

CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL	
COMMITTEE:	Standards Committee
DATE:	14 March 2018
REPORT TITLE:	Training, Development and Appraisals of the Standards Committee
PURPOSE OF THE REPORT:	To make recommendations for Training Development and Appraisal of Standards Committee Members in 2018
REPORT BY:	Head of Function (Council Business)/Monitoring Officer
LINK OFFICER:	Lynn Ball Head of Function (Council Business)/Monitoring Officer lbxcs@anglesey.gov.uk 01248 752586

1. BACKGROUND

- 1.1 The Standards Committee has an important role to play within the Council in the promotion and maintenance of high standards of conduct.
- 1.2 In order to ensure that the Committee members are able to carry out their duties effectively it is recommended that the Committee consider further developing a scheme to gain the skills and improve the knowledge required to support them in their role.
- 1.3 At the present time there is no formal requirement or system for Standards Committee Members to go through a regular Appraisal or have a Personal Development Plan although appraisals have taken place on one previous occasion, following the same process as elected members (**Enclosure 1**)
- 1.4 Any process needs to
 - 1.4.1 bear in mind the requirements of the role. There are job descriptions attached at **Enclosure 2**
 - 1.4.2 what training and development is needed to ensure Members can carry out their duties and responsibilities to best effect e.g Code of Conduct, the Council's Constitution, ICT training, Dispensations, conducting hearings, dispute resolution etc.
 - 1.4.3 ensure that each Member has a Personal Development Plan which records their training and development from year to year and is published.
 - 1.4.4 take into account any national recommendations for training and development of Members generally e.g [the WGLA Competency Framework](#).

- 1.4.5 consider what (if any) Key Performance Indicators should be set for members of the Standards Committee
- 1.4.6 quarterly reviews to ensure effectiveness in role?

2. RECOMMENDATION

- 2.1 That the Standards Committee considers and decides on the key elements of a tailored system for the development training and appraisal of Members of the Standards Committee and to agree the format and content of such system.

From: Janette Jones

Sent: 12 February 2018 15:52

To: Llinos Medi Huws <LlinosMediHuws@ynysmon.gov.uk>; John Arwel Roberts <JohnArwelRoberts@ynysmon.gov.uk>; Bryan Owen <BryanOwen@ynysmon.gov.uk>; Ieuan Williams <IEUANWILLIAMS@ynysmon.gov.uk>

Cc: Miriam Williams <MiriamWilliams@ynysmon.gov.uk>; J Huw. Jones <HuwJones@ynysmon.gov.uk>; Carys Bullock <CarysBullock@ynysmon.gov.uk>

Subject: Adolygiad Blynnyddol - Datblygiad Aelodau / Annual Member Development Review - swyddogol sensitif - official sensitive

Ar ran Huw Jones, Pennaeth Gwasanaethau Democritaidd / On behalf of Huw Jones, Head of Democratic Services

Cyfeirir at y wybodaeth a gyflwynwyd i'r Grwp Arweinyddion ar 1af Chwefror, 2018 a'r cytundeb y byddai Arweinyddion pob Grwp yn cyfarfod gyda phob Aelod yn unigol er mwyn cwblhau ffurflen Adolygiad Datblygiad Personol.

Diben yr ymarferiad ydi adolygu anghenion datblygiad bob Aelod er mwyn adnabod anghenion hyfforddiant/datblygu ar gyfer y flwyddyn sydd i ddod ac am weddill y Cyngor presennol.

Ar gyfer yr ymarferiad paratowyd pecyn i chi ei rannu gyda phob aelod o'r Grwp sydd yn cynnwys:

1. Swydd ddisgrifiad perthnasol
2. Ffurflen Adolygiad Datblygiad Aelodau.
3. Fframwaith Datblygu Cyngorwyr - CLILC

Gofynnir i chi gyfeirio at gynnwys Adroddiadau Blynnyddol (os yn berthnasol) ar gyfer 2016/17 <http://www.ynysmon.gov.uk/cyngor-a-democratiaeth/cyngorwyr-democratiaeth-ac-etholiadau/cyngorwyr/adroddiad-blynnyddol-gan-gyngorydd?redirect=false>

Gofynnir i bob Aelod gwblhau'r ffurflen berthnasol erbyn dydd Llun 19 Mawrth, 2018. Byddaf hefyd yn trafod eich anghenion Datblygu Personol unigol chi yn ystod y cyfnod hwn.

Mae'r pecynnau perthnasol yn swyddfa Carys/Janette. Os rydych yn dymuno i mi gyfarfod a'ch grwp chi, neu angen unrhyw wybodaeth, cysylltwch os gwelwch yn dda.

Diolch am eich cydweithrediad

I refer to the information outlined at the Group Leaders meeting on 1st February, 2018 and the agreement that each Group Leader would meet with group Members on an individual basis in order to complete the Personal Development Review form.

The purpose of this task is to review the development of the needs of each Member, identify future needs in terms of training/development and build this into the training needs programme for next year and beyond.

Packs have been prepared for you to share with each Member of your group. You will find the following in the pack:

1. Relevant Job Description
2. Member Development Review form
3. WLGA Development Framework

I would also ask you to refer to Members Annual reports for 2016/17 (where applicable) <http://www.anglesey.gov.uk/council-and-democracy/councillors-democracy-and-elections/councillors/councillors-annual-report/>

Each Member is requested to complete the Development Review form by Monday 19 March, 2018. I also intend to meet with each Group Leader to discuss development needs during this window.

The relevant packs are in Carys/Janette's office. I would be more than happy to meet with each Group - please contact me or if you require any further information.

Thank you for your co-operation.

