

CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL

COMMITTEE:	Standards Committee
DATE:	6 February 2025
TITLE OF THE REPORT:	Review by the Standards Committee of the Registers of Interests of elected members of the County Council
PURPOSE OF THE REPORT:	To provide feedback on the findings made during this exercise
REPORT BY:	Mared Wyn Yaxley Legal Services Manager mwyics@ynysmon.llyw.cymru
CONTACT OFFICER:	Lynn Ball Function Director (Council Business) / Monitoring Officer lbxics@ynysmon.llyw.cymru

1. INTRODUCTION AND BACKGROUND

- 1.1 The process followed in conducting a review by the Standards Committee of the Registers of Interest of elected members of the County Council was reported upon to the Standards Committee at its formal meeting on the 18 June 2024. A copy of the report can be seen [here](#).
- 1.2 It was agreed at the above meeting that a further report would be presented to the next formal meeting of the Standards Committee to
- (a) Share a copy of the general report, including the main themes arising from the review process, as sent to all members following an initial discussion with Group Leaders;
- and
- (b) report on the developments that have been made, particularly regarding the corporate / technical matters raised with the Chief Executive.

2. GENERAL REPORT

- 2.1 A general report was prepared and shared with Group Leaders by the Standards Committees Chair on 18/07/2024
- 2.2 The correspondence presented to the Group Leaders was distributed to all County Council Members on 01/08/2024. A copy of that correspondence is included at **Enclosure 1** to the report.

3. CORPORATE / TECHNICAL MATTERS

- 3.1 Correspondence was sent by the Standards Committee Chair to the Chief Executive on 31/05/2024 detailing the corporate / technical matters identified by the independent members of the Standards Committee when conducting the review of the Registers of Interests.
- 3.2 The Chief Executive responded to the Standards Committee Vice Chair on 17/07/2024 confirming the matters raised would be considered with the Head of Democratic Services and an action plan put together.
- 3.3 Further correspondence was shared by the Chief Executive on 14/10/2024 detailing the matters raised by the independent members of the Standards Committee, and the work done in relation to those matters. A copy of the action plan is reproduced at **Enclosure 2** to this report.

4. RECOMMENDATION

- 4.1 For the Standards Committee to note the contents of the report and its enclosures and decide if it wishes to take any further action in relation to this matter.



CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL

Aelodau Cyngor Sir Ynys Môn /
Isle of Anglesey County Council Members

Drwy ebost yn unig / By email only

01/08/2024

Annwyl Aelod,

Un o weithredoedd y Pwyllgor Safonau o fewn ei raglen waith flynyddol ar gyfer 2023-2024 oedd cynnal adolygiad o'r tair Cofrestr mewn perthynas â datganiadau o ddiddordebau gan Aelodau. Penderfynwyd mai Cofrestrau sampl o Aelodau fyddai'n destun adolygiad, ar sail cydbwysedd gwleidyddol, gyda'r enwau'n cael eu dewis ar hap. Cwblhaodd aelodau annibynnol y Pwyllgor Safonau adolygiad o Gofrestrau 20 o Aelodau'r Cyngor Sir, yn cynnwys pob Arweinydd Grwp, yn ystod Ionawr 2024.

Mae'r Pwyllgor Safonau'n credu mai ei rôl yw cynorthwyo Aelodau i gydymffurfio â'u dyletswyddau ac mae'n dda gennyf ddweud bod yr adolygiad diweddaraf hwn yn galonogol ar y cyfan.

Yn atodol, mae **adroddiad cyffredinol** sydd wedi ei pharatoi ac a rennir gyda holl aelodau'r Cyngor er mwyn darparu adborth ar y themâu cyffredinol a godwyd yn ystod yr ymarferiad a gobeithir y bydd yn cynnig canllaw ynghylch beth sy'n cael ei ystyried yn arferion da a'r materion hynny sydd angen sylw. Rhannwyd yr adroddiad yma gyda'r Arweinyddion Grwpiau yn y man cyntaf.

Mae'r ohebiaeth yma'n hirach na'r hyn â fyddem yn dymuno ei rannu, ond mae'n deg a chywir ein bod yn rhannu ein canfyddiadau'n llawn gyda chi.

Yn ogystal â'r adroddiad cyffredinol yma,
- Mae rhai Aelodau a oedd yn destun adolygiad wedi derbyn gohebiaeth

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BUSNES Y CYNGOR / COUNCIL BUSINESS

LYNN BALL LL.B., (Hons.) Cyfreithiwr/Solicitor
CYFARWYDDWR SWYDDOGAETH (BUSNES Y
CYNGOR) / SWYDDOG MONITRO
DIRECTOR OF FUNCTION (COUNCIL BUSINESS) /
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Ein Cyf – Our Ref. 022335
Eich Cyf – Your Ref. Pwyllgor Safonau

Dear Member,

One action within the Standards Committee's annual work programme for 2023-2024 was to conduct a review of the three Registers relating to Members' declarations of interests. It was decided that a sample of Members' Registers would be included in the review, based on political balance, with their names selected at random. Independent members of the Standards Committee reviewed the Registers of 20 County Council Members, including each Group Leader, in January 2024.

