



# Complete Agenda

Chief Executive's Department  
Swyddfa'r Cyngor  
CAERNARFON  
Gwynedd  
LL55 1SH

Meeting

**THE COUNCIL**

Date and Time

**1.00 pm, THURSDAY, 15TH JUNE, 2017**

**\* NOTE**

**This meeting will be webcast**

**<http://www.gwynedd.public-i.tv/core/portal/home>**

Location

**Siambr Dafydd Orwig, Council Offices, Caernarfon, Gwynedd, LL55 1SH**

Contact Point

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(DISTRIBUTED 08/06/17)

**Dilwyn Williams  
Chief Executive**

**[www.gwynedd.llyw.cymru](http://www.gwynedd.llyw.cymru)**

**THURSDAY, 8 JUNE 2017**

Dear Councillor,

**MEETING OF GWYNEDD COUNCIL – THURSDAY, 15 JUNE 2017**

**YOU ARE HEREBY SUMMONED** to attend a meeting of **GWYNEDD COUNCIL** which will be held at **1.00 pm** on **THURSDAY, 15TH JUNE, 2017** in **SIAMBR DAFYDD ORWIG, COUNCIL OFFICES, CAERNARFON, GWYNEDD, LL55 1SH** to consider the matters mentioned in the following agenda.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'Dafydd Iwan', written in a cursive style.

Prif Weithredwr/Chief Executive

The following rooms will be available for the political groups during the morning:-

Plaid Cymru - Siambr Dafydd Orwig  
Independent – Siambr Hywel Dda  
Llais Gwynedd – Ystafell Gwyrfai  
Liberal-Labour - Ystafell Daron

# AGENDA

## 1. APOLOGIES

To receive any apologies for absence.

## 2. MINUTES

6 - 15

The Chairman shall propose that the minutes of the annual meeting of the Council held on 18<sup>th</sup> May, 2016 be signed as a true record. (attached)

## 3. DECLARATION OF PERSONAL INTEREST

To receive any declaration of personal interest.

## 4. THE CHAIRMAN'S ANNOUNCEMENTS

To receive any Chairman's announcements.

## 5. CORRESPONDENCE, COMMUNICATIONS OR OTHER BUSINESS

To receive any correspondence, communications or other business brought forward at the request of the Chairman.

## 6. URGENT ITEMS

To note any items which are urgent business in the opinion of the Chairman so they may be considered.

## 7. QUESTIONS

To consider any questions the appropriate notice for which have been given under Section 4.19 of the Constitution.

## 8. GWYNEDD PERFORMANCE REPORT 2016/17

16 - 56

To submit the report of the Head of Corporate Support (attached).

## 9. REVIEW OF GWYNEDD ELECTORAL BOUNDARIES

57 - 93

To submit the report of the Senior Manager (Corporate Support) (attached).

## 10. 2016-17 ANNUAL REPORT OF THE DIRECTOR OF SOCIAL SERVICES

94 - 119

To submit the report of the Statutory Director of Social Services (attached).

- 11. SCRUTINY ANNUAL REPORT 2016-17** 120 - 140
- To submit the Scrutiny Annual Report 2016-17 (attached).
- 12. APPOINTMENT OF ELECTED AND COMMUNITY MEMBERS TO THE STANDARDS COMMITTEE** 141 - 143
- To submit the report of the Monitoring Officer (attached).
- 13. APPOINTING A LAY MEMBER TO THE AUDIT AND GOVERNANCE COMMITTEE** 144 - 145
- To submit the report of the Head of Finance and the Monitoring Officer (attached).
- 14. CABINET PORTFOLIOS** 146 - 147
- To submit the report of the Head of Legal Services / Monitoring Officer (attached).
- 15. HEAD OF DEMOCRATIC SERVICES ANNUAL REPORT 2016-17** 148 - 157
- To submit the report of the Head of Democratic Services (attached).
- 16. APPOINTMENT OF CHAIRMAN OF THE DEMOCRATIC SERVICES COMMITTEE**
- To appoint a Chairman of the Democratic Services Committee.
- [In accordance with the requirements of Section 14 of the Local Government Bill (Wales) 2011, the Chairperson of the Democratic Services Committee shall be appointed by the Full Council and it cannot appoint a member of a political group which is represented on the executive.]
- 17. ROLE DESCRIPTIONS** 158 - 211
- To submit the report of the Head of Democratic Services (attached).
- 18. SCRUTINY CHAIRS BASED ON THE POLITICAL BALANCE** 212
- To submit the report of the Head of Democratic Services (attached).
- 19. NOTICES OF MOTION**
- (A) NOTICE OF MOTION BY COUNCILLOR PETER READ**

In accordance with the Notice of Motion received under Section 4.20 of the Constitution, Councillor Peter Read will propose as follows:-

**“In my opinion, there is a need to review the system of**

**distributing wheelchairs in North Wales in light of several cases where these chairs are not suitable for the individuals. Though this work is not a direct responsibility of the Council, we do have a responsibility to listen to the concerns of the County's vulnerable citizens.**

#### **Proposal**

**That the Council refers the question of the suitability of the arrangements for providing wheelchairs for Gwynedd residents for consideration for the scrutiny programme."**

#### **(B) NOTICE OF MOTION BY COUNCILLOR OWAIN WILLIAMS**

In accordance with the Notice of Motion received under Section 4.20 of the Constitution, Councillor Owain Williams will propose as follows:-

**"That the Council asks the Cabinet Member for Education to consider encouraging the County's schools to display our national flag – namely the red dragon, on school grounds of buildings. This practice is already undertaken by several of our schools – but not all of them by far."**

#### **(C) NOTICE OF MOTION BY COUNCILLOR GLYN DANIELS**

In accordance with the Notice of Motion received under Section 4.20 of the Constitution, Councillor Glyn Daniels will propose as follows:-

**"I propose that Gwynedd Council supports the Hospital Defence Committee and the residents of Blaenau Ffestiniog to press on the Betsi Cadwaladr University Health Board and relevant authorities to ensure that appropriate and necessary facilities are provided in the new hospital being built in the town.**

**With this I mean facilities that are usually found in local hospitals, such as a x-ray unit, minor injuries unit and a sufficient number of beds for inpatients. Given that Blaenau Ffestiniog is the third largest town in Gwynedd and also that the response of the vast majority of residents in a recent referendum insisted that the town deserved to be treated better, I believe that there is no reason why the Council should not support this proposal."**

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## ANNUAL MEETING OF THE COUNCIL, 18.05.17

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**Present:** Councillor Annwen Daniels (Chair);  
Councillor Annwen Hughes (Vice-chair);

**Councillors:**

Craig ab Iago, Menna Baines, Freya Hannah Bentham, Dylan Bullard, Stephen Churchman, Steve Collings, R.Glyn Daniels, Anwen Davies, Elwyn Edwards, Alan Jones Evans, Aled Evans, Dylan Fernley, Peter Antony Garlick, Simon Glyn, Gareth Wyn Griffith, Selwyn Griffiths, Alwyn Gruffydd, John Brynmor Hughes, Louise Hughes, R.Medwyn Hughes, Sian Wyn Hughes, Judith Humphreys, Nia Jeffreys, Peredur Jenkins, Aeron M.Jones, Aled Wyn Jones, Anne Lloyd Jones, Charles W.Jones, Elin Walker Jones, Elwyn Jones, Eric Merfyn Jones, Huw Wyn Jones, Keith Jones, Kevin Morris Jones, Linda A.W.Jones, Sion Wyn Jones, Eryl Jones-Williams, Cai Larsen, Beth Lawton, Dilwyn Lloyd, Dafydd Meurig, Dilwyn Morgan, Linda Morgan, Dafydd Owen, Edgar Wyn Owen, W.Roy Owen, Berwyn Parry Jones, Jason Wayne Parry, Nigel Pickavance, Rheinallt Puw, Peter Read, Dewi Wyn Roberts, Elfed P.Roberts, Gareth A.Roberts, W.Gareth Roberts, Mair Rowlands, Paul Rowlinson, Angela Russell, Dyfrig Siencyn, Mike Stevens, Gareth Thomas, Ioan Thomas, Hefin Underwood, Catrin Wager, Cemlyn Williams, Eirwyn Williams, Elfed Williams, Gareth Williams, Gethin Glyn Williams, Gruffydd Williams and Owain Williams.

**Also in attendance:** Dilwyn Williams (Chief Executive), Morwena Edwards and Iwan Trefor Jones (Corporate Directors), Dafydd Edwards (Head of Finance Department), Geraint Owen (Head of Corporate Support Department), Iwan Evans (Head of Legal Services / Monitoring Officer), Dafydd Wyn Williams (Head of Environment Department), Rhun ap Gareth (Senior Solicitor / Deputy Monitoring Officer), Vera Jones (Members Manager - Democracy Service) and Eirian Roberts (Member Support Officer).

**Apologies:** Councillors Dewi Owen and John Pughe Roberts.

Councillor Eric Merfyn Jones (Chairman) 2016/17 addressed the meeting.

**1. CHAIR**

Councillor Annwen Daniels was elected chair for 2017/18.

Councillor Annwen Daniels signed a declaration accepting the post of Chair of Gwynedd Council for 2017/18.

**2. VICE-CHAIR**

Councillor Annwen Hughes was elected vice-chair for 2017/18.

Councillor Annwen Hughes signed a declaration accepting the post of vice-chair of Gwynedd Council for 2017/18.

**3. MINUTES**

The Chair signed the minutes of the previous meeting of the Council held on 2 March 2017 as a true record.

**4. DECLARATION OF PERSONAL INTEREST**

Members had received a briefing note from the Monitoring Officer in advance about item 13 on the agenda – Financial Remuneration for Elected Members.

As a consequence of the nature of the report on Financial Remuneration for Elected Members, and in order to comply with the requirements of the Code of Conduct, the Chair declared a personal interest in the item on behalf of all members present but, as it was not a prejudicial interest, members would have the right to participate in the discussion and vote on the matter.

## **5. CHAIR'S ANNOUNCEMENTS**

### **(1) Condolences**

Condolences were extended to Councillor Annwen Hughes and Louise Hughes on the recent passing of loved ones.

Reference was made to the death of Rhodri Morgan, former Wales First Minister, who had been at the forefront of establishing the Assembly and who held the post of First Minister for almost 10 years before stepping down in 2010.

It was also noted that the Council wished to express condolences to everyone in the county's communities who had lost loved ones recently.

The Council stood in silence as a mark of respect.

### **(2) Congratulations**

The following were congratulated:-

- The members on their success at the recent election and the new members were welcomed to their first meeting of the Council.
- The Principal Librarian, Hywel James, on receiving the Lifetime Achievement Award at a ceremony at the Cilip Cymru Conference in Llandudno to acknowledge his great contribution to Gwynedd Libraries and also to the public library service nationally.
- Anne Thomas of Bala and her team from Dolgellau Hospital on winning the Royal College of Nursing prize for their work in developing health care in rural Meirionnydd.
- Bala Football Club on winning the Welsh Cup this year.
- Pwllheli Rugby Club on their recent sweeping success.
- Gethin Lloyd Evans from Penrhyndeudraeth on being selected for North Wales Colleges at the student Rugby League Championships in Sydney, Australia in July. Gethin was studying para-medicine at Swansea University and would be graduating this year.

### **(3) Note**

Members were asked to respond as soon as possible to the e-mail recently sent to them about the Review of the Local Democracy and Boundary Commission.

## **6. QUESTIONS**

### **Question from Councillor Sion Jones**

"Very recently, a company working on behalf of Vodafone installed a 15m high mast at a prominent location on Council land in Bethel. Planning permission was not required, neither was consultation with local residents. Is this a fair policy?"

**Answer from the Head of Environment Department**

*(The written response of the Head of Environment Department to the question was circulated to members beforehand).*

"It is not usual policy to erect telecommunications masts. This is legislation and the Council, therefore, has no choice as to whether planning permission is required or not. This comes to us as law. And the basis of this legislation is that Welsh Government is very eager for people in Wales to have access to the best possible 3G/4G phone connectivity to improve our businesses and to improve the economy and so that we are able to communicate as well as anyone else. I believe that this is what's behind this. They are attempting to reduce obstacles for companies such as Vodafone, or whoever, to install equipment. So planning permission is not necessary. The only matter they have to satisfy is that they have to consult by informing the Planning Authority of their intentions; the only thing the Planning Authority can examine is the setting and appearance of that which they intend to do. This matter has been to consultation since the Planning Authority is required to do so, and this consultation has taken place with the Community Council. Notices have been placed on the site as required and nearby residents have also been informed. There were two objections - one by the local councillor and the other from one of the nearby residents, but they were not reasons for refusing the application. The mast, which stands at 12.5 metres in height, has now been installed. There are light columns and are other columns there also. I don't believe the setting is poor. We have been to look at the site. It is in accordance with what the company has been saying. We did not have much scope to object to this and to insist that the company put forward a planning application. Whether the matter is fair or not, this is up to you as politicians; but we, as officers, work within the procedures and legislation that are laid out before us."

**A supplementary question by Councillor Sion Jones**

"Was Gwynedd Council given any money from Vodafone for erecting this mast?"

**Answer from the Head of Environment Department**

"The written explanation touches on another piece of legislation which enables companies such as Vodafone, BT, the Water Board, etc. to install equipment. They have the right under the Highways Act and the Streets Act to install equipment on our roads without payment. They do have to inform us of the work they're carrying out, but this is permitted. The location of this mast is on part of the highway; as such, they have the right to do this and they can do it for free as long as it does not impact the safety of road users etc. No, the Council has not received money for this. The Council would have been delighted if it was off-road land, and there are arrangements where the Council has received money for such installations, but not on this occasion. There was no way for us to obtain money from the company."

**7. LEADER OF THE COUNCIL**

Councillor Dyfrig Siencyn was appointed Leader of the Council for the term of this Council.

The Leader gave a short address, informing the Council that he was in the process of appointing nine members to the Cabinet and that he had invited Councillor Mair Rowland act as Deputy Leader.

**8. AMENDMENTS TO THE CONSTITUTION**

The Head of Legal Services / Monitoring Officer submitted a report suggesting amendments to the Council Constitution:-

- because of the review of the scrutiny arrangement;
- in order to implement changes to the Planning Committee's arrangements deriving from new legal requirements;
- to reflect a change to the name of the Regulatory Department to Environment Department.

He apologised for some minor typing errors in the documents and he also referred to the need to make two further changes to Appendix 1 (Section 7 of the Constitution), namely:-

- Delete the reference to 'Customer Care' under the Role and Scope of the Education and Economy Scrutiny Committee.
- Delete the reference to 'Language' under the Role and Scope of the Communities Scrutiny Committee as it will be the Language Committee that will be undertaking the scrutiny of language matters under the new arrangement.

During the discussion, some members expressed surprise about the new statutory requirement to disallow the use of substitutes in the Planning Committee and the Monitoring Officer agreed to convey the message to the Assembly and ask for further discussion.

#### **RESOLVED**

- (a) Adopt the changes to Section 7 of the Constitution, "Scrutiny Committees" in accordance with the report to implement the review of the scrutiny arrangement, also deleting the reference to 'Customer Care' under the Role and Scope of the Education and Economy Scrutiny Committee, and the reference to 'Language' under the Role and Scope of the Communities Scrutiny Committee.**
- (b) Adopt the changes to the remit of the Audit Committee and the Language Committee in response to the scrutiny review and change the name of the Audit Committee to Audit and Governance Committee.**
- (c) Note the changes in Section 9 of the Constitution, "Regulatory and Other Committees" in order to comply with statutory requirements.**
- (ch) Note the changes to the Constitution to reflect the change in the name of the Regulatory Department to Environment Department.**

#### **9. THE COUNCIL'S POLITICAL BALANCE**

The Head of Democratic Services presented the report on the Council's political balance and relevant matters, and the Leader proposed the recommendations of the Business Group.

It was explained:-

- At the time of writing this report, the exact political balance of the Council was not known.
- An update on the political balance was submitted to the Business Group on 15 May in order to agree on recommendations to be submitted to the Full Council.
- That all members had received an additional paper with recommendations for the Council based on the discussions of the Business Group and the content of that paper was elaborated upon (*see attached document*).

#### **RESOLVED**

- (a) To adopt the political balance and the allocation of seats on the Council's committees in accordance with the table in the Appendix:-**

- (b) Delegate the power to the Head of Democratic Services to make appointments to the committees on the basis of political balance and in accordance with the wishes of the political groups.
- (c) Allocate the chairpersonships of scrutiny committees on the basis of political balance as follows:

Independent Group – 2 members  
 Plaid Cymru Group - 1 chair

- (ch) Confirm the allocation of the political groups support officers' posts and the hours of the political groups support officers as follows, and for the duration of this Council unless, in the opinion of the Business Group, a substantial change takes place in the political balance of the Council or that a political group has a less than 10% membership:-

Plaid Cymru Group - 35 hours  
 Independent Group - 20 hours

- (d) Confirm the political balance for the outside bodies as follows for the term of this Council unless a review is required because of changes in the political balance:-

| BODY                                  | Plaid Cymru | Independent | Llais Gwynedd | Labour Liberal Democrats | Individual Members |
|---------------------------------------|-------------|-------------|---------------|--------------------------|--------------------|
| Snowdonia National Park Authority     | 5           | 3           | 1             | 0                        | 0                  |
| North Wales Fire and Rescue Authority | 3           | 2           | 0             | 0                        | 0                  |

- (dd) Nominate Councillor Dilwyn Morgan (Plaid Cymru) and Eric Merfyn Jones (Independent) as members of the Police and Crime Panel for the period until the next local government elections.

**10. FINANCIAL REMUNERATION FOR ELECTED MEMBERS**

The Head of Democratic Services presented a report asking that the Council determine the higher salaries to be paid for the coming year, and the Leader proposed the recommendations of the Democratic Service Committee.

During the discussion, specific attention was given to the recommendation to retain salary levels of Cabinet Members and Committee Chairpersons at Level 1 (£29,000) during the first year of the Council.

Some members expressed their support for the recommendation on the grounds that it reflected the responsibility and workload involved with the roles in question and that a decision had been made last year to retain the higher salaries at Level 1.

In contrast, other members noted that Councillors should demonstrate to residents of the county and Council staff their willingness to share some of the burden at this time of hardship and an amendment to reduce the higher salaries to level 2 (£26,000) was proposed and seconded.

A registered vote was called on the amendment and over a quarter of members voted in its favour.

