

**CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL**

<b>COMMITTEE:</b>	<b>Standards Committee Selection Panel</b>
<b>DATE:</b>	<b>11 April 2019</b>
<b>REPORT TITLE:</b>	<b>To approve the advertisement and documentation for the recruitment of four new Independent Members to the Standards Committee</b>
<b>PURPOSE OF THE REPORT:</b>	<b>As described above</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**

- 1.1 The Standards Committee Selection Panel is required to approve the documentation for the recruitment process for the four new independent members to be appointed to the Standards Committee.
- 1.2 The outcome of the decision under Item 3 of this Agenda will be reflected in the final version of the draft documentation attached.

**2. ADVERTISEMENT IN NEWSPAPERS**

- 2.1 It is a legislative requirement that the advertisement for the recruitment of any independent member to the Standards Committee be placed in at least 2 newspapers circulating in the area of IOACC.
- 2.2 In 2017, a casual vacancy was advertised on the Council's website, Twitter and Facebook, North Wales Chronicle and the Bangor and Anglesey Mail.
- 2.3 A draft advert is reproduced in **Enclosure 1** to this report.
  - 2.3.1 It is a legislative requirement that the advert must
    - 2.3.1.1 Notify the electors of the area that the IOACC is seeking to appoint independent members to its Standards Committee;
    - 2.3.1.2 Publish the criteria for the appointment.

- 2.4 The advert may:

2.4.1 include details that the Chair and Vice-Chair are appointed from independent members of the Committee; and

2.4.2 notify the electors of the qualities and experience that may be required of independent members.

2.6 The cost of the advertisement is usually linked to the characters used / the space allocated to that advert within the paper. It follows that a shorter advertisement will cost less than a longer advert. The Panel should take this into account when considering the content of the advert.

### 3. APPLICATION FORM

3.1 It is intended that every prospective candidate (online or via the newspaper) receives a letter (whether that is in electronic or paper form) with various enclosures so as to ensure consistency between all candidates. The letter will include all the information relevant to the post and a copy of the Application Form.

3.2 Enquiries are also being made with the ICT Service as to whether it would be possible to have an interactive application form. If this is possible, with ICT support, then this will be considered further. Otherwise the paper form will be available for candidates upon their requesting the same as detailed above.

3.3 A copy of the draft letter for candidates is produced at **Enclosure 2** to this report.

3.4 The draft letter refers to various enclosures and these are also reproduced as referred to within the letter itself:

3.4.1 **Enclosure 1 to the Letter** – Background Information for Applicants

3.4.2 **Enclosure 2 to the Letter** – The Code of Conduct

3.4.3 **Enclosure 3 to the Letter** – Schedule of Allowances

3.4.4 **Enclosure 4 to the Letter** – Application Form

3.4.4.1 **Enclosure A to the Application Form** –  
Disqualifications from the role

3.4.4.2 **Enclosure B to the Application Form** –  
Political neutrality / independence required for the  
role

3.4.4.3 **Enclosure C to the Application Form** –  
experience and community contributions which may  
be relevant to the role

3.5 Applicants will need to complete and submit an Application Form by the deadline expressed.

### 4. PROCESS ONCE APPLICATIONS RECEIVED

4.1 Once the deadline has passed, the Selection Panel will meet to consider every application received against the appointment criteria and the person specification and then produce a shortlist of names for interviews to be arranged.

- 4.2 Short listed applicants will be invited to interview and unsuccessful applicants will be notified. References from the two named referees will be obtained at this point.
- 4.3 The Selection Panel will interview and make a recommendation to full Council, which will make the final decision.

## 5. **RECOMMENDATION**

- 5.1 The Panel to consider the draft documentation and confirm what it requires to be added or removed prior to publication.
- 5.2 The Panel to authorise the Head of Function (Council Business) Monitoring Officer to amend the paperwork to reflect any decision made on Item 3 of this Agenda, which may include:
  - 5.2.1 The independent member qualities noted in the draft advert at **Enclosure 1**
  - 5.2.2 Part 3 of the Application Form in relation to “Optional Additional Requirements”, in particular **Enclosure B to the Application Form**, regarding political neutrality / independence
  - 5.2.3 Part 4 of the Application Form, which includes the reference to **Enclosure C to the Application Form**, in relation to Experience which may be relevant to the role or Community Contributions which may be relevant to the role
  - 5.2.4 To include any further qualities or skills as the Panel considers relevant

**DRAFT**

ATODIAD / ENCLOSURE

1



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

**SWYDD WAG I AELOD O'R CYHOEDD  
YMUNO Â PHWYLLGOR SAFONAU'R  
CYNGOR**

Mae Cyngor Sir Ynys Môn yn chwilio am bedwar aelod annibynnol o'r cyhoedd i ymuno â'r Pwyllgor Safonau.

Rhaid i'r aelodau annibynnol fod efo'r rhinweddau canlynol:

Mae mwy o wybodaeth a ffurflen gais ar gael drwy fynd i:

<http://www.ynysmon.gov.uk/swyddi/swyddi-gydar-cyngor/swyddi-gwag-cyffredinol?redirect=false>

<http://www.facebook.com/cyngormon>

<https://twitter.com/cyngormon>

Os hoffech sgwrs anffurfiol, neu gopi papur o'r ffurflen gais, cysylltwch â **Mrs Medwen Jones** ar 01248 752574 / [medwenjones@ynysmon.gov.uk](mailto:medwenjones@ynysmon.gov.uk)

**VACANCY FOR A MEMBER OF THE  
PUBLIC TO JOIN THE COUNCIL'S  
STANDARDS COMMITTEE**

The Isle of Anglesey County Council is looking for four independent members of the public to join its Standards Committee.

The independent member must have the following qualities:

Further information and an application form are available at:

<http://www.anglesey.gov.uk/jobs/jobs-with-the-council/general-vacancies/>

<http://www.facebook.com/IOACC>

<https://twitter.com/angleseycouncil>

If you would like an informal discussion, or a paper copy of the application form, then please contact **Mrs Medwen Jones** on 01248 752574 / [medwenjones@anglesey.gov.uk](mailto:medwenjones@anglesey.gov.uk)

**DRAFT**

**ATODIAD / ENCLOSURE 2**

**BUSNES Y CYNGOR / COUNCIL BUSINESS**

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

**CYNGOR SIR YNYS MÔN /  
ISLE OF ANGLESEY COUNTY COUNCIL  
Swyddfa'r Sir / Council Offices  
LLANGFNI  
Ynys Môn / Anglesey  
LL77 7TW**

**DX: 701771 – LLANGFNI**

**ffôn / tel: (01248) 752586  
ffacs / fax: (01248) 752132  
E-Bost – E-mail: LBXCS@anglesey.gov.uk**

**Ein Cyf – Our Ref. LB/MWJ/CC-019937-MWY  
Eich Cyf – Your Ref.**

Annwyl Ymgeisydd

**PWYLLGOR SAFONAU CYNGOR SIR  
YNYS MÔN – CAIS AM AELOD  
ANNIBYNNOL**

Diolch i chi am eich ymholiad ynghylch  
gweithio efo Cyngor Sir Ynys Môn.

Gweler ynghlwm os gwelwch yn dda y  
canlynol :-

- 1. GWYBODAETH GEFNDIROL AR  
GYFER YMGEISWYR (1)**
- 2. Y CÔD YMDDYGIAD** a fabwysiadwyd gan  
Cyngor Sir Ynys Môn sydd hefyd yn  
berthnasol i Aelodau'r Pwyllgor Safonau  
(2).
- 3. RHESTR O LWFANSAU** – bydd y Cyngor  
Sir yn ad-dalu costau i Aelodau  
Annibynnol y Pwyllgor Safonau yn unol â'i  
Restr Lwfansau. Mae'r rheiny sydd/a all  
fod yn berthnasol wedi eu hamlygu yn  
felyn (3).

Dear Applicant

**ISLE OF ANGLESEY COUNTY  
COUNCIL'S STANDARDS COMMITTEE –  
VACANCY FOR AN INDEPENDENT  
MEMBER**

Thank you for expressing an interest in  
working with the Isle of Anglesey County  
Council.

Please find attached the following:

- 1. BACKGROUND INFORMATION FOR  
APPLICANTS (1)**
- 2. THE CODE OF CONDUCT** adopted by  
the Isle of Anglesey County Council and  
also applicable to members of the  
Standards Committee (2)
- 3. SCHEDULE OF ALLOWANCES** – the  
County Council will reimburse  
independent members of the Standards  
Committee in accordance with its  
Schedule of Allowances. Those which  
are/may be relevant are highlighted in

yellow (3)

#### 4. FFURFLEN GAIS (4) yn cynnwys y cyngor isod:

- pethau a all eich anghymwysu rhag ymgeisio am y rôl hon (A)
- 
- yr amhleidioldeb gwleidyddol / annibyniaeth sy'n angenrheidiol ar gyfer y rôl hon (B)
- profiad a chyfraniad cymunedol a all fod yn berthnasol i'r rôl (C)

#### 5. AMLEN GYDA'R POST WEDI'I DALU

Ar ôl ei llenwi, anfonwch y ffurflen gais yn ôl os gwelwch yn dda yn yr amlen bwrpasol at Pennaeth Swyddogaeth (Busnes y Cyngor)/Swyddog Monitro, Cyngor Sir Ynys Môn, Swyddfeydd y Cyngor, Llangefni LL77 7TW erbyn dim hwyrach na 5pm ar **[DYDDIAD]**.

Bydd pob cais a dderbynnir erbyn y dyddiad cau yn cael ei gydnabod ond, yn anffodus, ni fydd modd ystyried ceisiadau hwyr.

Llawer o ddiolch.

Yr eiddoch yn gywir

#### 5. APPLICATION FORM (4) including the following advices:

- disqualifications from this role (A)
- political neutrality/independence required for this role (B)
- experience and community contributions which may be relevant to the role (C)

#### 5. PREPAID ENVELOPE

When completed, please return the application form in the prepaid envelope provided to the Head of Function (Council Business)/Monitoring Officer, Isle of Anglesey County Council, Council Offices, Llangefni, Anglesey LL77 7TW to be received by no later than 5pm on the **[DATE]**.

All applications received by the deadline will be acknowledged but, regrettably, late applications will not be considered.

Many thanks.

Yours sincerely

Lynn Ball

Pennaeth Swyddogaeth (Busnes y Cyngor)/Swyddog Monitro  
Head of Function (Council Business)/Monitoring Officer

**GWYBODAETH GEFNDIROL I YMGEISWYR**  
**BACKGROUND INFORMATION FOR APPLICANTS****Y Pwyllgor Safonau**

- Dan gyfraith gwlad mae'n rhaid i'r Cyngor Sir sefydlu Pwyllgor Safonau.
- Mae gwaith y Pwyllgor Safonau yn berthnasol i'r holl gynghorwyr sir a chynghorwyr tref/cymuned sy'n cynrychioli etholwyr Ynys Môn.
- Mae'r Pwyllgor Safonau yn chwarae rhan ganolog yn y fframwaith moesegol sy'n llywodraethu ymddygiad aelodau awdurdodau lleol. Mae pob aelod o awdurdod lleol ac o bob cyngor cymuned a thref wedi ymrwymo i ddilyn Cod Ymddygiad yr Aelodau. Prif swyddogaeth y Pwyllgor yw hyrwyddo a chynnal safonau uchel o ymddygiad gan y cynghorwyr hyn a'u cynorthwyo i gadw at God Ymddygiad yr Aelodau.
- Y rhain yw prif ddyletswyddau'r Pwyllgor Safonau :-
  - Gweithredu ar adroddiadau Ombwdsmon Gwasanaethau Cyhoeddus Cymru yng nghyswllt unrhyw haerriad fod Cynghorydd wedi torri'r côd ymddygiad. Efallai y gofynnir i'r Pwyllgor Safonau gynnal gwrandawriad ac, os ydyw'n briodol, i benderfynu ar gosb i gynghorydd ar ôl sefydlu bod hwnnw neu honno wedi torri'r côd ymddygiad. Y gosb fwyaf y gall y Pwyllgor Safonau ei rhoi yw atal unigolyn rhag bod yn gynghorydd am gyfnod o chwe mis, neu weddill cyfnod yr aelod os yw'n fyrrach.
  - Ystyried ceisiadau am ganiatâd

**The Standards Committee**

- The County Council is legally required to operate a Standards Committee.
- The work of the Standards Committee extends to all county councillors and town/community councillors representing the electorate of Anglesey.
- The Standards Committee plays a central role in the ethical framework that governs the conduct of elected and co-opted councillors. Every member of a local authority and of every town and community council has undertaken to abide by the Code of Conduct for members. The Committee's main role is to promote and maintain high standards of conduct by these councillors and to assist them to observe the Members' Code of Conduct.
- The main functions of the Standards Committee are :-
  - To act on reports received from the Public Services Ombudsman for Wales (PSOW) concerning any allegation that a councillor has breached the code of conduct. The Standards Committee may be asked to conduct a hearing and, if appropriate, it will issue a sanction against any councillor whom it finds has breached the code of conduct. The maximum sanction available to the Standards Committee is suspension from being a councillor for six months, or the remainder of the councillor's term, if shorter.
  - To consider applications from

arbennig gan gynghorwyr. Os ydyw'r caniatâd arbennig yn cael ei roddi yna gall y cynghorydd gyfranogi mewn trafodaeth a phleidleisio ar eitem neu eitemau na châi, fel arall ac oherwydd darpariaeth yn y côd ymddygiad, gyfrannu yn ei chylch/cylch.

