

CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL	
MEETING:	Standards Committee
DATE:	13 December 2023
TITLE OF REPORT:	A Review by the Standards Committee of a sample of the elected members' Registers of Interests
PURPOSE OF THE REPORT:	To advise the Committee on the process to be followed
REPORT BY:	Mared Wyn Yaxley Solicitor – Corporate Governance mwyys@ynysmon.llyw.cymru
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1. INTRODUCTION AND BACKGROUND

- 1.1 As part of its work programme for 2023-2024, the Standards Committee has decided to conduct a review of a sample of the elected members' registers of interests, to ensure compliance with the [Council's Code of Conduct for Members](#).
- 1.2 The reviews are conducted by the Committee's 5 independent members.
- 1.3 The Standards Committee sent correspondence to all elected members of the Council on 27 October 2023 to advise them of the Committee's intention. A copy is attached as **Enclosure 1**.
- 1.4 The Standards Committee Chair has also advised Group Leaders of this intention when he met with them in early October.

2. THE CURRENT POSITION

- 2.1 The process to be followed for the reviews, and how to select the sample, was discussed at an informal Standards Committee meeting on 15 November 2023.

2.2 The sample:

- 2.2.1 It was decided that the sample will include 20 Members. Each independent member of the Committee will review 4 members' details.
- 2.2.2 The sample will be selected on a political balance ratio, as follows:

Party name (" Your Councillors by party "):	Total number of group members:	On the basis of 20 reviews, total number of members to be reviewed:
Plaid Cymru / The Party of Wales	21	12
Annibynnwyr Môn	7	4

Y Grŵp Annibynnol	4	2 (rounded down from 2.2)
Welsh Labour / Llafur Cymru	3	2 (rounded up from 1.7)
Total	35	20

2.2.3 Each Group Leaders' Registers will be reviewed. The other member(s) of the Group whose Register is to be reviewed is selected at random.

2.3 The process:

2.3.1 At the previous request of the Standards Committee members, an Advice Note was presented to the Standards Committee at its informal meeting on 15 November 2023. The Advice Note was approved by the Committee. A copy of the Advice Note is included as **Enclosure 2** to this report. Each reviewer will follow the process in the Advice Note as they conduct their reviews so as to ensure consistency of approach by each reviewer.

3. THE NEXT STEPS

- 3.1 The process for selecting the elected members for the review has been done using a random selector tool. The names of those members selected for the review will not be disclosed publicly by the Standards Committee.
- 3.2 Each independent member of the Standards Committee will be informed of the names of those members that they will need to conduct a review upon.
- 3.3 The Standards Committee will meet informally prior to conducting the reviews to discuss the process to be held. The process will generally follow the Advice Note.
- 3.4 The reviews are to be conducted as individual exercises i.e. every member on the Standards Committee will receive the names of those Members that they are to review and they will conduct these, independently, and as a desktop exercise.
- 3.5 Further correspondence will be sent to all elected members to advise them of the Standards Committee's intention in relation to the reviews. A copy of the Advice Note to be followed by the Standards Committee members will also be sent to the elected members, for information.
- 3.6 Each reviewer's findings are to be submitted as suggested in section C of the Advice Note. It is proposed that a separate document be prepared detailing the summary of findings (in table format) for each elected member.
- 3.7 At the end of the exercise, a general report (with no names being identified) will be shared with all the Members in the hope that this will be a means of sharing good practice and recognising matters which commonly need to be addressed. It will also be an opportunity for the Standards Committee to propose its ideas for improvements.

4. RECOMMENDATION

- 4.1 The Standards Committee is asked to note the contents of this report and its enclosures.