In accordance with Procedural Rules, the following vote was recorded on the amendment:-

**In favour (32)**

Councillors Freya Hannah Bentham, Dylan Bullard, Stephen Churchman, R.Glyn Daniels, Anwen Davies, Dylan Fernley, Peter Antony Garlick, Alwyn Gruffydd, John Brynmor Hughes, Louise Hughes, R.Medwyn Hughes, Judith Humphreys, Aeron Jones, Elwyn Jones, Eric Merfyn Jones, Keith Jones, Kevin Morris Jones, Sion Jones, Eryl Jones-Williams, Dilwyn Lloyd, Roy Owen, Jason Parry, Nigel Pickavance, Dewi Roberts, Elfed Roberts, Angela Russell, Mike Stevens, Hefin Underwood, Eirwyn Williams, Elfed Williams, Gareth Williams and Owain Williams.

**Against (39)**

Councillors Craig ab Iago, Steve Collings, Annwen Daniels, Elwyn Edwards, Alan Jones Evans, Aled Evans, Simon Glyn, Gareth Griffith, Selwyn Griffiths, Annwen Hughes, Sian Wyn Hughes, Nia Jeffreys, Peredur Jenkins, Aled Wyn Jones, Anne Lloyd Jones, Berwyn Parry Jones, Charles Jones, Elin Walker Jones, Huw Wyn Jones, Linda Wyn Jones, Cai Larsen, Beth Lawton, Dafydd Meurig, Dilwyn Morgan, Linda Morgan, Dafydd Owen, Edgar Owen, Rheinallt Puw, Peter Read, Gareth A.Roberts, W.Gareth Roberts, Mair Rowlands, Paul Rowlinson, Dyfrig Siencyn, Gareth Thomas, Ioan Thomas, Cemlyn Williams, Gethin Glyn Williams and Gruffydd Williams.

**Abstaining (1):**

Councillor Catrin Wager

As the amendment had been lost, the members voted on the original proposal to accept the recommendations of the Democratic Services Committee, and it carried.

**RESOLVED**

**(a) Continue to pay higher wages to the 18 roles noted below:-**

- **Leader**
- **Deputy Leader**
- **Up to 8 other Cabinet members**
- **The Leader of the largest Opposition**
- **Chairpersons of the Scrutiny Committees (x3)**
- **Chair of the Audit and Governance Committee**
- **Chair of the Planning Committee**
- **Chair of the Licensing Committee**
- **Chair of the Pensions Committee**

**(b) That salary levels for Cabinet Members and Committee Chairs (as listed in decision (a) above) remain at Level 1 (i.e. £29,100) during the first year of the new Council.**

**(c) To carry out a review of the workload of all chairs within a year to see whether there is room to vary the decision or reconsider the salary levels.**

**11. COMMITTEES CALENDAR 2017/18**

The Head of Democratic Services presented a calendar for the dates of Council meetings for 2017/18.

**RESOLVED to adopt the Committees Calendar for 2017/18.**

The meeting commenced at 1.00 pm and concluded at 2.25 pm

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**CHAIRMAN**

APPENDIX

Aa

|                            |  |
|----------------------------|--|
| <b>MEETING</b>             | <b>FULL COUNCIL</b>  |
| <b>DATE</b>                | <b>18 MAY 2017</b>   |
| <b>TITLE OF THE REPORT</b> | <b>THE COUNCIL'S POLITICAL BALANCE<br/>(additional paper to coincide with item 12)</b>   |
| <b>PURPOSE</b>             | <b>Submit the recommendations of the Business Group to the Council</b>   |
| <b>RECOMMENDATION</b>      | <b>Allocation of seats on the Council's Committees and Confirm the Allocation of the Posts and Hours of the Members' Support Officers.</b> |
| <b>AUTHOR</b>              | <b>Geraint Owen<br/>Head of Democratic Services</b>  |

## 1. THE COUNCIL'S POLITICAL BALANCE

1.1.1 Following the May 2017 Local Government elections, the Gwynedd Council political balance is as follows:

| <u>Group</u>       | <u>Number</u> |
|--------------------|---------------|
| Plaid Cymru        | 41            |
| Independent        | 24            |
| Llais Gwynedd      | 6             |
| Liberal/Labour     | 2             |
| Individual members | 2             |
| <b>Total</b>       | <b>75</b>     |

## 2. ALLOCATION OF SEATS ON COMMITTEES

2.1 The seats are allocated on the various committees in accordance with the information noted in the appendix to this report.

## 3. CHAIRPERSONSHIPS AND AND VICE-CHAIRPERSONSHIPS

3.1 The only committees for which the chairs are to be allocated on the basis of political balance are the Scrutiny Committees. Specific rules must be followed when calculating entitlement to chairs of the scrutiny committees based on the political balance. The rules aim to ensure that groups that are not represented on the executive are given a fair proportion of the chairpersonships. In accordance with the rules, the chairpersonships are allocated as follows:

Independent Group – 2 Chairs, Plaid Cymru Group – 1 Chair

## 4. MEMBER SUPPORT OFFICERS

4.1 The hours of political support are allocated between the eligible groups as follows:

Plaid Cymru Group 35 hours  
 Independent Group 20 hours

## 5. OUTSIDE BODIES

5.1 It is the Council that decides on allocations of the seats to bodies that require political balance. There are two of these, namely

- Snowdonia National Park Authority, and
- North Wales Fire and Rescue Authority

5.2 The seats on the two outside authorities are allocated as follows:

| BODY                                  | Plaid Cymru | Independent | Llais Gwynedd | Liberal/ Labour | Individual Members |
|---------------------------------------|-------------|-------------|---------------|-----------------|--------------------|
| Snowdonia National Park Authority     | 5           | 3           | 1             | 0               | 0                  |
| North Wales Fire and Rescue Authority | 3           | 2           | 0             | 0               | 0                  |

5.3 The allocation of seats will stand for the term of this Council unless a review is required due to changes in the political balance.

5.4 Police and Crime Panel. As noted in the original report, the Full Council must nominate members to represent the Council on the Police and Crime Panel. Gwynedd's representation on the Panel is two members – one from Plaid Cymru Group and one from the Independent Group.

5.5 It is essential that the members nominated to the Police and Crime Panel have the necessary knowledge and experience to assist the Police and Crime Panel to discharge its functions effectively, and this should be taken into consideration whilst nominating members. Nominations will be submitted to the Home Secretary for approval.

5.6 The Council is asked to nominate members from the two groups named above. It is recommended that the appointments will stand until the next Local elections are held.

## ALLOCATION OF SEATS ON COMMITTEES

| A  | Plaid Cymru | Independent Group | Llais Gwynedd | Lib/Lab | Individual Members | Total |
|--|-------------|-------------------|---------------|---------|--------------------|-------|
| Education and Economy Scrutiny Committee | 10          | 5                 | 2             | 0       | 1                  | 18    |
| Communities Scrutiny Committee           | 10          | 5                 | 2             | 1       | 0                  | 18    |
| Care Scrutiny Committee                  | 10          | 6                 | 1             | 0       | 1                  | 18    |
| Audit and Governance Committee           | 10          | 6                 | 1             | 1       | 0                  | 18    |

| B                                    | Plaid Cymru | Independent Group | Llais Gwynedd | Lib/Lab | Individual Members | Total |
|--------------------------------------|-------------|-------------------|---------------|---------|--------------------|-------|
| Democratic Services Committee        | 8           | 5                 | 1             | 0       | 1                  | 15    |
| Planning Committee                   | 8           | 5                 | 1             | 1       | 0                  | 15    |
| Central Licensing Committee          | 8           | 5                 | 1             | 1       | 0                  | 15    |
| Language Committee                   | 8           | 5                 | 1             | 0       | 1                  | 15    |
| Chief Officers Appointment Committee | 8           | 5                 | 2             | 0       | 0                  | 15    |
| Employment Appeals Committee         | 4           | 2                 | 1             | 0       | 0                  | 7     |

|                        |           |           |           |          |          |            |
|------------------------|-----------|-----------|-----------|----------|----------|------------|
| <b>Number of seats</b> | <b>84</b> | <b>49</b> | <b>13</b> | <b>4</b> | <b>4</b> | <b>154</b> |
|------------------------|-----------|-----------|-----------|----------|----------|------------|

| C                                  | Plaid Cymru | Independent Group | Llais Gwynedd | Lib/Lab | Individual Members | Total |
|------------------------------------|-------------|-------------------|---------------|---------|--------------------|-------|
| Pensions Committee                 | 4           | 2                 | 0             | 1       | 0                  | 7     |
| Local Joint Consultative Committee | 6           | 3                 | 1             | 0       | 1                  | 11    |
| SACRE                              | 4           | 3                 | 0             | 0       | 0                  | 7     |
| Joint Planning Policy Committee    | 5           | 2                 | 1             | 0       | 0                  | 8     |

|                    |            |           |           |          |          |            |
|--------------------|------------|-----------|-----------|----------|----------|------------|
| <b>Total seats</b> | <b>103</b> | <b>59</b> | <b>15</b> | <b>5</b> | <b>5</b> | <b>187</b> |
|--------------------|------------|-----------|-----------|----------|----------|------------|

# Agenda Item 8

## GWYNEDD COUNCIL

|                       |   |
|-----------------------|---|
| <b>MEETING</b>        | Council   |
| <b>DATE</b>           | 15 June 2017  |
| <b>TITLE</b>          | Gwynedd Performance Report 2016/17  |
| <b>PURPOSE</b>        | To approve the report as an accurate, balanced and clear reflection of the Council's performance during 2016/17, and to adopt it. |
| <b>AUTHOR</b>         | Geraint Owen, Head of Corporate Support   |
| <b>CABINET MEMBER</b> | Councillor Dyfrig Siencyn,<br>Council Leader  |
| <b>RECOMMENDATION</b> | To adopt the report   |

### **1.0 BACKGROUND**

- 1.1. The Local Government (Wales) 2009 Measure places a duty on local authorities to make arrangements to secure continuous improvement and to be accountable for it. We have addressed this by publishing the Council's Strategic Plan for 2013-17.
- 1.2. The process of accountability for performance takes place in two stages:
  - Stage 1 - The requirement for authorities to publish their plans for improvement, and to include a set of improvement objectives (our Strategic Plan).
  - Stage 2 - The requirement for authorities to publish an assessment of performance relating to their plans and improvement objectives (Gwynedd Performance Report 2016/17).
- 1.3. Submitted here is Gwynedd Council's Performance Report for 2016/17, which reports on the Council's performance against the Strategic Plan during that financial year.
- 1.4. Authorities are required to publish an assessment of their performance during a financial year by 31 October of the following financial year.

- 1.5 In accordance with the requirements, the Council needs to ensure that the content of the report provides an accurate, balanced and clear reflection of the Council's performance.

## **2.0 THE CONTENT**

- 2.1 This report is based on individual Cabinet Members' reports which were submitted to the Cabinet during 2016/17, which report on the Council services' performance and the achievements of the projects in the Council's Strategic Plan 2013-17.
- 2.2 The report also includes a data attachment which measures our progress against the Council's key performance measures and the National Strategic Indicators (NSIs). Comparable data with the 'family' of similar local authorities nor with local authorities across Wales is available at the moment with regards to the national indicators.
- 2.3 The images contained in the report will be used to prepare a concise version which focuses on the main issues visually and which is easily read. The public will be notified of the report via the usual Council networks, including social networking.

## **3. RECOMMENDATION**

- 3.1 The Council is asked to approve the report as an accurate, balanced and true representation of the Council's performance during 2016/17, and to adopt it.



# Performance Report

Gwynedd Council

2016/17



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**For further information or to request a copy of this document in large print, Braille, on audio tape or in another language, please contact**

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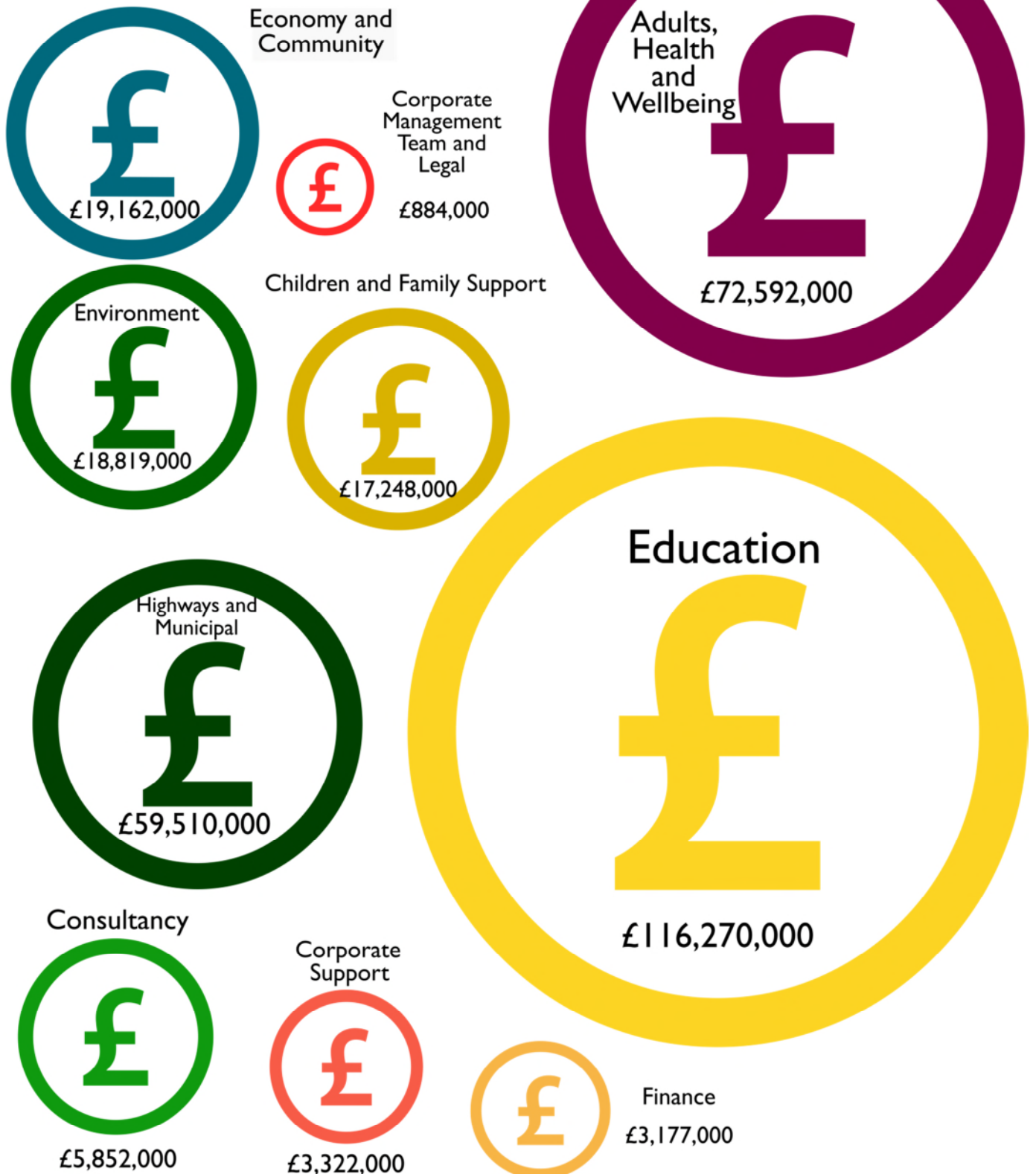
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# Our Expenditure

Council Departments' gross budgets to provide services to the people of Gwynedd in 2016/17:



# Conducting a dialogue with the people of Gwynedd

Conducting a dialogue with the people of Gwynedd is very important to Gwynedd Council in order to better understand the needs and priorities of our people and communities. This information can then be used to steer that which needs to be done.

4,574 of the people of Gwynedd took part in engagement exercises



In the present economic climate, conducting a conversation is even more important as the Council faces difficult challenges and decisions. One example of including the people of Gwynedd was *Gwynedd Challenge* when local people were invited to give their opinion on 118 different options for cutting services in order to save money and close the financial deficit. The result of this exercise was an agreement on a high percentage of options to save money.

The challenge to us as a Council is how to conduct a conversation with as many people and communities as possible, and to reflect their diversity. As many different methods as possible are used to try and achieve this.

**Gwynedd Citizens Panel** is a group representative of about 1,200 of the people of Gwynedd who are regularly given the opportunity to have their say on local services in order to assist the Council with planning, delivering and reviewing our local services.

To reach specific groups of people **focus groups** are used when more detailed discussion is needed. 51 young people attended the 'Have your Say' events in Bala, Caernarfon and Pwllheli where the future of young people's services were discussed.

**Public meetings** are also held, and they are an opportunity for the people of Gwynedd to discuss and question options and changes before decisions are taken.



An increasingly popular method of conversing is **new technology**. This could be an online questionnaire, video clips, messages on social media and live streaming. The Council has almost 20,000 followers on *Twitter* and *Facebook*. 1,471 of the people of Gwynedd responded to a survey on the standard of the streets of Gwynedd.

We must also remember that we shouldn't disregard the more traditional means of communication such as the press and paper surveys. Our aim is to reach a diverse public, including groups with equality characteristics via the methods most suited to them.

We are, nevertheless, aware that there is a way to go before we reach our destination in this area, and we have plans to improve further.

The opinion of the people of Gwynedd is important to us. It is also important that we as a Council report back after receiving comments from the public, and to explain our decisions and why they were taken.

Please will you help us and take every opportunity to have your say!

[www.gwynedd.llyw.cymru/consultations](http://www.gwynedd.llyw.cymru/consultations)

[twitter.com/CyngorGwynedd](https://twitter.com/CyngorGwynedd)

[facebook.com/CyngorGwyneddCouncil](https://facebook.com/CyngorGwyneddCouncil)

## Satisfaction of the people of Gwynedd

1,144

Gwynedd people completed the questionnaire about their satisfaction.

This is what they had to say...



Gwynedd - a good place to live?



Satisfied with Council services?



### Waste and Recycling Arrangements (313 comments)

The main concern of residents was issues regarding waste collection and recycling, but recent figures show that more than 61% of Gwynedd's waste is now recycled or composted.

### Standard of Streets (228 comments)

Residents are concerned about the standard of Gwynedd streets. But the report "How Clean are our Streets" 2016/17 by Keep Wales Tidy shows that 97.9% of the streets of Gwynedd reach the necessary standards of cleanliness.

