

<b>ISLE OF ANGLESEY COUNTY COUNCIL</b>	
<b>MEETING:</b>	County Council
<b>DATE:</b>	26 <sup>th</sup> September 2024
<b>TITLE OF REPORT:</b>	Standards Committee's Annual Report for 2023/2024
<b>REPORT BY:</b>	Lynn Ball, Director of Function (Council Business) / Monitoring Officer <a href="mailto:lbxcs@ynysmon.llyw.cymru">lbxcs@ynysmon.llyw.cymru</a>
<b>PURPOSE OF REPORT:</b>	Submit the statutory annual report of the Standards Committee to the County Council
<b>CONTACT OFFICER:</b>	Mared Wyn Yaxley Legal Services Manager / Deputy Monitoring Officer <a href="mailto:mwyics@ynysmon.llyw.cymru">mwyics@ynysmon.llyw.cymru</a>

## 1. Introduction

- 1.1 The Standards Committee is a statutory committee responsible for promoting and maintaining high standards of conduct by the Isle of Anglesey County Councillors and the Town and Community Councillors in the area, supporting them to follow their Code of Conduct.
- 1.2 The Standards Committee is statutorily required to make an annual report to the Council as soon as possible at the end of a financial year. The report must explain how the Committee has met its statutory functions during the relevant period.
- 1.3 The appended report has been submitted and agreed by the Standards Committee.

## 2. Recommendation

- 2.1 That the Annual Report of the Standards Committee for 2023-2024 be presented to a meeting of the County Council for its approval within 3 months of its receipt.
- 2.2 That Council approves the Standards Committee's Work Programme for 2024/2025 (Enclosure 3 to the Report) whilst accepting that some additional matters may be included, in accordance with demand.



CYNGOR SIR  
YNYS MÔN  
ISLE OF ANGLESEY  
COUNTY COUNCIL

# **Annual Report for Standards Committee: 2023-2024**

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# 1. Foreword

## **Rhys Davies** **Chair of the Standards Committee (February 2024)**



I took on the role of Committee Chair in 2024, after undertaking the role of Vice-chair since January 2020. My predecessor was John R Jones and most of the work mentioned in this report is thanks to him and is a reflection of his commitment and leadership. I would like to take this opportunity to thank John, on behalf of the Committee members, for his work over the past 4 years. John remains as an independent member of the Standards Committee, and his valued contribution is much appreciated.

There are 9 members of the Standards Committee, and there have been several changes in membership during the year.

- I would like to take the opportunity to thank Celyn Menai Edwards and Sharon Warnes for their contribution to the Committee, prior to their resignation as independent members in October 2023 and January 2024.  
Following a recruitment process led by the Standards Committee's Selection Panel, two new independent members were appointed, Trefor Owen and Brace Griffiths. We are grateful to the Panel for their work. Trefor was appointed Vice-Chair in February 2024, and I would like to thank him for his support.
- I would also like to thank Councillor Trefor Lloyd Hughes for his input as the County Council Members' representative on the Committee. Councillor Margaret Murley Roberts was elected as his successor in September 2023 and is already making a valued contribution.

The Committee's work throughout the year has been varied and the Committee has been busy satisfying the statutory requirement to promote and maintain high standards of conduct amongst Anglesey County Councillors and Town and Community Councillors, including assisting members in adhering to their Code of Conduct.

There were 3 formal meetings along with 7 informal meetings during the year. This, of course, was on top of conversations with Group Leaders, elected members, and Community Council clerks, as well as Local Resolution Protocol considerations and training sessions. Most of our work involved observing meetings and reviewing the registers of interests of a sample of members, as well as ensuring that important issues regarding conduct were addressed at Group Leaders meetings, during the Town and Community Councils Forum and in our Newsletters. Anglesey was also represented at the National Standards Committee Forum for Wales. This report provides an overview of the Committee's work and the new format will hopefully make it easier to read about and understand the work accomplished by the Standards Committee during the year.

I would like to thank the elected and co-opted members of the County Council, and the Town and Community Council members and Clerks for their cooperation with conduct issues. The ten principles of public life are clear, and the Code of Conduct remains in line with these principles. It is hoped that the Committee's efforts make the requirements of the Code clear to members, which will assist them as they work for the benefit of the area's constituents.

**Rhys Davies (Chair)**

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## 2. COMMITTEE MEMBERSHIP










The Standards Committee is a statutory committee with 9 members. Information on the role and responsibilities of the Committee can be found in **Enclosure 1**. Details about the Committee and its membership can be found [here](#).

(A) Independent Members: The five independent members are appointed for up to two four-year terms. The Chair and Vice Chair must be appointed from among the independent members. The appointments are made for a period of four years. An individual may be re-elected as Chair/Vice-Chair.

(B) Members of the Town and Community Councils: Two members are appointed to represent the town and community councils following local government elections. The representatives will sit on the Standards Committee until the next local government elections or until they are no longer members of the community council, whichever happens first. Town and community council members can be reappointed for one more term, with the agreement of Anglesey town and community councils.

C) County Council Members: The appointment of two representatives is made by a Council resolution.

A link to the job descriptions of Committee members can be found [here](#).

	Rhys Davies (Chair)	Independent member		Iorwerth Roberts	Town and Community Council representative
	Brace Griffiths	Independent member		Margaret Murley Roberts	County Council representative
	John R Jones (Chair until February 2024)	Independent member		Dafydd Rhys Thomas	County Council representative
	Gill Murgatroyd	Independent member		Margaret Thomas	Town and Community Council representative
	Trefor Owen (Vice-Chair)	Independent member			

Celyn Menai Edwards and Sharon Warnes served as independent members of the Committee until their resignations in October 2023 and January 2024. Trefor Owen and Brace Griffiths were appointed to their seats in October 2023 and January 2024.

Councillor Trefor Lloyd Hughes was the County Council's representative on the Committee until his resignation and the appointment of Councillor Margaret Murley Roberts in September 2023.

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### 3. The Committee's achievements during the year

This is the Standards Committee's third annual report, completed in line with the requirements of the Local Government and Elections(Wales) Act 2021, although the preparation of an annual report has been common practice in this Council for several years. It reports on the Committee's work between April 2023 and March 2024.

The Standards Committee's Programme of Work 2023-2024 (as approved by full Council in September 2023), detailing the Committee's actions during the year against its aims, is available in **Enclosure 2**. As in previous years, some unforeseen issues arose during the year, and these are also included in the Enclosure.

Access to the Committee's Agendas, Reports and Minutes of formal meetings is possible via the Standards Committee's homepage on the Council's website – link [here](#).

Particular attention is drawn to the following issues:

- **Complaints about members of the County Council / Town and Community Councils in Anglesey to the Public Services Ombudsman for Wales.**

County Councillors: Correspondence was received in relation to 3 cases where the Public Services Ombudsman Wales (PSOW) decided not to investigate. There are 2 cases currently being investigated by the PSOW. These are in relation to 2 different County Councillors.

Town and Community Councillors: Correspondence was received in relation to 4 cases where the PSOW decided not to investigate. There is 1 case currently being investigated by the PSOW. These cases are all in relation to one Community Council in Anglesey and this is cause for concern for the Standards Committee.

Whilst 3 cases are being investigated by the PSOW, no reports or recommendations were made or referred to the Committee by the PSOW during this period. Nor were there any notices from the Adjudication Panel for Wales during this period.

The PSOW, and the Adjudication Panel for Wales, publish an all-Wales summary of the cases they have considered on their websites. These cases are reported on during formal meetings of the Standards Committee and a summary is also included in the Newsletters published by the Standards Committee.

- **Work with the Area's Town and Community Councils.**

As well as the Committee's work with regards to the Local Resolution Protocol (more information below), the Committee's Programme of Work noted that it would conduct a review of 2 Community Councils where concerns had been raised with the Committee.

- Despite the intention to conduct a review of one of the Councils during the Summer of 2023, the Clerk of the Community Council requested that the review be postponed, and an alternative date has not been confirmed, despite further contact being made.

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- In another Community Council, the Clerk refused the offer of a review, on behalf of the Community Council. There is no obligation on town and community councils to comply and therefore the Committee decided that this issue would not receive any further attention, as the Community Council had already utilised the Committee's resources during 2022/2023.

Two members of the Standards Committee observed a meeting of another Community Council at the beginning of 2023. Feedback was provided and those observing believed that conduct during the meeting was acceptable. It is concerning that five complaints were received by the Public Services Ombudsman Wales regarding members of this Community Council at the beginning of 2024.

The Chair and Vice-chair of the Standards Committee attended meetings of the Town and Community Council Forum on 12 December and 6 February 2024 and Newsletters were sent to the Town and Community Councils (similar to the documents distributed to members of the County Council) in October 2023 and April 2024. The Newsletters distributed to the Town and Community Councils are available in **Enclosures 4 and 5**; and the Newsletters for County Councillors (elected and co-opted members) are available in **Enclosures 6 and 7**. An additional document was included with the document distributed in April – “Meet Anglesey’s County Council’s Standards Committee”. A copy is available in **Enclosure 8**. Members are encouraged to read the Newsletters, and Group Leaders are asked to reiterate this message when these are published bi-annually.