From: Cyfraith/Law <cyfraith@ynysmon.llyw.cymru>

Sent: 27 October 2023 16:10

To: Geraint A. Bebb <GeraintAplfanBebb@ynysmon.llyw.cymru>; Non Dafydd <NonDafydd@ynysmon.llyw.cymru>; Paul Ellis <PaulEllis@ynysmon.llyw.cymru>; Jeff M. Evans <JeffEvans@ynysmon.llyw.cymru>; Neville Evans <NevilleEvans@ynysmon.llyw.cymru>; Douglas M. Fowlie <DouglasMFowlie@ynysmon.llyw.cymru>; Glyn Haynes <GlynHaynes@ynysmon.llyw.cymru>; Trefor Lloyd Hughes <TreforHughes@ynysmon.llyw.cymru>; Aled M. Jones <AledJones@ynysmon.llyw.cymru>; Carwyn Elias Jones <CarwynEliasJones@ynysmon.llyw.cymru>; Dyfed W. Jones <DyfedJones@ynysmon.llyw.cymru>; Gwilym Jones <GwilymJones@ynysmon.llyw.cymru>; John I. Jones <JohnIJones@ynysmon.llyw.cymru>; Robert Llewelyn Jones <RobertJones@ynysmon.llyw.cymru>; Jackie Lewis <JackieLewis@ynysmon.llyw.cymru>; Llinos Medi <LlinosMedi@ynysmon.llyw.cymru>; Euryr Morris <EuryrMorris@ynysmon.llyw.cymru>; Pip O'Neill <PipO'Neill@ynysmon.llyw.cymru>; Derek Owen <DerekOwen@ynysmon.llyw.cymru>; Llio A. Owen <LlioAOwen@ynysmon.llyw.cymru>; Gary Pritchard <garypritchard@ynysmon.llyw.cymru>; Dylan Rees <DylanRees@ynysmon.llyw.cymru>; Alun Roberts <AlunRoberts3@ynysmon.llyw.cymru>; Dafydd Roberts <DafyddRoberts4@ynysmon.llyw.cymru>; Keith R. Roberts <KeithRoberts@ynysmon.llyw.cymru>; Margaret M. Roberts <MargaretRoberts2@ynysmon.llyw.cymru>; Nicola Roberts <NicolaRoberts@ynysmon.llyw.cymru>; Ken Taylor <KenTaylor@ynysmon.llyw.cymru>; Dafydd Rhys Thomas <DafyddRhysThomas@ynysmon.llyw.cymru>; Alwen P. Watkin <AlwenPWatkin@ynysmon.llyw.cymru>; Ieuan Williams <IeuanWilliams@ynysmon.llyw.cymru>; Robin W. Williams <RobinWilliams@ynysmon.llyw.cymru>; Sonia Williams <SoniaWilliams2@ynysmon.llyw.cymru>; Liz Wood <LizWood@ynysmon.llyw.cymru>; Arfon Wyn <ArfonWyn@ynysmon.llyw.cymru>; John R. Jones <JohnJones@ynysmon.llyw.cymru>; Dyfan Sion <DyfanSion@ynysmon.llyw.cymru>; Hyfforddiant / Training <Hyfforddiant@ynysmon.llyw.cymru>
Cc: John R. Jones <JohnJones@ynysmon.llyw.cymru>

Subject: Adolygiad o'r Cofrestrau Datgan Diddordeb gan y Pwyllgor Safonau / Review of the Registers of Interests by the Standards Committee

Annwyl Aelodau,

Fel y gwyddoch, mae'n fwriad gan y Pwyllgor Safonau gynnal adolygiad o Gofrestrau Diddordebau Aelodau Etholedig y Cyngor Sir eleni. Rhoddwyd rhag-rybudd am hyn wrth drafod Rhaglen Waith y Pwyllgor ar gyfer 2023/2024 fel rhan o'r Adroddiad Blynnyddol 2022/2023; rwyf hefyd wedi atgoffa Arweinyddion y Grwpiau o'r bwriad hwn yn fy nghyfarfod hefo nhw ar ddechrau'r mis.