## Children and Young People

Ensuring a more consistent quality of education across the county's schools and making sure that every child and young person has the same opportunities has remained a priority for 2016-17. During the year we have seen the fruition of many projects which seek to transform the education system in the county and improve results for our children and young people.

We have been focusing on reconciling education standards in every school in the county by challenging and targeting specific subjects and fields which require further attention. Good progress was seen in the performance of our schools across the Key Stages.

In our **Secondary** schools, the performance is very good in Key Stage 3 (11-14 years old) with 92% of pupils attaining the expected levels in English or Welsh, Mathematics and Science. This positive increase in performance since 2012 continues to place Gwynedd among the best authorities in Wales.

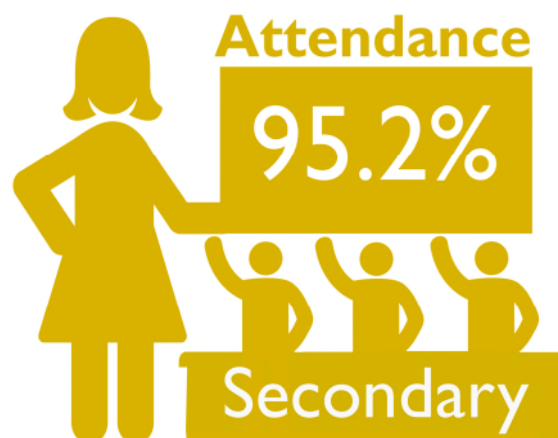
Similarly, our performance remains strong by the end of Key Stage 4 (14-16 years old) with 65.9% of 16-year-old pupils achieving 5 GCSE grades A\* to C, including Welsh or English, and Mathematics. During 2017/18, we intend to improve the performance and raise standards further by targeting specific subjects which are under-performing in our schools.



We are aware that further work needs to be done to improve outcomes for children in the Foundation Phase (7 years old) in our Primary schools. The number of children who reach the expected level at 7 years old has been stable since 2012; therefore we intend to focus on this field during 2017/18.

Estyn inspections of Gwynedd Schools have been very positive in this year. By now, no school is in a special measures category and only two schools are in the Estyn monitoring category (important fields for improvement).

During the year, attendance rates of secondary school pupils have increased again, with 95.16% ranking Gwynedd highest in Wales. Though the attendance figure has increased to 95.46% in our primary schools also, we will be focusing on raising this figure again in 2017/18.



We are pleased to see figures which show that the number of pupils leaving school at 16 years old and not entering education, training or employment has dropped to 1% (13 young people) during the year. This shows a significant reduction from the 3% figure in 2012. We will continue to work with the schools, youth service and other partners to reduce this figure in 2017/18.

In order to promote education of the best quality we have prioritised work to improve the quality of leadership in our schools. The support and training available for Leaders and Managers has developed well over the course of the year, with Heads and Senior Managers giving positive feedback on training programmes. We have also started to identify future leaders. Next year, we intend to build on this work and focus on improving the quality of middle-leadership in our secondary schools in particular.

We have already introduced our viable schools network programme, which is progressing well. Since 2012, we have secured investment of £56 million in the viable schools programme in order to ensure the best learning environment for the children and young people of Gwynedd.

**"This whole process has been a very exciting experience for pupils and staff as they have been able to see the site at various stages from its design to the construction work. The children and staff are delighted to be in their new school. I strongly believe that pupils will benefit greatly from the new building and the excellent facilities offered here."**

**Head of Ysgol Hafod Lon**

Ysgol Hafod Lon, which educates children and young people with additional learning needs from the Dwyfor and Meirionnydd areas, was opened in October 2016. The new school, which is located in Penrhyndeudraeth, has modern classrooms with the latest resources, as well as a hydrotherapy pool, therapy rooms, sensory equipment and an open-air play area. Good progress has been made with other sites also, with Ysgol Glancegin opening in October 2017 and work continuing in the Ysgol y Gader and Ysgol y Berwyn areas.

Over the course of the year, we have continued with the process of transforming the provision for approximately 4,000 pupils with Additional Learning Needs in Gwynedd. The progress of this project has been a little slower than expected but we have now agreed to collaborate with Anglesey Council to adopt the Additional Learning Needs Strategy which will address the early years and establish a central team of professionals with specific specialisms. During the next year, we will focus on establishing a new Service for Gwynedd and Anglesey Additional Learning Needs.

We have been working hard over the last year to ensure that we fulfil our responsibilities under the Social Services and Well-being (Wales) Act 2014. The act has been in force since April 2016 and it places responsibilities on us to develop a preventative approach in everything we do. The Early Intervention/Preventative project for groups of vulnerable children and young people in Gwynedd has been a priority for the Council since 2015.

We have already held an assessment of identified needs and specific fields which need to be targeted when planning early intervention into the future. These fields include: Speech and Language Delay, Parenting and Behaviour Support, Access to Mental Health Services and Support for Teenagers.



**Percentage of families who have reported improvement following the intervention of the Gyda'n Gilydd Team**

Over the course of the year we have been supporting children and families by offering access to services in the community or via a service which is co-ordinated by the Gyda'n Gilydd Team. The Gyda'n Gilydd Team offers support and early intervention for children, young people and their families to ensure that the problems they face do not become more severe and complex.

Though very good progress has already been made as a result of the work of our Flying Start and Gyda'n Gilydd teams and our wider partners, development against the pledges in our Strategic Plan has been slower than expected. But, looking at re-commissioning services that are funded via Families First grants gives us an opportunity to set a new direction and priorities that are ambitious and innovative to support young people and families in Gwynedd.

**"Just wanted to say thank you for everything, you've gone above and beyond for me and my child and it means a lot to us, so thank you from the bottom of our hearts"**

**One child's family**

## Gofal

The Social Services and Well-being (Wales) Act 2014 emphasises the need for the Council to work in close partnership with service users, families, informal carers and communities. In order to respond to the evident challenges in the Care field, it is crucial that we work effectively, and when appropriate, in an integrated manner with the Betsi Cadwaladr University Health Board.

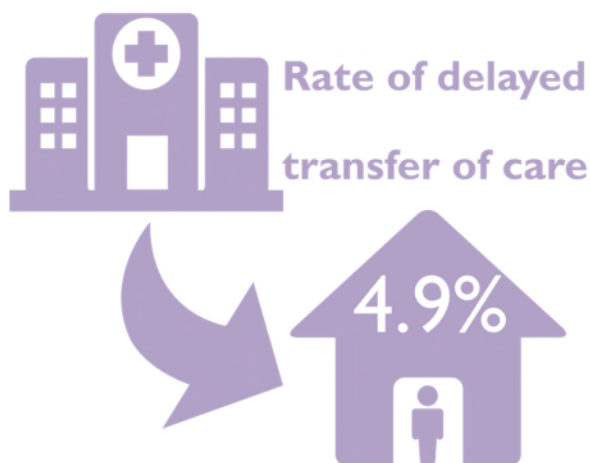


The 'Integrated Working Project, focusing on what counts for individuals' has focused on redesigning our current way of working to ensure that we place the people of Gwynedd at the centre. The Ysbyty Alltwen Integrated Team has been operational since 2015 and has merged specialists from the Social Services and Health fields. This project has set strong foundations in order to extend an entirely integrated model to provide care services for adults across Gwynedd.

In order to continue to offer care to our residents in an environment that suits them, it is essential that the individual's natural contacts with family or the community are used. A key part of ensuring that this support is available in our communities is the need to improve the understanding of the people of Gwynedd of the way communities can support people to live there longer. In order to ensure that the people of Gwynedd truly understand the challenge which faces us, during the year we have held various engagement events with our citizens and partners to discuss responding to this need in the future.

In order to help individuals to live their lives as they want to, it is crucial that we can offer the varied accommodation options across the county which address the needs of our residents. The exciting work of building Extra Care Housing in Porthmadog has moved on over the year and it will be ready during the next year. It is anticipated that the show-flats will be ready in August 2017 and an open day arranged thereafter. Developing a new accommodation model for adults with learning disabilities on the Frondeg site in Caernarfon has been addressed during the year with engagement with families to ensure their contribution to planning the new provision.





One of the main matters that has been a cause for concern for the Council is the stability and sustainability of our nursing homes across the county within the context of a very fragile sector. The situation with transfers from hospitals for social care reasons has deteriorated, with an increase in the rate of delay from 2.38% in 2015/16 to 4.91% in 2016/17. Despite this, Gwynedd's performance is comparable to the Welsh average, but it must be acknowledged that there is room for improvement. The performance reflects the current situation in the health and care system. It reflects the high demand on hospitals, lack of nursing beds in the community and also a lack of capacity in terms of professionals and home carers in some specific areas of Gwynedd.

Though recruiting to the care and nursing workforce remains extremely challenging, efforts to attract and keep workers are continuing and are being reinforced. Recruitment events and awareness raising sessions of career opportunities continue, and jointly with the Health Board a programme is being prepared to make better use of social media for recruitment.

The Council is currently planning and collaborating with its partners in order to overcome the obstacles which exist in this field. The 'Capacity and sustainability of the Care and Health System' project seeks to respond to the current problems in relation to provisions within the older people field mainly. Jointly with Betsi Cadwaladr University Health Board and Anglesey Council, work has been commissioned during the year to respond to some of the obstacles. The work will look at the availability and quality of the provision of care services in north-west Wales. The three public bodies will work closely with our main stakeholders over the course of the next year.

Work on the Llys Cadfan project in Tywyn was completed during the year and individuals have begun to move to the new Early Onset Dementia Unit there. This provision will make the lives of service users and their families easier and will mean that they do not have to leave their local areas and travel for miles to receive the specialist support in question. Though there has been some slippage in the programme to improve special and respite services in the south of the County, we are confident that the new provision will be available during this year.

On the whole, the performance measures suggest that the service is on the right track. There seems to be a reduction again this year in the proportion of people who choose to receive traditional support in the community and also in our residential homes. This positive trend suggests that we as a Council are collaborating effectively with our partners to plan the care required for our residents in the future.



During the year we have ensured that we understand the trends in relation to Child Sexual Exploitation (CSE) in Gwynedd. We have reviewed our operational arrangements and have ensured that they comply with regional arrangements. We have also ensured that we have robust arrangements to gather information which improves our understanding and awareness of this particular safeguarding field. Multi-agency training was conducted during the year by experts in the field in order to develop skills to identify signs of CSE and how to identify vulnerability in individuals exposed to exploitation. We are also continuing to contribute to this work field regionally and nationally.

The Strategic Safeguarding Panel has recently extended its focus and has added the 'PREVENT' agenda to its remit. This is the Home Office-led programme that relates to attempting to prevent individuals from being radicalised. The modern slavery agenda is also a matter which is being addressed.

## Manage Risk



Our measures in relation to adults and children suggest a solid performance again in 2016/17. It was seen again this year that the adults safeguarding referrals completed during the year had managed to control the risk 100% of the time.

Specifically regarding safeguarding children, the rate of risk assessments submitted to case conferences that were considered ones that showed quality when making decisions suggests a solid performance again this year - 94% in 2016/17 compared with 97% in 2015/16.

## Poverty, Deprivation, Economy and Housing

The challenge facing the Gwynedd economy is significant. The structure of the economy remains narrow, with work opportunities still over-reliant on the public sector. Issues such as low salaries and the need to ensure that we have a workforce with the relevant skills for the world of work are key things which we need to focus on. We also need to be creative when overcoming geographical or technical obstacles which could make it harder for some of our residents to participate in the world of work.

As the role of the private sector is not strong in a rural area such as Gwynedd, the Council has been proactive by working in partnership with Welsh Government and other partners, in attracting investment to the area. Work to attract investments to sites at Trawsfynydd and Llanbedr has maintained momentum over the year, and has a clear focus on attracting a small reactor to Trawsfynydd, and to develop an aerospace centre at Llanbedr.

It is too early to see the effect of these investments on the residents and businesses of Gwynedd, but the work is setting firm foundations which will attract transformational investments to the area over the next five years, with the potential of creating approximately 200 jobs. We have safeguarded high value jobs in the County also by ensuring the continuity of the Trawsfynydd Nuclear Power Station decommissioning programme and protecting 250 jobs in the Meirionnydd area.

We have now identified the most significant sectors to Gwynedd in terms of creating high value jobs, namely the Energy, Digital and Creative sectors. A package of marketing materials for the sectors has been developed and we have established business networks to support them further.

Work to attract inward investment is long-term, but, since 2012, we have supported over 100 prospective investors in the county which has led to the creation of 76 higher value jobs.

We also continue to attract nationally or internationally high-profile events to Gwynedd in order to take advantage of the



economic and social benefit which will ensue. During the year, an investment of £6.7 million was made to the economy as a result of these events, which in turn has led to safeguarding 298 jobs in the county.

Securing a quality information and communication technology infrastructure throughout Gwynedd and supporting businesses and residents to take full advantage of it remains a priority. Superfast broadband is now available for 83% of homes and business sites in Gwynedd, which is higher than similar counties (Ceredigion, Powys and Carmarthenshire), with 41% of those who can access it already taking advantage - the highest in Wales. Though these figures are encouraging, we will focus on further improving performance by encouraging and facilitating access for businesses to the opportunities available.

Ensuring the sustainability of rural communities remains a priority. We have secured a budget of £4million from the Wales Rural Development Programme to develop new, innovative methods of responding to the challenges of rural Gwynedd. This funding has allowed us to trial a range of exciting developments (see a video of the highlights [https://www.youtube.com/watch?v=\\_LiQMCnJFSg](https://www.youtube.com/watch?v=_LiQMCnJFSg)).

We have continued with the work of implementing a programme of schemes to reduce the impact of poverty on the County. Over the course of the year, 558 Gwynedd residents in the Communities First areas have received assistance with their skills to cope with household income and debts. While offering this assistance, approximately £300,000 worth of residents' debts has been managed successfully. Attention is also being given to implementing schemes which will give work opportunities for people who are not a part of the labour market. During the year, the OPUS project was established which targets vulnerable, unemployed individuals and offers a support and skills package for them to take a step closer to the world of work.



In addition, a budget of £659,887 was received from the UK Government in order to make Discretionary Housing Payments during the year, and an Discretionary Housing Policy was created as a result. This funding was used to support 1,534 households to alleviate the effect caused by the Government's range of welfare reforms.

During the year, we have been implementing our strategy to increase the supply and variety of housing available in order to ensure that they are suitable for the needs of the people of Gwynedd. The project will lead to different solutions in different areas. During the year, the Housing Department has succeeded in bringing 54 empty homes back into use and these have been used to accommodate people nominated by the Homelessness Unit.

Some slippage was seen in the programme to develop provision for homeless people and further work will need to be undertaken during

2017/18 to develop an alternative model and ensuring different provision for homeless people. However, our general efforts to prevent homelessness have been successful and the national performance measures reiterate this. We have focused on seeking to prevent homelessness in the first instance by assisting and offering stability to a number of families in difficult times.

Progress against our pledges has been slower than hoped during 2016/17. Nevertheless, we have consulted across Gwynedd on a scheme to increase the number of local housing. Work is under-way to submit planning applications in three specific areas for intermediate rent houses and affordable housing for purchase, which would create approximately 39 homes in Gwynedd.

We have continued with the work to maximise expenditure with local businesses, and during 2016/17 the Council's procurement expenditure with local businesses, either directly or via sub-contracts, was worth over £59.8m.

We offered support to 40 companies during the year via various activities which will assist them to compete for contracts with the Council and others.

As part of the project to construct Ysgol Dalgylch y Berwyn, 53% of the sub-contracts have been executed by companies within 30 miles of the site; the percentage was 43% for Ysgol Glancegin, Bangor. This is equivalent to £2.9m. In addition, there are many social advantages which derive from such projects including offering periods of work experience to local students, apprenticeships and creating employment with local contractors.

Since the start of the project, £1million of savings has been delivered and foundations have been set for a new procurement procedure or buying services and goods, in the Council. However, further work needs to be carried out in order to ensure that we strike the right balance between making financial savings and ensuring that local benefits emanate from our procurement decisions.

## The Welsh Language

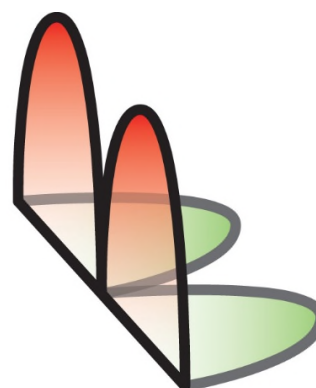
Gwynedd has always been a stronghold of the Welsh language and culture, however it has witnessed a gradual decline in the number of Welsh-speakers. According to the 2011 Census, there has been a decline of 846 in the number of Welsh-speakers in Gwynedd, namely -3.5% compared with the 2001 Census. Though an element of uncertainty exists regarding the impact we can have on preventing the decline, as an organisation, we have decided to focus on work within communities, schools and public organisations in the first place.

There are many reasons which militate against the use of the Welsh language in social situations. In order to try to respond to the situation we have been working with the communities of Bangor, Dolgellau, Porthmadog and Pwllheli in order to promote the use of the Welsh language in those communities.

**"It's so good to see the town full of energy...thank you to Hunaniaith for the boost...We want to keep this going!"**

**Dolgellau Resident**

During 2016/17, we have continued with the action plans for the communities and delivered 107 projects which gave those attending an opportunity to experience community events through the medium of Welsh. In addition, in Bangor, we saw the opening of the Popdy language centre and the appointment of a Manager and Development Officer for the Language Initiative (Menter Iaith) which is seen as a focus to maintain and strengthen the language in the city.



### Menter Iaith Bangor

Though it is difficult to establish whether the use of the language has increased within the communities, signs of success can be seen in terms of promoting and increasing the status of the language; but further work needs to be done. In the future we will be engaging with specific groups within the community and will try to get to grips with the apathy amongst some Welsh-speakers towards the language.

At present there is inconsistency in the provision of bilingual services by public bodies in Gwynedd which means that it is not always possible for residents to use the Welsh language naturally when communicating with public bodies.

Over the past year we have held an assessment in order to discover the level of every public body in terms of their ability to offer the first contact to the citizens of Gwynedd through the medium of Welsh. We have also identified the implications for the various bodies of implementing changes in order to achieve the aim of providing Welsh or bilingual services.

The progress of the work has been a little slower than anticipated. We acknowledge that the only way for us to move this matter forward will be by ensuring our partners come with us, and this is taking time. A lot of time and effort has been invested in order to ensure that the bodies are aware of what they are committing to and that no unrealistic expectations are set. Consequently, it is hoped that this will set a firm foundation for the work of the project in the future.