Huw Jones

Janette

Cynorthwy-ydd Gweinyddol / Administrative Assistant

Gwasanaethau Democritaidd / Democratic Services

Cyngor Sir Ynys Mon / Isle of Anglesey County Council

Swyddfa'r Cyngor / Council Offices

Llangefni

Ynys Mon / Anglesey

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A yw'r e-bost hwn wedi ei farcio'n 'Swyddogol-Sensitif'? Os ydyw, rhaid i chi ystyried a oes gennych hawl i'w ddwyblygu, ei argraffu neu ai arfon ymlaen. Os oes, sicrhewch os gwelwch yn dda fod yr e-bost ynghyd ag unrhyw atodiadau'n cael eu marcio'n 'Swyddogol-Sensitif'. Eich cyfrifoldeb chi yw sicrhau fod mesurau'n cael eu cynnal i ddiogelu, storio a chael gwared ar y wybodaeth mewn modd priodol. Mae hyn yn golygu fod rhaid diogelu'r wybodaeth gyda chyfrinair neu ei chadw mewn cwpwrdd ffioio y mae modd ei glori. Rhaid cael gwared ar ddogfenau 'Swyddogol-Sensitif' yn y biniau gwastraff y mae modd eu clori. Os ydych yn ansicr ynghylch sut i ddefnyddio gwybodaeth 'Swyddogol-Sensitif', yna cysylltwch os gwelwch yn dda gyda lywodqwyb@ynysmon.gov.uk.

Croeso i chi ddellio gyda'r Cyngor yn Gymraeg neu'n Saesneg. Cewch yr un safon o wasanaeth yn y ddwy iaith.

Has this e-mail been marked 'Official-Sensitive'? If so you must consider whether you have the right to duplicate, print or forward it on. If so please ensure that the e-mail and any attachments are marked as 'Official-Sensitive'. It is your responsibility to ensure that appropriate measures are taken to protect, store and dispose of this information properly. This means that the information must be password protected or kept in a lockable filing cabinet. 'Official-Sensitive' documents must be disposed of in the lockable waste bins. If you are unsure about how to use Official-Sensitive information please contact plgopw@anglesey.gov.uk.

You are welcome to deal with the Council in Welsh or English. You will receive the same standard of service in both languages.

Elected Member Role Description

1 Accountabilities

- To the electorate of Ynys Môn
- To Full Council
- To the electorate of their ward

2 Role Purpose and Activity

• Representing and supporting communities

- Represent ward interests
- Be an advocate for the Council in the ward and communities they serve
- Be a channel of communication to the community on council strategies, policies, services and procedures
- Represent individual constituents and local organisations, undertaking casework on their behalf and serving all fairly and equally
- Liaise with executive members, other Council members, Council officers and partner organisations to ensure that the needs of the local communities are identified, understood and supported
- Promote tolerance and cohesion in local communities
- Be vigilant and do everything appropriate to protect adults and children at risk from abuse

• Making decisions and overseeing Council performance

- Participate in Full Council meetings, reaching and making informed and balanced decisions, and overseeing performance
- Participate in informed and balanced decision making on committees and panels to which they might be appointed
- Adhere to the principles of democracy and collective responsibility in decision making
- Promote and ensure efficiency and effectiveness in the provision of Council and other public services
- Take corporate responsibility for the protection of vulnerable children and adults

• Representing the Council (subject to appointment)

- Represent the Council on local outside bodies as an appointee of the Council
- Represent the Council on local partnership bodies, promoting common interest and co-operation for mutual gain
- Represent and be an advocate for the Council on national bodies and at national events

- **Internal governance, ethical standards and relationships**

- Promote and support good governance of the Council and its affairs
- Provide community leadership and promote active citizenship
- Promote and support open and transparent government
- Support, and adhere to respectful, appropriate and effective relationships with employees of the Council
- Adhere to the Members' Code of Conduct, the Member/Officer Protocol and the highest standards of behaviour in public office

- **Personal and role development**

- Attend relevant training courses and participate fully in opportunities for development provided for members by the authority

3 Values

- Fully committed to the values of the Council and the following values in public office:
 - Openness and transparency
 - Honesty and integrity
 - Tolerance and respect
 - Equality and fairness
 - Appreciation of cultural difference
 - Wellbeing and sustainability of future generations

Elected Member Person Specification

To fulfil his or her role as laid out in the role description, an effective member requires the following:

Representing and supporting communities

- Good advocacy skills
- Interpersonal skills
- Integrity and the ability to set aside own views and act impartially
- Ability to present relevant and well-reasoned arguments
- Good communication skills

Making decisions and overseeing council performance

- Knowledge and understanding of meetings law, rules and conventions
- Understanding of strategic, policy and service contexts for decisions
- Ability to challenge ideas and contribute positively to policy development

Representing the Council (subject to appointment)

- Good public speaking skills
- Good presentation skills
- Ability to persuade others and act with integrity

Internal governance, ethical standards and relationships

- Understanding of the roles of officers, members and different agencies
- Respect for, and desire to work with, different groups and individuals
- Have knowledge and understanding of the Code of Conduct and Member/Officer protocol
- Knowledge and commitment to the values of the Council

Personal and role development

- Ability to assess personal and role development needs
- Desire and skills to participate in development

Full Name: _____

Signed: _____

Date: _____

Framework Pro forma for a Personal Development Review 2015

Please complete this pro forma and bring it to the meeting, this form is confidential to you and the person who is conducting your review except for the final sheet which will be used by member support officers for your personal development plan and to prioritise activities for the Authority's training programme.