As part of the work with town and community councils, the Committee’s Chair and Solicitor (Corporate Governance) were invited to a regional meeting of One Voice Wales (the national organisation representing Town and Community Councils from across Wales) to give a presentation on the role of the Standards Committee and Monitoring Officer in January 2024.

We will continue to liaise with the Forum. Newsletters for the town and community councils following formal meetings of the Committee (twice a year) will continue to be published, but the content of the Newsletters will be considered for the future. The Committee feels that preparing them demands a lot of the Committee’s resources and the supporting officers, with little response to the requests / issues raised in them.

Training on the Code of Conduct will also be arranged for town and community councils during the coming year. The 40 town and community councils on the Island will be encouraged to attend. It is fair to say that take up is disappointing, although the Committee is grateful to those Town and Community Councils who have engaged with previous training events.

- **Local Resolution Protocol.**

The Local Resolution Protocol for Members of the County Council:

Whilst concerns were brought to the attention of the Standards Committee Chair during the year, there were no requests for the Committee’s Chair to act under the provisions of the Protocol. Low level concerns regarding the conduct of members were dealt with internally through political group processes.

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Members are reminded that the Protocol is available, although the Committee hopes that it will not be required. Members are reminded of the principles should they wish to utilise the Local Resolution Protocol: that concerns should be raised as soon as possible after the incident in question, and the matter should be dealt with as a matter of priority to ensure the process is given due attention. This is essential to the success of the process.

### The Local Resolution Protocol for Town and Community Council Members:

As part of the Committee's work during 2023-2024, a Local Resolution Protocol was developed for Town and Community Councils, which is in addition to the Protocol developed by One Voice Wales. The Protocol has not been used since its adoption.

Training on Mediation was arranged for members of the Standards Committee in January 2024, to be utilised when implementing these Protocols.

#### ▪ **Advice by the Committee on training for Members and Group Leaders**

Reports are presented by the Human Resources Development Manager during formal meetings of the Standards Committee. These reports consider the content of the Training Programme for Members and the training undertaken. The Committee can contribute as the Programme is being developed and consider to what extent Members are participating with the Training Programme.

Training issues were included in the conversations with Group Leaders during the summer of 2023 (see below) and issues raised during those conversations were included on the Committee's programme of work for this year, as seen in **Enclosure 2**. Further work is being undertaken regarding these issues which will be included in the programme of work for the coming year, as seen in **Enclosure 3**, including 1:1 coaching for Group Leaders, and training on chairing difficult meetings.

The training for the Members of the Standards Committee is included in the Committee's annual Programme of Work.

The training offered to Members during this reporting period includes:

- **Dispensations:**
- The Committee is required to consider applications for dispensations to allow members who cannot participate in a debate or decision due to a substantial personal (prejudicial) interest, to do so under circumstances defined by statute. One application for a dispensation was received during the year which was considered with the press and public excluded. The link to the Hearing, and Public Interest Test, is available [here](#). It was decided to grant a partial dispensation to the member to allow him to participate in discussions on behalf of the Community Council, in his role as Chair, but with no voting rights. Before considering the application (October 2023) members of the Panel (two independent members and a town and community council representative) received refresher training on granting dispensations.

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- General training on dispensations was again provided to Members of the Standards Committee in January 2024.
- ***Training on the Code of Conduct***
- Following the elections in May 2022, the Standards Committee arranged training sessions for members of the Council. Whilst most elected members attended the training, 4 were unable to attend. Training sessions were arranged for the 4 members during the year, 1 in Welsh and 1 in English. One member was elected in May 2023 and this member also received training on the Code of Conduct. The 35 members have received classroom-based training on the Code of Conduct.
- Training was also arranged for 3 co-opted members of the Scrutiny Committee during this period.
- As a Committee, we believe it is essential that all members receive training on the Code of Conduct, and we are disappointed that Welsh Government has rejected the recommendation in the Penn Report that training on the Code of Conduct should be mandatory for all members. This was included in the Standard Committee's response to the consultation on the Penn Report in June 2023.
- **The Committee's Assessment of how Group Leaders have complied with their new duty to promote and maintain high standards of conduct amongst group members.**

Last year was the first year for this arrangement to be included in the Standards Committee's Annual Report. There were some revisions to the process this year, including the reporting form to be completed by Group Leaders, before meetings were arranged between the Standards Committee's independent members and each Group Leader in May and June 2024 to look back at the last financial year. A copy of the template used this year is available in **Enclosure 9**.

The Standards Committee would like to thank the Group Leaders for their cooperation and willingness to discuss issues during these meetings, and in general during the year.

The independent members are pleased to report that they are content with the work accomplished by Group Leaders in relation to their conduct responsibilities during 2023/2024. They are of the opinion that all Group Leaders, though with different leadership styles, all take reasonable steps to maintain high standards of conduct amongst their memberships. They come to this conclusion based on the content of the written reports provided by the Group Leaders and the discussions held.

The Committee is of the opinion that this year's process has been positive with all Group Leaders discussing and evidencing effective examples of delegating duties to other members within their group and developing members. The Group Leaders also detail their work mentoring members from their groups and conducting regular 1-1 meetings with members. A discussion was also held with a Group Leader who took steps to deal with conduct falling below the reasonably required standard in relation to a member of their Group.

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The intention is to conduct a similar process and arrangement for this assessment in 2024/2025 with limited changes, as noted within the Work Programme (**Enclosure 3**).

General correspondence has been shared with Group Leaders to inform them of the Standards Committee's findings and intended adaptations for the future.

Group Leaders are encouraged to continue to have regular contact with their members in order to promote and maintain high standards of conduct, and to accept any training offered to them in the future in relation to their role as Group Leader. Arranging bespoke training for this purpose is part of the Standards Committee's work programme for 2024/2025.

- **Chair and Vice Chair's involvement in a conduct matter in the Planning and Orders Committee**

Following a referral from the Monitoring Officer, the Chair and Vice Chair of the Committee decided to attend meetings of the Planning and Orders Committee for the purpose of observing member conduct. The observation process was started in March 2024 and this work continues on the Committee's Work Programme for 2024/2025.

The Chair and Vice Chair of the Standards Committee met with the relevant Group Leaders to discuss the conduct of 2 members. In the view of the Chair and Vice Chair, remediation actions were taken and both matters were satisfactorily concluded.

More information on the Standards Committee's monitoring of the conduct at the Planning and Orders Committee will be reported at the conclusion of the exercise, within the Committee's 2024-2025 annual report.

- **Review of the three Registers of Interests**

An important element of the Committee's work during 2023/2024 was to undertake a review of the Registers of Interests of a sample of County Councillors. This work was undertaken by the five independent members of the Standards Committee, with each member reviewing 4 Registers, chosen at random, based on political balance, with each Group Leader being reviewed. These reviews were undertaken in January 2024 and the findings will be included in the Committee's programme of work for 2024/25, available in **Enclosure 4**. Sharing good practice and lessons learnt will help remind members about the registration requirements under the Code of Conduct.

## 4. Looking forward to 2024/2025

The Standards Committee's proposed Work Programme for 2024-2025 is included in **Enclosure 3**.

There are statutory requirements for Standards Committees (see **Enclosure 1**). However, deciding on how to operate within those requirements is a matter of local choice to some extent. For several years, the Standards Committee has developed an interactive model, with the Committee undertaking extended preventative work.

This work has proven effective, with very few complaints regarding the conduct of County Councillors and Town and Community Councillors for several years. The Standards Committee has not received a referral from the Public Services Ombudsman for Wales / Adjudication Panel for Wales since an appeal since 2016. Similarly, since 2016, no Councillor has been required to appear before the Adjudication Panel for Wales.

However, at the time of writing this report, there are 3 cases currently under investigation by the Public Services Ombudsman for Wales. It is anticipated that one or more of these matters may be referred to the Standards Committee for hearing. If this happens, such a hearing/hearings will become the priority for the Standards Committee and its supporting officers. To ensure that there is sufficient capacity to fulfil this primary statutory requirement, the Committee's preventative work programme will be curtailed during this time. This is reflected in the draft work programme. So, for example, the Standards Committee will not be undertaking any reviews of the registers, of either the County Council or the Town and Community Councils.

The Committee will, of course, prioritise its work and redirect its resources to ensure that it continues to meet its statutory requirements and shall continue to support Members of the County Council and town and community councils in complying with the requirements under their Code of Conduct.

**Annual Report for  
Standards Committee:  
2023-2024**

**ENCLOSURES**

# ENCLOSURE 1:

## The Role and Responsibility of the Standards Committee:

There is a statutory requirement for the County Council to have a Standards Committee. A standards committee's general function is to promote and maintain high standards of conduct by members and co-opted members of the relevant authority and to assist them in complying with the Code of Conduct for members.

To this end, the Standards Committee's statutory role and functions, in relation to County Council members (elected and co-opted) and Town/Community Council members, include:-

- promoting and maintaining high standards of conduct by members;
- assisting members to observe their Code of Conduct;
- advising the authority regarding adopting or revising the Code of Conduct for members;
- advising, training, or arranging to train members on issues relating to the Code of Conduct;
- monitoring the Code of Conduct for members;
- considering applications for dispensations;
- dealing with any referrals from the Public Services Ombudsman for Wales (PSOW), or the Adjudication Panel for Wales.