As a firm succession to the Language Charter project which has been operational in Gwynedd primary schools, it was decided to focus on developing the work in the secondary schools during 2016/17. We now have a strategy in place that sets expectations and will provide clear guidance to the county's secondary schools. It includes the techniques of changing language habits and the different ways of influencing the pupils' social language within and outside the school.

In 2017/18, we intend to create and implement comprehensive training programmes for secondary teachers to promote the value and advantages of bilingualism.

Although Gwynedd Council is at the forefront of using the Welsh language as a living language, we are eager to push the boundaries further to ensure that this happens consistently across all our services.

We have identified gaps which exist in terms of our Welsh-language provision. In order to respond to the gaps, intensive work has been undertaken with four Departments within the Council (Economy and Community, Adults, Health and Well-being, Regulatory and Gwynedd Consultancy) with action plans developed in order to improve the situation. In addition, a series of activities has been identified on a corporate level and we will implement those over the coming year.



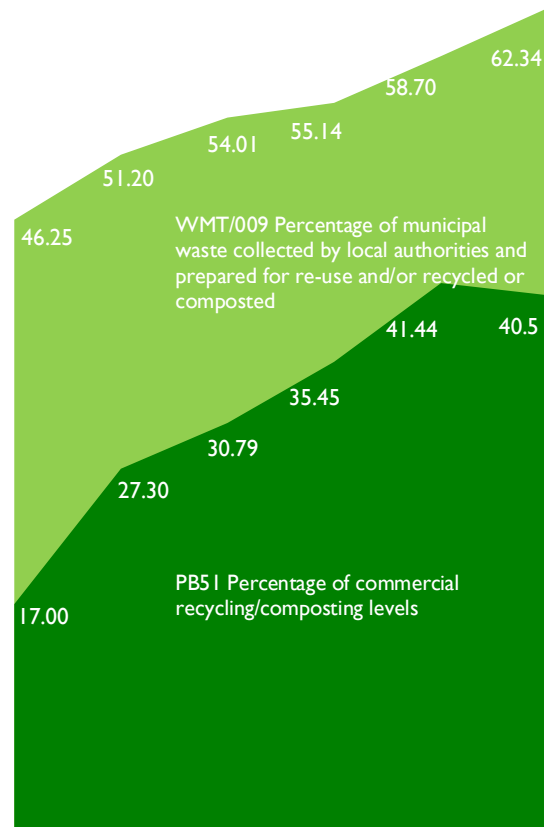
# The Environment

Gwynedd has a natural environment of a high standard and there are several challenges in trying to ensure that we protect that environment. At the same time we must ensure that we do not hinder the ability of our residents to live and prosper within the county.

For some years now, emphasis has been placed on the need to reduce our dependency on sending waste to landfill by disposing of our waste in a more environmentally-friendly way by increasing composting and recycling levels.

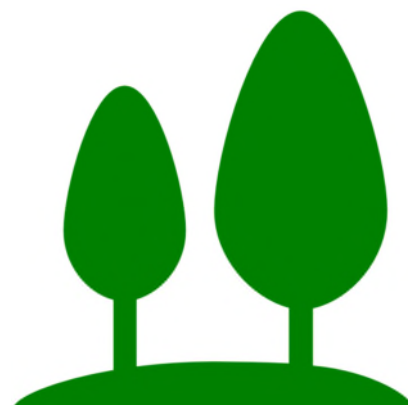
By now, the three-weekly green bin collection system is operational throughout the County. Through the commitment of the county's residents and businesses to reducing their over-dependence on the disposal of waste to landfill, this change in the system has been crucial in improving our performance. At the end of 2016/17, 62.34% of waste from Gwynedd homes is reused, recycled or composted, which is an increase of over 8% in the rate since 2013/14. In 2015/16, we were in 16th position (out of 22) among Welsh local authorities with a recycling/composting rate of 58.70%.

The county's businesses have also contributed to the improvement, and though the rates have reduced a little to 40.5% in 2016/17 compared with 41.44% at the end of 2015/16, it is important to remember that the recycling rates by businesses was only 30.79% in 2013/14.



2011/12 2012/13 2013/14 2014/15 2015/16 2016/17

We will continue to implement the Waste Strategy in future, with the intention of reusing, recycling or composting 64% of the waste from our households by 2020.





The cleanliness of our streets is an important issue for the people of Gwynedd and the cleanliness standards of our streets scored 75.7 out of 100 in an assessment carried out by independent Inspectors which is comparable to the score of 76.26 in 2015/16 and an improvement on the score of 73.5 in 2013/14.

Carbon emissions in Gwynedd have a harmful effect on the local environment as well as contributing towards the climate change effects on a global level. In this context, it could be argued that the contribution of the people of Gwynedd and the Council is only very small, but it is important that we play our part by reducing our carbon emissions to an appropriate level.



By reducing the use of energy in our buildings, street lighting, upgrading lighting, installing solar panels and reducing business journeys we have succeeded to reduce our carbon footprint by 31.10% since 2005 and have succeeded in delivering accumulative financial saving of over £3.67 million since starting to roll-out the scheme. This means that the people of Gwynedd benefit environmentally and financially.

One of the side-effects of climate change is the likely increase in flood risk. Over the last year, we have started a process to develop flood prevention schemes in seven coastal communities which would lead to protecting up to 1,138 properties. If bids for financial resources are successful further work must be carried out during the coming year in order to develop detailed schemes.

During 2016/17, work of preparing the Joint Local Development Plan with Anglesey County Council was carried out, which will set out the framework for planning applications in future. The Planning Inspectorate is considering the robustness of the plan and their report is expected shortly. The Plan will be ready to be adopted during the summer of 2017.

Our performance in dealing with planning applications remains good with applications taking 59.26 days on average to be determined compared with 60 last year.

## Effective and Efficient Council

Despite the financial pressures, the Council's objective is to ensure that the resources we have are used to give the biggest benefits to the people of Gwynedd.

Work of seeking to ensure a consistent culture across the Council and the principle of placing the people of Gwynedd at the centre of everything we do continues. It is noted that time and effort have been invested over the past year in ensuring that we have the right material to promote the principles, to train Senior Officers in the principles and to implement the programme to develop leaders. By now, we are trialling a new way of working within eight services in the Council.

Although it is still very early days, and a culture shift in a large organisation such as the Council will take time, some evidence can be seen that awareness has improved among staff members and examples where trialling new ways of working has led to improving services for the people of Gwynedd.

We will continue to place the people of Gwynedd at the centre of all our efforts in 2017/18 by focusing on changing culture, trialling new ways of working within service units and providing a training programme for all Council Managers. Over the year, it became apparent that it may not be possible to use the same methods to develop elected members as are used for officers and our arrangements in this field will need to be reviewed. Nevertheless, there is a feeling and an element of evidence that the standard of leadership has improved within the Council over the years.



We completed the work of reviewing the performance system within the Council during 2016/17 and by now the services' performance measures focus more on what matters to the people of Gwynedd. Major steps have been taken to improve our arrangements and, over the next year, we will undertake further work to ensure that the measures are meaningful and are used in order to manage and improve performance.

Work has continued in order to improve the way the Council gathers opinion and holds discussions with the people of Gwynedd. We have focused on high-level engagement plans such as the Public Survey in Summer 2016 (Satisfaction), a consultation on raising the Council Tax Premium on second homes and a consultation on charging a fee for garden waste collections.

In recent years, nearly 23,000 individuals and organisations have had an opportunity to contribute and voice their opinions on the work and priorities of the Council. We acknowledge that we started from a low level and that there is further room for improvement. But, in order to establish where we have reached we will hold an audit of individual Departments' ability to engage effectively with their customers during 2017/18.

The information kept by the Council about people and resources is essential and valuable, and we are required to ensure that our working arrangements mean that it is kept securely. Over the course of the last year, we have continued with the training sessions and the latest evidence regarding the number of cases where we haven't complied with data protection requirements suggests that our arrangements are improving. There were 3 incidents in 2016/17 compared with 10 in 2014/15. We will of course continue with our efforts to protect sensitive information during the coming year.

In the modern age, many people prefer to make contact with services by using technology and they are therefore able to do so at a time convenient to them. The self-service system is now live with several services, such as paying for garden waste bin collection services, offered through this medium as well as via more traditional methods. More services will be introduced to the system over the coming year.

The Well-being of Future Generations Act came into force in April 2016, and it requires specific public bodies in Wales to work alone and in partnership to improve the well-being of the people of Wales. The seven well-being goals and five ways of working sets a common purpose for public bodies. They also aim to ensure better decisions are made by considering the longer term, preventative measures, working integrated and in partnership, and including people of all ages.

As part of our response to the Act, the Council announced our Well-being Statement and Aims in our Gwynedd Council 2017/18 Plan. A multi-agency Public Services Board was formed, and this Board was responsible for co-ordinating the Gwynedd Well-being Assessment during May 2017. But, the main challenge lies in integrating the five ways of working formally into all our daily working practices, and to try and meet the needs of today without stifling the ability of future generations to act upon their own priorities.



# Financial Planning

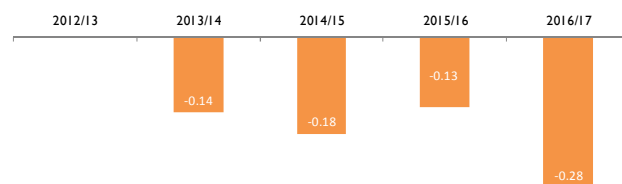
The cuts in funding that the Council receives from the Government means that we must cope with receiving less money to maintain our services. We had identified that the financial deficit over the period of four years up to 2017/18 could be as much as £50 million. Consequently we have been looking at ways of ensuring that the effects of the savings on the people of Gwynedd are kept to a minimum and to continue to deliver more in those priority fields.

The grant reductions we were facing in 2017/18 were not as much as expected. The deficit of £50 million to be met has reduced to £40 million through a combination of a moderate increase in the Council Tax and delivering savings to the value of £31 million over the period.

All the developmental plans noted in this report are being delivered at the same time as resources for local government are declining.

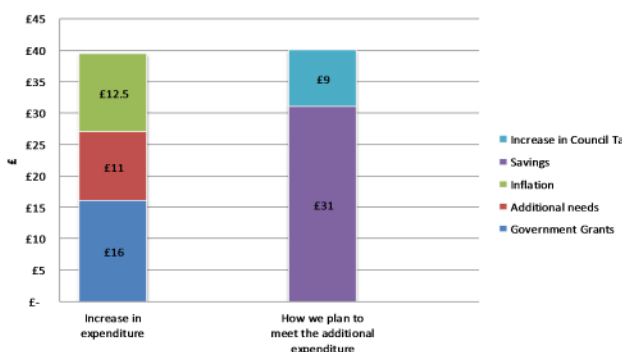
The graph shows that the Council has had to close a deficit of £39.5m over the past four years due to inflation, increased demand for services and a significant loss in the support given to local government by Welsh Government. After the Council Tax increase, we have had to identify £31m in savings over a period of four years. This is in addition to the £31m we had to find in the previous eight years.

This, of course, means that the work of improving the Council's services is much harder.



It is crucial that the Council keeps within the budget and over the course of the last year we managed to keep within £469,000 (or 0.28%) of the budget. Every year since 2013/14 it is seen that we have managed to keep within the budget available.

2014/2018  
£39.5m

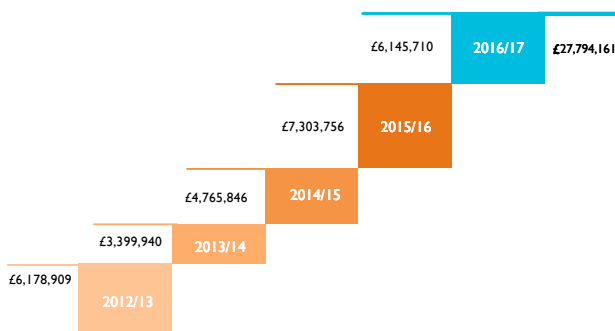


One of the year’s main successes is that a further £6.15 million of efficiency savings have been delivered by changing the way we provide services, whilst maintaining or improving the standard of the service for residents at the same time. Further work needs to be done within some departments in order to ensure that they deliver their plans in full, in accordance with our pledges.

Since 2014/15 the Council has identified savings worth £31million with £26million of this being efficiency savings, and of that, schemes worth £23.4million have been realised. By planning and taking proactive action we have been able to avoid making unnecessary cuts.

Unfortunately, however, due to the reduction in grant from the Government, we unavoidably have to look at cutting services. After undertaking the 'Gwynedd Challenge' consultation during 2015/16 a series of cuts worth £4.9million was approved, which was based on the response of the public and businesses. During 2016/17 we implemented cuts worth £2.58million and we will continue with the implementation programme during 2017/18.

**Financial Strategy Savings**



In addition we have a programme to find and develop further efficiencies which aim to ensure as few service cuts as possible. We have managed to identify schemes worth £1.084 million in 2016/17 in order to address a financial deficit of £1.082 million during 2017/18.

# Appendix 2 - MEASURES

\* Lower figure is an improvement

| Measure   | 2013/14 | 2014/15 | 2015/16 | 2016/17 | Trend 2013-2017 |
|---|---------|---------|---------|---------|-----------------|
| <b>Children and Young People</b>  |         |         |         |         |                 |
| SOGS (Schedule of Growing Skills) Assessment 2 years old Percentage of **Dechrau'n Deg' children that have reached their norm or above their developmental norm | -       | -       | -       | 53      | Not relevant    |
| SOGS (Schedule of Growing Skills) Assessment 3 years old Percentage of **Dechrau'n Deg' children that have reached their norm or above their developmental norm | 52      | 57      | 51      | 51      | ↓               |
| The percentage of children aged 2 that are present in **Dechrau'n Deg'  | 84      | 82      | 83      | 84      | ↔               |
| The number of higher parenting care packages that leads to a positive difference  | 57      | 38      | 48      | 89      | ↑               |
| Percentage of families who have reported improvement following the intervention of the Team Around the Family, Gyda'n Gilydd Team                               | 15.0    | 30.0    | 25.3    | 95.0    | ↑               |
| Percentage of Children that are 11 years of age that have reached the curriculum standard for swimming  | 79      | 82      | 78      | 79      | ↔               |
| Number of children and young people that take part in open air activities competitions regional and nationally  | -       | -       | -       | 466     | Not relevant    |

\* Lower figure is an improvement

| Measure   | 2013/14 | 2014/15 | 2015/16 | 2016/17 | Trend 2013-2017 |
|---|---------|---------|---------|---------|-----------------|
| Percentage of pupils aged 16 who achieve the Core Subjects Indicator (Grade C or above in Welsh/English, Mathematics and Science)   | 53.20   | 57.35   | 60.50   | 64.40   | ↑               |
| Percentage of pupils aged 16 who achieve the Level 1 Threshold or equivalent - that corresponds to 5 A* – G Grades including a vocational qualification   | 93.1    | 97.1    | 97.9    | 97.3    | ↑               |
| Percentage of pupils aged 16 who achieve the Level 2 Threshold (5 A* – C Grades) or equivalent  | 81.55   | 87.70   | 88.90   | 85.90   | ↑               |
| Percentage of young people 16-18 not in education, work or training   | 3.0     | 1.7     | 1.8     | 1.0     | ↑*              |
| Percentage of case conferences where the voice/the child was heard (and excluding children under the age of 7)  | 81      | 83      | 85      | 84      | ↑               |
| The percentage of Pupils in local authority care, in any local authority maintained school, aged 15 as at the preceding 31 August that leave compulsory education, training or work based learning without an approved external qualification | 0.0     | 0.1     | 0.2     | 1.2     | ↓               |
| The percentage of Pupils in local authority care, in any local authority maintained school, aged 15 as at the preceding 31 August that leave compulsory education, training or work based learning without an approved external qualification | 6.3     | 0.0     | 0.0     | 0.0     | ↑*              |

\* Lower figure is an improvement

| Measure  | 2013/14 | 2014/15 | 2015/16 | 2016/17 | Trend 2013-2017 |
|--|---------|---------|---------|---------|-----------------|
| The percentage of pupils assessed at the end of Key Stage 2, in schools maintained by the local authority, achieving the Core Subject Indicator, as determined by Teacher Assessment | 86.6    | 86.0    | 89.5    | 89.8    | ↑               |
| The percentage of pupils assessed at the end of Key Stage 3, in schools maintained by the local authority, achieving the Core Subject Indicator, as determined by Teacher Assessment | 85.40   | 89.11   | 91.30   | 92.00   | ↑               |
| The percentage of pupils assessed, in schools maintained by the local authority, receiving a Teacher Assessment in Welsh (first language) at the end of Key Stage 3                  | 82.5    | 81.2    | 83.2    | 83.7    | ↑               |
| The number of permanent exclusions in primary schools during the academic year   | 0       | 0       | 3       | 0       | ↔*              |
| The number of pupils permanent excluded in secondary schools during the academic year  | 4       | 4       | 3       | 2       | ↑*              |
| The average point score for pupils aged 15 at the preceding 31 August, in schools maintained by the local authority  | 578.2   | 616.0   | 617.2   | 591.0   | ↑               |
| The percentage of final statements of special education need issued within 26 weeks including exceptions   | 43.1    | 57.4    | 42.4    | 55.0    | ↑               |
| The percentage of final statements of special education need issued within 26 weeks <b>not</b> including exceptions  | 96.3    | 100     | 100     | 100     | ↑               |

\* Lower figure is an improvement

| Measure   | 2013/14 | 2014/15 | 2015/16 | 2016/17             | Trend 2013-2017 |
|---|---------|---------|---------|---------------------|-----------------|
| Percentage of pupil attendance in primary schools during the academic year  | 94.3    | 95.1    | 95.0    | 95.5                | ↑               |
| Percentage of pupil attendance in secondary schools during the academic year  | 93.6    | 94.2    | 94.6    | 95.2                | ↑               |
| The percentage of pupils aged 15 at the preceding 31 August, in schools maintained by the local authority who achieved the Level 2 threshold including a GCSE grade A*-C in English or Welsh first language and mathematics   | 58.0    | 61.1    | 63.3    | 65.9                | ↑               |
| Percentage of pupils who gained a good level 3 or above in KS2 (7-11 years old) who received a Teacher Assessment in first language Welsh at the end of KS3 (11-14 years old)   | -       | 87.4    | 89.5    | 88.7                | ↑               |
| Number of accreditations young people receive through the youth service   | 2,323   | 2,049   | 2,807   |                     |                 |
| Percentage of Children that attend 20 or more 5x60 sessions or more (The percentage of Gwynedd Secondary Schools children who have attended any activity that has been organized by the Active Young People Officers at least twenty times during the year as part of the 5x60 scheme.) | 22.6    | 19.2    | 21.5    | 20.7                | ↓               |
| Number of visits to leisure and sports centres during the year per 1,000 of the population  | 12,906  | 13,790  | 10,278  | 11,063              | ↓               |
| Transition plan has been agreed for disabled children at 16 years of age  | 100     | 100     | 100     | No children in care | Not relevant    |

