

Isle of Anglesey County Council	
MEETING:	County Council
DATE:	12 September 2023
TITLE OF REPORT:	Annual Report of the Standards Committee
REPORT BY:	Standards Committee
PURPOSE OF REPORT:	To report on the activities of the Standards Committee in 2022/2023 and to secure Council approval for the Committee's Work Programme for 2023/2024.
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1. Introduction

This is the second annual report of the Standards Committee to the County Council, made under the requirements of the Local Government and Elections (Wales) Act 2021. However, it has been customary in this Council for many years for the Chair of the Standards Committee to present an annual report to Council. The topics covered in those reports are very similar to those that are now required under the legislative provisions.

This is the Standards Committee's report for the period April 2022 - March 2023.

2. Membership

The Standards Committee is a statutory committee which comprises 9 Members (2 County Council Members, 5 Independent Members and 2 Town and Community Council Members). Details of the Committee and its membership is available [here](#).

(A) Independent Members:

The terms of four Independent Members ends on 19th December 2027 whilst the term of the fifth Independent Member ends on 11th December 2025.

One current Independent Member has decided to submit their resignation before the end of their term and a recruitment process is currently underway by the Standards Committee's Selection Panel in order to appoint to this role. Mrs Celyn Menai Edwards will resign on the appointment of the new Independent Member.

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. An individual may be re-appointed as Chair.

Mr Rhys Davies is Vice Chair and his term as Vice Chair also ends in February 2024. Mr Davies is eligible to be re-elected.

(B) Town and Community Council Members:

Following a recruitment period after the last Local Government election (May 2022), two Town and Community Council Members were appointed by full Council at its meeting on 6 December 2022. These are Councillor Iorwerth Roberts of Bryngwran Community Council and Councillor Margaret Ann Thomas of Llangefni Town Council.. They will sit on the Committee 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 Member as nominee for the appointment.

(C) County Council Members:

The current County Council representatives (since May 2022) are Councillor Trefor Lloyd Hughes and Councillor Dafydd Rhys Thomas. Councillor Trefor Lloyd Hughes has resigned from his seat and a decision is required by full Council in order to fill that seat. This is the subject of a separate report to Council on 12 September 2023.

3. Role and Responsibility

The Standards Committee's statutory role and functions, in relation to County Council Members and Town/Community Council Members, include:-

- (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).

However, with the introduction of the Local Government and Elections (Wales) Act 2021 ('the Act'), there are additional duties expected of the Standards Committee as of May 2022. These are detailed below:

➤ **Annual Report:**

The Standards Committee is now required to make an Annual Report to the Council, as soon as reasonably practicable at the end of the financial year, and the Council must consider the report and any recommendations made by the Standards Committee within three months of its receipt. As a minimum, the report must:

- describe how the Standards Committee has discharged its functions during the preceding year;
- include a summary of reports and recommendations made or referred to the committee by the Public Services Ombudsman for Wales (PSOW) relating to the investigation of alleged breaches of the Code of Conduct, and any subsequent action taken by the Standards Committee;

- describe the advice it has provided on training for all Members and how that advice has been implemented, and
- include the Committee's assessment of how Group Leaders have complied with their new duty to promote high standards of conduct (see below bullet point).

➤ To monitor Group Leaders' compliance with their duty to promote high standards of conduct by Group Members and the provision of advice and training.

As detailed above, a new duty has been placed on Group Leaders to take reasonable steps to promote and maintain high standards of conduct by their Group Members. A further duty is imposed on Group Leaders to co-operate with the Council's Standards Committee in the exercise of the Committee's functions. In addition to this the Standards Committee must monitor how Group Leaders are complying with their new responsibility and consider how it is ensuring it satisfies the requirement to provide advice and training to Group Leaders under the umbrella of this duty.

4. Information on the Committee's duties and how they have been discharged during 2022/2023

The Standards Committee's Work Programme for 2022/2023 was approved by full Council in September 2022. The document in **Enclosure 1** includes the Standards Committee's approved Work Programme for 2022-2023 with additional matters included, and details of the actions completed in relation to each matter.

The Committee wishes to express its thanks to the officers who have supported its work.

4.1 Local Resolution Protocol:

➤ Local Resolution Protocol for County Council Members:

An amended Local Resolution Protocol (LRP) for County Council Members was developed and agreed during the 2022/2023 term. The LRP was developed by the Standards Committee, having considered the new legislative requirements and drawing from its experience to date, and agreed with Group Leaders. A copy can be seen [here](#).

We believe this document is user-friendly and simple to follow and are confident in continuing to endorse it.

Whilst we would like to think that the LRP would not be needed, we do hope, and indeed we would encourage Members to use it should the circumstances arise. Members have been involved in its development (with presentations made by the Standards Committee Chair and Vice Chair to a meeting of Group Leaders, and it being the subject of a Briefing Session with all Members); Members have also been reminded of its adoption in the Standards Committee's Newsletter in March 2023.

The Protocol was not used during the period of this report.

The Standards Committee takes this opportunity to remind Members of the need to raise concerns under the Protocol as soon as possible after the incident in

question, that the matter needs to be dealt with as a priority and to ensure that they give due consideration to the process.

➤ Local Resolution Protocol for Town and Community Council Members:

One Voice Wales (the national representative membership organisation for Community and Town Councils throughout Wales) has developed a Local Resolution Protocol (LRP) for use by Town and Community Councils and can be seen [here](#). However, the process outlined in that LRP is dependent on the Clerk and/or the Chair of the Town or Community Council managing it. In our experience, the Clerk and/or the Chair are often parties to the dispute / subject to the complaint and so that LRP can be of limited use. Therefore, this Standards Committee will be discussing the possibility of developing an alternative LRP for use in the Town and Community Councils and this work is included in the Standards Committee's Work Programme for 2023-2024 (**Enclosure 8**).

Code of Conduct matters within Town and Community Councils is within the Standards Committee's remit, however as independent legal entities, constitutional or procedural issues within the Town and Community Councils are outside the jurisdiction of the Standards Committee and the County Council, and the LRP must not be used to deal with issues involving these matters.

The Standards Committee Chair (together with other Standards Committee Members) has been asked to assist in some Town and Community Councils during the 2022/2023 period and more information is available in paragraph 4.2 below.

4.2 Town and Community Councils:

The Standards Committee has a responsibility in relation to the conduct of Town and Community Councillors and to fulfil this responsibility the Standards Committee has undertaken the following work this year.

The Committee has undertaken a number of interventions at Town and Community Councils during the term of this report, usually upon contact having been made by third parties including Members of the Town and Community Councils themselves or County Councillors.

The process followed for all of these involvements has been to write to the Chair and Clerk of the particular Town or Community Council with details of the concerns that have been brought to the attention of the Standards Committee's Chair and that two members of the Standards Committee are intending on attending the next meeting of their Town or Community Council as observers.

Following that meeting, correspondence is sent to the Clerk and Chair to inform them of the Standards Committee Members' conclusions.

Four Community Councils have been subjected to such observations during the term of this report / the current term; details included are general and names are removed so as to avoid Town or Community Councils being identified:

(a) Community Council A:

In one Community Council, a second meeting was observed before the Standards Committee members offered a Review of the Register of Interests and Code of Conduct related matters to the Community Council. A Review meeting was conducted and comprehensive correspondence was sent to the Clerk and Chair, with a request for it to be shared with all Council members, detailing the Standards Committee Members' recommendations. No further action is envisaged for this Council.

(b) Community Council B:

In another Community Council, following the first observation meeting, it was deemed that the best course of action would be to offer a Review of the Register of Interests and Code of Conduct related matters to the Council. The Clerk, on behalf of the Community Council, agreed but proposed a delay in the timetable suggested by the Standards Committee due to other commitments. The Standards Committee wanted to carry out this Review in Summer 2023 but the Community Council asked for a further delay. The matter is included on the Standards Committee's Work Programme for 2023/2024 (**Enclosure 8**).

(c) Community Council C:

Similarly, in Community Council C, following the first observation meeting, and providing written feedback in relation to conduct matters, it was deemed that the best course of action would be to offer a Review of the Register of Interests and Code of Conduct related matters to the Council. The Clerk, on behalf of the Council, rejected this offer in the first instance. The Chair of the Standards Committee has again written to the Community Council to ask for it to reconsider and to explain that the purpose of the Review is to assist Town and Community Councils. In the hope the Community Council reconsiders and accepts the offer, this Review is included on the Standards Committee's work programme for 2023/2024 (**Enclosure 8**).

(d) Community Council Ch:

Two members of the Standards Committee attended a meeting at Community Council Ch as observers. As no concerns regarding conduct were observed, the Standards Committee did not consider that further assistance was needed but the Clerk was advised, as part of the written feedback, that they could contact the Standards Committee should they deem a Review to be useful in the future. The matter is included on the Committee's Work Programme for 2023/2024 (**Enclosure 8**).

The pattern seen above in (a)-(d) is part of the appetite for developing a Local Resolution Protocol for Town and Community Councils as this type of work is in high demand and is effecting heavily on the Standards Committee's capacity and resource.