Additional duties have also been placed on the Committee since May 2022, namely:

- to monitor Group Leaders' compliance with the duty to take reasonable steps to promote and maintain high standards of conduct by members of their group and to cooperate with the Council's Standards Committee in the exercise of the Committee's functions. Standards committees are also required to provide advice and training, or to arrange training for group leaders regarding the new duty. At the beginning of each administration, this should happen within six months of an election and should be reviewed annually.
- to publish an Annual Report:  
The Standards Committee is 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 Committee within three months of its receipt. As a minimum, the report must:
  - describe how the Standards Committee has discharged its functions;
  - confirm that a local protocol is in place for resolving complaints, and provide an assessment of its impact;
  - include an analysis of complaints. This analysis should include information regarding the number of councillors that were the subject of upheld complaints, and whether or not they had attended training on the Code of Conduct, prior to or following the complaint.
  - provide a summary of the reports and recommendations made or referred to the committee by the PSOW relating to the investigation of alleged breaches of the Code of Conduct, and any subsequent action taken by the Standards Committee;
  - include a summary of the notices given to the Committee by the Adjudication Panel for Wales, in relation to the Panel's decisions regarding possible breaches of the code of conduct for members;
  - describe the advice it has provided on training for all members and group leaders and how that advice has been implemented;
  - assess how the Committee has worked with the town and community councils in its area to promote and maintain high standards of conduct amongst town and community councillors;
  - include the Committee's assessment of how Group Leaders have complied with their new duty to promote high standards of conduct amongst group members, including the advice the Standards Committee has provided and the training it has suggested.

## Enclosure 2 –

### Standards Committee's Work Programme for 2023/2024 (approved by full Council 12.09.2023) with details of achievements against the objectives.

No	Items	Action	Completed/Further Actions
1	The Standards Committee's Annual Report to full Council	<ul style="list-style-type: none"><li>• The Committee to begin consideration of and work on the next Annual Report ahead of its formal meeting in June 2024.</li><li>• 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.</li><li>• 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.</li></ul> <p>A draft annual report will be discussed at an information Standards Committee meeting in July 2024</p>	<ul style="list-style-type: none"><li>• Group Leaders' reporting process for 2022/2023 discussed at an informal meeting of the Standards Committee on 15/11/2023. Amendments were made to the reporting form.</li><li>• The matter was further discussed at the Standards Committee's formal meeting on 13/12/2023 prior to presenting the amended form to Group Leaders in January 2024.</li><li>• Amended version of the reporting form was presented by the Chair and Vice Chair of the Committee to Group Leaders on 18.1.2024.</li><li>• Reporting forms were shared with Group Leaders with a request for the completed forms to be submitted to the Monitoring Officer by 30.4.2024. All 4 forms received.</li><li>• Meetings between each Group Leader and the independent Standards Committee members were arranged in May and June 2024.</li><li>• Information from the meetings with Group Leaders has been included in the Annual Report. The final Report will be presented to full Council in September 2024.</li></ul>
2	Review of Local Resolution Protocol (LRP)	<ul style="list-style-type: none"><li>• 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.</li><li>• 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 during a formal meeting of the Standards Committee in June 2023. It will be promoted with the Town and Community Councils in September 2023</li></ul>	<ul style="list-style-type: none"><li>• Town and Community Council LRP, as agreed at the June SC meeting, was sent to the Town and Community Councils with their Newsletter in October 2023.</li><li>• Number of cases referred under the LRP for IOACC:- Nil</li><li>• Number of cases referred under the LRP for TCCs:- Nil</li></ul>
3	Offer and Provision of training to leaders of political groups. Need to decide: <ul style="list-style-type: none"><li>• Who will deliver training</li><li>• Involvement of standards</li></ul>	<ul style="list-style-type: none"><li>• Need discussion with Group Leader and Democratic Services.</li><li>• These arrangements must be made at the start of each administration and training take place within 6 months of the election and be reviewed</li></ul>	<ul style="list-style-type: none"><li>• Discussed at informal Standards Committee meeting in November 2023. A list of proposed topics was discussed.</li><li>• The list was presented to Group Leaders in January 2024.</li><li>• Coaching for Group Leaders is to be arranged via Training (HR) section as part of</li></ul>

No	Items	Action	Completed/Further Actions
	committee members. <ul style="list-style-type: none"> <li>• Involve Senior officers?</li> </ul>	at least annually. <ul style="list-style-type: none"> <li>• 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.</li> </ul>	the Member Offer for 2024-2025. The discussions are continuing.
4	Communication with political group leaders	<ul style="list-style-type: none"> <li>• Chair and Vice Chair to report at Group Leaders' meeting following every formal meeting of the Standards Committee.</li> <li>• Further reporting / communication to be made as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Group Leaders' Meeting (presentation by Chair and Vice Chair) on 12/10/2023 regarding the June formal meeting and Newsletter.</li> <li>• Group Leaders' Meeting (presentation by Chair and Vice Chair) on 18/01/2024 regarding the December formal meeting; Newsletter; Group Leader form for Standards Committee's annual report and training ideas for Group Leaders.</li> </ul>
5	Group Leader reporting duties and the process being followed	<ul style="list-style-type: none"> <li>• Review the process followed for the 2022/23 Annual Report.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• See item 1 above.</li> <li>• Outcome of meetings: Matters to be actioned               <ul style="list-style-type: none"> <li>▪ General correspondence in relation to the 2023/2024 process to be sent to Group Leaders.</li> <li>▪ Adapt the Group Leaders feedback form to Standards Committees                   <ul style="list-style-type: none"> <li>- to encourage Group Leaders to include more evidence in boxes 1-3 (amend format, confirm form will not be published)</li> <li>- to ensure consistency with the training information that is received quarterly by the Group Leaders.</li> </ul> </li> <li>▪ Group Leaders are encouraged to complete formal personal development reviews annually with group members.</li> <li>▪ Arrange all meetings, between Group Leaders and Standards Committee on one day to assist the arrangements and keep costs down.</li> <li>▪ Group Leaders are requested to attend their meeting with the Standards Committee on their own so as to provide an open environment where Standards Committee and Group Leaders can discuss the Group Leaders statutory obligation openly.</li> </ul> </li> </ul>
6	Meetings	<ul style="list-style-type: none"> <li>• Formal meetings in June and December 2023, and as required.</li> <li>• Informal meetings may also be arranged, as required.</li> </ul>	<ul style="list-style-type: none"> <li>• 12.05.2023 – informal meeting</li> <li>• 26/5/2023 – informal meeting</li> <li>• 14.06.2023 – formal SC Meeting.</li> <li>• 28/7/2023 – informal meeting</li> <li>• 22/8/2023 - informal meeting</li> <li>• 3/10/2023 – dispensation hearing</li> <li>• 15/11/2023 – informal meeting</li> <li>• 13/12/2023 – formal SC Meeting.</li> </ul>



No	Items	Action	Completed/Further Actions
			<ul style="list-style-type: none"> <li>• 18/12/2023 – informal meeting (independent members only)</li> <li>• 23/1/2024 – Mediation Training (external provider)</li> <li>• 1/2/2024 – informal meeting</li> <li>• 15/2/2024 – formal SC (extraordinary – to select Chair and Vice-Chair)</li> <li>• 4/3/2024 – Dispensation training (internal provision by officers).</li> <li>• Formal meetings are held as hybrid meetings. Informal meetings are generally held as remote meetings only.</li> </ul>
7	Newsletters following the formal meeting	<ul style="list-style-type: none"> <li>• To continue to send Newsletters to (a) elected and co-opted Members of this Council, and (b) Town and Community Council Members.</li> <li>• Need to consider relevant topics to be included.</li> </ul>	<ul style="list-style-type: none"> <li>• Issue Number 5: TCC sent on 6/10/2023 IOACC sent on 10/10/2023 [referring to the matters discussed at the Standards Committee's formal meeting in June].</li> <li>• Issue Number 6: TCC and IOACC sent on 12/4/2024 [referring to the matters discussed at the Standards Committee's formal meeting in December].</li> </ul>
8	Complaints reporting – Quarterly Update Reports	<ul style="list-style-type: none"> <li>• Reports are sent to the Standards Committee members quarterly. Reports are also included on the Committee's formal Agenda (bi-annual reporting).</li> <li>• The report to the Standards Committee discusses any particular trend in poor behaviour, though with the current level of complaints, no such 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Quarter 1 – sent email on 4/7/2023</li> <li>• Quarter 2 – sent email on 9/10/2023</li> <li>• Included in Standards Committee's Agenda for the December 2023 meeting.</li> <li>• Quarter 3 – sent email on 3/1/2024</li> <li>• Quarter 4 – sent email on 2/4/2024</li> <li>• Included in Standards Committee's Agenda for the June 2024 meeting.</li> </ul>
9	Training for SC Members	<ul style="list-style-type: none"> <li>• Ensure all Standards Committee Members have completed all mandatory training.</li> <li>• Arrange Mediation training.</li> <li>• Arrange Dispensation training.</li> <li>• Arrange any further training required, in consultation with the HR Training Manager.</li> </ul>	<ul style="list-style-type: none"> <li>• Standards Committee members are offered Training in accordance with the Training Offer for members.</li> <li>• New independent member completed Code of Conduct training on 14/11/2023.</li> <li>• All Standards Committee members informed of their training records in November 2023 with a request to complete any uncompleted mandatory training as soon as possible.</li> <li>• Mediation training held on 23.01.2024.</li> <li>• Further new independent member completed Code of Conduct training on 26.01.2024.</li> <li>• Dispensation training held on 04.03.2024.</li> </ul>
10	How to Complain	<ul style="list-style-type: none"> <li>• Consideration to be given as to how to publicise how to</li> </ul>	<ul style="list-style-type: none"> <li>• WG videos (including in relation to members / complaints) brought to the attention of</li> </ul>