Penderfynir ar geisiadau o'r fath fesul un gan ddibynnu ar a ydyw'r dystiolaeth a gyflwynwyd yn sefydlu rheswm statudol sy'n caniatáu i'r Pwyllgor Safonau roddi caniatâd arbennig o'r fath. Dan yr amgylchiadau hyn rhaid i'r Pwyllgor Safonau fodloni'i hun bod y budd cyhoeddus yn ystyriaeth bwysicach nag unrhyw waharddiad yn y côd.

- Sicrhau fod y cynghorwyr yn cael hyfforddiant digonol yng nghyswllt y côd ymddygiad.
- Ar Bwyllgor Safonau Ynys Môn mae pump o aelodau annibynnol (h.y aelodau o'r cyhoedd, nid cynghorwyr), dau gynghorydd sir a dau cynghorydd tref/cymuned sydd ond yn cyfrannu at y drafodaeth pan fo'r pwnc yn ymwneud â chynghorydd tref neu gymuned. Rhaid dewis un o blith yr aelodau annibynnol i fod yn gadeirydd y Pwyllgor Safonau.
- Bydd cyfarfodydd y Pwyllgor Safonau yn cael eu cynnal ym Mhencadlys y Cyngor yn Llangefni ddwy waith y flwyddyn ym mis Mawrth a Medi. Bydd cyfarfodydd yn dechrau am 2yp ac yn cael eu cynnal ar ail ddydd Mercher y mis.

Bydd y gwrandawiadau yn gyhoeddus ond bydd y trafodaethau a'r broses o benderfynu'n cael eu cynnal yn breifat gyda'r penderfyniad wedyn yn cael ei ddatgan yn gyhoeddus.

Cynhelir sesiynau hyfforddiant yn breifat

councillors for dispensations. If granted, a dispensation allows a councillor to take part in discussion and voting on an item or items from which he/she would otherwise be precluded by reason of a provision in the code of conduct. These applications are decided on a case by case basis, depending upon whether the evidence presented establishes one of the statutory grounds which permit the Standards Committee to grant such dispensations. In essence, these are circumstances in which the Standards Committee is satisfied that the public interest has been shown to override a prohibition in the code.

- To ensure that councillors are offered adequate training with regard to the code of conduct.
- Anglesey's Standards Committee consists of five independent members (i.e. members of the public and not councillors), two county councillors and two town/community councillors who contribute to proceedings only when they relate to a town or community councillor. The chair of the Standards Committee must be appointed from among the independent members.
- Meetings of the Standards Committee will take place at the Council's Headquarters in Llangefni biannually in March and September. The meetings start at 2pm and are held on the second Wednesday of the month. .

Hearings will be conducted in public but deliberations and decision making will take place in private session and the outcome will be announced in public.

Training sessions will also take place in



hefyd.

- Yn ôl Cyfansoddiad y Cyngor, rhaid i'r Pwyllgor Safonau gyfarfod yn ffurfiol ddwy waith y flwyddyn; bydd unrhyw gyfarfodydd ychwanegol yn cael eu trefnu fel bo'r angen gan dibynnu ar nifer yr adroddiadau a ddaw o Swyddfa'r Ombwdsmon ac ar y nifer o geisiadau am ganiatâd arbennig, yn ogystal ag unrhyw gyfarfodydd anffurfiol â drefnir yn ôl y galw.
- Mae'r Pwyllgor Safonau yn derbyn cefnogaeth Swyddog Monitro'r Cyngor a'r Cyfreithiwr (Llywodraethiant Corfforaethol). Swyddogion Gwasanaethau Democraidd y Cyngor sydd yn delio gyda materion gweinyddol. Mae'r swyddogion hyn wrth law bob amser i gynnig cyngor a chymorth a nhw sydd yn paratoi y rhan fwyaf o'r dogfennau yn ôl cyfarwyddyd y Pwyllgor Safonau / Ombwdsmon Gwasanaethau Cyhoeddus Cymru.
- Mae'n rhaid i bob cyngor sir/tref/ cymuned fabwysiadu côd ymddygiad statudol a gallant ychwanegu gofynion ato. Hefyd rhaid i bob cynghorydd lofnodi ymrwymiad i gydymffurfio gyda'r côd. Mae copi o'r côd sy'n berthnasol i holl cynghorwyr sir Ynys Môn yn **Atodiad 2** o'r pecyn. Fel aelod o'r Pwyllgor Safonau, bydd yn ofynnol i'r ymgeisydd llwyddiannus ymrwymo i'r Côd Ymddygiad ac felly byddem yn eich gynghori i gyfarwyddo eich hunain efo'r gofynion.
- Mae aelodau'r Pwyllgor Safonau yn derbyn taliadau yn unol â'r Cynllun Lwfansau a fabwysiedir yn flynyddol gan y Cyngor Sir. Dyma'r linc i'r fersiwn gyfredol o'r cynllun

<http://www.ynysmon.gov.uk/Journals/f/g/z>

private.

- In accordance with the Council's Constitution, the Standards Committee must meet formally on two occasions a year; any additional meetings will be arranged as required, depending on the number of reports referred from the PSOW and the number of applications for dispensations, in addition to any informal business meetings which are arranged as required.
- The work of the Standards Committee is supported by the Council's Monitoring Officer and Solicitor (Corporate Governance). Administrative matters are dealt with by the Council's Democratic Services Officers. These officers are on hand throughout the process to advise and assist. They are responsible for preparing most of the documentation on the instructions of the Standards Committee / Public Services Ombudsman for Wales.
- All county/town/community councils are required to adopt a statutory code of conduct to which they may add additional requirements. All councillors are required to sign an undertaking to abide by the code. A copy of the code which applies to all Anglesey county councillors is at **Enclosure 2** of this pack. As a member of the Standards Committee, the successful applicant will be bound by the Code of Conduct and so you are advised to familiarise yourself with the requirements.
- Members of the Standards Committee are remunerated in accordance with the Scheme of Allowances adopted annually by the County Council. The link to the current version is at

<http://www.anglesey.gov.uk/Journals/r/j/x>

## [/Rhan-6-Cynllun-Lwfansau-i-Aelodau-Cyngor-Sir-Ynys-Mon.pdf](#)

Mae aelodau annibynnol y Pwyllgor Safonau yn y categori “aelodau cyfetholedig”.

Mae copi caled hefyd ynghlwm yn **Atodiad 3**.

- Mae gan y Cyngor bolisi dwyieithog a bydd gwasanaethau cyfieithu ar gael fel bod siaradwyr Cymraeg a Saesneg yn medru chwarae rhan lawn yng ngwaith y Pwyllgor Safonau.
- Mae'r Pwyllgor Safonau yn gorff statudol sy'n annibynnol o'r Cyngor ac yn derbyn ei gyfarwyddiadau yn uniongyrchol gan Ombwdsmon Gwasanaethau Cyhoeddus Cymru.

### Y broses recriwtio gyfredol

- Mae tymor pedwar o'r aelodau annibynnol ar y Pwyllgor Safonau yn gorffen yn Rhagfyr 2019 ac mae'r Cyngor Sir yn bwriadu apwyntio ar gyfer y swyddi gwag yma fel fod cyfnod yn dilyn y penodiad ar gyfer yr ymgeiswyr llwyddiannus i gysgod i'r aelodau presennol ar y pwyllgor.
- I bwrpas dewis aelod annibynnol newydd o'r Pwyllgor Safonau mae'n rhaid i'r Cyngor, dan y rheoliadau, sefydlu Panel Dethol i benderfynu ar feini prawf, hysbysebu, paratoi rhestr fer a dethol, trwy gyfweiliad, yr ymgeisydd llwyddiannus ar gyfer y swydd wag gyfredol. Ar Y Panel Dethol mae pum aelod – tri chynghorydd sir, sef y Cynghorwyr Gwilym Jones, Robert Llewelyn Jones a Margaret Murley Roberts. Hefyd mae arno un cynghorydd tref/cymuned, sef Cynghorydd Gordon

## [Part-6-Scheme-of-Members-Allowances-for-the-Isle-of-Anglesey-County-Council.pdf](#)

Independent members of the Standards Committee fall into the category of “co-opted” members.

A hard copy is also attached at **Enclosure 3**.

- The Council operates a bilingual policy and there will be translation services available to enable both Welsh and English speakers to participate fully in the Standards Committee's work
- The Standards Committee is a statutory body which is independent of the Council receiving instructions direct from the Public Services Ombudsman for Wales.

### The current recruitment exercise

- The term of four independent members of the Standards Committee ends in December 2019 and the County Councils intends to appoint to these vacancies so that there is a period following selection when successful applicants can shadow the current committee members.
- In order to choose the new independent members of the Standards Committee, in compliance with the regulations, the Council has established a Selection Panel to devise the criteria, advertise, short-list and select, by interview, the successful applicant to fill the current vacancy. The Selection Panel consists of five members, including three county councillors, who are Councillors Gwilym Jones, Robert Llewelyn Jones and Margaret Murley Roberts. In addition

Warren o Gyngor Tref Amlwch ac un aelod lleyg, sef Mrs Teleri Jones. Bydd argymhelliad y Panel Dethol yn cael ei gyflwyno i'r Cyngor llawn a bydd raid i hwnnw benodi'n ffurfiol yr aelod newydd o'r Pwyllgor Safonau.

there will be one town/community councillor, who is Councillor Gordon Warren of Amlwch Town Council, and one lay member, who is Mrs Teleri Jones. The Selection Panel will recommend its selection to the full Council, which must formally appoint the new member of the Standards Committee.

