

## ISLE OF ANGLESEY COUNTY COUNCIL

<b>MEETING:</b>	County Council
<b>DATE:</b>	15 <sup>th</sup> May 2018
<b>TITLE:</b>	Annual Report of the Chair of the Standards Committee
<b>REPORT BY:</b>	Michael Wilson, Chair of the Standards Committee & Independent Member of the Standards Committee
<b>PURPOSE OF REPORT:</b>	To Report on the Activities of the Standards Committee in 2017/18 and to secure Council Approval for the Committee's Programme for 2018/19
<b>CONTACT OFFICER:</b>	Lynn Ball, Head of Function (Council Business) / Monitoring Officer (ext 2568)

### Introduction

1. The Standards Committee is a statutory committee which comprises 9 members (2 County Councillors, 5 Independent Members and 2 Community Council Members).
2. A casual vacancy for an independent member of the Standards Committee was filled through an open and competitive process, conducted by the Council's Standards Committee Selection Panel during the year. A new member was appointed on 12<sup>th</sup> December 2017. Mr John Robert Jones' term will end on 11<sup>th</sup> December 2025. The term of the other four independent members ends on 17<sup>th</sup> December 2019.

As part of the selection process, it was agreed that should a further casual vacancy for an independent member of the Standards Committee arise during the next twelve months, Ms Sarah Laing Gibbens will be automatically appointed to this role without the need for a further recruitment process, provided that the candidate remains eligible for the role, and subject to satisfactory references being received prior to the appointment.

3. Two Town and Community Council representatives were also appointed during the year. Councillor Iorwerth Roberts of Bryngwran Community Council and Councillor Keith Roberts of Trearddur Bay Community Council were appointed on 12<sup>th</sup> December 2017 for a period until the next local government election or until such time as the appointees are no longer Community Council members, whichever occurs first.
4. The County Council members are reappointed annually by the Council.
5. The Standards Committee has (amongst others) the following roles and functions in relation to County Councillors and Town/Community Councillors:-

- (a) promoting and maintaining high standards of conduct by Councillors;
- (b) assisting Councillors to observe their Code of Conduct;
- (c) advising, training, or arranging to train Councillors;
- (d) considering applications for dispensations;
- (e) dealing with any referrals from the Public Services Ombudsman for Wales (PSOW), or the Adjudication Panel for Wales (effectively the national Standards Committee).

## **Background**

- 6. At its meeting on the 23<sup>rd</sup> May 2017 the County Council resolved to approve the Standards Committee's Programme for 2017/2018. The original Programme identified proposed areas of work, timetable and resources. This document is reproduced at **ENCLOSURE B** to this Report and has been updated to include the work which has since been delivered against objectives originally set.
- 7. **ENCLOSURE C** to this Report contains the Standards Committee's Programme for 2018/2019, which is presented for the Council's endorsement.

## **Chairman's Comments**

- 8. The Chairman would like to thank the Committee for its diligent contributions throughout the year, to acknowledge the support and advice of the officers who assist the Committee, and to thank members of the County Council for their readiness to engage with the work of the Committee.

### **8.1 Complaints**

In 2016, the Committee was pleased to advise the Council that: "less of its time had been spent in conducting hearings, or attending meetings/mediation arising from alleged breaches of the Code of Conduct." Once again, as recorded in 2017, this overall trend continues.

The Standards Committee receives reports every quarter and at its ordinary meetings which provide statistical information about the number and status of Code of Conduct complaints filed with the PSOW against (a) IOACC's Members and (b) Town and Community Council Members. At the Committee's most recent meeting, on the 14<sup>th</sup> March 2018, it was noted, from among all the members of our Town Councils, Community Councils and County Council, there was only one matter reported and that confirmed the PSOW had decided not to investigate any further.

The Committee continues to believe that self-regulation is working and that the reporting of a few complaints to the PSOW, when necessary and appropriate, is an indication of an organisation which appreciates the difference between the inevitable 'cut and thrust' of politics and potentially serious matters which may warrant independent investigation. The Committee believes the number and level of complaints to the PSOW to be an indicator of good corporate health.

## **8.2 Meetings**

This was the first full year in which the Committee only met twice annually (rather than quarterly as was the previous arrangement). This remains more than the statutory requirement which details that standards committees must meet at least once every year.

This frequency seems to have worked well and the agendas at the two formal meetings per year remain appropriate.

Of course, extraordinary meetings can be called to ensure compliance with any statutory obligations and informal meetings will continue as business demands. This has indeed been the case with 2 meetings of the Dispensations Panel during the year and 3 Selection Panel meetings. There have also been other informal meetings as and when required.

## **8.3 Dispensations**

Dispensations may be granted by the Standards Committee, in certain circumstances defined by statute, where the Member would otherwise be unable to participate in a debate or decision owing to a significant (prejudicial) personal interest. The Standards Committee may sometimes be in a position to overreach that prejudicial interest if certain conditions are met. The Dispensations Regulations apply to County Councillors and Town and Community Councillors.

