

## ISLE OF ANGLESEY COUNTY COUNCIL

<b>MEETING:</b>	County Council
<b>DATE:</b>	8 September 2020
<b>TITLE:</b>	Annual Report of the Chair of the Standards Committee
<b>REPORT BY:</b>	John R Jones, Chair of the Standards Committee & Independent Member of the Standards Committee
<b>PURPOSE OF REPORT:</b>	To Report on the Activities of the Standards Committee in 2019/20 and to secure Council Approval for the Committee's Programme for 2020/2021
<b>CONTACT OFFICER:</b>	Lynn Ball, Director of Function (Council Business) / Monitoring Officer (ext 2568) <a href="mailto:lboxcs@ynysmon.gov.uk">lboxcs@ynysmon.gov.uk</a>

### Introduction

1. The Standards Committee is a statutory committee which comprises 9 members (2 county councillors, 5 independent members and 2 community council members). Details of the Committee and its membership is available [here](#).

2. Independent Members:

The term of four, of the five, independent members ended on 19<sup>th</sup> December 2019.

Following an open and competitive process, conducted by the Council's Standards Committee Selection Panel, during the Summer of 2019, four new independent members were appointed; their term started on 20<sup>th</sup> December 2019 and ends on 19<sup>th</sup> December 2027.

The term of the fifth independent member ends on 11<sup>th</sup> December 2025.

The Chair must be appointed from among the independent members. Mr Michael Wilson's term as independent member, and as Chair, ended after eight years in December 2019 and Mr John R Jones was appointed Chair at a Standards Committee meeting in February 2020.

3. Town and Community Councillors:

The two town and community council representatives were appointed in 2017. Their appointments will run for a period until the next local government election (May 2022) or until such time as the appointees are no longer community council members, whichever occurs first.

#### 4. County Councillors:

The two county council members are appointed annually by the Council. During 2019-2020, Councillor Trefor Lloyd Hughes' term on the Committee ended and Councillor John Arwel Roberts has been appointed, together with Councillor Dafydd Rhys Thomas.

5. The Standards Committee has (amongst others) the following roles and functions in relation to County Council members and town/community council members:-
- (a) promoting and maintaining high standards of conduct by members;
  - (b) assisting members to observe their Code of Conduct;
  - (c) advising, training, or arranging to train members;
  - (d) considering applications for dispensations;
  - (e) dealing with any referrals from the Public Services Ombudsman for Wales (PSOW), or the Adjudication Panel for Wales (effectively the national Standards Committee).

#### **Background**

6. At its meeting on 14 May 2019 the County Council resolved to approve the Standards Committee's Programme for 2019/2020. The original Programme identified proposed areas of work, timetable and resources. This document is reproduced at **ENCLOSURE A** to this Report and has been updated to include the work which has since been delivered against objectives originally set.
7. **ENCLOSURE B** to this Report contains the Standards Committee's Programme for 2020/2021, which is presented for the Council's endorsement.

#### **Chairman's Comments**

8. This is my first Chairman's report. I was appointed Chair in February 2020. I would like to take the opportunity to thank the Committee members for their confidence in appointing me to the role of Chair. I am committed to working as part of a team and to continue with the important work this Committee has done to date. I strongly believe that each member of the Committee has a valuable contribution to make and, by working as a team, with the support of officers and elected members, high standards of conduct will continue to be maintained in Anglesey. I am eager for the Committee to continue with its proactive approach and to work with elected and co-opted members of the County Council, and the members of the 40 town and community councils on the Island, to support the highest possible standards of conduct.
9. My appointment as Chair follows the end of Mr Michael Wilson's two terms as Chair, over eight years. I thank Mr Wilson for his commitment and leadership as Chair, and to the other three independent members (Mr Islwyn Jones (who was also Vice-Chair), Mrs Dilys Shaw and Ms Denise Harris-Edwards) whose terms ended during the year, for their valued contribution to the Standards Committee. I enjoyed working with them and I have learned from their experiences. The majority of the work completed during 2019-2020 was done under Mr Wilson's tenure as Chair and he has approved the contents of **Enclosure A** to this report, so far as it relates to matters up to December 2019.

10. With the departure of four independent members during the year, and Councillor Trefor Lloyd Hughes retirement from the Committee – and I also thank him for his contribution - this report presents a chance for me to welcome the newly appointed independent members. Dr Rhys Davies, Mrs Celyn Menai Edwards, Mrs Gill Murgatroyd and Mrs Sharon Warnes started their terms on 20<sup>th</sup> December 2019. Dr Rhys Davies has also been appointed Vice-Chair. Councillor John Arwel Roberts is welcomed as the new county council representative.
11. I would like to thank the Committee for its diligent contributions throughout the year, to acknowledge the support and advice of the officers who assist the Committee, and to thank members of the County Council for their readiness to engage with the work of the Committee.
12. This report would usually be presented at the Council's Annual Meeting in May 2020. However, events have been overtaken by the Coronavirus pandemic. Whilst this does not affect the information in relation to the stage reached against the 2019-2020 objectives, the work programme for 2020-2021 has been much reduced to reflect the fact that it has been necessary to adapt to the current circumstances. The work programme in **Enclosure B** includes details of the Committee's intended work (pre-pandemic) with information in relation to the work that will be given priority i.e. the statutory requirements. The annual report for 2020/2021 will, of course, include details up to the end of the year, but with only two-thirds of the year to go, I thought it timely for me to refer to the current conditions and their effects on the Committee's work to date. The Committee intends to prioritise its statutory obligations in order to reflect the Council's corporate priorities and the availability of resources and capacity.

### **12.1 Code of Conduct Referrals / Complaints**

The Standards Committee receives reports every quarter, and at its ordinary meetings, which provide statistical information about the number and status of Code of Conduct complaints filed with the PSOW against (a) IOACC's members and (b) town and community council members.

In the reports for April 2019 – March 2020,

- Two complaints have been referred to the PSOW against town and community council members. The PSOW decided not to investigate these complaints. The PSOW has also delivered his decision in relation to two complaints raised during the previous year, both in relation to town and community councils; in relation to one, he decided not to investigate and with the other, decided that, following investigation, there was no breach of the Code.
- One complaint was made to the PSOW against an IOACC's member but the PSOW decided not to investigate.
- No complaint has been referred by the PSOW to the Standards Committee.

The Committee continues to believe that self-regulation is working and that the reporting of a few complaints to the PSOW, when necessary and appropriate, is an indication of an organisation which appreciates the difference between the inevitable 'cut and thrust' of politics and potentially serious matters which may warrant independent investigation. The Committee believes the number and level of complaints to the PSOW to be an indicator of good corporate health; and it is noteworthy that this pattern has been continuing for a number of years.

Members are reminded that a voluntary and informal Local Resolution Protocol exists, which may resolve matters more quickly and effectively than a complaint to the PSOW, in circumstances where disputes may arise between members. I was afforded training on mediation in preparation for conducting meetings under the Local Resolution process in 2018. Arranging further mediation training, particularly to assist the newly appointed independent members of the Standards Committee, was intended as part of the Committee's work programme for 2020/2021; however, this is unlikely in the current circumstances. If it is not possible during this term, it will be one of the Committee's objectives in 2021/2022.

Whilst no sanction is imposed under the local resolution process, it does assist parties to reach an amicable solution to a dispute / relationship breakdown. A [report was presented to the Standards Committee meeting in March 2020](#) in relation to the current Local Resolution Protocol in this Council. The Committee has decided to expand the scope of scenarios to which the Local Resolution Protocol may be applied. A copy of the amended Local Resolution Protocol is attached as **Appendix C** to this report. The main changes are:

- the process may be used by County Councillors or, at the Chair's discretion, Town and Community Councillors;
- the process may be instigated by another member or a senior officer of the County Council (if the matter relates to a County Councillor) but the process may not be instigated by a third party;
- the Chair of the Standards Committee may delegate conduct of the process, including the mediation meetings, to any member of the Standards Committee.

The PSOW has previously made it clear that, while there is no legal requirement, he expects town and community councils to take all reasonable steps to resolve internal matters under their own local resolution arrangements. The Standards Committee strongly endorses this approach, where appropriate, and this is one area considered by the Standards Committee during its town and community council reviews. The amended Protocol also offers support to town and community councils in this regard (as noted above).

## **12.2 Meetings**

The Committee usually meets formally twice annually. The statutory minimum is an annual meeting. The meeting scheduled for September 2020 has been cancelled but it is likely that the Committee will formally meet before the end of 2020.

Of course, extraordinary meetings may be called to ensure compliance with any statutory obligations and informal meetings will continue as business demands. This has indeed been the case with an extraordinary meeting arranged in February 2020 with the sole purpose of appointing a Chair and Vice-Chair. There have also been informal meetings, training sessions and a meeting of the Dispensations Panel during the year (see 12.3 below).