- Bydd yr ymgeisydd llwyddiannus yn cael ei ddewis/dewis yn ôl haeddiant. Y Panel Dethol fydd yn dadansoddi'r holl geisiadau ysgrifenedig a rhaid i'r rheini gyrraedd erbyn 5yh ar **dyddiad**. Ni fydd ceisiadau hwyr yn cael eu hystyried. Os ydyw'n briodol bydd y Panel Dethol yn paratoi rhestr fer o ymgeiswyr i'r Panel eu cyfsweld trwy wahoddiad. Bydd yr holl ymgeiswyr yn cael gwybod am y sefyllfa ar ôl llunio rhestr fer a chânt wybod beth fydd y canlyniad cyn gynted ag sy'n bosibl ar ôl cwblhau'r holl gyfweiliadau, ac ar ôl i'r Panel Dethol dderbyn a dadansoddi'r tystlythyrau.
- Ar y Ffurflen Gais rhestrir y gwaharddiadau statudol sy'n golygu na fydd yn bosibl i rai unigolion ymgeisio, yn ogystal â materion eraill gallai'r Panel ei ystyried fel ei fod yn effeithio gallu'r unigolyn i ymgeisio. Cyn cyflwyno'ch cais gofynnir i ymgeiswyr roddi sylw arbennig i'r gofynion hynny.
- Rhaid i geisiadau gael eu cyflwyno ar Ffurflenni Cais penodol sydd i'w weld yn **Atodiad 4**.
- Am gopi o'r ffurflen gais a/neu mwy o wybodaeth, cysylltwch, os gwelwch yn dda, efo'r Pennaeth Gwasanaeth (Busnes y Cyngor) / Swyddog Monitro, Adain Gyfreithiol, Swyddfa'r Cyngor, Llangefni LL77 7TW. Rhif ffôn 01248 752586 neu ar
- The successful applicant will be selected on merit. The Selection Panel will analyse all written applications which have been received by the deadline at 5pm on **date**. No late applications will be considered. If appropriate, the Selection Panel will produce a short list of candidates to be invited for interview by the Panel. All applicants will be notified of the position following the short listing and those attending for interview will be advised of the outcome as soon as possible after all interviews have been conducted, references have been received and analysis has been completed by the Selection Panel.
- The Application Form identifies statutory prohibitions which will disqualify some potential applicants, in addition to other matters which the Panel may deem affects the individual's ability to apply. Applicants are asked to give particular consideration to these requirements before submitting an application.
- Applications must be submitted on the appropriate Application Form, which appears at **Enclosure 4**.
- For a copy of the application form and /or further details, please contact the Head of Function (Council Business)/Monitoring Officer, Legal Section, Isle of Anglesey County Council, Council Offices, Llangefni LL77

wefan y Cyngor ar \*\*\*\*linc \*\*\*\*

7TW. Telephone 01248 752586 or on the Council website [\\*\\*\\*link\\*\\*\\*](#)

- Rhaid i ffurflenni cais terfynol gael eu derbyn yn y cyfeiriad uchod erbyn dim hwyrach na 5yh ar **DYDDIAD**
- Mae'r Cyngor yn cynnig cynnal y cyfweiliadau yn ystod y cyfnod rhwng **dyddiad** a **dyddiad**.
- Completed application forms must be received at the above address by no later than 5pm on **DATE**
- The Council would propose holding interviews during the period commencing **date and date**.

## 5.1 Members' Code of Conduct

This is the Code of Conduct adopted by the County Council on 12.05.2016

### Part 1 - Interpretation

1. (1) In this code

“co-opted member” (“aelod cyfetholedig”), in relation to a relevant authority, means a person who is not a member of the authority but who -

(a) is a member of any committee or subcommittee of the authority, or

(b) is a member of, and represents the authority on, any joint committee or joint subcommittee of the authority, and who is entitled to vote on any question which falls to be decided at any meeting of that committee or subcommittee;

“meeting” (“cyfarfod”) means any meeting -

(a) of the relevant authority,

(b) of any executive or board of the relevant authority,

(c) of any committee, subcommittee, joint committee or joint subcommittee of the relevant authority or of any such committee, subcommittee, joint committee or joint subcommittee of any executive or board of the authority, or

(d) where members or officers of the relevant authority are present other than a meeting of a political group constituted in accordance with regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990 (1) and includes circumstances in which a member of an executive or board or an officer acting alone exercises a function of an authority;

“member” (“aelod”) includes, unless the context requires otherwise, a co-opted member;

“registered society” means a society, other than a society registered as a credit union, which is —

(a) a registered society within the meaning given by section 1(1) of the Co-operative and Community Benefit Societies Act 2014; or

(b) a society registered or deemed to be registered under the Industrial and Provident Societies Act (Northern Ireland) 1969;

“register of members' interests” (“cofrestr o fuddiannau'r aelodau”) means the register established and maintained under section 81 of the Local Government Act 2000;

“relevant authority” (“awdurdod perthnasol”) means -

- (a) a county council,
- (b) a county borough council,
- (c) a community council,
- (d) a fire and rescue authority constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies,
- (e) a National Park authority established under section 63 of the Environment Act 1995;

“you” (“chi”) means you as a member or co-opted member of a relevant authority; and

“your authority” (“eich awdurdod”) means the relevant authority of which you are a member or co-opted member.

(2) In relation to a community council—

(a) “proper officer” (“swyddog priodol”) means an officer of that council within the meaning of section 270(3) of the Local Government Act 1972; and

(b) “standards committee” (“pwyllgor safonau”) means the standards committee of the county or county borough council which has functions in relation to the community council for which it is responsible under section 56(1) and (2) of the Local Government Act 2000.

## **Part 2 - General Provisions**

2. (1) Save where paragraph 3(a) applies, you must observe this code of conduct -

(a) whenever you conduct the business, or are present at a meeting, of your authority;

(b) whenever you act, claim to act or give the impression you are acting in the role of member to which you were elected or appointed;

(c) whenever you act, claim to act or give the impression you are acting as a representative of your authority; or

(d) at all times and in any capacity, in respect of conduct identified in paragraphs 6(1)(a) and 7.

(2) You should read this code together with the general principles prescribed under section 49(2) of the Local Government Act 2000 in relation to Wales.

3. Where you are elected, appointed or nominated by your authority to serve -

(a) on another relevant authority, or any other body, which includes a police authority or Local Health Board you must, when acting for that other authority or body, comply with the code of conduct of that other authority or body; or

(b) on any other body which does not have a code relating to the conduct of its members, you must, when acting for that other body, comply with this code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

4. You must -

(a) carry out your duties and responsibilities with due regard to the principle that there should be equality of opportunity for all people, regardless of their gender, race, disability, sexual orientation, age or religion;

(b) show respect and consideration for others;

(c) not use bullying behaviour or harass any person; and

(d) not do anything which compromises, or which is likely to compromise, the impartiality of those who work for, or on behalf of, your authority.

(e) attend at least one training session on this code of conduct during each full term of office, such attendance to take place during the six months following election in the case of those members elected to the County Council for the first time and those having been re-elected but without continuity of office.

5. You must not -

(a) disclose confidential information or information which should reasonably be regarded as being of a confidential nature, without the express consent of a person authorised to give such consent, or unless required by law to do so;

(b) prevent any person from gaining access to information to which that person is entitled by law.

6. (1) You must -

(a) not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute;

(b) report, whether through your authority's confidential reporting procedure or direct to the proper authority, any conduct by another member or anyone who works for, or on behalf of, your authority which you reasonably believe involves or is likely to involve criminal behaviour (which for the purposes of this paragraph does not include offences or behaviour capable of punishment by way of a fixed penalty);

(c) report to your authority's monitoring officer any conduct by another member which you reasonably believe breaches this code of conduct;

(d) not make vexatious, malicious or frivolous complaints against other members or anyone who works for, or on behalf of, your authority.

(2) You must comply with any request of your authority's monitoring officer, or the Public Services Ombudsman for Wales, in connection with an investigation conducted in accordance with their respective statutory powers.

7. You must not -

(a) in your official capacity or otherwise, use or attempt to use your position improperly to confer on or secure for yourself, or any other person, an advantage or create or avoid for yourself, or any other person, a disadvantage;

(b) use, or authorise others to use, the resources of your authority -

(i) imprudently;

(ii) in breach of your authority's requirements;

(iii) unlawfully;

(iv) other than in a manner which is calculated to facilitate, or to be conducive to, the discharge of the functions of the authority or of the office to which you have been elected or appointed;

(v) improperly for political purposes; or

(vi) improperly for private purposes.

8. You must -

(a) when participating in meetings or reaching decisions regarding the business of your authority, do so on the basis of the merits of the circumstances involved and in the public interest having regard to any relevant advice provided by your authority's officers, in particular by -

(i) the authority's head of paid service;

(ii) the authority's chief finance officer;

(iii) the authority's monitoring officer;

(iv) the authority's chief legal officer (who should be consulted when there is any doubt as to the authority's power to act, as to whether the action proposed lies within the policy framework agreed by the authority or where the legal consequences of action or failure to act by the authority might have important repercussions);

(b) give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your authority.



9. You must -

(a) observe the law and your authority's rules governing the claiming of expenses and allowances in connection with your duties as a member;

(b) avoid accepting from anyone gifts, hospitality (other than official hospitality, such as a civic reception or a working lunch duly authorised by your authority), material benefits or services for yourself or any person which might place you, or reasonably appear to place you, under an improper obligation.

### **Part 3 - Interests**

#### Personal Interests

10. (1) You must in all matters consider whether you have a personal interest, and whether this code of conduct requires you to disclose that interest.

(2) You must regard yourself as having a personal interest in any business of your authority if -

(a) it relates to, or is likely to affect -

(i) any employment or business carried on by you;

(ii) any person who employs or has appointed you, any firm in which you are a partner or any company for which you are a remunerated director;

(iii) any person, other than your authority, who has made a payment to you in respect of your election or any expenses incurred by you in carrying out your duties as a member;

(iv) any corporate body which has a place of business or land in your authority's area, and in which you have a beneficial interest in a class of securities of that body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital of that body;

(v) any contract for goods, services or works made between your authority and you or a firm in which you are a partner, a company of which you are a remunerated director, or a body of the description specified in sub-paragraph (iv) above;

(vi) any land in which you have a beneficial interest and which is in the area of your authority;

(vii) any land where the landlord is your authority and the tenant is a firm in which you are a partner, a company of which you are a remunerated director, or a body of the description specified in sub-paragraph (iv) above;

(viii) any body to which you have been elected, appointed or nominated by your authority;

(ix) any -

(aa) public authority or body exercising functions of a public nature;

(bb) company, registered society, charity, or body directed to charitable purposes;

(cc) body whose principal purposes include the influence of public opinion or policy;

(dd) trade union or professional association; or

(ee) private club, society or association operating within your authority's area,

and in relation to (aa) to (ee), in which you have membership or hold a position of general control or management;

(x) any land in your authority's area in which you have a licence (alone or jointly with others) to occupy for 28 days or longer;

[Note: subparagraph (b) is omitted]

(c) a decision upon it might reasonably be regarded as affecting -

(i) your well-being or financial position, or that of a person with whom you live, or any person with whom you have a close personal association;

(ii) any employment or business carried on by persons as described in 10(2)(c)(i);

(iii) any person who employs or has appointed such persons described in 10(2)(c)(i), any firm in which they are a partner, or any company of which they are directors;

(iv) any corporate body in which persons as described in 10(2)(c)(i) have a beneficial interest in a class of securities exceeding the nominal value of £5,000; or

(v) any body listed in paragraphs 10(2)(a)(ix)(aa) to (ee) in which persons described in 10(2)(c)(i) hold a position of general control or management,

and in relation to (i) to (v), to a greater extent than the majority of –

(aa) in the case of an authority with electoral divisions or wards, other council tax payers, rate payers or inhabitants of the electoral division or ward, as the case may be, affected by the decision;

or

(bb) in all other cases, other council tax payers, ratepayers or inhabitants of the authority's area.

Disclosure of Personal Interests

11. (1) Where you have a personal interest in any business of your authority and you attend a meeting at which that business is considered, you must disclose orally to that meeting the existence and nature of that interest before or at the commencement of that consideration, or when the interest becomes apparent.

(2) Where you have a personal interest in any business of your authority and you make -

(a) written representations (whether by letter, facsimile or some other form of electronic communication) to a member or officer of your authority regarding that business, you should include details of that interest in the written communication; or

(b) oral representations (whether in person or some form of electronic communication) to a member or officer of your authority you should disclose the interest at the commencement of such representations, or when it becomes apparent to you that you have such an interest, and confirm the representation and interest in writing within 14 days of the representation.

(3) Subject to paragraph 14(1)(b) below, where you have a personal interest in any business of your authority and you have made a decision in exercising a function of an executive or board, you must in relation to that business ensure that any written statement of that decision records the existence and nature of your interest.

(4) You must, in respect of a personal interest not previously disclosed, before or immediately after the close of a meeting where the disclosure is made pursuant to sub-paragraph 11(1), give written notification to your authority in accordance with any requirements identified by your authority's monitoring officer from time to time but, as a minimum containing -

(a) details of the personal interest;

(b) details of the business to which the personal interest relates; and

(c) your signature

(5) Where you have agreement from your monitoring officer that the information relating to your personal interest is sensitive information, pursuant to paragraph 16(1), your obligations under this paragraph 11 to disclose such information, whether orally or in writing, are to be replaced with an obligation to disclose the existence of a personal interest and to confirm that your monitoring officer has agreed that the nature of such personal interest is sensitive information.