Last year, it was reported that the Standards Committee had circulated further advice to Members about dispensations and that this had been reiterated in Training, held on 18<sup>th</sup> May 2017. A briefing note on Dispensations was also circulated to the Town and Community Councils' Clerks on 06.03.2017.

In 2017/2018, the Standards Committee has granted four dispensations. Two are generic dispensations for all members replacing others which automatically expired after the local government election in May 2017 and two have been granted following applications by a County Councillor and a Community Councillor.

The members to whom a dispensation applies should note that he/she will still need to declare a personal interest and confirm they are relying on the dispensation afforded to them on a specified date.

All County Councillors and Town and Community Councillors are recommended to consider whether an application for dispensation may be appropriate for them in certain circumstances.

## **8.4 Personal Development**

The Standards Committee recommends to all Members that they engage with the Training and Development Programme offered by the County Council and that they take up the offer of Personal Development Reviews with their Group Leaders.

## **8.5 Training**

Following on from that point, in November 2017, I attended one of three training sessions arranged by the WLGA for newly elected Councillors and was disappointed with the turnout of Anglesey Members. It was a very informative course and Mark Drakeford A.M. (Cabinet Secretary for Local Government at the time) gave a presentation. I would again reiterate the Standards Committee's recommendation made in 8.4 above that Members participate in the Training and Development Programme offered by the County Council.

## **8.6 Members' Registers of Interests**

Last year it was reported that the Standards Committee had conducted a review of the single register of interests retained by a sample of the Town and Community Councils. This was intended to assist the new councils to ensure compliance after May 2017.

However, this year, the Standards Committee returned to its task of conducting an annual review of the three registers of interests of the County Councillors. This was particularly important this year as it would show the picture one year on from the election of some new Members and other Members who have been re-elected.

The Committee was concerned that a number of members still need to review their pre-declarations in the "standing register", as some entries were incomplete or lacked clarity. These concerns have been raised in previous years, in general advices circulated to all members, and with particular issues around membership of outside bodies and lack of clarity around the location of land/property in the ownership of some members. So as to alleviate some of the problems which have been identified in relation to the pre-registration forms (being out of date / incomplete), a member of the ICT team will be available for an hour's drop-in session in the Council Chamber before each of the four ordinary meetings of the Council for the next 12 months. During those sessions, Members can take advantage of further training on how to update the online forms.

Declarations made by some Members in meetings could be improved if Members fully completed the form and provided sufficient information in relation to the interest and how it relates to the item on the agenda.

Training has also been identified as an area which needs to be improved for some and for easier navigational access to the information to be available to the public. There have therefore been amendments to the website, which have been discussed in a Briefing session with Members on 3<sup>rd</sup> May 2018; the information is not new, but new pathways have been created to these sources of information from each Member's biography page.

Following the review, some individual members have received personal emails from the Standards Committee with recommendations in relation to some of the information which has been published. An email detailing the general conclusions of the review has been sent to all Members (**ENCLOSURE A**).

This year it is the Committee's intention to review a sample of the register held by Town/Community Councils (as last year) and the general findings will be reported back to all Town and Community Councils later this year. It will be interesting to consider if the standards have been maintained or improved since the last review in 2016/2017.

**RECOMMENDATION: -**

1. To note the Programme delivered by the Standards Committee between April 2017 and May 2018 at **ENCLOSURE B**.
2. To endorse the Standards Committee's Work Programme for 2018/2019 as outlined in **ENCLOSURE C**.

## ENCLOSURE A

Annwyl Aelod,

Ac eithrio yn 2016/17, pan oedd y Pwyllgor Safonau yn canolbwyntio ei ymdrechion ar Gofrestr Diddordebau'r Cyngorau Tref a Chymuned, mae'r Pwyllgor Safonau yn cynnal adolygiad blynyddol o'r Cofrestrau mewn perthynas â datganiadau o ddiddordebau gan Aelodau a gedwir gan y Cyngor. Mae'r Pwyllgor Safonau'n credu mai ei rôl yw cynorthwyo Aelodau i gydymffurfio â'u dyletswyddau, nid i chwilio am gangymeriadau a gobeithiwn y bydd yr argymhellion o'r adolygiad yn ddefnyddiol.