## **12.3 Dispensations**

Dispensations may be granted by the Standards Committee, in certain circumstances defined by statute, where the member would otherwise be unable to participate in a debate or decision owing to a significant (prejudicial) personal interest. The Standards Committee may sometimes be in a position to overreach that prejudicial interest if

certain conditions are met. The Dispensations Regulations apply to County Council members and town and community council members.

In 2019/2020 the Standards Committee granted one dispensation following an application by a member of a community council. The report presented to the Standards Committee in July 2019 can be seen [\\*here\\*](#).

The Standards Committee has also reviewed and distributed the Briefing Note on Dispensations for both [County Council members](#) and [town and community councillors](#).

All County Council members and town and community council members are advised to consider whether an application for dispensation may be appropriate for them in some circumstances and are encouraged to contact the Monitoring Officer for advice.

## **12.4 Personal Development**

The Standards Committee recommends to all members that they continue to engage with the Training and Development Programme offered by the County Council and that they participate in their Personal Development Reviews with their Group Leaders. The need to renew and refresh skills and knowledge applies equally to longstanding members as it does to those more recently elected and, indeed, co-opted members as well.

The Standards Committee wishes to look at the training proposed for members as part of its work programme for 2020-2021 and the induction training proposed following the local government elections in May 2022.

## **12.5 Registers of Interests**

A review of the Registers of Interests of the elected and co-opted members of the County Council was conducted in Summer 2019. The report presented to the Committee in September 2019 can be seen [\\*here\\*](#).

The Committee was generally satisfied with the findings made and noted that there were clear improvements from the previous reviews undertaken. Members are to be praised for their commitment to Code of Conduct matters and for their efforts in ensuring compliance with the statutory requirements. It was noted that not all members have presented an annual report; it is not a statutory requirement but is considered best practice and members are encouraged to provide this information.

As a result of Wales Audit Office reports into the governance of two community councils in Anglesey, the Standards Committee conducted reviews at these councils during 2019-2020. Whilst this was not something anticipated when the Committee's work programme was prepared, the Committee considered it was appropriate and timely for them to offer assistance to these community councils in so far as Code of Conduct matters were concerned. These reviews were conducted in July and October 2019 and findings and recommendations were reported fully to the relevant community councils; the Standards Committee having specifically confirmed that these reports would not be published but would be shared with Wales Audit Office.

### **RECOMMENDATION: -**

1. To note the Programme delivered by the Standards Committee between April 2019 and May 2020 at **ENCLOSURE A**.

2. To endorse the Standards Committee's Work Programme for 2020/2021 outlined in **ENCLOSURE B**, accepting that the extent to which the work can be conducted may be dictated by factors such as council capacity, including that of its officers.
3. To endorse the Local Resolution Protocol as amended and in accordance with **ENCLOSURE C**.

## STANDARDS COMMITTEE WORK PROGRAMME – MAY 2019 TO APRIL 2020

		TIMETABLE	RESOURCES	STATUS AS AT YEAR END
1.	To conduct hearings into alleged breaches of the Members' Code of Conduct following a referral from the Public Services Ombudsman for Wales (PSOW)	<ul style="list-style-type: none"> <li>As and when referrals are made and in accordance with the performance indicator</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Officer</li> </ul>	<ul style="list-style-type: none"> <li>No referrals to date</li> </ul>
2.	To conduct hearings into applications for Dispensations	<ul style="list-style-type: none"> <li>As and when applications are made and in accordance with the performance indicator</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Officer</li> </ul>	<ul style="list-style-type: none"> <li>Application for a dispensation was received by a Councillor from a community council with the hearing conducted on 18.07.2019. A dispensation was granted to the individual in the terms noted in the Minutes. Please see the <a href="#">link</a> to the application/hearing Minutes.</li> <li>Report prepared to the Standards Committee on all Dispensations at its meeting on 17<sup>th</sup> September 2019. See <a href="#">link</a> to the report.</li> <li>No report in March 2020 meeting as no dispensation applications received.</li> </ul>
3.	To undertake an advisory role in connection with any matters arising under the Council's Local Resolution Protocol	<ul style="list-style-type: none"> <li>As and when requested</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Officer</li> </ul>	<ul style="list-style-type: none"> <li>Standards Committee Chair has conducted various meetings during the year –</li> <li>Local Resolution process</li> </ul>

				<p>conducted between County Councillor and Chair with a satisfactory outcome.</p> <ul style="list-style-type: none"> <li>• Chair met with Councillor in relation to an issue raised in relation to the Register of Interest for one member. The matter was resolved following the meeting.</li> <li>• Contemplation of the LRP in relation to a complaint raised against a County Councillor. However the Chair and Vice Chair of the SC did not consider the matter to be suitable for LRP.</li> <li>• Chair met with Councillor in relation to a matter in the Town and Community Council. The matter did not proceed to mediation under the LRP process.</li> </ul>
4.	To oversee training and development on the Members' Code of Conduct in accordance with paragraph 2.6 of the Code	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring Officer</li> </ul>	<p><u>TOWN AND COMMUNITY COUNCILS:-</u></p> <ul style="list-style-type: none"> <li>• Report on the Review of the Register of Interests in a sample of the Town and Community Councils (held in December 2018-February 2019) distributed to the Town and Community Councils on 16.04.2019 with a request for confirmation the same be included on the TCC's Agenda and copy Minutes forwarded to the Standards Committee. See</li> </ul>



				<p><a href="#">report</a> presented to the Standards Committee at its meeting in September 2019 in relation to the responses received.</p> <ul style="list-style-type: none"> <li>• Letters sent to 10 Town/Community Councils to advise them, as a result of their co-operation in responding to Standards Committee correspondence, they will not be subject to reviews in the next round (2020).</li> <li>• Briefing Note on Dispensation Applications by Town and Community Councillors updated. To be shared with Clerks of the Town and Community Councils as part of a bi-annual Newsletter to the TCCs.</li> <li>• Methodology Note on the Review of Register of Interests for Members of Town and Community Councils updated. This is to be distributed prior to any future reviews to be conducted by the Standards Committee.</li> </ul> <p><u>COUNTY COUNCIL MEMBERS:-</u></p> <ul style="list-style-type: none"> <li>• Methodology Note on the Review of Register of Interests for Members updated and distributed to elected members on 01.05.2019 and co-opted</li> </ul>
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				<p>members on 28.05.2019.</p> <ul style="list-style-type: none"><li>• Report on the Review of the Register of Interests for members (held in June 2019) distributed to the elected and co-opted members on 05/11/2019.</li><li>• Programme presented / developments discussed by the Human Resources Development Manager at the Standards Committee meetings in September 2019 and March 2020.</li><li>• Training programme has been published to members.</li><li>• Member Development Charter – the Council has been awarded this award for a period of three years from July 2019</li><li>• Briefing Note on Dispensation Applications by Elected Members of the County Council updated. To be shared with members as part of a bi-annual Newsletter to IOACC members.</li><li>• Correspondence has been entered into between the Standards Committee and the PSOW office in relation to certain matters included in the PSOW's Code of Conduct Casebooks. Reports on the responses to the queries raised by the Standards Committees have been presented</li></ul>
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				to the Committee (as confidential agenda items) at the 17.09.2019 and 11.03.2020 Standards Committee meetings.
5.	To review the three registers of Members' Interests followed by any necessary advice and guidance	<ul style="list-style-type: none"> <li>• By the end of April 2020</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Review conducted in June 2019 utilising the Methodology Advice Note (distributed 01.05.2019 / 28.05.2019 – mentioned above).</li> <li>• General findings letter sent to all elected and co-opted members on 05/11/2019. (<b>ENCLOSURE A1</b>)</li> </ul>
6.	To undertake the role of consultee on any proposed change to the Constitution relevant to the role of the Standards Committee and especially where such proposed changes might disproportionately prejudice the rights and interests of any minority group.	<ul style="list-style-type: none"> <li>• As and when required</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Constitution and Terms of Reference for the Standards Committee considered by way of a <a href="#">report</a> at the meeting on 17.09.2019.</li> </ul>
7.	To undertake the role of consultee on any proposed legislative / policy changes etc relevant to the Standards Committee's area of responsibility.	<ul style="list-style-type: none"> <li>• As and when required</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Standards Committee Selection Panel has appointed four new independent members to the Standards Committee. See <a href="#">report</a> as presented to the County Council.</li> <li>• A review of whether town and community councils have included training arrangements for clerks and members *</li> <li>• The Standards Committee reviewed Annual Reports by County Council members and</li> </ul>

