



# Complete Agenda

**Democratic Service**  
Swyddfa'r Cyngor  
CAERNARFON  
Gwynedd  
LL55 1SH

Meeting

**DEMOCRATIC SERVICES COMMITTEE**

Date and Time

**10.00 am, TUESDAY, 20TH SEPTEMBER, 2016**

Location

**Siambr Hywel Dda, Council Offices, Caernarfon, Gwynedd, LL55 1SH**

Contact Point

**Sion Owen**

**01286 679665**

(DISTRIBUTED 12/09/16)

## **DEMOCRATIC SERVICES COMMITTEE**

### **MEMBERSHIP (15)**

#### **Plaid Cymru (8)**

Councillors

Annwen Daniels  
E. Selwyn Griffiths  
Charles Wyn Jones  
Michael Sol Owen

Gweno Glyn  
Annwen Hughes  
Dilwyn Morgan  
Vacant Seat - Plaid Cymru

#### **Independent (4)**

Councillors

Lesley Day  
Jean Forsyth

Thomas G. Ellis  
Anne Lloyd Jones

#### **Llais Gwynedd (2)**

Councillors

Anwen J. Davies

Jason Humphreys

#### **Labour (1)**

Councillor Sion W. Jones

#### **Aelodau Ex-officio / Ex-officio Members**

Chairman and Vice-Chairman of the Council

# **A G E N D A**

## **1. ELECTION OF VICE-CHAIRMAN**

To elect a Vice-Chairman for this Committee for 2016-17

## **2. APOLOGIES**

To receive any apologies for absence.

## **3. DECLARATION OF PERSONAL INTEREST**

To receive any declaration of personal interest.

## **4. URGENT ITEMS**

To note any items that are a matter of urgency in the view of the Chairman for consideration.

## **5. MINUTES**

5 - 8

The Chairman shall propose that the minutes of the last meeting of this committee held on March 22<sup>nd</sup> 2016, be signed as a true record.

## **6. STANDARDS COMMITTEE ANNUAL REPORT**

9 - 23

To present the Standards Committee's annual report.

## **7. 2017 ELECTIONS**

24 - 33

To update the Committee members on the latest developments and the work of the Local Government elections focus group (May 2017)

## **8. DIVERSITY IN DEMOCRACY SUB-GROUP UPDATE**

34 - 38

To update the members on the work of the diversity sub-group.

## **9. SOCIAL MEDIA PROTOCOL**

39 - 43

To update members on the Social Media Protocol

## **10. OUTSIDE BODIES AND THE ROLE OF CHAMPIONS**

44 - 54

To propose a standard procedure for reporting back on the work of outside bodies.

## **11. MEMBERS' ANNUAL REPORTS**

55 - 61

To report on the production of Members' Annual Reports for 2015-16

## **12. DEMOCRATIC SERVICES WORK PLAN 2016-17**

62 - 64

To submit a draft work programme for the Committee's consideration in order to forward plan the year's work.

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## DEMOCRATIC SERVICES COMMITTEE 22/03/16

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**Present:** Councillor Tom Ellis (Chair)

**Councillors:** Annwen Daniels, Anwen Davies, Lesley Day, E. Selwyn Griffiths, Sian Gwenllian, Annwen Hughes, Anne Lloyd Jones, Charles W. Jones, Dilwyn Morgan and Michael Sol Owen.

**Officers:** Geraint Owen (Head of Democratic Services), Arwel Ellis Jones (Senior Manager - Democracy and Delivery), Vera Jones (Democratic Services Manager), Bryn Goodman Jones (Information Technology Support Service Team Leader), Gwyn Jones (Team Leader - Networks, Servers, Applications and Safety) and Eirian Roberts (Member Support and Scrutiny Officer).

**Apology:** Councillor Jason Humphreys

### 1. DECLARATION OF PERSONAL INTEREST

No declarations of personal interest were received from any of the members present.

### 2. MINUTES

The Chairman signed the minutes of the last meeting of this committee, held on 24 November 2015, as a true record

### 3. HEAD OF DEMOCRATIC SERVICES DRAFT ANNUAL REPORT 2015-16

Submitted – a draft of the annual report to be submitted to the Full Council on 12 May 2016, providing an update regarding the support that was available to members, the developments that had been realised and those that were in progress.

Observations arising from the discussion:-

- That the area forums as a whole were of value as a medium for members to receive information and express opinion on various matters but officers needed to limit the length of their presentations.
- Needed more training for members on Modern.gov. In response, the Senior Manager – Democracy and Delivery noted that consideration was being given to holding support sessions, before or after the area forums, to go through the difficulties.
- Needed to draw the Information Technology Service's attention to the problem with band width in the Council's meeting rooms, especially during lunchtime.
- That the chairs of meetings that were held via video-conference tended to focus on what was happening in Caernarfon, disregarding the people at the other locations. It was suggested that it should be the vice-chair's role to keep an eye on the discussion.
- Remote Access could be of use to local members, applicants / objectors who wished to address the Planning Committee. The Senior Manager – Democracy and Delivery noted that there were constitutional considerations involved in that, but he could look into the matter.

**RESOLVED to note the contents of the report**

The Chairman asked everyone to stay after the end of the meeting to have a conversation with the officers regarding:-

- Rheadr, and how to improve it;
- The training programme for the coming year and an opportunity to see how e-learning was developing

#### 4. 2017 LOCAL AUTHORITY ELECTIONS

Submitted – an update of the work of the Diversity Sub-group along with an outline of the preparatory work for the Local Authority Election in 2017:-

- Awareness raising sessions for potential candidates;
- Induction Programme for Elected Members following May 2017 elections;
- Electronic equipment

Observations arising from the discussion:-

- The importance of developing awareness raising sessions for those who put their names forward to stand for election in 2017.
- The political parties should be encouraged to consider using mentoring systems by pairing a new councillor with a more experienced councillor.

The committee was asked to identify 4-5 members who would be willing for the service to consult with them as work progressed with preparing for the awareness raising sessions, identifying the induction programme and the training programme along with electronic considerations.

**RESOLVED to establish a focus group, made up of Councillors Annwen Daniels, Selwyn Griffiths, Jason Humphreys, Michael Sol Owen, along with a cabinet member, to check the above matters as the developments progress.**

#### 5. INFORMATION TECHNOLOGY FOR ELECTED MEMBERS

Submitted – an update on the following information technology matters:-

- Tablet training;
- Receiving councillorxx@gwynedd.gov.uk e-mail on mobile devices;
- Preparing for the 2017 elections.

The Senior Manager - Democracy and Delivery explained:-

- Confirmation had now been received that it was possible to offer a service where officers and elected members could receive / send official Council e-mail on their mobile phones, on condition that this was done safely, adhering to the conditions agreed upon with the auditors.
- The cost of the software per device would be £40 in the first year and £10 per year thereafter.

**RESOLVED that any councillor who so wishes, should be offered a service enabling them to send/receive councillorxx@gwynedd.gov.uk e-mail on a mobile phone and that the Council will cover the cost and make it clear to the members what the conditions attached to the provision are.**

#### 6. FINANCIAL REMUNERATION FOR ELECTED MEMBERS

Submitted – the report of the Senior Manager - Democracy and Delivery seeking the committee's opinion on options regarding financial remuneration for elected members.

The Senior Manager - Democracy and Delivery explained that the Independent Remuneration Panel's final proposals for the next year noted that every individual council would decide:-

- To set Cabinet Members on one of two levels, Level 1, £29,000 (as at present) or Level 2 (£26,000);
- To set Committee Chairs on one of two levels, Level 1, £22,000 (as at present) or Level 2 (£20,000).

The committee was also asked to consider if there was a difference in the responsibilities shouldered by the committee chairs who received special remuneration at present, namely the Scrutiny Committees (x3), Audit Committee, Planning Committee, Licensing Committee and the Employment Appeals Committee, and the chairs of some of the other committees, which did not receive special remuneration, such as the Pensions Committee, the Language Committee and this committee.

The Senior Manager – Democracy and Delivery noted that the Head of Finance Department had drawn attention to the fact that there had been a substantial increase in the Pensions Committee Chair's work as a result of the establishment of the Pensions Board (which held the Pensions Committee to account). Also, over time, there would be some more work happening in the pensions field on a regional level.

The Head of Democratic Services noted that the Employment Appeals Committee's workload had decreased during the last few months and the number of appeals would be likely to decrease further in the future as more of the work would be done by officers and the trade unions.

The Senior Manager – Democracy and Delivery further explained that a cap was set on the number of chairs who could receive special remuneration, and by adding one chair to the list, another would need to be removed.

Observations arising from the discussion:-

- The Cabinet members' duties had been allocated to ensure consistency and a balanced workload and putting Cabinet members on different pay levels could lead to some complexity, meaning that shifting duties from one Cabinet member to another would become more difficult.
- The geographical nature of the county and the challenge of providing services across the second largest county in Wales was a factor that should be considered for the Cabinet members and the committee chairs.
- Members were required to travel across Gwynedd, bearing in mind that it could take approximately two hours to travel from the North of the county to the South.
- As it appeared that the workload of some chairs was larger than others, a small group should be established to look into this further.
- Needed to see if using some elements of the job evaluation procedure would be helpful for this further work.
- The importance of considering elements other than the number of meetings, e.g. the length of meetings and demands outside the meetings.

**RESOLVED**

- (a) To recommend to the Council that the salary levels of Cabinet Members should remain at Level 1 (based on consideration of the workload and equal responsibilities in the work fields) and the salary levels of Committee Chairs should remain at Level 1 (based on consideration of the workload, the geographical nature of the county and the requirement to attend meetings, etc.).**
- (b) Establish a small group made up of the Chair of this committee, and Councillors Charles Wyn Jones, Anne Lloyd Jones and Dilwyn Morgan to re-examine the responsibilities attached to different chairmanships, and reporting their recommendation to the Full Council via the Business Group.**

The meeting commenced at 2.00pm and concluded at 3.15pm.

The meeting commenced at 2.00 pm and concluded at 3.15 pm

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**CHAIRMAN**

# Agenda Item 6

<b>Committee</b>	<b>Democratic Services Committee</b>
<b>Date</b>	<b>20 September 2016</b>
<b>Title</b>	<b>The Standards Committee's Annual Report 2015-16</b>
<b>Purpose</b>	<b>To present the Committee's Annual Report</b>
<b>Author</b>	<b>Dr Einir Young, Chair of the Standards Committee</b>
<b>Responsible Officer</b>	<b>Iwan Evans, Monitoring Officer</b>

## **Background**

1. The Standards Committee is a statutory committee, which has been established to promote and maintain high standards of conduct by the councillors and co-opted members of Gwynedd Council, and community and town councils in Gwynedd.
2. To this end the Committee has decided to publish an annual report in order to explain its purpose and promote its work. The Committee also decided that the report should be presented formally to the Committee. The Committee therefore presents this report for the Committee's attention. The report will also be presented to the next meeting of Full Council and then circulated to all the community and town councils

## **Recommendation**

3. To accept the report



**ANNUAL REPORT  
OF THE  
GWYNEDD COUNCIL  
STANDARDS COMMITTEE  
  
2015 - 2016**

## FOREWORD BY THE CHAIR

During the preparation of the Standards Committee's report for the past year, we had a constitutional earthquake of which has not been seen for decades, if ever before. This came about as a result of the brutal referendum campaign from both sides - campaigning to leave or remain within the European Union. There was not much to celebrate in terms of standards of conduct in public life. In the next months and years, as the implications of the decisions will become evident, it will be more important than ever to ensure that the principles of public life (Nolan principles) are maintained. It is worthwhile to briefly summarise them here:

**Selflessness.** Ensure public well-being at all counts, not profiting themselves in any way.

**Integrity.** Avoid being in a situation whereby individuals or external institutions may try inappropriately to influence decisions made as part of their work.