(6) For the purposes of sub-paragraph (4), a personal interest will only be deemed to have been previously disclosed if written notification has been provided in accordance with this code since the last date on which you were elected, appointed or nominated as a member of your authority.

(7) For the purposes of sub-paragraph (3), where no written notice is provided in accordance with that paragraph you will be deemed as not to have declared a personal interest in accordance with this code.

## Prejudicial Interests

12. (1) Subject to sub-paragraph (2) below, where you have a personal interest in any business of your authority you also have a prejudicial interest in that business if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.

(2) Subject to sub-paragraph (3), you will not be regarded as having a prejudicial interest in any business where that business -

(a) relates to -

(i) another relevant authority of which you are also a member;

(ii) another public authority or body exercising functions of a public nature in which you hold a position of general control or management;

(iii) a body to which you have been elected, appointed or nominated by your authority;

(iv) your role as a school governor (where not appointed or nominated by your authority) unless it relates particularly to the school of which you are a governor;

(v) your role as a member of a Local Health Board where you have not been appointed or nominated by your authority;

(b) relates to -

(i) the housing functions of your authority where you hold a tenancy or lease with your authority, provided that you do not have arrears of rent with your authority of more than two months, and provided that those functions do not relate particularly to your tenancy or lease;

(ii) the functions of your authority in respect of school meals, transport and travelling expenses, where you are a guardian, parent, grandparent or have parental responsibility (as defined in section 3 of the Children Act 1989) of a child in full time education, unless it relates particularly to the school which that child attends;

(iii) the functions of your authority in respect of statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of such pay from your authority;

(iv) the functions of your authority in respect of an allowance or payment made in accordance with the provisions of Part 8 of the Local Government (Wales) Measure 2011, or an allowance or pension provided under section 18 of the Local Government and Housing Act 1989;

(c) your role as a community councillor in relation to a grant, loan or other form of financial assistance made by your community council to community or voluntary organisations up to a maximum of £500.

(3) The exemptions in subparagraph (2)(a) do not apply where the business relates to the determination of any approval, consent, licence, permission or registration.

#### Overview and Scrutiny Committees

13. You also have a prejudicial interest in any business before an overview and scrutiny committee of your authority (or of a Subcommittee of such a committee) where -

(a) that business relates to a decision made (whether implemented or not) or action taken by your authority's executive, board or another of your authority's committees, Subcommittees, joint committees or joint Subcommittees; and

(b) at the time the decision was made or action was taken, you were a member of the executive, board, committee, Subcommittee, joint-committee or joint Subcommittee mentioned in sub-paragraph (a) and you were present when that decision was made or action was taken.

#### Participation in Relation to Disclosed Interests

14. (1) Subject to sub-paragraphs (2), (2A), (3) and (4), where you have a prejudicial interest in any business of your authority you must, unless you have obtained a dispensation from your authority's standards committee –

(a) withdraw from the room, chamber or place where a meeting considering the business is being held -

(i) where sub-paragraph (2) applies, immediately after the period for making representations, answering questions or giving evidence relating to the business has ended and in any event before further consideration of the business begins, whether or not the public are allowed to remain in attendance for such consideration; or

(ii) in any other case, whenever it becomes apparent that that business is being considered at that meeting;

(b) not exercise executive or board functions in relation to that business;

(c) not seek to influence a decision about that business;

(d) not make any written representations (whether by letter, facsimile or some other form of electronic communication) in relation to that business; and

(e) not make any oral representations (whether in person or some form of electronic communication) in respect of that business or immediately cease to make such oral representations when the prejudicial interest becomes apparent.

(2) Where you have a prejudicial interest in any business of your authority you may attend a meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

(2A) where you have a prejudicial interest in any business of your authority you may submit written representations to a meeting relating to that business, provided that the public are allowed to attend the meeting for the purpose of making representations, answering questions or giving evidence relating to the business, whether under statutory right or otherwise.

(2B) when submitting written representations under sub-paragraph (2A) you must comply with any procedure that your authority may adopt for the submission of such representations.

(3) Sub-paragraph (1) does not prevent you attending and participating in a meeting if -

(a) you are required to attend a meeting of an overview or scrutiny committee, by such committee exercising its statutory powers; or

(b) you have the benefit of a dispensation provided that you -

(i) state at the meeting that you are relying on the dispensation; and

(ii) before or immediately after the close of the meeting give written notification to your authority containing -

(aa) details of the prejudicial interest;

(bb) details of the business to which the prejudicial interest relates;

(cc) details of, and the date on which, the dispensation was granted; and

(dd) your signature.

(4) Where you have a prejudicial interest and are making written or oral representations to your authority in reliance upon a dispensation, you must provide details of the dispensation within any such written or oral representation and, in the latter case, provide written notification to your authority within 14 days of making the representation.

#### **Part 4 - The Register of Members' Interests**

##### Registration of Personal Interests

15. (1) Subject to sub-paragraph (4), you must, within 28 days of -

(a) your authority's code of conduct being adopted or the mandatory provisions of this model code being applied to your authority; or

(b) your election or appointment to office (if that is later),

register your personal interests, where they fall within a category mentioned in paragraph 10(2)(a) in your authority's register of members' interests by providing written notification to your authority's monitoring officer.

(2) Subject to sub-paragraph (4), you must, within 28 days of becoming aware of any new personal interest falling within a category mentioned in paragraph 10(2)(a), register that new personal interest in your authority's register of members' interests by providing written notification to your authority's monitoring officer.

(3) Subject to sub-paragraph (4), you must, within 28 days of becoming aware of any change to a registered personal interest falling within a category mentioned in paragraph 10(2)(a), register that change in your authority's register of members' interests by providing written notification to your authority's monitoring officer..

(4) Sub-paragraphs (1) and (2) and (3) do not apply to sensitive information determined in accordance with paragraph 16(1).

(5) Sub-paragraph (1) and (2) will not apply if you are a member of a relevant authority which is a community council when you act in your capacity as a member of such an authority.

(6) You must, when disclosing a personal interest in accordance with paragraph 11 for the first time, register that personal interest in your authority's register of members' interests by providing written notification to your authority's monitoring officer.

#### Sensitive information

16. (1) Where you consider that the information relating to any of your personal interests is sensitive information, and your authority's monitoring officer agrees, you need not include that information when registering that interest, or, as the case may be, a change to the interest under paragraph 15.

(2) You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under sub-paragraph (1) is no longer sensitive information, notify your authority's monitoring officer asking that the information be included in your authority's register of members' interests.

(3) In this code, "sensitive information" ("gwybodaeth sensitif") means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subjected to violence or intimidation.

#### Registration of Gifts and Hospitality

17. You must, within 28 days of receiving any gift, hospitality, material benefit or advantage above a value specified in a resolution of your authority, provide written notification to your authority's monitoring officer of the existence and nature of that gift, hospitality, material benefit or advantage. Such written notification should be provided [here](#)



## Isle of Anglesey County Council MEMBERS' SCHEDULE OF REMUNERATION

This Schedule is made under the Local Government (Wales) Measure 2011 with regard to Independent Remuneration Panel for Wales (IRPW) Regulations which apply to payments made to members and co-opted members of local authorities.

### 1.0 Basic Salary

- 1.1 A Basic Salary shall be paid to each elected Member of the Authority without having to be claimed.
- 1.2 In accordance with the Regulations, the rate of the Basic Salary shall be reviewed annually as determined by the Independent Remuneration Panel for Wales.
- 1.3 Where the term of office of a Member begins or ends other than at the beginning or end of a year, his/her entitlement to the Basic Salary will be pro-rata.
- 1.4 No more than one Basic Salary is payable to a Member of the Authority.

### 2.0 Senior Salaries & Civic Salaries

- 2.1 Members occupying specific posts shall be paid a Senior Salary as set out in **Schedule 1** without having to be claimed.
- 2.2 In accordance with the Regulations, the rates of Senior Salaries and Civic Salaries shall be reviewed annually as determined by the Annual or Supplementary Report of the Independent Remuneration Panel for Wales.
- 2.3 Only one Senior Salary or Civic Salary is payable to a Member of the Authority.
- 2.4 A Member of the Authority cannot be paid a Senior Salary and a Civic Salary.
- 2.5 Where a member holds more than one post that would entitle them to a Senior or Civic Salary, only the largest of these shall be payable.
- 2.6 All Senior and Civic Salaries are paid inclusive of Basic Salary.
- 2.7 A Senior Salary may not be paid to more than the number of members specified by the Independent Remuneration Panel for Wales in its Annual Report and cannot exceed fifty percent of the total membership of the authority.
- 2.8 If the operation of this scheme would cause the total number of members to whom Senior and Civic salaries are payable to exceed sixteen, then all salaries in the lowest band shall cease to be payable.
- 2.9 A Member of the Authority in receipt of a Senior Salary (Band 1 or Band 2) **cannot** receive a salary from any National Park Authority (NPA) or Fire and Rescue Authority (FRA) for which he/she has been nominated.

- 2.10 Where the term of Senior Salary or Civic Salary of a Member begins or ends other than at the beginning or end of a year, his/her entitlement to the Salary will be pro-rata.
- 2.11 Senior or Civic Salaries are not payable once a Member ceases to be a Councillor for any reason, or ceases to hold the relevant post of responsibility.
- 2.12 The Principal Opposition Group Leader allowance shall be paid to the leader of the largest of the political groups which have no Members on the Executive. If there is more than one largest group of equal size, the Principal Opposition Group leader allowance shall be divided equally between them.

### **3.0 Election to Forgo Entitlement to Allowance**

- 3.1 A Member may, by notice in writing delivered to the Proper Officer of the authority, personally elect to forgo any part of his/her entitlement to any salary, allowance or fee payable under this Scheme from the date set out in the notice. Such giving up of allowances may be amended or revoked by the Member concerned at any time. Revoking the giving up of an allowance cannot be backdated.

### **4.0 Suspension of a Member**

- 4.1 Where a Member of the Authority is suspended or partially suspended from his or her responsibilities or duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, the part of the Basic Salary payable to him/her in respect of that period for which he or she is suspended will be withheld by the Authority (Section 155 (1) of the Measure).
- 4.2 Where a Member in receipt of a Senior Salary is suspended or partially suspended from being a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, the Authority must not make payments of the Member's Senior Salary for the duration of the suspension (Section 155 (1) of the Measure).

### **5.0 Repayment of salaries, allowances or fees**

- 5.1 Where payment of any salary, allowance or fee has been made to a Member of the Authority or Co-opted Member in respect of any period during which the Member concerned:
- (a) is suspended or partially suspended from that Member's/Co-opted Member's duties or responsibilities in accordance with Part 3 of the 2000 Act or regulations made under that Act;
  - (b) ceases to be a Member of the Authority or Co-opted Member; or
  - (c) is in any other way not entitled to receive a salary, allowance or fee in respect of that period,

the Authority will require that such part of the allowance as relates to any such period be repaid.

- 5.2 Where the allowance has been paid concurrently for the whole month but the entitlement to the allowances terminates during the month, the Head of Function (Resources) will recover the overpayment from any other payment of allowances or expenses to the Member concerned.
- 5.3 In any other case of overpayment, the Head of Function (Resources) will notify the Member concerned with a view to agreeing a timetable for recovery.

## **6.0 Payments**

- 6.1 Members are encouraged to receive payments by bank transfer.
- 6.2 Where payment has resulted in a Member receiving more than his/her entitlement to salaries, allowances or fees the Authority will require that such part that is overpayment be repaid.
- 6.3 All payments are subject to the appropriate tax and National Insurance deductions.
- 6.4 Where allowances are paid on the basis of claims, Members are encouraged to submit claims for complete calendar months to the Deputy Chief Executive's Department by the 7<sup>th</sup> of the following month. The Financial Procedure Rules allow the Head of Function (Resources) to refuse to pay claims that are more than three months late.