				<p>made direct contact with members, as appropriate, to encourage the completion of such reports.</p> <p>* As part of the Standards Committee's ongoing review of corporate governance arrangements in town and community councils insofar as they relate to the remit of the Standards Committee.</p>
8.	To make any recommendations to the Council for improvements in those areas of work which relate to the Standards Committee.	<ul style="list-style-type: none"> <li>As and when required</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Officer</li> </ul>	<ul style="list-style-type: none"> <li>Recommendation made by the Standards Committee following its Review process in relation to ICT matters / website - to enable co-opted members to add information from a drop-down list for 'Declarations of Interest', 'Gifts and Hospitality' and 'training' [currently, only elected Members' names are included on the online 'drop-down' list]. The same is subject to a £5,000 fee.</li> </ul>
9.	The Chair of the Standards Committee to present an annual report to the Council outlining the work of the committee during the previous year.	<ul style="list-style-type: none"> <li>May 2020</li> </ul>	<ul style="list-style-type: none"> <li>Chair</li> </ul>	<ul style="list-style-type: none"> <li>Chair from May 2019 to December 2020 has approved his "part" of the report/work programme. Mr Michael Wilson confirmed he would be willing to co-present the report with the new Chair, should this be required. In the current circumstances, Mr Wilson has not</li> </ul>

				<p>been asked to attend.</p> <ul style="list-style-type: none"> <li>• New Chair appointed January 2020. Mr John R Jones is presenting this report to full Council.</li> </ul>
10.	For the Chair or other members of the Standards Committee to attend any meetings of the County Council or its Committees.	<ul style="list-style-type: none"> <li>• As and when required</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring Officer</li> </ul>	<ul style="list-style-type: none"> <li>• None attended</li> </ul>
11.	To ensure that the knowledge and skills of the Standards Committee are developed and updated by:-		<ul style="list-style-type: none"> <li>• Monitoring Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Town and community council members of the Standards Committee undertook a review of the registers of the independent members of the Standards Committee in June 2019. Individual letters of advice were then sent to each member of the Standards Committee on 19.07.2019.</li> <li>• Methodology Advice Note for conducting reviews of Members' Registers of Interests updated. This was shared with members on 1/5/2019 and co-opted members on 28/5/2019.</li> <li>• Methodology Advice Note for conducting reviews in the town and community councils updated.</li> </ul>
	<ul style="list-style-type: none"> <li>- regular reviews of decided cases from <ul style="list-style-type: none"> <li>o other relevant authorities</li> <li>o Adjudication Panel for Wales</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Ordinary meeting of the Committee</li> </ul>		<ul style="list-style-type: none"> <li>• Delivered at the meetings on 17.09.2019 and 11.03.2019 to the Standards Committee.</li> <li>• The first was published to County</li> </ul>

				<p>Council members on 4/10/2019. The second is to be shared with members as part of a bi-annual Newsletter to IOACC members.</p> <ul style="list-style-type: none"> <li>• The first was published to Town and Community Councils on 4/10/2019. The second is to be shared with members as part of a bi-annual Newsletter to the TCCs.</li> </ul>
	<ul style="list-style-type: none"> <li>- to participate and contribute on the North Wales Standards Committee Forum</li> </ul>	<ul style="list-style-type: none"> <li>• Twice annually</li> </ul>		<ul style="list-style-type: none"> <li>• 24.06.2019 – Forum Meeting held by Flintshire County Council. Attended by the Chair and Vice-Chair of the Standards Committee. Please see <a href="#">link</a> to the report.</li> </ul>
	<ul style="list-style-type: none"> <li>- to participate and contribute to the All Wales Standards Committee Conference.</li> </ul>	<ul style="list-style-type: none"> <li>• One every 2 years – last held 14.09.2018, therefore due 2020</li> </ul>		<ul style="list-style-type: none"> <li>• No Conference arranged to date.</li> </ul>
	<ul style="list-style-type: none"> <li>- To be reviewed under a performance appraisal review scheme similar to that used by the County Council members.</li> </ul>	<ul style="list-style-type: none"> <li>• One every 2 years – due 2020</li> </ul>		<ul style="list-style-type: none"> <li>• No PDR process relevant to the co-opted members of the Standards Committee. The next PDR are due in 2020 when the term of the four new independent members will have begun.</li> <li>• Owing to constraints with the electronic system, as with all County Council members (elected and co-opted), the members of</li> </ul>

				the Standards Committee are advised to ensure that they update their own training records.
12.	To monitor progress on complaints against members filed with the PSOW and to undertake an annual analysis of complaints data in relation to the County Council and town and community councils in order to identify any trends or issues of concern/training needs.	<ul style="list-style-type: none"> <li>Quarterly</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Officer</li> </ul>	<ul style="list-style-type: none"> <li>Report to the Standards Committee on <a href="#">17.09.2019</a> and <a href="#">11.03.2020</a></li> <li>Complaints matrix is circulated to Standards Committee members quarterly in April (January-March), July (April-June), October (July-September) and January (October-December). It details the complaints received and the progress made regarding those complaints being investigated by the PSOW in relation to (a) County Council members and (b) town and community council members.</li> <li>Report by the PSOW and summary of the Casebook of Code of Conduct complaints received by the PSOW for <a href="#">February</a> and <a href="#">May</a> 2019 reported to the Standards Committee on 17.09.2018. Report circulated to County Council members on 04.10.2019 and town and community councils on 04.10.2019</li> <li>Report by the PSOW and summary of the Casebook of Code of Conduct complaints</li> </ul>

				received by the PSOW for <a href="#">September</a> and <a href="#">October</a> 2019 reported to the Standards Committee on 11.03.2020. Report to be included in the bi-annual Newsletter sent to County Council members and members of the TCCs respectively.
13.	To maintain contact with Group Leaders to discuss any issues of concern.	<ul style="list-style-type: none"> <li>As and when required</li> </ul>	<ul style="list-style-type: none"> <li>Chair</li> </ul>	<ul style="list-style-type: none"> <li>05.09.2019</li> </ul>
14.	To review performance indicators for the Standards Committee and to report thereon on a default basis	<ul style="list-style-type: none"> <li>Before April 2020</li> <li>Quarterly</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Officer</li> </ul>	<ul style="list-style-type: none"> <li>Reported quarterly</li> </ul>
15.	To carry out work in relation to the training and induction of 4 new independent members to the Standards Committee, once appointed. The aim would be for those members to attend the last formal meeting of the Standards Committee held in the current members' term in September 2019.	<ul style="list-style-type: none"> <li>Four vacancies filled by 19 December 2019 when the term of four of the five current independent members ends.</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Officer</li> </ul>	<ul style="list-style-type: none"> <li>The Standards Committee Selection Panel presented a report to Council on 10<sup>th</sup> September 2019 recommending the name of four persons to be appointed as independent members of the Standards Committee. The appointments were confirmed.</li> <li>The four new independent members were invited to attend (as observers) the Standards Committee meeting on 17<sup>th</sup> September 2019. Three attended.</li> <li>A training / induction programme was developed (with input from the new members) but it has only</li> </ul>



				been partially completed due to the coronavirus outbreak. The training will be included on next year's work programme too.
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**From:** "Mared W. Yaxley" <[MaredYaxley@ynysmon.gov.uk](mailto:MaredYaxley@ynysmon.gov.uk)>  
**Date:** Tuesday, 5 November 2019 at 12:06:18  
**To:** "Aelodau Members" <[AelodauGW6@anglesey.gov.uk](mailto:AelodauGW6@anglesey.gov.uk)>, "Islwyn Jones" <[IslwynJones@ynysmon.gov.uk](mailto:IslwynJones@ynysmon.gov.uk)>, "Denise-Harris Edwards" <[Denise-HarrisEdwards@ynysmon.gov.uk](mailto:Denise-HarrisEdwards@ynysmon.gov.uk)>, "Dilys Shaw" <[DilysShaw@ynysmon.gov.uk](mailto:DilysShaw@ynysmon.gov.uk)>, "John R. Jones" <[JohnJones@ynysmon.gov.uk](mailto:JohnJones@ynysmon.gov.uk)>, "Keith R. Roberts" <[KeithRoberts@ynysmon.gov.uk](mailto:KeithRoberts@ynysmon.gov.uk)>, "Iorwerth Roberts" <[IorwerthRoberts2@ynysmon.gov.uk](mailto:IorwerthRoberts2@ynysmon.gov.uk)>, "'anestgrayfrazer@aol.com'" <[anestgrayfrazer@aol.com](mailto:anestgrayfrazer@aol.com)>, "Dyfed W. Jones" <[DyfedJones@ynysmon.gov.uk](mailto:DyfedJones@ynysmon.gov.uk)>, "Llio Johnson" <[LlioJohnson@ynysmon.gov.uk](mailto:LlioJohnson@ynysmon.gov.uk)>, "Dilwyn Evans" <[DilwynEvans@ynysmon.gov.uk](mailto:DilwynEvans@ynysmon.gov.uk)>, "John Mendoza" <[JohnMendoza@ynysmon.gov.uk](mailto:JohnMendoza@ynysmon.gov.uk)>, "'dafydd@mentermon.com'" <[dafydd@mentermon.com](mailto:dafydd@mentermon.com)>  
**Cc:** "Michael Wilson" <[MichaelWilson@ynysmon.gov.uk](mailto:MichaelWilson@ynysmon.gov.uk)>, "Lynn Ball" <[LynnBall@ynysmon.gov.uk](mailto:LynnBall@ynysmon.gov.uk)>, "Medwen Jones" <[MedwenJones@ynysmon.gov.uk](mailto:MedwenJones@ynysmon.gov.uk)>  
**Subject:** Pwyllgor Safonau - Adolygiadau o Gofrestrau Diddordebau Aelodau / Standards Committee - Review of the Registers of Interests for Members