Cyn cynnal yr adolygiad, rhoddir cyfle i Aelodau edrych ar eu manylion yn y Cofrestrau a'u gwirio er mwyn sicrhau eu bod yn gyflawn ac yn gywir. Byddwch yn gwerthfawrogi bod y Cod yn mynnu bod rhaid rhoi gwybod am unrhyw newid i ddiddordebau sydd wedi eu cofrestru o fewn 28 diwrnod i chi ddod yn ymwybodol o'r newid, beth bynnag.

Mae 3 Cofrestr ar gael i'w gweld ar-lein ar gyfer pob Cynghorydd, sef

- Cofrestr Sefydlog ar gyfer datganiadau diddordeb yn cynnwys manylion cyflogaeth ac aelodaeth o grwpiau neu fudiadau;
- Cofrestr datganiadau mewn cyfarfodydd, a
- Chofrestr Rhoddion a Lletygarwch.

Os am weld eich Cofrestrau chi, dilynnwch y ddolen [hon](#) ac yna dewis eich tudalen bywgraffiad chi o'r rhestr o Gynghorwr ar wefan y Cyngor. Unwaith byddwch ar eich tudalen bersonol ar y wefan, mae'r Cofrestrau yn ymddangos o dan y pennawd "Mwy o wybodaeth am y cynghorydd yma".

ATODIAD / ENCLOSURE 1

Byddwn yn ddiolchgar petaech yn gwirio'r hyn rydych wedi ei gofnodi yn y Cofrestrau a'u diweddaru os yn briodol.

- Mae'n hanfodol fod yr holl ddiweddariadau i'r Gofrestr Sefydlog a'r Gofrestr Rhoddion a Lletygarwch yn cael eu diweddaru drwy'r system ModGov; gallwch gael mynediad [yma](#). Mae gwybodaeth ynghylch sut i lenwi ac addasu eich Cofrestrau ar gael yn y [Canllaw](#) yma.
- Bydd angen gwneud unrhyw ddiweddariadau i'r Gofrestr o ddatganiadau diddordeb mewn cyfarfodydd drwy'r Adain Bwyllgorau (system bapur ydi hon).

Er gwybodaeth gefndirol bellach, gallwch ystyried y [Nodyn Briffio ar Ddiddordebau Personol a Rhagfarnol](#) (a rannwyd efo Aelodau yn flaenorol).

Yn ogystal â'r 3 Cofrestr, bydd y Pwyllgor Safonau hefyd yn adolygu:

- Cofnod hyfforddiant Aelodau;
- Bywgraffiadau'r Aelodau ar y wefan;
- Adroddiadau Blynnyddol Aelodau; ac
- Aelodaeth yr Aelodau o gyrff allanol gan gynnwys eu presenoldeb mewn cyfarfodydd a'r broses ar gyfer bwydo nŵl.

Bwriad y Pwyllgor Safonau ydi cynnal yr adolygiadau yma fel ymarfer unigol h.y. bydd pob aelod ar y Pwyllgor Safonau yn derbyn enwau'r Aelodau bydd disgwyl iddyn nhw eu hadolygu. Ni fydd Cofrestrau pob Aelod yn cael eu hadolygu; y bwriad yw cynnal adolygiad o sampl ymysg y 35 Aelod Etholedig cyfredol. Bydd aelodau'r Pwyllgor Safonau yn cynnal yr adolygiadau ar eu cyfrifiaduron yn unigol. Ar ddiwedd yr ymarferiad, bydd adroddiad cyffredinol (heb enwau yn cael eu nodi) yn cael ei rhannu hefo'r holl Aelodau yn y gobaith bydd hyn yn ffordd o rannu arfer dda rhwng Aelodau a chynnig syniadau am welliannau.

Byddaf mewn cysylltiad pellach er mwyn cadarnhau pryd fydd yr Adolygiadau yn cychwyn. Y bwriad ar hyn o bryd yw dechrau ar y gwaith ganol / ddiwedd mis Tachwedd.

