1. The nature of the personal interest is :**

**2. The Council business to which the personal interest relates is :**

**3. Members are required to tick one box**

The personal interest **is not prejudicial\*** and I took part in the item **OR**

The personal interest **is prejudicial\*** and I left the meeting when the item was discussed **OR**

The personal interest **is prejudicial\*** but I have a dispensation

\*A prejudicial interest is a personal interest which is so significant that a well-informed member of the public would reasonably believe that the Member would be unable to act on the matter in the public interest.

**4. Members are required to tick one box and to provide reasons**

I believe my personal interest **is not prejudicial\***  
**Because:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**OR**

I believe my personal interest **is prejudicial\***  
**Because:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed .....

Date of signature .....

**THIS COMPLETED FORM SHOULD BE HANDED TO A MEMBER OF THE COMMITTEE SERVICES STAFF DURING THE COURSE OF, OR IMMEDIATELY AFTER, THE MEETING**

## ISLE OF ANGLESEY COUNTY COUNCIL

**DECLARATION BY MEMBERS AND CO-OPTED MEMBERS OF  
ACCEPTANCE OF GIFT AND/OR HOSPITALITY**

Please read the Guidelines set out in the Protocol on Gifts and Hospitality at 5.9 of the Council's Constitution and then complete the details below.

Name of Member/Co-opted Member	
Name of Donor/Provider	
Description of the gift or hospitality	
Value/estimated value of the gift/hospitality	
When and where you received the gift/hospitality	
Were there any special circumstances justifying acceptance of this gift or hospitality?	
Do you have any contact whether in your role as a Councillor, or otherwise, with the person or organisation providing the gift or hospitality? Please provide details	
Details of any contract the Donor/Provider is interested in securing	
Further comments (if any)	
Signed	
Date	

**REVIEW OF THE REGISTERS - GENERAL ADVICE NOTE (JULY 2017)**

The review documents will include the following:-

1. **The Standing Register** – This appears online at:

<http://www.anglesey.gov.uk/council-and-democracy/councillors-democracy-and-elections/councillors/councillors-and-voting-co-opted-members-declarations-of-interest/>

This register is only available for members to complete online.

1.1 This is completed within 28 days of election and then updated as and when changes occur. An annual letter is sent to all members to remind them of the requirements in the Code of Conduct which expects members to update this Register within 28 days of any material change to the relevant interests.

1.2 One concern has been the anomalies between membership of outside bodies, as recorded by the Council, when compared with declarations of membership of outside bodies as made by some members. The Council's current list of outside bodies, including a list of school governors, appears online at:

<http://democracy.anglesey.gov.uk/mgListOutsideBodies.aspx?bcr=1&LLL=0>.

1.3 There have been previous cases where forms appeared to have been completed prior to members being appointed to outside bodies but the forms were not updated after such appointments were made. Members have been reminded that whenever they are appointed to an outside body, or cease to be a member of an outside body, they are required to update their entry in the standing register within 28 days of the change.

It also came to the attention of the Committee that some members had not been completing section 1.6 of the form setting out the address of any land (including their homes) in which they have a beneficial interest.

2. **The Register of Declarations of Interests at Meetings** – This appears online at:

<http://democracy.anglesey.gov.uk/mgMemberIndex.aspx?bcr=1&LLL=0>

This register is only available for members to complete on paper.

2.1 You may wish to express a view as to whether or not the data provided in these forms has yet improved as a result of the said forms having been revised by the Standards Committee and publication of the briefing note on [personal and prejudicial interests](#).

2.2 Does your review indicate whether or not some members are having difficulty with the form? If so, is there any further advice that you might wish to issue?