The Standards Committee believes its role is to assist Members to comply with their duties, and I am pleased to report that this latest review was encouraging overall.

Attached is a **general report** that has been prepared and is being shared with all members of the Council to provide feedback on the general themes that were raised during the exercise, and we hope that this will provide guidance on good practice and the issues requiring attention. This report has been shared with Group Leaders in the first instance.

This correspondence is longer than what we would hope to share, but it is fair and right for us to share our findings fully with you.

In addition to this general report,
- Some Members subject to the review have received personal correspondence

personol gan y Pwyllgor Safonau gydag argymhellion ar gyfer adolygu / diweddarau / esbonio peth o'r wybodaeth a gyhoeddir o fewn eu Cofrestr Sefydlog a/neu Datganiadau mewn Cyfarfodydd. Yn y llythyrau, rydym wedi gofyn am ymatebion. Lle na dderbynir ymatebion, bydd y Pwyllgor yn codi'r mater gyda'r Arweinyddion Grwp perthnasol.

- Mewn achosion pan fo gan y Pwyllgor Safonau gonsyrn am lesiant aelod, er enghraifft os oes newid mewn patrwm presenoldeb, mae gohebiaeth wedi ei hanfon at Arweinydd Grwp yr aelod er mwyn sicrhau bod yr Aelod yn derbyn y gefnogaeth angenrheidiol i'w hwyluso i ymgymryd â'u dyletswyddau fel Aelod. Mae gofyn am ymateb at y Pwyllgor Safonau o fewn y llythyrau hyn hefyd.
- Mae nifer o faterion sydd wedi eu codi yn faterion lle bod diffygion corfforaethol wedi eu hadnabod, er enghraifft materion technegol. Mae'r materion hyn wedi eu codi gyda'r Prif Weithredwr er mwyn iddynt dderbyn sylw gan y swyddogion perthnasol. Mae copi o'r ohebiaeth yma wedi ei rhannu efo'r Arweinyddion Grwpiau. Gwneir cyfeiriad at y materion hyn o fewn yr Atodiad. Darperir diweddariad i Arweinyddion Grwpiau ynghylch y materion hyn maes o law.

Mae Nodyn Briffio ar ddiddordebau personol a rhagfarnol, a'r gofynion cofrestru, wedi ei gyhoeddi gan y Pwyllgor Safonau'n flaenorol. Mae copi ar gael ar Monitor drwy'r [ddolen hon](#). Anogir aelodau i ystyried y nodyn briffio er mwyn eu cynorthwyo gyda gofynion y Cod ac mae'n darparu mwy o wybodaeth a dolenni ynghylch materion sy'n derbyn sylw yn yr ohebiaeth hon.

Mae'r Pwyllgor Safonau'n gwerthfawrogi eich bod chi i gyd yn brysur iawn ac yn ymwybodol mai dim ond un o nifer o dasgau y mae'n rhaid i chi fynd i'r afael â nhw yw'r mater hwn. Fodd bynnag, gobeithiwn y bydd yr argymhellion atodol yn cynorthwyo i arbed amser i aelodau oherwydd gobeithir bydd gwella safon y Cofrestrau/ffurflenni yn osgoi beth allai fod yn gwynion di-sail sy'n draul ar amser pawb.

Dymuna'r Pwyllgor Safonau gymryd y cyfle i ddiolch i chi fel Aelodau am eich cydweithrediad gyda'r Pwyllgor wrth iddo wireddu ei amcan o

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from the Standards Committee with recommendations to review / update / explain the information published within their Standing Register and/or Declarations at Meetings. In these letters, a response was requested. Where no response is received, the Committee will raise the issue with the relevant Group Leader.

- Where the Standards Committee had concerns regarding the wellbeing of a member, such as a change in their attendance pattern, correspondence was sent to the Group Leader to ensure the Member was receiving the necessary support to assist them with their duties. These letters also request a response to the Standards Committee.
- Several of the issues raised were due to corporate failures, for example technical issues. These issues have been raised with the Chief Executive so that they can be addressed by the relevant officers. A copy of this correspondence has been shared with the Group Leaders. References to these matters are included in the Appendix. An update will be provided to Group Leaders regarding these issues in due course.

A Briefing Note on personal and prejudicial interests, and the registration requirements, has previously been published by the Standards Committee. A copy is available on Monitor via [this link](#). Members are encouraged to consider the briefing note to assist them in complying with the Code and it also provides further information and links regarding the issues addressed in this correspondence.

The Standards Committee appreciates that you are all very busy and is aware that this task is only one of a number that you must address. However, we hope that the attached recommendations will assist in saving time for Members as improving the standard of the Registers/forms will hopefully avoid what may be potentially groundless and time-consuming complaints.