1. What are my current roles and responsibilities? (e.g. the council executive/cabinet portfolio, overview and scrutiny member, chair, member of a statutory committee such as planning, licensing etc. In the community, ward member/community leader)

**2. What specific tasks to I need to achieve this year?
What do I plan to do? By when?**

3. What do I need to know about and be able to do to undertake my role and deliver my plans? (Your role description, person specification and the member development framework/ questionnaire may help you here)

4. What aspects of my role am I confident in?

5. Where am I less confident?

6. What might prevent me from undertaking my role effectively? (consider any personal, organisational or political issues which might be a barrier to success)

7. What learning and development have I undertaken this year?

8. What have I learned and been able to achieve as a result of this learning and development?

9. What additional learning and development would be useful, use the table below.

My learning and development needs for this year (please discuss this section of your pro forma with your member support officer, it will be used to create development plans and training programmes)

Area for Development	How	Priority

My evaluation of the training I have already received

Training undertaken	What difference has this made to the way I work as a member

Areas that I would like to develop are:	Preferred method of development (e.g. visits to other authorities, peer networking, practical workshops, e learning etc.)
Skills (e.g. meeting management, questioning techniques, media interviews,	
Knowledge (e.g. the code of conduct, equalities, the planning process, local policy etc.)	

10. As part of your Personal Development, would being mentored be of value to you? If yes, please expand.

Example Guidance for Members Conducting Reviews (Interviewers)

Before conducting your review(s) you may find it useful to consider the following guidance:

Purpose of the Review

The purpose of your meeting will be to provide your interviewee with an opportunity to review their role generally, identify any specific tasks for the year ahead, consider the areas where they feel confident and identify areas where they will be more challenged and may need support and development. Their learning and development needs together with the usefulness or otherwise of previous development will then be fed back to member support officers to create development programmes.

Preparation

You may want to familiarise yourself with the role description of the person whose review you are conducting and consider some of the questions that you will ask to help the interviewee explore their role and needs. Although Member support and training officers will provide full information to all members, you may wish to re-familiarise yourself with the training, development and support that might be available to members in your authority. Your interviewee will contact you to plan a time and place convenient to you both where you can have a confidential undisturbed conversation. The meeting should take no longer than an hour and a half.

Undertaking the Review

Please remember that the conversation you have with your interviewee needs to be kept confidential to yourselves.

Your role is to help the interviewee consider his/her role/contribution, strengths/weaknesses and training needs. You should act as an objective sounding board in this exploration.

Your role is not to give your own feedback on the performance of your colleague.

Use the pro forma as a basis for your discussions

It is the responsibility of the interviewee to undertake any actions resulting from the conversation, keep any documentation and discuss any emerging development needs with member support officers

Any additional support required from the authority may also be identified and fed into the organisation as appropriate.

EXAMPLE

My learning and development needs for this year (please discuss this section of your pro forma with your member support officer, it will be used to create development plans and training programmes)

Area for Development	How	Priority
<i>example How to Chair scrutiny meetings effectively</i>	<i>I'd like to observe meetings in other authorities A workshop on chairing skills would be handy I'd like to receive some written guidance for scrutiny chairs</i>	1
<i>example Understanding of the planning system to answer constituents enquiries</i>	<i>A workshop on all the planning basics would be useful A meeting with planning officers on specific issues raised by people in my community about planning permission</i>	3
<i>example Local Government Finance, how do I contribute to the budget setting process?</i>	<i>I'd like to have discussions with finance officers and some mentoring from Cabinet member for Finance and Resources as this is an area I'd like to move into.</i>	2
<i>example Training in the use of social media</i>	<i>A meeting with someone who can explain how to use Twitter safely to publicise what I do and encourage the public to contact me.</i>	4

My evaluation of the training I have already received

Training undertaken	What difference has this made to the way I work as a member
<i>example Council induction programme on the work of the council and who's who.</i>	<i>Has given me a good refresher of how the council operates which has enabled me to explain this to people attending my surgeries and know who the appropriate officers are to speak to. It also highlighted areas where I need further training.</i>
<i>example media skills training</i>	<i>Helped me represent the council more effectively at a radio interview last week</i>
<i>example attended the Leadership Academy</i>	<i>Helped me understand my own leadership style and how it differs from other I am now working more effectively with other Cabinet members I also had help on a personal leadership challenge.</i>

Guidance for Members Being Interviewed

Before undertaking your review you may find it useful to consider the following guidance:

Purpose of the Review

The purpose of your meeting will be to provide you with an opportunity to review your role generally, consider any specific tasks for the year ahead, consider the areas where you feel confident and identify areas that you might find challenging and may need support and development. You will have an opportunity to identify learning and development needs which you will then be able to feed back to member support officers to organise development programmes. You can also review the usefulness of training that you have already received.

Preparation

Before your meeting you will need to complete the pro forma. This will help you to think about your role, specific tasks for this year and any support that you might need. You'll also find it useful to review your role description, person specification and the member development framework/questionnaire.

Make contact with your interviewer and plan a time and place convenient to you both where you can have a confidential undisturbed conversation.

Undertaking the Review

Please remember that the conversation you have with your interviewer needs to be kept confidential to yourselves.

Use the pro forma as a basis for your discussions

Your interviewer will help you consider your role/contribution, strengths/weaknesses and training needs. They will act as an objective sounding board in this conversation.

Their role is not to give their own feedback on your performance.

Please note that it is your responsibility to undertake any actions resulting from the conversation, keep any documentation and discuss any emerging development needs with member support officers.

Any additional support required from the authority may also be identified and fed into the organisation as appropriate.



WLGA • CLILC



A Development Framework for Councillors in Wales

Contact

Welsh Local Government Association

The WLGA's primary purposes are to promote a better local government, its reputation and to support authorities in the development of policies and priorities which will improve public service and democracy.

It represents the 22 local authorities in Wales with the 3 fire and rescue authorities and 3 national park authorities as associate members.