No	Items	Action	Completed/Further Actions
		<p>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.</p>	<p>IOACC and TCC members in their respective Newsletters.</p> <ul style="list-style-type: none"> <li>• Still awaiting details from Welsh Government on their consultation on the Penn Review.</li> </ul>
11	Dispensations	<ul style="list-style-type: none"> <li>• As and when applications arise</li> </ul>	<ul style="list-style-type: none"> <li>• Dispensation application received from a Community Councillor. Dispensation Hearing conducted on 3/10/2023.</li> </ul>
12	Members annual reports	<ul style="list-style-type: none"> <li>• Standards Committee to continue to encourage practice of completing Annual Reports and work with the Head of Democratic Services in this matter.</li> </ul>	<p>Included in the Newsletter sent to the IOACC Members.</p>
13	Appointment of new independent member to sit on Standards Committee	<ul style="list-style-type: none"> <li>• Applications process conducted via the Standards Committee's Selection Panel.</li> </ul>	<ul style="list-style-type: none"> <li>• Completed.</li> <li>• New independent member appointed. Mr Trefor Owen's term on the Standards Committee started on 27.10.2023. Further new member appointed following a casual vacancy. Mr Brace Griffiths' term on the Standards Committee started on 22.01.2024</li> </ul>
14	Town and Community Council forum	<ul style="list-style-type: none"> <li>• Chair and Vice Chair to attend regular Forum meetings to present matters of interest from the Standards Committee to the Town and Community Councils.</li> </ul>	<ul style="list-style-type: none"> <li>• Vice Chair attended Forum meeting on 12.09.2023.</li> <li>• Chair and officer attended One Voice Wales' regional meeting in January 2024 to present information on the role of the Standards Committee and the Monitoring Officer.</li> <li>• Vice Chair attended Forum meeting on 06.02.2024.</li> </ul>
15	National Standards Committee Forum	<ul style="list-style-type: none"> <li>• For the Standards Committee Chair to attend Forum meetings and provide feedback to Standards Committee Members.</li> </ul>	<ul style="list-style-type: none"> <li>• Chair attended Forum meeting in June 2023. Notes shared with Standards Committee members and discussed at informal meeting on 28.7.2023.</li> <li>• Vice-Chair attended Forum meeting in January 2024. Notes shared with Standards Committee members on 5.3.2024.</li> </ul>
16	Case reporting by the PSOW and the APW. Provide a summary and key learning points for Committee members.	<ul style="list-style-type: none"> <li>• To provide reports at each formal Standards Committee meeting summarising the key points from the cases published by the PSOW and APW.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Included in Agenda for formal Standards Committee Meetings in June 2023 and December 2023.</li> <li>• Matters included in Newsletters sent to Town and Community Councils and the IOACC members.</li> </ul>
17	Training Plans by the Town and Community Councils	<ul style="list-style-type: none"> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• Matter discussed by Standards Committee at its June 2023 formal meeting.</li> <li>• Matter included – with further request – in the Town and Community Council Newsletter. Reminder sent in November 2023. Matter discussed by Standards Committee at its December 2023 formal meeting.</li> </ul>

No	Items	Action	Completed/Further Actions
		<p>Committee by the end of May 2023.</p> <ul style="list-style-type: none"> <li>Encourage training offered by One Voice Wales.</li> </ul>	
18	Penn report / WG consultation on ethical matters	<ul style="list-style-type: none"> <li>Penn report published.</li> <li>Welsh Government's Consultation on the Penn report discussed at an informal meeting of the Standards Committee on 12.05.2023.</li> <li>Draft responses to the consultation presented to Group Leaders by Standards Committee Chair on 08.06.2023.</li> <li>Item on the Standards Committee's formal meeting Agenda on 14.06.2023.</li> <li>Responses to consultation to be submitted by 23 June 2023.</li> <li>Further work needed when Welsh Government's response to the Consultation</li> </ul>	<ul style="list-style-type: none"> <li>Welsh Government's summary of the responses received to the Consultation discussed at the Standards Committee meeting on 13/12/2023.</li> <li>Further details awaited.</li> </ul>
19	Appoint Chair and Vice Chair of Committee	<ul style="list-style-type: none"> <li>Term of current Chair and Vice Chair ends on 05.02.2024</li> </ul>	<ul style="list-style-type: none"> <li>Formal meeting held on 15/2/2024 to appoint Mr Rhys Davies and Mr Trefor Owen as Chair and Vice Chair respectively.</li> </ul>
20	Community Council B	<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Intention was for review to be conducted in Summer 2023; however, Clerk has been unable to commit due to other commitments. In November, the Clerk detailed a Review would not be possible until February 2024. No date yet arranged.</li> </ul>
21	Community Council C	<ul style="list-style-type: none"> <li>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 (if the Council agrees).</li> </ul>	<ul style="list-style-type: none"> <li>This Community Council has refused the offer of a Review. Standards Committee cannot compel, only offer. No further action to be taken in relation to this matter.</li> </ul>
22	Community Council Ch	<ul style="list-style-type: none"> <li>Action to be taken following observation meeting in April 2023.</li> </ul>	<ul style="list-style-type: none"> <li>Correspondence sent to Community Council following the observation meeting in April 2023. Conclusion of correspondence was that the Standards Committee had no intention of taking further action.</li> </ul>
23	Annual Discussions for the Standards Committee members.	<ul style="list-style-type: none"> <li>The Chair will meet with the Members and report any outputs that need to be arranged to the Monitoring Officer.</li> <li>The Chair will have a discussion with the Monitoring Officer.</li> </ul>	<ul style="list-style-type: none"> <li>Due to other priorities in the work programme, and that new Chair/Vice Chair was appointed in February 2024, this matter has not been progressed. It will be included on the work programme for 2024/25.</li> </ul>

No	Items	Action	Completed/Further Actions
24	A Review of a sample of the County Council Members' Registers of Interests.	<ul style="list-style-type: none"> <li>A desktop review of a sample of the Registers of Interests will be conducted by the independent Members of the Standards Committee.</li> </ul>	<ul style="list-style-type: none"> <li>Matter discussed at informal meeting in November 2023. Matter further discussed at formal meeting in December 2023.</li> <li>Informal meeting arranged on 18.12.2023, at request of independent members, to discuss the process to be followed by the independent members when conducting the reviews.</li> <li>Reviews of the Registers for a sample (20 elected members, selected on basis of political balance, including all 4 group leaders) of members conducted in January 2024.</li> <li>Findings discussed at informal meeting on 1.2.2024. Decision made to: <ul style="list-style-type: none"> <li>Write directly to any Councillors where there were inconsistencies in the information published in their Register of Interests;</li> <li>Write to Group Leaders where there were wellbeing concerns including absence.</li> <li>Write to all members with a general findings report so as to share good practice and points of learning.</li> <li>Write to the Chief Executive to raise corporate/technical concerns in relation to processes.</li> <li>Actioning these points is included on the work programme for 2024/25.</li> </ul> </li> </ul>
25	Observation of the Council and its Committee meetings from time to time.	<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>The Standards Committee attended the March 2024 Planning and Orders Committee meeting as observers as part of the Committee's preventative work, following a referral from the Monitoring Officer. This was following a meeting between the Standards Committee's Chair and Vice-Chair, and the Planning and Orders Committee's Chair. The Standards Committee explained the intention to observe at the Planning and Orders Committee meetings for a period of six months, with a review to take place after three months. General findings made will be fed back to the Chair of the Planning Committees at the end of the exercise; any immediate concerns will be reported earlier. This work is included on the work programme for 2024/25 as the observation continues for at least April and May before reviewing whether to continue with the review or not.</li> </ul>
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).	<ul style="list-style-type: none"> <li>Assist the Democratic Services Committee as it considers the recommendations put forward by the Standards Committee.</li> </ul>	<ul style="list-style-type: none"> <li>The Head of Democratic Services presents his update in relation to Member related matters at every formal meeting of the Standards Committee (June and December 2023).</li> <li>The Protocol for Hybrid meetings presented by the Head of Democratic Services to the Democratic Services Committee meeting in June 2023 on was presented by the Head of</li> </ul>