The Chair and Vice Chair of the Standards Committee have attended the Town and Community Council Forum meetings on 08.09.2022 [with details following from the Standards Committee's formal meeting in June 2022] and on 27.02.2023 [again, with details following from the Standards Committee's formal meeting in December 2022, and to discuss the draft Newsletter that was being developed].

4.3 Newsletters:

For some time, the Standards Committee has been issuing Newsletters following their bi-annual formal meetings. This is considered a more effective and user-friendly method of communicating with Members, by providing snippets of information, and

sign-posting them to where they may obtain more details, bringing new and important cases to their attention.

The Standards Committee issued Newsletters in September 2022 and March 2023, following the Chair and Vice Chair attending meetings of the Group Leaders and the Town and Community Council Forum to discuss the topics that would be covered.

The Newsletters sent to the Town and Community Councils can be found at **Enclosures 2 and 3**.

Equivalent Newsletters were sent to Members of the County Council (elected and co-opted) are included in **Enclosures 4 and 5**.

An additional document was sent with the March 2023 Newsletters – “Meet the Members of the Isle of Anglesey County Council’s Standards Committee”. A copy is included in **Enclosure 6**.

Members are encouraged, and Group Leaders are requested to reinforce this message, to read these Newsletters, and consider the Code of Conduct cases reported in particular.

4.4 Group Leader Duty and reporting to the Standards Committee:

As detailed in Section 3 above, a new duty has been placed on Group Leaders to take reasonable steps to promote and maintain high standards of conduct by Members of their groups. Group Leaders are also required to co-operate with the Council’s Standards Committee in the exercise of the Committee’s functions.

Similarly, the Standards Committee has a new duty to monitor how Group Leaders are complying with their new responsibility and consider how it is ensuring it satisfies the requirement to provide advice and training to Group Leaders under the umbrella of this duty.

To this end, work has been done during the period of this report, and continues on the Standards Committee’s Work Programme for 2023/2024 (**Enclosure 8**), on how Group Leaders are reporting to the Standards Committee in this regard.

A pro-forma for reporting on this matter has been developed and shared with Group Leaders. A draft of the paperwork was presented to Group Leaders on 27 April 2023. Group Leaders were given the opportunity to discuss with Members of their Groups and forward their comments to the Standards Committee, before the final form for this year was shared with the Group Leaders on 8 June 2023. A copy of the blank form used is included in **Enclosure 7**.

Four Independent Members of the Standards Committee met individually with each Group Leader during July 2023 to discuss the reports presented to the Standards Committee (using the *pro forma* in **Enclosure 7**). The Standards Committee would like to thank the Group Leaders for their cooperation and willingness to engage during these meetings.

Several issues were raised during these discussions, and implementing these is included on the Standard Committee's Work Programme for 2023-2024 (as noted in **Enclosure 8**). There were some specific themes that were raised as issues by one or more of the Group Leaders including training for Members and training for Group Leaders on their new duties; and how to adapt some procedures to make it easier for Members to comply with the requirements e.g. the process for declaring an interest.

The Members of the Standards Committee who were part of the above process created a matrix of the matters that were raised by the Group Leaders, and this is included in **Enclosure 9** to this report.

Other issues, included as headings within the pro forma form, and discussed include:

- Training:

It is confirmed that training on the Code of Conduct is mandatory. The pro forma form will be adapted to ensure that this is clear for reporting on issues in 2023/2024.

The Standards Committee was pleased to see that all Members had completed training on the Code of Conduct since the elections in May 2022. Group Leaders are encouraged to ensure that mandatory modules are completed on time by Members.

Further work will be undertaken by the Standards Committee regarding:

- The timetable for completing mandatory modules;
- Whether IT training should be considered mandatory within 6 months of the individual being elected;
- How will information about Member training be shared with Group Leaders.

- Annual Reviews between Members and their Group Leader:

The Standards Committee believes that it would be beneficial if Group Leaders could develop a system among themselves to develop and offer support to their Members. The Standards Committee Members believed there was a lack of specific procedure and that the importance of these reviews varies amongst Group Leaders.

- Elected Members Annual Reports:

The majority of Group Leaders were supportive of the idea and encourage Members to complete an Annual Report at the end of the financial year. However, this was not supported by everyone and as this is not a statutory requirement, the Standards Committee can only reiterate that it encourages all Members to submit an Annual Report in the interest of promoting transparency and to share useful information with members of the public since reports are published on each Member's biography page. So that members of the public are clear, as well as publishing the Annual Reports submitted by Members, a note will also be included on the biography pages of those Members that do not submit an Annual Report detailing that the Member has not completed an Annual Report for the specified period.

- Supporting the wellbeing of Members:

The Standards Committee met with the Head of Democratic Services following the conversations with the Group Leaders and, as part of the Standards Committee's Work Programme for the coming year, the Standards Committee intends to support the work of the Democratic Services Committee regarding Member Wellbeing.

It is understood that correspondence was sent to all Members during Mental Health Awareness Week in May 2023 to inform them of the provision available to Members, including access to free and confidential counselling. Members are encouraged to take advantage of this provision if it would benefit them.

The conversations with the Group Leaders were interesting and constructive and several of the issues raised have been included on the Standards Committee's Work Programme for 2023/2024 (**Enclosure 8**), which is evidence of the Committee's emphasis on what has been reported by the Group Leaders. However, the Standards Committee does not want these conversations to become an opportunity for Group Leaders to note their discontent with matters outside the Committee's remit.

The requirements of the 2021 Act are in existence; this is a new process for Group Leaders and the Standards Committee alike. Group Leaders are encouraged to make regular contact with their Members in order to meet the requirement of promoting high standards of behaviour, and to accept any offer of training they receive in their capacity as Group Leaders in the future.

The Standards Committee is keen to make some adjustments to the procedure followed this year for 2023/24 and will include Group Leaders within those discussions. One option is for these conversations to be held between individual Group Leaders and two, rather than four, Standards Committee Members. Changes to the pro forma form are also anticipated.

4.5 Review of the Ethical Standards Framework and Model Code of Conduct ('Penn Report'):

In July 2021, Richard Penn presented the Independent Review of the Ethical Standards Framework in Wales. The Standards Committee was involved in considering the outcome of that report and, more recently, the Committee has considered a Consultation by Welsh Government arising from the Penn Review.

The work on this matter is included in the Committee's Work Programme for 2023-2024 (**Enclosure 8**) as responses to the Consultation were needed by 23 June 2023. It can be confirmed that a response to this consultation has been sent by the Chair of the Standards Committee but will be further reported in 2023/2024.

It is likely that work will be required following the outcome of the Welsh Government Consultation and the Standards Committee will be taking any relevant action accordingly.

4.6 Reports from the Public Services Ombudsman for Wales (PSOW):

Reports in relation to complaints received by the PSOW for alleged breaches of the Code of Conduct by County Council or Town and Community Councils Members on Anglesey are provided to Standards Committee Members on a quarterly basis. These

reports are also included on the Agenda for the bi-annual formal Standards Committee meetings.

- Over the period of this report, three complaints were received by the PSOW. These complaints were reported in quarter 1. One complaint was in relation to a County Council Member and two in relation to Town and Community Council Members. In respect of the complaint against the County Councillor, the PSOW decided not to investigate. In relation to the Town and Community Councillors, in one case, the PSOW decided not to investigate and in the other matter (a case which was reported as having started in the previous financial year) the PSOW's investigation was terminated.
- It is encouraging to note that no complaints were received in quarters 2, 3 and 4 of the period.

The Standards Committee has considered undertaking an analysis of complaints and any emerging patterns and mitigating measures. However, on the basis of the few complaints noted above, it has not been possible to determine any patterns.

The PSOW and the Adjudication Panel for Wales, publish a summary of the cases considered by them on their website. These cases are reported during formal meetings of the Standards Committee and information is shared in summary with County Council Members and the Town and Community Councils within the Newsletters (see section 4.3 above).

4.7 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.

No applications for dispensations have been received during the last financial year.

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. Links to Briefing Notes on Dispensations are shared with Members in their respective Newsletters too (see **Enclosures 2-5**).

4.8 Code of Conduct: Setting the level of registering gifts and hospitality

The Code of Conduct places a duty on Members to register gifts and hospitality above a level which is set by each Authority. The current threshold in this Council is £20. The level has been set at this amount for a number of years.

The first Recommendation made in the Richard Penn report (see section 4.5 above) is that the threshold for declarations of any gift, hospitality, material benefit or advantage should be specified in the Code to ensure consistency across Wales.

It is noted in the Welsh Government Consultation document that there is no intention to amend the Model Code but Welsh Government has included a recommendation in its Statutory and Non-Statutory Guidance arising from the Local Government and Elections (Wales) Act 2021 that the approach to the setting of the level of this amount is reviewed and agreed within individual councils and that such regular reviews of the threshold are included in the standards committees' annual reports. The Guidance also suggests that this matter be routinely discussed by monitoring officer and chairs of standards committees' group.