The Standards Committee wishes to take the opportunity to thank you as Members for your co-

sicrhau bod lefelau ymddygiad Aelodau Cyngor Sir Ynys Môn yn cael eu cynnal ar gyfer y dyfodol.

operation with the Committee as it realises its objective of ensuring that the conduct levels of the Isle of Anglesey County Council's Members are maintained for the future.

Cofion,

Regards,

Trefor Owen

Trefor Owen

Trefor Owen
Is-Gadeirydd - Pwyllgor Safonau Cyngor Sir Ynys Môn

Trefor Owen
Vice Chair - Isle of Anglesey County Council's Standards Committee



<p>Atodiad – Llythyr gan y Pwyllgor Safonau at yr Aelodau ynghylch Adolygiadau Cofrestrau statudol sampl o Aelodau – Mai 2024</p>	<p>Appendix – Letter from the Standards Committee to Members in relation to the Review of a sample of Members’ statutory Registers – May 2024</p>
<p>Pwrpas yr ohebiaeth hon ydi er mwyn darparu adborth i Aelodau am y themau a’r casgliadau cyffredinol a godwyd yn ystod yr ymarfer; a gobeithir y bydd yn cynnig canllaw i’r holl Aelodau ynghylch beth sy’n cael ei ystyried yn arferion da a’r materion hynny sydd angen sylw.</p> <p>Roedd yr wybodaeth a adolygwyd gan y Pwyllgor Safonau fel rhan o'r ymarfer hwn yn cynnwys:</p> <ul style="list-style-type: none"> • Y Gofrestr Datgan Diddordeb (a elwir hefyd yn Gofrestr Sefydlog) • Y Gofrestr Datganiadau mewn cyfarfodydd • Cofrestr Rhoddion a Lletygarwch • Adroddiadau Blynyddol yr Aelodau • Rhaglenni a Chofnodion Cyfarfodydd • Cofnod Hyfforddiant • Bywgraffiadau fel y maent yn ymddangos ar wefan y Cyngor • Rhestr Cyrff Allanol <p>Gwneir casgliadau cyffredinol / argymhellion y Pwyllgor yn dilyn yr Adolygiad eleni o dan y penawdau hyn:</p> <ol style="list-style-type: none"> 1. Cofrestr Datgan Diddordebau (Cofrestr Sefydlog Diddordebau Aelodau) 2. Cofrestr Datgan mewn Cyfarfodydd 3. Cofrestr Rhoddion a Lletygarwch 4. Adroddiadau Blynyddol Aelodau 5. Hyfforddiant 6. Adolygiadau Datblygiad Personol 7. Bywgraffiad <p>Gofynna'r Pwyllgor i chi roi sylw dyladwy i'r materion hyn, os gwelwch yn dda.</p> <ol style="list-style-type: none"> 1. Cofrestr Datgan Diddordebau (Cofrestr Sefydlog Diddordebau Aelodau) <p>Dyma'r Gofrestr o Ddiddordebau y mae'n rhaid i Aelodau ei chwblhau ar ôl eu penodi/gael eu hethol a'i diweddarau o fewn 28 diwrnod i unrhyw newid. Mae'r Cod Ymddygiad yn cynnwys rhestr o'r materion hynny y mae'n rhaid eu cynnwys ar n Gofrestr hon. Mae'r Gofrestr wedi ei chynnwys fel y "Gofrestr Datgan Diddordeb" ar dudalen bywgraffiad pob Cynghorydd ar wefan y Cyngor.</p>	<p>The purpose of this correspondence is to provide feedback to Members regarding the common conclusions and themes that arose during the exercise; and it is hoped that this will provide guidance to all Members regarding what is considered good practice and those issues requiring attention.</p> <p>The information reviewed by the Standards Committee as part of this exercise included: -</p> <ul style="list-style-type: none"> • The Register of Interests (also called the Standing Register) • Declarations at meetings Register • Gifts & Hospitality Register • Members’ Annual Reports • Meeting Agendas and Minutes • Training records • Biographies, as published on the Council’s website • List of Outside Bodies <p>The Committee’s general findings / recommendations, made as a result of this year’s Review, follow under these headings:</p> <ol style="list-style-type: none"> 1. Register of Interests (the Standing Register of Members’ Interests) 2. Register of Declarations at Meetings 3. Register of Gifts and Hospitality 4. Members’ Annual Reports 5. Training 6. Personal Development Reviews 7. Biography <p>The Committee asks that you please give these matters your attention.</p> <ol style="list-style-type: none"> 1. Register of Interests (the Standing Register of Members’ Interests) <p>This is the Register of Interests that Members must complete on their appointment / election and update within 28 days of any change occurring. The Code of Conduct includes a list of those matters that must be included in this Register. The Register is included as the “Register of Interests” on each Councillor’s biography page on the Council’s website.</p>

Yn y gorffennol, mae cwynion wedi cael eu cyflwyno i Ombwdsmon Gwasanaethau Cyhoeddus Cymru (OGCC) oherwydd nad oes digon o wybodaeth yn cael ei chynnwys ar Gofrestr Sefydlog rhai Aelodau. O'r herwydd, anogir Aelodau i gymryd y materion isod yn benodol i ystyriaeth er mwyn sicrhau bod eu Cofrestrau'n gyflawn a chywir:

1. Sicrhau bod cyfeiriadau a daliadau tir wedi'u disgrifio'n glir ac yn gyflawn. Er nad oes rheidrwydd i Aelodau gyhoeddi eu cyfeiriad personol ar wefan y Cyngor, er enghraifft, mae'r ddyletswydd i gynnwys manylion am unrhyw eiddo sy'n berchen iddynt/mae ganddynt ddiddordeb ynddo yn parhau o dan ofynion y Côt Ymddygiad ac felly rhaid i Aelodau gynnwys manylion digonol ar y Gofrestr, oni bai bod y wybodaeth yn cael ei hystyried yn sensitif. Rhaid gwneud cais ar gyfer "gwybodaeth sensitif" gyda'r Swyddog Monitro.
Yn ychwanegol at hyn, os nad oes gan Aelod ddiddordeb mewn unrhyw dir, dylent nodi 'Dim' neu 'Dim Diddordebau' ar y gofrestr.
2. Mae'n bwysig bod Aelodau'n datgelu eu haelodaeth o gyrrff cyhoeddus, elusennau a chymdeithasau cyhoeddus eraill. Dylai Aelodau nodi enw a chyfeiriad llawn y sefydliadau / elusennau y maent yn aelodau ohonynt. Dylai Aelodau hefyd adolygu eu Cofrestrau i wirio eu bod wedi cynnwys manylion am eu statws yn y sefydliadau hynny.
3. Ble mae Aelodau'n datgan eu bod yn llywodraethwyr ysgol, dylid nodi enw'r ysgol ar y Gofrestr ac ym mha gapasiti y maent yn gwasanaethu, h.y. wedi eu penodi gan y Cyngor, rhiant-llywodraethwr ac ati. Y rheswm am hynny yw fod hyn yn effeithio ar hawl Aelodau i siarad/pleidleisio ar rai materion oherwydd efallai y bydd modd/na fydd modd dibynnu ar y caniatâd sydd wedi ei gynnwys yn y Côt Ymddygiad.
4. Ble mae Aelodau wedi eu hethol neu eu cyfethol ar Gyngor Tref/Cymuned arall,

In the past, complaints have been submitted to the Public Services Ombudsman for Wales (PSOW) due to a lack of information being included on the Standing Registers of some Members. Members are therefore encouraged to take note of the following issues, to ensure their Registers are complete and correct:

1. Ensure that addresses and land holdings are clearly and fully described. Members do not have to publish their personal address on the Council's website, for example, however the Code of Conduct stipulates that they must provide details regarding the properties they own/have a personal interest in them and therefore they must include sufficient details on the Register, unless the information is sensitive. A request must be made to the Monitoring Officer regarding "sensitive information".
Additionally, if a Member has no interest in land they should enter 'None' or 'No Interest' on the Register.
2. It is important that Members disclose their membership of other public bodies, charities, and associations. Members should provide the full name and address of organisations/charities of which they are members. Members should review their Registers to check that they have included details of their role/status within any such organisations.
3. Where Members state they are school governors, the Register should identify the school and in what capacity i.e. appointed by the Council / parent governor etc. The reason for this is because this affects Members' right to speak/vote on some matters as the inbuilt dispensation in the Code of Conduct may/may not be relied upon.
4. Where Members are elected or co-opted onto another Town/Community Council,

dylid cynnwys aelodaeth y Cyngor hwn yn y Gofrestr Sefydlog.

5. Atgoffir Aelodau o'r angen statudol i ddiweddarau'r Gofrestr Sefydlog o fewn 28 diwrnod i unrhyw newid.
6. Atgoffir Aelodau hefyd o'r angen statudol i ddiweddarau'r Gofrestr Sefydlog yn dilyn pob etholiad, hyd yn oed os nad yw'r wybodaeth yn newid.
7. Er nad yw'n ofyniad statudol, anogir Aelodau i adolygu eu Cofrestr Sefydlog yn flynyddol hyd yn oed os nad oes unrhyw newidiadau er mwyn diweddarau'r dyddiad (sy'n ymddangos ar-lein) ac sy'n dangos bod y Gofrestr yn cael ei hadolygu gan yr Aelod.
8. Lle nad oes gan Aelod wybodaeth i'w nodi yn erbyn unrhyw gategori ar y Gofrestr Sefydlog, annogir yr Aelod i gynnwys "Dim" (neu "None" yn y Saesneg) er mwyn sicrhau eglurder, yn hytrach na bod y blwch yn wâg.
9. Mae'r broses gyfredol â ddefnyddir ar gyfer cwblhau a diweddarau'r Gofrestr Sefydlog hon yn fater sydd wedi ei godi gan y Pwyllgor Safonau gyda swyddogion. Mae'r Pwyllgor o'r farn nad ydi'r profiad a ddarperir i aelodau o ran mynediad at y Gofrestr hon yn werth chweil ar hyn o bryd.