**Objectivity.** In all things, ensure that decisions are made based on merit and not funding

**Accountability.** Willing to be accountable to the public and open to the scrutiny process.

**Openness.** Be as open as possible regarding the reasons for making decisions

**Honesty.** Declare personal and prejudicial interests

**Leadership.** Promote and support these principles and lead by example. This is the measure of the standard expected.

Fortunately for us, as a Standards Committee in Gwynedd, this report is not long and it is a credit to the county that so few cases come before us. However, there is always room for improvement. The system of local government increases responsibilities and committee members continue to learn more about the challenges by attending committee and council meetings and by supporting the Monitoring Officer and his team as they offer training. I would like to encourage everyone to take advantage of the help and support available from the Council in order to ensure that the standards of public life in Gwynedd are maintained at all times but particularly during the possible political excitement that may be on the horizon.

**Dr Einir Young**  
**Chair of the Standards Committee**

## **FOREWORD BY THE MONITORING OFFICER**

I am pleased to note that the report conveys a positive message about the Council. This is also reflected across the great majority of the County's community councils. Communication and ensuring constructive awareness is a very important medium to maintain these standards and there is no room to be complacent. I am therefore glad that it was possible to conduct training on the Code of Conduct for members of this Council together with a series of seminars for town and community council members.

In his address at the Wales Standards Conference in October 2015 the Ombudsman, Nick Bennett, referred to the Nolan principles published in 1995. In looking at the seven principles and their relevance for the next twenty years he drew specific attention to the principle of leadership and its importance by maintaining high standards of behaviour within any organisation. One of his main messages was that everyone has a responsibility to show leadership to maintain high standards of conduct and that it is not a responsibility that may be attributed solely to the standards system. This is undoubtedly a timely and relevant message.

**Iwan Evans**  
**Monitoring Officer**  
**Gwynedd Council**

## INTRODUCTION

The Committee was established in 2001 under the Local Government Act 2000. The main role of the Committee is to promote and maintain high standards of conduct by the councillors and co-opted members of Gwynedd Council, and community and town councils in Gwynedd. It does so in many ways:

- Assisting the councillors and co-opted members to follow the Members' Code of Conduct
- Advising the authority regarding adopting or amending the Members' Code of Conduct
- Monitoring the implementation of the Members' Code of Conduct
- Advising, training or arranging training for councillors and co-opted members on matters relating to the Code of Conduct
- Determining complaints referred to it by the Public Services Ombudsman for Wales that members have breached the Code of Conduct
- Considering applications made by members for dispensations to allow them to participate in discussions despite them having a prejudicial interest under the Code
- Considering complaints referred to it under Gwynedd Council's local resolution procedure.
- Overseeing the Gwynedd Council Members Gifts and Hospitality Policy

## **COMMITTEE MEMBERS**

Though the Standards Committee is one of the committees of Gwynedd Council, the majority of its membership does not have any connection with the Council or local government ('Independent Members'). It also has a member who represents the interests of the community councils ('Community Committee Member'), as well as three elected members from Gwynedd Council. The Chair and Vice-chair of the Committee must be Independent Members.

### **Independent Members**

#### **Linda Byrne (member from 2012 - 2015)**

Linda has lived in north Wales for ten years and now works at the Citizens Advice Bureau in Caernarfon as a volunteer. Her husband is Welsh and 3 of her grandchildren are Welsh speaking. She has lectured in colleges of further education in the north east of England and in Wales, before becoming a Student Disability Adviser at Durham University and subsequently Bangor University. She served as a Town Councillor for six years and a Borough Councillor for eight years in Sedgfield, Co. Durham. Unfortunately, Linda had to give up her seat on the committee during the year due to illness.

#### **Margaret E Jones (member since 2012)**

Originally from Llandrillo yn Rhos, Margaret has spent most of her life in Chwilog. She taught at Ysgol Abersoch for 32 years, including 14 as headmistress. She is a deacon in Eglwys yr Annibynwyr Siloh, Chwilog, was Chairman of the Council of the Union of Welsh Independents for 3 years and is also a former President of the Union. She was a member of Gwynedd Community Health Council and Vice Chairman until the reorganisation in 2010. She is also Chairman of the Chwilog Eisteddfod.

#### **Dr Einir Young (member since 2012)**

Born in the Rhondda and raised in Llanelli and Cwmtwrch Einir has been living in Gwynedd for almost thirty years. She lived in California for a while and has travelled extensively in Africa mainly, working with marginal communities in semi-arid regions. Wales is her current priority but the challenges faced by communities are similar. We need a long term vision and plan, to ensure that the actions we take are for good or prevent things from getting worse. Integration and collaboration is critical and possibly more important of all to involve everyone. These are the principles are encapsulated in the Wellbeing of Future Generations Act and as Bangor University's Director of Sustainability Einir and her Sustainability Lab team are promoting the ways of working promoted in the Act across the institution and beyond. Maintaining standards is as important to sustainability as recycling and saving energy and Einir

Welcomes the opportunity to contribute to and chair Gwynedd's Standards Committee.

Amongst her many interests Einir is a passionate walker and she and her dog are currently walking the Wales Coastal Path with her sister.

### **Jacqueline Hughes (member since 2015)**

Jackie lives in Nantlle with her husband Ian, 3 daughters, grand daughter and a very lively dog. Originally from the Wirral, she qualified as a diagnostic radiographer in 1987 after studying at Guys Hospital School of Radiography. After settling in North Wales with her young family, she joined the staff at Ysbyty Gwynedd. Jackie's career in Bangor has advanced both as a radiographer and as an industrial relations representative. She is currently the Staff Side Chair for the Betsi Cadwaladr Health Board as well as being the local society representative for most of the radiographers in North Wales. She has been President of the Society and College of Radiographers and was instrumental in developing the response to the Francis Report, and subsequently a new code of conduct for radiographers. She believes that any one working in public life must maintain a high level of personal standards in order to be credible to the public.

### **David Wareing (member since 2015)**

In 2014 David relocated from Lancashire to Groeslon following his retirement from Merseyside Police. He served for 26 years in a variety of roles with his last posting being to the Force Operations Department at HQ. This position involved the planning and delivery of large-scale public events, public safety during major Police operations and the reduction of police support to outside agencies through greater partnership working. David specialised in risk assessment and ensuring compliance of relevant Health and Safety legislation working within the legal framework. David represented Merseyside Police on all five Safety Advisory Groups that covered the Force Area. He firmly believes that the actions of those in public office must be both transparent and accountable.

### **Aled Jones (member since 2016)**

Aled is originally from Lampeter, Ceredigion. He read Welsh and Geography at Aberystwyth University. Having graduated in 1999, he moved to Caernarfon to work for Cymen translation company. He became a joint-owner of the company in 2007 and now heads a team of 20 members of staff and employs over 15 other freelance translators. He lives in Bangor with Tegwen, and their two children Cai and Beca. He has a keen interest in sport and can often be seen on the touchline supporting Bethesda Rugby Club and Bangor City Football Club. As a result of his work as a simultaneous translator he is privy to observe conduct and standards at all levels of governance and to identify best practice.

## **Community Committee Member**

### **Councillor David Clay (member since 2008)**

David has been an elected member of Barmouth Town Council for 29 years and has held the position of Chair on 4 separate occasions. He is past Chair of the Meirionnydd Area Committee of One Voice Wales. Now retired, he was an hotelier in Barmouth for 30 years and was an active member of Mid Wales Tourism Council and in later years a Director of Mid Wales Tourism Partnership.

## **Gwynedd Council Members**

### **Councillor Eryl Jones-Williams (member since 2011)**

Eryl is a semi-retired freelance journalist who has represented Dyffryn Ardudwy and Talybont on Gwynedd Council since 2008. He is also a long-standing town and community councillor and has served as both Mayor and Chairman. He takes an active part in disability rights and is vice-chairman of the Meirionnydd Access Group as well as a member of the South Snowdonia Access Forum and the Betsi Cadwaladr University NHS Community Health Council. He is currently chairman of the Gwynedd Licensing Committee, where is able to draw on his experience as a former licensee. He is also the Carers' Champion for Gwynedd. A former Welsh Football referee his hobbies includes golf at Royal St David's Harlech and Dolgellau.

### **Councillor Michael Sol Owen (member since 2012)**

Michael lives in Pwllheli and has represented North Pwllheli on Gwynedd Council since May 2012. He holds a degree in Physics and Material Science and was managing director of a company in Pwllheli and also worked as a business consultant for the Assembly. He has been a member of Pwllheli Town Council for over 30 years and is chairman of the Pwllheli Youth Project charity. He is a former Chair of Gwynedd Council's Planning Committee and also serves on the Management Board of Cartrefi Cymunedol Gwynedd.

### **Councillor Lesley Day (member since 2014)**

Les has been a Gwynedd Councillor since May 2012 and is a former Chair of the Democratic Services Committee. She has been a Bangor City Councillor since 1991 and is a past mayor, representing the Garth Ward in Bangor. She is a former member of Arfon Borough Council. Les' qualifications, career and hobby are all local government. She gained her local government public admin qualifications whilst working for Surrey County Council. Upon returning to her home town of Bangor she gained her local government financial qualifications whilst working for Gwynedd County Council. Les transferred to Conwy County Borough Council on reorganisation in 1996. Les is the Chairman of Garth Community Centre and a governor of Ysgol Hiracl.

## **The Monitoring Officer**

The Council's Monitoring Officer, Iwan Evans, along with officers from the Legal Service and the Democratic Service support the Standards Committee in its work. The Monitoring Officer has a statutory role to ensure that the Council, its members and its officers act appropriately and lawfully.

### **Contact Details**

- Iwan Evans, Head of Legal Services and Monitoring Officer.  
E-mail: [IwanGDEvans@gwynedd.llyw.cymru](mailto:IwanGDEvans@gwynedd.llyw.cymru) Tel: 01286 679015
- Sion Huws, Senior Solicitor (Corporate).  
E-mail: [sionhuws@gwynedd.llyw.cymru](mailto:sionhuws@gwynedd.llyw.cymru) Tel: (01286) 679168



## **THE COMMITTEE'S WORK DURING 2015-2016**

The Committee's work over the year has included the following (the Committee's full work programme can be seen in **Appendix 1**):

### **Cases heard by the Standards Committee**

Hearings were held to consider one complaint that elected members had breached the Code of Conduct.

Councillor Julian Kirkham, Arthog Community Council

Censure for breaching paragraph 6(1) (a) of the Code of Conduct (not to behave in a way which brings a member's office or the authority into disrepute)

### **Other Complaints**

The Committee is also informed of those complaints not referred to it for decision. Summaries can be found in **Appendix 2**.

### **Dispensations**

The Code of Conduct for Members provides that a councillor cannot participate in a discussion if he/she has a 'prejudicial interest'. However, a member has a right to apply to the Committee for permission to participate despite having this interest, i.e. dispensation.

The Committee considered two applications for dispensation during this period. Both applications were turned down.