Indeed, there has been some discussion at national level (in both monitoring officer meetings and the National Standards Committee Forum) about harmonising the amount and for all Welsh authorities to set the same threshold voluntarily, without requiring a legislative change. The proposed threshold discussed by the National Standards Committee Forum is £25.

The Standards Committee agrees to this change in an effort to be consistent with other authorities in Wales and on the basis the level is very similar to what is currently required in this Authority, it is unlikely to cause any great difficulties.

If Council agrees to this proposal i.e. to raise the registration level for gifts and hospitality received by Members to £25, the Standards Committee proposes that it will include such recommendation in the next relevant / appropriate report on constitutional matters presented to the Executive and full Council.

4.9 Training

The Human Resources Development Manager presents a report to each Standards Committee formal meeting which includes considering the content of and the actions taken in relation to the Council Members' Development Programme. The Committee is given an opportunity to provide its input on the Programme as it is developed and the extent to which Members engage with the Development Programme.

Following a review of the Council and some of its Committees' meetings, the Standards Committee made a recommendation that training for Council and Committee Chairs and Vice Chairs should be mandatory, both on election and every two years if re-elected. This proposal was presented to a meeting of the Group Leaders who agreed with this recommendation.

Training for the Standards Committee Members is part of each year's Work Programme for the Standards Committee. The training for the Members conducted during the period of this report includes training on the Code of Conduct for Members on 20 May 2022 (following the Local Government election) and subsequently in February 2023 (following the appointment of two Town and Community Council representatives on the Committee). Work is also ongoing with the Human Resources service to ensure completion of mandatory training modules, including the Chairing of meetings for both Chair and Vice Chair of the Committee.

The Standards Committee has also arranged training on the Code of Conduct for Town and Community Council Members in October 2022. Four sessions were arranged but only three were held, due to a lack of support from the Town and Community Councils. The low attendance records was subject to a discussion at the

Standards Committee meeting in December 2022 and was given attention in both the Newsletter and at the Town and Community Council Forum. As a Committee, we strongly feel that ensuring all Members are trained on the Code of Conduct is essential and were disappointed that one of the recommendations from the Penn report (recommendation 7) for training on the Code to become mandatory for all Members has been rejected by Welsh Government. It is something that is included in the Standards Committee's response to Welsh Government in its Consultation on the Penn report (discussed in 4.5 above).

Training for Group Leaders is another area that the Standards Committee has been and will continue to discuss. This includes looking at how training for Group Leaders in their new duty (detailed above in section 4.4) can be developed collectively via the National Standards Committee Forum.

Training was also given a great deal of attention in the discussions between the Group Leaders and the Standards Committee (detailed under item 4.4 above).

5. The Committee's Work Programme for 2023/2024

A proposed Work Programme for the Standards Committee for 2023-2024 is included in **Enclosure 8**. Work is already being undertaken to achieve this vision.

6. Recommendation

- 6.1 This Annual Report is presented to the Council for its approval within three months of its receipt.
- 6.2 Council approves the Committee's Work Programme for 2023/2024 (**Enclosure 8**) whilst accepting that some additional matters may be included, in accordance with demand.

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Work Programme for Standards Committee 2022/23 – with annotations for the Committee's Annual Report for 2022/2023

No	Items	Action	Actions undertaken during the period of the report
1	The Standards Committee's Annual Report to full Council	The Committee to begin consideration of and work on the next Annual Report ahead of their formal meeting in June, 2022. Share the annual report (once considered by the Council) with the PSOW?	2021/2022 report presented to full Council in September 2022. 2022/2023 report (in draft) discussed at an informal meeting on 26/5/2023 and at the Standards Committee meeting in June 2023. The matter was further discussed at an informal meeting on 28/7, following the Committee Members meeting with the Group Leaders. The final report is to be presented to full Council in September 2023.
2	Review of Local Resolution Protocol	An amendment was made in March 2022 – further review may be needed after discussions with group leaders. Report anonymised cases dealt with under local resolution processes to PSOW?	Revised Local Resolution Protocol for County Council Members approved by Standards Committee, following discussion with Group Leaders in a meeting and a presentation to all Members in a Briefing session, in December 2022. Item included in the County Councillors' Newsletter in March 2023. Work on a Local Resolution Protocol for Members of Town and Community Councils is included in the 2023/2024 Work Programme.
3	Offer and Provision of training to leaders of political groups. Need to decide: <ul style="list-style-type: none"> Who will deliver training Involvement of standards committee members. Involve senior officers? 	Need discussion with political group leaders and democratic services. These arrangements must be made at the start of each administration and training take place within 6 months of the election and be reviewed at least annually	Discussed with Human Resources. Enquiries made of WLGA for any 'bespoke' training available. To continue on 2023/2024 Work Programme. Next National Standards Committee Forum meeting in June 2023.
4	Communication with political group leaders	Formal reporting process by leaders or more informal? What frequency of reports from group leaders?	Chair or Chair and Vice Chair attended Group Leader Meetings as follows: 29.09.2022 – to present the amended Local Resolution

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		Arrange meetings periodically to review behaviour?	<p>Protocol ;</p> <p>08.12.2022 – to present observations made following observation exercise at Council meetings;</p> <p>16.03.2023 – to discuss items from December formal meeting and the Newsletter to follow;</p> <p>27.04.2023 – to discuss the Group Leaders' Report Template (new duty under the 2021 Act);</p> <p>08.06.2023 – to present the Standards Committee's draft response to the Welsh Government consultation on the Penn report's recommendations;</p>
5	Intervention/notification of low – level complaints some within groups not reported to PSOW.	Need to see response from Penn report by Wales Government. Any reports to be anonymised.	<p>Met previously 8/3/21 and 27/5/21.</p> <p>Penn report published. Welsh Government consultation open until end June 2023. This matter is to continue on 2023/2024 Work Programme.</p>
6	Meetings	<p>Last formal meeting 15/12/2021</p> <p>Informal meeting(s) to consider:</p> <ul style="list-style-type: none"> consultation on WG's draft statutory guidance on standards of conduct a draft for the Annual Report of the Committee to full Council. (8/3/22) Workplan for 22/23 (27/4/22) <p>Next formal meeting scheduled for 28/6/2022.</p>	<p>Formal meeting held on 28/6/22.</p> <p>Informal meeting on 14/11/22 (observation of Council/Committee meetings – discuss findings)</p> <p>Informal meeting on 07/12/22 (observation of Council/Committee meetings – discuss presentation to Group Leaders' meeting)</p> <p>Formal meeting on 14/12/22</p> <p>Informal meeting on 13/1/23 (discuss various matters including items for Newsletters and observation of Committee meetings)</p> <p>Informal meeting 24/3/23 (Group Leaders' Report Template with their new duty under the LGE(W)Act 2021)</p> <p>Informal meeting 12/5/22 (Welsh</p>

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			<p>Government's consultation on the Penn report)</p> <p>Informal meeting 26/5/22 (Standards Committee's annual report and work programme for 2023/2024)</p> <p>Next formal meeting scheduled for 14/6/2023.</p>
7	Newsletters following the 15.12.2021 formal meeting	Members to consider following-up responses to the Newsletter from a certain number of town and community councils after the discussion of the item at the Committee's formal meeting in December 2021.	<p>Newsletters sent August 2022 (incorporating information from the 12/2021 and 06/2022 formal Standards Committee meetings).</p> <p>Newsletters following the December 2022 formal meeting sent in March 2023 – following a presentation of each in the Town and Community Council Forum and Group Leaders' meeting respectively.</p> <p>Newsletters to be sent following the June 2023 formal meeting.</p>
8	Complaints reporting – Quarterly Update Reports	Work required on a procedure to allow Committee members to ascertain and be assured that reported PSOW cases do not show any particular trend in poor behaviour. This process to preserve and respect (any of) the PSOW's requirements of confidentiality relating to these matters.	<p>Complaints for Q1 and Q2 2022/2023 presented to SC members in December 2022 meeting.</p> <p>Complaints for Q3 2022/2023 sent to SC members in January 2023. Complaints for Q4 2022/2023 sent to SC members in April 2023. Q3 and Q4 complaint reports will be presented at formal Standards Committee meeting in June 2023.</p>
9	Standards Committee Observing work of Public Committees and full Council	Following a decision that members of the Committee would undertake the role of observing proceedings at formal, public meetings of certain Committees of the Council (Scrutiny and Planning) and full Council meetings, it was communicated to	<p>Pro-forma report to be developed to ensure all issues recorded.</p> <p>Observation exercise undertaken September-December 2022. Details of the process included in full report to Standards Committee (below link).</p> <p>Informal meeting on 14/11/22 (observation of Council/Committee meetings – discuss findings to</p>