## **7.0 Reimbursement for the costs of care**

- 7.1 The reimbursement of the costs of care is intended to enable any person whose ability to participate as a member of an authority would be limited by their responsibilities as a carer, or for a member to receive care support to enable that individual to carry out their role.
- 7.2 Reimbursement applies in respect of children who are aged 15 or under and other persons for whom the Member or Co-opted Member can show that care is required.
- 7.3 In order to claim eligibility for reimbursement for the costs of care, Members must apply to the Chief Executive giving details of their dependants in a form approved by him. Once eligibility is accepted Members shall claim the reimbursement monthly. All claims must be supported by receipts for expenditure incurred and will be restricted to reimbursement of that expenditure.
- 7.4 Eligible Members may claim reimbursement for actual and receipted costs up to a maximum amount not exceeding that determined by the Independent Remuneration Panel as set out in **Schedule 1**. All claims for reimbursement of the costs of care should be made in writing to Democratic Services detailing times, dates and reasons for claim. Receipts are required for both informal and formal care arrangements.

## **8.0 Family Absence**

- 8.1 Members are entitled under the provisions of the Family Absence for Members of Local Authorities (Wales) Regulations 2013 to a period of family absence, during which if they satisfy the prescribed conditions they are entitled to be absent from authority meetings.
- 8.2 An elected member is entitled to retain a basic salary when taking family absence under the regulations irrespective of the attendance record immediately preceding the commencement of family absence.
- 8.3 When a senior salary holder is eligible for family absence, he/she will continue to receive the salary for the duration of the absence.
- 8.4 It is a matter for the authority to decide whether or not to make a substitute payment. The elected member substituting for a senior salary holder taking family absence will be eligible to be paid a senior salary, if the authority so decides.
- 8.5 If the paid substitution results in the authority exceeding the maximum number of senior salaries, the specific approval of Welsh Government is required to allow an addition to the maximum for the duration of the substitution.
- 8.6 When the authority agrees a paid substitution for family absence, the Panel must be informed, within 14 days of the date of the decision, of the details, including the particular post and the duration of the substitution.
- 8.7 The schedule of remuneration must be amended to reflect the implication of the family absence.

## **9.0 Sickness absence for senior salary holders**

Specific arrangements for long term sickness are set out below:

- 9.1 Long term sickness is defined as certified absences in excess of 4 weeks.
- 9.2 The maximum length of sickness absence within these proposals is 26 weeks or until the individual's term of office ends, whichever is sooner (but if reappointed any remaining balance of the 26 weeks will be included).
- 9.3 Within these parameters a senior salary holder on long term sickness can, if the authority decides, continue to receive remuneration for the post held.
- 9.4 It is a decision of the authority whether to make a substitute appointment but the substitute will be eligible to be paid the senior salary appropriate to the post.

- 9.5 If the paid substitution results in the authority exceeding the maximum number of senior salaries payable for that authority as set out in the Annual Report, an addition will be allowed for the duration of the substitution. (However, this would not apply to Merthyr Tydfil or the Isle of Anglesey councils if it would result in more than 50% of the membership receiving a senior salary. It would also not apply in respect of a council executive member if it would result in the cabinet exceeding 10 posts - the statutory maximum).
- 9.6 When the authority agrees a paid substitution, the Panel must be informed within 14 days of the decision of the details, including the specific post and the estimated length of the substitution. The authority's Schedule of Remuneration must be amended accordingly.
- 9.7 It does not apply to elected members of principal councils who are not senior post holders as they continue to receive basic salary for at least six months irrespective of attendance and any extension beyond this timescale is a matter for the authority.

## **10.0 Co-optees' payments**

- 10.1 A Co-optees' daily fee (with a provision for half day payments) shall be paid to Co-optees, provided they are statutory Co-optees with voting rights.
- 10.2 Payments will take into consideration travelling time to and from the place of the meeting, reasonable time for pre meeting preparation and length of meeting (up to the maximum of the daily rate).
- 10.3 The Monitoring Officer is designated as the "appropriate officer" and will determine preparation time, travelling time and length of meeting, the fee will be paid on the basis of this determination.
- 10.4 The Monitoring Officer can determine in advance whether a meeting is programmed for a full day and the fee will be paid on the basis of this determination even if the meeting finishes before four hours has elapsed.
- 10.5 A half day meeting is defined as up to 4 hours.
- 10.6 A full day meeting is defined as over 4 hours.
- 10.7 The daily and half-day fee for the Chairs of the Standards Committee and Audit Committee, as determined by the Independent Remuneration Panel, is set out in **Schedule 1**.
- 10.8 The daily and half-day fee for other statutory Co-optees with voting rights, as determined by the Independent Remuneration Panel, is set out in **Schedule 1**.

## **11.0 Travel and Subsistence Allowances - General Principles**

- 11.1 Members and Co-opted Members may claim travelling expenses when travelling on the Authority's business for approved duties as set out in **Schedule 2**.
- 11.2 Members travelling on Council business are encouraged to use Standard Class train or other public transport where possible. Unless rail warrants are used, Members may claim back any expense of such travel on a monthly claim form accompanied by relevant ticket or receipt.
- 11.3 Members attending meetings outside the County should share transport unless otherwise approved by the Chief Executive. Car mileage allowances at the rate set out in **Schedule 3** will be payable monthly in arrears following submission of a claim form approved by the Head of Function (Resources).
- 11.4 Where a Member travels to a meeting from anywhere other than his or her home, travelling expenses will only be paid from the County boundaries.
- 11.5 Unless the Member concerned has certified to the Head of Function (Resources) that he/she uses his home as a base for his work as a Councillor, any mileage allowances paid to them will be treated as taxable.
- 11.6 Where Members travel on the Authority's business they are expected to travel by the most cost effective means.
- 11.7 The rates of Members' Travel and Subsistence Allowances are set out in **Schedule 3** and are subject to annual review by the Independent Remuneration Panel for Wales.
- 11.8 Where a Member is suspended or partially suspended from his or her responsibilities or duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, any travel and subsistence allowances payable to him/her in respect of that period for which he or she is suspended or partially suspended must be withheld by the Authority.

## **12.0 Travel by Private Vehicle**

- 12.1 The Independent Remuneration Panel for Wales has determined that the maximum travel rates payable should be the rates set out by Her Majesty's Revenue & Customs for the use of private cars, motor cycles and pedal cycles plus any passenger supplement.
- 12.2 The mileage rates for private vehicles as determined by the Independent Remuneration Panel for Wales are set out in **Schedule 3**.
- 12.3 Where a Member makes use of his/her private vehicle for approved duty purposes, the vehicle must be insured for business use. Proof of appropriate insurance must be provided to the Authority on request.

### **13.0 Travel by Public Transport**

#### **Taxi Fares**

13.1 Re-imbusement for taxi fares will be upon receipt only.

### **14.0 Overnight Accommodation**

14.1 Overnight accommodation will be booked by Democratic Services. Wherever possible the overnight accommodation will be pre-paid or invoiced.

### **15.0 Subsistence Allowance**

15.1 The cost of Members' subsistence allowance while away from home on Council business will be payable monthly in arrears following submission of a claim in a form approved by the Head of Function (Resources).

15.2 The day subsistence rate to meet the costs of meals and refreshments in connection with approved duties (including breakfast when not provided as part of overnight accommodation) is set out in **Schedule 3**. The maximum daily rate covers a 24 hour period and can be claimed for any meal that is relevant, providing such a claim is supported by receipt(s)

15.3 No provision is made for subsistence claims within the County.

### **16.0 Claims and Payments**

16.1 Where allowances are paid on the basis of claims, Members are encouraged to submit claims for complete calendar months to the Democratic Services by the 7<sup>th</sup> of the following month. The Financial Procedure Rules allow the Head of Function (Resources) to refuse to pay claims that are more than three months late.

### **17.0 Pensions**

17.1 The Authority shall enable its Members who are eligible to join the Local Government Pension Scheme.

### **18.0 Compliance**

18.1 In accordance with the Regulations, the Authority must comply with the requirements of the Panel in respect of the monitoring and publication of payments made to members and co-opted members as set out in **Schedule 4**.

**Members are reminded that expense claims are subject to both internal and external audit.**

**SCHEDULE 1****Schedule of Member Remuneration 2018-19**

<b>MEMBERS ENTITLED TO BASIC SALARY</b>		<b>ANNUAL AMOUNT OF BASIC SALARY</b>
1.	Lewis Davies	£13,600
2.	John Griffith	£13,600
3.	Richard Griffiths	£13,600
4.	Glyn Haynes	£13,600
5.	Kenneth P Hughes	£13,600
6.	Trefor Lloyd Hughes	£13,600
7.	Vaughan Hughes	£13,600
8.	Eric Wyn Jones	£13,600
9.	Richard Owain Jones	£13,600
10.	Robert Ll Jones	£13,600
11.	Shaun James Redmond	£13,600
12.	Alun Roberts	£13,600
13.	Dafydd Roberts	£13,600
14.	J Arwel Roberts	£13,600



<b>SENIOR SALARIES ENTITLEMENTS (includes basic salary)</b>			<b>ANNUAL AMOUNT OF SENIOR SALARY</b>
	<b>ROLE</b>	<b>MEMBER</b>	
1.	Leader and Social Services Portfolio	Llinos Medi	£43,300
2.	Deputy Leader, Service Transformation and Responsibility for the Welsh Language	Ieuan Williams	£30,300
3.	Executive Member – Planning and Public Protection	Richard Dew	£26,300
4.	Executive Member – Finance Portfolio	Robin Wyn Williams	£26,300
5.	Executive Member – Education, Youth, Libraries and Culture Portfolio	R Meirion Jones	£26,300
6.	Executive Member – Highways, Property and Waste Portfolio	Robert G Parry OBE	£26,300
7.	Executive Member – Corporate Portfolio	Dafydd Rhys Thomas	£26,300
8.	Executive Member – Housing and Supporting Communities	Alun Wyn Mummery	£26,300
9.	Executive Member – Major Projects and Economic Development	Carwyn Jones	£26,300
10.	Chair of Partnership and Regeneration Scrutiny Committee	Gwilym O Jones	£22,300
11.	Chair of Corporate Scrutiny Committee	Aled Morris Jones	£22,300
12.	Chair of Planning and Orders Committee	Nicola Roberts	£22,300
13.	Chair of Audit and Governance Committee	Peter Rogers	£22,300
14.	Leader of Largest Opposition Group	Bryan Owen	£22,300

<b>ENTITLEMENT TO CIVIC SALARIES</b>			<b>ANNUAL AMOUNT OF CIVIC SALARY</b>
	<b>ROLE</b>	<b>MEMBER</b>	
15.	Civic Head (Chair of the Council)	Dylan Rees	£19,300
16.	Deputy Civic Head (Vice-Chair of the Council)	Margaret Murley Roberts	£14,300

A maximum of 16 senior salaries (inclusive of civic salaries) may be paid by the Isle of Anglesey County Council and this has not been exceeded.