\* Lower figure is an improvement

| Measure   | 2013/14 | 2014/15 | 2015/16 | 2016/17 | Trend 2013-2017 |
|---|---------|---------|---------|---------|-----------------|
| Pathway plan has been agreed for children in care   | 100     | 100     | 100     | 100     | ↔               |
| The percentage of children looked after at 31 March who have experienced one or more changes of school, during a period or periods of being looked after, which were not due to transitional arrangements, in the 12 months to 31 March | 22.8    | 18.7    | 18.1    | 17.1    | ↑*              |
| The percentage of children looked after on 31 March who have had three or more placements during the year   | 4.9     | 6.2     | 7.7     | 6       | ↑               |
| The percentage of looked after children reviews carried out within statutory timescales during the year   | 94.3    | 93.8    | 91.0    | 91.0    | ↓               |
| The percentage of statutory visits to looked after children due in the year that took place in accordance with regulations  | 83.7    | 89.0    | 86.9    | 90.0    | ↑               |
| The percentage of eligible, relevant and former relevant children that have pathway plans as required   | 100     | 100     | 100     | 100     | ↔               |
| The percentage of eligible, relevant and former relevant children that have pathway plans as required   | 100     | 100     | 100     | 100     | ↔               |

\* Lower figure is an improvement

| Measure   | 2013/14 | 2014/15 | 2015/16 | 2016/17 | Trend 2013-2017 |
|---|---------|---------|---------|---------|-----------------|
| <b>Care</b>   |         |         |         |         |                 |
| Enablement - Percentage of cases that have received a period of enablement who leave without a care package                                     | 54.0    | 45.0    | 55.0    | 59.3    | ↑               |
| Number of adult service users receiving direct payments   | 104     | 121     | -       | 121     | ↑               |
| Percentage of Older People and Physical Disabilities where people see progress in achieving what they consider important                        | -       | -       | -       | 88.0    |                 |
| The rate of delayed transfers of care for social care reasons per 1,000 population aged 75 years or over  | 1.55    | 1.05    | 2.38    | 4.91    | ↓               |
| The rate of older people (aged 65 or over) supported in the community per 1,000 population aged 65 or over at 31 March                          | 46.21   | 45.07   | 43.10   | 42.06   | ↓               |
| The rate of older people (aged 65 or over) supported to live at home per 1,000 population aged 65 or over (Including adaptations and equipment) | 79.41   | 78.17   | 73.00   | 74.00   | ↓               |
| The rate of older people (aged 65 or over) whom the authority supports in care homes per 1,000 population aged 65 or over at 31 March           | 25.59   | 24.15   | 22.69   | 22.04   | ↑ *             |

\* Lower figure is an improvement

| Measure   | 2013/14 | 2014/15 | 2015/16                              | 2016/17 | Trend 2013-2017 |
|---|---------|---------|--------------------------------------|---------|-----------------|
| Rate of older people (65 or over) the authority supports in care homes per 1,000 population ages 65 or over at 31 March – excluding self funders              | 20.08   | 18.48   | 17.10                                | 16.40   | ↑ *             |
| The percentage of adult protection referrals completed where the risk has been managed  | 95.72   | 100     | 96.70                                | 100     | ↑               |
| Of the adult protection referrals completed during the year, the percentage where the risk was managed (with the exception of those who refused intervention) | -       | -       | 99                                   | 100     | ↑               |
| <b>Safeguarding</b>   |         |         |                                      |         |                 |
| Percentage of all Gwynedd staff will have received training in Level 1 protection and safeguarding  | -       | -       | Corporate procedures being developed | -       | Not relevant    |
| The proportion of children who were discussed in supervision, where significant harm had been considered (and the answer recorded)                            | 100     | 100     | 100                                  | 100     | ↔               |
| The percentage of risk assessments presented to Case Conferences which were considered to illustrate quality in decision making                               | 95      | 98      | 97                                   | 94      | ↓               |

\* Lower figure is an improvement

| Measure  | 2013/14 | 2014/15 | 2015/16 | 2016/17 | Trend 2013-2017 |
|--|---------|---------|---------|---------|-----------------|
| Percentage of all staff working directly with children, young people and vulnerable adults with a current Disclosure and Barring Service (DBS) check               | -       | 100     | 100     | -       |                 |
| <b>Poverty, Deprivation, Economy, Housing</b>  |         |         |         |         |                 |
| Percentage of regeneration projects supported that are viable/ sustainable in 3 years  | -       | -       | -       | 78      | Not relevant    |
| Percentage of Council procurement spending with businesses who have their headquarters in Gwynedd  | 40.33   | 41.10   | 39.50   | 39.10   | ↓               |
| Percentage of Council procurement spending with businesses who have either their headquarters or a branch in Gwynedd, who then spend locally through sub-contracts | -       | 52      | 52      | 50      | ↓               |
| Number of jobs protected with support from the Unit  | 206     | 163     | -       | 25      | ↓               |
| The time (number of days) taken to process new Housing Benefit and Council Tax Benefit claims  | 23.10   | 19.74   | 16.00   | 17.30   | ↑               |
| The time (number of days) taken to process changing events in Housing Benefit and Council Tax Benefit  | 6.91    | 6.23    | 3.70    | 5.80    | ↑*              |
| Investment secured to develop innovative rural enterprises in Gwynedd  | -       | -       | -       | 256,000 | Not relevant    |

\* Lower figure is an improvement

| Measure   | 2013/14    | 2014/15    | 2015/16    | 2016/17    | Trend 2013-2017 |
|---|------------|------------|------------|------------|-----------------|
| The number of visits to Public Libraries during the year, per 1,000 population  | 5,301      | 4,199      | 4,309      | 3,073      | ↓               |
| Percentage who have benefited from Information Literacy sessions  | -          | -          | -          | 100        | Not relevant    |
| Percentage of library users (adults) that note that they discovered the information they needed   | 85.0       | 90.7       | -          | 89.0       | ↑               |
| Number of new jobs created with the support of the Council  | 123.5      | 234.5      | 81.0       | 40.0       | ↓               |
| The average number of calendar days taken to deliver a Disabled Facilities Grant  | 242        | 316        | 271        | 311        | ↓               |
| The percentage of private sector dwellings that had been vacant for more than 6 months at 1 April that were returned to occupation during the year through direct action by the local authority | 5.24       | 5.70       | 5.13       | 3.68       | ↓               |
| Investment secured through projects   | £4,332,108 | £1,255,000 | £3,241,616 | £6,622,171 | ↑               |
| Number of affordable units secured in Gwynedd   | 70         | 144        | 48         | 71         | ↔               |

\* Lower figure is an improvement

| Measure   | 2013/14    | 2014/15    | 2015/16    | 2016/17    | Trend 2013-2017 |
|---|------------|------------|------------|------------|-----------------|
| The time (number of days) taken for the Homelessness Unit to complete a prevention plan for those under threat                      | 145.85     | 84.94      | 69.08      | 54.00      | ↑*              |
| Length of stay in temporary accommodation (number of days)  | 113.78     | 75.82      | 126.02     | 104.44     | ↑*              |
| Benefit to the local economy from supporting strategic and high-profile events  | £4,666,662 | £4,814,867 | £5,928,034 | £6,764,860 | ↑               |
| Number of high value jobs that have been created  | -          | 34         | 35         | 22         | ↓               |
| Number of County businesses reporting their use of technology (e.business/e.commerce) as a result of Digital Gwynedd's intervention | -          | -          | 36         | 49         | ↑               |

## The Welsh Language

|   |    |                         |     |     |   |
|---|----|-------------------------|-----|-----|---|
| Percentage of primary schools that can demonstrate increase in the children's social use of Welsh             | 64 | No report               | 75  |     |   |
| Percentage of secondary schools that have established a baseline of young people's social use of Welsh Year 7 | -  | Establishing a baseline | 100 | 100 | ↔ |

\* Lower figure is an improvement

| Measure   | 2013/14 | 2014/15 | 2015/16 | 2016/17                        | Trend 2013-2017 |
|---|---------|---------|---------|--------------------------------|-----------------|
| Number of complaints received about public transport services under contract to the Council   | -       | -       | -       | 10<br>(September 2016 onwards) | Not relevant    |
| Percentage of customers who stated that they were satisfied or very satisfied with the level of service from Planning Department        | -       | -       | 88.9    | 94.4                           | ↑               |
| Percentage of attendees who have learned to be safer on the roads due to the lesson training  | -       | -       | 99.0    | 100                            | ↑               |
| Percentage of Council buildings in the good or acceptable condition category  | 96.00   | 96.00   | 97.18   | 97.00                          | ↑               |
| The percentage of food establishments who are 'broadly compliant' with food hygiene standards   | 97.49   | 97.20   | 97.95   | 98.61                          | ↑               |
| Percentage of graffiti / posters that hide traffic signs and cause hazards that is cleaned / cleared within 24 hours of notification    | 100     | 100     | 100     | 100                            | ↔               |
| Percentage of racial / offensive graffiti / posters on Council property that is cleaned / cleared within 5 working days of notification | 100     | 100     | 100     | 100                            | ↔               |

\* Lower figure is an improvement

| Measure  | 2013/14 | 2014/15 | 2015/16 | 2016/17 | Trend 2013-2017 |
|--|---------|---------|---------|---------|-----------------|
| Percentage of commercial waste collected by the local authority which is prepared for reuse, recycling and composting          | 30.79   | 35.45   | 41.44   | 40.5    | ↑               |
| Percentage of dangerous damage to roads and pavements incidents repaired or made safe within 24 hours of notification          | 97.2    | 97.0    | 97.8    | 98.0    | ↔               |
| Percentage of all relevant planning applications determined within 56 days   | 72.86   | 76.44   | 82.30   | 81.18   | ↑               |
| Number of days on average it takes to make a decision on relevant planning applications  | -       | -       | 60.00   | 59.26   | ↔*              |
| Measure of cleanliness and appearance of streets   | 73.50   | 70.65   | 76.26   | 75.70   | ↑               |
| The percentage of highways inspected of a high or acceptable standard of cleanliness   | 93.50   | 94.30   | 96.70   | 96.55   | ↑               |
| Percentage cases of fly tipping on relevant land which is cleared within five working days of the time that they are reported. | 97.67   | 96.53   | 96.28   | 97.90   | ↔               |
| The percentage of adults aged 60 or over who hold a concessionary bus pass   | 84.6    | 80.3    | 79.0    | 80.0    | ↓               |

\* Lower figure is an improvement

| Measure  | 2013/14  | 2014/15 | 2015/16  | 2016/17 | Trend 2013-2017 |
|--|----------|---------|----------|---------|-----------------|
| The average number of calendar days taken to repair street lamp failures during the year   | 2.7      | 3.5     | 2.3      | 2.5     | ↔               |
| Percentage of principal (A) roads that are in overall poor condition   | 4.4      | 3.5     | 3.1      | 3.5     | ↑*              |
| Percentage of non-principal/classified (B) roads, that are in overall poor condition   | 4.7      | 3.7     | 3.4      | 3.9     | ↑*              |
| Percentage of Non-principal (C) roads that are in overall poor condition   | 14.7     | 14.2    | 15.8     | 15.2    | ↓*              |
| The percentage of municipal waste collected by local authorities sent to landfill  | 45.88    | 44.09   | 34.33    | 30.62   | ↑*              |
| The percentage of municipal waste collected by local authorities and prepared for reuse and/or recycled, including source segregated biowastes that are composted or treated biologically in another way | 54.01    | 55.14   | 58.70    | 62.34   | ↑               |
| Profit against target- Consultancy Department  | £120,000 | £21,000 | -£34,000 | £66,000 | Not relevant    |

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## Financial Planning

|   |    |    |    |    |   |
|---|----|----|----|----|---|
| Percentage of invoices paid within 30 days (across the Council) | 94 | 94 | 93 | 88 | ↓ |
|---|----|----|----|----|---|

\* Lower figure is an improvement

| Measure  | 2013/14    | 2014/15    | 2015/16    | 2016/17    | Trend 2013-2017 |
|--|------------|------------|------------|------------|-----------------|
| Amount of efficiency savings achieved as a percentage of total savings   | 95.2       | 99.0       | 98.0       | 68.0       | Not relevant    |
| Current Year Council Tax Collection Rate   | 96.98      | 97.20      | 97.29      | 97.35      | ↔               |
| Current Year Non-domestic Taxes Collection Rate  | 97.79      | 98.20      | 98.13      | 97.91      | ↔               |
| Assessment of the security of the Council's money<br>The security of the Council's money deposited in banks - quarterly analysis by Arlingclose of the credit score (1 is the best, which is credit status AAA, 2 is AA+, 3 is AA, 4 is AA-, 5 is A+, 6 is A, 7 is A-) | 5.50       | 3.62       | 3.57       | 3.27       | ↑               |
| Council's actual expenditure in comparison with the budget (%)   | -0.14      | -0.18      | -0.13      | -0.28      | ↔               |
| The rate of collecting various debts within the quarter - Value  | 67.84      | 87.47      | 92.90      | 93.47      | ↑               |
| Sum of the savings fulfilled   | £3,399,940 | £4,765,846 | £7,303,756 | £6,145,710 | Not relevant    |

## Effective and Efficient Council

|  |      |      |      |      |    |
|--|------|------|------|------|----|
| The number of working days/shifts per full-time equivalent (FTE) local authority employee lost due to sickness absence | 8.20 | 8.62 | 8.44 | 9.00 | ↓* |
|--|------|------|------|------|----|

\* Lower figure is an improvement

|                       |   |
|-----------------------|---|
| <b>MEETING</b>        | <b>FULL COUNCIL</b>   |
| <b>DATE</b>           | <b>15th JUNE, 2017</b>  |
| <b>TITLE</b>          | <b>REVIEW OF GWYNEDD ELECTORAL BOUNDARIES</b>                     |
| <b>AUTHOR</b>         | <b>Senior Manager (Corporate Support)</b>                         |
| <b>RECOMMENDATION</b> | <b>To submit proposed observations to the Boundary Commission</b> |

## Background

1. At its meeting on 2 March, the Council received a report on the Boundary Commission's review of the Gwynedd Council electoral boundaries. The report which explains the background of the review can be seen by clicking on the following link:-

<https://democracy.cyngor.gwynedd.gov.uk/ielistdocuments.aspx?cid=130&mid=1657&ver=4>

2. The Commission's proposals are driven by their own policies including a policy document on the size of councils that is appended to this report. In implementing those policies, the Commission's proposals are likely to lead to a reduction in the number of members on the Council from the current 75 to approximately 67 or 68 at the time of the 2022 election, with a further reduction to follow. There is an opportunity for the Council to seek to influence these proposals and the full Council agreed to ask officers to create draft proposals to be shared with all Council members following the election. It should be noted that the proposals have been created mainly to address problems in small constituencies which could be under threat as a result of the Commission's work. In some situations, this has resulted in consequential changes in neighbouring constituencies.

3. For Gwynedd, the Boundary Commission has proposed that the average number of electors for each member should be 1,243 electors. Clearly, every constituency is different and it is not practical to adhere too stringently to this figure in every case. Therefore, the aim of the draft proposals is to allow for a variance of up to 25% above or below that figure, based on the sorts of variance allowed by the Commission in the past.

4. Another principle which is at the core of these proposals is to seek to reduce the number of two-member constituencies in the county. The Council's opinion is, where geography and the nature of communities allow, single-member constituencies should be sought in order to simplify accountability for the electors.

5. It is important to emphasise one other thing before elaborating on the specific proposals. While the Council fully understands that there are many elements which affect councillors' workload, the only consideration which the Commission will give any attention to in reality is the number of electors. Therefore, although reference can be made to population not on the electoral register including seasonal population or student population when submitting observations, in reality, these are not considerations which the Commission will address. This needs to be challenged with the Boundary Commission being asked to justify this in terms of the need for effective local representation for the whole population.

6. The proposals are submitted by the Audit and Governance Committee after as much consultation as the tight timetable allowed with local members and some of the community and town councils affected by the proposals. The Committee is very keen for the Council, in submitting its observations, a draft of which are set out below, to make several important points:-

a. The consultation period, that crossed an election period, was completely inadequate for any meaningful local discussion and that impacted on the ability to go into detail about some proposals.

b. The Boundary Commission should consider the need for effective local representation on the impact of those not on the electoral register, on a particular date, when preparing their proposals. Specifically, the demand and workload arising from the presence of students, visitors and second home owners not on the local register of electors mean that these issues must be considered when deciding on constituency sizes.

## **Proposals**

7.1 The proposals before the Council fall into three categories, the first where no changes are recommended (Paragraph 7.2), the second where the Audit and Governance did not come to a decision (Three areas in paragraphs 8.1 to 8.3) and the third, areas where the committee made specific proposals (Paragraphs 9.1 to 9.9).

7.2 We are not proposing any changes to the following:-

**Arfon** – Arllechwedd, Bethel, Deiniolen, Dewi (Bangor), Gerlan, Glyder (Bangor), Groeslon, Llanberis, Llanrug, Ogwen, Pentir, Penygroes, Tregarth and Mynydd Llandygai, Waunfawr, Y Felinheli.

**Dwyfor** – Abererch, Criccieth, Dolbenmaen, Efailnewydd / Buan, Llanystumdwy, Nefyn, Porthmadog (East), Porthmadog (West), Porthmadog (Tremadog), Pwllheli (South), Pwllheli (North)

**Meirionnydd** – Aberdyfi, Barmouth, Brithdir and Llanfachreth / Y Ganllwyd / Llanelltyd, Bowydd and Rhiw, Corris and Mawddwy, Dolgellau (South), Dolgellau (North), Penrhyndeudraeth, Bala.

## **Areas where the Committee made no specific proposals to change**

8. The following are the specific area-based proposals formed after the meeting of the Audit and Governance Committee and are based on more local discussions.