2. Cofrestr Datgan mewn Cyfarfodydd

Dyma'r Gofrestr o ddiddordebau personol a rhagfarnol a ddatgenir ar lafar mewn cyfarfodydd ac a gadarnheir yn ysgrifenedig gan Aelodau. Mae'r Cod Ymddygiad yn nodi'r trothwy ar gyfer yr hyn â ystyrir yn fuddiannau personol a rhagfarnol, ac mae'r Cod hefyd yn nodi pryd a sut y mae'n rhaid gwneud datganiadau. Mae'r Gofrestr wedi'i chynnwys fel "Datganiadau mewn cyfarfodydd" ar dudalen bywgraffiad pob Cynghorydd ar wefan y Cyngor.

1. Anogir Aelodau i lenwi'r ffurflenni'n gyflawn gan ateb pob cwestiwn yn y drefn gywir.

membership of that Council should be included in the Standing Register.

5. Members are reminded of the statutory requirement to update the Standing Register within 28 days of any changes occurring.
6. Members are also reminded of the statutory requirement to update the Standing Register following every election, even where the information is unchanged.
7. Whilst not a statutory requirement, Members are encouraged to review their Standing Register annually even if there are no changes, to refresh the date (which appears online) and to demonstrate that the Register is being reviewed by the Member.
8. If a Member has nothing to note against a particular category on the Standing Register, they are encouraged to state "None" (or "Dim" in Welsh) to ensure clarity, rather than leaving the space blank.
9. The current process used for completing and updating this Standing Register is an issue that has been raised by the Standards Committee with officers. The Committee considers that the experience provided to members in accessing this Register is not currently helpful.

2. Register of Declarations at Meeting

This is the Register of personal and prejudicial interests declared orally at meetings and confirmed in writing by Members. The Code of Conduct details the threshold for what is considered personal and prejudicial interests, and the Code also stipulates when and how declarations must be made. The Register is included as "Declarations at meetings" on each Councillor's biography page on the Council's website.

1. Members are encouraged to fully complete the forms by answering each relevant question in their correct order.

2. Os yw Aelodau'n ansicr ynghylch a oes ganddynt ddi-ddordeb y mae angen ei ddatgan mewn cyfarfodydd, dylent ofyn am gyngor.
3. Mae enghreifftiau lle nad ydi datganiad ar lafar yn cael ei gadarnhau yn ysgrifenedig yn ôl y wybodaeth a welir ar wefan y Cyngor. Atgoffir aelodau bod gofyn yn y Cod Ymddygiad i aelodau gadarnhau yn ysgrifenedig datganiadau o ddi-ddordeb a wneir ar lafar yn ystod cyfarfodydd, unai cyn cyfarfod neu'n syth ar ôl diwedd cyfarfod. Os na wneir hynny, o dan ystyriaethau'r Cod, bernir fod yr aelod ddim wedi datgan y diddordeb yn y man cyntaf.
4. Byddai'r Pwyllgor Safonau'n dymuno gweld y broses ar gyfer Aelodau sy'n cofrestru buddiannau personol a rhagfarnol a ddatganwyd ar lafar mewn cyfarfodydd yn dod yn electronig, yn hytrach na'r ffurflen bapur a ddefnyddir ar hyn o bryd, er mwyn gwella effeithlonrwydd y broses gofrestru. Mae'r dater hwn wedi ei godi gyda swyddogion.

3. Cofrestr Rhoddion a Lletygarwch

Mae'r Cod Ymddygiad yn nodi bod yn rhaid i Aelodau, o fewn 28 diwrnod o dderbyn unrhyw rodd, lletygarwch, budd materol neu fantais dros £20 (fel y cytunwyd gan y Cyngor hwn), ddarparu hysbysiad ysgrifenedig o fodolaeth a natur yr anrheg honno, lletygarwch, budd materol neu fantais faterol. Mae'r Gofrestr hon yn cynnwys yr hysbysiadau ysgrifenedig hynny ac fe'i cynhwysir fel "Rhoddion a Lletygarwch" ar dudalen bywgraffiad pob Cynghorydd ar wefan y Cyngor.

1. Nid oedd unrhyw ddatganiad wedi ei nodi ymhlith yr aelodau a oedd yn destun yr adolygiad hwn mewn perthynas â rhoddion a lletygarwch.
2. Gwahoddir Aelodau i ail-ymgyfarwyddo eu hunain â'r [Protocol Rhoddion a Lletygarwch](#) er mwyn sicrhau eich bod yn gwybod prydydd gofynion cofrestru'n berthnasol a'r broses sydd angen ei dilyn er mwyn diweddarau eich Cofrestr.

2. If Members are unsure as to whether they have a declarable interest at meetings they should seek advice.
3. There are examples where oral declarations are not confirmed in writing according to the information seen on the Council's website. Members are reminded that the Code of Conduct stipulates that members must confirm oral declarations of interests at meetings in writing, either prior to or straight after the meeting. If they do not, under the Code no declaration of interest will have been made by that Member.
4. The Standards Committee would wish to see the process for Members registering personal and prejudicial interests orally declared at meetings become electronic, rather than the paper form that is currently used, so as to improve the efficiency of the registration process. This issue has been raised with officers.

