

## ISLE OF ANGLESEY COUNTY COUNCIL

<b>MEETING:</b>	County Council
<b>DATE:</b>	18 May 2021
<b>TITLE:</b>	Annual Report of the Chair of the Standards Committee
<b>REPORT BY:</b>	John R Jones, Chair & Independent Member of the Standards Committee
<b>PURPOSE OF REPORT:</b>	To Report on the Activities of the Standards Committee in 2020/21 and to secure Council Approval for the Committee's Programme for 2021/22
<b>CONTACT OFFICER:</b>	Lynn Ball, Director of Function (Council Business) / Monitoring Officer (ext 2568) <a href="mailto:lbxcs@ynysmon.gov.uk">lbxcs@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 terms of four independent members ends on 19<sup>th</sup> December 2027 whilst 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 John R Jones was appointed Chair at a Standards Committee meeting in February 2020. The Chair is appointed for a period of four years.

3. **Town and Community Councillors:**

The two town and community council representatives were appointed in 2017 and their appointments will run for a period until the next local government election or until such time as the appointees are no longer community council members, whichever occurs first. A community council member may be re-appointed for one further consecutive term, provided that the Isle of Anglesey Town and Community Councils have collectively agreed to select the current community council members as nominee for the appointments. There may need to be a selection process after the May 2022 election to ensure the Committee has two town and community council representatives.

#### 4. County Councillors:

The two county council members are appointed annually by the Council.

The two current County Councillors are Councillor John Arwel Roberts and 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 8 September 2020 the County Council resolved to approve the Standards Committee's Programme for 2020/2021. The original Programme identified proposed areas of work, timetable and resources. I explained when presenting the work programme for 2020-2021 that the usual Committee programme had been reduced so as to reflect the fact that it had been necessary to adapt to the current circumstances (as a result of the coronavirus pandemic). 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 2021/2022, which is presented for the Council's endorsement.

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

8. In my first Chairman's report, presented to Council some eight months ago, I noted my commitment to working as part of a team and to continue with the important work of the Committee. Upon reflecting on the past year, I believe that we have worked well as a group and I remain of the strongest belief that each member of the Committee has a valuable contribution to make and that, by working collectively, with the support of officers and elected members, high standards of conduct are being maintained, and will continue to be followed, in Anglesey. I continue to be firm in my belief that the Committee should be proactive 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. I was appointed Chair in February 2020, just before the pandemic took hold. My first year as Chair has therefore been different from the one I would have envisaged. Understandably, Council resources had to be focused on dealing with the coronavirus emergency and so the work of the Committee was limited for some months with the Committee's statutory responsibilities being prioritised. However, whilst formal meetings have been less frequent, there have been other matters under consideration by the Committee including an application for dispensation, reviews of the Registers of Interests in a sample of the Town and Community Councils, responding to the Public

Services Ombudsman for Wales' consultation in relation to amended Guidance on the Code of Conduct (a) for County Councillors and (b) for Community Councillors, and considering various complaints under the local resolution protocol. This is important work which is fundamental to the Committee's ambition to be proactive.

10. The Committee meetings, as for all other Council Committees, have been held virtually. The Dispensation Hearing Panel was held on Microsoft Teams and later meetings have been conducted using Zoom. The technology has worked well.
11. I take this opportunity to thank the Committee for its diligent contributions and for the patience of those members serving their first year of membership. We very much thank every officer that supports and advises the Standards Committee, particularly under the circumstances this year. I also thank members of the County Council, and the Town and Community Councils, for their readiness to engage with the work of the Committee.
12. Below is a summary of the matters noted in the Work programme for 2020-2021.

### **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 2020 – March 2021,

- One complaint had been referred to the PSOW against a town and community council member. The PSOW decided not to investigate that complaint.
- No complaints were made to the PSOW against an IOACC member.
- No complaint has been referred by the PSOW to the Standards Committee.