Welsh Local Government Association

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Cardiff
CF10 4LG

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WLGA Continuing Professional Development for Councillors

A Development Framework for Councillors in Wales

This framework outlines the skills and knowledge widely accepted to be required by local authority councillors in Wales. It is intended to provide guidance for councillors about their roles, and help them identify their priorities for continuing personal and professional development. It is not intended to be exhaustive or prescriptive, but to help new and existing councillors identify the aspects of their role where support or training might be helpful. The Framework can also be used as a prompt for councillors undertaking personal development reviews and by officers and members devising development programmes. It can also be locally adapted to reflect the priorities of different councils.

The Framework has been designed as part of the Wales approach to continuing professional development for councillors which has been created by councils working with the WLGA. It therefore fits with the Wales Charter for Member Support and Development. The Charter provides councils with a structure for local self-assessment and action in member development, this framework provides a suggested content for that development. The framework also fits with the WLGA model role descriptions and person specifications for members.

Using the Framework

The Framework includes a range of generic competencies required by all councillors and separate sections for specific roles on the Council. Part One (sections one to five) will be useful for all councillors. Part Two (the remaining sections) should be used selectively depending on additional specialist roles.

Part One – Relevant to All Councillors

1. Fundamentals: A range of generic skills required by all members

Requirement	Knowledge and Skills	Effective Behaviours
Understanding of the role of the Councillor	The extent and limits of a councillor's individual responsibilities and the powers and responsibilities required to undertake corporate governance. Also corporate responsibilities such as corporate parenting and safeguarding children and vulnerable adults.	Undertakes their role effectively in the council, the community and with partner agencies. Understands when it is and is not appropriate to act for the electoral division or in the interests of the area as a whole. Acts proactively to deliver outcomes Ensures that both the authority's corporate responsibilities and the member's personal role are undertaken in for example protecting children and vulnerable adults and supporting looked after children.
Understanding the role of the Local Authority	Understanding of the services delivered, both statutory and discretionary and the policies, procedures, plans and strategies which underpin them.	Is able to describe the work of the Council to the public and where these responsibilities lie with other agencies such as community and town councils, voluntary sector or the Welsh Government. Contributes to the development of council plans and strategies and takes decisions in the light of these.
Conduct	Understanding of the ethical framework governing the work of councillors, specifically the Code of Conduct. Understanding of the role of the Monitoring Officer. Appreciation of the importance of accountability, integrity and transparency for good governance.	Abides by the Code of Conduct at all times. Always declares and defines interests when appropriate. Seeks advice from the monitoring officer when appropriate. Treats others with respect in all settings. Demonstrates integrity. Values others. Listens. Stays calm in difficult situations.
Equalities and respect	Personal skills in demonstrating respect for others regardless of sex, race, religion, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity or sexual orientation. Understanding Equalities and Diversity law relating to the work of the Council and the role of the Councillor. Understanding of the need for and what constitutes respectful behaviour towards others.	Demonstrates equalities values in personal behaviour and council decisions. Applies appropriate equalities legislation and demonstrates equalities values in personal behaviour and council decisions. Treats everyone with respect at all times when acting as a councillor whether in the Council, community, or political group.
Balancing Council and community expectations and responsibilities	Understanding of the distinct responsibilities of a councillor as a member of a corporate body and as a representative of an electoral division or community.	Takes decisions relating to the corporate body or Electoral Division ethically. Manages both community and council expectations through effective communication.

Requirement	Knowledge and Skills	Effective Behaviours
Audit, Inspection and Regulation	An understanding of the role of the Audit Inspection and Regulatory bodies and associated council processes.	Engages effectively with the audit, inspection and regulatory process within the council, using this information to constructively challenge and support the affected services.
Balancing personal commitments	An understanding of time management principals including prioritisation and delegation.	Maintains an effective work/life balance, managing the time available to concentrate on the issues with the most significant outcomes.
Information Management	Understanding and interpreting information and data. Ability to handle data in the format provided by the council. Understanding of the definition of confidentiality and how to handle confidential information - Understanding of the legal requirements of Data Protection and Freedom of Information legislation.	Receives information and data from a variety of sources and is able to store share and use it effectively and where possible electronically. Does not keep records about people without seeking their agreement. Responds promptly and appropriately to FOI requests. Does not distribute or share confidential or restricted information.
Using ICT and social media	Skills in all 'Office' applications such as word processing, presentation and spreadsheets. And communication and social media applications including email, tweeting, blogging and personal website management.	Conducts council business electronically. Communicates with the community electronically and through social media where appropriate. Maintains an effective, positive and ethical online presence.
Meeting preparation and participation	Understanding of the Standing Orders, any protocols and rules of debate. Skills in public speaking, debating and asking questions.	Prepares effectively for meetings by reading papers and analysing data. Undertakes personal research and participates in any pre meetings. Contributes to positive meeting outcomes by seeking tangible decisions or actions. Effectively contributes to meetings making points clearly and succinctly. Remains focussed on the business in hand. Understands and applies meeting 'rules'. Seeks guidance from officers and group leaders before meetings as appropriate.
Working with the media	Skills in building relationships with the media and being interviewed on TV, radio and for the press and online media.	Is a recognised source of credible information for the Media. Speaks confidently, authoritatively and appropriately in interviews. Enhances the reputation of the council when appearing on screen or in print.
Self-promotion	The ability to develop a profile in the community through local activities and effective communication and consultation.	Writes an annual report on achievements and activities. Is highly visible in the community. Maintains a high standard in both personal reputation and that of the Council.

