

<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>COMMITTEE:</b>	<b>Democratic Services Committee</b>
<b>DATE:</b>	<b>4 October 2022</b>
<b>TITLE OF REPORT:</b>	<b>Annual Reports by Members</b>
<b>PURPOSE OF THE REPORT:</b>	<b>To provide information about the Members' annual reports for 2021/2022 and 2022/2023</b>
<b>AUTHOR:</b>	<b>Mared Wyn Yaxley Solicitor (Corporate Governance)</b>
<b>CONTACT OFFICER:</b>	<b>Mared Wyn Yaxley Solicitor (Corporate Governance) <a href="mailto:MaredYaxley@ynysmon.llyw.cymru">MaredYaxley@ynysmon.llyw.cymru</a></b>

### **1. Purpose of the Report**

An annual report is presented to this Committee detailing the arrangements made for the preparation and publication of annual reports by Members.

### **2. Background**

Section 5 of the Local Government (Wales) Measure 2011 places a duty on Councils to ensure that arrangements are in place to enable Members to prepare annual reports on their activities.

The Council has been publishing annual reports for Members since 2013/14. Though there is no statutory requirement for members to prepare a report, historically it has been considered good practice so as to promote local accountability and as a way of presenting information on Members' roles and responsibility. The report is the basis of the Members' Personal Development Reviews (PDR) with their Group Leaders and so they also assist the Council to maintain its Members' Development Plan for the future. In addition to the PDR, Members are also offered a one-to one development session with the Head of Democracy or the Council's Training Manager and the annual report offers useful information as a basis for these discussions.

Annual reports previously published by the Council on behalf of the Members can be seen on this [link](#).

### **3. Annual Reports for 2021/2022**

The annual reports for 2021/2022 relate to the period between 1 April 2021 and 31 March 2022.

The intention is to publish these reports on the Council's website in November 2022. This is later than the usual timetable (reports are usually published during the Summer), owing

to other priorities following the local government elections in May 2022 and the difficulties in appointing a permanent Head of Democracy since November 2021.

If any current Member (who was an Elected Member before the May 2022 election) wishes to publish an annual report for 2021/2022, they are requested to send their final reports to the Interim Head of Democracy by 31 October 2022.

If the Committee agrees to this proposal, the Interim Head of Democracy will advise the Group Leaders of the above timetable as soon as possible.

#### 4. Annual Reports for 2022/2023

The annual reports for 2022/2023 relate to the period between 1 April 2022 and 31 March 2023. This will be the first annual report for a number of the Members and it will include an overview of the Elected Members' year since their election to the Isle of Anglesey County Council in May 2022.

##### 4.1 Report template

A report template (see **Enclosure A**) was shared with all Members on 14 July 2022 so as to (a) inform new Members of the practice of completing annual reports and (b) offer an opportunity for all Members, if they so wish, to keep notes during the year which may be useful when they come to draft their final annual reports after 31 March 2023.

The template gives Members the opportunity to note the work they've completed on behalf of their electorate; from local matters in their wards, to their contribution on outside bodies in addition to their corporate roles in the Council.

The headings in the template are:

<p><b>Member role and responsibility</b></p> <ul style="list-style-type: none"> <li>- <b>Committees and Sub-Committees on which the Member sits</b></li> <li>- <b>Outside bodies on which the Member has represented the Council</b></li> </ul>	<p>An opportunity for Members to list the Committees, Sub-Committees and Outside Bodies on which they have been sitting and include information about their attendance at meetings, their role and their contribution.</p> <p>Members can look at their biographies on the Council's website for this information.</p>
<p><b>Ward Activity</b></p>	<p>An opportunity for Members to include information on the matters which they have been dealing with in their ward. Members will need to recall their activities in the ward; it would be good practice for Members to keep a note as the year progresses.</p>
<p><b>Initiatives and Special Activities</b></p>	<p>An opportunity for Members to include information on any initiatives and special activities with which they have been involved.</p> <p>Members will need to recall their activities; it would be good practice for Members to keep a note as the year progresses.</p>
<p><b>Learning and Development</b></p>	<p>An opportunity for Members to include information about any training they've completed.</p> <p>Members can contact Human Resources for more</p>

	information on any Training they attended that was arranged by the Council.
<b>Other Activities and Issues</b>	An opportunity for Members to include information on any other activities with which they've been dealing. Members will need to recall their activities; it would be good practice for Members to keep a note as the year progresses.

## 4.2 Timetable

The intention is for the Head of Democracy to brief the Group Leaders on the final timetable for completing and publishing the annual reports for 2022/2023. If the usual order is followed, it is intended to be similar to this:

1 April 2022 – 31 March 2023	The period for the next annual report.
January 2023	The Head of Democracy will report to the Group Leaders about the timetable for receiving / publishing the reports by reminding and encouraging the Members to complete their annual reports.
April and May 2023	Allow a reasonable period of two months during April and May 2023 for Members to complete their annual reports. Deadline for Members to send their annual report to the Head of Democracy will be 31 May.
June 2023	The Head of Democracy will report to the Group Leaders about the number of Members in any Group that have / have not completed their annual reports by the deadline. An extension of time can be discussed, but the intention will be to move to the next stage.
June or July 2023	Publish the Members' Annual Reports on the Council's website on this <a href="#">link</a> .

## 5. Recommendations

5.1 The Committee is requested to note the report.

5.2 The Committee is asked for its agreement that the Interim Head of Democracy advises the Group Leaders that Members need to send their annual reports for 2021/2022 to the Interim Head of Democracy by 31 October 2022.

5.3 The Committee is asked for its agreement that Members are encouraged to use the report template as included in **Enclosure A** so as to complete their annual reports for 2022/2023.

5.4 The Committee is asked for its agreement to the proposed timetable included in section 4.2 of this report for the preparation and publishing of Members' annual reports for 2022/2023.



## Member's Annual Report 2022/2023

This is the report of the Councillor below regarding their key activities over the year ending 31 March 2023. It is provided for the information of the electorate and for no other purpose. The views expressed in this report are those of the Councillor and they do not necessarily reflect the views of the Isle of Anglesey County Council.

**Councillor:** xxxxx

**Party/Group:** xxxxx

**Ward:** xxxxx

### 1 - Role & Responsibilities

Between May 2022 and April 2023, I sat on the following main committees / sub-committees:	Attendance Summary
xxxxx	<a href="http://democracy.anglesey.gov.uk/mgAttendance">http://democracy.anglesey.gov.uk/mgAttendance</a>
xxxxx	
xxxxx	
xxxxx	
xxxxx	
xxxxx	
xxxxx	
xxxxx	

Xxxxx

I represent the Council on the following outside bodies:

Outside Body	Summary of role and contribution
xxxxx	xxxxx

### 2 - Ward Activity

xxxxx

### 3 - Initiatives and Special Activities

Xxxxx

### 4 - Learning and Development

xxxxx

<http://democracy.anglesey.gov.uk/mgListTraining>

### 5 - Other Activities and Issues

xxxxx

You can find out more information about me here:

<http://democracy.anglesey.gov.uk/mgUserInfo>

<b>Councillor xxxxx</b>	<b>xxxx 2023</b>
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