3. Register of Gifts and Hospitality

The Code of Conduct details that Members must, within 28 days of receiving any gift, hospitality, material benefit or advantage above £20 (as agreed by this Council), provide written notification of the existence and nature of that gift, hospitality, material benefit or advantage. This Register includes all those written notifications and is included as "Gifts and hospitality" on each Councillor's biography page on the Council's website.

1. No declarations were noted in respect of gifts and hospitality by the Members subject to this review.
2. Members are invited to re-familiarise themselves with the [Gifts and Hospitality Protocol](#) to ensure you are aware when declarations may be required and the process for updating your Register.

3. Mae diffygion technolegol wedi eu nodi gyda'r Gofrestr hon, yn cynnwys bod dim dolen ar gyfer "Cofrestr Rhoddion a Lletygarwch" ar dudalen bywgraffiad pob aelod, neu bod neges gwall yn ymddangos drwy ddefnyddio ambell ddolen. Eto, mae'r materion hyn wedi eu codi gyda swyddogion.

4. Adroddiadau Blynyddol Aelodau

1. Nid oes gofyn statudol ar Aelodau i gynhyrchu Adroddiadau Blynyddol; mae'n benderfyniad ar gyfer pob Aelod. Fodd bynnag, mae'r Pwyllgor Safonau o'r farn bod hyn yn arfer dda ac anogir Aelodau i ddarparu'r wybodaeth hon. Roedd mwyafrif yr aelodau a adolygwyd wedi cwblhau Adroddiad Blynyddol. Lle nad ydi Aelod wedi cwblhau Adroddiad Blynyddol, mae brawddeg yn cadarnhau hynny ar y wefan; croesawir yr eglurder a ddarperir gan y trefniant hwn.

2. Nid yw'r holl Adroddiadau Blynyddol yn ymddangos yn y ddwy iaith ar y wefan ac mae'r Pwyllgor Safonau'n gwneud ymholiadau gyda'r swyddogion perthnasol ynghylch hyn.

3. Mae enghreifftiau lle mae anghysondebau rhwng yr Adroddiad Blynyddol a'r Gofrestr Sefydlog. Wrth gwrs, gall hyn fod oherwydd newidiadau sydd wedi digwydd ar ôl cyhoeddi'r Adroddiad Blynyddol a bod y Gofrestr Sefydlog o Ddidordebau wedi ei diweddarau, sydd wrth gwrs yn gywir i'w wneud ac yn cyd-fynd hefo gofynion y Cod i ddiweddarau newidiadau. Annogir aelodau i ystyried cynnwys eu Cofrestr pan yn cwblhau eu Hadroddiad Blynyddol.

4. Hoffai'r Pwyllgor Safonau weld canllaw yn cael ei ddatblygu ar gyfer Aelodau i'w cynorthwyo i ddrafftio eu Hadroddiad Blynyddol. Mae'r Pwyllgor hefyd yn cynnig bod dyddiad cychwyn Cynghorwyr yn cael ei gynnwys ar y wefan er mwyn ei gwneud yn glir wrth y cyhoedd, pam fod ambell Gynghorydd gyda mwy o Adroddiadau Blynyddol nac eraill. Mae hyn wedi ei godi gyda swyddogion.

3. Technical shortfalls have been identified in relation to this Register, including that there is no link for "Gifts and Hospitality Register" on every member's biography page, and that an error message appears when trying to use some links. Again, these issues have been raised with officers.

4. Members' Annual Reports

1. There is no statutory requirement for Members to produce Annual Reports; it is a decision for each Member. However, it is considered best practice by the Standards Committee and Members are encouraged to provide this information. Most Members subject to this review had completed an Annual Report. Where they had not, there was a note confirming this on the website; the clarity provided by this arrangement is welcomed.

2. Not all Annual Reports appear in both languages on the website and the Standards Committee is making enquiries with the relevant officers in this regard.

3. There were examples of inconsistencies between Members' Annual Reports and Standing Registers. Of course, this could be due to a Standing Register having been updated (in line with the requirement under the Code to update registers when changes occur) due to a change in circumstances occurring following the publication of the Annual Report. Members should consider the content of their Registers when completing their Annual Report.

4. The Standards Committee would like to see Guidance being developed for Members to assist them in drafting their Annual Report. The Committee also proposes that councillors' start date be included on the website to make it clear to the public why some Councillors have more Annual Reports than others. This has been raised with officers.