Diolch am eich cefnogaeth a'ch cymorth gyda'r adolygiad, ac am ddiweddarau eich ffurflenni lle bo angen cyn cynnal yr adolygiad. Roedd yr wybodaeth a adolygwyd yn cynnwys: -

- Y Gofrestr Sefydlog
- Datganiadau a wnaed mewn cyfarfodydd
- Cofrestr Rhoddion a Lletygarwch
- Adroddiadau Blynyddol yr Aelodau
- Rhaglenni a Chofnodion Cyfarfodydd
- Hyfforddiant a gynigir gan y Cyngor a Chofnod Hyfforddi pob aelod
- Rhestr Cyrff Allanol

Yn dilyn adolygiad eleni, mae'r Pwyllgor yn gofyn i chi roi sylw dyladwy i'w gasgliadau cyffredinol fel a ganlyn: -

### **Y Gofrestr Sefydlog**

1. Fe fyddem yn atgoffa Aelodau yn benodol i sicrhau bod eu cyfeiriadau a'u daliadau tir wedi'u disgrifio'n glir yn adran 1.6 y gofrestr. Os nad oes gan Aelod ddiddordeb mewn unrhyw dir, dylent nodi 'Dim' neu 'Dim Diddordebau' ar y gofrestr.
2. Mae hefyd yn bwysig bod Aelodau'n datgelu eu haelodaeth o gyrff cyhoeddus, elusennau a chymdeithasau cyhoeddus eraill. Dylai aelodau nodi enw a chyfeiriad llawn y sefydliadau / elusennau y maent yn aelodau ohonynt. Dylai'r Aelodau hefyd fanylu ar eu statws yn y sefydliad hwnnw.
3. Mae anghysonderau hefyd o ran aelodaeth o sefydliadau allanol rhwng y rhai a restrir gan y Cyngor a'r rhai a ddatganwyd gan aelodau unigol; nid ydynt bob amser yn cael eu cofnodi ar y ffurflenni er eu bod wedi'u rhestru ar "flaen dudalen" pob Aelod. Mae blaen dudalennau Aelodau i'w gweld yn -

<http://democratiaeth.ynysmon.gov.uk/mgUserInfo.aspx?UID=650&LLL=1>

4. Pan mae Aelodau'n datgan diddordeb mewn busnes, dylent ddarparu digon o wybodaeth ynghylch yr hyn y mae'r diddordeb busnes yn ei olygu.
5. Atgoffir aelodau o'r gofyniad statudol i ddiweddarau'r Gofrestr Sefydlog o fewn 28 diwrnod i unrhyw newidiadau ddigwydd.
6. Er mwyn lliniaru'r problemau sydd wedi'u nodi mewn perthynas â'r ffurflenni cyn-gofrestru (ddim yn gyfredol / anghyflawn), mae'r Pwyllgor Safonau wedi cwrdd â chynrychiolwyr o'r Gwasanaeth TGCh i'w trafod. Noder y bydd aelod o'r tîm TGCh ar gael am sesiwn galw heibio am awr yn Siambr y Cyngor cyn pob un o'r pedwar cyfarfod cyffredin o'r Cyngor am y 12 mis nesaf. Cynhelir y sesiwn galw heibio gyntaf yn Lolfa'r Aelodau fore Ddydd Mawrth, Mai 15fed 2018 rhwng 9.30yb a 10.30yb. Yn ystod y sesiwn, gallwch fanteisio ar hyfforddiant pellach ar sut i ddiweddarau'r ffurflenni ar-lein. Y gobaith yw y bydd hon yn ffordd o'ch cynorthwyo chi fel Aelodau i gydymffurfio â'ch dyletswyddau statudol yn unol â'r Cod Ymddygiad.

### **Datgan diddordebau mewn cyfarfodydd**

1. Pan fydd Aelodau'n ticio'r blwch i ddatgan diddordeb, rhaid iddynt hefyd nodi manylion y diddordeb hwnnw. Rhaid i natur y diddordeb ac a yw'r diddordeb hwnnw yn ddiddordeb personol neu'n un sy'n rhagfarnu fod yn amlwg ar y ffurflen.
2. Mae angen mwy o eglurder mewn perthynas â'r wybodaeth a ddarperir gan yr Aelodau ynghylch natur y diddordeb a'r modd y mae'n ymwneud â'r eitem ar yr agenda.
3. Os yw'r Aelodau'n ansicr a oes ganddynt ddiddordeb y mae angen ei ddatgan mewn cyfarfodydd, dylent geisio cyngor er mwyn osgoi anghysonderau yn y datganiadau a wneir.
4. Mae aelodau weithiau yn datgan diddordebau ar lafar mewn cyfarfodydd ond nid ydynt yn cwblhau'r gwaith papur. Mae angen cwblhau'r ffurflen ar gyfer datganiadau o ddiddordeb ym mhob cyfarfod lle datgenir diddordeb o'r fath ar lafar, oherwydd nid yw datganiadau llafar o ddiddordeb yn ddigonol ynddynt eu hunain.

### **Cofrestr Rhoddion a Lletygarwch**

Ychydig iawn o ddatganiadau sy'n cael eu gwneud mewn perthynas â rhoddion a lletygarwch a gwahoddir Aelodau i ail-ymgyfarwyddo eu hunain â'r [Protocol Rhoddion a Lletygarwch](#)

### **Hyfforddiant**

Mae'r Pwyllgor Safonau wedi sylwi bod nifer o Aelodau wedi methu â mynychu digon o hyfforddiant eleni.