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		<p>the Group Leaders that this was now effective.</p> <p>Members of the Committee who wish to participate in this observation role are requested to volunteer so that a schedule can be drawn-up and responsibilities allocated accordingly.</p>	<p>date)</p> <p>Informal meeting on 07/12/22 (observation of Council/Committee meetings – discuss presentation to Group Leaders’ meeting)</p> <p>Findings discussed with Group Leaders at a meeting on 08/12/22</p> <p>Formal meeting on 14/12/22. Full report available here</p> <p>Observations for Corporate Scrutiny Committee to continue. 4 Members to attend meetings on 19/01/2023 (morning and afternoon).</p> <p>Informal meeting on 13/1/23 (discuss various matters including continuing with the observation of Corporate Scrutiny Committee meetings)</p> <p>Correspondence sent in relation to this issue including with Group Leader.</p> <p>Decision made not to continue with any further observations in this exercise. To be reviewed in the future.</p>
10	Training for Standards Committee Members		<p>Discussions on-going with Human Resources.</p> <p>Training to Standards Committee members on Code of Conduct 20/5/22.</p> <p>Agreed mandatory for members of Standards Committee to be</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ethics and Standards <input type="checkbox"/> GDPR <input type="checkbox"/> Cyber awareness <input type="checkbox"/> Introduction to Diversity and Equality <p>Available on Learning Pool.</p> <p>Also, Chairing meetings mandatory for Chairs and Vice Chairs of Committees. [Standards</p>

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			<p>Committee suggestions and agreed by Group Leaders].</p> <p>Code of Conduct training conducted for the two new Town and Community Council Members of the Standards Committee (and extended invitation to other Standards Committee Members too) on 15.02.2023.</p>
11	How to Complain	<p>Consideration to be given as to how to publicise how to complain against elected members once it has been settled what the process will be for 'low-level complaints' following the Penn Review and Welsh Government's response.</p>	<p>Penn report published. Welsh Government consultation open until end June 2023. This matter is to continue on 2023/2024 Work Programme.</p>

MATTERS ADDED TO THE WORK PROGRAMME AFTER THE SAME WAS APPROVED BY FULL COUNCIL IN SEPTEMBER 2023:

No	Items	Action	Actions undertaken during the period of the report
12	Dispensations	As and when applications arise	No applications during the period of the report
13	Members annual reports	Standards committee to encourage practice of completing annual reports	<p>Democratic Services Business Manager to attend formal meeting on 14/12/2022.</p> <p>New Head of Democratic Services appointed January 2023.</p> <p>Chair and Vice-Chair of Standards Committee have presented this matter to the Group Leaders on 16/03/2023.</p> <p>This matter was included in the County Councillors' Newsletter.</p> <p>Head of Democratic Services to attend June 2023 meeting and discuss current work being done with annual reports.</p>
14	In-house training	In-house training to be recorded and made available to members	Not something that is currently available.
15	Appointment	Applications invited	Will be raised at Town and Community

Enclosure 1 – Annual Report of the Standards Committee 2022/2023

	of Town and community councillors to sit on Standards committee	through correspondence and newsletters	<p>Councils forum in September. Closing date 30/9/22 4 applications received. Applications and + ballot paper sent to the Town & Community Council clerks on 6/10/2022 to be returned by 5pm 19/11/2022.</p> <p>Report presented to full Council for a decision on 6/12/22.</p> <p>Report presented to Standards Committee at its formal meeting on 14/12/22. Available here.</p> <p>Councillor Iorwerth Roberts of Bryngwran Community Council and Councillor Margaret Ann Thomas of Llangefni Town Council appointed.</p>
16	Town and Community Council forum	Chair and vice-chair to attend next forum meeting	Chair and Vice Chair attended the Forum Meeting on 8/9/22 and then on 27/2/23.
17	Training for Town and community Councils	To be provided by One Voice Wales	<p>Invites sent out 12/8/22. Four training dates arranged in October with applications requested by 16/9/22.</p> <p>Final three dates (due to lack of interest at the registration stage by the Town and Community Councils): 4/10/2022 @ 2pm – Welsh 6/10/2022 @ 6.30pm – English 20/10/2022 @ 6.30pm – Welsh</p> <p>Report presented to Standards Committee at its formal meeting on 14/12/22. Available here.</p> <p>Matter given attention in the Town and Community Councils' Newsletter. Chair and Vice-Chair attended a Forum meeting on 27/02/2023 so as to present the Newsletter / encourage Town and Community Council members to complete Code of Conduct training.</p>
18	Community Council A	Concerns of low level breaches of Code of Conduct received in relation to Council / Councillors at the Council.	Chair and Vice Chair attended two observation meetings and subsequently conducted a Review of the Register of Interests with the Clerk and Chair between October 2022 and March 2023.
19	Role description for Standards	Welsh Local Government Association's	Updated role descriptions online with links in each Standards Committee Member's biography page on website.

Enclosure 1 – Annual Report of the Standards Committee 2022/2023

	Committee Members	Development Charter requires the adoption of role descriptions for elected and coopted members. Democratic Services Committee adopted new role descriptions.	
20	National Standards Committee Forum	First meeting to be held on 8/12/2022. Chair to attend.	<p>First meeting took place on 27/01/2023. Chair attended and provided feedback to Standards Committee Members via email/oral update following the Code of Conduct training in February 2023.</p> <p>Next Forum meeting in June 2023.</p> <p>To continue on the Work Programme for 2023/2024.</p>
21	Community Council B	Concerns of low level breaches of Code of Conduct received in relation to Council / Councillors at the Council.	<p>Observation meeting attended in February 2023 and an offer of Review of the Registers of Interests agreed for the Summer 2023.</p> <p>To continue on the Work Programme for 2023/2024.</p>
22	Community Council C	Concerns of low level breaches of Code of Conduct received in relation to Council / Councillors at the Council.	<p>Observation meeting attended in February 2023 and an offer of Review of the Registers of Interests offered, but not yet agreed, for the Summer 2023.</p> <p>To continue on the Work Programme for 2023/2024.</p>
23	Community Council CH	Concerns of low level breaches of Code of Conduct received in relation to Council / Councillors at the Council.	<p>Observation meeting attended in April 2023.</p> <p>To continue on the Work Programme for 2023/2024.</p>

STANDARDS COMMITTEE NEWSLETTER

TOWN AND COMMUNITY COUNCILLORS



CYNGOR SIR
YNYS Môn
ISLE OF ANGLESEY
COUNTY COUNCIL

2nd of September 2022 - Issue 4

INTRODUCTION

The Standards Committee would like to congratulate you all on your election or re-election as town / community councillors. The Standards Committee is here to support you in observing the code of conduct adopted by your council.

As you know, maintaining the highest levels of ethical behaviour is an essential part of your role in representing the public.

DECLARATIONS OF INTEREST

Local guidance has been issued to Councillors on declarations of interest and has been provided to your clerks*. In some circumstances it is possible to get special permission from the Standards Committee to take part in decisions, even if you have a prejudicial interest (as you know, this is a significant personal interest which means that you are not allowed to take part in discussion or voting). The special permission from the Standards Committee is called a dispensation and local guidance on how to apply for a dispensation has been provided to your clerks*. Please contact the Monitoring Officer for advice and support in submitting any application you may wish to make.

*The Monitoring Officer would be glad to provide further copies on request.

ADJUDICATION PANEL FOR WALES

- Serious breaches of your code of conduct are decided by the Adjudication Panel for Wales, which is a tribunal hearing its cases in public.
- These cases are reported in full on the Adjudication Panel's website and the link is [here](#)
- If you would prefer a summarised version of these cases they are reported to the Standards Committee and the link to the most recent summary considered by the Standards Committee is [here](#).

MEMBER DEVELOPMENT

- It is part of the role of the Committee to provide training for you on your code of conduct.
- So, we have written to all clerks to offer remote training sessions, of 1.5 hours duration, on the following alternative dates:

Tuesday 4th October @ 2pm - Welsh
Thursday 6th October @ 6.30pm - English
Tuesday 18th October @ 2pm - English
Thursday 20th October @ 6.30pm - Welsh

- Numbers are limited, so if you are able to attend one of the sessions then please let your clerk know as soon as possible.

THE NOLAN PRINCIPLES

When you signed your acceptance of office to become a Councillor you also agreed to uphold the principles of conduct in public life. These are also commonly known as the Nolan Principles and, in Wales, consist of the following:

- Selflessness
- Honesty
- Integrity and propriety
- Duty to uphold the law
- Stewardship
- Objectivity in decision-making
- Equality and respect
- Openness
- Accountability
- Leadership

AND FINALLY.....

The Standards Committee needs 2 representatives from town / community councils to sit on the Committee. Requests have been sent to the town and community council clerks with a deadline for response by the end of September 2022. If your council has yet to discuss this request, we ask that you please do so, and consider submitting a nomination. The relevant application form has been provided to every clerk.

If more than two candidates are nominated, a postal ballot process will follow.

Also, please advise your clerks if you wish to attend any of the training sessions mentioned above.

A reminder that the local Town and Community Councils' Forum is due to take place on the 8th September 2022.

Please ensure that your council is represented.

The Standards Committee's Annual Report will be considered by the County Council on 29th September and will be available to you on the County Council's Website.