### **Training on the Code of Conduct**

The Committee decided that training on the Code of Conduct should be offered to members and clerks of the county's community and town councils. Four sessions were held in October 2015, in Pwllheli, Caernarfon, Dolgellau and Bala. The training was given by the Monitoring Officer and the Senior Solicitor (Corporate) and representatives from 30 of the 64 town and community councils attended. A session was also held for members of Gwynedd Council.

## **North Wales Standards Committee Forum**

The North Wales Standards Committee Forum gives representatives of all north Wales authorities' standards committees the opportunity to meet. The purpose of the forum is to enable the area's standards committees to discuss and share ideas, good practices and resources and also provide a joint opinion on a national level. The Chair and Vic—chair of the Committee attend the meetings.

## **THE STANDARDS COMMITTEE'S WORK PROGRAMME 2016-16**

### **13 April 2015**

- Hearing to decide on a complaint against an elected member

### **20 April 2015**

- Undertaking Self-Assessment
- Considering the Annual Report of the Wales Adjudication Panel
- Receiving the minutes of the North Wales Standards Committee Forum

### **29 September 2015**

- Approving the Standards Committee's Annual Report for 2014/15
- Considering the amended Ombudsman's Guidance on the Code of Conduct
- Drawing up a Work Programme for the year

### **5 October 2015**

- Deciding on two applications for dispensations
- Receiving a report from the Council's Senior Manager - Revenue & Risk, on the Council's Governance Framework
- Considering the Annual Report of the Ombudsman

### **25 January 2016**

- Considering the Local Government (Wales) Bill and submitting observations to be considered as part of the Council's corporate response to the Welsh Government's consultation
- Receiving a report on the Standards Conference 2015
- Consideration of members of the Committee observing meetings of the Council's committee meetings and those of community and town councils

**The Committee was informed of the following decisions by the Ombudsman in relation to allegations that county and community and town councillors had breached the Code of Conduct:**

Allegation	Decision
Complaint that a community councillor failed to declare an interest.	No investigation. No evidence that councillor was acting in his capacity as a councillor at the time.
That a councillor had failed to fulfil the financial obligations of a contract and was abusive to the complainant. That he impersonated another person and improperly traded his contracts through another person.	No investigation. Insufficient evidence provided to substantiate the councillor’s involvement. The Ombudsman will not investigate unless there is reasonably strong evidence to suggest a member had breached the code.
That a councillor had sent an e-mail referring to members of the public present at a Planning Committee containing language that was racist and offensive.	No investigation. He did not believe the words used to be racist considering the context in which they were used. However it was likely that their use could be a breach of the code in that the councillor appears not to have shown respect and consideration for others as required under para. 4(b) of the code. However even if proven, the Ombudsman did not believe that it would lead to a sanction being imposed.
That a councillor had sent an e-mail agreeing with the contents of the e-mail referred to in para 2.7 above and had therefore acted in an abusive and racist manner himself.	No investigation. The councillor was expressing an opinion, and the way in which he did so did not breach any part of the code.
That a councillor had trespassed on the complainant’s property and argued with him and took hold of his finger and bent it back. The Police attended.	No investigation. No evidence that the councillor was acting in his capacity as a councillor. Ombudsman also noted that the police had been called.

<p>Complaint that a town councillor had taken part in a discussion on a matter in which she had a prejudicial interest.</p>	<p>No further steps to be taken. Although there was evidence to suggest that a breach of the code had taken place, the Ombudsman was not persuaded that the Standards Committee would impose a sanction in the circumstances.</p>
<p>Member had sent an e-mail to a local organisation, purporting to express the community council's views, without its authorisation.</p>	<p>Standards Committee concluded that there had been a breach of the code and imposed a censure.</p>
<p>A complaint against a county councillor by a member of the public that he had mounted a local campaign in relation to a particular issue and had misled council officers in relation to local circumstances.</p>	<p>No investigation – the complainant had not provided sufficient evidence to substantiate the complaint.</p>
<p>Complaints by four individuals arising from the same incident. Complaints that a county councillor had made serious and false allegations about individuals who had been taking part in a protest.</p>	<p>No investigation – the member had the right to freedom of expression and that right was enhanced when the comments made are political in nature. As an elected member he was entitled to the freedom to share his political views relating to the event in question.</p>
<p>The councillor had terminated a telephone call made to the complainant in relation to an incident where damage was caused to the complainant's property.</p>	<p>No investigation.  Insufficient information provided to substantiate the complaint and the Ombudsman will not investigate unless there is reasonably strong evidence to suggest a breach of the code.</p>
<p>That the councillor's behaviour had been discriminatory and aggressive towards a local group during a meeting of the town council while discussing an application for funding for that group.</p>	<p>No investigation.  From the evidence available it did not appear that the matters alleged constituted a breach of the code. The councillor was entitled to ask questions and request verification of details for applicants for funding from the council as part of his duties as an elected member.</p>

<p>A complaint, by a fellow town councillor, that the councillor had used his camera to bully and harass him on two separate occasions and that he had abused him verbally on several occasions.</p>	<p>No investigation.</p> <p>At the time of some of the alleged conduct, the individual was not acting as a councillor but as a private individual. The Code of Conduct only applies when a councillor is acting as a private individual in very specific circumstances, which did not appear to apply in this case. The complainant was unable to provide supporting evidence in respect of the other aspects of the complaint.</p>
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<b>MEETING</b>	Democratic Services Committee
<b>DATE</b>	20/09/2016
<b>PURPOSE</b>	Update the Committee members on the latest developments and the work of the Local Government elections focus group (May 2017).
<b>AUTHOR</b>	Vera Jones, Democratic Services Manager

## 1. BACKGROUND

- 1.1 At the Democratic Services Committee meeting held on 22 March 2016, the committee was asked to nominate 4-5 members who would be willing to be members of the focus group to assist with the preparations for the Local Government Elections (to be held in May 2017).
- 1.2 It was decided that a focus group be set up, to include Councillors Annwen Daniels, Selwyn Griffiths, Jason Humphreys, Michael Sol Owen and the Cabinet Member responsible for Democracy, Councillor Dyfrig Siencyn.
- 1.3 Three work streams were identified for the Local Government elections preparatory work, namely:
  - Preparing candidates
  - Induction and training programme
  - Electronic considerations
- 1.4 Please note, the work of the focus group supports and is linked with the work of the Diversity Sub-group; both are presenting a separate progress report to the committee meeting.

## 2. DEVELOPMENTS TO DATE – preparing candidates and induction programme

- 2.1 The focus group met on 14 June to discuss the first two elements: preparing candidates; and the induction / training programme for the May 2017 period onward. Councillors Annwen Daniels, Selwyn Griffiths, Michael Sol Owen and Dyfrig Siencyn were present. The result of their work is as follows:
  - Preparatory sessions for elected members - **Appendix A**
  - Induction programme for members - **Appendix B**
- 2.2 In considering what to include and how to arrange the above activities, the group considered the 2012 arrangements, messages from elected members deriving from the personal development interviews, and consulted with the Council's Business Group.

- 2.3 The Democratic Services Committee is asked to discuss and adopt the draft plans as noted in Appendix A and Appendix B.

### **3. DEVELOPMENTS TO DATE – Information Technology**

- 3.1 In order to ensure sufficient time to consider the different factors, the focus group met to discuss the electronic provision in a separate session in July. Councillors Annwen Daniels, Selwyn Griffiths, Michael Sol Owen and Dyfrig Siencyn, were present, along with Huw Ynyr, Information Technology Senior Manager and Urien Huws, Information Technology Desktop Engineer with expertise in the field for the benefit of members.
- 3.2 During the meeting the members considered their needs/ requirements (i.e. what is required from the electronic provision), and were able to compare 4 different electronic devices. It is a very complicated field, and it became evident early on that the focus group would not be able to come to any conclusions during the session. Further work is required in this field with another meeting arranged for October 2016. Further information is available in **Appendix C**.
- 3.3 To assist the focus group with their work of considering IT provision, it would be very useful if the Democratic Services Committee could
- a) Endorse the requirements for the IT provision (discussion on Appendix C, point 1)
  - b) Discuss the benefits and disadvantages of providing one standard provision for all members or a choice of provision (discussion on Appendix C, point 5)
  - c) Share their initial thoughts about what information (if any) members require if we developed a specific site, eg a Councillor intranet site

### **4. NEXT STEPS**

- 4.1 The Democratic Services Committee has been asked to consider the developments thus far and discuss as noted in 2.3 and 3.3 above. A further update will be reported at the next meeting on 29 November 2016.
- 4.2 In addition to the above, we are aware that not all current members will choose to stand in the May 2017 elections. We are also aware that important information needs to be gathered from members who either decide not to stand, or, indeed from those who do not succeed in being re-elected. The group will consider the arrangements for those members at their next meetings.



## Appendix A - Awareness Raising Sessions Work Programme

### PREPARING CANDIDATES FOR THE MAY 2017 ELECTION

#### BACKGROUND

1. Following Personal Development Interviews with individual members and discussions at the Democratic Services Committee in 2014/15, the need to better prepare people to become county councillors was identified - targeting potential candidates prior to the submission of nominations, so that they understand what faces them if successful.

#### THE PROPOSAL

2. To aim for the County Council elections on 4 May 2017, bearing in mind that the Notice of Election would be published 6 weeks beforehand, around 23 March.
3. It is intended to hold a series of sessions for people who are considering standing as candidates around January 2017.
4. It is intended to publicise these sessions as widely as possible, using social media, party links and the community council's mailing lists to try to attract as much interest as possible in the meetings
5. It is proposed to hold 3 evening meetings: one in Arfon, one in Dwyfor and one in Meirionnydd, with specific information packs to be shared and distributed at the meetings.

#### ORDER OF THE MEETINGS

Welcome	A brief introduction, possibly by the Chair of the Area Forum
Being a Councillor	Presentation by Arwel Jones on:- <ul style="list-style-type: none"><li>• The Responsibilities of the County Council (as opposed to community councils)</li><li>• The role of the Local Member and the institutional role within the Council (time requirements)</li><li>• Expectations regarding technology, etc.</li></ul>
New Member's Experience	A 10 minute talk from a new member (different in the three areas) about his/her experiences in 2012
Structure of the Council	An explanation from Arwel Jones of the political arrangements (Cabinet / Scrutiny / Committee Arrangements)
Members' Conduct	A presentation from Iwan Evans / Sion Huws on the Gwynedd Standard and the Code of Conduct
Salary and Expenses	An explanation from Arwel Jones on the Arrangements for Salaries and Expenses
The Electoral Process and the Nomination Procedure	An explanation from Raymond Harvey about the electoral process, key dates and forms to be completed
Induction requirements for new members after the election	New members will be required to attend an induction meeting on Tuesday and Wednesday 9 and 10 May, 2017 in Caernarfon. Introduction of the order of the days and their introductory requirements e.g. bank details

NB Fairly informal, allowing people to ask questions during the presentations

## Appendix B - Possible Induction Programme

### Members' Induction - May 2017 Elections.

**Tuesday, 9 May and Wednesday, 10 May, 2017.**

#### Principles:

- Learning tends to be more effective in smaller groups, so, an "information fair" format is recommended
- combination of experienced and new members in each group (promoting informal mentoring)
- It must be ensured that Members are made aware of where to find more information.
- Further sessions can be arranged if a member so wishes

#### Summary.

1st Day, 9 May, 2017:

10 - 11 Welcome and introduction to the Council.