ENTITLEMENT AS STATUTORY CO-OPTees		AMOUNT OF CO-OPTees ALLOWANCES
ROLE	MEMBER	
Chair Of Standards Committee	Michael Wilson	£256 (4 hours and over) £128 (up to 4 hours)
Chair of Audit Committee	-	£256 (4 hours and over) £128 (up to 4 hours)
Statutory Co-optees - Standards Committee, Education OVSC Committee, Audit Committee, Crime and Disorder OVSC	<p><b>Standards:</b> Denise Harris Edwards Islwyn Jones John Robert Jones Dilys Shaw</p> <p><b>Town and Community Council representatives:</b> Iorwerth Roberts Keith Roberts</p> <p><b>Scrutiny:</b> Keith Roberts Anest Gray Frazer Dyfed Wyn Jones (from 3 December 2018)</p> <p><b>Audit and Governance:</b> Dilwyn Evans Jonathan Mendoza</p>	£198 (4 hours and over) £99 (up to 4 hours)
Statutory Co-optees -ordinary members of Standards Committee who also chair Standards Committees for Community Councils	-	£226 (4 hours and over) £113 (up to 4 hours)

MEMBERS ELIGIBLE TO RECEIVE REIMBURSEMENT FOR THE COSTS OF CARE	
All Members	Up to a maximum of £403 per month

## **SCHEDULE 2**

### **Travelling Allowances**

Travelling allowances will be payable for the following:

- Any meeting of the Council or any Committee of the Council called by the Proper Officer
- Any training event organised by or on behalf of the Council and approved by the Chief Executive
- Any meeting on Council business to which the Member is invited by the Chief Executive or Head of Service and authorised on the relevant form
- Any civic function to which the Member is invited by the Council Chair or Chief Executive, or otherwise approved by the Chief Executive
- Any meeting of an outside body to which the Member has been appointed or nominated for Membership by the Council, provided that the outside body does not itself pay such costs or prohibit the acceptance of such costs

Travelling allowances will not be payable for:

- Political group meetings
- Social meetings (where no Council business is transacted)
- Meeting for which an outside body may reimburse travelling costs
- Meetings within the Member's own ward
- Journeys from home to Llangefni in order to attend meetings of the full County Council

**SCHEDULE 3****Mileage Rates**

All sizes of private motor vehicle	
Up to 10,000 miles	45 pence per mile
Over 10,000 miles	25 pence per mile
Private Motor Cycles	24 pence per mile
Pedal Cycles	20 pence per mile
Per passenger carried on authority business	05 pence per mile

**Subsistence Allowance**

The day subsistence rate is up to a maximum of £28 and covers a 24-hour period and can be claimed for meals, including breakfast, where not provided in the overnight charge. The payment of subsistence will be subject to the following:

- Claims are subject to the maximum amount prescribed in the schedule for the relevant period of absence from home
- Subsistence cannot be claimed unless there would also be an entitlement to travelling allowance for the same event (whether or not it is claimed or paid)
- Subsistence allowance cannot be claimed for business on the island
- All claims must be supported by receipts for expenditure incurred and will be restricted to reimbursement of that expenditure

**Overnight Stay**

The maximum allowances for an overnight stay are £200 for London and £95 for elsewhere. A maximum of £30 is available for an overnight stay with friends or relatives whilst on approved duty.

## **SCHEDULE 4**

### **Compliance**

- The Authority will arrange for the publication on the Council's website the total sum paid by it to each member and co-opted member in respect of salary, allowances, fees and reimbursements, including where a member had chosen to forego all or part of the salary or fee for the year in question. This information will be published not later than 30 September following the close of the year to which it relates. In the interests of transparency, this will include remuneration from all public service appointments held by elected members.
- The Authority will publish on the Council's website a statement of the basic responsibility of a councillor and role descriptors for senior salary office holders, which clearly identify the duties expected.
- The Authority will publish on the Council's website the annual schedule of Member Remuneration not later than 31 July of the year to which the schedule refers.
- The Authority will send a copy of the schedule to the Independent Remuneration Panel not later than 31 July of the year to which the schedule refers.
- The Authority will maintain records of member/co-opted members attendance at meetings of Council, Executive and Committees and other approved duties for which a member/co-opted member submits a claim for reimbursement.
- The Authority will arrange for the publication on the Council's website of annual reports prepared by members.
- When the Authority agrees a paid substitution for family absence it will notify the Independent Remuneration Panel within 14 days of the date of the decision of the details including the particular post and the duration of the substitution.
- When the authority agrees a paid substitution for sickness absence for a senior salary holder the Panel will be informed within 14 days of the decision of the details including the specific post and the estimated length of the substitution. The authority's Schedule of Remuneration will be amended accordingly.



## **Pwyllgor Safonau / Standards Committee**

**Cais i fod yn Aelod  
Annibynnol ar y Pwyllgor  
Safonau**

**Application to be an  
Independent Member of the  
Standards Committee**

**Gofynnir i ymgeiswyr gwblhau pob blwch  
ar y ffurflen**

**Applicants are asked to please  
complete all boxes on this form.**

### **RHAN 1 : GWYBODAETH BERSONOL / PART 1 : PERSONAL INFORMATION**

Teitl / Title (Mr / Mrs / Miss / Ms): _____
Enw(au) Cyntaf / Forename(s): _____
Cyfenw / Surname: _____
Cyfeiriad cartref / Home address: _____ _____
Côd Post / Post Code: _____
Rhif ffôn / Telephone Number: _____
Cyfeiriad e-bost / e-mail address: _____
Rhif ffôn symudol / Mobile telephone number: _____

**DRAFT**

A wnewch chi gynnwys gwybodaeth ynghylch eich gwaith a'ch cyflogwr presennol ac unrhyw gymhwysterau academaidd neu broffesiynol sydd gennych. / Please provide details of your present occupation and employer and any work related professional or academic qualification.

## **RHAN 2 : CYMHWYSTER DEDDFWRIAETHOL / PART 2 : LEGISLATIVE ELIGIBILITY**

**Gweler Atodiad A. / Please see Enclosure A.**

1. Ydych chi erioed wedi gweithio i (a) Gyngor Sir Ynys Môn, (b) unrhyw gyngor sir / parc cenedlaethol / awdurdod tân ac achub, neu (c) unrhyw gyngor tref neu gymuned? / Have you ever worked for (a) the Isle of Anglesey County Council, (b) any other county council / national park / fire and rescue authority, or (c) any town or community council?

Do / Yes  Naddo / No

Os Do, rhowch fwy o wybodaeth os gwelwch yn dda, gan gynnwys dyddiadau / If Yes, please give details including dates

2. Ydi eich gŵr / gwraig / partner yn cael ei gyflogi / ei chyflogi gan (a) Gyngor Sir Ynys Môn, (b) unrhyw gyngor sir / parc cenedlaethol / awdurdod tân ac achub, neu (c) unrhyw gyngor tref neu gymuned? /  
Is your spouse or partner employed by (a) the Isle of Anglesey County Council, (b) any other county council / national park / fire and rescue authority, or (c) any town or community council?

Ydi / Yes  Nac ydi / No

Os Ydi, rhowch fwy o fanylion os gwelwch yn dda.  
If Yes, please give details.

3. Ydych chi, neu eich gŵr / gwraig / partner, yn aelod etholedig, neu wedi bod yn aelod etholedig yn y gorffennol, o (a) Gyngor Sir Ynys Môn, (b) unrhyw gyngor sir / parc cenedlaethol / awdurdod tân ac achub, neu (c) unrhyw gyngor tref neu gymuned?  
Are you or your spouse or partner, or have either of you ever been, a serving member of (a) the Isle of Anglesey County Council, (b) any other county council / national park / fire and rescue authority, or (c) any town or community council?

Do / Yes  Naddo / No

Os Do, rhowch fwy o wybodaeth os gwelwch yn dda, gan gynnwys enw'r awdurdod a'r dyddiadau perthnasol /  
If Yes, please provide the name of the authority and the relevant dates

4. Ydych chi wedi ymwneud efo achos(ion) troseddol? /  
Have you been involved in any criminal proceedings?

Do / Yes  Naddo / No

Os Ydych, rhowch fwy o wybodaeth os gwelwch yn dda /  
If Yes, please provide further information



**RHAN 3 : GOFYNION YCHWANEGOL DEWISOL / PART 3 : OPTIONAL ADDITIONAL REQUIREMENTS**

**Gweler Atodiad B. / Please see Enclosure B.**

1. Ydych chi'n aelod o barti gwleidyddol neu'n weithgar mewn gwleidyddiaeth leol? / Are you a member of any political party or active in local politics?

Ydw / Yes  Na / No

Os Ydych, rhowch fwy o wybodaeth os gwelwch yn dda /  
If Yes, please provide further information

2. Ydych chi wedi cael ymdriniaeth arwyddocaol efo Cyngor Sir Ynys Môn? / Have you had any significant dealings with the Isle of Anglesey County Council?

Do / Yes  Naddo / No

Os Ydych, rhowch fwy o wybodaeth os gwelwch yn dda /  
If Yes, please provide further information

3. Oes unrhyw beth yn eich bywyd personol neu'r gwaith, neu yn y gorffennol, neu o fewn eich gwybodaeth ynghylch aelodau o'ch teulu neu eich ffrindiau agosaf, a fyddai, petai'n dod yn fater cyhoeddus, allai ddod ag anfri arnich chi neu godi amheuaeth ynghylch eich cywirdeb, awdurdod neu eich sefydlogrwydd yn y gymdeithas? /

Is there anything in your private or working life, or in your past, or to your knowledge in relation to any member of your family or close friends, which, if it became generally known, might bring you into disrepute or call into question your integrity, authority or standing in the community?

Oes / Yes  Nac Oes / No

Os Oes, rhowch fwy o wybodaeth os gwelwch yn dda /  
If Yes, please provide further information

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**RHAN 4 : MANYLION CAIS / PART 4 : APPLICATION DETAILS**

**Gweler Atodiad C. / Please see Enclosure C.**

1. Mynegwch, os gwelwch yn dda, pam fod gennych ddiddordeb mewn gwasanaethu fel aelod annibynnol ar Bwyllgor Safonau Cyngor Sir Ynys Môn. Cynhwyswch fanylion ynghylch unrhyw brofiad blaenorol neu briodoleddau personol sydd gennych ac sydd yn eich barn chi'n eich gwneud yn arbennig o addas ar gyfer y swyddogaeth yma. /

Please indicate why you are interested in serving as an independent member on the Standards Committee of the Isle of Anglesey County Council. Include details of any previous experience or personal attributes which you believe make you particularly suitable for this role.

2. Os oes unrhyw wybodaeth bellach yr ydych yn dymuno i'r Cyngor ei hystyried, rhowch fanylion isod os gwelwch yn dda. /

If there is any additional information you wish the Council to consider, please provide details below.

**RHAN 5 : GEIRDA / Part 5 : REFERENCES**

Gofynnir i chi, os gwelwch yn dda, roi manylion am ddau unigolyn sy'n fodlon cyflwyno geirda sy'n canolbwyntio ar y meini prawf uchod yn gyffredinol yn ogystal â'ch gonestrwydd personol chi. Lle mae'n berthnasol, hoffai'r Panel Dethol dderbyn geirda gan un canolwr mewn capasiti proffesiynol / gwaith. Fodd bynnag, oherwydd natur y penodiad gofynnir i chwi beidio â chyflwyno enwau cynghorwyr neu weithwyr y Cyngor neu gyfeillion neu berthnasau o gynghorwyr neu weithwyr y Cyngor agos fel canolwyr.

Please provide details of two persons who would be willing to provide references with particular regard to the above criteria generally and also to your personal integrity. Where applicable, it would be desirable for the Selection Panel to receive a reference from one referee in a professional / working capacity. However, owing to the nature of the appointment, the names of councillors or Council employees or close friends or relatives of councillors or Council employees should not be put forward as referees.

Enw / Name	Enw/Name
Cyfeiriad / Address	Cyfeiriad / Address
E-bost/e-mail	E-bost/e-mail
Rhif ffôn / Telephone Number Ffôn symudol / Mobile Number	Rhif ffôn / Telephone Number Ffôn symudol / Mobile Number
Sut ydych chi'n adnabod y person hwn ac ers faint o amser ydych chi wedi ei adnabod / hadnabod. / Capacity in which this person is known to you and the length of time this person has known you	Sut ydych chi'n adnabod y person hwn ac ers faint o amser ydych chi wedi ei adnabod / hadnabod. / Capacity in which this person is known to you and the length of time this person has known you

## RHAN 6 : DATGANIAD / PART 6 : DECLARATION

Gofynnir i chi, os gwelwch yn dda, lofnodi a dyddio'r datganiad isod. Please sign and date the declaration below.