Requirement	Knowledge and Skills	Effective Behaviours
Working with officers	Understanding the role of officers generally and the 'rules' they need to abide by including a deeper understanding of the role of senior officers such as the Chief Executive, Senior Management team, Monitoring Officer and Heads of Finance, Legal and Democratic Services. Skills in acting as a corporate employer. Understanding of the appointments process and interviewing skills.	Maintains professional relationships with officers, recognising appropriate boundaries and abiding by the Member Officer Protocol. Acts as an effective member of an appointment panel, applying sound HR and equality and diversity principles to secure the best candidate.
Health and safety	Understanding of Health and Safety legislation in the work of the Council. Understand how to assess risks and ensure personal safety and that of others.	Promotes and ensures the health and safety of everyone in the council. Ensures personal safety when working in the Council and when in groups or alone in the community.
Continuing professional and personal development	Ability to identify personal development needs and to participate in development activities.	Undertakes regular personal development reviews taking account of role descriptions and competency frameworks. Takes responsibility for developing personal skills and knowledge, attends learning and development activities seeking tangible outcomes.
Financial capability	Understanding of the way councils and services are funded. Understanding and skills in budget setting. Personal financial capability. Understanding the impact of Welfare Reform and the austerity agenda.	Engages effectively in the budget setting process. Is prepared to take hard, Evidence-based decisions. Demonstrates skills in numeracy when interpreting data and asking questions.
Interpersonal skills	Self-awareness, and skills in self-management, "good manners" Emotional Intelligence, listening, negotiation, conflict management and mediation skills.	Acts in a professional and respectful manner to all people and in all places. Is self-aware and able to develop and manage relationships both within and outside the Council. Brokers relationships and manages conflict in the community and Council and between the two.
Sustainable Development	Understanding of issues that impact on future generations such as health and wellbeing, financial security and the environment.	Takes decisions based upon the needs of future generations as well as the current population.
Safeguarding	Understanding of the legal requirements, and the responsibilities, placed on authorities and individual councillors to protect children and vulnerable adults at risk of abuse	Is vigilant and acts to make sure that children and vulnerable adults are protected from abuse, taking appropriate decisions and reporting instances appropriately

Requirement	Knowledge and Skills	Effective Behaviours
Corporate Parenting	Understanding of the role of the Councillor as a Corporate Parent	Takes appropriate responsibility for the welfare of looked after children, actively seeking appropriate information on their situation and progress.

2. Local Leadership. A range of skills required by all councillors in their role as community leaders

Requirement	Knowledge and Skills	Effective Behaviours
Working with the community	Knowledge of community groups and leaders. Understanding of community issues and concerns. Ability to seek the views of all relevant parties.	Understands the needs of the local community and secures action from the council on behalf of local people. Communicates with the community, individuals and the council to ensure engagement and understanding of all parties.
Consultation and engagement	Understands the different levels of engagement ranging from communication to co-production set out in the national principles of engagement for Wales. http://www.participationcymru.org.uk/national-principles	Demonstrates positive outcomes as a result of effective engagement. Uses a range of communication and consultation tools such as Social Media to understand the needs and views of the community.
Voluntary sector	Understands the role and responsibilities of the voluntary sector in the area.	Builds effective relationships with the voluntary sector and communicates and works with them when appropriate.
Local issues	Understands the issues of importance to people locally and throughout the council area. Knows which council plans will impact on local issues.	Works with the community and the council to find solutions to local problems. Secures funding for local initiatives.
Working with community and town councils	Understanding of the responsibilities of community councils and their forward work programmes.	Works with community councils to deliver outcomes for the community. Fosters positive relations and active communication with the Community Council and the Clerk.

3. Casework on behalf of the public

Requirement	Knowledge and Skills	Effective Behaviours
Being accessible to the public	Understanding of and ability to arrange and publicise opportunities to discuss casework with the public.	Makes themselves available through the most appropriate means to connect with the greatest number of people. Uses surgeries, street surgeries, informal settings, home and social media as appropriate. Promises only that which can be delivered.
Managing casework	Ability to use case management techniques and software and to monitor and communicate progress.	Keeps the people on whose behalf they are working informed of progress. Monitors progress of cases after they have been referred to officers or other agencies. Uses the established referral schemes within the council.

Requirement	Knowledge and Skills	Effective Behaviours
Signposting	Knowledge of sources of information and advice within and outside the council.	Makes links between members of the public and the appropriate source of help in the council or in the community.

4. Partnership and representation

Requirement	Knowledge and Skills	Effective Behaviours
Work on outside bodies	Understanding of the role of the outside body. Understanding of the role of the councillor on the outside body whether as a Council representative, locality representative, or as an individual.	Reports to and from the Council and outside body as appropriate. Represents the views of the Council, personal views, or that of the community effectively and appropriately according to the setting. Members should engage in relevant briefing and training provided by outside bodies.
Working as a Trustee on other organisations	Understanding of the role of the organisation and your duties and responsibilities as a trustee. Understanding of the potential implications of conflict of interest arising in the dual role of trustee and councillor.	Operates within the standards set in the Code of Conduct. Seeks advice from the Monitoring Officer as appropriate.
Working as a school governor	Understanding of education policy and school organisation.	Oversees the school performance. Challenges the school management as a critical friend. Takes part in governor training.
Working as a member of a Community or Town Council	Understanding of the role of the Community Council and its limits.	Liaises effectively between the Community Council and Unitary Council, acting as a link and Council representative when appropriate. Takes part in community council training.
Working as a Co-optee	Understanding of the role and limits of the role of co-optees on committees.	Shares expertise with the committee impartially.

5. Working in the Political environment

Requirement	Knowledge and Skills	Effective Behaviours
Party Policy	Awareness of values and manifestos both nationally and locally.	Effectively balances the requirements of people, party, group and council.
Liaison with National Government, Welsh Government and the National Assembly for Wales.	Understanding of the functions of the Welsh Government and means of engagement.	Liaises with local MPs and AMs. Brings local issues to the attention of the WG when appropriate.
Group membership	Rules and constituency group structure and policies.	