11 – 12 Group visits to the stands.

12 – 1 Lunch break.

1 – 2 Group visits to the stands.

2 – 3 Group visits to the stands

3 – 4 Presentation by 4 Heads of Service

2nd Day, 10 May, 2017:

10 – 11 'Tour' of the chambers for new members

11 – 12 Group visits to the stands.

12 – 1 Lunch break.

1 – 2 Group visits to the stands.

2 – 3 Presentation by 5 Heads of Service

**Further Details / Explanations**

TITLE	LOCATION	MATTERS TO BE ADDRESSED	OFFICERS	COMMENTS/CONSIDERATIONS
<b>Welcome by the Chair and introduction by the Chief Executive</b>  <b>(10 – 11 a.m.)</b>	Siambr Dafydd Orwig	<ul style="list-style-type: none"> <li>• Welcome by the Chair of the Council</li> <li>• Chief Executive's Welcome.</li> <li>• Introduction to the principles of Ffordd Gwynedd.</li> <li>• A brief introduction to the 'Council's situation'— where we are in terms of savings etc.</li> <li>• The role and work of members</li> <li>• Explanation of the order of the day / next days, i.e. the information Fair - see below.</li> </ul>	Chairman of the Council. Chief Executive.	

**INFORMATION FAIR**

Members will split into 5 groups.

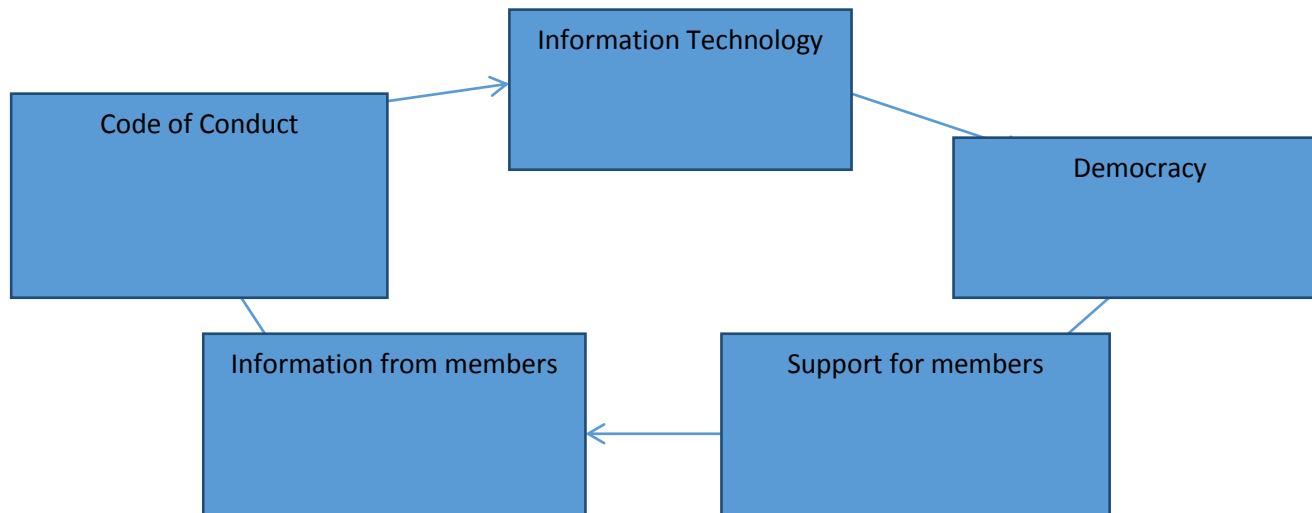
It is suggested that each group spend an hour at each stand.

Each group will begin at one stand and will then move on to the next stand in the circle.

All members will visit three stands on the first day, and two on the second day (giving everybody an opportunity to visit every stand over the course of the two days).

Linguistic needs will need to be considered; one non-Welsh speaking group is suggested.

Ushers will be needed to take members from one stand to the next.



### DETAILS ABOUT THE 'STANDS'

TITLE	LOCATION	MATTERS TO BE ADDRESSED	OFFICERS	COMMENTS/CONSIDERATIONS
<b>Information Technology</b>	Siambwr Hywel Dda	<ul style="list-style-type: none"> <li>• Receive equipment</li> <li>• Sign a contract</li> <li>• Return old equipment</li> <li>• Mini/basic training on new equipment and arrange further IT training if required</li> <li>• Modern.gov</li> </ul>	Huw Ynyr Bryn Goodman Urien Huws Sion M Owen	What equipment we give members depends on the work of the sub-group.

TITLE	LOCATION	MATTERS TO BE ADDRESSED	OFFICERS	COMMENTS/CONSIDERATIONS
<b>Democracy in the Council</b>	Daron	<ul style="list-style-type: none"> <li>• Democracy in general - the big picture (Welsh Government, local Government etc.)</li> <li>• The Council's structure in terms of committees - Council, Cabinet, Scrutiny</li> <li>• A brief introduction to the role of the other committees</li> <li>• Corporate governance - Council officers etc.</li> <li>• Political groups and political balance</li> </ul>	Geraint Owen Arwel Ellis Jones Vera Jones	Need to ensure that the information describing committees is straightforward and available on the website (and for the pre-election sessions).

TITLE	LOCATION	MATTERS TO BE ADDRESSED	OFFICERS	COMMENTS/CONSIDERATIONS
<b>Support for members</b>	Peris	<ul style="list-style-type: none"> <li>• Training</li> <li>• Personal Development interview</li> <li>• Where to find further information e.g. Rhaeadr and e-gwynedd</li> </ul>	Carey Cartwright Cara Williams Sarah Scott	Various activities within one room.

TITLE	LOCATION	MATTERS TO BE ADDRESSED	OFFICERS	COMMENTS/CONSIDERATIONS
<b>Receiving information from members</b>	Enlli (Mawddach to take photographs)	<ul style="list-style-type: none"> <li>• Take a photograph</li> <li>• Arrangements for access passes</li> <li>• Travel costs, care costs, salaries, pensions etc.</li> <li>• Submit their bank details</li> </ul>	Mari Powell Jones. Photographer. Other staff.	Various activities in one room.  Take photographs – Ystafell Mawddach

		<ul style="list-style-type: none"> <li>• Opportunity to discuss special requirements</li> </ul>		
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TITLE	Location	MATTERS TO BE ADDRESSED	OFFICERS	COMMENTS/CONSIDERATIONS
<b>Code of Conduct</b>	Gwyrfai or Llyfni	<ul style="list-style-type: none"> <li>• Information presentation session and an opportunity to asks questions</li> <li>• Present a hard copy of the code of conduct</li> <li>• Key Principles</li> <li>• Registration of interests</li> <li>• Explain the declaration of interests at meetings and the requirements upon them</li> <li>• Social Media Protocol</li> <li>• Sign to accept the position</li> </ul>	Iwan Evans and Sion Huws	Refer to where to find further information. Practical examples.

**At the end of both days, there will be a short presentation by Heads of Service about the main duties of their services. All members will reconvene at Siambr Dafydd Orwig for these sessions at 3 o'clock on 9 May and 2 o'clock on 10 May.**

TITLE	Location	MATTERS TO BE ADDRESSED	OFFICERS	COMMENTS/CONSIDERATIONS
<b>Presentation by the Services</b>	Siambr Dafydd Orwig	<p>Each Head will have a 10 minute slot to outline:</p> <ul style="list-style-type: none"> <li>• The service's main responsibilities</li> <li>• Service structure</li> <li>• Contact details</li> <li>• Main challenges facing the service</li> </ul> <p>The relevant Heads will be available at the end of the session to answer any further questions from individual members.</p>	<p><b>Day 1:</b> 4 Heads</p> <p><b>Day 2:</b> 5 Heads</p>	There will be a need to refer members to where to find further information.

**At the beginning of the 2nd day, 10 May, there will be an opportunity for new Members to take a 'tour' of the chambers and receive a short presentation on the systems within. It is important that all new members make the effort to attend this session in order to become aware of arrangements before the first meeting of the new Council to be held on 18 May 2017. Experienced members are also welcome.**

TITLE	LOCATION	MATTERS TO BE ADDRESSED	OFFICERS	COMMENTS/CONSIDERATIONS
<b>'Tour' of the chambers</b>  <b>Day 2.</b> <b>10 – 11 a.m.</b> <b>New Members</b>	Convene in Siambr Dafydd Orwig	<ul style="list-style-type: none"> <li>• Introduction to Siambr Dafydd Orwig and Siambr Hywel Dda</li> <li>• Try the voting system</li> <li>• An introduction to web-casting and guidelines, and see examples</li> <li>• Visit the tea and coffee area, Siop Gwynedd (probably no time to visit Penrallt)</li> </ul>	Democratic Services Team	Consideration to holding an event at an alternative location to the headquarters - following the initial meetings. E.g. remote attendance by video conferencing and/or Penrhyn

After the first days

Below are the subsequent sessions that will need to be scheduled (within 6 months / year) Other possible additional titles.

- Training for chairs (a simple version of the current training)
- Introduction to the Council's main policies and strategies
- Equality
- Safeguarding
- Data Management
- Corporate Parenting
- Finance - the Council's financial arrangements e.g. where does our funding come from? Understanding of revenue, capital, balances etc.
- Developing the new Cabinet - specific training
- Planning (immediate for Planning Committee Members prior to first meeting) and within few weeks for members who are not committee members
- Social Media
- Personal development interviews and annual reports
- Social Services and Wellbeing Act (Wales)
- Decisions for Future Generations (Well-being of Future Generations Act)
- Outside Bodies

## Appendix 3 – IT Requirements for Members

### Electoral Focus Group May 2017 Meeting 2 - possible electronic equipment

**Date** – 06/07/2016

**Present** - Councillors Annwen Daniels, Selwyn Griffiths, Michael Sol Owen and Dyfrig Siencyn.  
Officers - Huw Ynyr, Senior Information Technology Manager, Urien Huws, Information Technology Desktop Engineer, Arwel Ellis Jones, Senior Corporate Support Manager, Vera Jones, Democratic Services Manager, Sion Owen, Member Support Officer.

1. Needs were considered (i.e. what is required of the electronic provision)
  - ✓ Receive e-mail
  - ✓ Read documents with ease
  - ✓ Calendar
  - ✓ Portable
  - ✓ Handle/edit documents (for some)
  - ✓ Send photographs? (for some)

(Note, it must be remembered that a provision for handling documents from a home computer is currently being offered for editing documents)
2. 4 devices were assessed against the above criteria during the meeting: iPad Air 2, Lenovo L450/460, Lenovo x250, Surface Pro.
3. Two devices, the iPad Air 2 and the Surface Pro, currently top the list. The focus group believe, however, that more work is needed before a conclusion can be reached, asking officers:
  - a) To find out the intentions of other authorities in Wales in terms of device and cost
  - b) To find out about the next Apple release, and its next new device (which is likely to happen around October 2016)
  - c) To arrange for Focus Group members to trial the devices so that they can come to a fairer conclusion.
4. The above work is under way at present, with a further meeting to consider the matters in a, b and c above arranged for October 2016.
5. Further, the focus group was asked to consider three ways of handing out the equipment, which means, either:
  - i) Providing one standardised piece of equipment to all members
  - ii) Allowing each member to choose equipment
  - iii) Providing equipment according to a member's duties (e.g. different for a Cabinet Member)
6. The group began to identify the advantages and disadvantages of the above. Consideration will undoubtedly be given at the next meeting and when any equipment is being trialled, so that a conclusion can be reached and recommendations presented on the electronic provision. Recommendations are expected to be reported to the Democratic Services Committee on 29 November 2016.