### **At sylw aelodau etholedig a chyfetholedig:**

Annwyl Aelod,

Fel y gwyddoch, fel rhan o'i raglen waith flynyddol, cynhaliodd y Pwyllgor Safonau adolygiad o'r tair Cofrestr mewn perthynas â datganiadau o ddiddordebau gan Aelodau. Mae'r Pwyllgor Safonau'n credu mai ei rôl yw cynorthwyo Aelodau i gydymffurfio â'u dyletswyddau ac mae'n bleser gennyf ddweud bod yr adolygiad diweddaraf hwn yn galonogol ac yn sicr yn welliant o gymharu â'r blynyddoedd blaenorol ond bod lle i wella ymhellach yn achos rhai Aelodau.

Diolch am eich cefnogaeth a'ch cymorth gyda'r adolygiad. Roedd yr wybodaeth a adolygwyd yn cynnwys: -

- Y Gofrestr Sefydlog
- Datganiadau o ddiddordeb a wnaed mewn cyfarfodydd
- Cofrestr Rhoddion a Lletygarwch
- Adroddiadau Blynyddol yr Aelodau
- Rhaglenni a Chofnodion Cyfarfodydd
- Hyfforddiant a gynigir gan y Cyngor a Chofnod Hyfforddi pob aelod
- Adolygiadau Datblygiad Personol (dim manylion – dim ond fod hyn wedi'i gynnig)
- Bywgraffiadau fel y maent yn ymddangos ar wefan y Cyngor
- Rhestr Cyrff Allanol

Yn dilyn Adolygiad eleni, mae'r Pwyllgor yn gofyn i chi roi sylw dyladwy i'w gasgliadau cyffredinol / argymhellion fel a ganlyn: -

#### **Y Gofrestr Sefydlog**

Cafwyd enghreifftiau yn ddiweddar o gwynion yn cael eu cyflwyno i Ombwdsmon Gwasanaethau Cyhoeddus Cymru (OGCC) oherwydd nad oes digon o wybodaeth yn cael ei chynnwys ar Gofrestr Sefydlog rhai unigolion. O'r herwydd, anogir Aelodau i gymryd y materion isod yn benodol i ystyriaeth:

1. Sicrhau bod cyfeiriadau a daliadau tir wedi'u disgrifio'n glir ac yn gyflawn. Mae disgwyl fod tir yn cael ei ddisgrifio yn ddigonol i berson lleol ei adnabod. Dylid cynnwys cyfeiriad post neu ddisgrifiad o'r tir. Os ydi Aelodau eisiau cynnwys rhif daliad / teitl y tir efo'r Gofrestr Tir yn ychwanegol yna byddai hyn yn dderbyniol ond ni ddylai fod yr unig ffordd i ddisgrifio'r eiddo neu'r tir. Yn ychwanegol at hyn, os nad oes gan Aelod ddiddordeb mewn unrhyw dir, dylent nodi 'Dim' neu 'Dim Diddordebau' ar y gofrestr.

2. Mae hefyd yn bwysig bod Aelodau'n datgelu eu haelodaeth o gyrrff cyhoeddus, elusennau a chymdeithasau cyhoeddus eraill. Dylai aelodau nodi enw a chyfeiriad llawn y sefydliadau / elusennau y maent yn aelodau ohonynt. Dylai'r Aelodau hefyd adolygu eu Cofrestrau i sicio eu bod wedi cynnwys manylion am eu statws yn y sefydliadau hynny.
3. Ble mae Aelodau'n datgan eu bod yn llywodraethwyr ysgol, dylid nodi enw'r ysgol ar y Gofrestr ac ym mha gapasiti y maent yn gwasanaethu, h.y. wedi eu penodi gan y Cyngor, rhiant-llywodraethwr ac ati. Y rheswm am hynny yw fod hyn yn effeithio ar hawl Aelodau i siarad/pleidleisio ar rai materion oherwydd efallai y bydd modd/na fydd modd dibynnu ar y caniatâd sydd wedi ei gynnwys yn y Côd Ymddygiad.
4. Ble mae Aelodau wedi eu hethol neu eu cyfethol ar Gyngor Tref/Cymuned arall, dylid cynnwys aelodaeth y Cyngor hwn yn y Gofrestr Sefydlog.
5. Atgoffir Aelodau o'r angen statudol i ddiweddarau'r Gofrestr Sefydlog o fewn 28 diwrnod i unrhyw newid.
6. Atgoffir Aelodau hefyd o'r angen statudol i ddiweddarau'r Gofrestr Sefydlog yn dilyn pob etholiad, hyd yn oed os nad yw'r wybodaeth yn newid.
7. Er nad yw'n ofyniad statudol, anogir Aelodau i adolygu eu Cofrestr Sefydlog yn flynyddol hyd yn oed os nad oes unrhyw newidiadau er mwyn diweddarau'r dyddiad (sy'n ymddangos ar-lein) ac sy'n dangos bod y Gofrestr yn cael ei hadolygu gan yr Aelod.

#### **Datgan diddordebau mewn cyfarfodydd**

1. Pan fydd Aelodau'n ticio'r blwch i ddatgan diddordeb, rhaid iddynt hefyd nodi manylion y diddordeb hwnnw. Rhaid i natur y diddordeb ac a yw'r diddordeb hwnnw yn ddiddordeb personol neu'n un sy'n rhagfarnu fod yn amlwg ar y ffurflen.
2. Mae angen mwy o eglurder mewn perthynas â'r wybodaeth a ddarperir gan yr Aelodau ynghylch natur y diddordeb a'r modd y mae'n ymwneud â'r eitem ar yr agenda.
3. Ni ddylai Aelodau ddefnyddio byrfodau sefydliadau ac ati ar y ffurflenni datgan na chymryd yn ganiataol bod gan y sawl sy'n ei darllen wybodaeth gefndirol am y diddordeb sy'n cael ei datgan.
4. Anogir Aelodau i lenwi'r ffurflenni'n gyflawn gan ateb pob cwestiwn yn y drefn gywir.
5. Os yw Aelodau'n ansicr ynghylch a oes ganddynt ddiddordeb y mae angen ei ddatgan mewn cyfarfodydd, dylent ofyn am gyngor.

#### **Cofrestr Rhoddion a Lletygarwch**

1. Un datganiad a nodwyd mewn perthynas â rhoddion a lletygarwch.
2. Gwahoddir Aelodau i ail-ymgyfarwyddo eu hunain â'r [Protocol Rhoddion a Lletygarwch](#) er mwyn sicrhau eu bod yn gwybod pryd i'w datgan.

#### **Adroddiadau Blynyddol**

1. Nid yw'r holl Adroddiadau Blynyddol yn ymddangos ar y wefan ac mae'r Pwyllgor Safonau'n gwneud ymholiadau ynghylch hyn.
2. Mae dau o'r 30 Aelodau wedi penderfynu peidio â chyhoeddi Adroddiadau Blynyddol. Er nad oes unrhyw ofyniad statudol ar Aelodau i gynhyrchu Adroddiadau Blynyddol, mae'r Pwyllgor Safonau o'r farn bod hyn yn arfer dda ac anogir Aelodau i ddarparu'r wybodaeth hon.

#### **Hyfforddiant**

1. Wrth gynnal yr adolygiad hwn, rhoes y Pwyllgor Safonau ystyriaeth i'r cofnod hyfforddiant sydd ar gael ar-lein (mae pob Aelod yn bersonol gyfrifol am eu diweddarau) a rhestr o bresenoldeb aelodau mewn digwyddiadau hyfforddiant a drefnwyd gan yr Adain Adnoddau Dynol. Mae'r Pwyllgor Safonau'n pryderu fod Aelodau yn gwneud cam â nhw eu hunain oherwydd ymddengys eu bod yn cofnodi llai o sesiynau hyfforddiant ar-lein nag y maent wedi eu mynychu mewn gwirionedd.