This is a reduction from the number of complaints presented to the PSOW in 2019-2020 (though that was not high either). 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. The scope of the Protocol was enhanced in September 2020 (as approved by full Council) but the Committee is eager to review this process further, particularly in light of proposed changes that are envisaged to the Code of Conduct for Members prior to the May 2022 elections. Whilst no sanction is imposed under the local resolution process, it does assist parties to reach an amicable solution to a dispute / relationship breakdown.

I was afforded training on mediation in preparation for conducting meetings under the Local Resolution process in 2018. It has not been possible to arrange further mediation training during 2020/2021; however, this will be one of the Committee's objectives in 2021/2022.

Together with the Vice-Chair of the Committee, I have been involved with matters of local resolution during the year, raised against County Councillors and also a Community Councillor.

It was noted that there was a reduction in the number of elected members presenting Annual Reports for 2019-2020. The Standards Committee considers the presenting of an Annual Report to be good practice; it conveys and encompasses the work conducted by the Council's members. Members are encouraged to present Annual Reports for 2020-2021 and the future.

In addition to the receipt of reports on local complaints, the Committee also receives regular reports that demonstrate learning points in relation to the Public Services Ombudsman for Wales, and the Adjudication Panel for Wales' decisions on all Wales cases. The Standards Committee also bring these learning points to the attention of the County Council and Town and Community Council members via the "Newsletter".

## **12.2 Meetings**

The Committee usually meets formally twice annually. The statutory minimum is an annual meeting. The Committee met in March 2020; the formal meeting scheduled for September 2020 was adjourned until December 2020 and the formal March 2021 meeting is adjourned until 16 June 2021.

A Dispensation Hearing was conducted in July 2020 to consider an application by 29 members of the County Council in relation to the "six month rule" (see 12.3 below).

Further informal meetings have been held, including on 26<sup>th</sup> February when the Monitoring Officer and the Solicitor (Corporate Governance) conducted training on the Code of Conduct for the Committee members and on 10<sup>th</sup> March when there was a discussion in relation to (A) the consultation exercise conducted by the PSOW on the Guidance to the Code of Conduct (see 12.6 below) and (B) to agree the format for the review meetings in the Town and Community Councils (see 12.5 below).

I have also been meeting regularly with officers in relation to various low-level issues of conduct, local resolution matters and so as to progress the work programme during the year.

## **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 2020/2021 the Standards Committee granted twenty nine dispensations (following a block application by all members of the County Council) in relation to the “six month rule”. The report presented to the Standards Committee in July 2020 can be seen [\\*here\\*](#).

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. Members are also reminded to include details of their completed training in their annual reports.

#### **12.5 Registers of Interests – Town and Community Councils**

A review of the Registers of Interests in a sample of the Town and Community Councils was conducted in spring 2021. The intention is to present a report of the collective findings to the Committee in June 2021.

This has been a large part of the Committee’s work during 2021 to date, including selecting the councils to be reviewed, agreeing on a methodology note to ensure consistency by all Standards Committee members when conducting their reviews, training on code of conduct as it applies to community councillors, and arranging meetings with Clerks so as to carry out the reviews.

I take this opportunity to thank the Clerks and Members of the five Councils reviewed for their co-operation.

#### **12.6 Consultation on the Guidance on the Code of Conduct by the Public Services Ombudsman for Wales (PSOW)**

The Standards Committee was presented with amended Guidance published by the PSOW, and subject to consultation, at its informal meeting on 10<sup>th</sup> March. Whilst there had not been any changes to the Code of Conduct, the PSOW had updated the Guidance which he had produced some four years ago. There are two Guidance documents – one for County Councillors and another for Town and Community Councillors.

A letter was agreed upon by the Chair and Vice Chair of the Committee, which incorporated the Committee’s comments, and presented to a meeting of the Political Group Leaders of the Council on 18<sup>th</sup> March. A copy of the letter was sent to the PSOW’s office on 19<sup>th</sup> March 2021.