No	Items	Action	Completed/Further Actions
			Democratic Services at an informal Standards Committee meeting in August 2023 for comment. The Protocol was distributed to members in October 2023.
27	Support the Democratic Services Committee's work as it encourages County Council members' wellbeing.	<ul style="list-style-type: none"> <li>Assist the Democratic Services Committee as it leads on this work.</li> </ul>	<ul style="list-style-type: none"> <li>Correspondence sent by SC Chair to IOACC members on 5/10/2023 re. wellbeing / reminder of the training and counselling available.</li> <li>Issues of wellbeing were identified during the Review of the Register process (See above) and raised with Group Leaders.</li> <li>This matter is reported by the Head of Democratic Services in his regular reports to the Standards Committee at its formal meetings.</li> </ul>
28	Access to information about the Standards Committee on the County Council's website.	<ul style="list-style-type: none"> <li>Take steps to ensure there is easy access to information about the Standards Committee on the Council's website.</li> </ul>	<ul style="list-style-type: none"> <li>Due to other priorities in the work programme, and that new Chair/Vice Chair was appointed in February 2024, this matter has not been progressed. It will be included on the work programme for 2024/25.</li> </ul>
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"> <li>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.</li> <li>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.</li> <li>confirm how often members need to complete mandatory modules. The Standards</li> </ul>	<ul style="list-style-type: none"> <li>Matters to be discussed with the relevant officers to find a resolution.</li> </ul>	<ul style="list-style-type: none"> <li>Training information shared with Group Leaders quarterly by HR(Training) section/officers in Democratic Services.</li> <li>Group Leaders have agreed with making IT training a mandatory course for members within 6 months of being elected.</li> <li>Group Leaders have agreed with the proposal that: <ul style="list-style-type: none"> <li>Code of Conduct, ICT and cyber security are completed within 6 months of starting post; and</li> <li>safeguarding, information</li> </ul> </li> </ul>

No	Items	Action	Completed/Further Actions
	<p>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 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"> <li>- Order so that members are reminder of the need to complete, update and regularly review their register of interests;</li> <li>- Simplify the process for registering an interest by members;</li> <li>- Provide guidance on the role of a Group Leader.</li> </ul> <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 an Annual Report.</p>		<p>processing and equality within 12 months.</p> <ul style="list-style-type: none"> <li>• These are to be done once in every term.</li> </ul> <ul style="list-style-type: none"> <li>• Correspondence sent by HDS. Correspondence also sent by Standards Committee prior to the Review of the Registers exercise being conducted.</li> <li>• Raised with Head of Democratic Services. To be further considered following Review of the Registers exercise being conducted.</li> <li>• HDS presented on this at 12/2023 Standards Committee formal meeting.</li> <li>• Included on website.</li> </ul>
	<b>ADDITIONAL MATTERS:</b>		
30.	Investigation being conducted by Public Services Ombudsman for Wales in relation to County Councillor	<ul style="list-style-type: none"> <li>• Gather information to share with PSOW office. (September 2023 and February 2024)</li> </ul>	<ul style="list-style-type: none"> <li>• Matter continues to be investigated by PSOW. Awaiting confirmation. Included on work programme for 2024/25.</li> </ul>
31	Investigation being conducted by Public Services Ombudsman for Wales in relation to County Councillor	<ul style="list-style-type: none"> <li>• Gather information to share with PSOW office. (February 2024)</li> </ul>	<ul style="list-style-type: none"> <li>• Matter continues to be investigated by PSOW. Awaiting confirmation. Included on work programme for 2024/25.</li> </ul>
32	Investigation being conducted by Public Services Ombudsman for Wales in relation to Community Councillor	<ul style="list-style-type: none"> <li>• Gather information to share with PSOW office. February 2024)</li> </ul>	<ul style="list-style-type: none"> <li>• Matter continues to be investigated by PSOW. Awaiting confirmation. Included on work programme for 2024/25.</li> </ul>





**Enclosure 3 –**  
**Proposed Work Programme for Standards Committee 2024/2025**

No	Items	Action
1	The Standards Committee's Annual Report to full Council	<ul style="list-style-type: none"> <li>The Committee to begin consideration of and work on the next Annual Report ahead of its formal meeting in June 2025.</li> <li>The Committee to develop its annual report for 2024/2025 (and a proposed work plan for 2025/2026) at the end of the 2024/2025 term.</li> <li>The includes working with Group Leaders in relation to their reporting responsibilities under the Local Government and Elections (Wales) Act 2021 and the process to be followed between Group Leaders and the Standards Committee.</li> </ul>
2	Execution of Local Resolution Protocol for County Councillors and Town and Community Councillors	<ul style="list-style-type: none"> <li>As and when required / in accordance with the Chair's discretion.</li> </ul>
3	Offer and Provision of training to leaders of political groups. Need to decide: <ul style="list-style-type: none"> <li>Who will deliver training</li> <li>Involvement of standards committee members.</li> <li>Involve senior officers?</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> <li>The Standards Committee will encourage Group Leaders to undertake any training developed under the umbrella of the National Standards Committee Forum and/or via WLGA.</li> <li>Locally, the Standards Committee is working with the Training section (HR) to arrange 1-1 Coaching Training for the Group Leaders to support with their statutory group leader roles on matters that are considered relevant for Group Leaders locally.</li> </ul>
4	Communication with political group leaders including in relation to group leaders' duties in relation to their members' conduct	<ul style="list-style-type: none"> <li>Chair and Vice Chair to report at Group Leaders' meetings following every formal meeting of the Standards Committee, and presenting the proposed Newsletter.</li> <li>Further reporting / communication to be made as required.</li> <li>Any work required as part of the Standards Committee's duty to assess the group leaders' discharge of their statutory duties.</li> </ul>
5	Communication with IOACC / town and community council members	<ul style="list-style-type: none"> <li>Newsletters to be sent following the formal meetings</li> </ul>
6	Meetings	<ul style="list-style-type: none"> <li>Formal meetings in June and December 2024, and as required.</li> <li>Informal meetings may also be arranged, as required.</li> </ul>
7	Complaints reporting – Quarterly Update Reports	<ul style="list-style-type: none"> <li>Reports will be included on the Committee's formal Agenda (bi-annual reporting).</li> <li>The report to the Standards Committee discusses any particular trend in poor behaviour. 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.</li> </ul>
8	Training for SC Members	<ul style="list-style-type: none"> <li>Encourage all Standards Committee Members to complete all mandatory training.</li> <li>Arrange any further training required, in consultation with the HR Training Manager.</li> </ul>
9	Code of Conduct Training for Town and Community Councillors (mid-term refresher training)	<ul style="list-style-type: none"> <li>To arrange, in consultation with the HR Training Manager, training on the Code of Conduct, to be offered to the Town and Community Councils during Autumn 2024.</li> </ul>
10	Chair Training – Challenging Conduct	<ul style="list-style-type: none"> <li>For the Chair / Vice-Chair to attend training being arranged via the HR Training Manager on dealing with challenging conduct by members and/or public.</li> </ul>
11	How to Complain	<ul style="list-style-type: none"> <li>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.</li> </ul>
12	Dispensations	<ul style="list-style-type: none"> <li>As and when applications arise</li> </ul>
13	Members annual reports	<ul style="list-style-type: none"> <li>Standards Committee to continue to encourage the practice of completing Annual Reports and work with the Head of Democratic Services in this matter, whilst appreciating that whether they decide to complete an annual report is a matter for each individual Councillor.</li> </ul>
14	Town and Community Council	<ul style="list-style-type: none"> <li>Chair and Vice Chair to attend regular Forum meetings to present matters</li> </ul>

