

<b>CYNGOR SIR YNYS MÔN / ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>COMMITTEE:</b>	<b>Standards Committee</b>
<b>DATE:</b>	<b>14 December 2022</b>
<b>REPORT TITLE:</b>	<b>Members' Annual Reports</b>
<b>PURPOSE OF THE REPORT</b>	<b>To provide information about annual reports by Members for 2021/22 and 2022/23</b>
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### **1. Report purpose**

Invitation from this Committee (June 2022) regarding preparations for creating and publishing 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. Although 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 responsibilities.

The report is the basis of the Members' Personal Development Reviews with their Group Leaders and consequently they also assist the Council to maintain its Member Development Plan for the future.

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

### **3. Annual Reports for 2021/22**

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

Following a request at the last meeting in June, 4 Elected Members, out of the 18 who kept their seats, have submitted Annual Reports relating to this period. These reports were uploaded to the website at the end of November. This is later than the usual timetable (reports are usually published in the summer) due to other priorities following the elections in May 2022 and the difficulties encountered in appointing a new Head of Service.

## 4. Annual Reports for 2022/23

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 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.

Support provided for Elected Members:

- 1:2:1 meetings between members and the Group Leader
- The template was distributed early enough to allow Members to complete them during the year (since 14/07/2022)
- Human Resources can assist members to download information about training sessions attended.
- 2022 – 2023 Timetable? See section 4.2 below, but it may change after the new Head of Democracy takes up his post on 03/01/2023.

### 4.1 Report Template

A report template 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 records 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 undertaken by them on behalf of their constituents; from local issues in the ward, to their contribution on outside bodies in addition to their corporate roles in the Council.

The headings on the template are:

<p><b>Member role and responsibilities</b></p> <ul style="list-style-type: none"> <li>- <b>The Committees and Sub-Committees on which the Member sat</b></li> <li>- <b>External 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 sat and to 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>Activities in the Ward</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 of their activities 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. Members will need to recall their activities; it would be good practice for Members to keep a note of their activities as the year progresses.</p>
<p><b>Learning and Development</b></p>	<p>An opportunity for Members to include information about any training they have completed. Members can contact Human Resources for more information on</p>

	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 have been dealing. Members will need to recall their activities; it would be good practice for Members to keep a note of their activities 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 arrangements are followed, it is intended to be similar to this:

1 April 2022 – 31 March 2023	Period of the next annual report
January 2023	The Head of Democracy will report to the Group Leaders about the timetable for receiving / publishing the reports and will also remind and encourage 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. A time extension can be discussed, but the intention will be to move to the next stage.
June or July 2023	Publish Members' Annual Reports on the Council website, on <a href="#">this link</a> .

#### 5. Democratic Services Committee, Facilitating Member Development, 04 October 2022

Following a recommendation made by the Committee, Lynn Ball advised Group Leaders on 12/10/22 that Members need to submit their annual reports for 2021/22 by 31/10/2022, and a copy of the template was also included.

#### 6. Recommendation

The Standards Committee is requested to note the contents of this report.