Part Two - relevant to councillors undertaking these specialist roles

6. Scrutiny

Requirement	Knowledge and Skills	Effective Behaviours
Understand the role and potential of scrutiny for driving improvement	<p>Understanding of the <i>Characteristics of Effective Scrutiny</i> i.e</p> <p>Better outcomes – ensuring democratic accountability succeeds in driving improvement in public services.</p> <p>Better decisions - ensuring democratic decision making is accountable, inclusive and robust.</p> <p>Better engagement- ensuring the public is meaningfully engaged in democratic debate about the current and future delivery of public services.</p> <p>For further information about these characteristics which were identified by the Centre for Public Scrutiny working with the Welsh Scrutiny Officers Network see http://www.cfps.org.uk/characteristics</p>	<p>Contributes to the scrutiny work programme.</p> <p>Acts in a non-political and non-parochial manner when reviewing policy or monitoring performance.</p> <p>Prioritises the areas of work where scrutiny can make a difference.</p> <p>Promotes the work of scrutiny within the council.</p>
Policy development	Understanding of the area of service or council function for which the committee is responsible.	Makes informed and evidence based recommendations for policy development.
Holding the Executive to account	<p>Ability to review and constructively challenge the work and decisions of the Executive.</p> <p>Understanding of the use of the power to call in Cabinet decisions.</p>	Effectively monitors and challenges the work of the Executive in the best interests of the community.
Performance monitoring	Ability to understand complex data, financial information, risk, reports from audit, inspection and regulatory bodies, and other information required for performance measurement.	Identifies and challenges poor performance based on evidence.
Meeting skills	<p>Ability to prepare thoroughly for meetings. Ability to understand and contribute to the questioning strategy.</p> <p>Ability to listen and question effectively throughout the meeting.</p>	<p>Listens actively and effectively.</p> <p>Makes appropriate use of pre-meetings to plan a questioning strategy.</p> <p>Focuses on meeting outcomes, using meeting processes as a means to an end.</p>
Engaging with the public in scrutiny	Ability to engage with appropriate individuals and organisations to contribute to the work of scrutiny, especially those traditionally excluded.	<p>Raises public awareness of the work of scrutiny and work programmes.</p> <p>Encourages the public to become involved in the policy and decision making process through scrutiny.</p>

Requirement	Knowledge and Skills	Effective Behaviours
Joint scrutiny	<p>Understanding of the role, remit, terms of reference and powers of any joint scrutiny committee and the role of the individual member on that committee.</p> <p>To understand the role, responsibilities and priorities of regional bodies, partnerships and organisations outside the council that the committee may need to scrutinise.</p>	<p>Demonstrates a commitment to working jointly with scrutiny members from other authorities, partnerships and organisations.</p>

7. Chairing

Requirement	Knowledge and Skills	Effective Behaviours
Meeting management	<p>Understanding of meeting protocols and the rules of debate.</p> <p>Ability to manage the agenda, contributions and time.</p> <p>Ability to engage with the public and press and viewers in the case of webcast meetings.</p>	<p>Chairs clearly and authoritatively, enforcing the rules and encouraging fair participation.</p> <p>Manages the agenda by introducing items, summarising debate, focussing on outcomes and limiting contributions which do not contribute to the outcomes.</p> <p>Ensures that the public feel welcome, understand the meeting purpose and how they can contribute.</p>
Committee leadership	<p>An in depth understanding of the role of the committee and its scope. Ability to liaise with relevant officers, members and agencies.</p> <p>Commitment to enabling all committee members to develop skills and participate effectively in meetings.</p>	<p>Works with the committee outside of meetings to develop its effectiveness and that of participating individuals.</p> <p>Communicates with members and officers with an interest in committee proceedings.</p> <p>Builds relationships with the relevant Heads of service/ directors to ensure that the work of the committee is relevant, well informed and provides the outcomes needed.</p>
Work programme development and management	<p>Understanding of the subjects within the scope of the committee and how these interact with council policies generally and the roles of other committees.</p> <p>Ability to develop a balanced work programme for the committee and clear terms of reference and outcomes for any sub groups.</p>	<p>Works with officers and committee members to develop the work plan taking account of the work of other committees.</p> <p>Ensures that the work programme takes account of national, regional and local plans, policies and the expressed needs of the community for services.</p> <p>Makes sure that the committee also takes account of inspections or reports from audit, inspection and regulation bodies.</p>
Resourcing	<p>Ensuring that the committee has the staffing, information and finances to function effectively.</p>	<p>Negotiates and ensures the support required by the committee.</p>

8. Serving on statutory/regulatory committees

Requirement	Knowledge and Skills	Effective Behaviours
Planning	<p>Understanding of planning and rights of way law generally.</p> <p>Understanding of how to apply the Code of Conduct to planning issues.</p> <p>Understanding of how the need to declare interests applies to planning matters.</p> <p>Understanding of the Local Development Plan.</p> <p>Understanding of the 'rules' for Development Management.</p> <p>Understanding of Sustainable Development principals and legislation including environmental, welfare and design considerations.</p>	<p>Demonstrates objectivity by taking independent decisions based on evidence and the legal responsibility placed on members acting in a semi-judicial role.</p> <p>Transparently adheres to the Code of Conduct.</p> <p>Seeks appropriate professional officer advice, personal development or briefing before taking decisions.</p>
Audit	<p>Ability to scrutinise financial performance. An understanding of Risk Management and internal and external audit arrangements.</p> <p>An understanding of the relative roles of audit and scrutiny.</p>	
Licencing	<p>An understanding of Licensing regulations and Licensing policy.</p> <p>Understanding of local policies which impact in this area such as the Community Plan and wider considerations for sustainability.</p>	
Democratic services	<p>An understanding of the legislative requirements for a Democratic Services committee.</p> <p>Understanding of the national and local requirements for member support and development.</p> <p>Ability to liaise effectively with the Head of Democratic Services and Lead Member for member support and development.</p> <p>Understanding of the need to promote diversity in the Council.</p>	
Standards	<p>Understanding of the law and constitution in relation to conduct.</p> <p>Ability to advise and secure training for members of both principal and community councils in relation to the Code of Conduct.</p>	