Information is awaited in relation to the publication of the final versions of these documents. Once received, the Committee will review further and distribute to Members accordingly.

13. It is envisaged that matters arising under the Local Government and Elections (Wales) Act 2021 will require the Standards Committee's attention and input during 2021-2022, particularly in relation to:

- **Standards Committee's annual report to Council**

Whilst the Standards Committee already provides an annual report to Council, the Committee will need to ensure future reports include all information required under the legislation.

- **Community council training plans**

The Act includes a requirement for community councils to develop training plans as of April 2022. This is something that has been discussed during the recent review of registers of interests in the Town and Community Councils (see paragraph 12.5 above); it will be relevant for any future reviews too.

- **The duty on group leaders to high standards of conduct**

Political group leaders must take reasonable steps to promote and maintain high standards of conduct by members of their group. In doing so they must co-operate with the Council's Standards Committee in exercising its functions. Regulations from Welsh Ministers are awaited for further details in relation to this requirement.

#### **RECOMMENDATION: -**

1. To note the Programme delivered by the Standards Committee between May 2020 and April 2021 at **ENCLOSURE A**.
2. To endorse the Standards Committee's Work Programme for 2021/2022 outlined in **ENCLOSURE B**.

## 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>	<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 29 County Councillors with the hearing conducted on 29 July 2020. A dispensation was granted to the individuals 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 15<sup>th</sup> December 2020. See <a href="#">link</a> to the report.</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 / Vice Chair has conducted various meetings/sent correspondence during the year –</li> <li>Consideration of the LRP jurisdiction in relation to a complaint raised against a County Councillor. However the Chair</li> </ul>

				<p>and Vice Chair of the SC did not consider the matter to be suitable for LRP.</p> <ul style="list-style-type: none"> <li>• Chair corresponded with some members in relation to Annual Reports and also met with one Group.</li> <li>• Chair corresponded with Councillor and Group Leader in relation to an issue involving an officer.</li> <li>• Chair corresponded and met with a County Councillor in relation to the County Councillor's Register of Interests.</li> <li>• Chair and another member of the Standards Committee met with a 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>  Newsletters sent to the TCCs on 04.03.2021 advising them of the matters discussed at both the March 2020 and December 2020 formal Committee meetings.  Further Newsletters to be sent following each formal Committee meeting.  <u>COUNTY COUNCIL MEMBERS:-</u>  Newsletters sent to the County</p>

				Council Members on 26.02.2021 advising them of the matters discussed at both the March 2020 and December 2020 formal Committee meetings. Further Newsletters to be sent following each formal Committee meeting.
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 April 2021</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Officer</li> </ul>	<ul style="list-style-type: none"> <li>Review conducted in five selected Town and Community Councils in Spring 2021</li> <li>Individual letters prepared – some sent, others to follow soon.</li> <li>General findings report to be presented to the Standards Committee's formal meeting in June 2021</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>None required</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>The Standards Committee reviewed Annual Reports by County Council members and made direct contact with members, as appropriate, to encourage the completion of such reports.</li> <li>Responded to the PSOW's consultation on amendments to the Guidance produced by the</li> </ul>

				<p>PSOW's office in relation to the Code of Conduct – two separate documents, one for County Councillors and another for Town and Community Councillors.</p> <ul style="list-style-type: none"> <li>• Having formulated responses from the Standards Committee, the Chair and Vice Chair presented their proposed response to the Group Leaders and secured their unanimous agreement</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>	<ul style="list-style-type: none"> <li>• Recommendation made by the Standards Committee in relation to the links to recordings of meetings on the Council's website to ensure user-friendly and readily available for members of the public. Matter satisfactorily resolved.</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>	<ul style="list-style-type: none"> <li>• Mr John R Jones (Chair since February 2020) is presenting this report to full Council. This is his second Annual Report.</li> <li>• It is noted that an Annual Report by the Standards Committee will be required under the Local Government and Elections (Wales) Act 2021 as of May 2022. Need to ensure the next Annual Report includes all legislative requirements.</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>• Annual meeting on 8 September 2020 attended by Chair.</li> <li>• Chair and Vice Chair attended</li> </ul>