INFORMAL GOVERNANCE REVIEWS

The Committee carries out governance reviews of some town/community councils, looking at undertakings, declarations of interest, minutes and training records. When the committee intends to conduct reviews of this kind we shall contact the relevant clerks in advance. We are most grateful to your clerks for the assistance they have provided to us in the past.

- Each council which is reviewed will receive written feedback and any recommendations, to be considered by all members of the council, but on an informal basis
- General and anonymised feedback will also be provided to all councils, including any recommendations and the sharing of good practice. We shall ask that this feedback be shared at a formal meeting of every council

MONITORING CONDUCT

The Committee also intends, from time to time, to send two of its members to monitor conduct at some public meetings of town/community councils.

We hope to accomplish this remotely and we shall contact the relevant clerks in order to make the arrangements.

The Committee members will provide early feedback to the chair and the clerk; and may produce general findings to be circulated to all councils.

These monitoring arrangements will begin to take place in 2023.

NEW LEGAL DUTIES ON TOWN/COMMUNITY COUNCILS

Under the Local Governance and Elections (Wales) Act 2021 town and community councils must now:

- Produce an annual training plan for its councillors and staff, with the first plan being required within 6 months of the last local government election on the 5th May 2022. The annual training plan is a document that will be requested by the Committee when it carries out its reviews.
- Publish an annual report, as soon as reasonably practicable, after the end of each financial year.
- [One Voice Wales](#) is supporting its members to comply with the new legislation.



STANDARDS COMMITTEE NEWSLETTER

TOWN AND COMMUNITY COUNCILLORS

March 2023 - Issue 4

INTRODUCTION

The Standards Committee is here to support you in observing the Code of Conduct adopted by your Council.

As you know, maintaining the highest level of ethical behaviour is an essential part of your role in representing the public.

YOUR REPRESENTATIVES ON THE STANDARDS COMMITTEE

Following a postal ballot process, Councillor Iorwerth Roberts from Bryngwran Community Council and Councillor Margaret Thomas from Llangefni Town Council have been selected to represent the town and community councils on the Standards Committee. Congratulations to both and thanks to all councils that took part in the process.

LOCAL COMPLAINTS

The Standards Committee is pleased with the low numbers of complaints being sent to the Ombudsman in relation to allegations of breaches of the Code of Conduct by both county and community councillors in Anglesey.

PUBLIC SERVICES OMBUDSMAN FOR WALES (PSOW) AND ADJUDICATION PANEL FOR WALES (APW) CASES

Allegations of breaches of the Code of Conduct are investigated by the PSOW. The PSOW publishes limited information of the cases that are referred to her office on the website. The PSOW will, in the most serious matters, refer cases to be decided by the APW.

These cases are reported in full on the PSOW's website and are available here and on the APW's website and available here.

Summarised versions of these cases are reported to the Standards Committee (SC) and the link to the PSOW summary considered by the SC is here and the APW summary considered by the SC is here.

Key themes that arise include:

- The newly appointed PSOW (in the role since 1.4.22) continues to use the two stage test when considering allegations of breaches of the Code of Conduct (1.) Is there evidence of a breach of the Code? and (2.) Is it in the public interest for the matter to be investigated?
- The importance of completing training on the Code of Conduct, for both members and clerks in the town and community councils.

TRAINING

- Producing an annual training plan for both councillors and staff is now a requirement under the Local Government and Elections (Wales) Act 2021; the first plan was required within 6 months of the local government election on 5 May 2022.
- The Standards Committee would like to see your training plan. Please send to medwenjones@ynysmon.llyw.cymru by 31 May 2023. The matter will be discussed by the Standards Committee at its June meeting.
- The Standards Committee considered that the number of attendees at the recent Code of Conduct training in October 2022 was disappointing. Of the 90 spaces available, only 37 completed the training on the Code. There were no clerks or members from 29 of the 40 town and community councils on Anglesey present.
- The PSOW and the APW encourage members and clerks to undertake Code of Conduct training.
- Should you breach the Code, failure to have undertaken training on the Code would be considered an aggravating factor when the issue of sanction was considered by the Standards Committee or the APW.

THE NOLAN PRINCIPLES

The last edition of the Newsletter provided some detail about the principles of conduct in public life. Should you wish to review these again, please follow this link.

DISPENSATIONS

It is possible for members to get special permission from the Standards Committee to take part in decisions when that member has a prejudicial interest under the Code of Conduct. A local guidance on how to apply for a dispensation has been provided to your clerks*. Please contact the Monitoring Officer for advice and support in relation to any application you may wish to make.

* The Monitoring Officer would be glad to provide a further copy on request.

WALES NATIONAL STANDARDS COMMITTEE FORUM

An All-Wales Forum for standards committee chairs has been created. This will be an opportunity for sharing good practice and problem solving amongst the 28 authorities required to have a Standards Committee in Wales. Any key messages from the Forum will be shared with you.

AND FINALLY:

The Standards Committee held a formal meeting on 14/12/2022 and should you wish to look at the items/reports considered at that meeting, please follow this link.

If you require any assistance, or further information, please contact the Monitoring Officer on lynnball@ynysmon.llyw.cymru



STANDARDS COMMITTEE NEWSLETTER

ISLE OF ANGLESEY COUNTY COUNCIL

INTRODUCTION

The **Standards Committee** would like to congratulate you all on your election or re-election to the County Council. The Standards Committee is here to support you in observing your **Code of Conduct**. As you know, maintaining the highest levels of ethical behaviour is an essential part of your role in representing the public.

DECLARATIONS OF INTEREST

Local guidance has been issued to Councillors on declarations of interest and the link is [here](#). In some circumstances it is possible to get special permission from the Standards Committee to take part in decisions, even if you have a prejudicial interest (as you know, this is a significant personal interest which means that you are not allowed to take part in discussion or voting). The special permission from the Standards Committee is called a dispensation and local guidance on how to apply for a dispensation is available [here](#). Please contact the Monitoring Officer for advice and support in submitting any application you may wish to make.

ADJUDICATION PANEL FOR WALES

- Serious breaches of your Code of Conduct are decided by the Adjudication Panel for Wales, which is a tribunal hearing its cases in public.
- These cases are reported in full on the Adjudication Panel's website and the link is [here](#)

If you would prefer a summarised version of these cases they are reported to the Standards Committee and the link to the most recent summary considered by the Standards Committee is [here](#)

LOCAL RESOLUTION

The Standards Committee believes in early intervention, and mediation, to resolve issues whenever possible. To this end the Committee is developing a new Local Resolution Protocol, to involve the Group Leaders, and this will be circulated to all Councillors in due course.

THE NOLAN PRINCIPLES

When you signed your acceptance of office to become a Councillor you also agreed to uphold the principles of conduct in public life. These are also commonly known as the Nolan Principles and, in Wales, consist of the following:

- Selflessness
- Honesty
- Integrity and propriety
- Duty to uphold the law
- Stewardship
- Objectivity in decision-making
- Equality and respect
- Openness
- Accountability
- Leadership

MONITORING CONDUCT

- Members of the Standards Committee will attend occasional meetings of the Council / its Committees to assess compliance with standards of conduct
- Early feedback will be provided to Committee Chairs
- Quarterly feedback will be provided to Group Leaders

MEMBER DEVELOPMENT

- It is mandatory for Councillors to undertake training on the Code of Conduct.
- A session took place on 20th May 2022 and the training materials were circulated to all Councillors
- However, any Councillors who were unable to attend are advised to undertake the "Ethics and Standards" module on the Council's Learning Pool. This link is [here](#)

NEW LEGAL DUTIES ON THE STANDARDS COMMITTEE

- The Standards Committee is now required to monitor the Group Leaders in carrying out their statutory duty to promote and maintain high standards of conduct by Councillors in their groups.
- To ensure training for Group Leaders on the exercise of their ethical standards duty
- The Standards Committee is required to submit an annual report to Council. The first statutory report from the Standards Committee will go to Council on 29 September 2022 and will be available on the Council's website

AND FINALLY.....

The Standards Committee needs 2 representatives from Town/ Community Councils to sit on the Committee. Requests have been sent to the Town and Community Council Clerks with a deadline for response by the end of September 2022. So far, only one nomination has been received so we would ask that you please remind the Community Councils of which you are members / which you regularly attend, to consider submitting a maximum of one nomination each. If more than two candidates are nominated, a postal ballot process will follow.

If you require any assistance, or further information, please contact the Monitoring Officer on lynnball@ynysmon.llyw.cymru

STANDARDS COMMITTEE NEWSLETTER

COUNTY COUNCILLORS



INTRODUCTION

The Standards Committee is here to support you in observing the Code of Conduct for members. As you know, maintaining the highest level of ethical behaviour is an essential part of your role in representing the public.

ANNUAL REPORTS

The Standards Committee encourages all elected members to complete an Annual Report, detailing the work and training you have undertaken during your year as a member of this Council from 01.04.22-31.03.23. There is a template for your use and it is available [here](#).

DISPENSATIONS

It is possible for members to get special permission from the Standards Committee to take part in decisions when that member has a prejudicial interest under the Code of Conduct. A local guidance on how to apply for a dispensation is available [here](#). Please contact the Monitoring Officer for advice and support in relation to any application you may wish to make.