**Hyd y gwn i mae'r wybodaeth yn y ffurflen hon yn gywir /  
To the best of my knowledge the information contained in this form is correct**

**Llofnod yr ymgeisydd / Signature of applicant \***

\_\_\_\_\_  
**Dyddiad / Date**  
\_\_\_\_\_

\* Bydd enw'r ymgeisydd yn ddigonol os cyflwynir y cais yn electronig / Applicant's name will be sufficient if the application is submitted electronically

### **Rhybudd Preifatrwydd**

Bydd y wybodaeth y byddwch yn ei darparu'n cael ei defnyddio'n unig i bwrpas dethol gan aelodau'r Panel Dethol, y Swyddog Monitro, y Goruchwyliwr Gweinyddol a'r Swyddog Gwasanaethau Democrataidd ac, yn unol â chyfraith diogelu data y D.U. sef Rheoliad Diogelu Data Cyffredinol a'r Ddeddf Diogelu Data 2018, bydd yn cael ei storio'n ddiogel ac yna ei dinistrio'n ddiogel ar adeg briodol.

### **Privacy Notice**

The information you supply will be used only for the purpose of selection by the members of the Selection Panel, the Monitoring Officer, Administrative Supervisor and Democratic Services Officer and, in accordance with UK data protection legislation, namely the General Data Protection Regulation and the Data Protection Act 2018, will be securely stored and then securely destroyed at an appropriate time.

### **Nodiadau i'r Ymgeisydd**

- i. Pan fyddwch wedi ei chwblhau anfonwch y ffurflen at Pennaeth Swyddogaeth (Busnes y Cyngor)/ Swyddog Monitro, Cyngor Sir Ynys Môn, Swyddfeydd y Cyngor, Llangefni, Ynys Môn LL77 7TW neu trwy ebost i [medwenjones@ynysmon.gov.uk](mailto:medwenjones@ynysmon.gov.uk) Yn y naill achos neu'r llall i'w dderbyn dim hwyrach na 5yh ar [dyddiad].
- ii. Gofynnir i chi hefyd, os gwelwch yn dda, gwblhau a dychwelyd y ffurflen Monitro Cyfle Cyfartal a atodwyd.

### **Notes for Applicant**

- i. When completed please return this form to the Head of Function (Council Business) / Monitoring Officer, Isle of Anglesey County Council, Council Offices, Llangefni, Anglesey LL77 7TW or by email to [medwenjones@anglesey.gov.uk](mailto:medwenjones@anglesey.gov.uk). In either case to be received by no later than 5pm on [date].
- ii. Please also complete and return the attached Equal Opportunities Monitoring Form.

**DRAFT**

iii. Gwaetha'r modd ni fydd ceisiadau hwyr yn cael eu hystyried.

iii. Regrettably, late applications will not be considered.

**FFURFLEN MONITRO CYFLEOEDD CYFARTAL**

Bydd y wybodaeth y byddwch yn ei darparu yn cael ei thrin yn gyfrinachol. Ni fydd ond yn cael ei defnyddio i ddibenion dadansoddi proffil cyffredinol Cyngor Sir Ynys Môn.

Yn unol â'r gyfraith, rhaid i ni fonitro ar gyfer cydraddoldeb. Fodd bynnag, nid oes dyletswydd gyfreithiol arnoch i ymateb. Bydd unrhyw wybodaeth y byddwch yn ei darparu yn gymorth i ni addasu a monitro ein gwasanaethau yn y dyfodol.

<b>Teitl</b>	
<b>Cyfenw</b>	
<b>Enw Cyntaf</b>	
<b>Oed</b>	16-24 <input type="checkbox"/> 25-34 <input type="checkbox"/> 35-44 <input type="checkbox"/> 45-54 <input type="checkbox"/> 55-64 <input type="checkbox"/> 65+ <input type="checkbox"/>
<b>Rhyw</b>	Gwryw <input type="checkbox"/> Benyw <input type="checkbox"/>
<b>Ydych chi erioed wedi dweud eich bod yn drawsryweddol</b>	I ddibenion y cwestiwn hwn, diffinnir trawsryweddol fel unigolion sy'n byw, neu sy'n dymuno byw, amser llawn yn y rhyw na chafodd ei aseinio iddynt ar adeg eu geni. Do <input type="checkbox"/> Naddo <input type="checkbox"/> Dim eisiau dweud <input type="checkbox"/>
<b>Tarddiad ethnig: (Ticiwch un)</b>	Gwyn <input type="checkbox"/> Asiaidd <input type="checkbox"/> Du <input type="checkbox"/> Tsieineaidd <input type="checkbox"/> Cymysg <input type="checkbox"/> Arall <input type="checkbox"/> Manylwch os gwelwch yn dda:
<b>Crefydd neu gredo: (Ticiwch un)</b>	Dim Crefydd neu Gredo <input type="checkbox"/> Baha'i <input type="checkbox"/> Bwdhydd <input type="checkbox"/> Cristion <input type="checkbox"/> Hindŵ <input type="checkbox"/> Jain <input type="checkbox"/> Iddew <input type="checkbox"/> Moslem <input type="checkbox"/> Sikh <input type="checkbox"/> Arall <input type="checkbox"/> Gwell gen i beidio â dweud <input type="checkbox"/>
<b>Cyfeiriadedd Rhywiol: (Ticiwch un)</b>	Deurywiol <input type="checkbox"/> Heterorywiol <input type="checkbox"/> Hoyw <input type="checkbox"/> Lesbiad <input type="checkbox"/> Gwell gen i beidio â dweud <input type="checkbox"/>

**Anabledd (Ticiwch un os gwelwch yn dda)**



A ydych yn ystyried bod gennych anabledd tu mewn i ystyr Deddf Cydraddoldeb 2010?

Mae Deddf Cydraddoldeb 2010 yn diffinio person anabl fel rhywun sydd â nam corfforol neu feddyliol, sydd yn cael effaith sylweddol ac andwyol tymor hir ar ei allu ef neu hi i wneud gweithgareddau dydd i ddydd cyffredin. Gall cyflyrau gynnwys, er enghraifft, iselder difrifol,

dyslecsia, diabetes, epilepsi ac arthritis

Bydd yr holl ymgeiswyr sydd ag anabledd ac sy'n cwrdd â'r lleiafswm o feini prawf ar gyfer y swydd yn cael cynnig cyfweiliad yn unol ag ymrwymiad Cyngor Sir Ynys Môn i ddarparu cyfleoedd i bobl gydag anabledd.

Ydw  Na  Gwell gen i beidio â dweud

Os gwelwch yn dda disgrifiwch natur eich anabledd:

Dyslecsia	<input type="checkbox"/>	Yn defnyddio cadair olwyn / problemau symudedd	<input type="checkbox"/>
Dall / Rhannol Ddall	<input type="checkbox"/>	Cefnogaeth gofal person	<input type="checkbox"/>
Byddar / Nam Clyw	<input type="checkbox"/>	Anawsterau iechyd meddwl	<input type="checkbox"/>
Anabledd na ellir ei weld e.e. clefyd siwgr, epilepsy, asthma	<input type="checkbox"/>	Nifer o anableddau	<input type="checkbox"/>
Anabledd nad yw wedi ei restru uchod	<input type="checkbox"/>		

Mae'r wybodaeth i ddibenion monitro'n unig – os ydych angen unrhyw addasiadau rhesymol, dylech drefnu'r rhain ar wahân.

## EQUAL OPPORTUNITIES MONITORING FORM

The information you have supplied will be kept confidentially and will only be used to provide an overall profile analysis of Anglesey County Council.

We are legally required to monitor for equality, however you are not legally obliged to respond. Any information you do provide will help us to adapt and monitor our services in the future.

<b>Title</b>													
<b>Surname</b>													
<b>First Name</b>													
<b>Age</b>	16-24 <input type="checkbox"/> 25-34 <input type="checkbox"/> 35-44 <input type="checkbox"/> 45-54 <input type="checkbox"/> 55-64 <input type="checkbox"/> 65+ <input type="checkbox"/>												
<b>Gender</b>	Male <input type="checkbox"/> Female <input type="checkbox"/>												
<b>Have you ever identified as transgender</b>	For the purpose of this question 'transgender' is defined as an individual who lives, or wants to live, full time in the gender opposite to that they were assigned at birth.  Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say <input type="checkbox"/>												
<b>Ethnic Origin</b> <b>(Please tick one)</b>	White <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Chinese <input type="checkbox"/> Mixed <input type="checkbox"/> Other <input type="checkbox"/> Please specify:												
<b>Religion or Belief</b> <b>(Please tick one)</b>	<table style="width: 100%; border: none;"> <tr> <td>No Religion or Belief <input type="checkbox"/></td> <td>Baha'i <input type="checkbox"/></td> <td>Buddhist <input type="checkbox"/></td> </tr> <tr> <td>Christian <input type="checkbox"/></td> <td>Hindu <input type="checkbox"/></td> <td>Jain <input type="checkbox"/></td> </tr> <tr> <td>Jewish <input type="checkbox"/></td> <td>Muslim <input type="checkbox"/></td> <td>Sikh <input type="checkbox"/></td> </tr> <tr> <td>Other <input type="checkbox"/></td> <td>Prefer not to say <input type="checkbox"/></td> <td></td> </tr> </table>	No Religion or Belief <input type="checkbox"/>	Baha'i <input type="checkbox"/>	Buddhist <input type="checkbox"/>	Christian <input type="checkbox"/>	Hindu <input type="checkbox"/>	Jain <input type="checkbox"/>	Jewish <input type="checkbox"/>	Muslim <input type="checkbox"/>	Sikh <input type="checkbox"/>	Other <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>	
No Religion or Belief <input type="checkbox"/>	Baha'i <input type="checkbox"/>	Buddhist <input type="checkbox"/>											
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Other <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>												
<b>Sexual Orientation</b> <b>(Please tick one)</b>	<table style="width: 100%; border: none;"> <tr> <td>Bisexual <input type="checkbox"/></td> <td>Heterosexual <input type="checkbox"/></td> <td>Gay <input type="checkbox"/></td> </tr> <tr> <td>Lesbian <input type="checkbox"/></td> <td>Prefer not to say <input type="checkbox"/></td> <td></td> </tr> </table>	Bisexual <input type="checkbox"/>	Heterosexual <input type="checkbox"/>	Gay <input type="checkbox"/>	Lesbian <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>							
Bisexual <input type="checkbox"/>	Heterosexual <input type="checkbox"/>	Gay <input type="checkbox"/>											
Lesbian <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>												

**Disability (Please tick one)**

Do you consider yourself to have a disability within the meaning of the Equality Act 2010?



The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment, which has a substantial and adverse long-term effect on his or her ability to carry out normal day to day activities. Conditions may include, for example, severe depression, dyslexia, diabetes, epilepsy and arthritis



All applicants who have a disability and meet the minimum criteria for the post will be offered an interview in line with the Isle of Anglesey County Council's commitment to providing opportunities for people with a disability.

Yes           No           Prefer not to say

If yes, please describe the nature of your disability:

- |  |                          |  |                          |
|--|--------------------------|--|--------------------------|
| Dyslexia   | <input type="checkbox"/> | Wheelchair user / Have mobility difficulties | <input type="checkbox"/> |
| Blind / Partially sighted                            | <input type="checkbox"/> | Personal care support                        | <input type="checkbox"/> |
| Deaf / Have a hearing impairment                     | <input type="checkbox"/> | Mental health difficulties                   | <input type="checkbox"/> |
| An unseen disability e.g. diabetes, epilepsy, asthma | <input type="checkbox"/> | Multiple disabilities                        | <input type="checkbox"/> |
| A disability not listed above                        |                          |  |                          |

This information is provided for monitoring purposes only - if you need any reasonable adjustments you should arrange these separately.