				<p>two meetings with political Group Leaders.</p> <ul style="list-style-type: none"> <li>• A programme of meetings / timetable to be scheduled for 2021.</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>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 11.03.2020 and 15.12.2020 to the Standards Committee.</li> <li>• Shared with County Councillors and Town and Community Councillors as part of their respective Newsletters, sent on 26.02.2021 and 4.03.2021.</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>• Depending on resources – would usually be scheduled twice annually</li> </ul>		<ul style="list-style-type: none"> <li>• No Forum meetings arranged during the period.</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 but delayed due to Coronavirus pandemic.</li> </ul>		<ul style="list-style-type: none"> <li>• No Conference arranged during the period.</li> </ul>
	<ul style="list-style-type: none"> <li>- To be reviewed under a performance</li> </ul>	<ul style="list-style-type: none"> <li>• One every 2</li> </ul>		<ul style="list-style-type: none"> <li>• Owing to constraints with the</li> </ul>

	appraisal review scheme similar to that used by the County Council members.	years – due 2020 - but will depend on resources.		<p>electronic system, as with all County Council members (elected and co-opted), the members of the Standards Committee are advised to ensure that they update their own training records.</p> <ul style="list-style-type: none"> <li>• No PDRs conducted. To be considered for 2021.</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>	<ul style="list-style-type: none"> <li>• Report to the Standards Committee on <a href="#">11.03.2020</a> and <a href="#">15.12.2020</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 reported to the Standards Committee on 11.03.2020 and 15.12.2020. Report link and summary circulated to County Council members and town and community council members as</li> </ul>

				part of their respective Newsletters, sent on 26.02.2021 and 4.03.2021.
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>25.02.2021</li> <li>18.03.2021</li> <li>Also met with individual Group Leaders to discuss specific matters relevant to their group member(s).</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>	<ul style="list-style-type: none"> <li>Reported quarterly</li> </ul>
15.	To conduct a programme of training for Standards Committee members in accordance with <b>Appendix A1</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>	<ul style="list-style-type: none"> <li>Partially completed. Further work to be done. See updating column included on the document appearing as <b>Appendix A1</b>.</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	<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>	<ul style="list-style-type: none"> <li>Reports presented by the Human Resource Development Manager to the formal Committee meetings.</li> <li>Chair and Vice Chair consulted in relation to the training for Members on 2021-2022.</li> </ul>

**Appendix A1:**

<b>Training</b>	<b>Narrative</b>	<b>Type of training</b>	<b>Proposed Date agreed by the Committee – but timetable to be adjusted in accordance with business demands as a result of the Coronavirus pandemic</b>	<b>Completed? Update – May 2021</b>
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	February 2021
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	Summer 2020	Training on dispensations for the whole Standards Committee to be included at a future date as this was not completed in 2020.

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	Completed? Update – May 2021
		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.	As and when required during 2020/2021	Training provided to the panel prior to the Hearing on 29 July 2020.
Public Services Ombudsman for Wales (PSOW) / Adjudication Panel for Wales (APW) – review of cases	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	March 2020 December 2020 (in accordance with the formal meeting timetable)
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	Not completed. To be included at a future date.

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	Completed? Update – May 2021
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	Not completed. To be included at a future date.
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)	The training will only be provided in the event that the PSOW forwards a complaint to the Standards Committee for decision
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	Completed? Update – May 2021
Safeguarding (Basic)  Violence against women; prevent; CSE; Modern Slavery  Health and Safety  Licensing* / Planning*  <i>* if on the Committee</i>	This is the list of training requested of elected Members.	All (excluding Licensing and Planning) to be completed by way of e-learning by Standards Committee members.  Classroom sessions may also be possible.	Available on demand  TBC - 2020	No classroom classes arranged but e-learning available on demand.
Chairing Committees	To be offered to the newly appointed Chair and Vice-Chair, if desired		TBC – 2020	Chair and Vice Chair to attend training on Chairing virtual meetings in June 2021.