7. The group will also try to finalise the practical arrangements for distributing new equipment, putting guidelines in place in the event that a member ceases to be a member, and considering arrangements for collecting current equipment (dependent on the option selected for the future).



# Agenda Item 8

<b>MEETING</b>	<b>Democratic Services Committee</b>
<b>DATE</b>	<b>20<sup>th</sup> September, 2016</b>
<b>SUBJECT</b>	<b>Diversity sub-group</b>
<b>PURPOSE</b>	<b>Update the members on the work of the diversity sub-group.</b>
<b>AUTHOR</b>	<b>Arwel Ellis Jones, Senior Manager (Democracy)</b> <b>Vera Jones, Democratic Services Manager</b>

1. Members of the committee are aware that the Diversity sub-group was established in February 2015 to respond to a National report and the guidance provided in the Local Government Act (2012) to try and increase diversity in Local Government, especially with regards to young people, ethnic minorities and women.

#### Work of the Diversity sub-group

2. The group has previously reported on the inconsistency between the Council and the county's profile, noting a substantial difference in the number of women and young people in the County compared with the profile of the elected members. A work programme has been presented to the committee previously.
3. In addition, the Council has shown its support to the project as it has been included in the Council's Strategic Equality Plan 2016-2020, with the aim of increasing the number of people from less represented backgrounds (young people and women) standing in the Local Government Elections in 2017.
4. The work undertaken by the sub-group goes hand in hand with the work of the 2017 Elections focus group. In addition, the work is complemented by the work of the Corporate Engagement Group who is moving to arrange a focus group for young people to discuss important matters. This is seen as a possible way to draw young people into being interested in matters which are the responsibility of the Council.
5. Members of the committee will remember that the work programme was based on findings from national research into barriers preventing individuals standing for election, along with comments received from current and past elected members.
6. The table below outlines the different strands of work undertaken by the sub-group over the last few months.

The work has been undertaken in two parts.

- First priority – encourage and motivate individuals who are interested in becoming an elected member to stand in local elections (raise awareness of the work of Councillors and try and understand what barriers exist preventing individuals from standing).
- Second priority – this work is of a longer term, raising awareness and motivating interest in democracy in general, trying to encourage individuals to stand in the future. (Raise awareness of the Council’s work whilst trying to remove some of the barriers).

7. The work completed so far is outlined in the table below.

<b>Part 1</b>	
<b>1.</b>	<b>Raise awareness of the opportunity to stand as a local Councillor</b>
	<p>The sub-group decided that it was time to try something different and be innovative in the way they went ahead with raising awareness of the role of a Local Councillor and of the opportunities to stand in local elections. As a pilot, it was decided to create a video to explain the role of a Councillor. It was of upmost importance that the video was concise, simple and clear, with no jargon. The purpose of the video is to explain the different elements of a Councillor’s role. In addition, it was stressed that the work be interesting, enjoyable and easy to understand.</p> <p>The video was launched in June 2016, with a series of press releases and regular messages on the Council’s Twitter and Facebook accounts (See <b>Appendix A</b>).</p> <p>The response to the fideo has been successful, with</p> <ul style="list-style-type: none"> <li>• Over 1,000 people viewing the video through the Council’s facebook site</li> <li>• Nearly a further 500 viewing the video from the Council’s Twitter account</li> </ul> <p>The video has also been placed on the Council’s website with a friendly URL, <a href="http://www.gwynedd.llyw.cymru/BeACouncillor">www.gwynedd.llyw.cymru/BeACouncillor</a> (further information to be seen below).</p> <p>It should also be noted that the video has received much attention from other Councils. Conwy Council have seen the benefit of having such a clear and simple to understand video and have requested to purchase the video and adapt it to their local needs.</p>
	<p>A simple, but very effective development from the sub-group is raising awareness of a by-election when such circumstances arise. In the past, a short announcement was posted on the Council’s website (but not very easy to find), and the political groups would raise awareness of the opportunities within their groups</p> <p>In order to try and reach more Gwynedd residents with the news that an opportunity has arisen, the Council now releases information via the Twitter and Facebook accounts, raising awareness of the opportunities and what interested parties need to do. It is an easy way to spread the message further to more of the population. It should be noted that there are 12,254 followers of the Council’s Twitter account, and 5,499 followers on Facebook.</p>
<b>2.</b>	<b>Questionnaire – how can the Council help?</b>
	At the end of the video people are asked to fill in a questionnaire to note how the Council

	<p>could help individuals to stand in local elections, and what are the barriers stopping them. As noted above, a friendly URL address was created to encourage interested individuals. The sub-group have been aware throughout the work that the level of response was likely to be low as the topic is not of interest to everybody, however the initial response is encouraging.</p> <ul style="list-style-type: none"> <li>• So far fifty people have responded to the questionnaire, which is encouraging.</li> <li>• From the data received, more men than women have shown an interest</li> <li>• The 26 – 49 age group showed the most interest, followed by the 50 – 64 group</li> <li>• No interest has been shown (through the questionnaire) by the under 25 age group</li> </ul> <p>The main messages from the responses show that the main obstacles are time, lack of time away from work, and no knowledge of what steps need to be taken in order to stand. Note - lack of information, and a lack of understanding if financial assistance was available was also a barrier that was noted.</p> <p>The messages about the way in which the Council can assist individuals to stand are noted as</p> <ul style="list-style-type: none"> <li>• Develop an information package and information to be provided on line</li> <li>• Arrange presentations to potential candidates</li> <li>• And an opportunity to be mentored should they be successful in an election.</li> </ul> <p>The messages from the questionnaires answered so far have the same messages as the original research work undertaken, and the sub-group have already formed a work programme to respond to a number of the issues.</p> <p>We are continuing to promote the video and questionnaire.</p>
<p><b>3.</b></p>	<p><b>Update information on the web site.</b></p>
	<p>When individuals decide to stand in a local election, they often look at the council's website for information and a clear guidance of the steps to be taken before finally deciding if they will stand or not. Previously so little information was available on the Council's website, and it was hard to find.</p> <p>The sub group have worked on developing a page on the Council's website, and the first step was ensuring a friendly URL, <a href="http://www.gwynedd.llyw.cymru/BeACouncillor">www.gwynedd.llyw.cymru/BeACouncillor</a> as noted in 1 above.</p> <p>The sub-group was clear that the information provided needed to be presented in a clear concise way. Four fields were developed:</p> <ul style="list-style-type: none"> <li>• A Councillor's role</li> <li>• Am I eligible?</li> <li>• How to stand for election</li> <li>• After being elected</li> </ul> <p>You can follow the link above to view the page on the website. The sub-group is continuing to add to the information presented, including links to other useful sites. So far, approximately 200 visitors have used the page.</p>
<p><b>4.</b></p>	<p><b>Raising awareness of elected members of the work undertaken.</b></p>
	<p>It has previously been noted that the political groups have a role to play in encouraging individuals from various backgrounds to stand in local government elections. A number of presentations have been held to raise awareness of the sub-groups work with their co-</p>

	<p>members through the area forums. Individual members are then able to use the information or refer to their work eg the website, by talking with individuals that have made enquiries with them on how to go about standing as an elected Member .</p> <p>In addition, the Welsh Government document was distributed: diversity in democracy for all members.</p>
<b>Part 2</b>	
<b>5.</b>	<b>Longer term</b>
	<p>Individuals who are already interested in politics and/or the Council's work are probably aware of the Council's work already. In order to encourage more people from different backgrounds to stand in the future so that the Council's profile reflects the County's profile better, the group felt that it was important to remind the people of Gwynedd of the range of services under the Council's responsibility. This would be a first step to raise their interest in the Council's work, progressing then to the individual considering a role with the Council, perhaps as an elected Councillor. It is an easy way of providing information about the Council's work to any person considering a role in politics in the future.</p> <p>The video will be launched during the Autumn term to coincide with the National Democratic Day (September 15<sup>th</sup>).</p>

APPENDIX A



**Cyngor Gwynedd Council**

28 June · 🌐

Promoting diversity in Gwynedd public life:

A new initiative launched by Gwynedd Council aims to encourage more women, young people, ethnic minorities and member of other under-represented groups to consider standing to become councillors.

The campaign that is being launched this week includes a short animated video which explains the 'how', 'what', 'when' and 'where' of the work of Gwynedd councillors.

The video, which the Council will be promoting through its Twitter and Facebook feeds, urges anyone with an interest in getting involved in local democracy to access an online information pack and short questionnaire on the Council website: [http://socsi.in/be-a-councillor\\_qiEpR](http://socsi.in/be-a-councillor_qiEpR)

[http://socsi.in/be-a-councillor\\_2xuWd](http://socsi.in/be-a-councillor_2xuWd)



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# Agenda Item 9

<b>MEETING</b>	Democratic Services Committee
<b>DATE</b>	20/09/2016
<b>PURPOSE</b>	<ul style="list-style-type: none"><li>• Update Members on the Social Media Protocol</li><li>• Promoting Elected Member's Facebook/ Twitter accounts</li></ul>
<b>AUTHOR</b>	Arwel Ellis Jones, Senior Corporate Support Manager Vera Jones, Democratic Services Manager

## 1. BACKGROUND

- 1.1 Social Media is an important means of communication in society today, and the Protocol on the use of Social Media by Councillors has already been adopted in response to this.
- 1.2 During a recent meeting of the Council's Business Group, the protocol was discussed in relation to a few incidents that have arisen lately with regards to Social Media.
- 1.3 The Political Leaders identified that there was one basic underlying principle when communicating with others, be it face to face or on social media, being respect for others.
- 1.4 This principle was included in the original protocol, however, the political leaders requested that it was highlighted, and the changes have been made in the second version of the protocol which can be seen in **Appendix A**.
- 1.5 The amended version will be published on the Council's website following the meeting of the Committee.

## 2. COUNCILLORS' FACEBOOK/TWITTER ACCOUNTS

- 2.1 As members of the Committee are aware, a personal page for each Councillor is published on the Council's website, which includes, amongst other things, contact information for each Member. It is noted (where known)
  - Correspondence address,
  - Home telephone number,
  - Mobile telephone number and
  - Official email address 'cyngoryddxxxxx@gwynedd.llyw.cymru'.
- 2.2 Lately, a few elected Members have requested that their facebook and/or twitter address can be added to the information above, as well as being published on their business cards.
- 2.3 We are aware that about a third of Councillors have a twitter account (either as Councillor XXX or just their name), and over half of Councillors have a Facebook account, again with a combination of 'Councillor' accounts or just their name. and under their own name.

2.4 The Democratic Services Committee are invited to discuss the advantages and risks involved with publishing information about Councillor's Facebook/Twitter accounts on the Council's web site and/or business cards.

## **GWYNEDD COUNCIL**

### **PROTOCOL ON THE USE OF SOCIAL MEDIA BY COUNCILLORS**

The underlying principle when using Social Media is respect for others.