No	Items	Action
	Forum	of interest from the Standards Committee to the Town and Community Councils, and Newsletters.
15	National Standards Committee Forum	<ul style="list-style-type: none"> <li>For the Standards Committee Chair to attend Forum meetings and provide feedback to Standards Committee Members.</li> </ul>
16	Case reporting by the PSOW and the APW. Provide links for Standards Committee members.	<ul style="list-style-type: none"> <li>To provide reports at each formal Standards Committee meeting signposting the cases published by the PSOW and APW.</li> </ul>
17	Penn report / WG consultation on ethical matters	<ul style="list-style-type: none"> <li>Penn report published. WG Consultation ended 23.06.2023.</li> <li>Responses to the Consultation published by WG in November 2023.</li> <li>Further work needed when Welsh Government's response to the Consultation is published. No timetable currently known.</li> </ul>
18	Annual Discussions for the Standards Committee members.	<ul style="list-style-type: none"> <li>The Chair will meet with the Members and report any outputs that need to be arranged to the Monitoring Officer.</li> <li>The Chair will have a discussion with the Monitoring Officer.</li> </ul>
19	Observation of the Council and its Committee meetings from time to time.	<ul style="list-style-type: none"> <li>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.</li> <li>Following on from work in 2023-2024, the Standards Committee will continue to observe the Planning and Orders Committee meeting. The original intention is for two independent members to attend Committee meetings for six months (beginning from March 2024), with a review to take place after three months (May); the observation exercise may be cut short or extended, as deemed necessary. General findings made will be fed back to the Chair of the Planning and Orders Committee at the end of the exercise; any immediate concerns will be reported earlier.</li> </ul>
20	Support the Democratic Services Committee's work as it encourages County Council members' wellbeing.	<ul style="list-style-type: none"> <li>Assist the Democratic Services Committee as it leads on this work.</li> </ul>
21	Gifts and Hospitality Register – increase the registration value to £25	<ul style="list-style-type: none"> <li>Following a discussion at a national level in the National Standards Committee Forum for Wales to standardise the level at which gifts and hospitality must be registered at all-Wales authorities, it was agreed in principle by this Council that the proposed level of £25 would be applied in this authority, rather than the current £20 limit. However, a change to the Council's Constitution is required before the level can be applied. A recommendation was made that the next appropriate report to be presented to the Executive / full Council include this recommendation. No such opportunities have arisen as yet. This remains the intention of the Committee.</li> </ul>
22	Actions arising from the reviews of the elected members' registers of interests by the independent members of the Standards Committee.	<ul style="list-style-type: none"> <li>The reviews were undertaken in January 2024. Findings discussed at informal meeting on 1.2.2024. Work is ongoing to ensure the findings made in that review are distributed to (a) individual councillors, (b) group leaders, (c) officers and (d) all members.</li> </ul>
23	Access to information about the Standards Committee on the County Council's website.	<ul style="list-style-type: none"> <li>This matter was included on the Committee's work programme for 2023/2024 but, due to other work commitments, was not actioned.</li> <li>The website is being developed extensively and it would be timely for steps to be taken to ensure there is easy access to information about the Standards Committee on the Council's website.</li> </ul>
24	Respond to requests made in relation to the investigations being conducted by Public Services Ombudsman for Wales as a result of complaints against County Councillors / Community Councillors.	<ul style="list-style-type: none"> <li>The PSOW is currently investigating complaints in relation to 2 County Councillors and 1 Community Councillors.</li> <li>Take any necessary action in relation to these matters and any others that may arise during the year.</li> </ul>
25	Matters arising from discussions with Group Leaders in preparing the Standard Committee's Annual Report to the full Council.	<ul style="list-style-type: none"> <li>Outcome of meetings: <ul style="list-style-type: none"> <li>Matters to be actioned <ul style="list-style-type: none"> <li>General correspondence in relation to the 2023/2024 process to be sent to Group Leaders.</li> <li>Adapt the Group Leaders feedback form to Standards Committees</li> </ul> </li> </ul> </li> </ul>

No	Items	Action
		<ul style="list-style-type: none"> <li>- to encourage Group Leaders to include more evidence in boxes 1-3 (amend format, confirm form will not be published)</li> <li>- to ensure consistency with the training information that is received quarterly by the Group Leaders. <ul style="list-style-type: none"> <li>▪ Group Leaders are encouraged to complete formal personal development reviews annually with group members.</li> <li>▪ Arrange all meetings, between Group Leaders and Standards Committee on one day to assist the arrangements and keep costs down.</li> </ul> </li> </ul> <p>Group Leaders are requested to attend their meeting with the Standards Committee on their own so as to provide an open environment where Standards Committee and Group Leaders can discuss the Group Leaders statutory obligation openly.</p>
26	Community Council B	<ul style="list-style-type: none"> <li>• Following on from work in 2023-2024, there is an intention to agree on a review date with this Community Council, if desired.</li> </ul>

## INTRODUCTION

The Standards Committee (SC) is here to support you in observing the Code of Conduct adopted by your Town or Community Council (TCC). As you know, maintaining the highest level of ethical behaviour is an essential part of your role in representing the public.

Welsh Government has developed a few videos in relation to the role of a Member and the behavioural standards expected:

[Standards of behaviour for councillors in Wales - YouTube](#)  
[Advice on how to complain about a councillor in Wales - YouTube](#)  
[How councillors should behave and interact with people - YouTube](#)

## SC'S ANNUAL REPORT TO COUNCIL

The SC's statutory report to Council was presented to full Council on 12/09/2023. The report offers an overview of the SC's work during 2022/2023 and details the SC's Work Programme for 2023-2024.

## DISPENSATIONS

It is possible for Members to get special permission from the SC to take part in decisions even 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.

## WELSH NATIONAL STANDARDS COMMITTEE FORUM

The SC Chair has attended both meetings of the all-Wales Forum for Standards Committee Chairs (January and June 2023). Meetings will continue on a bi-annual basis and offers an opportunity to share good practice and problem solving amongst the 28 member authorities.

## IOACC ELECTED MEMBERS:

The SC believes that a positive relationship between the TCCs and IOACC's elected members assists both parties in their respective roles and, whilst acknowledging that many County Councillors already attend meetings of the TCCs in their ward, the SC is encouraging County Councillor who may not be doing this already to do so from now on.

## ONE VOICE WALES

The SC takes this opportunity to encourage all TCCs to consider becoming members of One Voice Wales. OVW is the national representative body for TCCs in Wales and provides a range of services to support their work including information and advisory services, policy and procedures support, training and development services, consultancy services, and representation and promotion of the sector.

## LOCAL RESOLUTION

The SC has recently developed an amended Local Resolution Protocol (LRP) for County Council Members, in accordance with the PSOW's request for a local process to deal with low level disputes.

The PSOW One Voice Wales (OVW) has devised and published a LRP for use by TCCs. A copy is available [here](#). OVW also offers training to assist Members/Clerks in their roles under the LRP. The SC encourages all TCCs to adopt a LRP.

The SC has developed a LRP for use by TCCs in limited circumstances should the OVW LRP not be available. A copy of this LRP is attached to this newsletter. It details that the SC will consider each matter based on its own facts and will only become involved if the SC Chair, who has absolute discretion, considers that (a) the SC's involvement could be beneficial; (b) the SC has the resources/capacity to assist; and (c) the matter of concern falls within the SC's terms of reference, and relates to conduct / behaviour. The Chair, Clerk or the TCC itself can request the assistance of the SC Chair under this voluntary process.

## TRAINING PLANS

Producing an annual training plan for both councillors and staff is now a requirement for all TCCs 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.

A request to see a copy of each TCC's Training Plan was made in the last Newsletter sent to the TCCs.

Thank you to Bryngwran, Llanddyfnan, Llangristiolus, Pentraeth and Trewalchmai Community Councils for their responses. The SC was disappointed that only five of the forty TCCs responded to its request for this information.

Please could all TCCs contact the SC to confirm they have a Training Plan (there is no need to send a copy of the Plan itself; confirmation the Plan has been produced is sufficient) by emailing [cyfraith@ynysmon.llyw.cymru](mailto:cyfraith@ynysmon.llyw.cymru)

There is no requirement for the above-named Community Councils to contact the SC again.

## LOCAL COMPLAINTS

The SC is pleased with the low numbers of complaints being sent to the PSOW 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 the office on its 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 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 two stage test continues to be implemented by the PSOW 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, for both members and Clerks in the TCCs.
- Members must adhere to strict timetables, particularly when appealing a decision reached by the SC with the APW.

## AND FINALLY.....

The SC held a formal meeting on 14/06/2023 and should you wish to look at the items/reports considered at that meeting, please follow this [link](#).

Is there anything you wish to see included in the next Newsletter?

Please send your suggestions for the attention of the Chair of the SC via [cyfraith@ynysmon.llyw.cymru](mailto:cyfraith@ynysmon.llyw.cymru)

## TOWN AND COMMUNITY COUNCILLORS

### INTRODUCTION

The Standards Committee (SC) is here to support you in observing the Code of Conduct adopted by your Council. As you know, maintaining the highest level of ethical conduct is an essential part of your role in representing the public.

### GENERAL GOVERNANCE & PROCEDURAL MATTERS

General governance and procedural matters at TCCs do not fall under the remit of the SC. The SC assists in relation to issues of conduct including the Code of Conduct for members. However, it is becoming a pattern recently that where governance and procedural matters are not being adhered to, this can act as a catalyst for issues escalating such that member conduct deteriorates and/or relations between members and/or clerks within TCCs become difficult.

To avoid such issues, the SC encourages all TCCs to consider their processes for matters such as the publication of the notice/agenda/minutes of meetings; public participation at meetings; and meeting arrangements including the hybrid model. On this basis, the SC encourages all TCCs to consider becoming members of One Voice Wales. OVW is the national representative body for TCCs in Wales and provides a range of services to support their work.

### DISPENSATIONS

It is possible for members to get dispensation from the SC to take part in decisions even 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.

### TRAINING PLANS

Producing an annual training plan for both councillors and staff is now a requirement for Town and Community Councils 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 contacted all TCCs in March, September and November 2023, to ascertain how many TCCs had published a training plan for the year. The Standards Committee is of course particularly interested in reviewing if the Code of Conduct is being included as part of the TCC's considerations when scheduling training.

The Standards Committee takes the opportunity to thank the following TCCs for their responses and to congratulate them on their publication of a Training Plan:

AMLWCH, BODORGAN, BRYNGWRAN, HOLYHEAD, CWM CADNANT, LLANBADRIG, LLANDDANIEL-FAB, LLANDDYFNAN, LLANEILIAN, LLANERCHYMEDD, LLANFAELOG, LLANFAIR YN NEUBWLL, LLANFIHANGELESCEIFIOG, LLANGFNI, LLANGOED & PENMON, LLANGRISTIOLUS, MECHELL, MOELFRE, PENMYNYDD & STAR, PENTRAETH, MENAI BRIDGE, RHOSCOLYN, TREARDUR, TREWALCHMAI, VALLEY.