MONITORING CONDUCT

As part of its work programme, members of the Standards Committee have attended meetings of (a) the Council, (b) the Planning and Orders Committee, (c) the Corporate Scrutiny Committee and (d) the Partnership and Regeneration Scrutiny Committee to monitor standards of conduct. The Standards Committee takes this opportunity to thank you for your welcome. Verbal feedback has been provided to committee chairs, Group Leaders' meeting and the Scrutiny Committees' Chair and Vice-Chair Forum. A link to the full list of recommendations made by the Standards Committee can be seen [here](#).

WALES NATIONAL STANDARDS COMMITTEE FORUM

Following a recommendation made in the Penn report, an all-Wales Forum for standards committee chairs has been created. This will be an opportunity for sharing good practice. Any key messages from the Forum will be shared with you.

TRAINING FOR MEMBERS

You are encouraged to complete any training which assists you in your role as members of the IOACC. Training is intended to empower and to make you as effective as possible in your role. Chairs and vice chairs of the Council and its committees are strongly encouraged to complete the Chairing Skills module.

If you have not yet undertaken recent Code of Conduct training, the Standards Committee urges you to do so.

All modules are available on Learning Pool, the link is [here](#). For instructions on how to access Learning Pool follow this [link](#).

When you have completed any training in your role as member, remember to include details of that training on your profile page on the website. For details on how to do this follow this [link](#).

If you need details of your corporately completed training, please contact CefnogaethAelodauEtholedig@ynysmon.llyw.cymru

LOCAL COMPLAINTS

The Standards Committee is pleased with the low numbers of complaints being sent to the Ombudsman in relation to allegations of breaches of the Code of Conduct.

PUBLIC SERVICES OMBUDSMAN FOR WALES (PSOW) AND ADJUDICATION PANEL FOR WALES (APW) CASES

Allegations of breaches of the Code of Conduct are investigated by the PSOW. The PSOW publishes limited information of the cases that are referred to her office on the website. The PSOW will, in the most serious matters, refer cases to be decided by the APW.

These cases are reported in full on the PSOW's website and are available [here](#) and on the APW's website and available [here](#).

Summarised versions of these cases are reported to the Standards Committee (SC) and the link to the PSOW summary considered by the SC is [here](#) and the APW summary considered by the SC is [here](#). Key themes that arise include:

- The newly appointed PSOW (in the role since 1.4.22) continues to use the two stage test when considering allegations of breaches of the Code of Conduct by members: (1.) Is there evidence of a breach of the Code? and (2.) Is it in the public interest for the matter to be investigated?
- The importance of completing training on the Code of Conduct.

AND FINALLY

The Standards Committee held a formal meeting on 14/12/2022 and should you wish to look at the items/reports considered at that meeting, please follow this [link](#).

If you require any assistance, or further information, please contact the Monitoring Officer on lynnball@ynysmon.llyw.cymru

THE NOLAN PRINCIPLES

The last edition of the Newsletter provided some detail about the principles of conduct in public life. Should you wish to review these again, please follow this [link](#).

LOCAL RESOLUTION PROTOCOL

An amended local resolution protocol has been adopted following consultation with members. A copy is available [here](#).

MEET THE MEMBERS OF THE ISLE OF ANGLESEY COUNTY COUNCIL'S STANDARDS COMMITTEE



CYNGOR SIR
YNYNS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL

Two new members have recently been appointed to the Standards Committee; whilst introducing them, it also seems an appropriate time to provide you with information on all the members that collectively form the Isle of Anglesey County Council's Standards Committee – so that you may put faces to those behind the bi-annual Standards Committee Newsletters.

There are 9 members on the Standards Committee: five are independent members who have been co-opted following a statutory process; two are elected by the local town and community councillors as the town and community council representatives; and two are selected from amongst the elected members on the county council.

JOHN ROBERT JONES Independent Member Chair



John was co-opted to the SC in 2017, a year after his retirement as Chief Officer at Medrwn Môn, the independent agency which provides advice and support to voluntary organisations and community groups.

A Welsh-speaker, John was born and brought up on Anglesey and continues to live on the island with his family.

"I was elected Chair of the SC in 2020 and the Standards Committee continues to work proactively with County Council elected members and co-opted members as well as the town and community councillors in maintaining the highest possible standards of behaviour".

You may contact the Chair on
John.Jones@ynysmon.llyw.cymru



RHYS DAVIES Independent Member Vice-Chair

Rhys was elected Vice-Chair shortly after his appointment to the SC in 2019.

Having studied dentistry in Cardiff, he returned to his native Anglesey to work as a dentist for over 30 years, until his retirement in 2015.

"I've enjoyed the experiences I've had since becoming an SC member. I am happy to contribute to assisting members to conform with their Code of Conduct duties so as to ensure decisions are made with transparency and members act with integrity".



CELYN MENAI EDWARDS Independent Member

A qualified barrister, Celyn currently works as the Chief Executive of the Isle of Anglesey Charitable Association, having worked previously for the Welsh Parliament. Her appointment on the SC in 2019 followed her return from Cardiff to Anglesey with her family.

SHARON WARNES Independent Member



Having begun her career as a secondary school teacher, Sharon then worked in further education before working for over 30 years in local government.

In addition to her role on the SC since 2019, she is a lay member of Gwynedd Council's Audit Committee and Chair of Snowdonia National Park's Standards Committee.



GILL MURGATROYD Independent Member

Gill is a Fellow of the Chartered Institute of Personnel and Development and is currently the director of her own HR and organisation development consultancy business in North Wales, based at her Llandudno home.



MARGARET THOMAS Town and Community Council Representative

Margaret has been a member of Llangefni Town Council for 23 years and has been Town Mayor five times during that time. She represents the Town Council at Regional Meetings of One Voice Wales and the area committee.

She has lived on Anglesey all her life and continues to reside on the family farm, following on from her parents.

for several years.

Margaret was appointed to the SC in December 2022.

"I'm looking forward to using my experience as a Town Councillor to assist the Standards Committee with its role in maintaining high levels of conduct by elected and co-opted members in Anglesey".



IORWERTH ROBERTS Town and Community Council Representative

Iorwerth has been a member of Brynwgwrn Community Council since 1997 and, for the last 22 years, has been the Chair of the Community Council.

He worked more than 30 years in the construction industry, including as an accredited tutor and assessor.

Iorwerth was first appointed to the SC in 2017 and has recently been appointed for a second term.

"I hope my experience as a community councillor can assist the committee when it discusses behavioural matters, particularly when they involve community councillors. If I can stress one thing to current councillors, it is that training is vital, particularly on the Code of Conduct."

TREFOR LLOYD HUGHES County Council Representative



Trefor is a member of Plaid Cymru – The Party of Wales and represents Ynys Gybi on the County Council. He was appointed to the SC following the election in May 2022; this will be his second term on the Committee.

DAFYDD RHYS THOMAS County Council Representative



Dafydd is a member of Y Grŵp Annibynnol - The Independent Group. He was appointed on the SC following the election in May 2022; this will be his second term on the Committee and represents Ynys Gybi on the County Council.

The Standards Committee is here to support you in observing the Code of Conduct adopted by your Council.

As you know, maintaining the highest level of ethical behaviour is an essential part of your role in representing the public.

For more information about the Committee's work for the year, please review the Work Programme for 2022/2023 in the SC's annual report.

Should you have any queries in relation to the Standards Committee's work, please contact the Monitoring Officer on lynnball@ynysmon.llyw.cymru

The Standards Committee's Annual Report and the new Group Leaders' duty



CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL

1. Under the Local Government and Elections (Wales) Act 2021, political Group Leaders now have duties in relation to standards of conduct. A leader of a political group must (a) take reasonable steps to promote and maintain high standards of conduct by the members of the group and (b) cooperate with the Council's Standards Committee in the exercise of its functions.
2. Group Leaders who fail to comply with the duty maybe regarded as bringing their office into disrepute, in breach of the Code of Conduct for Members.
3. In addition, the 2021 Act places a duty on Standards Committees to make an annual report to their council as soon as reasonably practicable after the end of each financial year (1 April-31 March). The report must be considered by the relevant council before the end of 3 months beginning with the day on which the council receives it.
4. The Standards Committee's annual report must include an assessment of the extent to which Group Leaders have complied with their duties (paragraph 1 above). The Standards Committee requires information from the Group Leaders in order to do this.
5. Having regard to the requirements in the 2021 Act, a template report has been drafted to assist Group Leaders and remind them of the matters to be covered in their reports to the Standards Committee. This template is included in **Appendix 1**.
6. The template does not ask, and should not include, details of individual cases. The report focuses on the type of action which has been taken in relation to each matter.
7. Group Leaders are asked to produce these reports once a year; however, if issues of importance arise during the year, Group Leaders should consult with the Monitoring Officer, who will inform the Chair of the Standards Committee.
8. Completed forms are to be forwarded by Group Leaders to the Monitoring Officer **by 30 April** in each year. The Monitoring Officer will report to the Standards Committee.
9. The Standards Committee will arrange to meet with each Group Leader in private to discuss their reports **during May**.
10. The Standards Committee will use appropriate information from the Group Leaders' reports to inform its annual report to Council. The Committee's annual report will contain a short summary of the steps taken to fulfil the duty, its opinion on whether what has been done is sufficient and any future pieces of work that might be undertaken etc.
11. The Standards Committee will discuss its draft annual report to Council at its formal committee meeting in June. During this meeting the Standards Committee will agree on its findings arising from the Group Leaders' reports and will also confirm in that public forum the identity of any Group Leader who has failed to submit a completed report.
12. The Committee's annual report will be presented to full Council at the next available full Council meeting after the Standards Committee's June meeting.
13. Unaffiliated members (sitting outside a group) will also need to be briefed in the same way as Group Leaders so as to ensure high standard of conduct are maintained by all members, though they would not be expected to produce a report in this way.