### **8.1 Bangor City Area**

The area of the City of Bangor has been effected greatly by the change in the way that the register of electors is prepared. Although that has no influence at all on a councillor's workload, it has led to a significant reduction in the number of electors, particularly in some wards.

The nature of the city and some the communities within it have also changed since the last review and continues to evolve. No recommendations were made by the Audit and Governance Committee but Bangor City Council and the local members for Bangor are expected to prepare a proposal for the city's constituencies that we will report to the Council.  
(A map showing the current boundaries is attached)

### **8.2 Abersoch, Aberdaron, Botwnnog, Tudweiliog, Morfa Nefyn and Llanbedrog Area**

Various existing constituencies require attention in this area with the constituencies of Abersoch (523) Llanbedrog (734), Aberdaron (724) Tudweiliog (660) Morfa Nefyn and Edern (897) and Llangian (503) all too small to warrant individual seats according to the Commission's guidelines. The current community wards were considered as building blocks and there were discussions with local members about natural community links within the area.

Three options were shared at the committee but no recommendations were made by the Audit and Governance Committee. However, the local members for Lleyn are expected to prepare a proposal for the area's constituencies that we will report to the Council.

(A map showing the current boundaries in attached)

### 8.3 Llanwnda, Groeslon and Carmel

A number of proposals were considered for this area with the main need to respond to the size of the current Bontnewydd constituency, that is too small and subsequent changes. Following a discussion at the Audit and Governance Committee, there was a quick consultation with the relevant local members and now, the recommendations, that are different to the recommendations presented to the committee, are as follows:-

Leaving the Waunfawr and Groeslon constituencies as they are but making the following adjustments:-

Adding the Dinas ward (499) to the current Bontnewydd constituency (849) to create a new constituency of 1,339 electors that reflects the close community links between the Dinas area and the village of Bontnewydd in terms of community activities and local shopping and travel arrangements.

Bringing together the current wards of Rhostryfan (515) and Rhosgadfan (433) with Carmel (396) and Ceserea (241) to create a new constituency of 1,585 electors for the similar communities at the higher side of the valley and breaking the link between Carmel and Talysarn (see 9.6 below).

### **Areas where there are specific proposals by the Committee**

9. The following are specific recommendations by the Audit and Governance Committee following consultation with local members and listening to the views expressed at the committee.

#### 9.1 Caernarfon Town Area

Caernarfon is also an urban area that has seen changes since the boundaries were last reviewed. The proposals below, that have received the unanimous support of all the local members and Caernarfon Town Council, use the clear and obvious natural boundaries of Llanberis Road and the Link Road through the town.

Under the old boundaries, the constituencies of Menai and Cadnant were large, Menai particularly so at 1,718 electors and the proposals set out (shown in the maps attached) address that and reflect physical boundaries through and in the town that local people would recognise.

This leads to a proposal to reduce the size of the Menai constituency to approximately 1,500, reduce the size of the Cadnant constituency to approximately 1,307 and increase the size of the Peblig constituency to approximately 1,485.

This leaves the situation of the current Seiont constituency which, as a result of the aforementioned changes, would be a two-member constituency with approximately 2,392. However, in order to implement the Council's wish to seek to have single member constituencies, the Committee recommends splitting it into two constituencies - the Caernarfon Town Centre Constituency of approximately 1,177 and the Hendre Constituency, that is largely a large single housing estate, of approximately 1,215 electors.

(Maps showing the current boundaries and what is being proposed are attached)

### 9.2 Ffestiniog Area

While the Bowydd and Rhiw area is fine as it is, the Diffwys and Maenofferen constituency with 750 electors is too small as it is and the Teigl constituency (1,315) is a little larger than the average. The two constituencies together would make a constituency of 2,065 electors that could justify two members. As the Council is seeking to avoid two-member constituencies, it is suggested that a new boundary is established between the Diffwys and Maenofferen constituency and the Teigl constituency, across Manod Road, along a natural boundary agreed with the Town Council. This creates two single-member constituencies, Diffwys and Maenofferen with 1,012 and Teigl with 1,053.

(Maps showing the current boundaries and what is being proposed are attached)

### 9.3 Tywyn Area

The Tywyn constituency is currently a two-member constituency of 2,388. As the Council is seeking to avoid two-member constituencies, it is recommended that two new constituencies are established using the community wards as building blocks. This would mean creating two new constituencies, Morfa Tywyn with 1,240 electors and Tywyn Town (West and East) with 1,148 members.

(Maps showing the current boundaries and what is being proposed are attached)

### 9.4 Trawsfynydd, Harlech, Dyffryn Ardudwy and Llanbedr Area

Various existing constituencies require attention in this area with the constituency of Llanbedr (789) much too small according to the Commission's guidelines, and other constituencies which will require attention in the longer-term in relation to their size.

The recommendation to the Council is to change the four seats (Trawsfynydd, Harlech, Dyffryn Ardudwy and Llanbedr) into three, affecting Dyffryn Ardudwy (1,179), Llanbedr (442), Llanfair (347) Harlech (1,045), Talsarnau (428), Maentwrog (428) and Trawsfynydd (672). Therefore, the new constituencies would be:-

One seat - Harlech, Talsarnau and Llanfair (1820) (three entire community council areas)

One seat – Llanbedr, Dyffryn Ardudwy and Talybont (1,621) (two entire community council areas)

One seat - Trawsfynydd and Maentwrog (1,016) - no change (one community council area)

### 9.5 Llanrug Area

There is a need to refine the situation in the Llanrug area in order to even-out the constituencies by dealing with the current community wards of Cwm y Glo (438), Brynrefail (224) and Ceunant (305) and also Penisarwaun (560) and Rhiwlas (533).

The recommendation to the Council, supported by Llanrug Community Council, is as follows:-

One constituency for Cwm y Glo, Brynrefail and Ceunant (967) creating a horseshow shaped constituency around the southern side of the village of Llanrug

One constituency for Penisarwaun and Rhiwlas (1,093) creating a constituency extending to the communities to the north east of the village of Llanrug

(Maps showing the current boundaries and what is being proposed are attached)

#### 9.6 Llanllyfni, Talysarn and Nantlle Area

The existing ward of Talysarn (which includes Carmel) has been the subject of local discussion for some time because of the obvious natural boundary between the two main areas of the constituency. This means that, currently, to get from one part of the constituency, it means driving through the separate Penygroes constituency and the current constituency includes several small different communities.

It is recommended to merge Llanllyfni (513) Talysarn (704) and Nantlle (152) to create one new constituency of 1,369 (most of the Llanllyfni Community Council geographical area).  
(Maps showing the current boundaries and what is being proposed are attached)

#### 9.7 Clynnog, Trefor and Llithfaen Area

Various existing constituencies require attention in this area with the constituency of Clynnog with only 713 electors requiring specific attention.

The committee's recommendation is that the current constituency of Llanaelhaearn (1,151) remain as it is, although calling it "Yr Eifl" would be more sensible. The Nebo ward (233) would then be added to Clynnog bringing that constituency up to 946 electors (that is still a small constituency in the Commission's terms), coming from the Llanllyfni constituency reducing the size of that constituency to a more reasonable 1,369. This would address concerns raised by Pistyll Community Council about joining small rural communities with larger and very different areas.

#### 9.8 Penllyn Area

This area needs to be refined a little to safeguard the situation of some small constituencies. The scope to change in a rural area such as this is limited but it is felt that the proposed changes address the need whilst accepting that constituencies in rural areas will always be smaller.

It is recommended that two wards (Cwm y Glyn) and (Llanycil) are swapped between the two current constituencies, keeping two seats so that there would be three seats in the whole area, namely Bala and also Penllyn West - Llanuwchllyn (494), Cwm y Glyn (83) and Llanycil (323) (a constituency of 900) and Penllyn East - Gwalia (125), Llan y Betws (456) and Llanfor (347) (a constituency of 928). Looking to the future, the constituencies are small, but this is inevitable in such a rural area.

(Maps showing the current boundaries and what is being proposed are attached)

#### 9.9 Llanegryn, Brynchrug and Friog Area

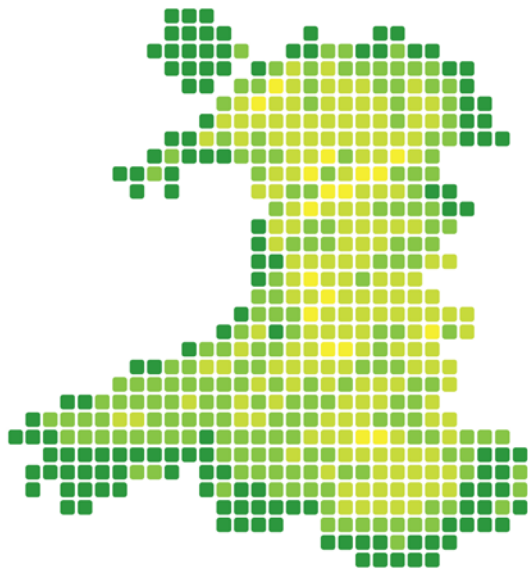
The situation of the constituencies in the area needs to be addressed. With Brynchrug and Llanfihangel having only 755 electors currently whilst the constituency of Llangelynnin has 1,577 electors.

It is recommended that the Llanegryn ward is moved from one constituency to the other in order to create two more equal constituencies in terms of the number of electors:-

Llanegryn, Brynchrug and Llanfihangel being a constituency of 1,000 (covering three Community Council areas)

Y Friog, Islaw'r Dre and Llangelynnin being a constituency of 1,332 (covering two Community Council areas)

(Maps showing the current boundaries and what is being proposed are attached)



Comisiwn Ffiniau a  
Democratiaeth Leol  
Cymru



Local Democracy and  
Boundary Commission  
For Wales

# **Electoral Reviews: Council Size Policy**

**October 2016**

# 1. Introduction

- 1.1 The Local Democracy and Boundary Commission for Wales is required to carry out periodic reviews of the electoral arrangements of principal areas in Wales. The way the Commission conducts an electoral review is defined by legislation, our *Electoral Reviews: Policy and Practice* document and by Directions that may be issued by Welsh Ministers.
- 1.2 The Commission published its original *Electoral Reviews: policy and practice* document on 12 March 2012. That document did not include the Commission's approach to council size. Accordingly, in May 2012, we produced a consultation paper setting out a preliminary view of how council size may be determined as a precursor to an electoral review.
- 1.3 At the end of the initial consultation period we had received responses from the majority of principal councils, the Welsh Local Government Association (WLGA), political parties and individuals, including former councillors. The general response was in favour of an approach based on the identification of the number of councillors that would be appropriate to ensure the provision of effective and convenient local government for councils. The specific methodology proposed by the paper was, however, not generally supported. It was clear that there were some concerns about the suggested banding approach. The view was expressed that the methodology used and justification for establishing council sizes should be based upon wider factors than socio-geographical characteristics alone, and may need to include population density factors. There was also the view that the ratios of elector per councillor adopted in the consultation paper need to be justified.
- 1.4 Representatives of the Commission met with representatives of the WLGA in July 2012 to discuss the outcome of the consultation. At the meeting it was agreed that the Commission would work with the Local Government Data Unit ~ Wales to consider further the methodology used for determining council size and to investigate alternative data sets and methodologies. Further meetings were held with the WLGA and the Data Unit and, following detailed analysis work by the Data Unit, the Commission were able to consider alternative methodologies that utilised data that was both current and readily available. We considered methodologies which variously took account of electorate numbers, population size and measures of population density and urbanisation. We have arrived at a preferred methodology that is broadly based on the method in place in Scotland at the time.
- 1.5 The preferred methodology was published as a consultation paper on 27 March 2013. We received responses from over half of the principal councils, the Welsh Local Government Association (WLGA), two political parties and individuals. The general response was in favour of the methodology and that it was appropriate to ensure the provision of effective and convenient local government for councils.
- 1.6 In light of the restarted electoral review programme and policy and practice the Commission has updated the policy reflecting the latest Office for National Statistics data.

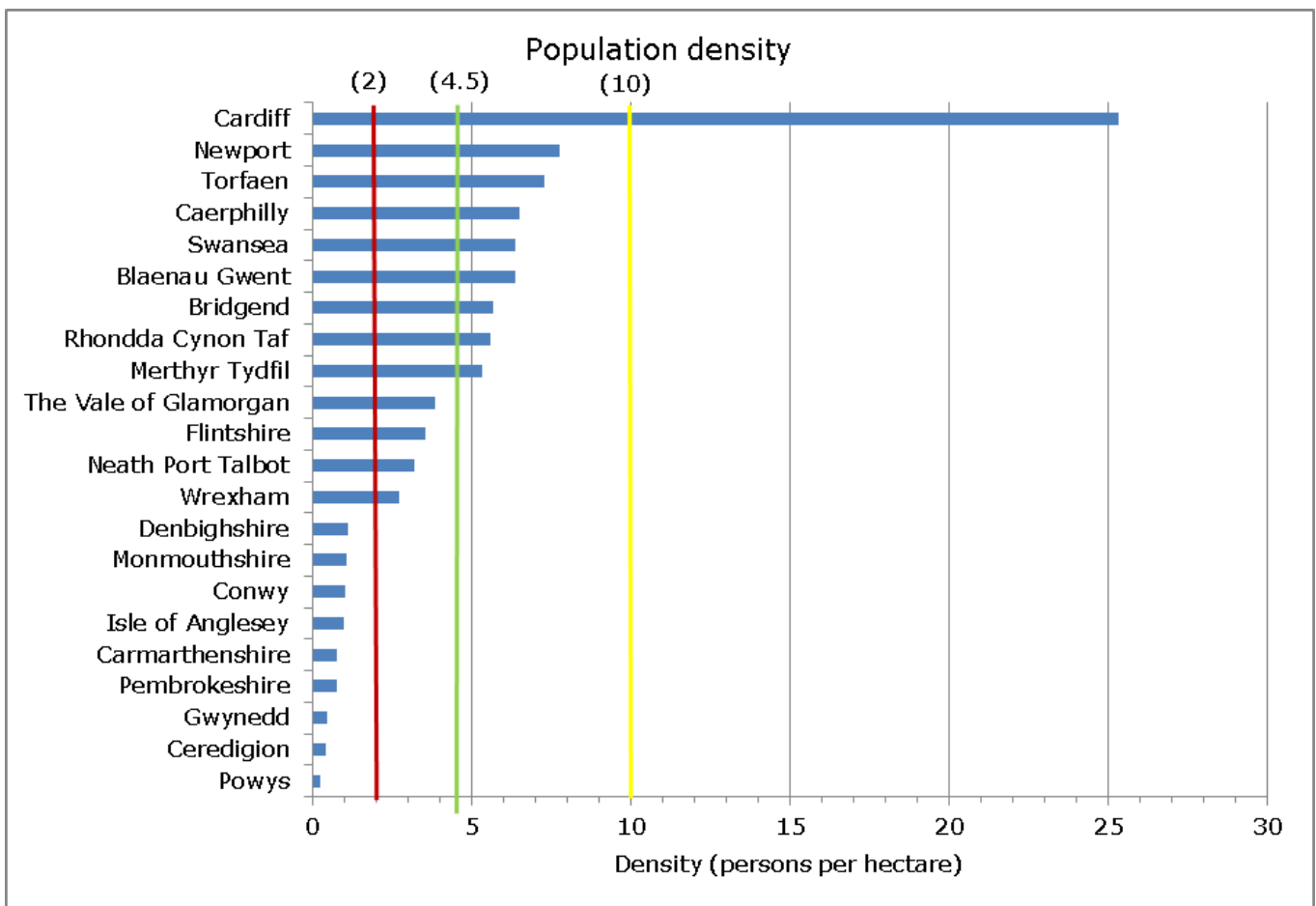
## 2. Council Size Methodology

- 2.1 In considering a methodology for determining the size of councils the Commission has adopted the principle that the modelling of councillor numbers should be objective, transparent and underpinned by a robust methodology. In arriving at a preferred methodology the Commission took account of the method that was in place in Scotland at their fourth general review which has been an accepted and tested approach to adjudicating council size on Local Authorities with variations of geography, topography and population distribution. The Commission and the Data Unit have worked with the Local Government Boundary Commission for Scotland to better understand how their approach was developed and, as a result, a comparable model for Wales has been produced.
- 2.2 The methodology in our policy uses information relating to the population distribution within councils enabling a conclusion to be drawn on the relative urban and / or rural nature of their areas, in demographic terms. Using the data to then categorise the councils enables a transparent and robust approach which will provide a sustainable method for future allocation. It ensures that councils with similar characteristics are being treated in the same way. The parameters used to determine the categories are urbanisation (percentage of the population living outside of settlements with a population of more than 10,000) and population density (number of persons per hectare). The categories have been determined by a combination of looking at appropriate groupings in the data and as determined by appropriate patterns of population distribution within principal council areas.
- 2.3 The Commission considered using other factors in the model in addition to those described above. During the consultative process the Commission has received suggestions that deprivation be a consideration in council sizing policy. It was concluded that such an element would increase complexity at the expense of transparency. A methodology based on demographic distribution is the basis of the approach we consider most appropriate for Wales.