#### **INTRODUCTION**

1. Social Media is an important means of communication in society today and is changing the way in which people communicate and network. This change offers a new platform for engagement, communication and listening. As a result, it is natural that this change affects the way in which the Council contacts the county's citizens and also the way in which councillors operate.
2. The Council welcomes members' increasing use of social media and wishes to facilitate this by giving proper advice and support. The Council's Democratic Services and Standards Committees have recognised the need for guidance on what is and is not acceptable. This protocol is intended to provide such guidance and complements the general rules under the Code of Conduct for Elected Members.
3. Obviously, the basic position is that the same standards of conduct apply whether a member is on-line or not. The underlying principle when using Social Media is to **show respect for others**.

#### **FUNDAMENTAL PRINCIPLES**

4. The fundamental principle is that "The Gwynedd Standard" (see Appendix 1) and the Code of Conduct for Councillors (see Appendix 2) are relevant to all activities, including the use of Social Media. Consequently, the conduct of members when using social media must adhere to the same standards of conduct as they would observe at a committee, a public meeting or in correspondence.
5. Therefore, in addition to the general legal duties, the following principles should be borne in mind:-
  - Showing respect to others
  - Not revealing exempt or confidential information
  - No bullying, harassment, victimisation or threatening of fellow councillors officers or members of the public
  - Not seeking personal benefit
  - Remembering the principles of equality
  - Not to decide matters in advance
  - No incitement of conduct contrary to this protocol by others
  - Not being a party to a personal vendetta against others



## **THE OPPORTUNITIES AND RISKS**

6. The development of Social Media offers opportunities for sharing information with and seeking responses from residents. The various means (Facebook, Twitter, Blogs etc) offer a quick, cheap and effective way of doing so. Social Media puts users at the leading edge of breaking news. They also are a means to enable contact with those who would, perhaps, have had no previous link with democratic processes.
7. As a result, they provide a media that can prove very useful to the Council corporately and also to local councillors. By proper use of Social Media, councillors can benefit greatly and the Council encourages appropriate use by councillors. However, it is important to be aware of the dangers and risks associated with their use. Misuse of these media can lead to significant legal difficulties and the Attorney General has issued guidance seeking to avoid that. (see <https://www.gov.uk/government/news/attorney-general-to-warn-facebook-and-twitter-users-about-contempt-of-court>)

## **THE RESPONSIBILITY FOR “CONTENT”**

8. One big difference between the social media and other media is that the owner of the “site” is responsible not only for their own statements but also the statements made by others on that site. Consequently, if inappropriate statements are made, the owner of the “site” is responsible for withdrawing those statements.
9. In addition, once something is posted on a social media site, it is in the public domain. The Council will, as required, ask members to remove any content in violation of this protocol and failure to do so will be in contravention of the protocol. However, members must be aware that, once in the public domain, it is difficult to withdraw an entry, whether that be of fact or opinion, and that could lead, in the end, to legal action.

## **“POLITICAL” DISCUSSIONS**

10. Local “political” discussions can be robust and challenging. Whilst the Public Services Ombudsman has accepted that members must have a “thicker skin” since criticism of ideas and opinion is part of democratic debate, the “Gwynedd Standard” does make it clear that no-one should be offensive or abusive even in those “political” discussions. This protocol confirms that those standards are relevant to members in their use of social media.

## **THE COUNCILLOR AS AN INDIVIDUAL**

11. A councillor can establish a site in their own name or as “Councillor \*\*\*\*”. Members should be aware that this protocol is relevant to either scenario. Since it is clear that the fact that an individual is an elected member is out in the public

domain, a member should be equally careful in any social media scenario. The extent to which this protocol is applied depends on the subject matter but the standards of conduct are the same.

#### **THE USE OF COUNCIL EQUIPMENT**

12. The councillor may use the Council's equipment for publishing information on social media but members should be even more wary of the content.

#### **USE AT MEETINGS**

13. Social media may be used at the meetings of the Council and its committees. However, it must be borne in mind that:-
  - A member's main focus should be on the discussion in hand and the decision to be made
  - Exempt and confidential information should not be tweeted
  - The details of meetings should not be tweeted

#### **WEB-CASTING**

14. The Council will be moving in due course to broadcast some of its meetings (full Council and some committees) over the Web. As a part of that development, we will be encouraging the use of social media for members of the public to respond to discussions. However, that will take place through the Council's official "sites". The individual use of media by elected members falls under paragraph 12 of this protocol.

#### **TRAINING**

15. Training on this protocol will be provided for members in order to empower them to make responsible and appropriate use of the media. There is a clear expectation that members will take advantage of such training. However, it is clear that the responsibility for conformance with the protocol rests with the individual member.

#### **DISCIPLINE AND DEALING WITH COMPLAINTS**

16. Any complaints relating to the protocol should be sent to the Propriety Officer. The Standards Committee will deal with any issue of discipline arising from any reported transgression of this protocol according to its normal arrangements on member conduct submitting recommendations to the Council as required.

#### **APPENDIX 1 – THE GWYNEDD STANDARD**

#### **APPENDIX 2 – CODE OF CONDUCT**

#### **APPENDIX 3 – WELSH LOCAL GOVERNMENT ASSOCIATION GUIDELINES**

<b>MEETING</b>	<b>DEMOCRATIC SERVICES COMMITTEE</b>
<b>DATE</b>	<b>20 SEPTEMBER 2016</b>
<b>SUBJECT</b>	<b>OUTSIDE BODIES AND THE ROLE OF CHAMPIONS</b>
<b>PURPOSE</b>	<b>Propose a standard procedure for reporting back on the work of outside bodies</b>
<b>AUTHOR(S)</b>	<b>Councillor Dyfrig Siencyn and Arwel E Jones (Senior Manager Corporate Support)</b>

## **Outside Bodies**

1. At present, the Council chooses representatives to serve on approximately 55 outside bodies, which vary from very local organisations to county-wide, sub-regional, regional and national bodies. In addition, the nature of the Council's relationship with these various organisations also varies.
2. There is no formal procedure to report back from those meetings which is a weakness in the Council's governance arrangements, particularly in those cases where decisions are made which affect the Council and its residents.
3. As noted, the nature of the various bodies varies and it must be borne in mind that, when a member becomes a member of an outside body which is a public authority, company or charity, their first responsibility is to that body. This is very apparent when the influence of another body or individual on decisions would be illegal in cases where the duty of a director or trustee is to a company or charity.
4. There should be arrangements to report back in order for the wider Council to receive information about the work of the body and, if the opportunity is needed, to respond to and influence the decisions made. The Council's ability to act in this way will vary according to the function shouldered by the member within the outside body's governance arrangements.
5. As already noted, there is considerable variety among the outside bodies and, therefore, the reporting arrangements should reflect this. The bodies can vary greatly in terms of:--
  - The nature and constitution of the body and membership
  - The extent to which guidance or a mandate are required by the Council to act
  - The extent to which the Council has a financial investment in the outside body
  - The extent to which the Council has contracts with the outside body
  - The extent to which a decision by the outside body is likely to affect the Council significantly
  - The extent to which the Council, or one of its committees, has sought a report.

6. In Appendix 1, we suggest a distribution of those bodies to four categories as well as the following reporting arrangements for them:-

1. NO NEED TO REPORT ORDINARILY	No requirement to report as such; however, members are offered the opportunity to complete a simple template (Appendix 2) summarising the activities of the body over the course of the year - which will be shared with the relevant Cabinet Member and will then be available via Rhaeadr and the Council's website. It would also be available for the individual member's annual report.
2. REPORT TO THE SCRUTINY COMMITTEE OCCASIONALLY	In these cases, the template (Appendix 2) will be completed once a year and submitted to the preparatory meeting of the relevant Scrutiny Committee which will then decide whether or not to include it on its work programme depending on the demands of the work programme.
3. REPORT TO THE CABINET OCCASIONALLY	In these cases, the template (Appendix 2) will be completed more frequently than once a year but according to a timetable determined by the Cabinet, and whether or not it will be included in the formal work programme of the Cabinet will be considered. In these cases (and category 4), it is suggested that a report is submitted to the Cabinet rather than a Scrutiny Committee due to the strategic or budgetary implications of the outside bodies' decisions.
4. REPORT TO THE CABINET REGULARLY	In these cases, the template will be completed according to an agreed timetable and submitted to a formal meeting of the Cabinet.

- (a) Evidently, there is more than one member on some outside bodies. Having agreed on the arrangements, discussions would need to be held with the individuals who serve on the various bodies to choose who would undertake the work.
- (b) Every report will be shared via Rhaeadr and on the Council's website and will also be available for the annual report of the individual member.

### **The Role of Champions**

7. The Council has various members who have been designated champions in specific fields and the paper attached as Appendix 3 summarises the intention when the role was developed originally.

8. The following is a list of the current champions and the relevant portfolios:-

<b>FIELD</b>	<b>CHAMPION</b>	<b>CABINET MEMBER</b>
Older People	Cllr Selwyn Griffith	ADULTS, HEALTH AND WELL-BEING
Disability	Cllr Peter Read	ADULTS, HEALTH AND WELL-BEING
Autism	Cllr Elin Walker Jones	ADULTS, HEALTH AND WELL-BEING
Carers	Cllr Eryl Jones-Williams	ADULTS, HEALTH AND WELL-BEING
Members' Development	Cllr Tom Ellis	DEPUTY LEADER
Scrutiny	Cllr Angela Russell	DEPUTY LEADER
Fair Trade	Cllr R Hefin Williams	ECONOMY AND COMMUNITY
Equality and Diversity	Cllr Gwen Griffith	HOUSING, CUSTOMER CARE AND LIBRARIES, DEPRIVATION AND EQUALITY
The Welsh Language	Cllr Craig ab Iago	DEPUTY LEADER
The Voice of Children and Young People	Cllr Annwen Daniels	CHILDREN AND YOUNG PEOPLE
Biodiversity	Cllr Angela Russell	PLANNING AND REGULATORY
Mental Health	Cllr Beth Lawton	ADULTS, HEALTH AND WELL-BEING
Sustainability	Cllr Aled Evans	ENVIRONMENT
Small Businesses	Vacancy	ECONOMY AND COMMUNITY

9. As can be seen from the job descriptions, the champions are appointed to assist the Cabinet Members specifically by keeping an eye on specialist fields within portfolios and to give advice and guidance to the Cabinet Members on those fields.

10. As the champions are accountable to the Cabinet Members, a system is suggested for them to meet regularly with the Cabinet Members (at least once a year) and a formal report (using the template in Appendix 4) once a year which will then be placed in Rhaeadr and on the Council's Website, and also available for the individual member's annual report. If a matter warrants specific attention in a wider forum, it can be reported formally to a meeting of the Cabinet.

11. Another factor to be considered is that there is a need to review the benefits to the Council of nominating representatives to these outside bodies in future and, if

nominations are made, that the councillors need to be trained on their responsibilities when representing the Council on outside bodies.