2. Ar y llaw arall, ystyriwyd bod nifer y digwyddiadau hyfforddiant a fynychwyd gan rai Aelodau'n isel (fel yr oedd eu presenoldeb mewn cyfarfodydd). Codwyd y mater hwn gyda'r Arweinyddion Grwpiau. Anogir Aelodau i fynychu hyfforddiant a chyfarfodydd yn unol â'r ceisiadau y maent yn eu derbyn.
3. Anogir Aelodau i gwblhau eu cofnod hyfforddiant ar-lein ar ôl bob digwyddiad hyfforddiant. Mae hyfforddiant yn cynnwys digwyddiadau yn y dosbarth, e-ddysgu a sesiynau briffio.
4. Mae'r Pwyllgor Safonau'n ceisio trefnu hyfforddiant pellach i Aelodau ynghylch sut i ddiweddarau eu cofnodiadau hyfforddiant.
5. Mae ymholiadau'n mynd rhagddynt hefyd ynghylch cofnodi hyfforddiant aelodau cyfetholedig oherwydd nid yw hyn yn bosibl ar hyn o bryd. Ym marn y Pwyllgor Safonau, mae hyn yn wendid yn y system y dylid ei gywiro cyn gynted ag sy'n bosibl er mwyn darparu sicrwydd a thryloywder.

### **Adolygiadau Datblygiad Personol**

1. Nid yw ADP yn orfodol ac maent y tu allan i sgôp uniongyrchol y pwyllgor Safonau. Fodd bynnag, mae Arweinyddion Grwpiau wedi cael eu hannog i gynnig yr opsiwn o ADP i Aelodau ac anogir Aelodau i fynychu pan gânt wahoddiad.
2. Mae ADP yn declynnau defnyddiol i ddatblygu cynllun anghenion hyfforddiant ar gyfer pob Aelod a bwydo i mewn i'r hyfforddiant a gynigir i Aelodau yn gyffredinol er mwyn sicrhau bod hyfforddiant yn benodol, yn ddefnyddiol, wedi'i dargedau ac yn rhoi gwerth am arian.

### **Bywgraffiad**

Fel y gwyddoch, mae gan bob Aelod adran bywgraffiad ar wefan y Cyngor. Nid yw'r wybodaeth yn y bywgraffiad bob amser yn cyfateb i'r wybodaeth sydd wedi'i chynnwys yn y Gofrestr Sefydlog ar gyfer pob Aelod. Anogir Aelodau i adolygu eu bywgraffiadau a'u croes-gyfeirio gyda'u Cofrestrau Sefydlog a'r gofrestr o gyrff allanol a ddelir gan y Cyngor.

### **Aelodaeth a Phresenoldeb ar Gyrrff Allanol**

Gofynnwyd i Arweinyddion grwpiau ailystyried y cyfrifoldeb a roddir ar rai Aelodau unigol mewn perthynas â chyrrff allanol oherwydd mae'r Pwyllgor Safonau yn pryderu fod baich gwaith rhai Aelodau'n anghymesur (hyd yn oed ar ôl diystyru'r cyflogau uwch a delir i rai aelodau). Er mai mater i'r Cyngor yw hwn, mae'r Pwyllgor Safonau o'r farn y dylai'r Cyngor adolygu ei aelodaeth ar y cyrrff allanol y mae ymrwymiad arno i anfon cynrychiolwyr iddynt. Dylai disgwyliadau'r Cyngor o'i Aelodau fod yn realistig.

### **Aral**

Mae nifer o Ganiatadau Arbennig wedi cael eu rhoddi i Aelodau'n ddiweddar. Mae'r Pwyllgor Safonau'n ymholi ynghylch a fyddai modd creu dolen i'r holl Ganiatadau Arbennig, efallai o dudalen bywgraffiad pob Aelod, neu o fewn eu hadroddiadau blynyddol.

Mae'r canfyddiadau hyn yn nodi casgliadau cyffredinol yr adolygiad. Mae rhai Aelodau unigol wedi derbyn negeseuon e-bost personol gan y Pwyllgor Safonau gydag argymhellion ar gyfer adolygu / diweddarau / esbonio peth o'r wybodaeth a gyhoeddwyd. Lle ystyriwyd bod hynny'n angenrheidiol, gofynnwyd i rai Aelodau gyfarfod â mi. Yn y llythyrau, rydym wedi gofyn am ymatebion. Lle na dderbyniwyd ymatebion, cofiwch y byddwn yn codi'r mater gyda'ch Arweinyddion Grwp.

Mae'r Pwyllgor yn gwerthfawrogi eich bod chi i gyd yn brysur iawn ac yn ymwybodol mai dim ond un o nifer o dasgau y mae'n rhaid i chi fynd i'r afael â nhw yw hon. Fodd bynnag, gobeithiwn y bydd yr argymhellion uchod yn cynorthwyo i arbed amser i'r Aelodau oherwydd bydd gwella safon y ffurflenni, gobeithio, yn osgoi beth allai fod yn gwynion di-sail sy'n draul ar amser pawb. Fel y gwelsom, mae diffyg eglurder mewn achosion diweddar wedi arwain at gwynion/heriau oherwydd nad yw'r Ffurflenni Datgan Diddordeb wedi cael ei cwblhau'n gyflawn/yn gywir.

Cofion,  
Mike Wilson  
Cadeirydd y Pwyllgorau Safonau  
Cyngor Sir Ynys Môn

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## **FAO elected and co-opted members**

Dear Member,

As you are aware, as part of its annual work programme, the Standards Committee conducted a review of the three Registers of Members' declarations of interests. The Standards Committee believes its role is to assist Members to comply with their duties, and I am pleased to report that this latest review was encouraging and certainly an improvement on previous years, but still with room for further improvement by a few Members.

Thank you for your support and assistance with the Review. The information reviewed included:-

- The Standing Register of Interests
- Declarations of Interests in meetings
- The Gifts & Hospitality Register
- Members' Annual Reports
- Agenda and Minutes of Meetings
- Training offered by the Council and the Training Record of each Member
- Personal Development Reviews (no detail – only that it has been offered)
- Biography as included on the Council's website
- Outside Bodies list.

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

### **The Standing Register**

There have been examples recently of complaints being submitted to the Public Services Ombudsman for Wales (PSOW) as a result of a lack of information being included on the Standing Register of some individuals. Members are therefore encouraged to take note of the following matters in particular:

1. To ensure that addresses and land holdings are clearly and fully described. There is a requirement that land is sufficiently described so that it is identifiable by a local person. A postal address or description should be included. If Members also want to include a holding number / title number with the Land Registry, this is acceptable but it should not be the only way to describe property or land. Additionally, if a Member has no interest in land they should enter 'None' or 'No Interest' on the Register.
2. It is also important that Members disclose their membership of other public bodies, charities and associations. Members should provide the full name and address of organisations/charities of which they are members. Members should review their Registers to check that they have included details of their role/status within any such organisations.
3. Where Members state they are school governors, the Register should identify the school and also in what capacity i.e. appointed by the Council / parent governor etc. The reason for this is because this affects Members' right to speak/vote on some

matters as the inbuilt dispensation in the Code of Conduct may/may not be relied upon.

4. Where Members are elected or co-opted onto another Town/Community Council, membership of that Council should be included in the Standing register.
5. Members are reminded of the statutory requirement to update the Standing Register within 28 days of any changes occurring.
6. Members are also reminded of the statutory requirement to update the Standing Register following every election, even where the information is unchanged.
7. Whilst not a statutory requirement, Members are encouraged to review their Standing Register annually even if there are no changes so as to refresh the date (which appears online) and which demonstrates that the Register is being reviewed by the Member.

### **Declaration of Interests in Meetings**

1. When Members are ticking the box to declare an interest they must also provide details of that interest. Both the nature of the interest, and whether that interest is a personal or a prejudicial interest must be evident on the form.
2. Greater clarity is required in respect of the information supplied by Members regarding the nature of the interest and how it relates to the item on the agenda.
3. Members should not use abbreviations of organisations etc. on the declaration forms, nor assume the reader has any background information in relation to the interest being declared.
4. Members are encouraged to fully complete the forms by answering each relevant question in their correct order.
5. If Members are unsure as to whether they have a declarable interest in meetings they should seek advice.

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

1. One declaration was noted in respect of gifts and hospitality.
2. Members are invited to re-familiarise themselves with the [Protocol of Gifts and Hospitality](#) to ensure they are aware when declarations may be required.