## Population Density

2.4 The first factor considered is population density. The chart below shows the distribution across Wales of the population density. The data used is the 2015 Mid Year Estimates<sup>1</sup> of population and the associated 2015 population densities. The data continues to suggest that there are four groups of principal councils in Wales in terms of population density (from top to bottom):

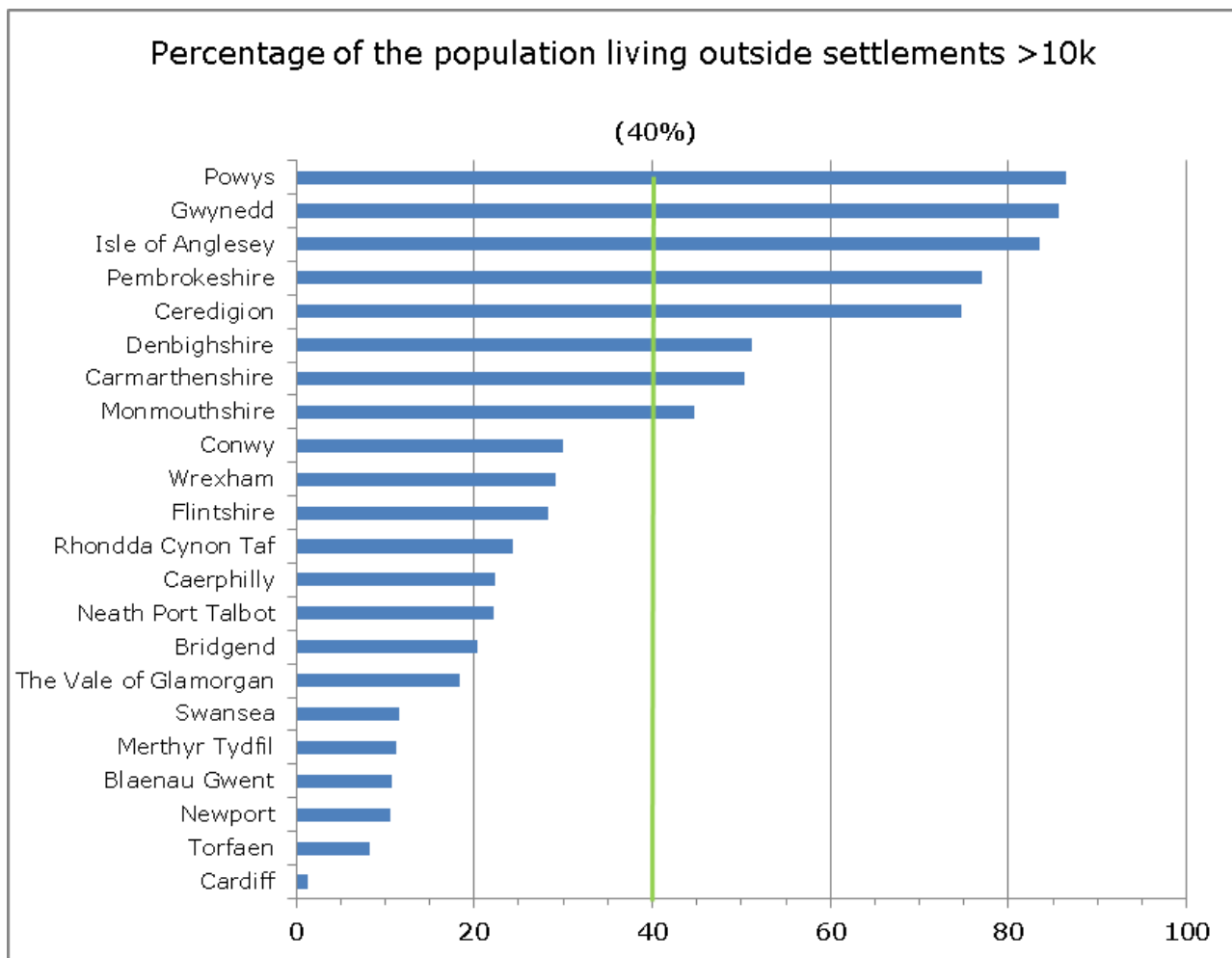
- i. Those greater than or equal to 10 (Cardiff);
- ii. Those greater than or equal to 4.5 but less than 10 (Newport to Merthyr Tydfil);
- iii. Those greater than or equal to 2 but less than 4.5 (The Vale of Glamorgan to Wrexham); and,
- iv. Those less than 2 (Denbighshire to Powys)



2.5 The Commission is therefore content to continue using the factors as set out in our Council Size Policy of 2013.

## Urbanisation

- 2.6 It was considered that the Commission could divide Wales' principal councils by the four categories identified purely on the population density. However, the Commission believes that there is merit in establishing a robust model which reflects both population density and the dispersal of population within a local authority area and can continue and adapt to changes to Wales' principal councils population changes in the future. Thus, the model includes both sets of factors even though, in this first instance, it does not impact on a number of principal councils.
- 2.7 The second factor we therefore considered was 'urbanisation' or the percentage of population living outside settlements with a population over 10,000. This factor distinguishes those councils that have a preponderance of population that lives in larger communities, town or urban settlements. The chart below shows the distribution across Wales of the percentage of the population living outside of settlements with a population of more than 10,000. Although there is no clear split in the data, in order to distinguish where a council's population is concentrated more in urban areas we have identified two groups, the dividing point being where 40% of the population live outside of settlements of 10,000 people.



- 2.8 When compared to the 2011 there has been some shifts in the percentage of population living outside of 10,000 persons or more settlements. There have been three principal councils with shifts over 10%: Bridgend (12.2 percentage points decrease), Conwy (11.1 percentage points decrease) and Monmouthshire (11.3 percentage points decrease).

This represents the population moving from more rural locations to more urban locations in those council areas.

- 2.9 This has one impact where a council appears above or below the 40% threshold. Conwy has moved from 41.2% to 30%, moving to within 1% of Wrexham.
- 2.10 The Commission is content that, although there has been a move of one authority below the threshold that the differential between Conwy at 30% and Monmouthshire at 44.6% is still significant and an appropriate point to place that factor in the Commission's methodology.

## **Summary of Model Parameters**

- 2.11 To take account of the circumstances in Wales, responses to the consultations and ensuring that only significant changes in population density would change a principal council's category a set of categories of urbanisation and population density continue to be as follows:
- Where 40% or more of the population that live outside settlements larger than 10,000 persons ; and,
  - Where the population density is greater than or equal to 10 persons per hectare, is greater than or equal to 4.5 persons per hectare but less than 10 persons per hectare, is greater than or equal to 2 persons per hectare but less than 4.5 persons per hectare, is less than 2 persons per hectare.

## Categorisation and Councillor Allocation

2.12 Using the values from the charts above and described at paragraph 2.11 gives the categorisation parameters shown in Table 1.

**Table 1: Categorisation parameters**

| Category | Urban nature<br>(% of population<br>living outside of<br>towns with more<br>than 10,000<br>population) |        | Population density<br>(persons per hectare) |
|----------|--|--------|---|
| 1        | Less than 40%  | AND    | Greater than or equal to 10                 |
| 2        | Less than 40%  | AND    | Greater than or equal to 4.5                |
| 3        | More than 40%  | AND/OR | Less than 4.5                               |
| 4        | More than 40%  | AND    | Less than 2                                 |

2.13 Using this methodology the councils are categorised as shown in Table 2.

**Table 2: Category allocation**

| Council               | Category |
|-----------------------|----------|
| Blaenau Gwent         | 2        |
| Bridgend              | 2        |
| Caerphilly            | 2        |
| Cardiff               | 1        |
| Carmarthenshire       | 4        |
| Ceredigion            | 4        |
| Conwy                 | 3        |
| Denbighshire          | 4        |
| Flintshire            | 3        |
| Gwynedd               | 4        |
| Isle of Anglesey      | 4        |
| Merthyr Tydfil        | 2        |
| Monmouthshire         | 4        |
| Neath Port Talbot     | 3        |
| Newport               | 2        |
| Pembrokeshire         | 4        |
| Powys                 | 4        |
| Rhondda Cynon Taf     | 2        |
| Swansea               | 2        |
| The Vale of Glamorgan | 3        |
| Torfaen               | 2        |
| Wrexham               | 3        |

2.14 Once the councils are allocated to a category then a ratio of councillors to population is applied to each council within the category. This approach takes account of the size of the overall population, whilst continuing to ensure that councils with similar characteristics are treated the same.

2.15 The population ratios for the categories are determined as a set and having regard for the categories determined by urbanisation and population density. A two fold change between the top and bottom categories is proposed in Wales to reflect the slightly smaller range in urbanisation and population density. The current average ratio for category 4 councils is approximately 1:2,000 and so it was considered appropriate to apply this ratio to this category. The change in ratios between categories 4 and 3 and between categories 3 and 2 is small at 500 persons per councillor. This is to reflect the gradual change in the nature of categories. There is a greater change of 1,000 between the top two categories reflecting the difference in their nature. The proposed ratios are shown in Table 3.

**Table 3: Councillor to population ratios**

| Category | Ratio (1: ) |
|----------|-------------|
| 1        | 4,000       |
| 2        | 3,000       |
| 3        | 2,500       |
| 4        | 2,000       |

2.16 The councillor to population ratio for each category is used to determine the number of councillors as shown in Table 4.

**Table 4: Categorisation and councillor allocation**

| Category | Council               | Population       | Number of Councillors |
|----------|-----------------------|------------------|-----------------------|
| 1        | Cardiff               | 357,160          | 89                    |
| 2        | Blaenau Gwent         | 69,544           | 23                    |
|          | Bridgend              | 142,092          | 47                    |
|          | Caerphilly            | 180,164          | 60                    |
|          | Merthyr Tydfil        | 59,324           | 20                    |
|          | Newport               | 147,769          | 49                    |
|          | Rhondda Cynon Taf     | 237,411          | 79                    |
|          | Swansea               | 242,382          | 81                    |
|          | Torfaen               | 91,836           | 31                    |
| 3        | Conwy                 | 116,218          | 46                    |
|          | Flintshire            | 154,074          | 62                    |
|          | Neath Port Talbot     | 140,992          | 56                    |
|          | The Vale of Glamorgan | 127,592          | 51                    |
|          | Wrexham               | 136,647          | 55                    |
| 4        | Carmarthenshire       | 185,123          | 93                    |
|          | Ceredigion            | 74,642           | 37                    |
|          | Denbighshire          | 94,691           | 47                    |
|          | Gwynedd               | 122,864          | 61                    |
|          | Isle of Anglesey      | 69,979           | 35                    |
|          | Monmouthshire         | 92,476           | 46                    |
|          | Pembrokeshire         | 123,464          | 62                    |
|          | Powys                 | 132,642          | 66                    |
|          | <b>Wales</b>          | <b>3,099,086</b> | <b>1,196</b>          |

### 3. Constraints

- 3.1 As noted above, when considering a methodology for determining the size of councils the Commission adopted the principle that any approach to modelling councillor numbers should be objective, transparent and underpinned by a robust methodology. It is understood, however, that any method for determining council size may be constrained by legislation and Ministerial Directions and an awareness of the impact of any proposed change to the existing size of councils.
- 3.2 In respect of council size the Ministerial Directions in respect of electoral reviews have previously stated:
- (a) It is considered that a minimum number of 30 councillors is required for the proper management of the affairs of a county or a county borough council;
  - (b) It is considered that, in order to minimise the risk of a county council or a county borough council becoming unwieldy and difficult to manage, a maximum number of 75 councillors is ordinarily required for the proper management of the affairs of a county or a county borough council.

From our consultations there appears to be a general acceptance of these maxima and minima and so we have therefore accepted these as constraints to the methodology.

- 3.3 The impact that a significant change may have on the running of a council if it applied as a result of a single electoral review has also been considered. A constraint has therefore been applied so that, for each review, the number of councillors will not vary by more than 10%. At the request of the principal council concerned the Commission may consider exceeding its 10% variance limit in moving towards the size of council determined by the model, if it can be demonstrated that the solution is more conducive to effective and convenient local government
- 3.4 In order to ensure that the process is clear and fair, the constraints on maximum or minimum councillor numbers or on levels of change have been applied at the end of the process.

## 4. Applied Model

4.1 The councillor allocation determined by the methodology (at Section 2 above) is then subject to the constraints (at Section 3 above). Table 5 shows the existing number of councillors and gives the allocated number of councillors before and after constraints.

**Table 5: Categorisation and councillor allocation before and after constraints**

| Category | Council               | Number of councillors |                    |                   |
|----------|-----------------------|-----------------------|--------------------|-------------------|
|          |                       | Existing (2013)       | Before constraints | After constraints |
| 1        | Cardiff               | 75                    | 89                 | 75                |
| 2        | Blaenau Gwent         | 42                    | 23                 | 38                |
|          | Bridgend              | 54                    | 47                 | 49                |
|          | Caerphilly            | 73                    | 60                 | 66                |
|          | Merthyr Tydfil        | 33                    | 20                 | 30                |
|          | Newport               | 50                    | 49                 | 49                |
|          | Rhondda Cynon Taf     | 75                    | 79                 | 75                |
|          | Swansea               | 72                    | 81                 | 75                |
|          | Torfaen               | 44                    | 31                 | 40                |
| 3        | Conwy                 | 59                    | 46                 | 53                |
|          | Flintshire            | 70                    | 62                 | 63                |
|          | Neath Port Talbot     | 64                    | 56                 | 58                |
|          | The Vale of Glamorgan | 47                    | 51                 | 51                |
|          | Wrexham               | 52                    | 55                 | 55                |
| 4        | Carmarthenshire       | 74                    | 93                 | 75                |
|          | Ceredigion            | 42                    | 37                 | 38                |
|          | Denbighshire          | 47                    | 47                 | 47                |
|          | Gwynedd               | 75                    | 61                 | 67                |
|          | Isle of Anglesey      | 30                    | 35                 | 33                |
|          | Monmouthshire         | 43                    | 46                 | 46                |
|          | Pembrokeshire         | 60                    | 62                 | 62                |
|          | Powys                 | 73                    | 66                 | 66                |
|          | <b>Wales</b>          | <b>1,254</b>          | <b>1,196</b>       | <b>1,211</b>      |

4.2 The proposed methodology gives a transparent, data driven and future proof method for calculating the appropriate number of councillors in each principal council and Wales as a whole. In some councils, the councillor numbers obtained from the proposed method show significant change from their current numbers. The constraints that are subsequently applied ensure that the transition to this system is smooth and fair.

### Updates

4.3 The Commission will annually update the outputs of the model shortly after Office for National Statistics' publication of new Mid Year Estimates. It will also be updated shortly after every new electoral review Order is made by Welsh Government.

### Endnote

<sup>1</sup> The ONS Census Mid Year Estimate data sets are a consistent series of population statistics that are provided for the 30 June each year. The Census is only conducted once every 10 years and is on a different date.

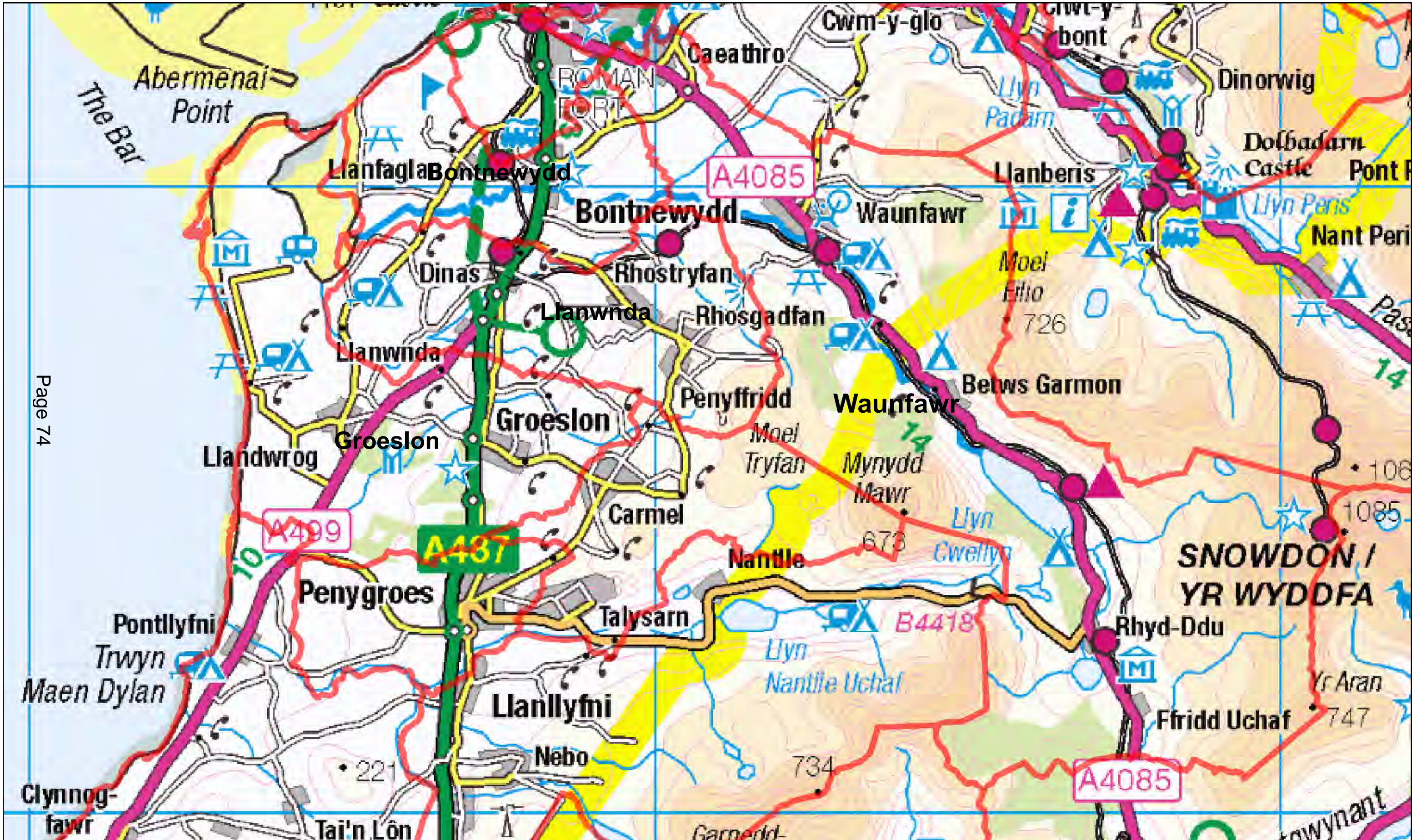
8.1 Ardal Bangor / Bangor Area  
Ffiniau presennol / Current boundaries



8.2 Ardal Abersoch, Aberdaron, Botwnnog, Tudweiliog, Morfa Nefyn a Llanbedrog Area  
Ffiniau presennol / Current boundaries

