

PAPUR / ENCLOSURE  
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# Cyngor Sir Ynys Môn / Isle of Anglesey

<b>Committee</b>	<b>Standards Committee</b>
<b>Date of Meeting</b>	<b>12 September 2013</b>
<b>Title of Report</b>	<b>Town &amp; Community Councils – Training on the Code of Conduct</b>
<b>Report By</b>	<b>Customer Care Officer</b>
<b>Purpose of Report</b>	<b>To update the Committee on take up of places on the Code of Conduct Training Sessions in September 2013.</b>

## **1.0 Introduction**

Following the recent election and new term of office for all Councillors commencing on the 6<sup>th</sup> May 2013, the County Council's Standards Committee is required to provide training to all Town and Community Councils on the requirements of the Code of Conduct.

## **2.0 Action Taken.**

A letter was sent to all Town and Community Councils on 9.7.13 providing the times and dates of 4 training sessions at the end of September 2013.

An e-mail was sent to all County Councillors, who are member of Town or Community Councillors, on 24.7.13 requesting that they raise awareness and promote the sessions when they next attended a meeting.

On 15.8.13 a reminder letter was sent requesting that all nominations be received by 6.9.13. Copies of all the above mentioned correspondence are attached at Appendix 1.

## **3.0 Situation as at the time of writing this report (29.8.13.)**

- 24 out of 40 Councils have responded with 22 providing nominations ( 1 stated that none of the dates were suitable and the other was still looking for new members but that the closing date was not until the end of September – both expressed a wish to be informed of any further sessions arranged).
- The 6pm sessions on the 23<sup>rd</sup> and 26<sup>th</sup> September are now full as there is a limit of 20 attendees per session.

- Two names have been put forward for the afternoon session on 23.9.13 and 8 names put forward for the afternoon session on 26.9.13.

As the Councils have until the 6<sup>th</sup> September to provide nominations, it is unclear at this time whether or not the afternoon sessions will go ahead or whether we will need to re-arrange further evening sessions.

#### **4.0 Action by the Standards Committee**

From the conversations that I have had with various Clerks, there is little or no enthusiasm for the training and they would welcome some support from this Committee.

Cynghorau Tref a Chymuned / Town & Community Councils

Hyfforddiant ar y Cod Ymddygiad / Training on the Code of Conduct

Enw /Name C = Cymuned /Community / T= Tref / Town	Wedi Ymateb / Responded	Yn mynychu / Attending
Aberffraw C	NO	
Amlwch T	Yes	2
Beaumaris T	Yes	Dyddiadau ddim yn gyfleus / Dates not convenient
Bodedern C	Yes	1
Bodffordd C	Yes	3
Bodorgan C	Yes	1
Bryngwran C	Yes	2
Cwm Cadnant C	No	
Cylch –y-Garn C	Yes	Yn recriwtio - dyddiad cau diwedd mis Medi / neb yn mynychu. Recruiting – closing date is end September – no attendees
Holyhead T	Yes	3
Lanbadrig C	Yes	4
Llanddaniel Fab C	Yes	3
Llanddona C	No	
Llanddyfnan C	Yes	2
Llaneilian C	Yes	2
Llanerchymedd C	Yes	3
Llaneurgrad C	No	
Llanfachraeth C	No	
Llanfaelog C	Yes	2
Llanfaethlu C	No	

Cynghorau Tref a Chymuned / Town & Community Councils

Hyfforddiant ar y Cod Ymddygiad / Training on the Code of Conduct

Enw /Name C = Cymuned /Community / T= Tref / Town	Wedi Ymateb / Responded	Yn mynychu / Attending
Llanfair Mathafarn Eithaf C	Yes	2/3
Llanfair yn Neubwll C	No	
Llanfairpwll C	No	
Llanfihangelesceifiog C	Yes	2
Llangefni T	Yes	5
Llangoed and Penmon C	No	
Llangristiolus C	Yes	3
Llanidan C	Yes	1
Mechell C	No	
Menai Bridge T	No	
Moelfre C C	No	
Penmynydd & Star C	Yes	Neb wedi rhoi enw ymlaen/no names put forward
Pentraeth C	Yes	3
Rhoscolyn C	No	
Rhosybol C	Yes	Cyfarfod ddim tan 9.9.13 –dim enwau hyd yn hyn / Meeting not until 9.9.13 – no names as yet
Rhosyr C	No	
Trearddur C	No	
Tref Alaw C	No	
Trewalchmai C	Yes	3
Valley C	Yes	2