### **Annual Reports**

1. Not all Annual Reports appear on the website and the Standards Committee is making enquiries in this regard.
2. Two of the thirty Members have decided not to publish Annual Reports. Whilst there is no statutory requirement for Members to produce Annual Reports, it is considered best practice by the Standards Committee and Members are encouraged to provide this information.

### **Training**

1. In conducting this review, the Standards Committee considered the training record available online (which each Member is personally responsible for updating) and a list of Member attendance at training events provided by the Human Resources Section. The Standards Committee is concerned that Members are doing themselves a dis-service as Members seem to be recording fewer training sessions online than they have actually attended.
2. On the other hand, the number of training events attended by some Members was considered to be low (as was attendance at meetings). This has been raised with Group Leaders. Members are encouraged to attend training and meetings in accordance with the requests made.
3. Members are encouraged to complete their online training record after every training event. Training includes classroom events, e-learning and briefing sessions.

4. The Standards Committee is trying to arrange further training for Members on how to update their training records.
5. Enquiries are also ongoing in relation to the recording of training by co-opted members as this is not currently possible online. The Standards Committee considers this to be a limitation in the system which should be ratified as soon as possible so as to provide assurance and transparency.

### **Personal Development Reviews**

1. PDRs are not compulsory and they are outside the direct scope of the Standards Committee. However, Group Leaders have been encouraged to ensure the option of a PDR is offered to Members and Members are encouraged to attend when invited.
2. PDRs are a useful tool for developing a training needs plan for each Member and feeding into the training offered to Members generally so as to ensure training is specific, useful, targeted and good value for money.

### **Biography**

As you know, each Member has a biography section on the Council's website. The information included in the biography does not always match the information contained within the Standing Register for each Member. Members are encouraged to review their biographies and cross-reference with their Standing Register and the register of outside bodies held by the Council.

### **Membership and Attendance on Outside Bodies**

Group Leaders have been asked to reconsider the responsibility on outside bodies placed on various individual Members, as the Standards Committee is concerned that the workload of some Members is disproportionate (even disregarding senior salaries). Whilst this is a matter for Council, the Standards Committee considers that the Council should review its membership on outside bodies to which it is committed to sending Members. The Council's expectations of its Member should be realistic.

### **Miscellaneous**

A number of Dispensations have been granted recently to Members. The Standards Committee is making enquiries as to whether it would be possible for a link to all Dispensations to be created, perhaps from each Member's biography page, or within their annual report.

These findings set out the general conclusions of the Review. Some Members have received personal emails from the Standards Committee with recommendations for review / updating / explaining some of the information which has been published. Where it was considered necessary, some Members have been requested to meet with me, or letters have been sent for responses. Where responses have not been received, please be aware that we will be raising the matter with Group Leaders.

The Committee appreciates that you are all very busy and is aware that this task is only one of a number that you have to address. However, we hope that the above recommendations will assist in saving time for Members as improving the standard of the forms will hopefully avoid, what may be potentially groundless and time consuming complaints. As we have seen, a lack of clarity in recent cases has resulted in complaints/challenges being issued because Declaration of Interest Forms have not been fully/accurately completed.

Regards,

Mike Wilson

Cadeirydd y Pwyllgor Safonau / Chair of the Standards Committee.

Cyngor Sir Ynys Môn / The Isle of Anglesey County Council

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## STANDARDS COMMITTEE WORK PROGRAMME – MAY 2020 TO APRIL 2021

		TIMETABLE	RESOURCES	STATUS AS AT YEAR END
1.	To conduct hearings into alleged breaches of the Members' Code of Conduct following a referral from the Public Services Ombudsman for Wales (PSOW)	<ul style="list-style-type: none"> <li>As and when referrals are made and in accordance with the performance indicator</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Officer</li> </ul>	
2.	To conduct hearings into applications for Dispensations	<ul style="list-style-type: none"> <li>As and when applications are made and in accordance with the performance indicator</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Officer</li> </ul>	
3.	To undertake an advisory role in connection with any matters arising under the Council's Local Resolution Protocol	<ul style="list-style-type: none"> <li>As and when requested</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Officer</li> </ul>	
4.	To oversee training and development on the Members' Code of Conduct in accordance with paragraph 2.6 of the Code	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Officer</li> </ul>	
5.	To review a sample of the Register of Members' Interest as retained by town and community councils followed by any necessary advice and guidance	<ul style="list-style-type: none"> <li>Depending on resources – would usually be scheduled by the end of</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Officer</li> </ul>	

		April 2021		
6.	To undertake the role of consultee on any proposed change to the Constitution relevant to the role of the Standards Committee and especially where such proposed changes might disproportionately prejudice the rights and interests of any minority group.	<ul style="list-style-type: none"> <li>As and when required</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Officer</li> </ul>	
7.	To undertake the role of consultee on any proposed legislative / policy changes etc relevant to the Standards Committee's area of responsibility.	<ul style="list-style-type: none"> <li>As and when required</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Officer</li> </ul>	
8.	To make any recommendations to the Council for improvements in those areas of work which relate to the Standards Committee.	<ul style="list-style-type: none"> <li>As and when required</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Officer</li> </ul>	
9.	The Chair of the Standards Committee to present an annual report to the Council outlining the work of the committee during the previous year.	<ul style="list-style-type: none"> <li>May 2021 (or when the Annual Meeting of the Council is held)</li> </ul>	<ul style="list-style-type: none"> <li>Chair</li> </ul>	
10.	For the Chair or other members of the Standards Committee to attend any meetings of the County Council or its Committees.	<ul style="list-style-type: none"> <li>As and when required</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Officer</li> </ul>	
11.	To ensure that the knowledge and skills of the Standards Committee are developed and updated by:-		<ul style="list-style-type: none"> <li>Monitoring Officer</li> </ul>	
	<ul style="list-style-type: none"> <li>regular reviews of decided cases from <ul style="list-style-type: none"> <li>other relevant authorities</li> <li>Adjudication Panel for Wales</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Ordinary meeting of the Committee</li> </ul>		

	- to participate and contribute on the North Wales Standards Committee Forum	<ul style="list-style-type: none"> <li>Depending on resources – would usually be scheduled twice annually</li> </ul>		
	- to participate and contribute to the All Wales Standards Committee Conference.	<ul style="list-style-type: none"> <li>One every 2 years – last held 14.09.2018, therefore due 2020 but delayed due to Coronavirus pandemic.</li> </ul>		
	- To be reviewed under a performance appraisal review scheme similar to that used by the County Council members.	<ul style="list-style-type: none"> <li>One every 2 years – due 2020 - but will depend on resources.</li> </ul>		
12.	To monitor progress on complaints against members filed with the PSOW and to undertake an annual analysis of complaints data in relation to the County Council and town and community councils in order to identify any trends or issues of concern/training needs.	<ul style="list-style-type: none"> <li>Depending on resources – would usually be scheduled quarterly.</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Officer</li> </ul>	
13.	To maintain contact with Group Leaders to discuss any issues of concern.	<ul style="list-style-type: none"> <li>As and when required</li> </ul>	<ul style="list-style-type: none"> <li>Chair</li> </ul>	

14.	To review performance indicators for the Standards Committee and to report thereon on a default basis	<ul style="list-style-type: none"> <li>Depending on resources – would usually be scheduled before April 2021.</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Officer</li> </ul>	
15.	To conduct a programme of training for Standards Committee members in accordance with <b>Appendix B1</b> , as agreed by the Standards Committee at its meeting in March 2019.	<ul style="list-style-type: none"> <li>Depending on resources – would usually be scheduled before April 2021.</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Officer</li> </ul>	
16.	To consider training for Members - induction for new members (following May 2022 elections) and, separately, annual training for all members, in accordance with WLGA programme ( <b>Appendix B2</b> )	<ul style="list-style-type: none"> <li>Depending on resources – would usually be scheduled before April 2021.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	

**Appendix B1:**

Training	Narrative	Type of training	Proposed Date agreed by the Committee – but timetable to be adjusted in accordance with business demands as a result of the Coronavirus pandemic
Code of Conduct	All Standards Committee members are bound by the Code of Conduct for Members. The Code stipulates that Members must attend at least one training session on the Code of Conduct during each full term of office, such attendance to take place during the six months following election.	E-learning module on “Ethics and Standards”  Classroom training to be provided in-house by Monitoring Officer	Available on demand  May 2020
Dispensations	County Councillors and Town and Community Councillors may apply for dispensations A Panel of the Standards Committee members will consider a written application for dispensations at a Hearing.	A general classroom training session on Dispensations (the grounds for granting / the methodology for conducting the hearings etc) to be provided in-house by the Monitoring Officer  Specific training on the dispensation application before the Panel will be provided before each dispensation Hearing to be provided in-house by the Monitoring Officer.	Summer 2020  As and when required during 2020/2021
Public Services Ombudsman for Wales (PSOW) /	At the formal Standards Committee meetings (March and September), an update will be provided on the cases which have been considered by the PSOW and APW.	Reports provided bi-annually and a discussion held at the Meetings.	March 2020  September 2020  March 2021