The Standards Committee is passionate that training teaches you and empowers you so that problems can be avoided in the first place and so encourages those TCCs that haven't published a Training Plan to do so in line with the legislative requirements. The Public Services Ombudsman for Wales (PSOW) and the Adjudication Panel for Wales (APW) also 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.

### LOCAL RESOLUTION PROTOCOL

As you know, One Voice Wales (OVW) has devised and published a Local Resolution Protocol (LRP) for use by TCCs. A copy is available [here](#). OVW also offers training to assist Members/Clerks in their roles under the LRP. The SC encourages all TCCs to adopt a LRP.

The SC has also developed a LRP for use by TCCs in limited circumstances should the OVW LRP not be available. A copy of this LRP has been shared with you under cover of the previous Newsletter\*. It details that the SC will consider each matter based on its own facts and will only become involved if the SC Chair, who has absolute discretion, considers that (a) the SC's involvement could be beneficial; (b) the SC has the resources/capacity to assist; and (c) the matter of concern falls within the SC's terms of reference, and relates to conduct / behaviour. The Chair, Clerk or the TCC itself can request the assistance of the SC Chair under this voluntary process.

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

### ANNUAL REPORT BY TCCS

An Annual Report published by Valley Community Council was shared with the SC recently and its content and style were considered to be informative and an example of good practice. It may well be that other TCCs produce similar annual reports and the SC commend this and would encourage all TCC's to consider the content of their annual report, the presentation, how the TCC engages with the public and that the TCC ensures publicity for their annual reports.

### STANDARDS COMMITTEE'S ANNUAL REPORT

There is a statutory requirement for the SC to publish an annual report for each financial year. The Standards Committee's Annual Report for 2022-2023 was presented to full Council in September 2023 and can be seen [here](#). It includes details about the Committee's completed work for the year and presents the Committee's forward work programme for the year ahead. The report for 2023-2024 will be discussed at the next SC meeting in June 2024.

### AND FINALLY:

The Standards Committee held a formal meeting on 13/12/2023 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](mailto:lynnball@ynysmon.llyw.cymru)



## INTRODUCTION

The Standards Committee (SC) 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.

Welsh Government has developed a few videos in relation to your role as a Member and the behavioural standards expected:

- [Standards of behaviour for councillors in Wales - YouTube](#)
- [Advice on how to complain about a councillor in Wales - YouTube](#)
- [How councillors should behave and interact with people - YouTube](#)

## MEMBERS' ANNUAL REPORTS

The SC encourages all elected members to complete an Annual Report and supports the work being done by the Head of Democratic Services and the Democratic Services Committee to ensure the process is as easy and efficient as possible. 24 Councillors submitted an Annual Report for the period covering 01.04.22-31.03.23; the SC has asked Group Leaders for their support in encouraging all 35 Councillors to complete an Annual Report in 2024.

## 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 the office on its 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 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 two stage test continues to be implemented by the PSOW 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, for both members and Clerks in the Town and Community Councils.
- Members must adhere to strict timetables, particularly when appealing a decision reached by the SC with the APW.

## CONSULTATION ON THE PENN REPORT

In Spring 2023, the Welsh Government (WG) carried out a consultation exercise, based on the recommendations made in Richard Penn's 2021 report, when he was commissioned to conduct an independent review of the ethical standards framework for local government in Wales. The SC responded to the Consultation, on behalf of IOACC, having discussed its proposed response with the Group Leaders (GLs) before submission. The SC will further consult/advise the GLs of any documentation/information received from WG's consideration of the consultation responses.

## STANDARDS COMMITTEE'S ANNUAL REPORT TO COUNCIL

The SC's statutory report to Council was presented to full Council on [12/09/2023](#). The report offers an overview of the SC's work during 2022/2023 and the SC takes the opportunity to thank all Members for their co-operation with the SC as it fulfilled its ambitions for the year. Since the introduction of the Local Government and Elections (Wales)

Act 2021, additional duties are expected of SC, and these include monitoring how GLs are complying with their new responsibilities under the 2021 Act of taking reasonable steps to promote and maintain high standards of conduct by members of their groups, and reporting on the same within its Annual Report. The SC reiterates its appreciation of the GLs' co-operation in the process undertaken to satisfy this requirement.

The SC's Work Programme for 2023-2024 is also included in the report.

## LOCAL RESOLUTION PROTOCOL

If Members wish to participate in a local resolution process, the SC takes this opportunity to remind you that you must raise the matter with the SC Chair as soon as possible and take all reasonable steps to be proactive within the process. Delaying the process does not assist the overall objective of reaching swift reconciliation.

## TRAINING FOR MEMBERS

Members are encouraged to complete any training they feel would assist them in their role as members of the IOACC; training is there to guide and teach members so that they are empowered. Some training is also considered mandatory.

Group Leaders are to receive quarterly training reports detailing the training completed by each Member within their Groups; they will be encouraging Members to complete the mandatory training, at the very least.

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

When you've 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](#).

## LOCAL RESOLUTION PROTOCOL FOR THE TOWN AND COMMUNITY COUNCILS

The Standards Committee encourages all Town and Community Councils to adopt a Local Resolution Protocol (LRP) and suggests they utilise the LRP developed by One Voice Wales (OVW) available [here](#). However, the SC has developed a process, for use in limited circumstances, under which Chairs, Clerks or Community Councils themselves can request informal assistance from the SC Chair. This LRP will be subject to promotion with the TCCs in Autumn 2023.

The SC believes that a positive relationship between the TCCs and the IOACC's elected members assists both parties in their respective roles; whilst acknowledging that many elected members already attend meetings of the TCCs in their ward, the SC takes this opportunity to encourage elected members that may not already be doing this to participate in such practice.

## ELECTED MEMBER ON THE STANDARDS COMMITTEE

The Standards Committee would like to thank Councillor Trefor Lloyd Hughes for his work as a County Council representative member of the Standards Committee. Following his resignation from the SC, Councillor Margaret Murley Roberts has been nominated following a vote at the full Council meeting in September 2023 and the SC takes the opportunity to welcome her.

## AND FINALLY.....

The SC held a formal meeting on 14/06/2023 and should you wish to look at the items/reports considered at that meeting, please follow this [link](#).

Is there anything you wish to see included in the next Newsletter?  
Please send your suggestions for the attention of the SC Chair via [cyfraith@ynynsmon.llyw.cymru](mailto:cyfraith@ynynsmon.llyw.cymru)

### INTRODUCTION

The [Standards Committee \(SC\)](#) 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

### TRAINING AND DEVELOPMENT

The SC is passionate that training teaches you and empowers you so that problems can be avoided in the first place.

CONGRATULATIONS to all members for completing the Code of Conduct training module, in accordance with the requirement of the local Code of Conduct for Members.

From the recent reports presented to the SC, it seems that there are some other mandatory courses which members are yet to complete. The SC would strongly encourage those members that haven't yet completed their mandatory training, or any other training that is considered useful to you in your role as elected members, to do so.

### REVIEW OF MEMBERS' REGISTERS OF INTERESTS

The SC has carried out a desktop review of the Registers of Interests for a sample of elected members in the County Council. The review has been conducted by independent members of the SC and the sample was selected by way of 'political balance'. Work is currently being undertaken to contact some Members where their Registers need attention. Contact is also being made with some Group Leaders, in accordance with their recently acquired duty to encourage good levels of conduct amongst their group members. A general findings report will be presented to Group Leaders and distributed to all members in due course; this report will not be identifying any names.

### INDEMNITIES POLICY

A report that had been presented at the Democratic Services Committee, in relation to the Council's Indemnities Policy, was also recently presented to the SC. The Policy provides a broad discretion for the [Indemnities Sub-Committee](#) (made up of 5 elected members) to grant an indemnity in cases of allegations of breach of the Code of Conduct for Members; though the Policy also gives the Sub-Committee an indication of and guidance on both matters to be borne in mind and of possible conditions and limitations to impose on any such indemnity. In cases where an elected member is found to have breached the Code and is subject to a penalty of a suspension or disqualification, then the law requires that any indemnity granted must be repaid. Where the penalty imposed is less severe than a suspension then the requirement to repay depends on a decision by the Council's Standards Committee.

Members are encouraged to consider applying for an Indemnity for their costs in defending any claim brought against them for breach of the Council's Code of Conduct.

You should contact the Monitoring Officer should you have any queries in relation to this Policy / the process to be followed.

### 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 the office on its website. The PSOW will, in the most serious matters, refer cases to be decided by the local Standards Committee or 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 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:

- Members are reminded to be mindful when using social media. There is a [Social Media Protocol in the Council's Constitution](#) and this acts as a guide for Members.
- The two-stage test continues to be implemented by the PSOW 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?
- Members are encouraged to seek advice and attend training, as needed (SEE "Training and Development")

### STANDARDS COMMITTEE'S ANNUAL REPORT

There is a statutory requirement for the Standards Committee to publish an annual report for each financial year. The Standards Committee's Annual Report for 2022-2023 was presented to full Council in September 2023 and can be seen [here](#). It includes details about the Committee's completed work for the year, including any local resolution it has been involved with and its perception of the Group Leaders' compliance with their new duty in relation to their group members' conduct. It also presents the Committee's forward work programme for the year ahead.