### **Recommendations**

- a) Establish a reporting back procedure for all outside bodies to which the Council nominates members, as necessary
  - b) Agree on a reporting procedure by the Champions to the individual Cabinet Member and to the Cabinet as necessary
  - c) That there is a need to investigate the benefit to the Council of nominating representatives to these outside bodies before May 2017 and include training on responsibilities when attending an outside body as part of the standard training pack for councillors after the next election
-

## CATEGORISATION OF OUTSIDE BODIES

<b>1. NO NEED TO REPORT ORDINARILY</b>	<b>2. REPORT TO THE SCRUTINY COMMITTEE OCCASIONALLY *</b>	<b>3. REPORT TO THE CABINET OCCASIONALLY</b>	<b>4. REPORT TO THE CABINET REGULARLY</b>
Workers Education Association	Snowdonia National Park Authority	Joint Council for Wales	North Wales Police and Crime Panel
Grŵp Llandrillo Menai	Cartrefi Cymunedol Gwynedd	North and Mid Wales Trunk Road Agency Joint Committee	North Wales Fire and Rescue Service
Dr Daniel Williams Educational Fund	Wales Council for the Deaf	North Wales Regional Aggregates Working Group	Welsh Local Government Association
Local Access Forums (x3)	Wales Council for the Blind	Bangor University Liaison Group	
Trawsfynydd Site Stakeholders Group	Betsi Cadwaladr Community Health Council	Mantell Gwynedd	
Capel Newydd Nanhoron Trust	North Wales Valuation Tribunal	Gwynedd & Anglesey Post-16 Lead Board	
Caernarfon Harbour Trust	Natural Environment Group, Natural Resources Wales	Local Government Association	
Talgai Hall Trust	Dyfi Biosphere Partnership		
The Menai Strait Fishery Order Management Association	LEADER		
Theatr Ardudwy Board	PATROLAJC - Parking & Traffic Regulatory Outside London Adjudication Joint Committee		
Felin Fach Centre	Taith and TraCC		
Noddfa Centre	Cwmni CYNNAL		
Sportslot Community Council	GwE Joint Committee		
GISDA	Special Educational Needs Joint Committee		
Abbey Road Centre Management Committee	Cambrian Coast Railway		

Nant Gwrtheyrn Centre	Arts Council of Wales Regional Board		
North Wales Psychiatric Fund (Ablett Fund)	Careers Wales North Wales Regional Board		
Dr William Lewis Charity	Shrewsbury - Aberystwyth Railway Liaison Committee		
Y Ganolfan, Porthmadog	Cambrian Coast Railway Conference		
Galeri Caernarfon Cyf	Residual Waste Joint Committee		
Welsh Books Council			

\* Dependent on the Scrutiny Committee's work programme



**OUTSIDE BODY REPORT**

<b>NAME OF OUTSIDE BODY</b>	
<b>COUNCIL REPRESENTATIVE(S)</b>	
<b>AUTHOR OF THE REPORT</b>	
<b>ROLE WITHIN THE BODY</b>	
<b>PERIOD OF THE REPORT</b>	
<b>NUMBER OF MEETINGS DURING THE PERIOD</b>	
<b>MAIN TOPICS DISCUSSED</b>	
<b>MATTERS TO WHICH THE COUNCIL'S ATTENTION NEEDS TO BE DRAWN</b>	

## CHAMPIONS IN GWYNEDD COUNCIL

### Purpose of the Document

Several Councils have appointed councillors as champions in various fields – the most common is the older people’s champion. From time to time a request is received from various special interest groups for the Council to nominate one of its members as a champion and there is not always consistency between what is expected of the various champions. The purpose of this document is to try to define the meaning of a champion in Gwynedd Council.

### Why have a champion?

The purpose of having a champion is to:

1. Speak for cohorts that would not otherwise be fully represented
2. Keep some issues at the forefront of the Council’s work although no councillor or committee is responsible for them
3. Assist a Cabinet Member with his/her portfolio by maintaining contact between special interest groups and the Cabinet and bringing specialist information to the Cabinet Member

### Who selects a champion?

Where the field in question is an ‘executive’ matter i.e. a field within the responsibilities of the Cabinet, then the relevant Cabinet Member will appoint the champion. It is expected that a champion will be appointed from amongst members that are not members of the Cabinet.

Where the field in question is a matter for the Council, a champion will be designated by virtue of the post of Chair of the relevant committee and if there are more than one, it will be expected for them to agree amongst themselves who will be the champion.

### What is the role of a champion?

These are the usual duties of a champion:

- Promote the field and raise awareness of it within the Council
- Ensure that the field is considered when drawing up policies or when making decisions
- Draw attention to the field and ensure that the Cabinet Member and other councillors are aware of the good practices
- Engage with outside bodies involved with the field
- Engage with other officers and councillors regarding the role

- Engage with community groups involved with the field
- Provide reports to the Cabinet Member on the steps that have been taken

The attached job description encompasses the main duties of a champion although there could be minor variations, depending on the field.

**To whom is the champion accountable?**

The champion is accountable to whoever has appointed him/her and is accountable to the Council in general. It is expected that the champion provides regular reports on the work to the relevant Cabinet Member and more generally to the remainder of the councillors by means of information bulletins.

In order to avoid overlap and duplication, the champion should represent the Council on relevant outside bodies.

## **Job Description of a Champion**

- 1. Accountable to**  
The Cabinet Member  
The Full Council

- 2. Purpose and Functions**

- 2.1 In the Council**

- Promote the field in question in relation to the corporate priorities and services of the Council
- Convey the opinions of organisations and stakeholders in the field in question to the Cabinet and the Council (by means of annual reports or information bulletins)
- Promote the needs of the cohort in question amongst those making decisions on behalf of the Council
- Collaborate with those responsible for the Council's decision-making to draw up strategies, policies and work programmes for the field in question
- Be aware of every issue involved with the field
- Contribute to good practice and improve services/functions involving the field at all times
- Provide specialist information to the Cabinet Member regarding the field in question
- Engage with councillors regarding the field in question, such as attending meetings of overview and scrutiny committees, the Cabinet and the Full Council
- Raise awareness of the field and take a prominent role in training councillors and officers where relevant to that field

- 2.2 In the community**

- Draw attention to the field in the community
- Establish regular and effective engagement arrangements with citizens and community organisations on issues involved with that field
- Lead and maintain local enterprises involved with the field in question
- Represent the Council on outside bodies involved with the field in question
- Convey and explain the opinions and decisions of the Council to stakeholders and organisations in the field in question
- Become familiar with the field in question, its needs and priorities in order to weigh up the various requirements and offer advice on the implications of any action

- 3. Values**  
Commit to the Council's values and the values of public office:  
Maintain and exhibit high standards of conduct.

## REPORT OF CHAMPION

<b>TITLE OF FIELD</b>	
<b>NAME OF MEMBER</b>	
<b>THE CABINET MEMBER</b>	
<b>PERIOD OF THE REPORT</b>	
<b>WORK UNDERTAKEN DURING THE PERIOD</b>	
<b>MATTERS TO WHICH THE CABINET MEMBER'S ATTENTION NEEDS TO BE DRAWN</b>	

# Agenda Item 11

MEETING	Democratic Services Committee
DATE	20 <sup>th</sup> September, 2016
SUBJECT	Annual Reports by Members (2015/16)
PURPOSE	Update Members on the reports published in 2015/16 and discuss some of the obstacles faced in order to overcome them prior to 2016/17 reports
AUTHOR	Arwel Ellis Jones Senior Corporate Support Manager Vera Jones Democratic Services Manager

## 1. INTRODUCTION

- 1.1 The committee will be aware of the expectation on the Council to make arrangements for members to be able to produce an annual report if they so wish in order to support communication between elected members and the public by presenting factual information of activities.
- 1.2 One important factor in the link between the annual reports and the white paper which was discussed previously by the committee. The White Paper consulted on changing the status of the annual reports to statutory. The Committee will recall that it agreed that the production of such reports should be mandatory for all members. Members will be aware that we are currently awaiting further guidance from the New Minister during the next few weeks.
- 1.3.1 To remind Members, the original guidance for producing annual reports is attached in **Appendix A**.

## 2. 2015/16 REPORTS

- 2.1 Over the years, the number of Members choosing to produce an annual report increased slowly, however, the number decreased for the 2015/16 period.

2012/13	8 reports (pilot)
2013/14	26 reports (using the template for the first time)
2014/15	39 reports
2015/16	29 reports

- 2.2 The annual reports can be viewed through the following link:  
<https://www.gwynedd.llyw.cymru/en/Council/Councillors-and-committees/How-the-Council-works/Annual-Reports.aspx>
- 2.3 As Members wrote their reports, a few comments were received which have been summarised below.
  - Template for the reports.  
Some Members still feel that the template currently used (see **appendix B**) is too restrictive, leading to them producing a less colourful report than what they would instinctively produce themselves eg no photos. **Appendix C** includes

an example of an Annual Report produced within the guidelines, but with a different format to the current template. .

- Report editing.  
Some alterations were done to a few reports following discussions with the relevant members, with all members happy with the content prior to publishing.
- Attendance in committees.  
Members expressed frustration that the data for attendance was not consistent with their own personal account.
- Data/information included with regards to training  
Members again expressed frustration that the data included for training was not consistent with their own personal account. In addition, a number of Members questioned the value in publishing the number of hours spent on training?
- Modern.gov .  
Unfortunately, we were not able to ensure that Modern.gov was able to produce the above statistics for us automatically this year. The side effect of this was that the template was sent out to members without the statistics in the first place, with the relevant statistics included following the reports being returned. This may have possibly affected the number of reports returned and therefore published.

Note that the Democratic Services Team has been working to rectify the situation with regards to attendance. By now, attendance at area forums, scrutiny preparatory meetings and scrutiny investigation meetings are also included and published through Modern.gov therefore published on the Council's website.

- Timescale.  
It was noted that the timescale for producing an annual report this year was short, especially considering the Holiday season.
- General Matters  
There are some lessons to be learnt by the team for the future, and work is already in progress to change a few things.

2.4 We are currently awaiting further guidance for producing annual reports in 2017 by the Minister Mark Drakeford. Note that the period for producing annual reports will be the same period as the Local Government elections. The previous guidance given was that elected members would delay publishing their reports until following the elections, publishing in June/July 2017 following re-election.

### **3.0 RECOMMENDATION**

3.1 The Democratic Services Committee is asked to consider the comments above and make observations whilst the process is still fresh in our minds.

## Appendix A – Original Guidance

### ANNUAL REPORTS BY MEMBERS OF A LOCAL AUTHORITY

#### Introduction

Part 1 of the Local Government (Wales) Measure 2011 (“the Measure”) contains provisions intended to strengthen local democracy. Chapter 1 of that Part concerns the support provided to members of a local authority and section 5 within that chapter provides for the production of annual reports for these members. This statutory guidance is issued under section 5(4) of the Measure. The guidance relates to local authorities making arrangements for the production of annual reports.

#### What the Measure requires.

Section 5 requires county and county borough councils (local authorities) to ensure that all their elected members are able to make an annual report on their council activities during the previous year. This includes enabling any member of the council’s executive to be able to report on their executive activities also. Any reports produced by members of a county or county borough council must be published by that council. A local authority is free to set conditions/limits on what is included in a report. A local authority must publicise what arrangements it has for publishing annual reports and in drawing up these arrangements must have regard to this guidance in so doing.

#### Guidance

Duties of a local authority - A local authority must make the arrangements enabling its members to produce annual reports. This means it must tell its members how and by when to do this. The Measure, at section 8 et seq, provides for a Head of Democratic Services (HDS) to carry out democratic services functions as defined in section 9. This includes the provision of support and advice to members to assist them in the carrying out of their functions and organisation of the annual report process would fall within this. The Measure prevents the HDS from providing support and advice to a member of an executive in relation to the carrying out of that member’s executive functions, but production of an annual report, even if it made reference to the member’s executive activities, is not an executive function in itself.