Ar adeg yr adolygiad, nid oedd 5 Aelod wedi mynychu hyfforddiant ar y Cod Ymddygiad ers yr etholiad ym mis Mai 2017, er gwaethaf cael eu gwahodd i hyfforddiant o'r fath. Mae hyn yn achosi llawer o bryder. Rwyf wedi cysylltu â'r unigolion hynny yn uniongyrchol.

Roedd y Pwyllgor Safonau o'r farn ei bod yn anodd llywio trwy'r wybodaeth berthnasol, yn enwedig mewn perthynas â hyfforddi Aelodau. Felly mae ymholiadau'n parhau o ran gwella'r wybodaeth sydd ar gael ar gyfer mynychu sesiynau hyfforddi a chyfarfodydd cyrff allanol, a sut y gall y cyhoedd weld y wybodaeth honno.

Gofynnwyd am eglurder hefyd mewn perthynas â'r hyfforddiant cynllunio a'r hyfforddiant diogelu gorfodol y mae'n rhaid i'r Aelodau eu mynychu.

### **Aelodaeth a Phresenoldeb ar Gyrrff Allanol**

Noder os gwelwch yn dda y gofynnwyd i Arweinyddion Grwpiau fonitro aelodaeth yr Aelodau o gyrrff allanol a'u presenoldeb yng nghyfarfodydd y cyrrff hynny. Gofynnwyd iddynt hefyd sicrhau bod yr Aelodau'n darparu adborth priodol ar y materion a godwyd ynddynt.

Mae'r canfyddiadau hyn yn nodi casgliadau cyffredinol yr adolygiad. Mae rhai Aelodau unigol wedi derbyn negeseuon e-bost personol gan y Pwyllgor Safonau gydag argymhellion ar gyfer adolygu / diweddarau / esbonio peth o'r wybodaeth a gyhoeddwyd. Lle ystyriwyd bod hynny'n angenrheidiol, gofynnwyd i rai Aelodau gyfarfod â mi. Yn y llythyrau, rydym wedi gofyn am ymatebion. Lle na dderbyniwyd ymatebion, cofiwch y byddwn yn codi'r mater gyda'ch Arweinyddion Grwp.

Mae'r Pwyllgor yn 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 hon. Fodd bynnag, gobeithiwn y bydd yr argymhellion uchod yn cynorthwyo i arbed amser i'r Aelodau oherwydd bydd gwella safon y ffurflenni, gobeithio, yn osgoi beth allai fod yn gwynion di-sail sy'n draul ar amser pawb.

Cofion,

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Dear Member,

Apart from in 2016/17, when the Standards Committee concentrated its efforts on the Town and Community Councils' Register of Interests, the Standards Committee conducts an annual review of the Registers in respect of declarations of interests by Members which



are held by the Council. The Standards Committee believe its role is to assist Members to comply with their duties, not to look for errors and we hope that you will find the recommendations from the review helpful.

Thank you for your support and assistance with the review, and for updating your forms where necessary prior to the review being conducted. The information reviewed included:-

- The Standing Register
- Declarations made in meetings
- Gifts & Hospitality Register
- Members Annual Reports
- Agenda and Minutes of Meetings
- Training offered by the Council and each member's Training Record
- Outside Bodies list.

Following this year's review, the Committee asks that you have due regard to its general findings, which are as follows:-

### **The Standing Register**

1. We would remind Members specifically to ensure that their addresses and land holdings are clearly described in section 1.6 of the register. If a Member has no interest in land they should enter 'None' or 'No Interest' on the register.
2. It is also 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 also detail their status within that organisation.
3. There are also inconsistencies in terms of membership of external organisations between those listed by the Council and those declared by individual members; they are not always recorded on the forms although they are listed on every Member's "front page". Members "front page" can be found at - <http://democracy.anglesey.gov.uk/mgMemberIndex.aspx?LLL=0>
4. Where Members are declaring a business interest they should provide sufficient information on what the business interest is.
5. Members are reminded of the statutory requirement to update the Standing Register within 28 days of any changes occurring.

6. In order to alleviate the problems which have been identified in relation to the pre-registration forms (being out of date / incomplete), the Standards Committee has met with representatives from the ICT Service to discuss. Please note that a member of the ICT team will be available for an hour's drop-in session in the Council Chamber before each of the four ordinary meetings of the Council for the next 12 months. The first drop-in session will be held in the Members' Lounge between 9.30am and 10.30am on Tuesday 15<sup>th</sup> May 2018. During the session you can take advantage of further training on how to update the online forms. It is hoped that this is a way of assisting you as Members to comply with your statutory duties in accordance with the Code of Conduct.