Training	Narrative	Type of training	Proposed Date agreed by the Committee – but timetable to be adjusted in accordance with business demands as a result of the Coronavirus pandemic
Adjudication Panel for Wales (APW) – review of cases			
IOACC Constitution	To provide a general overview of the Council’s Constitution so far as it may affect the Standards Committee	A general classroom training session on the Constitution to be provided in-house by the Monitoring Officer.	TBC – 2020
Mediation in the context of the Local Resolution Protocol	Standards Committee members are integral to the Local Resolution process in accordance with the Protocol which has been adopted by the Committee and approved by Group Leaders.	External provider to produce and deliver a bespoke classroom training session to Standards Committee members, based on the process in IOACC’s Local Resolution Protocol.	May / June 2020
Standards Committee Hearings	Whilst no Hearings are currently envisaged in the near future, Standards Committee is required to conduct Hearings should the PSOW refer a matter for determination.	External provider to be approached – perhaps this may be done in collaboration with another/other Standards Committees?	To be arranged further when required (should a Hearing be likely)
Equality and Diversity  Cyber Security  GDPR	General training which has been identified as relevant for Standards Committee Members from the list of training requested of elected Members.	E-learning modules	Available on demand

Training	Narrative	Type of training	Proposed Date agreed by the Committee – but timetable to be adjusted in accordance with business demands as a result of the Coronavirus pandemic
<p>Safeguarding (Basic)</p> <p>Violence against women; prevent; CSE; Modern Slavery</p> <p>Health and Safety</p> <p>Licensing* / Planning*</p> <p><i>* if on the Committee</i></p>	<p>This is the list of training requested of elected Members.</p>	<p>All (excluding Licensing and Planning) to be completed by way of e-learning by Standards Committee members.</p> <p>Classroom sessions may also be possible.</p>	<p>Available on demand</p> <p>TBC - 2020</p>
<p>Chairing Committees</p>	<p>To be offered to the newly appointed Chair and Vice-Chair, if desired</p>		<p>TBC – 2020</p>

## Appendix: B2

When	What	Audience	Delivery Method	Training materials available/needed?	Who organises/ delivers?
<b>POTENTIAL CANDIDATES</b>					
2015-17	Diversity in Democracy Programme - <ul style="list-style-type: none"> <li>• Promotional Campaign</li> <li>• Open Evenings/Events</li> <li>• Videos</li> <li>• Training eg. Social Media</li> <li>• Mentoring</li> <li>• Guidance Materials</li> <li>• Employers Guidance</li> </ul>	Potential Candidates	Various	Various	WG
2016	WLGA Candidates' Guide (online)	Potential Candidates	Guide	N/A	WLGA
2016	Payments to Councillors Leaflet	Potential Candidates	Leaflet	N/A	IRP
2016	Guidance & Online Information Open Days/Evenings Mentoring/Shadowing Online Videos Local Democracy Week (w/o 10 <sup>th</sup> October) – local PR activities, links to schools etc.	Potential Candidates	Various	Examples: Conwy - <a href="http://www.conwy.gov.uk/upload/public/attachments/474/WanttobeaCountyBoroughCouncilor.pdf">http://www.conwy.gov.uk/upload/public/attachments/474/WanttobeaCountyBoroughCouncilor.pdf</a> Gwynedd <a href="https://www.gwynedd.llyw.cymru/en/Council/Councillors-and-committees/Being-a-Councillor.aspx">https://www.gwynedd.llyw.cymru/en/Council/Councillors-and-committees/Being-a-Councillor.aspx</a>	Councils
<b>NEW MEMBERS</b>					
Week One	WLGA Councillors Guide distributed	All Members	Printed and Online Guide		WLGA Councils (distribution)



Week One	Orientation (Council offices and county facilities)	All members	Tour	Information/ maps etc. as part of introductory package produced in each authority.	Councils
Week One	Introduction to the Council, and corporate governance.	All members	Chief Executive	To be developed by staff locally	Councils
Week one	<b>“Market Place” ICT induction and equipment</b>	<b>All members (M)</b>	ICT officers, individual sessions on market place day.	Session and guidance to be developed by staff locally	Councils
Week one	“Market Place” Introduction to service areas	All members	Market place, all senior officers, sharing key policy info.	Delivery materials not required – basic information to be included in introductory package, who’s who etc.	Councils
Week one	<b>“Market Place” - session Code of Conduct and Ethics</b>	<b>All members(M)</b>	Monitoring Officer. Ombudsman video now on YouTube, data sticks also.	WLGA Workshop Materials with MOs. E learning on AWA	WLGA Councils Neath Port Talbot/ AWA (E-learning)
1st 6 Months	<b>Constitutional matters including meeting participation</b>	<b>All members(M)</b>	HODS/DS officers/senior member	Materials available in each authority	Councils
1st 6 Months	<b>Social Services and Well-being (Wales) Act</b>	<b>All members (M)</b>	Directors of SS	E learning module (employee section) available now and also local materials	Councils AWA (E-learning)
1 <sup>st</sup> 6 months	<b>Decisions for Future Generations (Wellbeing of Future Generations Act)</b>	<b>All Members(M)</b>	Workshop - Appropriate senior officers and experienced members. And e learning	WLGA E learning available now on AWA.  WLGA Workshop materials now with SD Coordinators.	Councils AWA (E-learning) WLGA/SD coordinators
1st 6 Months	<b>Introduction to equalities</b>	<b>All members(M)</b>	Equalities Officers workshop and e- learning	Available now on AWA e- learning and workshop materials available in each authority.	Councils AWA (E-learning)
1st 6 Months	<b>Safeguarding</b>	<b>All members(M)</b>	Directors of Education/SS workshop and e learning	Workshop materials are available in each authority. SSIA councillor workbook available on WLGA website. E learning safeguarding adults on AWA.	Councils AWA (E-learning)

1st 6 Months	<b>Data Management and FOI</b>	<b>All members(M)</b>	Workshop and e learning	2 modules available now on AWA - Data Protection Awareness and Freedom of Information	Councils AWA (E-learning)
1st 6 Months	<b>Corporate Parenting</b>	<b>All members(M)</b>	Directors of SS	Workshop material available now in each authority. SSIA councillor workbook ready now and e learning to follow	Councils AWA/Cardiff (E-learning)
1st 6 Months	<b>Finance including budgeting and treasury management</b>	<b>All members(M)</b>	Finance Directors e- learning	WLGA workshop material with Finance Directors	WLGA Councils AWA
Prior to first meeting	<b>Planning committee new arrangements from Planning Act</b>	<b>Planning Committee(M)</b>	Planning Officer	WLGA national workshop materials with Heads of Planning.	Councils WLGA POSW
Prior to first meeting	<b>Standards</b>	<b>Standards Committee(M)</b>	Monitoring Officer	Workshop material available now in each authority	Councils
Prior to first meeting	<b>Licensing</b>	<b>Licensing Committee(M)</b>	Licensing Officer	Workshop material available now in each authority	Councils
Prior to first meeting	<b>Audit</b>	<b>Audit Committee(M)</b>	Finance Officer	Workshop material available now in each authority	Councils
Prior to participating	<b>Appointments, appeals and interview skills</b>	<b>Panel members(M)</b>	HR Director	Workshop material available now in each authority	Councils
Prior to first scrutiny meetings	<b>The role of Scrutiny</b>	<b>All members(M)</b>	HODS/Scrutiny officers	Workshop material available now in each authority. WLGA e learning module on AWA.	Councils WLGA/AWA/Bridgend (E-learning)
1st 6 months	<b>Planning for non-planning members - protocols</b>	<b>All members (M)</b>	Planning officers/experienced member	WLGA workshop materials with Heads of Planning.	Councils WG/WLGA
October/November 2017	WLGA 5 regional workshops:  6 <sup>th</sup> October in Caerphilly Council 13 <sup>th</sup> October Carmarthen Halliwell Centre, 3rd. November Conwy Business centre, 10 <sup>th</sup> November Swansea Marriott Hotel	All new members	To include: <ul style="list-style-type: none"> <li>• Cabinet Secretary Mark Drakeford AM</li> <li>• Future Generations Commissioner Sophie Howe</li> <li>• WLGA Chief Executive Steve Thomas</li> <li>• Sessions on: <ul style="list-style-type: none"> <li>○ Key Behaviours for Successful Councillors.</li> <li>○ Digital Councillors</li> </ul> </li> </ul>	WLGA	