Cofion,

John R Jones
Cadeirydd y Pwyllgor Safonau

Dear Member,

As you know, it is the intention of the Standards Committee to conduct a review of the Registers of Interests for County Council Elected Members this year. Notice of this was given when discussing the Committee's Work Programme for 2023/2024 as part of its Annual Report for 2022/2023; I have also reminded Group Leaders of this intention when I met with them at the beginning of the month.

Before the review is conducted, Members are given the opportunity to look at their details in the Registers and check them in order to ensure that they are complete and accurate. You will appreciate that the Code requires you to update any change to your registered interests within 28 days of you becoming aware of the change, in any event.

There are 3 Registers available online for each Member, namely

- The Standing Register for declaring interests including employment details and the membership of any groups or organisations;

- The Register of declarations at meeting and
- The Gifts and Hospitality Register.

In order to view your Registers, follow [this link](#) and then select your biography page from the list of Councillors on the Council's website. Once you are on your personal page on the website, the Registers appear under the heading of "More information about this councillor".

I would be grateful if you could check your records in the Registers and update them if necessary.

- It is essential that all updates to the Standing Register and the Register of Gifts and Hospitality are made through the ModGov system; you can get access [here](#). Directions for completing and updating your online Registers can be seen on this [Guidance](#).
- Any updates to the Register of declarations of interests made in meetings must be made through the Committees Section (this is a paper system).

For further background information, you can review the [Briefing Note on Personal and Prejudicial Interests](#) (which has already been shared with Members).

As well as the 3 Registers, the Standards Committee will also review:

- Members' training records;
- Members' biographies on the website;
- Members' Annual Reports; and
- Members' membership of outside bodies, including their attendance at meetings and the feedback process.

The Standards Committee intends to conduct these reviews as an individual exercise i.e. every member on the Standards Committee will receive the names of those Members that they are to review. Not all Members' Registers will be reviewed; the intention is to review a sample amongst the 35 current Elected Members. The members of the Standards Committee will conduct the review on their laptops individually. At the end of the exercise, a general report (no names will be identified) will be shared with all the Members in the hope that this will be a means of sharing good practice amongst Members and proposing ideas for improvements.

I will be in further contact so as to advise you of the start date for the Reviews. The intention at the moment is to begin the work towards the middle / end of November.

Regards,

John R Jones
Chair of the Standards Committee



Adain Gyfreithiol

Cyngor Sir Ynys Môn
Swyddfeydd y Cyngor
Llangefni
Ynys Môn

Legal Section

Isle of Anglesey County Council
Council Offices
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ATODIAD / ENCLOSURE 1

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Ysgrifennwch ataf yn
Gymraeg neu Saesneg



Please write to me in
Welsh or English

Croeso i chi ddelio gyda'r Cyngor yn Gymraeg neu'n Saesneg. Cewch yr un safon o wasaneth yn y ddwy iaith.

You are welcome to deal with the Council in both languages. You will receive the same standard of service in both languages.

STANDARDS COMMITTEE: REVIEW OF THE REGISTERS OF INTERESTS OF ELECTED AND CO-OPTED MEMBERS – METHODOLOGY ADVICE NOTE

You have been asked to carry out a review of the Registers of Interests for elected and co-opted Members. This note has been produced in order to assist you in that process by detailing the documents which need to be reviewed, the type of information which you will need to gather from looking at those documents and the method for reporting your findings.

A. DOCUMENTS TO BE REVIEWED

The documents to be reviewed during this exercise are:-

1. The Standing Register of Interests

- The law and the Council's Code of Conduct require councillors and voting co-opted members to declare and record personal interests.
- The Standing Register of Interests for each Member is available online on each [Member's biography page](#).
- Whilst reviewing the Standing Register, you will also need to consider the list of membership on outside bodies, as [recorded by the Council for each Member](#), and the [Member's biography page](#) so as to cross-reference these with the information included by the Member on their Standing Register

2. The Register of Declarations of Interests in Meetings

- This Register comprises of paper forms which are completed by each Member who declares either a personal or a personal and prejudicial interest regarding an item discussed at a meeting. You can request the full paper copies of the relevant Member's 'Declarations in Meetings Forms' by contacting the Committee section (Democratic Services).
- Information included on those forms is copied on to the relevant [Member's biography page](#) and included under the heading "More information about this councillor" by clicking on "Declarations at meetings". You will need to review this section for each Member.
- You will then need to cross-reference the information included in the declaration with the Minutes for the relevant meeting. The Minutes of all meetings can be found [here](#).