Generally (excluding Code of Conduct – dealt with under separate heading):

- **Cyber Security**
- **Safeguarding**
- **Data processing (GDPR)**
- **Equalities**

In addition to:

- **For all Chairs and Vice-Chairs of Council and its Committees:**
 - **Chairing Meetings**
Required on being elected as Chair / Vice-Chair and every two years if re-elected.
- **The relevant training required for a member of a particular Committee including:**
 - **Planning Committee**
 - **Licensing Committee**
 - **Governance and Audit Committee**
 - **Appointments Committee**

Members must complete and repeat the required mandatory training in accordance with details published by the Council.

This section of the report is to be completed in your own words.

There is ***no need to include all the information listed below***. The matters which follow are included as examples of the type of information that you may wish to consider including as part of your response.

Personal commitment:

- demonstrated personal commitment by attending relevant development or training around equalities and standards;
- setting an example by demonstrating the principles of conduct in public life (see **Appendix 4**);
- used your influence to promote a positive culture;
- promoted a culture within the group which supports high standards of conduct and integrity;
- addressed issues as soon as they arose;
- promoted civility and respect within group communications and meetings and in formal meetings of the Council;
- worked to implement any recommendations from the Standards Committee about improving standards;

Encouraging group members:

- encouraged group members to attend relevant development or training, particularly around equalities and standards;
- ensured nominees to a committee had received the recommended training for that committee;

Co-operation with others:

- promoted informal resolution procedures, and worked with the Standards Committee and Monitoring Officer to achieve local resolution;
- attended a meeting of the Council's Standards Committee if requested to discuss Code of Conduct issues;
- attended meetings with the Monitoring Officer and/or other Group Leaders as necessary to discuss matters of conduct;
- worked together with other Group Leaders to collectively support high standards of conduct within the Council;

- Selflessness
- Honesty
- Integrity and Propriety
- Duty to uphold the law
- Stewardship
- Objectivity in Decision making
- Equality and respect
- Openness
- Accountability
- Leadership

Enclosure 8 – Annual Report of the Standards Committee 2022/2023

Proposed Work Programme for Standards Committee 2023/2024

No	Items	Action	Completed / Further Actions
1	The Standards Committee's Annual Report to full Council	<p>The Committee to begin consideration of and work on the next Annual Report ahead of its formal meeting in June 2024.</p> <p>The Committee to develop its annual report for 2023/2024 (and a proposed work plan for 2024/2025) at the end of the 2023/2024 term.</p> <p>The process used in 2022/23 for Group Leaders reporting on their responsibilities under the 2021 Act will need to be reviewed. This will be subject to further discussions between Members of the Standards Committee and Group Leaders.</p>	
2	Review of Local Resolution Protocol (LRP)	<p>Revised LRP for County Council Members accepted by the Standards Committee at its formal meeting on 14.12.22. Item included in the County Council Newsletter.</p> <p>A LRP for the Town and Community Councils Members, particularly in light of the number of cases where the Standards Committee has been asked to assist due to conduct/behavioural concerns, was the subject of a report</p>	

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No	Items	Action	Completed / Further Actions
		during a formal meeting of the Standards Committee in June 2023. It will be promoted with the Town and Community Councils in September 2023	
3	<p>Offer and Provision of training to leaders of political groups. Need to decide:</p> <ul style="list-style-type: none"> • Who will deliver training • Involvement of standards committee members. • Involve senior officers? 	<p>Need discussion with Group Leader and Democratic Services.</p> <p>These arrangements must be made at the start of each administration and training take place within 6 months of the election and be reviewed at least annually.</p> <p>Training for Group Leaders discussed at the National Standards Committee Forum. This is being developed by the WLGA. The Standards Committee will encourage Group Leaders to undertake this training when further information is available.</p>	
4	Communication with political group leaders	<p>Chair and Vice Chair to report at Group Leaders' meeting following every formal meeting of the Standards Committee.</p> <p>Further reporting / communication to be made as required.</p>	
5	Group Leader reporting duties and the process being followed	Review the process followed for the 2022/23 Annual Report.	

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No	Items	Action	Completed / Further Actions
		Communicate with Group Leaders, and obtain their agreement, on how the process will evolve in order that information for the 2023/2024 Annual Report can be inputted. The changes will include ensuring that the Code of Conduct is offered within mandatory training modules.	
6	Meetings	Formal meetings in June and December 2023, and as required. Informal meetings may also be arranged, as required.	
7	Newsletters following the formal meeting	To continue to send Newsletters to (a) elected and co-opted Members of this Council, and (b) Town and Community Council Members. Need to consider relevant topics to be included.	
8	Complaints reporting – Quarterly Update Reports	Reports are sent to the Standards Committee members quarterly. Reports are also included on the Committee's formal Agenda (bi-annual reporting). The report to the Standards Committee discusses any particular trend in poor behaviour, though with the current level of complaints, no such	

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No	Items	Action	Completed / Further Actions
		pattern has been established. Need to continue to review this and ensure that the process preserves and respects (any of) the PSOW's requirements of confidentiality relating to these matters.	
9	Training for SC Members	<p>Ensure all Standards Committee Members have completed all mandatory training.</p> <p>Arrange Mediation training.</p> <p>Arrange Dispensation training.</p> <p>Arrange any further training required, in consultation with the HR Training Manager.</p>	
10	How to Complain	Consideration to be given as to how to publicise how to complain against Members once it has been settled what the process will be for 'low-level complaints' following the Welsh Government's consultation into the Penn Review.	
11	Dispensations	As and when applications arise	
12	Members annual reports	Standards Committee to continue to encourage practice of completing Annual Reports and work with the Head of Democratic Services in this matter.	
13	Appointment of new independent member to sit on Standards Committee	Applications process conducted via the Standards	

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No	Items	Action	Completed / Further Actions
		Committee's Selection Panel.	
14	Town and Community Council forum	Chair and Vice Chair to attend regular Forum meetings to present matters of interest from the Standards Committee to the Town and Community Councils.	
15	National Standards Committee Forum	For the Standards Committee Chair to attend Forum meetings and provide feedback to Standards Committee Members.	
16	Case reporting by the PSOW and the APW. Provide a summary and key learning points for Committee members.	<p>To provide reports at each formal Standards Committee meeting summarising the key points from the cases published by the PSOW and APW.</p> <p>To bring any points of learning to the attention of Members of the County Council and/or the Town and Community Councils via the Newsletters.</p>	
17	Training Plans by the Town and Community Councils	<p>A request was made by the Standards Committee in its Newsletter in March 2023 for the Town and Community Councils to send a copy of their Training Plans to the attention of the Standards Committee by the end of May 2023.</p> <p>Encourage training offered by One Voice Wales.</p>	
18	Penn report / WG consultation on ethical	Penn report published.	

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No	Items	Action	Completed / Further Actions
	matters	<p>Welsh Government's Consultation on the Penn report discussed at an informal meeting of the Standards Committee on 12.05.2023.</p> <p>Draft responses to the consultation presented to Group Leaders by Standards Committee Chair on 08.06.2023.</p> <p>Item on the Standards Committee's formal meeting Agenda on 14.06.2023.</p> <p>Responses to consultation to be submitted by 23 June 2023.</p> <p>Further work needed when Welsh Government's response to the Consultation is published.</p>	
19	Appoint Chair and Vice Chair of Committee	Term of current Chair and Vice Chair ends on 05.02.2024	
20	Community Council B	Two Members of the Standards Committee to conduct a Review of the Register of Interests and Code of Conduct related matters in the Council and provide feedback to the Council via the Chair.	
21	Community Council C	Two Members of the Standards Committee to conduct a Review of the Register of Interests and Code of	