9. Cabinet members

Requirement	Knowledge and Skills	Effective Behaviours
Portfolio lead	<p>A thorough knowledge of local and national policy relating to the relevant service areas.</p> <p>An ability to build relationships with relevant lead officers and scrutiny chairs.</p> <p>Ability to work collaboratively to develop a vision for the service area.</p>	<p>Provides political direction to officers in the portfolio area.</p> <p>Is accountable for communication, policy and performance in the portfolio area.</p> <p>Actively seeks and values the input of scrutiny to policy development and performance monitoring.</p> <p>Works with officers to consider issues, priorities and take decisions.</p>
Collective responsibility	<p>Ability to handle information and take decisions after full consultation and consideration of the issues.</p> <p>Ability to prioritise issues of most importance to the Authority.</p> <p>Ability to work with other authorities and agencies to secure services for the Council.</p>	<p>Takes responsibility as a cabinet member for strategic council decisions.</p>
Taking decisions under delegated responsibilities	<p>Understanding of the scheme of delegation.</p> <p>Ability to take responsibility for decisions taken under the scheme.</p>	<p>Takes decisions after appropriate research and consultation.</p>

10. Council Leadership

Requirement	Knowledge and Skills	Effective Behaviours
Management of the reputation of the Council	<p>Ability to act as an ambassador for the authority.</p>	<p>Effectively represents the Council at all levels ensuring that information about the Council and its services and citizens is communicated positively and with integrity.</p>
Leadership of area/region/place	<p>Ability to develop a vision for the area/region/locality.</p>	<p>Works with the Council and the public to collaboratively develop and communicate a local vision that is clear, supported by the public and understood by the Council.</p>
Develop, communicate and lead a vision for the Council	<p>Ability to develop a vision for the work of the Council.</p>	<p>Works with the Council to collaboratively deliver the local vision.</p>
Maintain a successful relationship with the Chief Executive and Senior Management Team	<p>Ability to communicate effectively with the Chief Executive and senior officers.</p> <p>Understanding of the performance appraisal process and personal skills in conducting reviews setting objectives and giving feedback.</p>	<p>Meets and communicates openly and regularly.</p> <p>Makes expectations clear and provides political leadership.</p> <p>Undertake performance reviews with senior officers as appropriate.</p>
Leadership of the Council	<p>Ability to ensure individual and collective effective governance.</p>	<p>Promotes and supports good governance in the Council.</p> <p>Manages performance.</p>

11. Civic Leadership

Requirement	Knowledge and Skills	Effective Behaviours
Chairing Full Council	Advanced chairing skills. In depth understanding of standing orders and rules of engagement.	Effectively chairs meetings of the Full Council demonstrating meeting management and leadership skills.
Representing the Council at civic functions	Ability to manage the Council's reputation. Skills in public speaking. Skills in relationship management.	Demonstrates high level communication, interpersonal and social skills.

Chair of Standards Committee Role Description

1 Accountabilities

- To the electorate of Ynys Môn
- To Full Council

2 Statutory Responsibilities

- To act within technical, legal and procedural requirements to oversee the functions of the Committee fairly and correctly;
- To ensure thoroughness and objectivity in the Committee, receiving and responding to professional advice on the Code of Conduct;
- To demonstrate independence, integrity and impartiality in decision making which accord with legal, constitutional and policy requirements;
- To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making;
- **To lead the Committee in its role in;**
 - Promoting and maintaining high standards of conduct by Councillors and co-opted Members;
 - Assisting the Councillors and co-opted Members to observe the Members' Code of Conduct;
 - Advising the Council on the adoption or revision of the Members' Code of Conduct;
 - Monitoring the operation of the Members' Code of Conduct;
 - Advising, training or arranging to train Councillors, co-opted Members on matters relating to the Members' Code of Conduct;
 - Considering applications for dispensations;
 - Dealing with any reports from a case tribunal, or interim case tribunal, and any report from the Monitoring Officer on any matter referred to that Officer by the Public Services Ombudsman for Wales;
 - The exercise of these functions in relation to Community Councils and the Members of those Community Councils

3 Additional Responsibilities

- To conduct regular audits, as the Standards Committee considers appropriate, of Councillors' and co-opted Members' registers of interest;
- Advising the Council on the adoption or revision of the Council's Protocol for Members and Officers Relations;
- Assisting Councillors and co-opted Members to observe the Council's Relationship Protocol for Members and Officers;
- Advising, training or arranging to train Councillors, co-opted Members on matters relating to the Council's Relationship Protocol for Members and Officers;

- Advising the Council on the adoption or revision of the Council's Local Resolution Protocol;
- Assisting and supporting Group Leaders and Chair to observe and operate the Council's Local Resolution Protocol ;
- As appropriate, to conduct and monitor the implementation and effectiveness of Member Performance Reviews and Development Plans, insofar as they relate to members of the Standards Committee

4 Internal governance, ethical standards and relationships

- To ensure the integrity of the committee's decision making and of his/ her own role by adhering to the Code of Conduct(s) and other constitutional and legal requirements;
- To ensure that the Committee's decisions are implemented;
- To promote and support good governance by the Council;
- To understand the respective roles of Councillors, Officers and external parties operating within the Standards Committee's area of responsibility

5 Values

- To be committed to the values of the Council and the following values in public office
 1. Selflessness
 2. Honesty
 3. Integrity and Propriety
 4. Duty to uphold the law
 5. Stewardship
 6. Objectivity in decision making
 7. Equality and Respect
 8. Openness
 9. Accountability
 10. Leadership
 11. Appreciation of cultural difference
 12. Wellbeing and sustainability of future generations