3. The Register of Gifts and Hospitality

- The [Register of Gifts and Hospitality](#) for each Member is available for public examination online.
- The Standards Committee has prepared and circulated a [briefing note](#) to Members on frequently asked questions regarding gifts and hospitality which you should read in order to assist you with the review.

4. Members' Training Records

- The record of corporate training completed by Members is kept and produced by the Human Resources section.
- Members are also required to complete an online record of all Training events attended. This information is on the relevant Member's biography page and included under the heading "More information about this councillor" by clicking on "Training". You will need to review that section for each Member.

5. Annual Reports

- Annual reports are prepared by elected Members only.

- There is no requirement on any Member to complete an Annual Report; however, if a Member submits an Annual Report, there is a requirement for the County Council to publish it.
- A link to each Member's Annual Report is included on that [Member's biography page](#) under the heading "Additional information" by clicking on "Members Annual Reports". You will need to review that section for each Member.

B. WHAT NEEDS TO BE REVIEWED?

1. The Standing Register

- 1.1 This Register needs to be completed within 28 days of election and then updated (online) as and when changes occur. An annual letter is sent to all Members to remind them of the requirement in the Code of Conduct which expects Members to update this Register within 28 days of any material change to the relevant interests.
→ Check when the Register was last updated (the detail is included on the Register itself).
- 1.2 Members must ensure that sufficient information is included regarding Part 1 – Financial Interests.
There is no requirement for Members to include their home postal address in their Register of Interests; generic information about the property is sufficient.
→ Check that this section has been completed satisfactorily. Is anything unclear?
- 1.3 Members must also ensure that adequate information is included in Part 2 – Other Interests. The name of the body / organisation needs to be noted in full (no abbreviations) and the column on the right (noting the status of the individual on that body) must also be completed.
→ Check that this section has been completed satisfactorily. Is anything unclear? Have abbreviations been used?
- 1.4 Members need to ensure that they put a line through irrelevant boxes or that they write "none", "no", "not applicable".
→ Check that no box is left empty – it either needs substantive information or confirmation that no information needs to be included in that section.
- 1.5 The list of membership of outside bodies, as recorded by the Council for each Member, (the link to this list is included in A1 above) should be the same as what has been included by the Member on their Standing Register.
→ Check if there are any anomalies between the list which is being provided by the Council and the list which the Member has included on the Register.
- 1.6 The relevant information which appears on the Member's Register of Interests should be the same as that included on the Member's biography page.
→ Is there any information on the [Member's biography page](#) which does not correspond with the information included in their Standing Register?
- 1.7 The process for completing and amending the Standing Register of Interests involves each Member inputting details from within their MyDemocracy homepage. Instructions on how this can be done are included by way of a guide "How to update your register of interests form" available [here](#).
The boxes included on the Register are dictated by the Code of Conduct as the matters that Members must include on their Pre-Registration document.
→ Is this process clear? Have you any suggestions on how to improve the process?

→ Is the Guidance easy to understand? Have you any suggestions on how to improve the Guidance?

2. The Register of Declarations of Interests in Meetings

2.1 In general, and as a matter of principle, the paper declaration forms (held by the Committee section (Democratic Services) after being completed by the Member) should be standalone in order that the public understand the interest and how it is relevant to the item on the agenda, the connection with that item, and whether the interest is a personal interest or a personal and prejudicial interest meaning that the Member had to leave the meeting as a result.

→ Check if the form has been completed in full and in a way that would make sense to anybody reading it (i.e. members of the public who have no information or specific expertise with regard to the Code of Conduct and its requirements)?