#### Publication of reports

How a local authority decides to publish is a matter for that authority to decide upon. The minimum requirement would be for the authority to include a link to a member’s annual report on that part of the authority’s website which carries details of individual members. There is no requirement for any publicity beyond this, and authorities should be careful that, if they decide to provide any further publicity for the reports, the same provision is provided for all members. Therefore, should a member request that his/her report is given any greater publicity, that request should be declined unless carried out in respect of all members. Local authorities should ensure also that their website includes information about the introduction of annual reports and how members of the public can access them.

#### Content of reports

The central purpose of the reports is for members of the public to find information about their local councillor’s activity. Local authorities may place their own restrictions on content in reports. Annual reports should include only factual information. In the main that would



suggest information on meetings, events and conferences etc. attended, training and development received. While it might be acceptable to record information such as “made representations on behalf of the campaign to save the local hospital in the following ways”, it would not be acceptable to say “succeeded in saving local hospital by my efforts on my constituents’ behalf”. Similarly, care should be taken to avoid including in reports information concerning activities when the member concerned is not operating in the role of councillor. So, whereas it would be acceptable to include information concerning, for instance, a speech made at a conference where the member was attending because of their council role, it would not be acceptable to refer to a speech made to, for instance, a Party conference, where the member was a delegate from their local party organisation. Care should also be taken not to include information which could be interpreted as critical of another member. For instance, it would not be acceptable for a member to compare his/her attendance or activities with that of another member or members.

The following areas are proposed as standard items to be included:

- Role and responsibilities – to include details of membership of committees and outside bodies, attendance records for these and full council.
- Local activity – details of surgeries held, representations made on behalf of electors and the results of these
- Major projects – involvement in local, county or regional initiatives or projects
- Learning and development – details of Training and development events attended or undertaken, conferences and seminars attended.

## Appendix B – Current Report Template

### ANNUAL REPORT- 2015/16

<b>Councillor:</b>	<b>Group:</b>			
<b>Ward:</b>				
<b>Purpose of the annual report:</b> The aim of the Annual Report is to assist the electorate to become better informed of the work and activities of their elected local authority member during the year.				
<b>Role and responsibilities:</b>				
<b>The following constituency activities were held:</b>				
<b>The following initiatives and activities were held:</b> <i>Eg Chair of Community Council.</i>				
<b>I attended the following Committees:</b>				
COMMITTEE	Number of meetings *	Present	Apology	Absent
Number of committee meetings during 2015/16				
Percentage of Attendance: 100%				
<b>I was unable to attend the following Committee(s) due to the following reasons:</b> -				
<b>I participated in the following additional meetings, seminars, investigations and workshops:</b> <i>Eg Scrutiny Forum Post-16 Education Transport Scrutiny Investigation Strategic Plan Workshop Savings Workshop</i>				
<b>I represented Gwynedd Council on the following outside bodies or meetings :</b>				
<b>I attended the following Learning and Development training sessions:</b>				
				<b>Date</b>
<b>Total Number of hours: hours</b>				

Appendix C – Example of an Annual Report not produced on the current Template



**ADRODDIAD BLYNYDDOL - 2015/16**

Cynghorydd  
Dafydd  
Meurig



Ward  
Arllechwedd



Pwrpas yr adroddiad yma yw i gynorthwyo etholwyr i wybod mwy am waith a gweithgareddau eu haelodau etholedig yn ystod y flwyddyn.

Rwyf yn aelod o'r Cabinet ers Ionawr 2015, gyda chyfrifoldeb dros Eiddo, Trafnidiaeth, Cynllunio, a Gwarchod y Cyhoedd

**Prif Weithgareddau Etholaethol**

- Llifogydd:** Yn dilyn llifogydd San Steffan 2015, llwyddais i berswadio Prif Weinidog Cymru i addo ariannu Cynllun Atal Llifogydd Talybont / A55 gwerth £1.9 miliwn. Mae'r gwaith wedi dechrau a bydd wedi ei gwblhau erbyn Awst 2016.
- Economi:** Llwyddiant wrth ddwyn pwysau ar Lywodraeth Cymru i drafod gyda datblygwyr sydd â diddordeb mewn sefydlu busnesau ar ystâd Parc Bryn Cegin.
- Llinellau Ffôn:** Llwyddiant wrth gael gadarnhad gan BT eu bod am wella'r ddarpariaeth rhwng Llanllechid ac Abergwyngregyn.
- Foel Ogwen:** Wedi cael addewid gan Cartrefi Cymunedol Gwynedd y byddant yn dymchwel garejis Foel Ogwen, er mwyn ehangu'r cae chwarae. Yn dal i bwysu arnynt i symud ymlaen i wneud y gwaith o fewn y flwyddyn nesaf.
- Cynllunio:** Cynrychioli etholwyr gyda materion cynllunio yn Abergwyngregyn, Llanllechid a Phorth Penrhyn.
- Cymorthfeydd:** Cynnal cymorthfeydd rheolaidd gydag Alun Ffred Jones AC a Hywel Williams AS yn Abergwyngregyn, Llandygái a Thalybont.
- Cyffrediniol:** Rhoi cymorth i nifer o etholwyr gyda materion megis digartrefedd, tipio slei bach, torri coed, clirio afonydd, biniau baw ci, caeau chwarae, a gwlaw cocos Aber Ogwen.

**Prif Weithgareddau Cymunedol**

- Partneriaeth Ogwen:** Cadeirydd y cwmni cymunedol sydd wedi dod a gwasanaethau yn ôl i ardal Dyffryn Ogwen. Bellach mae'r cwmni'n cyflogi tri pherson lleol, ac wedi agor siop gymunedol ym Methesda - Siop Ogwen - drwy gydweithrediad â Neuadd Ogwen.
- Ynni Ogwen:** Cyfarwyddwr cwmni cymunedol sydd wedi llwyddo i godi bron i hanner miliwn o bunnau'n lleol, i ddatglybu cynllun trydon dŵr cymunedol ar yr Afon Ogwen. Mae'r gwaith adeiladu ar fin dechrau.
- Cwmni Adwy:** Cyfarwyddwr ac Ysgrifennydd y cwmni nid-am-elw sy'n gosod eiddo ar rhent fforddiadwy i fusnesau lleol yn hen ardaloedd chwareli Gwynedd.
- Balchder Bro:** Wedi ymuno gyda'r criw gwirfoddol sy'n tacluso a chasglu ysbwriel o gwmpas yr ardal, a bum yn helpu i osod basgedi crog ar eiddo yn stryd fawr Bethesda.
- Eryrod Eira:** Aelod o'r grŵp cymunedol sy'n clirio palmentydd Dyffryn Ogwen pan fo eira.
- Chwarel y Penrhyn:** Aelod o bwyllgor cyswllt sy'n rhannu gwybodaeth rhwng y Chwarel a'r gymuned.
- Llandygái:** Aelod o bwyllgor Neuadd Talgái. Yn ystod y flwyddyn bum yn helpu gyda chinio Nadolig pensïynwyr fy ward.
- Ysgolion:** Bu i mi wasanaethu ar Gorff Llywodraethu Ysgol Llandygái yn ystod y flwyddyn.

## Presenoldeb

Y Cyngor	4 / 5
Y Cabinet	9 / 10
Pwyllgor Craffu Cymunedau	1 / 2
Pwyllgor Craffu Corfforaethol	1 / 1
Pwyllgor Apelau Cyflogaeth	3 / 3
Pwyllgor Polisi Cynllunio ar y Cyd (Cadeirydd)	4 / 4
Panel Polisi Cynllunio ar y Cyd (Cadeirydd)	5 / 5
Fforwm Ardal Bangor-Ogwen	2 / 3
Pwyllgor Rheoli Traeth Lafan (Cadeirydd)	1 / 1
Bwrdd Trafnidiaeth Canolbarth Cymru	2 / 2
Bwrdd Trafnidiaeth Gogledd Cymru	2 / 2
Gweithgor Cae Ceffyl	1 / 1

**Canran Presenoldeb** **90%**

## Sesiynau Eraill

### **Bu i mi gymryd rhan yn y canlynol:**

Cynhadledd Cynllunio Cymru, Caerdydd  
Gweithdai Her Gwynedd  
Sesiwn Strategaeth Pobl Hŷn  
Seminar Sefyllfa Ariannol y Cyngor  
Sesiynau gwybodath Grid Cenedlaethol  
Codi ymwybyddiaeth Deddf Cynllunio Cymru  
Seminar Cynllun Datblygu Lleol ar y Cyd  
Grŵp Llywio anghenion Ilety Sipsiwn a Theithwyr  
Ymchwiliad i gytundebau cynllunio Adran 106  
Gweithdy ar y Ddeddf Gwasanaethau Cymdeithasol a Llesiant  
Ymgynghori Cynllunio - TAN20

## Hyfforddiant

**Cyfanswm nifer o oriau** **xx**

<b>MEETING</b>	<b>Democratic Services Committee</b>
<b>DATE</b>	<b>20 September 2016</b>
<b>SUBJECT</b>	<b>Draft work programme</b>
<b>PURPOSE</b>	<b>To submit a draft work programme for the Committee's consideration in order to forward plan the year's work.</b>
<b>AUTHOR</b>	<b>Arwel Ellis Jones Senior Service Manager Corporate Commissioning Vera Jones Democratic Services Manager</b>

1. Programming work for any field is considered to be good practice. It means that work can be planned more effectively and ensure that timely and appropriate consideration is given to issues that are important to members whilst ensuring that appropriate support is available to be able to successfully achieve in their roles. It also means that everyone is aware of what is going to be discussed and when.
2. In a changing world, however, it is essential that any forward planning is viable - i.e. that the forward planning can be adapted and changed at any time if new priorities, that we are currently not aware of, arise and need to be discussed or considered by the Committee at a particular time.
3. A draft is presented below of the matters to be include in the work's forward plan, along with a recommended timetable.

#### **OBSERVATIONS**

4. The committee is invited to comment on these intentions

<b>Num ber</b>	<b>Item</b>	<b>What is the Committee to do</b>
14 June 2016		
Meeting was postponed The Electoral Focus Group 2017 met instead in order that they may begin the important preparatory work.		
20 September 2016		
1.	Progress report by the Electoral Focus Group May 2017	Discuss the report and receive members' comments on the draft plans.
2.	Update report from the diversity sub-group. Present an update as to the group's work and the work programme created.	Discussion on the developments by the sub-group and opinion on direction by the Committee.
3.	Annual Report by the Chair of the Standards Committee	Opportunity to receive information about the work of the Committee and to ask any questions
4.	Social Media Policy	Update on the policy and discussion about Facebook/Twitter accounts
5.	Annual Reports by Members - report back on reports' completion 2015/16	Receive information
6.	Outside bodies – reporting back to Council	Discussion on the arrangements.
7.	Democratic Services Committee annual work programme	Consider including the work programme for 2016/17
29 November 2016		
8.	Progress report by the Electoral Focus Group May 2017	Update on the report in 1 above.
9.	Web casting. Report on the past year and discuss the way forward.	Consider the way ahead regarding web casting and its associated cost.
10.	Remote attendance. Receive an update on the requirements and any developments in Gwynedd.	Discuss with the Committee in terms of their wishes for the way forward in Gwynedd.
11.	Members Charter.	
12.	Modern Gov - report on the development of the work programme	Consider the way forward
4 April 2017		
13.	Submit the Annual Report of the Committee to the full Council - submit a draft report by the	Assess successes and work that's ongoing by the

	Committee Chair to be presented to the Full Council.	Committee.
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It is likely that other matters will also require the Committee's attention during the year e.g. update from the Electoral Boundaries Commission