

CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL

COMMITTEE:	Standards Committee
DATE:	12.09.2018
REPORT TITLE:	Annual Review of the Registers
PURPOSE OF THE REPORT:	To advise members of the general findings made
REPORT BY:	Mared Wyn Yaxley Solicitor – Corporate Governance mwycs@ynysmon.gov.uk
LINK OFFICER:	Lynn Ball Head of Function (Council Business)/Monitoring Officer lbxcs@anglesey.gov.uk 01248 752586

A REVIEW OF THE ELECTED MEMBERS' REGISTERS

1. Background

- 1.1 At its meeting on 13 September 2017, the Standards Committee resolved to undertake a review of the three registers of interests for elected members and co-opted members.
- 1.2 The review of the elected and co-opted members of the Council (excluding co-opted members of the Standards Committee – see paragraph 8 of this report) was conducted between December 2017 and February 2018.
- 1.3 It was also resolved at the 13.09.2017 meeting that, following an informal discussion by the Standards Committee of the findings made by each member, a letter would be circulated to all members confirming the outcome of the review. It was also decided that the Chair of the Standards Committee would attend the next available meeting of the Group Leaders following the review in order to discuss the findings.
- 1.4 The Chair of the Standards Committee attended the Group Leaders meeting on 26th April 2018. The Chair also attended a Members' Briefing meeting on 3rd May 2018 when matters arising from the review of the registers were discussed.
- 1.5 A general letter of advice was distributed to all elected and co-opted members of the Council on 3rd May 2018. A copy of the email is at **Enclosure 1**.

1.6 A personalised letter was also sent to some Councillors where deemed necessary in order to ratify errors. Such exchanges were not circulated or shared with others.

2. General findings

2.1 The review is deemed to have been a beneficial exercise. The Standards Committee was generally pleased with the findings made as several good practices were noted. Some common areas of concern were also identified and, as explained in the email to members (**Enclosure 1**) these require attention.

2.2 As a result of the review, certain amendments have been requested for the website and in particular on Councillors' homepages. The aim of the Standards Committee was to ensure that information which is already available and in the public domain is more easily accessible for members of the public.

2.3 The proposed changes to the website include the following:-

- New tabs for "Attendance at Meetings" and "Training" under 'More Information about this Councillor' on each Councillor's homepage;
- New tabs for "Annual Report" and "Councillors - allowances" under 'Further Information' on each Councillor's homepage;
- 'Surgery' details can be added for a regular appointment; and
- Links to the Councillor's Facebook/Twitter accounts.

2.4 The aforementioned changes were discussed at a Briefing Session with the Members on 3rd May 2018. At that Briefing Session it was decided that a sample of Members' profiles would be changed in accordance with the recommendation, so that a view can then be formed as to whether these changes work.

2.5 Colleagues in the ICT service have provided the following information on the progress that has been made in relation to the aforementioned ICT issues:-

- **"New tabs for "Attendance at Meetings" and "Training" under 'More Information about this Councillor' on each Councillor's homepage;**

Both tabs are now available on each Councillor's homepage. Members of Democratic Services Staff are currently training all Councillors on how to complete their training record.

The Attendance details are automatically generated by the Modern.Gov system and are now live on the council website in response to a request from the Democratic Services Manager.

It is possible to choose additional reasons for absence from a council meeting e.g. Apologies due to Council Business. Further investigation is

needed to ensure that Democratic Services Staff have the correct list of possible status and that the Councillors are aware that there is a choice of absence reasons. Reasons for absence will appear within the Meeting Attendance Record and under the Councillors Attendance details on their homepage.

- **New tabs for “Annual Report” and “Councillors - allowances” under ‘Further Information’ on each Councillor’s homepage;**

The tabs are now available on each Councillor’s homepage and link to pages on the corporate website. Both Councillor - Allowances and Annual Reports are up to date.

- **‘Surgery’ details can be added for a regular appointment;**

Regular surgery details can be added in English and Welsh. This can only be added by an administrator and not by a councillor.

- **Links to the Councillor’s Facebook/Twitter accounts.**

Links to the Facebook / Twitter accounts can be added by an Administrator.”

2.6 In addition to the general letter (**Enclosure 1**), some Councillors received personalised letters too. These were individually sent by either Michael Wilson, Islwyn Jones or Dilys Shaw, as independent members of the Standards Committee, to a total of 9 members. Responses have been received by all apart from 1 member.

B REVIEW OF THE STANDARDS COMMITTEE MEMBER’S REGISTERS OF INTERESTS

3. Background

3.1 As a separate exercise, it was resolved that the Town and Community Council members of the Standards Committee would undertake a review of the interests of the independent members of the Standards Committee.

3.2 This review was conducted in June 2018.

3.3 Individual letters of advice were distributed to the 5 independent members of the Standards Committee on 12th July 2018. The content was similar for 4 members.