- 2.3 It also became apparent, in past reviews, that some members were not always providing a clear enough description of their land holdings. Members need to provide an accurate and full description of parcels of land and property holdings, and the same principle can be extended to buildings.
- 2.4 Is there any indication that members are still declaring interests that are not relevant? In undertaking the analysis of previous declarations of interests at meetings etc. it was discovered that the forms generally seemed to be a “bit rushed” and sometimes quite illegible and it was felt that members should be making more of an effort to complete them in a way that will make sense to the reader (i.e. a member of the public without specific knowledge or expertise of the code). Generally, as a matter of principle, these forms should “stand alone” for the public to understand what the interest is and how it relates to, and is linked with, the agenda item under consideration; and whether it is a personal interest, or personal and prejudicial interest, thereby resulting in the member needing to leave the meeting.
- 2.5 It was also found that some members were being unnecessarily cautious in their declarations at meetings, specifically in relation to family members employed by the Council, where there appeared to be no item on the agenda to which the interest related. This created the impression that some members may not have properly addressed their minds to their obligation to declare interests and may have, mistakenly, formed the view that such general/blanket declarations provide some kind of immunity.
- 2.6 Are members providing enough information about what the interest is and how it relates to agenda items? If you wish to look at this issue in more depth, then agendas, reports and minutes are available on the Council’s website at <http://democracy.anglesey.gov.uk/ieDocHome.aspx?Categories=-13004&bcr=1&LLL=0> The Standards Committee may wish to view those for comparison/reconciliation against declarations in meetings?
- 2.7 Are there any changes that you wish to suggest to the form in order to assist members or to improve clarity or transparency for the public?
- 2.8 During previous audits it was discovered that some members were declaring interests at meetings but then neglecting to complete the declaration of interest at meetings form. Members are required to complete these forms and submit them to the relevant committee officer before the end of the meeting at which the interest is declared.
3. **Register of Gifts and Hospitality** - This appears online at:  
<http://democracy.anglesey.gov.uk/mgListGifts.aspx?bcr=1&LLL=0>
- This register is only available for members to complete online.
- 3.1 Declarations must be made within 28 days of any gift or hospitality having been received above the £20 limit.

- 3.2 You are asked to review the registrations to see whether there is compliance with the [Protocol](#). Is sufficient information being provided? Are the registrations timely? Do you think the form provides sufficient clarity and transparency? Can you suggest any further improvements or advice that needs to be issued to members?
- 3.3 Of concern may be the fact that so few registrations have been made, particularly with regards to hospitality. You may wish to issue a reminder to members about the expectations.

23/11/2015

Dear Councillor/Co-opted Member

**REVIEW OF THE REGISTERS OF INTERESTS BY THE STANDARDS COMMITTEE**

I write to remind you that the Standards Committee will soon be carrying out its annual review of the Registers in respect of declarations of interests by Councillors / Co-opted Members, which are held by the Council.

Before the review takes place, during January/February 2016 the opportunity is given to Councillors and Co-opted Members to look at their details in the Registers and to check them for completeness and accuracy. You will appreciate that any changes must be notified within 28 days of the change having occurred.

The 3 Registers are now available on line and can be accessed by the following link :-  
<http://www.anglesey.gov.uk/council-and-democracy/councillors-democracy-and-elections/councillors/councillors-and-voting-co-opted-members-declarations-of-interest/>

In order to assist, I enclose a copy of the e-mail sent to you on 13 April 2015 confirming the findings and recommendations from the last review.

Therefore, I should be obliged if you would check your entries in the registers and update them if appropriate. It is compulsory that all updates to the Standing Register, and Register of Gifts and Hospitality, are updated via the Mod Gov system, while any updates to the Register of Interests in Meetings will need to be done via the Committee Section. The Standards Committee will also be reviewing Members' training records and annual reports.

Yours sincerely

Mike Wilson  
Cadeirydd y Pwyllgor Safonau / Chair of the Standards Committee  
Cyngor Sir Ynys Môn / The Isle of Anglesey County Council  
Document: CC-017471-AP/286453



**Medwen Jones**

**From:** Dafydd Humphreys  
**Sent:** 13 April 2015 13:33  
**To:** Aelodau GW6  
**Cc:** Michael Wilson  
**Subject:** Y Tair Cofrestr o Ddiddordebau Aelodau / The Three Registers of Members' Interests

Annwyl Gyngorydd,

Fel y gwyddoch mae'r Pwyllgor Safonau yn cynnal adolygiad blynyddol o'r tair Cofrestr o Ddiddordebau Aelodau. Mae'r Pwyllgor Safonau yn credu mai ei swyddogaeth yw cynorthwyo Cyngorwyr i gydymffurfio â'u dyletswyddau yn hytrach 'na chwilio am gangymeriadau, ac rydym yn gobeithio bydd argymhellion yr adolygiad yn ddefnyddiol i chi.

Diolch am eich cymorth a'ch cefnogaeth gyda'r adolygiad, ac am ddiweddarau eich ffurflenni pan yn angenrheidiol cyn i'r adolygiad gael ei gynnal.