Full Name: _____

Signed: _____

Date: _____

Co-opted Member of a Standards Committee Role Description Community Council Member

1 Accountabilities

- Electorate of Ynys Môn
- Full Council
- Chair of the Standards Committee

2 Statutory Responsibilities

- **Subject to the caveat* below, understanding the nature of the Standards Committee and effectively fulfilling its functions by:**
 - Promoting and maintaining high standards of conduct by Councillors and co-opted Members;
 - Assisting the Councillors and co-opted Members to observe the Members' Code of Conduct;
 - Advising the Council on the adoption or revision of the Members' Code of Conduct;
 - Monitoring the operation of the Members' Code of Conduct;
 - advising, training or arranging to train Councillors, co-opted Members on matters relating to the Members' Code of Conduct;
 - Considering applications for dispensations;
 - Dealing with any reports from a case tribunal, or interim case tribunal, and any report from the Monitoring Officer on any matter referred to that officer by the Public Services Ombudsman for Wales

3 Additional Responsibilities

- To conduct regular audits, as the Standards Committee considers appropriate, of the Councillors' and co-opted Members' registers of interest;
- To consider (in consultation with the Monitoring Officer) such other matters as are appropriate and necessary to maintain the highest standard of conduct by councillors;
- Advising the Council on the adoption or revision of the Council's Relationship Protocol for Members and Officers;
- Assisting the Councillors and co-opted Members to observe the Council's Relationship Protocol for Members and Officers;
- Advising, training or arranging to train Councillors, co-opted Members on matters relating to the Council's Relationship Protocol for Members and Officers;
- Advising the Council on the adoption or revision of the Council's Local Resolution Protocol ;
- Assisting and supporting Group Leaders and Chair to observe and operate the Council's Local Resolution Protocol ;
- To undertake regular Member performance reviews with the Chair of the Standards Committee, and to agree personal development plans and ensure that such plans are implemented;
- To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the Committee;

- To be thorough and objective in receiving and responding to professional advice on the conduct of meetings and issues before the Committee

***Caveat: Community Council members shall only participate in hearings/applications before the Standards Committee when it is discharging those functions in relation to Community Councils and Community Council Members**

4 Participating in meetings and making decisions

- To participate effectively in meetings of the Standards Committee;
- To make informed and balanced decisions, within the terms of reference of the Committee, which accord with legal, constitutional and policy requirements;
- Not to participate in meetings of the Standards Committee when any matter relating to their Community Council is being considered

5 Internal governance, ethical standards and relationships

- To ensure the integrity of the committee's decision making and of his/her own role by adhering to the Code of Conduct(s) and other constitutional and legal requirements;
- To promote and support good governance by the Council;
- To understand the respective roles of Councillors, Officers and external parties operating within the Standards Committee's area of responsibility

6 Values

- To be committed to the values of the Council and the following values in public office:
 1. Selflessness
 2. Honesty
 3. Integrity and Propriety
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 5. Stewardship
 6. Objectivity in decision making
 7. Equality and Respect
 8. Openness
 9. Accountability
 10. Leadership
 11. Appreciation of cultural difference
 12. Wellbeing and sustainability of future generations

Full Name: _____

Signed: _____

Date: _____

Co-opted Member of the Standards Committee Role Description Independent Member

1 Accountabilities

- Electorate of Ynys Môn
- Full Council
- Chair of the Standards Committee

2 Statutory Responsibilities

- **Understanding the nature of the Standards Committee and effectively fulfilling its functions by:**
 - Promoting and maintaining high standards of conduct by Councillors and co-opted Members;
 - Assisting the Councillors and co-opted Members to observe the Members' Code of Conduct;
 - Advising the Council on the adoption or revision of the Members' Code of Conduct;
 - Monitoring the operation of the Members' Code of Conduct;
 - Advising, training or arranging to train Councillors, co-opted Members on matters relating to the Members' Code of Conduct;
 - Granting dispensations to Councillors and co-opted Members;
 - Dealing with any reports from a case tribunal or interim case tribunal, and any report from the Monitoring Officer on any matter referred to that Officer by the Public Services Ombudsman for Wales;
 - To exercise these functions in relation to Community Councils and the Members of those Community Councils

3 Additional Responsibilities

- To conduct regular audits, as the Standards Committee considers appropriate, of the Councillors' and co-opted Members' registers of interest;
- To consider (in consultation with the Monitoring Officer) such other matters as are appropriate and necessary to maintain the highest standard of conduct by Councillors;
- Advising the Council on the adoption or revision of the Council's Protocol for Members and Officers Relations;
- Assisting the Councillors and co-opted Members to observe the Council's Relationship Protocol for Members and Officers;
- Advising, training or arranging to train Councillors and co-opted Members on matters relating to the Council's Relationship Protocol for Members and Officers;
- Advising the Council on the adoption or revision of the Council's Local Resolution Protocol ;
- Assisting and supporting Group Leaders and Chair to observe and operate the Council's Local Resolution Protocol;
- To undertake regular Member performance reviews with the Chair of the Standards Committee, and to agree personal development plans and ensure that such plans are implemented;

- To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the Committee;
- To be thorough and objective in receiving and responding to professional advice on the conduct of meetings and issues before the Committee

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4 Participating in meetings and making decisions

- To participate effectively in meetings of the Standards Committee;
- To make informed and balanced decisions, within the terms of reference of the Committee, which accord with legal, constitutional and policy requirements

5 Internal governance, ethical standards and relationships

- To ensure the integrity of the Committee's decision making and of his/her own role by adhering to the Code of Conduct and other constitutional and legal requirements;
- To promote and support good governance by the Council;
- To understand the respective roles of Councillors, Officers and external parties operating within the Standards Committee's area of responsibility

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