### **Declaration of interests in meetings**

1. When Members are ticking the box to declare an interest they must also provide details of that interest. Both the nature of the interest and whether that interest is a personal or a prejudicial interest must be evident on the form.
2. Greater clarity is required in respect of the information supplied by Members regarding the nature of the interest and how it relates to the item on the agenda.
3. If Members are unsure as to whether they have a declarable interest in meetings they should seek advice in order to avoid inconsistencies in the declarations being made.
4. Members occasionally declare an interest orally at meetings but do not complete the paperwork. The form needs to be completed for declarations of interest at every meeting where such an interest is declared orally, as oral declarations of interests alone are not sufficient.

### **Register of Gifts and Hospitality**

Few declarations are made with regard to gifts and hospitality and Members are invited to re-familiarise themselves with the [Protocol of Gifts and Hospitality](#)

### **Training**

The Standards Committee has observed that several Members have failed to attend sufficient training this year.

At the time of review, 5 Members had not attended training on the Code of Conduct since the election in May 2017, despite being invited to such training. This causes much concern. I have contacted those individuals directly.

The Standards Committee considered that to navigate through the relevant information, particularly in relation to Members' training, was difficult. Enquiries are therefore ongoing in terms of improving the information available for attendance at training sessions and in meetings of outside bodies, and how that information may be viewed by the public.

Clarity has also been sought in relation to the compulsory planning training and safeguarding training which Members must attend.

### **Membership and Attendance on Outside Bodies**

Please note that Group Leaders have been requested to monitor Members' membership and attendance at meetings of outside bodies. They have also been requested to ensure Members are providing appropriate feedback on matters raised therein.

These findings set out the general conclusions of the review. Some individual Members have received personal emails from the Standards Committee with recommendations for review / updating / explaining some of the information which has been published. Where it was considered necessary, some Members have been requested to meet with me. In the letters, we have asked for responses. Where responses have not been received, please be aware that we will be raising the matter with your Group Leaders.

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

Regards,

Mike Wilson

Cadeirydd y Pwyllgor Safonau / Chair of the Standards Committee.  
Cyngor Sir Ynys Môn / The Isle of Anglesey County Council

## ENCLOSURE B

### STANDARDS COMMITTEE WORK PROGRAMME – MAY 2017 TO APRIL 2018

		TIMETABLE	RESOURCES	STATUS AS AT YEAR END
1.	To conduct hearings into alleged breaches of the Members' Code of Conduct, by County Councillors and Town and Community Councillors, following a referral from the Public Services Ombudsman for Wales (PSOW)	<ul style="list-style-type: none"> <li>As and when referrals are made and in accordance with the performance indicator</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Officer</li> </ul>	<ul style="list-style-type: none"> <li>No referrals</li> </ul>
2.	To conduct hearings into applications for Dispensations made by County Councillors and Town/Community Councillors	<ul style="list-style-type: none"> <li>As and when applications are made and in accordance with the performance indicator</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Officer</li> </ul>	<ul style="list-style-type: none"> <li>Dispensation application by Councillor Carwyn Jones, elected member of IOACC, with meeting held on 18.07.2017. The dispensation related to the Councillor's three personal interests, two of which are also prejudicial, in relation to the County Council's strategy for the medium and long-term future of education on the Island, and specifically in the Seiriol ward. The dispensation was granted to Councillor Jones in the terms recorded in the minutes. The dispensation is valid until 8 May 2022.</li> <li>Generic dispensation applied for by the Monitoring Officer on behalf of Members of the Isle of</li> </ul>

				<p>Anglesey County Council as at May 2017, or at any time during the Council's term until May 2022, with meeting held on 13.09.2017. The application related to the Indemnities Sub-Committee. The same generic dispensation was granted for the same issue, and in the same way, in September 2013. The dispensation was granted and is in force for the remaining Council term.</p> <ul style="list-style-type: none"> <li>• Dispensation application by Councillor Roger Dobson of Llanbadrig Community Council with meeting held on 14.03.2018. The dispensation related to the Councillor's personal interest which is prejudicial, in relation to the property he owns and its proximity to the Wylfa Newydd development site. The dispensation was granted to Councillor Dobson in the terms recorded in the minutes. The dispensation is valid for the duration of the Councillor's term of office.</li> <li>• Generic dispensation applied for by the Monitoring Officer on behalf of Members of the Isle of Anglesey County Council as at May 2017, or at any time during the Council's term until May 2022, with meeting held on 14.03.2018. The application related to any</li> </ul>
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				future decisions on school charges. A similar generic dispensation was granted in the same terms in 2015. The dispensation was granted and is in force for the remaining Council term i.e. until May 2022.
3.	To undertake an advisory role in connection with any matters arising under the Council's Local Resolution Protocol.	<ul style="list-style-type: none"> <li>As and when requested</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Officer</li> </ul>	<ul style="list-style-type: none"> <li>No requests</li> </ul>
4.	To oversee training and development on the Members' Code of Conduct in accordance with paragraph 2.6 of the Code	<ul style="list-style-type: none"> <li>Ready for May 2018</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Officer</li> </ul>	<p>TOWN/COMMUNITY COUNCILS:-</p> <ul style="list-style-type: none"> <li>members of the Standards Committee attended the training sessions for Town and Community Councillors on 13.11.17, 15.11.17, 22.11.17, 29.11.17 and 22.3.18</li> </ul> <p>COUNTY COUNCIL MEMBERS:-</p> <ul style="list-style-type: none"> <li>Review of post-election induction and training arrangements for members</li> <li>Two members of the Standards Committee attended the regional induction session for newly elected members in November 2017</li> <li>Programme presented by the Human Resources Development Manager and approved by the Standards Committee on 14 September 2016</li> <li>Training programme has been approved and published to</li> </ul>