Yn dilyn yr adolygiad eleni, mae'r pwyllgor yn gofyn i chi roi sylw dyledus i'r casgliadau cyffredinol sydd fel a ganlyn:-

### **Y Gofrestr Sefydlog**

1. Rydym yn atgoffa Aelodau yn benodol i sicrhau bod eu cyfeiriadau a'u daliadau tir wedi eu disgrifio yn glir yn rhan 1.6 o'r gofrestr. Os nad oes gan Aelod diddordeb mewn tir yna dylai nodi 'Dim' neu 'Dim diddordeb' ar y gofrestr.
2. Mae'n bwysig hefyd i Aelodau ddatgelu eu haelodaeth o gyrff cyhoeddus eraill, elusennau a chymdeithasau. Dylai Aelodau nodi enw a chyfeiriad llawn y gyrff/elusennau y maent yn aelodau ohonynt.
3. Mae yna hefyd anghysondebau o ran aelodaeth o gyrff allanol, fel y cofnodwyd gan y Cyngor, a'r rheini a ddatganwyd; nid ydynt yn cael eu datgan yn y ffurflenni bob amser er eu bod yn cael eu rhestru ar "dudalen flaen" pob Cyngorydd. Gellir gweld enghraifft o "dudalen flaen" Cyngorydd ar y ddolen a ganlyn:-  
<http://democratiaeth.ynysmon.gov.uk/mgUserInfo.aspx?UID=650&LLL=1>
4. Pan fo Aelodau yn datgan diddordeb busnes nid ydynt yn rhoi digon o wybodaeth ynglŷn â natur y diddordeb busnes.

### **Datgan diddordebau mewn cyfarfodydd**

1. Mae yna lawer o enghreifftiau o Aelodau yn ticio'r blwch i ddweud fod ganddynt diddordeb ond nid ydynt yn rhoi manylion am y diddordeb. Mae angen rhoi manylion am beth yw'r diddordeb a hefyd a yw'r diddordeb yn un personol neu'n un sydd yn rhagfarnus neu'r ddau.
2. Nid yw Aelodau yn rhoi digon o wybodaeth am natur y diddordeb a sut mae'n ymwneud â'r eitemau ar y rhaglen. Mae angen bod yn fwy eglur yn hyn o beth;
3. Mae yna ddatganiadau diddordeb anghyson yn cael eu gwneud mewn gwahanol gyfarfodydd gan yr un Aelod ynghylch yr un mater. Mae Aelodau weithiau yn pleidleisio mewn rhai cyfarfodydd

ac ymatal mewn rhai eraill pan mae'r un mater yn cael ei drafod. Mae hyn yn awgrymu diffyg dealltwriaeth. Os nad yw Aelod yn sicr a oes yna ddi-ddordeb sydd angen ei ddatgelu, dylai'r Aelod ofyn am gyngor.

4. O bryd i'w gilydd, mae Aelodau yn datgan diddordeb mewn cyfarfodydd ar lafar, ond ddim yn cwblhau'r gwaith papur. Bydd angen cwblhau'r ffurflen ar gyfer datgan diddordeb mewn cyfarfod bob tro lle mae diddordeb fel hyn yn cael ei ddatgan ar lafar, gan nid yw yn ddigon i ddatgan diddordeb ar lafar yn unig.

5. Mae rhai datganiadau'n parhau i gael eu gwneud heb fod raid, er enghraifft, datganwyd diddordeb gan un Aelod pan nad oedd yn bresennol yn y cyfarfod.

### **Cofrestr o roddion a lletygarwch**

Ychydig iawn o ddatganiadau sydd yn cael eu gwneud ynghylch rhoddion a lletygarwch a gwahoddir Aelodau i ailymgyfarwyddo gyda'r Protocol ar gyfer Rhoddion a Lletygarwch:- <http://www.ynysmon.gov.uk/cyngor-a-democratiaeth/cynghorwyr-democratiaeth-ac-etholiadau/cyfansoddiad/cyfansoddiad-rhan-5-codau-a-phrotocolau/cyfansoddiad-59-protocol-ar-roddion-a-lletygarwch?redirect=false>

### **Hyfforddiant**

Mae'r Pwyllgor Safonau wedi nodi bod sawl Aelod wedi methu â dod i ddigon o sesiynau hyfforddiant eleni.