3.4 One member was requested to review the detail on his/her Standing Register. The member has responded and acted upon the advice.

3.5 The other general findings made, include:

- The Training record which is held centrally by the Council does not seem to note all training completed by the members. (This applies to all members, not just the Standards Committee members.)

Unless members advise HR they have completed a module/course it will not be known and thus not noted on that member's record.

If changes to the ICT systems occur (as discussed in 2.3 above), members of the Standards Committee could also input their own training record so that it appears on the website.

- All 5 independent members were requested to provide a full list of the training they have completed for the past year so that the record could be updated. One member has provided this information. Another two members have responded to explain he/she have not kept a record. No response has been received from the other two.

- ICT issues such as:
 - Declaration of Interests in Meetings-
Co-optees names do not appear in the drop-down list of names (the list consists of Councillor names only) for the task which appears on each Member's biography page.

 - Gifts and Hospitality-
There is no tab for 'Gifts and Hospitality' on the Co-opted Members' biography pages (it is there for Councillors).

 - Training-
There is no tab for 'Training' on the Co-opted Members' biography pages (it is there for Councillors).

These have been raised with the ICT service on 3rd July 2018.

Colleagues in the ICT service have provided the following information on the progress that has been made in relation to the aforementioned ICT issues:-

- **"Declaration of Interests in Meetings- Co-optees names do not appear in the drop-down list of names (the list consists of Councillor names only) for the task which appears on each Member's biography page.**

It is not possible to add the Co-optees to the drop down list on the "*Declarations of interest*" page. The drop down list is hard coded to only display the Councillors. It is possible to enable the "*Declarations at Meetings*" link on their personal profile pages but Co-optee names are not included in the search.

Declaration of Interests can be found by using the date range search on the Declaration of Interests page. ICT are investigating whether additional text can be added to the page to inform the public of the search method with regard to Co-optees.

- **Gifts and Hospitality-**

There is no tab for 'Gifts and Hospitality' on the Co-opted Members' biography pages (it is there for Councillors).

It is not possible to add the Co-optees to the drop down list on the "Gifts and Hospitality" page. The drop down list is hard coded to only display the Councillors. It is possible to enable the "Gifts and Hospitality" link on their personal profile pages but their names are not included in the search.

Gifts and Hospitality can be found by using the date range search on the Gifts and Hospitality page. ICT are investigating whether additional text can be added to the page to inform the public of the search method.

If this option is required then Co-optees will require further training to add their details to Gifts and Hospitality.

- **Training-**
There is no tab for 'Training' on the Co-opted Members' biography pages (it is there for Councillors).

It is not possible to add the Co-optees to the drop down list on the "Training" page. The drop down list is hard coded to only display the Councillors. It is possible to enable the "Training link on their personal profile pages but their names are not included in the search.

Training records can be found by using the date range search on the Training page. ICT are investigating whether additional text can be added to the page to inform the public of the search method.

If Co-optees require this option then they will require further training”

- Members were reminded that some biographies may be out of date and should be updated at the earliest possible opportunity, when changes occur.

4 RECOMMENDATION

- 1 The Standards Committee is asked to
 - (a) Note the contents of this Report;
 - (b) Note the contents of **Enclosure 1**;
 - (c) Decide what action, if any, it wishes to take in relation to-
 - (i) the Elected Member who has failed to respond to requests in relation to his/her Register of Interests (as detailed in paragraph 2.6 of this report)
 - (ii) the Co-opted Members who have failed to respond with details of training (as detailed in paragraph 3.5 of this report); and

(iii) the ICT issues which have been identified and raised with the ICT service (as detailed in paragraphs 2.3 and 3.5 of this Report, and the update provided in paragraphs 2.5 and 3.5 of this Report)

From: [Medwen Jones](#)
To: [Aelodau Members](#); [John Mendoza](#); [Dilwyn Evans](#); [Anest Frazer](#); [Keith R. Roberts](#); dafydd@mentermon.com
Subject: Canfyddiadau Adolygiad y Pwyllgor Safonau o Gofrestrau Diddordeb yr Aelodau - Standards Committee"s Findings following a Review of the Members" Registers of Interests - swyddogol / official
Date: 03 May 2018 18:13:31

Annwyl Aelod,

Ac eithrio yn 2016/17, pan oedd y Pwyllgor Safonau yn canolbwyntio ei ymdrechion ar Gofrestr Diddordebau'r Cynghorau 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 gamgymeriadau 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 diddordeb 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 Gyrff Allanol

Noder os gwelwch yn dda y gofynnwyd i Arweinyddion Grwpiau fonitro aelodaeth yr Aelodau o gyrff allanol a'u presenoldeb yng nghyfarfodydd y cyrff 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,

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 15th 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

Document: CC-019486-MY/437441