**ADRAN Y DIRPRWY PRIF WEITHREDWRAIG  
DEPARTMENT OF THE DEPUTY CHIEF  
EXECUTIVE**

**LYNN BALL LL.B., (Hons.)Cyfreithiwr/Solicitor  
PENNAETH ADNODDAU CYFREITHIOL A  
GWEINYDDOL/SWYDDOG MONITRO  
HEAD OF FUNCTION LEGAL AND  
ADMINISTRATION / MONITORING OFFICER**

Clercod Cymunedau Tref a Chymuned  
Clerks of Town and Community Councils

CYNGOR SIR YNYS MON /  
ISLE OF ANGLESEY COUNTY COUNCIL  
Swyddfa'r Sir / Council Offices  
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Ynys Môn / Anglesey  
LL77 7TW

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ffacs / fax: (01248) 752132

E-Bost – E-mail: [LBXCS@anglesey.gov.uk](mailto:LBXCS@anglesey.gov.uk)

Ein Cyf – Our Ref. LB/MWJ/CC-016647-LB  
Eich Cyf – Your Ref.

9/7//2013

Annwyl Glerc,

**HYFFORDDIANT AR Y CÔD YMDDYGIAD  
I GYNGHORWYR TREF A CHYMUNED**

Yn dilyn yr etholiad diweddar a'r ffaith fod yr holl Gynghorwyr newydd wedi cychwyn eu cyfnodau yn eu swyddi ar 6 Mai 2013, rhaid i Bwyllgor Safonau'r Cyngor Sir rhoi hyfforddiant i bob Cyngorydd Tref a Chymuned ar ofynion y Côd Ymddygiad.

Mae'r Pwyllgor Safonau wedi gofyn i mi bwysleisio pwysigrwydd yr hyfforddiant hwn gan ei fod yn hanfodol bod yr holl Aelodau'n gyfarwydd gyda gofynion y Côd, yn arbennig fel y maent yn ymwneud â diddordebau personol a diddordebau sy'n rhagfarnu.

Trefnwyd sesiynau hyfforddi hefyd ar gyfer y bedwaredd wythnos ym mis Medi 2013 ac fe'ch gwahoddir i anfon 3 chynrychiolydd o'ch Cyngor (gallwch chi fod yn un ohonynt fel y Clerc).

Dear Clerk,

**CODE OF CONDUCT TRAINING  
SESSIONS FOR TOWN AND  
COMMUNITY COUNCILLORS**

Following the recent election and new term of office for all Councillors commencing on the 6<sup>th</sup> May, 2013, the County Council's Standards Committee is required to provide training to all Town and Community Councils on the requirements of the Code of Conduct.

The Standards Committee have asked that I stress to you the importance of this training as it is essential that all Members are familiar with the requirements of the Code, particularly insofar as they relate to personal and prejudicial interests.

Training sessions have therefore been arranged to take place in the fourth week of September 2013 and you are invited to send up to 3 representatives from your Council (one of whom can be yourself as the Clerk).

Mae'r sesiynau wedi eu trefnu fel a ganlyn:-

The sessions have been arranged as follows:-

**Dydd Llun 23 Medi 2013**

2pm–5pm - Cymraeg

a

6pm–9pm - Saesneg

**Monday 23<sup>rd</sup> September 2013**

2pm – 5pm - Welsh

and

6pm – 9pm - English

**Dydd Iau 26 Medi 2013**

2pm–5pm - Saesneg

a

6pm-9pm - Cymraeg

**Thursday 26<sup>th</sup> September 2013**

2pm – 5pm - English

and

6pm-9pm - Welsh

Cynhelir y sesiynau yn Siambr y Cyngor a disgwylir y bydd pob sesiwn yn cymryd oddeutu 3 awr.

The sessions will take place in the Council Chamber and each session is expected to last for approximately 3 hours.

A fyddech cystal â ffonio Mrs Beryl Jones ar 01248 752588 neu Mrs Medwen Jones ar 01248 752574, cyn gynted ag y bo modd i gadarnhau enwau'r rheini fydd yn mynychu a pha sesiwn y maent yn dymuno bod yn bresennol ynddi.

You are asked to please telephone Mrs Beryl Jones on 01248 752588 or Mrs Medwen Jones on 01248 752574, as soon as possible to confirm the names of those who will be attending and which session they wish to attend.