Mae'r casgliadau yma yn gosod allan y canlyniadau cyffredinol o'r adolygiad, ond mi fydd aelodau o'r Pwyllgor Safonau yn cysylltu gydag ambell Aelod Etholedig yn uniongyrchol lle bydd angen, er mwyn sicrhau fod yr Aelodau yna yn diweddarau eu datganiadau lle teimlwyd fod problem wedi codi yn ystod yr adolygiad. Os gwelwch yn dda a fuasech felly yn barod i drafod eich cofrestr gyda'r Pwyllgor Safonau rhag ofn bod un ohonynt yn cysylltu gyda chi.

Mae'r pwyllgor yn gwerthfawrogi eich bod i gyd yn brysur iawn ac yn ymwybodol mai dim ond un o nifer o'r tasgau y mae'n rhaid i chi roi sylw iddynt yw hon. Fodd bynnag, rydym yn gobeithio fod yr argymhellion uchod o gymorth i arbed amser i Aelodau oherwydd fod gwella safon y ffurflenni, gyda gobaith, yn osgoi cyflwyno cwynion di sail sy'n draul ar amser.

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Dear Councillor,

As you know, the Standards Committee conducts an annual review of the three Registers of Members' Interests. The Standards Committee believe their role is to assist councillors to comply with their duties, not to look for errors, and we hope that you will find the recommendations from the review helpful.

Thank you for your support and assistance with the review, and for updating your forms where necessary prior to the review being conducted.

Following this year's review, the Committee asks that you have due regard to its general findings, which are as follows:-

### **The Standing Register**

1. We would remind Members specifically to ensure that their addresses and land holdings are clearly described in section 1.6 of the register. If a Member has no interest in land they should enter 'None' or 'No Interest' on the register.

2. It is also 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.

3. There are also inconsistencies in terms of membership of external organisations between those listed by the Council and those declared by individual members; they are not always recorded on the forms although they are listed on every Councillor's "front page". An example of a Councillor's "front page" can be found via the following link:-

<http://democracy.anglesey.gov.uk/mgUserInfo.aspx?UID=650&LLL=0>

4. Where members are declaring a business interest they're not providing enough information on what the business interest is.

### **Declaration of interests in meetings**

1. There are many examples of Members ticking the box to declare an interest but not providing details of that interest. Details are required of the nature of the interest and whether that interest is a personal or a prejudicial interest or both.

2. Members do not provide sufficient information regarding the nature of the interest and how it relates to the items on the agenda. Greater clarity is required in this respect.

3. Inconsistent declarations of interest are made in various meetings by the same Member on the same matter. Members occasionally vote in some meetings and abstain in others when the same matter is being discussed. This suggests a lack of understanding. If Members are unsure as to whether they have a declarable interest they should seek advice.

4. Members occasionally declare an interest orally at meetings but do not complete the paperwork. The form needs to be completed for declarations of interest at every meeting where such an interest is declared orally, as oral declarations of interest alone are not sufficient.

5. Some interests are continuing to be declared unnecessarily, for example, one Member declared an interest when he was not present at the meeting.

### **Register of Gifts and Hospitality**

Few declarations are made with regard to gifts and hospitality and members are invited to re-familiarise themselves with the Protocol of Gifts and Hospitality:-

<http://www.anglesey.gov.uk/council-and-democracy/councillors-democracy-and-elections/constitution/constitution-part-5-codes-and-protocols/constitution-59-protocol-on-gifts-and-hospitality/>

### **Training**

The Standards Committee has observed that several members have failed to attend sufficient training this year.

These findings set out the general conclusions of the review but Members of the Standards Committee will be contacting some elected Members direct, if needed, in order to ensure that they update their declarations where it is felt that a problem has arisen during the review. Would you therefore please be ready to discuss your register with the Standards Committee in case one of them contacts you.

The Committee appreciates that you are all very busy and is aware that this task is only one of a number that you have to address. However, we hope that the above recommendations will assist in saving time for Members as improving the standard of the forms will hopefully avoid groundless and time consuming complaints.

Yn Gywir / Regards

Mike Wilson

Cadeirydd y Pwyllgor Safonau /Chair of the Standards Committee,  
Cyngor Sir Ynys Môn / The Isle of Anglesey County Council  
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