**YNGHYLCH RHAN 2 Y FFURFLEN GAIS /  
IN RELATION TO PART 2 OF THE APPLICATION FORM**

**Pwy sy'n gymwys i fod yn aelodau annibynnol o'r Pwyllgor Safonau a'r hyn a fedr eu gwahardd rhag bod yn aelodau /**

**Eligibility/disqualification from the role of independent member of the Standards Committee**

**Nid** yw'r ymgeiswyr isod yn gymwys i gael eu penodi i rôl aelod annibynnol o'r Pwyllgor Safonau:-

The following applicants are **ineligible** to be appointed to the role of an independent member of the Standards Committee:-

- yn gynghorydd neu wedi bod yn gynghorydd ar Gyngor Sir Ynys Môn
  - yn gynghorydd cyfredol efo unrhyw gyngor sir arall, cyngor bwrdeistref sirol, awdurdod parc cenedlaethol neu awdurdod tân ac achub
  - yn gynghorydd cyfredol efo unrhyw gyngor cymuned neu dref
  - yn gweithio neu wedi bod yn gweithio i Gyngor Sir Ynys Môn
  - yn gweithio ar hyn o bryd i unrhyw Gyngor Sir arall, Cyngor Bwrdeistref Sirol, awdurdod Parc Cenedlaethol neu awdurdod tân ac achub
  - yn gweithio ar hyn o bryd i unrhyw gyngor cymuned
  - yn briod/bartner i gynghorydd neu weithiwr efo Cyngor Sir Ynys Môn
  - yn briod/bartner i gynghorydd neu weithiwr efo unrhyw gyngor sir arall, cyngor bwrdeistref sirol, awdurdod parc cenedlaethol neu awdurdod tân ac achub
  - yn briod/bartner i gynghorydd neu weithiwr i unrhyw gyngor cymuned neu dref
  - wedi bod yn gynghorydd neu swyddog efo unrhyw gyngor sir,
- a current or former county councillor of the Isle of Anglesey County Council
  - a current councillor of any other county council, county borough council, national park authority or fire and rescue authority
  - a current councillor of any town or community council
  - a current or former employee of the Isle of Anglesey County Council
  - 
  - a current employee of any other county council, county borough council, national park authority or fire and rescue authority
  - a current employee of any town or community council
  - the spouse/partner of a councillor or employee of the Isle of Anglesey County Council
  - the spouse/partner of a councillor or employee of any other county council, county borough council, national park authority or fire and rescue authority
  - the spouse/partner of a councillor or employee of any town or community council
  - a former councillor or employee of any county council, county borough council,

## FFURFLEN GAIS / APPLICATION FORM

cyngor bwrdeistref sirol, awdurdod parc cenedlaethol, a/neu, awdurdod tân ac achub o fewn y 12 mis diwethaf. Os ydi aelodaeth yr ymgeisydd wedi peidio ers cyfnod o ddeuddeng mis [yn dechrau efo'r dyddiad y peidiodd yr ymgeisydd hwnnw â bod yn aelod o'r awdurdod perthnasol], yna gellir gwneud cais.

national park authority and/or fire and rescue service within the last 12 months. If the applicant ceased to be a member more than 12 months ago [starting on the date the applicant ceased to be a member of the relevant authority], then she/he may apply.

- unrhyw ymgeisydd sy'n destun gorchymyn methdaliad nad ydyw wedi dod i ben eto.
- unrhyw ymgeisydd a gafwyd yn euog o drosedd yn ystod y 5 mlynedd diwethaf ac a gafodd ddedfryd o garchar (p'un a oedd y ddedfryd wedi ei gohirio ai peidio) am gyfnod nad oedd yn llai na thri mis.
- unrhyw ymgeisydd nad yw'n gymwys i fod yn aelod o gyngor dan Ran III Deddf Cynrychiolaeth y Bobl 1983.
- any applicant subject to an undischarged bankruptcy order.
- any applicant with a criminal conviction within the last 5 years where a sentence of imprisonment was passed (whether suspended or not) for a period of not less than three months.
- any applicant disqualified from being a member of a council under Part III of the Representation of the People Act 1983.

**YNGHYLCH RHAN 3 Y FFURFLEN GAIS /  
IN RELATION TO PART 3 OF THE APPLICATION FORM****Niwtraliaeth gwleidyddol / annibynniaeth sydd angen ar gyfer y rôl hon /  
Political neutrality / independence required for this role**

Oherwydd y bydd gofyn i aelodau annibynnol o'r Pwyllgor Safonau basio barn ar ymddygiad rhai a allai fod yn aelodau o bleidiau gwleidyddol, dylai eu hannibyniaeth fel aelodau annibynnol fod yn amlwg.

As the independent members of the Standards Committee will be required to make judgments on the conduct of some who may be members of political parties, their own political independence should be apparent.

Nid yw hyn yn golygu na ddylent fod â barn gwleidyddol neu na ddylent gefnogi unrhyw blaid gwleidyddol. Ar y llaw arall efallai y bydd rhai gweithgareddau gwleidyddol yn berthnasol a gofynnir i ymgeiswyr roddi manylion yn nodi a ydyn nhw, neu bobl y mae ganddynt gysylltiad agos gyda nhw, wedi ymgeisio am swyddi cyhoeddus neu wedi dal swyddi swyddogol mewn plaid gwleidyddol.

That is not to say that applicants should not have political opinions, or support a political party. However, some political activities may be relevant and applicants are asked to give details of whether or not they, or people with whom they are closely associated, have ever (and when) stood for public office or held official positions in a political party.

Y rhain yw'r gweithgareddau y mae'n rhaid dweud amdanynt :

The activities which must be disclosed are listed below :

1. Bod yn rhan o weithgareddau plaid gwleidyddol, megis :

1. Being actively involved in the activities of a political party, such as:

- a) Ty'r Cyffredin
- b) Cynulliad Cenedlaethol Cymru / Llywodraeth Cymru

- (a) the House of Commons
- (b) the Welsh Assembly / Welsh Government

- c) Senedd Ewropeaidd (c) the European Parliament
- d) Y Cyngor Sir (d) the County Council
- e) Cyngor tref/cymuned (e) a town/community council

2. Gweithredu fel asiant neu is-asiant etholiadol yn ôl ystyr adran 67 neu adran 68 Deddf Cynrychiolaeth y Bobl 1983 (i ymgeisydd yn sefyll etholiad i fod yn aelod o gorff a grybwyllir ym mharagraff 1).

2. Acting as an election agent or sub agent within the meaning of section 67 or section 68 of the Representation of the People Act 1983 (for a candidate for election as a member of a body mentioned in paragraph 1).

3. Swyddog o blaid wleidyddol, neu gangen o blaid o'r fath, neu aelod o unrhyw bwyllgor neu is-bwyllgor o blaid neu gangen lle mae ei ddyletswyddau fel swyddog neu aelod yn debygol y bydd yr unigolyn -

3. An officer of a political party, or of any branch of such a party, or a member of any committee or sub-committee of such a party or branch where her/his duties as such an officer or member would be likely to require her/him –

- a) Yn chwarae rhan yng ngwaith rheoli cyffredinol y blaid neu'r gangen; neu
- b) Yn gweithredu ar ran y blaid neu'r gangen wrth ddelio gyda phobl ac eithrio aelodau o'r blaid neu gydag aelodau o blaid wleidyddol arall a fo'n gysylltiedig â'r blaid.

- a) to participate in the general management of the party or the branch; or
- b) to act on behalf of the party or branch in dealings with persons other than members of the party or members of another political party associated with the party.

4. Canfasio ar ran plaid wleidyddol neu ar ran unigolyn sydd, neu sy'n bwriadu sefyll fel ymgeisydd mewn etholiad i unrhyw un o'r cyrff a grybwyllir ym mharagraff 1.

4. Canvassing on behalf of a political party or on behalf of a person who is, or proposes to be, a candidate for election to any of the bodies mentioned in paragraph 1.

5. Siarad gyda'r cyhoedd yn gyffredinol neu

5. Speaking to the public at large or to a

gyda chyfran o'r cyhoedd gyda'r bwriad amlwg o ddylanwadu ar gefnogaeth y cyhoedd i blaid wleidyddol.

section of the public with the apparent intention of affecting public support for a political party.

6. Cyhoeddi (neu achosi, awdurdodi neu ganiatáu i berson arall gyhoeddi gwaith neu gasgliad o'r fath) unrhyw waith celf neu waith ysgrifenedig y mae ef/hi yn awdur y gwaith (neu yn un o'r awduron) neu unrhyw waith ysgrifenedig neu gasgliad o waith celf y mae ef/hi wedi gwneud gwaith golygyddol arno, os ydyw'r gwaith hwnnw yn ymddangos fel petai wedi ei fwriadu i ddylanwadu ar gefnogaeth y cyhoedd i blaid wleidyddol.

6. Publication (or causing, authorising or permitting any other person to publish such a work or collection) of any written or artistic work of which she/he is the author (or one of the authors) or any written work or collection of artistic works in relation to which she/he has acted in an editorial capacity, if the work appears to be intended to affect public support for a political party.

**YNGHYLCH RHAN 4 Y FFURFLEN GAIS /  
IN RELATION TO PART 4 OF THE APPLICATION FORM****Profiad a allai fod yn berthnasol i'r rôl /  
Experience which may be relevant to the role**

- |   |  |
|---|--|
| 1. Aelodaeth o dribiwnlysoedd a sefydlwyd gan adrannau'r llywodraeth.   | 1. Membership of tribunals established by government departments.  |
| 2. Aelodaeth o banelau apelio statudol.   | 2. Membership of statutory appeal panels.  |
| 3. Aelodaeth o banelau cwynion a/neu banelau apêl yn perthyn i gyrff proffesiynol cydnabyddedig.  | 3. Membership of complaints panels and/or appeal panels of recognised professional bodies.   |
| 4. Profiad yn dilyn gwasanaeth yn system gyfreithiol y sir.   | 4. Experience of service within the justice system of the country.   |
| 5. Profiad mewn swydd broffesiynol a hynny'n golygu gwneud ymchwiliad i gwynion.  | 5. Experience of a professional post which involves/involved investigation into complaints.  |
| 6. Profiad o wasanaeth cyhoeddus mewn llywodraeth leol a'r tu allan i'r Cyngor Sir.   | 6. Experience of public service within local government and outside the County Council.  |
| 7. Unrhyw brofiad arall a allai fod yn berthnasol i waith y Pwyllgor Safonau a hynny'n cynnwys dealltwriaeth o'r system ddemocrataidd ac o gyfrifoldebau aelodau etholedig. | 7. Any other experience which may be relevant to the work of the Standards Committee and including understanding of the democratic system and the responsibilities of elected members. |
| 8. Unrhyw brofiad perthnasol arall yn dangos y gallu i ddeall ac i asesu tystiolaeth a chyrraedd barn wrthrychol  | 8. Any other relevant experience demonstrating the ability to understand and weigh up evidence and to come to  |

ac egluro honno trwy droi at y dystiolaeth.

an objective view explaining that view by reference to the evidence.

**Cyfraniadau cymunedol a allai fod yn berthnasol i'r rôl /  
Community contributions which may be relevant to the role**

- |   |  |
|---|--|
| 1. Aelod/swyddog o gorff cyhoeddus sy'n gwasanaethu cymuned Ynys Môn.   | 1. Member/officer of a public body which serves the Ynys Môn community.  |
| 2. Aelod o gorff llywodraethol ysgol (ac eithrio cynrychiolwyr enwebedig yr Awdurdod Addysg).   | 2. Membership of the governing body of a school (with the exception of nominated representatives of the Education Authority).          |
| 3. Swyddog neu weithiwr i sefydliad elusennol cydnabyddedig neu i gorff elusennol.  | 3. Officer or employee of a recognised voluntary organisation or charitable body.  |
| 4. Swyddog neu weithiwr i enwad crefyddol cydnabyddedig.  | 4. Officer or employee of a recognised religious denomination.   |
| 5. Ymgeisydd sy'n cael ei gydnabod, ar lefel y sir neu ar lefel genedlaethol, oherwydd ei gyfraniad i'r gymuned.                          | 5. An applicant who has been acknowledged, at a county or national level, for her/his contribution to the community.                   |
| 6. Ymgeisydd sydd wedi dal swydd reoli uchel, y tu allan i'r Cyngor Sir, ac yn darparu gwasanaeth i'r cyhoedd.                            | 6. An applicant who has held a senior management post, outside the County Council, and providing a service for the public.             |
| 7. Ymgeisydd sy'n cyflwyno tystiolaeth o bwys yng nghyswllt ei gyfraniad i'r gymuned mewn categori sy'n wahanol i'r rhai a restrir uchod. | 7. An applicant submitting material evidence of her/his contribution to the community in some other context which is not listed above. |



**DRAFT**

**Rhinweddau a Sgiliau /  
Skills and Attributes**

Y panel i ystyried a chwblhau'r rhan hon

The Panel to consider and complete this section