5. Hyfforddiant

1. Wrth gynnal yr adolygiad hwn, rhoes y Pwyllgor Safonau ystyriaeth i'r cofnod hyfforddiant sydd ar gael ar-lein (mae pob Aelod yn bersonol gyfrifol am eu diweddarau). Nodwyd bod dwy ddolen ar dudalen bywgraffiad pob aelod – un at “Hyfforddiant” ac un arall “Hyfforddiant wedi ei gofrestru”. Mae'r Pwyllgor Safonau'n codi'r mater hwn o fewn y materion corfforaethol sydd wedi eu hadnabod oherwydd nid yw'r rhestrau yn cydfynd ac mae'r Pwyllgor Safonau'n pryderu fod y cofnodion yn creu dryswch a ddim yn cyfleu'n deg yr hyfforddiant bydd aelodau'n ei gwblhau.
2. Mae Arweinyddion y Grwpiau yn derbyn adroddiadau chwarterol ynghylch yr Hyfforddiant bydd aelodau eu grwp yn ei gwblhau. Ymddengys o'r wybodaeth a welwyd gan aelodau'r Pwyllgor Safonau bod rhai aelodau sydd ddim wedi cwblhau eu holl hyfforddiant mandadol. Ystyrir bod annog aelodau eu grwp i gwblhau hyfforddiant mandadol yn dod o fewn dyletswyddau'r Arweinyddion Grwpiau i gymryd camau rhesymol er mwyn hybu a chynnal safonau uchel o ymddygiad ymysg aelodaeth eu grwp, tra wrth gwrs yn derbyn bod y cyfrifoldeb am fynychu sesiynau Hyfforddiant yn disgyn ar aelodau unigol.
3. Anogir Aelodau i gwblhau eu cofnod hyfforddiant ar-lein ar ôl bob digwyddiad hyfforddiant. Mae hyfforddiant yn cynnwys digwyddiadau yn y dosbarth, e-ddysgu a sesiynau.
4. Anogir aelodau hefyd i sicrhau eu bod yn cynnwys yr holl fanylion hyfforddiant yn eu Hadroddiadau Blynyddol, a bod yr Adroddiadau Blynyddol yn cynnwys yr holl Hyfforddiant gaiff ei restru ar wefan y Cyngor er mwyn sicrhau cysondeb yn y wybodaeth gaiff ei chyhoeddi.
5. Ystyriwyd bod y nifer o ddigwyddiadau hyfforddiant a fynychwyd gan rai Aelodau'n isel (roedd lefelau presenoldeb mewn cyfarfodydd yn isel ar gyfer rhai aelodau hefyd). Codwyd y mater hwn gyda'r Arweinyddion Grwpiau ar sail llesiant. Anogir

5. Training

1. In conducting this review, the Standards Committee considered the training records available online (which each Member is personally responsible for updating). It was noted that there are two links on each member's biography page – one to “Training” and the other to “Registered Training”. The Standards Committee has raised this issue as part of the corporate issues identified as the records included on both do not match and the Standards Committee is concerned that the records are confusing and do not give a true reflection of the training completed by Members.
2. Group Leaders receive quarterly reports regarding the Training completed by Members of their groups. From the information available to the Standards Committee, it appears that some Members have not completed all their mandatory training. Members should be encouraged by Group Leaders to complete their mandatory training in line with their duty to take reasonable steps to promote high standards of conduct amongst members of their group, whilst accepting of course that the responsibility for attending training sessions falls on the individual Member.
3. Members are encouraged to complete their online training record after every training event. Training includes classroom events, e-learning and sessions.
4. Members are also encouraged to ensure that their Annual Report gives a full account of the training they have completed, including the training listed on the Council's website, to ensure consistency between all available published information.
5. The number of training events attended by some Members (as well as their attendance at meetings) is considered low. Where relevant, this issue has been raised with Group Leaders in relation to wellbeing. Members are encouraged to

Aelodau i fynychu hyfforddiant a chyfarfodydd yn unol â'r ceisiadau y maent yn eu derbyn, gan dderbyn, wrth gwrs, y gall amgylchiadau personol effeithio ar allu Aelodau i wneud hyn bob tro.

6. Adolygiadau Datblygiad Personol

1. Nid yw ADP yn orfodol ac maent y tu allan i sgôp uniongyrchol y Pwyllgor Safonau. Fodd bynnag, mae Arweinyddion Grwpiau wedi cael eu hannog i gynnig yr opsiwn o ADP i Aelodau ac anogir Aelodau i fynychu pan gânt wahoddiad.
2. Mae ADP yn declynnau defnyddiol i ddatblygu cynllun anghenion hyfforddiant ar gyfer pob Aelod a bwydo i mewn i'r hyfforddiant a gynigir i Aelodau yn gyffredinol er mwyn sicrhau bod hyfforddiant yn benodol, yn ddefnyddiol, wedi'i dargedau ac yn rhoi gwerth am arian.

7. Bywgraffiad

Fel y gwyddoch, mae gan bob Aelod adran bywgraffiad ar wefan y Cyngor. Nid yw'r wybodaeth yn y bywgraffiad bob amser yn cyfateb i'r wybodaeth sydd wedi'i chynnwys yn y Gofrestr Sefydlog ar gyfer pob Aelod. Anogir Aelodau i adolygu eu bywgraffiadau a'u croes-gyfeirio yn benodol gyda'u Cofrestrau Sefydlog a'r gofrestr o gyrff allanol a ddelir gan y Cyngor.

attend training and meetings in accordance with the requests they receive, accepting, of course, that personal circumstances may always affect Members' ability to do this.