2 <sup>nd</sup> 6 Months	Community Leadership and Casework	All members	Senior member with HODS. e- learning. External facilitators.	The effective ward councillor e learning module on AWA.	Councils AWA (E-learning)
2 <sup>nd</sup> 6 Months	New Cabinet Development	Cabinet	External facilitators	Materials from external facilitators. Generic leadership workshops that are open to members available through Academi Wales. WLGA can assist with securing national leadership programme at local level. Authorities will need to pay.	Councils commissioned external facilitators. Academi Wales
2 <sup>nd</sup> 6 Months and ongoing.	Policy, services and legislative requirements updates	Relevant committees	Heads of Service	By local staff as and when necessary WG/WLGA briefings when available	Councils
2 <sup>nd</sup> 6 Months	Scrutiny chairing (committee and meeting management)	All Scrutiny chairs	External facilitators	Materials from external facilitators. Available from WLGA	Councils commissioned external facilitators
2 <sup>nd</sup> 6 Months	Chairing Skills (meeting management)	All chairs	External facilitators E learning	E learning available on AWA	Councils commissioned external facilitators AWA (E-learning)
2 <sup>nd</sup> 6 months	Social Media	All members	Comms/IT officers or external facilitators depending on local approach	E learning to be created. Update of Social media handbook in drafting by WLGA.	Councils AWA (Gwynedd E-learning)
2 <sup>nd</sup> 6 months	Education Consortia their work	All members	Consortia staff	2hr session for 5 authorities from Central South other Consortia also.	Consortia

**Note:**

**(M)** = Mandatory Training for all councillors Discussed. AWA <https://learning.wales.nhs.uk/>

# ISLE OF ANGLESEY COUNTY COUNCIL

## LOCAL RESOLUTION PROTOCOL

### February 2020

#### Purpose of the Protocol

1. The purpose of this informal and voluntary Protocol is to:
  - promote high standards of conduct;
  - foster and maintain positive working relationships;
  - address low level behavioural complaints which do not meet the Public Services Ombudsman for Wales' (PSOW) threshold in relation to evidence and/or public interest;
  - deal with matters arising as quickly as reasonably possible to avoid unnecessary escalation of issues;
  - safeguard the Council's reputation.
2. The Protocol seeks to achieve swift resolution and reconciliation by way of a voluntary mediation process, where the parties are assisted by a member of the Standards Committee to reach an amicable resolution.
3. In order to ensure informality, paperwork will be kept to a minimum.
4. It is not a legal requirement to adopt such a Protocol but both the Welsh Government and the PSOW have advised, in the strongest terms, that Local Authorities should have such arrangements in place.
5. The Protocol is not intended to interfere with, or take the place of, group or party discipline; nor self-regulation by members. The Protocol is also not intended to oust the jurisdiction of the PSOW but, rather, to deal with a limited category of complaints which would not meet the PSOW's threshold test for investigation.

#### Circumstances in which the Protocol applies

6. The Protocol is adopted for the benefit of this Council's members and is to be used in circumstances where a member raises a concern about another member or where a senior officer of this Council raises a concern about a member's conduct. The Protocol does not apply to complaints against members by third parties.
7. At the Chair's discretion, and subject to the agreement of the relevant parties to the concern, this model may be used between members of a Town or Community Council.
8. The Protocol will apply to cases of alleged misconduct by members under the following paragraphs of the Code of Conduct, namely:
  - 4(a) – allegations of failure to carry out duties and responsibilities with due regard to the principle of equality for all people;
  - 4(b) - allegations of failure to show respect and consideration for others;
  - 4(c) - Allegations a member is bullying or harassing another individual;
  - 4(d) –

Allegations a member is acting in a way which compromises/likely to compromise the impartiality of the council's officers

5(a) –

Allegations that a member has disclosed confidential information / information of a confidential nature, without consent

5(b) –

Allegations that a member has prevented a person from gaining access to information to which that person is entitled by law

6(1)(a) –

allegations that a member has acted in a way which could bring her/his office or authority into disrepute;

6(1)(d) -

allegations that a member has made vexatious, malicious or frivolous complaints against other members.

7(a) –

Allegations that a member has used or attempt to use her/his position improperly to confer an advantage or avoid a disadvantage for herself/himself or any other person

7(b) -

Allegations that a member has used, or authorised others to use, the resources of the authority improperly / unlawfully

9. It will be at the Chair's discretion as to whether she/he considers the concern raised to be too serious for mediation / to be dealt with under this Protocol.

### **Procedure to follow under the Protocol**

10. A member wishing to use the Protocol is asked to put their concern in writing to the Chair/Vice-Chair of the Standards Committee or to meet with the Chair/ Vice-Chair to confirm
- when and where the alleged breach occurred; and
  - how and why the Code has been breached.
- A written form is attached to this Protocol should this be of assistance to members in submitting their concern.
- If the concern is raised by a senior officer, the referral should be made via the Monitoring Officer.
11. Any concern must be made to the Chair/Vice-Chair of the Standards Committee within 14 days from the date of the event which is the subject of the concern, or 14 days from the date when the event came to the knowledge of the individual instigating the Local Resolution process. Consideration of any concern raised outside this time limit will be at the Chair's discretion.
12. The Chair/Vice-Chair of the Standards Committee will consider the concern and contact the individual raising the same to confirm if s/he considers it appropriate under the Local Resolution Protocol. The Chair/Vice-Chair will contact the individual who raised the concern to advise of her/his decision.
13. If the Chair/Vice-Chair is willing to assist by way of Local Resolution, the Chair/Vice-Chair will contact the individual against whom a concern has been made to explain a concern has been raised and to ask whether s/he would be willing to attend a mediation meeting under the Local Resolution Protocol. Details of the

concern will be shared with the member. The individual will be asked to respond before the expiry of 14 days.

14. Having received a positive reply from the member, the Chair/Vice-Chair of the Standards Committee will arrange four private meetings at mutually convenient times, as soon as reasonably practicable:

The first meeting with the individual who raises the concern so as to gather information and ascertain what sort of resolution s/he wishes to see;

The second meeting with the individual subject to the concern so as to explain the situation, listen to her/his view and ascertain whether s/he would be willing to meet with the person raising the concern so as to reach an amicable solution;

Thirdly, a further meeting with the individual who raised the concern to confirm whether the member is willing to meet with her/him and explain the member's point of view;

Fourthly, a meeting between the person raising the concern and the member who is the subject of the concern with a view to reaching an agreed resolution. The Standards Committee member will not come to a view or make any findings but may make informal recommendations to the parties. Any such recommendations shall not be binding.

15. Whilst this Protocol refers to the Chair/Vice-Chair conducting the mediation process, the Chair/Vice-Chair may delegate actioning points 12 to 14 above to any other member of the Standards Committee. Members of the Standards Committee will only facilitate a mediation meeting if they have received training for this purpose.
16. The meetings shall take place in private.
17. Paperwork shall be limited to any initial written concern and any notes made by the Standards Committee member at the meetings. All notes will be destroyed immediately at the end of the process. No copies will be kept and nothing will be circulated.
18. If no response has been received under paragraph 13 above, within the 14 day period, a reminder may be sent. Should there be no further response, no meeting shall be arranged. In order for the mediation process to succeed, the agreement of both parties is required.
19. Participation in the Local Resolution Process is voluntary and an individual can withdraw from the process at any time.



## LOCAL RESOLUTION PROTOCOL FORM – TO INSTIGATE THE MEDIATION PROCESS

### A: Your Details

Surname:	Forename(s):	Title:
Address and Postcode:		
E-mail Address:		
Daytime contact telephone number:		
Mobile Number:		

Please state by which of the above methods you would prefer me to contact you

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### B: About your concern (please continue your answers to the following questions on a separate sheet(s) if necessary)

- C.1 Name of the member you are complaining about:
- C.2 What do you think they did wrong?
- C.3 Do you think they broke the Members' Code of Conduct and why?
- C.4 Describe how you have been affected by the conduct which is the subject of your concern
- C5. When did you first become aware of the matter which is the subject of your concern?

C.6 Have you already tried to resolve your concern with anyone else, e.g the member direct, group leader etc? If so, please give brief details of how, when you did so and any outcome.

C.7 What is your expectation at the end of the process?

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

When you have completed this form, please send it to:

The Chair/Vice-Chair of the Standards Committee

Email :

[JohnJones@ynysmon.gov.uk](mailto:JohnJones@ynysmon.gov.uk)

[RhysDavies@ynysmon.gov.uk](mailto:RhysDavies@ynysmon.gov.uk)