## STANDARDS COMMITTEE WORK PROGRAMME – MAY 2021 TO APRIL 2022

		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 the three registers of Members' Interests for County Councillors followed by any necessary advice and guidance	<ul style="list-style-type: none"> <li>Usually scheduled in April 2022. Owing to capacity issues</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Officer</li> </ul>	

		in the Legal Section to be rescheduled to the end of 2022		
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; anticipated that this will include the new Ethical Framework and PSOW Guidance on the codes of conduct county and community councillors followed by a review of the Local Resolution Protocol	<ul style="list-style-type: none"> <li>As and when consultations are open but additional embedding will be subject to capacity issues in the Legal Section and may be scheduled later in 2022</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. Ensure the Annual Report	<ul style="list-style-type: none"> <li>May 2022 (or when the Annual Meeting of the Council</li> </ul>	<ul style="list-style-type: none"> <li>Chair</li> </ul>	

	corresponds with the Local Government and Elections (Wales) Act 2021 requirements for the publication of Annual Reports by Standards Committees.	is held)		
10.	At the request of the Standards Committee, to attend occasional meetings of the County Council or its Committees; such attendance to be authorised by the Chair of the Standards Committee and to develop a timetable and feedback format for this work	<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>		
	<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>This would usually be scheduled twice annually and requires officer support and attendance. This will be subject to capacity issues in the Legal Section.</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 but it was delayed due to Coronavirus pandemic.</li> <li>• This will be subject to capacity issues in the Legal Section.</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 usually every 2 years – due 2020 - but it was delayed due to Coronavirus pandemic. Scheduled in 2022.</li> <li>• This will be subject to capacity issues in the Legal Section.</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	<ul style="list-style-type: none"> <li>• Quarterly.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring Officer</li> </ul>	

	town and community councils in order to identify any trends or issues of concern/training needs.			
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>• May 2022</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring Officer</li> </ul>	
15.	To continue with the 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, to the extent not already completed during 2020/2021.	<ul style="list-style-type: none"> <li>• Would usually be scheduled before May 2022.</li> <li>• This will be subject to capacity issues in the Legal Section.</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 new the programme to be devised with the WLGA	<ul style="list-style-type: none"> <li>• Would usually be scheduled before May 2022.</li> <li>• This will be subject to capacity issues in the Legal Section.</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	Update – May 2021
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	February 2021
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	Summer 2020	Training on dispensations for the whole Standards Committee to be included at a future date as this was not completed in 2020.

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	Update – May 2021
		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.	As and when required during 2020/2021	Training provided to the panel prior to the Hearing on 29 July 2020.
Public Services Ombudsman for Wales (PSOW) / Adjudication Panel for Wales (APW) – review of cases	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	March 2020 December 2020 (in accordance with the formal meeting timetable)
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	Not completed. To be included at a future date.

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	Update – May 2021
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	Not completed. To be included at a future date.
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)	The training will only be provided in the event that the PSOW forwards a complaint to the Standards Committee for decision
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	Update – May 2021
Safeguarding (Basic)  Violence against women; prevent; CSE; Modern Slavery  Health and Safety  Licensing* / Planning*  <i>* if on the Committee</i>	This is the list of training requested of elected Members.	All (excluding Licensing and Planning) to be completed by way of e-learning by Standards Committee members.  Classroom sessions may also be possible.	Available on demand  TBC - 2020	No classroom classes arranged but e-learning available on demand.
Chairing Committees	To be offered to the newly appointed Chair and Vice-Chair, if desired		TBC – 2020	Chair and Vice Chair to attend training on Chairing virtual meetings in June 2021.