6. Personal Development Reviews

1. PDRs are not compulsory, and they are outside the direct scope of the Standards Committee. However, Group Leaders have been encouraged to ensure the option of a PDR is offered to Members and Members are encouraged to attend when invited.
2. PDRs are a useful tool for developing a training needs plan for each Member and feeding into the training offered to Members generally, to ensure training is specific, useful, targeted and good value for money.

7. Biography

As you know, each Member has a biography section on the Council's website. The information included in the biography does not always match the information contained within the Standing Register for each Member. Members are encouraged to review their biographies and cross-reference with their Standing Register and the register of outside bodies held by the Council, in particular.

Democratic Improvement Plan – version, September 2024

No	Action	Responsibility	Target	Comments
1	Enable Members to complete the Welsh side of the Standing Interest Register in MyGov if they wish to do so.	Digital Services Team / Democratic Services	Contact Civica again – by 31 August 24	This was raised initially with Civica Modern Gov in 2023. Digital Team contacted Civica again on 25/7/24. Software does not allow this to happen. The company have been asked to add this to their development list.
2	Improve the experience of Members when accessing the register of interests.	Democratic Services	Partially completed – send guidance to members in September.	Have re-set the ModGov passwords for some Members. Re-send the ‘portal user guide’ to members in September. Offer assistance if needed.
3	Enable Members to complete their registration of interest form during on-line meetings.	Digital Services Team / Committee Officers	By 31 October 2024	Establish if Civica software can support development of on-line form. Dem Services has contacted other authorities.
4	Ensure that Members complete their expression of interest forms in meetings on time.	Head of Democratic Services / Committee Officers	Completed	Ensure Chairs include a statement about expression of interest forms in their standard opening remarks at the beginning of each Committee. Clerks to provide copies in meetings.
5	Ensure that when Members have expressed a prejudicial interest, that the committee minutes reflect that the Member has left the room during the item.	Committee Officers	Completed	Discuss and agree on wording with committee officers.
6	Ensure that the “Gifts and Hospitality” link appears on the page of each Councillor.	Digital Services Team	Completed	The link now appears under the name of each Member.

7	Error message appears when trying to get access to some Member registers from the Welsh side. Correct this error.	Democratic Services	Completed	Having checked, the message does not now appear.
8	Check that gift and hospitality expressions have been uploaded to the website.	Democratic Services	Completed	Go through records to check that everything that has been received has been published on the website.
9	Ensure one link, rather than two, to training records on the pages of Councillors.	Democratic Services / Digital Services Team	Completed	Democratic Services to input 2022-23 training records in the main record. Digital Services to delete following this.
10	Make the process of recording the training they have attended easier for Councillors on-line.	Democratic Services	Completed	Democratic Service Officers record on behalf of Members. This provides assurance that the record is current and correct.
11	Error message appears when trying to gain access to the annual reports of Members through the Welsh version of the website, Correct this error.	Democratic Services	Completed	Corrected.
12	Provide Members with guidelines on how to complete the annual report.	Head of Democratic Services	Completed	There is a template for completing the report, that includes examples of the required content under each heading. We now provide links within the template to information on the Council website so that there is consistency with some of the headings. There is also assistance available to Members if they are unsure about any element of the template.

13	Provide each Councillor's starting date on the website.	Democratic Services / Digital Services Team	Completed	Research needed to find the information and the agreement between Democratic Services and Digital Services on the way forward.
14	Update the attendance information of Councillors on the website – delete "expected".	Committee Officers	Completed	"Expected" appears automatically in the system when a meeting is cancelled or moved. Committee officers have corrected the record.
15	Monitor Member welfare.	Head of Democratic Services	Continuous	Welfare sessions included in the Member training programme. Reminder messages regarding the counselling service available sent from time to time.
16	Need to check that the bilingual sections of Member sections of the website work correctly.	Democratic Services / Digital Services Team	Completed	Democratic Services to check.
17	Ensure that the length and format of the reports are manageable.	Head of Democratic Services	31 December 2024	Review the Executive covering report template and get the agreement of the Leadership Team on a revised template. Review the template of other committees following this.
ADDITIONAL WORK				
18	Create a Committees Calendar in Outlook	Head of Democratic Services / IT	Completed	Create a 'live' calendar in Outlook. Committee Officers have 'admin' rights. Every member of staff has the right to view.

19	Create a feedback function within Public-I	Democratic Services	Completed	Ensure that the feedback facility is active and is sent to the webcasting officer's e-mail address.
20	Link webcasts with agenda items	Democratic Services	30 September 2024	Work with Public-I to include links to agenda items in the broadcast. Make it easier for the public to find a particular item during the broadcast. Use the Planning Committee as a pilot.

Key

Green	Completed
Yellow	On target
Amber	The action is not on target
Red	No progress