The Chair and Vice Chair of the SC have already met with Group Leaders to discuss the procedure and timing for the reporting of their duties for the SCs report in 2023-2024. The reporting form used last year has been adapted and distributed to all GLs with a request that completed forms be returned by 30 April. The independent members of the SC will meet with each GL individual during May. The SC draft annual report for 2023/2024 will be discussed at the next Standards Committee meeting in June 2023 and presented to full Council as soon as possible after this.

### DISPENSATIONS

It is possible for members to get special permission from the Standards Committee to take part in decisions even 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.

### AND FINALLY:

The Standards Committee held a formal meeting on 13/12/2023 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](mailto:lynnball@ynysmon.llyw.cymru)



# MEET ANGLESEY COUNTY COUNCIL'S STANDARDS COMMITTEE MEMBERS

Recently, three new members were appointed to the Standards Committee; as we introduce them, it's also a great opportunity to share some information with you about each member who, as a whole, from Anglesey County Council's Standards Committee – so that you can put a face to those that are responsible for the Standard Committee's Newsletter, that is published twice a year. You'll also get the chance to meet the new Chair and Vice-chair. The Standards Committee has nine members; five are independent members that have been co-elected following the statutory process; two members are elected by the local town and community councils as representatives of those councils; and two members are chosen from the County Council's elected members.

## RHYS DAVIES Independent Member



Rhys, the Chair, was appointed to the Standards Committee in 2019, and was appointed Vice-chair in 2020. After studying dentistry in Cardiff, he moved back to Anglesey to work as a dentist and did so for over 30 years until he retired in 2015. "I've enjoyed the experiences I've had since becoming a member of the Standards Committee. I'm always happy to commit and contribute to the work of supporting members to comply with their duties under the Code of Conduct to ensure that decisions are made in a transparent manner, and that members work with probity". You can contact the Chair through RhysDavies@ynysmon.llyw.cymru

## JOHN ROBERT JONES Independent Member



John was co-elected to the Standards Committee in 2017, a year after he retired as the Chief Officer in Medrwn Môn, the independent agency that provides advice and support to voluntary organisations and community groups. John speaks Welsh and was born and raised on Anglesey, and still lives on the island with his family. He was Chair of the Standards Committee between 2020-2024.

## GILL MURGATROYD Independent Member



Gill is a Fellow of the Chartered Institute of Personnel and Development, and at present, she is Director of her Human Resources Consultancy business and develops and manages organisations from her home in Llandudno, North Wales. She has been a member of the Standards Committee since December 2019.

## TREFOR OWEN Independent Member



Trefor was recently elected Vice-chair, a few months after being appointed to the Standards Committee. Trefor is a Fellow of the Institute of Chartered Foresters with almost 40 years' experience as a civil servant in the forestry industry. "I look forward to supporting the Chair as the Committee continues to work with elected and co-elected members in the County Council, as well as the Town and Community Councillors, to maintain the best standards of behaviour".

## BRACE GRIFFITHS Independent Member



Brace is the newest member of the Committee and is also a Chartered Member of the Chartered Institute of Personnel and Development and before retiring, he gained a vast experience working with Welsh Government and the UK Government. He also has experience of volunteering with Llais and Chyf.

## MARGARET MURLEY ROBERTS Representative of the County Council



Margaret is a member of Plaid Cymru and represents Lligwy Ward within the County Council. She was appointed to the Standards Committee in September 2023. Margaret is also chair of the County Council.

## MARGARET THOMAS Representative of the Town and Community Councils



Margaret has been a member of Llangefni Town Council for 23 years and has been appointed Mayor five times during that period. She represents the Town Council in One Voice Wales's regional meetings and area committees. She's lived on Anglesey her whole life and still lives on the family farm, following in the footsteps of her parents. Margaret was appointed to the Standards Committee in December 2022.

## DAFYDD RHYS THOMAS Representative of the County Council



Dafydd is a member of the Independent Group. He was appointed to the Standards Committee following the election in May 2022; this will be his second term on the Standards Committee, as well as representing Ynys Cybi within the County Council.

## IORWERTH ROBERTS Representative of the Town and Community Councils



Iorwerth has been a member of Bryngwran Community Council since 1997, and during the last 22 years, he has been Chair of the Community Council. Iorwerth worked in the building industry for over 30 years, including as an accredited tutor and assessor. He was appointed to the Standards Committee for the first time in 2017 and was re-appointed for a second term in December 2022.

## 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 independent members of 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. If relevant, 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.

**Report by Group Leaders (GL) to the Standards Committee in relation to their GL duty:**

<b>Report by:</b>	(name of GL)	<b>Political Group:</b>	(name of Group)
<b>Period for which report applies ('the Period'):</b>	1 April 20__ to 30 March 20__	<b>Number of members in Group:</b>	

**Steps taken by the GL to promote compliance with the Code of Conduct:**

*Appendix 2 includes the type of matters the Standards Committee expects the Group Leaders to pay attention to and the threshold that is used by the Committee to consider if you have taken steps in relation to your duty as Group Leader. Please consider these matters and the 10 behavioural principals in public life that are in Appendix 3 when preparing your response.*

**→ Personal commitment**

Use your own words to complete this section. See **Appendix 2** for more information.

**→ Encouraging Members**

Use your own words to complete this section. See **Appendix 2** for more information.

**→ Working with the Standards Committee and other Group Leaders**

Use your own words to complete this section. See **Appendix 2** for more information.

**Please attach any relevant information you have of the steps that you have taken regarding the above matters.**

**Mandatory Training Modules () during the Period:**

See list of Mandatory Training in **Appendix 4**

<b>Number of mandatory training modules to be completed by all Group members:</b>		<b>Number of completed modules:</b>	
<b>Number of members in the Group that have completed all required mandatory training modules:</b>			
<b>Number of members that have received training on the Code of Conduct specifically:</b>			

**Regular Group Meetings during the Period:**

<b>Number of Group meetings held for all Group members:</b>	
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**Annual Discussion between members and their Group Leader during the Period:**

<b>Number of members who have been offered an annual discussion with the GL:</b>	
<b>Number of members who accept the above offer with the GL:</b>	
<b>Number of members who have attended an annual discussion meeting with the GL:</b>	

**Annual Reports, that are considered as good practice by the Committee, for the Period:**

<b>Number of members who have submitted a completed annual report:</b>	
--	--

**Standing Register of Personal Interests:**

<b>Number of members who have reviewed their Standing Register of Interests:</b>	
--	--

**Complaints:**

<b>Complaint received from:</b> (insert numbers)	<b>Stage which the complaint reached:</b>		
	<b>Informal</b>	<b>Local Resolution Protocol</b>	<b>PSOW</b>
member of the public			
officer			
member of the same political group			
member of a different political group / not in a political group			

**Support meetings:**

<b>Number of members who have been offered support meetings by the GL:</b>	
<b>Number of members who have accepted the offer of a support meeting by the GL:</b>	

**Consideration for this year compared to last year:**

A copy of the form that was received by you last year has been attached.  
Below, please explain what matters have **improved** this year?

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A copy of the form that was received by you last year has been attached.  
Below, please explain what matters you think **need further attention** during the next year?

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***Please send your report to the Monitoring Officer by emailing [LynnBall@ynysmon.llyw.cymru](mailto:LynnBall@ynysmon.llyw.cymru)***

**Signed by GL:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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 and based on the [Statutory Guidance](#) published by Welsh Government on the Local Government and Elections (Wales) Act 2021.

Personal commitment:

- demonstrated personal commitment by attending relevant development or training around equalities and standards, including the Code of Conduct;
- setting an example by demonstrating the principles of conduct in public life, including specifically politeness and respect;
- 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, including the Code of Conduct;
- 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;
- worked with the standards committee to recognise inappropriate behavioural patterns, give them consideration, and deal with these matters e.g. asking for, or suggesting appropriate training, asking to delete inappropriate message from social media pages or asking to consider apologising.
- 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;

Other matters that could be relevant:

- You've revised the Ombudsman's Guidance on the Code of Conduct during the year. You've encouraged members of your Group to do the same.
- You've considered the Standards Committee's Newsletters during the year. You've encouraged members of your Group to do the same.

You're asked to attach relevant evidence. In compliance with the [Statutory Guidance by Welsh Government](#), evidence can include minutes from meetings, copies of correspondence, a review on members training on matters regarding equality and the Code of Conduct, and steps taken to deal with any gaps in that training.

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



**Mandatory Training Modules**

- Code of Conduct \*
- Cyber Security \*
- Safeguarding #
- Data processing (GDPR) #
- Equalities #
- Information Technology \*

**\* = required within 6 months of a member being elected**

**# = required within 12 months of a member being elected**

**In addition to:**

- **For all Chairs and Vice-Chairs of Council and its Committees:**
  - **Chairing Meetings for Chairs and Vice-chairs**  
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.**