Enclosure 8 – Annual Report of the Standards Committee 2022/2023

No	Items	Action	Completed / Further Actions
		Conduct related matters in the Council and provide feedback to the Council via the Chair (if the Council agrees).	
22	Community Council Ch	Action to be taken following observation meeting in April 2023.	
23	Annual Discussions for the Standards Committee members.	<p>The Chair will meet with the Members and report any outputs that need to be arranged to the Monitoring Officer.</p> <p>The Chair will have a discussion with the Monitoring Officer.</p>	
24	A Review of a sample of the County Council Members' Registers of Interests.	A desktop review of a sample of the Registers of Interests will be conducted by the independent Members of the Standards Committee.	
25	Observation of the Council and its Committee meetings from time to time.	The Standards Committee Members will attend meetings of the County Council or its Committees for observation if required, and, if appropriate will also provide feedback to the relevant Chair.	
26	Work with the Democratic Services Committee as it works on customer experience / hybrid meetings (as the Standards Committee reported following its Observation exercise during 2022/2023).	Assist the Democratic Services Committee as it considers the recommendations put forward by the Standards Committee.	
27	Support the Democratic Services Committee's work as it encourages County Council members' wellbeing.	Assist the Democratic Services Committee as it leads on this work.	
28	Access to information about	Take steps to ensure	

Enclosure 8 – Annual Report of the Standards Committee 2022/2023

No	Items	Action	Completed / Further Actions
	the Standards Committee on the County Council's website.	there is easy access to information about the Standards Committee on the Council's website.	
29	<p>Matters arising from discussions with Group Leaders in preparing the Standard Committee's Annual Report to the full Council.</p> <p>Training issues to be discussed with HR officers:</p> <ul style="list-style-type: none"> - Provide a list of mandatory training modules in a format that makes it easier for Group Leaders to identify members that have not completed specific modules so that they can encourage them to do so. This information to be shared on a quarterly basis. - IT training for members, including a proposal to Group Leaders that it should be mandatory for councillors to complete IT training within 6 months of being elected. - confirm how often members need to complete mandatory modules. The Standards Committee suggests that the Code of Conduct and Cyber Awareness training should be held within 6 months (and IT depending on the above); with other 	Matters to be discussed with the relevant officers to find a resolution.	

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No	Items	Action	Completed / Further Actions
	<p>mandatory modules being held within 12 months of an election.</p> <p>Matters being discussed with the Head of Democratic Services:</p> <ul style="list-style-type: none"> - Order so that members are reminder of the need to complete, update and regularly review their register of interests; - Simplify the process for registering an interest by members; - Provide guidance on the role of a Group Leader. <p>Other matters raised by the Standards Committee: Include a note on the biography page of members who do not complete an Annual Report stating that the member has not completed and Annual Report.</p>		

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Issues raised by the Group Leaders with four Members of the Standards Committee during one-to-one meetings in July 2023:

On the Standards Committee's Work Programme for 2023/2024

No further action

	Issues Raised:	By how many Group Leaders:	Committee's Comments:
1.	A list of mandatory training should be provided in a format that makes it easier for Group Leaders to identify which Members need to be encouraged to completed which modules.	2	<ul style="list-style-type: none"> Work is ongoing to action this as part of the Standards Committee's Work Programme for 2023/2024 (Enclosure 8). An arrangement has already been agreed with Group Leaders that the information will be received quarterly. Trying to find a more useful arrangement for Leaders, by discussing with Training officers (HR) and Democratic Services.
2.	Make the training on the Code of Conduct mandatory	1	<ul style="list-style-type: none"> Training on the Code of Conduct is mandatory for Members within six months of being elected and once every term if they are re-elected, as noted in IOACC's Code of Conduct. As part of the work of reviewing the process this year, the template (Enclosure 7) will be adapted to make this clearer for Group Leaders.
3.	Provide more IT training.	2	<ul style="list-style-type: none"> The Head of Democratic Services has already presented the matter of IT Training at a meeting of the Group Leaders and requested that Leaders provide the names of Members who would benefit from further IT training. These Members are referred to Training (HR). It can be confirmed that this work is ongoing, on a one-to-one basis, and the Standards Committee will not be taking any further action. Lack of IT skills may result in members being unable to comply with the requirements regarding conduct. On this basis, the Standards Committee intends to recommend to the Group Leaders that IT training should be mandatory within the first 6 months following an election and this is included in the Standards Committee's Work Programme for 2023/2024 (Enclosure 8).
4.	Provide one-to-one IT training to support members.	1	<ul style="list-style-type: none"> See response to point 3 above.
5.	Training on Planning should be mandatory.	1	<ul style="list-style-type: none"> It is up to the Group Leaders to decide which subjects are considered mandatory. But it may be the case that too many subjects are becoming mandatory, creating an additional workload for members. Training on Planning is mandatory for Members of the Planning

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			<p>Committee.</p> <ul style="list-style-type: none"> • The Standards Committee will not be taking any further action on this.
6.	Confirm how often mandatory modules need to be completed.	3	<ul style="list-style-type: none"> • The work is ongoing so that a decision can be made and published. It is included on the Standards Committee's Work Programme for 2023/2024 (see Enclosure 8). • The Standards Committee suggest that the training on the Code of Conduct and cyber security should be completed within 6 months of an election; with safeguarding, information processing and equality requiring completion within one year of an election. However, this will be subject to further discussion and agreement. • It is understood that mandatory courses are available on the Learning Pool.
7.	Group Leaders and prospective Group Leaders should attend the WLGA Leadership course.	2	<ul style="list-style-type: none"> • It is understood that only two spaces are offered to IOACC annually. • Whilst accepting the limit on numbers, the Standards Committee encourages all Group Leaders and prospective Group Leaders to attend this course. • The Standards Committee will not be considering this issue further, however the general training on offer to Group Leaders is part of the Standards Committee's Work Programme for 2023/2024 (Enclosure 8).
8.	If classroom-based training is offered, it should be held during the evening and during the day.	1	<ul style="list-style-type: none"> • Training Officers (HR) have confirmed that morning / afternoon and evening sessions are offered. • The Standards Committee will not be considering this specific point further; however, it will be considered when the Standards Committee discusses the Annual Training Programme for Members.
9.	Ensure that training is offered separately in Welsh and English, rather than bilingual.	1	<ul style="list-style-type: none"> • It is understood from Training (HR) officers that this is a question of practicality as it would be difficult to facilitate separate Welsh and English training as well as offering day and evening session, as trainers often require a minimum number of attendees. However, this would be up to the Service requesting the training. • The translation service receives an invitation to ensure that training is facilitated bilingually. The Council's policy officer believes that bilingual sessions are acceptable. • The Standards Committee will not be considering this further; however, it will be considered when the Standards Committee discusses the Annual Training Programme for Members.

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10.	That Group Leaders are informed when a member of their Group registers an interest.	3	<ul style="list-style-type: none"> • There is no corporate way of knowing if a member has updated their register, as this is done individually by each member. • Correspondence was sent by officers to all members following the May 2022 elections explaining the requirement and the process to be followed in terms of Registering an Interest. • Further correspondence was sent by the Chair of the Standards Committee in March 2023. It is customary for the Chair to remind members of the requirement annually. • The Head of Democratic Services will also contact Members to remind them of the requirement from now on. • The Standards Committee intends to review the Register of Interests of a sample of Members as part of the Standards Committee's Work Programme for 2023/2024 (see Enclosure 8) and the Chair will communicate with all Members beforehand, as a further reminder. • As the process is done by individual members, there is a need for direct communication with all Members rather than just Group Leaders.
11.	Simplify the form for registering and interest.	1	<ul style="list-style-type: none"> • The form used for registering an interest (the standing register, declarations during meetings and gifts and hospitality) includes headings set out in law which cannot be amended. • However, work will be done to look at simplifying the process of registering an interest / updating members' registers. This is part of the Standards Committee's Work Programme for 2023/2024 (Enclosure 8), but any developments will be dependent on capacity within the Democratic Services.
12.	Make the Local Resolution Protocol Mandatory rather than optional.	2	<ul style="list-style-type: none"> • This would require a change in legislation. This is not a currently a national issue and the Protocol will remain optional. • The Standards Committee will not be taking any further action on this.
13.	Guidance on the role of the Group Leader / what is expected / how to prepare etc	1	<ul style="list-style-type: none"> • The Head of Democratic Services is currently developing a job description for the role of Group Leader based on a document by the WLGA. • Supporting the Democratic Services Committee with this work is part of the Standards Committee's Work Programme for 2023/2024 (Enclosure 8).
14.	A mentoring scheme within groups to assist new members.	1	<ul style="list-style-type: none"> • This is a political matter within groups and is not a matter for the Standards Committee. • The Standards Committee will not be taking any further action on this.

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15.	Update information amongst Group Leaders more often.	1	<ul style="list-style-type: none">• This is a political matter / a matter for Group Leaders and not a matter for the Standards Committee.• It is understood that Group Leaders meet regularly, and the Standards Committee welcomes constructive collaboration amongst Group Leaders. The Standards Committee will continue with the current process of presenting matters to meetings of the Group Leaders, and general matters will not be discussed outside this arena, unless there are individual cases.• The Standards Committee will not be taking any further action on this.
16.	Ensure that officers send communications in the individual's language of choice.	1	<ul style="list-style-type: none">• The Committee has made enquiries and it is understood that mass communications are sent bilingually but individual correspondence is sent in the elected member's language of choice.• The Standards Committee will not be taking any further action on this.