				<ul style="list-style-type: none"> <li>members</li> <li>Member Development Charter – the Council is applying for a renewal.</li> </ul>
5.	To review the three registers of Members' Interests followed by any necessary advice and guidance.	<ul style="list-style-type: none"> <li>By the end of April 2018</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Officer</li> </ul>	<ul style="list-style-type: none"> <li>Review conducted between January and February 2018</li> <li>Individual letters sent to certain Members following the review</li> <li>General findings letter sent to all Members on 03.05.2018 (copy attached at Enclosure 1)</li> <li>Town and Community Council members of the Standards Committee will undertake a review of the interests of the independent members of the Standards Committee on 14.05.2018</li> </ul>
6.	To undertake the role of consultee on any proposed change to the Constitution relevant to the role of the Standards Committee and especially where such proposed changes might disproportionately prejudice the rights and interests of any minority group.	<ul style="list-style-type: none"> <li>As and when required</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Officer</li> </ul>	<ul style="list-style-type: none"> <li>No referrals</li> </ul>
7.	To undertake the role of consultee on any proposed legislative / policy changes etc relevant to the Standards Committee's area of responsibility.	<ul style="list-style-type: none"> <li>As and when required</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Officer</li> </ul>	<ul style="list-style-type: none"> <li>Standards Committee Selection Panel to appoint new independent Member – see 13 below</li> <li>Amended Code of Conduct – adoption by the Town and Community Councils has been reviewed</li> <li>A review of whether Town and Community Councils have</li> </ul>

				<p>Websites has been conducted</p> <ul style="list-style-type: none"> <li>• The Standards Committee is to review the publishing of the Annual Reports by Members</li> </ul>
8.	To make any recommendations to the Council for improvements in those areas of work which relate to the Standards Committee.	<ul style="list-style-type: none"> <li>• As and when required</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Management Structure – staff, members and Standards Committee members can all view (sent 24.3.17). This is to be reviewed every 12 months. A review is being undertaken at present.</li> <li>• Local Resolution Protocol – subject to a separate report to Council on 15.05.2018</li> </ul>
9.	The Chair of the Standards Committee to present an annual report to the Council outlining the work of the committee during the previous year.	<ul style="list-style-type: none"> <li>• May 2018</li> </ul>	<ul style="list-style-type: none"> <li>• Chair</li> </ul>	<ul style="list-style-type: none"> <li>• 15.05.2018</li> </ul>
10.	To ensure that the knowledge and skills of the Standards Committee are developed and updated by:-		<ul style="list-style-type: none"> <li>• Monitoring Officer</li> </ul>	
	<ul style="list-style-type: none"> <li>- regular reviews of decided cases from <ul style="list-style-type: none"> <li>o other relevant authorities</li> <li>o Adjudication Panel for Wales</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Ordinary meeting of the Committee</li> </ul>		<ul style="list-style-type: none"> <li>• Delivered on 13.09.2017 and 14.03.2018 to the Standards Committee. Published to County Councillors on 27.11.2018 and 20.03.2018 and Town and Community Councillors on 23.03.2018</li> </ul>
	<ul style="list-style-type: none"> <li>- to participate and contribute on the North Wales Standards Committee Forum</li> </ul>	<ul style="list-style-type: none"> <li>• Twice annually</li> </ul>		<ul style="list-style-type: none"> <li>• 24.11.17 – Forum Meeting held by Wrexham County Borough</li> </ul>