Lynn Ball

Pennaeth Adnoddau Cyfreithiol a Gweinyddiaeth/Swyddog Monitro Head of Function  
Legal and Administration/Monitoring Officer

## Beryl Jones

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**From:** Beryl Jones  
**Sent:** 24 July 2013 14:14  
**To:** Aled M. Jones; Alun W. Mummery; Alwyn Rowlands; Ann Griffith; Bob Parry; Carwyn Elias Jones; Dafydd Rhys Thomas; Derlwyn R. Hughes; Dylan Rees; Gwilym Jones; Hywel Eifion Jones; Ieuan Williams; Jeffrey M. Evans; Jim Evans; John Griffith; Kenneth Hughes; Lewis Davies; Llinos Medi Huws; Nicola Roberts; Peter Rogers; R Meirion Jones; Raymond Jones; Richard Dew; Richard Owain Jones; T Victor Hughes; Trefor Lloyd Hughes; Vaughan Hughes; William Thomas Hughes  
**Subject:** Hyfforddiant i Gynghorau Tref a Chymuned / Training for Town and Community Councils  
**Attachments:** Llythyr 090713 Letter.doc

Annwyl Gynghorydd,

Atodaf gopi o lythyr sydd wedi ei yrru i bob Clerc Cyngor Tref a Chymuned ynglŷn â sesiynau hyfforddiant ar y Cod Ymddygiad.

Gan eich bod yn aelod o, neu yn mynychu cyfarfodydd o'ch Cyngor lleol, buaswn yn ddiolchgar pe taech yn gallu codi ymwybyddiaeth ac yn hybu'r sesiynau gan ei fod yn ddyletswydd ar y Cyngor Sir i ddarparu'r hyfforddiant yma.

Diolch yn fawr.

*Dear Councillor,*

*I attach a copy of a letter sent to the Clerk of every Town and Community Council regarding training sessions on the Code of Conduct.*

*As you are a member of, or attend meetings of your local Council, I would be grateful if you could raise awareness and promote these sessions as the County Council has a duty to provide this training.*

*Thank you*

Beryl Jones  
Swyddog Gofal Cwsmer / Customer Care Officer.  
Adain Gyfreithiol / Legal Section.



**ADRAN Y DIRPRWY PRIF WEITHREDWRAIG  
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15/08/13

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Ein Cyf – Our Ref. LB/MWJ/CC-016647-LB  
Eich Cyf – Your Ref.

Annwyl Glerc,

Dear Clerk,

**HYFFORDDIANT AR Y CÔD YMDDYGIAD I  
GYNGHORWYR TREF A CHYMUNED**

**CODE OF CONDUCT TRAINING SESSIONS  
FOR TOWN AND COMMUNITY  
COUNCILLORS**

Ysgrifennaf atoch i'ch atgoffa o'r angen i ymateb i fy llythyr dyddiedig 9.7.13 ac mae copi o hwnnw ynghlwm.

I write to you to remind you of the need to respond to my letter dated 9.7.13, a copy of which is attached.

A fuasech cystal â chysylltu â'r swyddogion a enwir yn fy llythyr gwreiddiol i gadarnhau a fydd eich Cyngor yn enwebu Cynghorwyr i fynychu'r sesiynau hyfforddiant ai peidio, cyn gynted â phosib.

Could you please contact the officers named in my original letter to confirm whether or not your Council will be nominating any Councillors to attend the training sessions as soon as you can.

Cymeraf y cyfle hefyd i'ch atgoffa o bwysigrwydd yr hyfforddiant hwn gan ei bod yn hanfodol fod yr holl Gynghorwyr yn gyfarwydd â gofynion y Côt Ymddygiad.

I would also take this opportunity to remind you of the importance of this training as it is essential that the requirements of the Code of Conduct are familiar to all Councillors.

Bydd rhaid i mi fod wedi derbyn yr holl enwebiadau erbyn 6ed Medi 2013 er mwyn gallu cwblhau'r trefniadau.

I need to have received all nominations to attend the courses by 6<sup>th</sup> September 2013 in order to finalise all arrangements.

Yn gywir

Yours sincerely

Lynn Ball  
Pennaeth Adnoddau Cyfreithiol a Gweinyddiaeth/Swyddog Monitro  
Head of Function Legal and Administration/Monitoring Officer