→ Is there sufficient information regarding the interest and how it is relevant to the Agenda item?

2.2 Is there any indication that Members are having difficulty differentiating between the declaration of personal interests (where they would be permitted to remain in the meeting) and the declaration of personal and prejudicial interests (where they are required to leave meetings)?

Or are Members declaring interests unnecessarily and being over-cautious?

→ Consider, based on the facts which have been declared by the Member / the detail included in the Agenda, Reports and Minutes, if the declaration was personal or personal and prejudicial. Does your opinion resemble what the Member expressed?

2.3 Review the Minutes for the meeting in which the declaration was made to ascertain if those Minutes confirm the information included on the paper form.

→ Check that the Minutes confirm (a) a declaration of interest was made, (b) whether that interest was personal or personal and prejudicial, and (c) if prejudicial, that the Member left the meeting for that item.

2.4 → Are there any examples when Members have declared interests in meetings but have then forgotten to complete the declaration of interests in meetings form?

2.5 → Do you wish to suggest any changes to the form for the declaration of interests in meetings in order to assist Members or to improve clarity and/or transparency for the public?

2.6 The process for registering declarations made at meetings is a paper process. Each Member must complete a paper form confirming the oral declaration made by them at the meeting; the form includes prompts to ensure each Member includes the details as required under the Code of Conduct. The Member must submit the paper form to an officer within the Committee section (Democratic Services). The officer from the Committee section inputs the information submitted by the Member on the online Register. → Is this process clear? Have you any suggestions on how to improve the process?

→ Is the Guidance easy to understand? Have you any suggestions on how to improve the Guidance?

3. The Register of Gifts and Hospitality

3.1 Declarations must be made within 28 days of the receipt of any gift or hospitality which is higher than the £20 limit. You are asked to review the registrations in order to determine

whether they conform with the Code's requirement / the information contained in the briefing note (referred to in A3 above).

→ Check whether the Member has included sufficient information regarding the item?

→ Has the Member registered the gift/hospitality received in a timely manner?

→ Can you suggest any further improvements or advice which needs to be provided to the Members in relation to gifts/hospitality?

3.2 The process for registering the receipt of any gift or hospitality involves each Member inputting details from within their MyDemocracy homepage.

→ Is this process clear? Have you any suggestions on how to improve the process?

4. **Members' Training Records**

4.1 Review the paper record provided by HR and compare with the information on the Member's biography page.

→ Is the information between the two consistent?

4.2 → Consider how many training sessions has the Member attended in comparison with the number of sessions they have been invited to attend?

4.3 → Are there certain training sessions which the Member has failed to attend which causes particular concern?

5. **Annual Reports**

5.1 → Has the Member produced an Annual Report for the relevant period?

5.2 → Is the information on the Annual Report complete? Does it conform with the information included for that Member elsewhere e.g. list of membership of outside bodies, training record etc.?

C. REPORTING YOUR FINDINGS

1. It is suggested that you report your findings by way of a table with the following headings:

ADOLYGYDD	AELOD	COFRESTR SEFYDLOG DATGAN DIDDORDEBAU	DATGANIADAU MEWN CYFARFODYDD	RHODDION A LLETYGARWCH	HYFFORDDIANT	ADRODDIAD BLYNYDDOL
REVIEWER	MEMBER	STANDING REGISTER OF INTERESTS	DECLARATION OF INTERESTS IN MEETINGS	GIFTS AND HOSPITALITY	TRAINING	ANNUAL REPORT

2. The information which is included under each heading will be the 'answers' to those questions which have been asked in **B** above, whilst considering the documentation referred to in **A** above.

3. You may include any further information/comment which has not been mentioned or referred to in this Advisory Note. This Note has been prepared by way of guidance only and is not designed to limit your conduct in carrying out the Review.

4. If, following conducting the review, you require further information or details, please do not hesitate to contact the relevant Member directly.

Prepared by the Monitoring Officer
September 2023