				<p>Council.</p> <ul style="list-style-type: none"> <li>• Next meeting to be hosted by Gwynedd County Council on 29.06.2018</li> </ul>
	<ul style="list-style-type: none"> <li>- to participate and contribute to the All Wales Standards Committee Conference.</li> </ul>	<ul style="list-style-type: none"> <li>• Once every 2 years – due 2017/2018</li> </ul>		<ul style="list-style-type: none"> <li>• No Conference 2017/2018.</li> <li>• Scheduled on 14.09.2018 in Aberystwyth (arranged by Ceredigion County Council)</li> </ul>
	<ul style="list-style-type: none"> <li>- To be reviewed under a performance appraisal review scheme similar to that used by the county council's elected members.</li> </ul>	<ul style="list-style-type: none"> <li>• One every 2 years – due 2018</li> </ul>		<ul style="list-style-type: none"> <li>• The Chair undertook a Personal Development Review process, including an hour's meeting, with each independent member and the Town/Community Council representatives of the Standards Committee on 27.04.2018</li> <li>• The Chair will undertake a Personal Development Review with the Monitoring Officer</li> <li>• The next PDR is in two years i.e. 2020 and the term of 4 of the independent members of the Standards Committee will have finished before then (in December 2019)</li> </ul>
11.	To monitor progress on Member complaints filed with the PSOW and to undertake an annual analysis of complaints data in relation to Ynys Mon County Council and Town and Community Councils in order to identify trends/issues of concern/training needs.	<ul style="list-style-type: none"> <li>• Quarterly</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Report to the Standards Committee on 13.09.2017 and 14.03.2018</li> <li>• Complaints matrix is circulated to Standards Committee members quarterly in April (January-March), July (April-June), October (July-September) and January</li> </ul>

				<p>(October-December). It details the complaints received and the progress made regarding those complaints being investigated by the PSOW in relation to (a) County Councillors and (b) Town and Community Councillors.</p> <ul style="list-style-type: none"> <li>• Report by the PSOW and summary of the Casebook of Code of Conduct complaints received by the PSOW between April 2016 and April 2017 reported to the Standards Committee on 13.09.2017. Report circulated to County Council Members on 27.11.2017 and 20.03.2018 and Town and Community Council Clerks on 23.03.2018</li> <li>• Further report by the PSOW and summary of the Casebook of Code of Conduct complaints received by the PSOW between July and November 2017 reported to the Standards Committee on 14.03.2018.</li> <li>• Report by way of an analysis of the nature of the complaints referred to the PSOW / recent trends presented to the Standards Committee on 13.09.2017 (item 4). This is to be an annual report to the Standards Committee.</li> </ul>
12.	To maintain contact with Group Leaders to discuss any issues of concern.	<ul style="list-style-type: none"> <li>• As and when required</li> </ul>	<ul style="list-style-type: none"> <li>• Chair</li> </ul>	<ul style="list-style-type: none"> <li>• 5.10.2017</li> <li>• 8.11.2017</li> <li>• 25.01.2018</li> </ul>

				<ul style="list-style-type: none"> <li>• 26.04.2018</li> </ul>
13.	Appoint a new independent member to the Standards Committee.	<ul style="list-style-type: none"> <li>• As soon as possible</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring Officer</li> <li>• Standards Committee Selection Panel</li> </ul>	<ul style="list-style-type: none"> <li>• Standards Committee Selection Panel met on 20.09.2017 to approve the advertisement of the vacancy of an Independent Member of the Standards Committee.</li> <li>• Standards Committee Selection Panel met on 17.11.2017 to draw a shortlist of applicants for interview on 27.11.2017</li> <li>• Following interviews, the Standards Committee Selection Panel nominated a candidate for appointment to the Standards Committee and the Chair of the Standards Committee Selection Panel was to present a report to full Council nominating the successful candidate and recommending that the second shortlisted candidate be automatically appointed to any further casual vacancy for an independent member of the Standards Committee, if such should arise in the next twelve months.</li> <li>• At its meeting on 12.12.2017, full Council resolved to appoint <u>Mr John Robert Jones</u> as co-opted independent member of the Standards Committee from</li> </ul>

				<p>immediate effect; and in the event that a further casual vacancy for an independent member of the Standards Committee arises during the next twelve months, to automatically appoint Ms Sarah Laing Gibbens to this role without the need for a further recruitment process, provided always that this candidate remains eligible for the role, and subject to satisfactory references being received prior to the appointment.</p> <p>The appointment will continue until 11 December 2025.</p>
14.	<p>Appoint two Town and Community Council representatives to the Standards Committee</p>	<ul style="list-style-type: none"> <li>• Following May 2017's election</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring Officer</li> </ul>	<ul style="list-style-type: none"> <li>• At its meeting on 12.12.2017, full Council resolved to appoint <u>Councillor Iorwerth Roberts</u> of Bryngwran Community Council and <u>Councillor Keith Roberts</u> of Trearddur Bay Community Council.</li> </ul> <p>These appointments will continue until the next local government elections or until such time as the appointees are no longer community council members, whichever occurs first.</p>
15.	<p>Report performance indicators on a default basis</p> <ul style="list-style-type: none"> <li>• Relationship between Members and</li> </ul>	<ul style="list-style-type: none"> <li>• Quarterly</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Reported quarterly</li> </ul>

	<p>Political Groups</p> <ul style="list-style-type: none"><li>• The effectiveness of the Council's Standards Committee</li><li>• Standards of conduct and behaviour of Members</li></ul>			
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## ENCLOSURE C

### STANDARDS COMMITTEE WORK PROGRAMME – MAY 2018 TO APRIL 2019

		TIMETABLE	RESOURCES	STATUS AS AT YEAR END
1.	To conduct hearings into alleged breaches of the Members' Code of Conduct, by County Councillors and Town and Community Councillors, following a referral from the Public Services Ombudsman for Wales (PSOW)	<ul style="list-style-type: none"> <li>As and when referrals are made and in accordance with the performance indicator</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Officer</li> </ul>	
2.	To conduct hearings into applications for Dispensations made by County Councillors and Town/Community Councillors	<ul style="list-style-type: none"> <li>As and when applications are made and in accordance with the performance indicator</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Officer</li> </ul>	
3.	To undertake an advisory role in connection with any matters arising under the Council's Local Resolution Protocol	<ul style="list-style-type: none"> <li>As and when requested</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Officer</li> </ul>	
4.	To oversee training and development on the Members' Code of Conduct in accordance with paragraph 2.6 of the Code	<ul style="list-style-type: none"> <li>Ready for May 2019</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Officer</li> </ul>	
5.	To review a sample of the Register of Members' Interest as retained by Town and Community Councils followed by any necessary advice and guidance	<ul style="list-style-type: none"> <li>By the end of April 2019</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Officer</li> </ul>	

6.	To undertake the role of consultee on any proposed change to the Constitution relevant to the role of the Standards Committee and especially where such proposed changes might disproportionately prejudice the rights and interests of any minority group.	<ul style="list-style-type: none"> <li>As and when required</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Officer</li> </ul>	
7.	To undertake the role of consultee on any proposed legislative / policy changes etc relevant to the Standards Committee's area of responsibility.	<ul style="list-style-type: none"> <li>As and when required</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Officer</li> </ul>	
8.	To make any recommendations to the Council for improvements in those areas of work which relate to the Standards Committee.	<ul style="list-style-type: none"> <li>As and when required</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring Officer</li> </ul>	
9.	The Chair of the Standards Committee to present an annual report to the Council outlining the work of the committee during the previous year.	<ul style="list-style-type: none"> <li>May 2019</li> </ul>	<ul style="list-style-type: none"> <li>Chair</li> </ul>	
10.	To ensure that the knowledge and skills of the Standards Committee are developed and updated by:-		<ul style="list-style-type: none"> <li>Monitoring Officer</li> </ul>	
	<ul style="list-style-type: none"> <li>regular reviews of decided cases from <ul style="list-style-type: none"> <li>other relevant authorities</li> <li>Adjudication Panel for Wales</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Ordinary meeting of the Committee</li> </ul>		
	<ul style="list-style-type: none"> <li>to participate and contribute on the North Wales Standards Committee Forum</li> </ul>	<ul style="list-style-type: none"> <li>Twice annually</li> </ul>		
	<ul style="list-style-type: none"> <li>to participate and contribute to the All Wales Standards Committee Conference.</li> </ul>	<ul style="list-style-type: none"> <li>14.09.2018</li> </ul>		

	<ul style="list-style-type: none"> <li>- To be reviewed under a performance appraisal review scheme similar to that used by the county council's elected members.</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>• One every 2 years – due 2020</li> </ul>		
11.	To monitor progress on Member complaints filed with the PSOW and to undertake an annual analysis of complaints data in relation to Ynys Mon County Council and Town and Community Councils in order to identify trends/issues of concern/training needs.	<ul style="list-style-type: none"> <li>• Quarterly</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring Officer</li> </ul>	
12.	To maintain contact with Group Leaders to discuss any issues of concern.	<ul style="list-style-type: none"> <li>• As and when required</li> </ul>	<ul style="list-style-type: none"> <li>• Chair</li> </ul>	
13.	<p>Report performance indicators on a default basis</p> <ul style="list-style-type: none"> <li>• Relationship between Members and Political Groups</li> <li>• The effectiveness of the Council's Standards Committee</li> <li>• Standards of conduct and behaviour of Members</li> </ul>	<ul style="list-style-type: none"> <li>• Quarterly</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring Officer</li> </ul>	
14.	To review the system for Members to be providing feedback from Outside Bodies on which they have been appointed and the support which they require from the Council to be able to do this. Consider the information which is made available to the public in relation to those Outside Bodies e.g. Agenda and Minutes of those meetings.	<ul style="list-style-type: none"> <li>• By the end of April 2019</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring Officer</li> </ul>	



15.	Begin the process of recruiting 4 new independent members to the Standards Committee, in order to replace the committee members' whose term end in December 2019. The aim would be for those members to attend the last formal meeting of the Standards Committee held in the current members' term in September 2019.	<ul style="list-style-type: none"> <li>• Process to begin by the end of April 2019</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring Officer</li> </ul>	
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