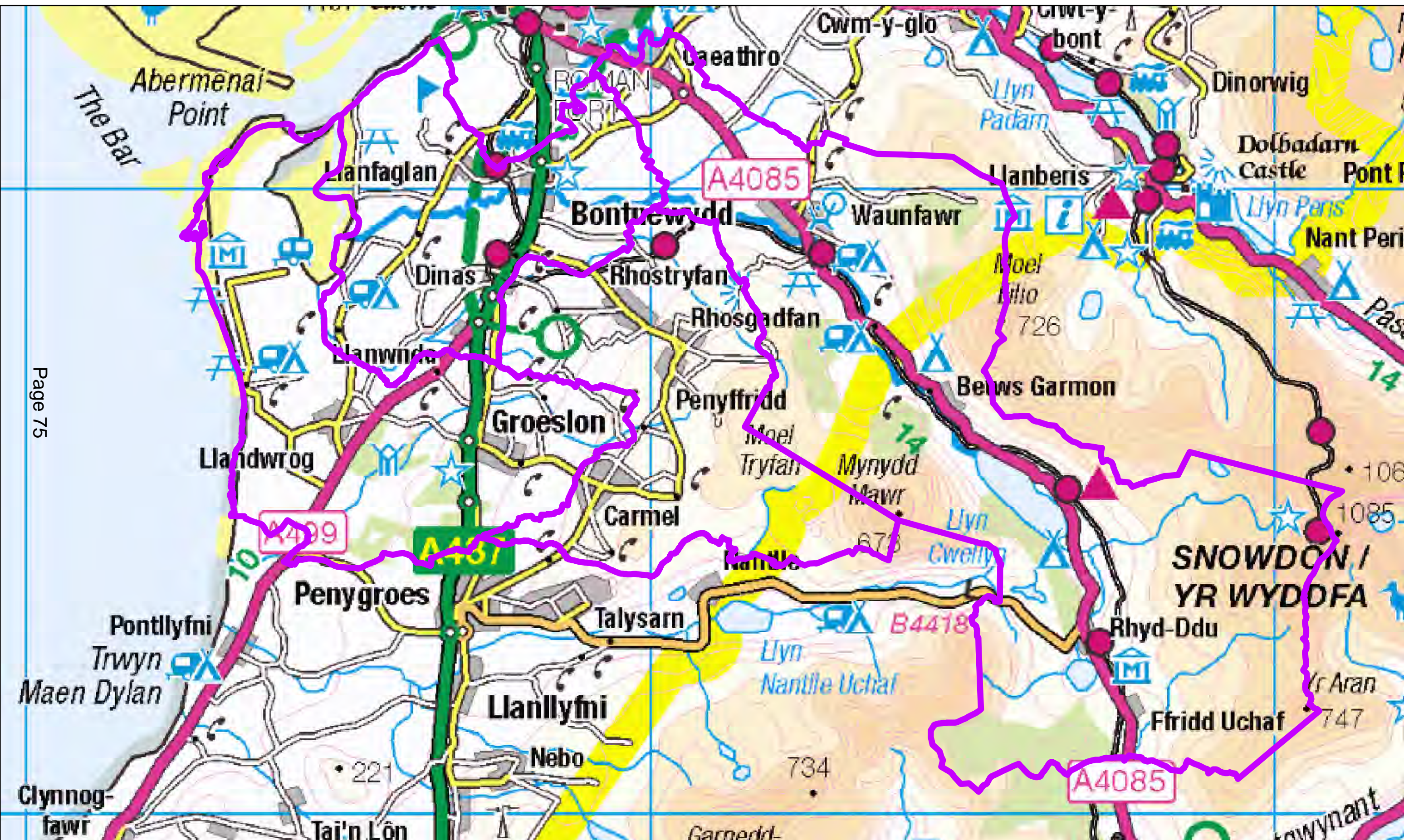


8.3 Ardal Bontnewydd, Waunfawr, Dinas, Groeslon, Rhostryfan  
Ffiniau presennol / Current boundaries



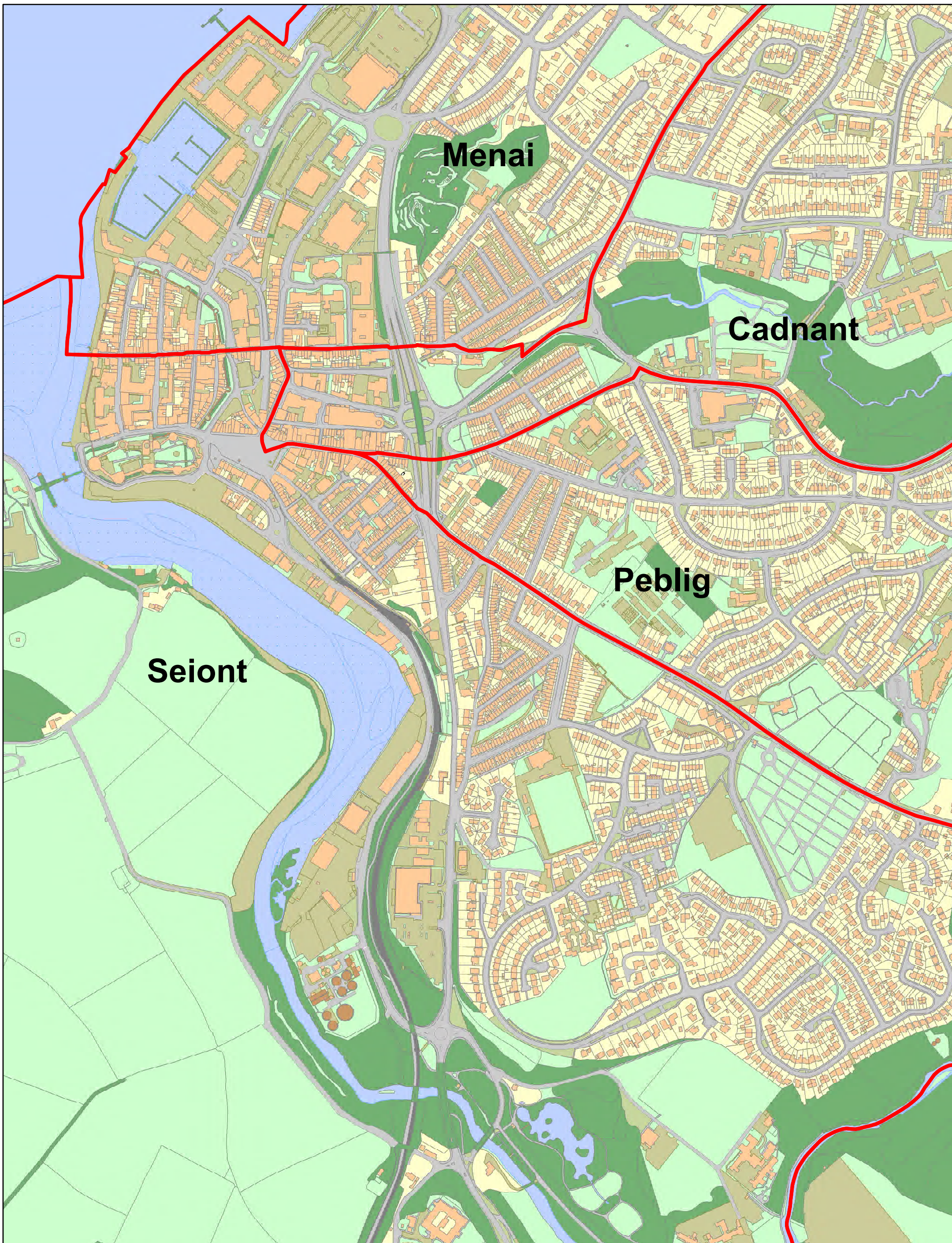
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8.3 Ardal Bontnewydd, Dinas, Caeathro, Waunfawr, Betws Garmon, Rhyd-ddu, Dinas Dinlle, Groeslon, Rhostryfan, Rhosgadfan, Carmel a Cheserea Cynnig newydd / New proposal

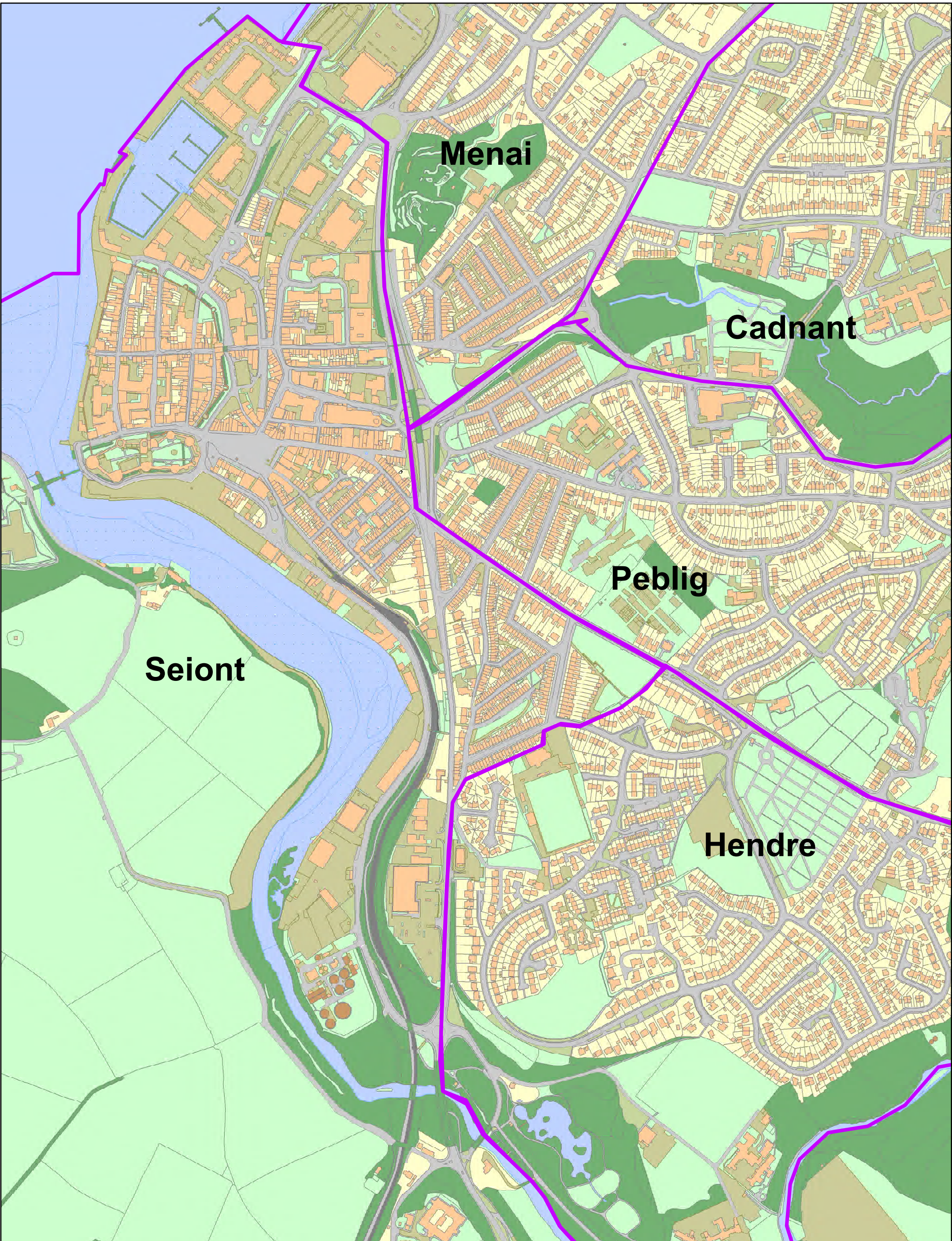


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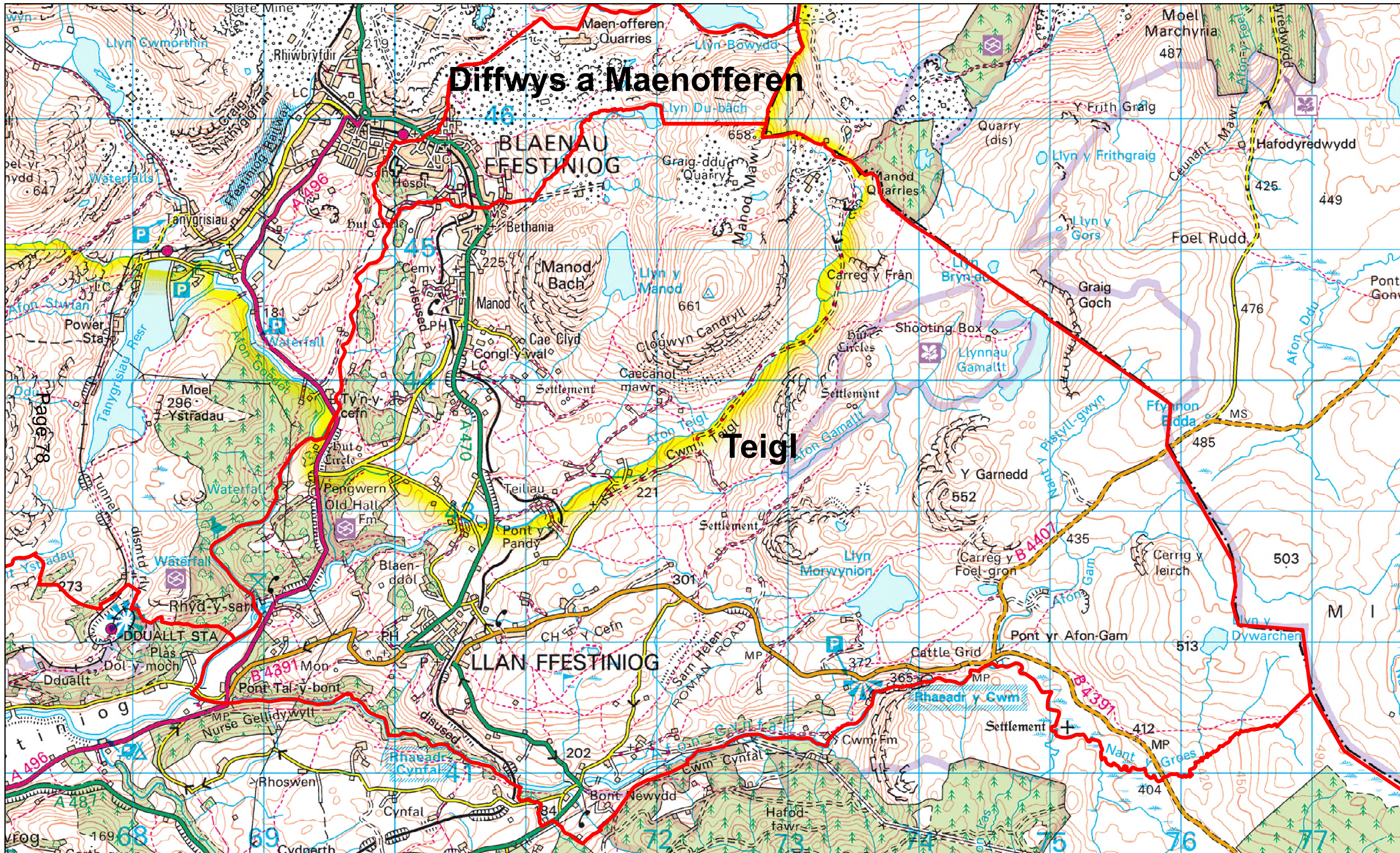
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Ffiniau presennol / Current boundaries



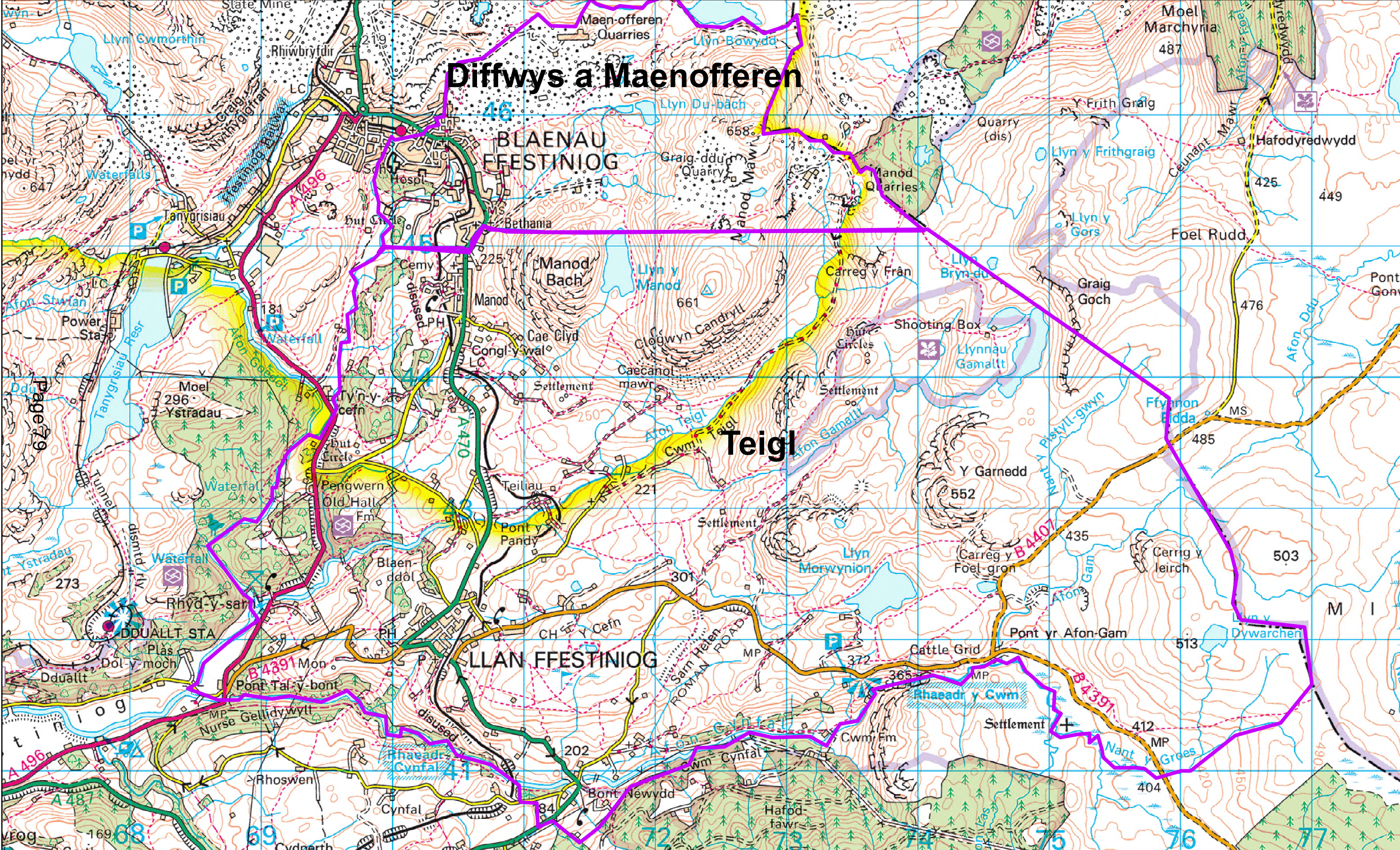
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Cynnig newydd / New proposal



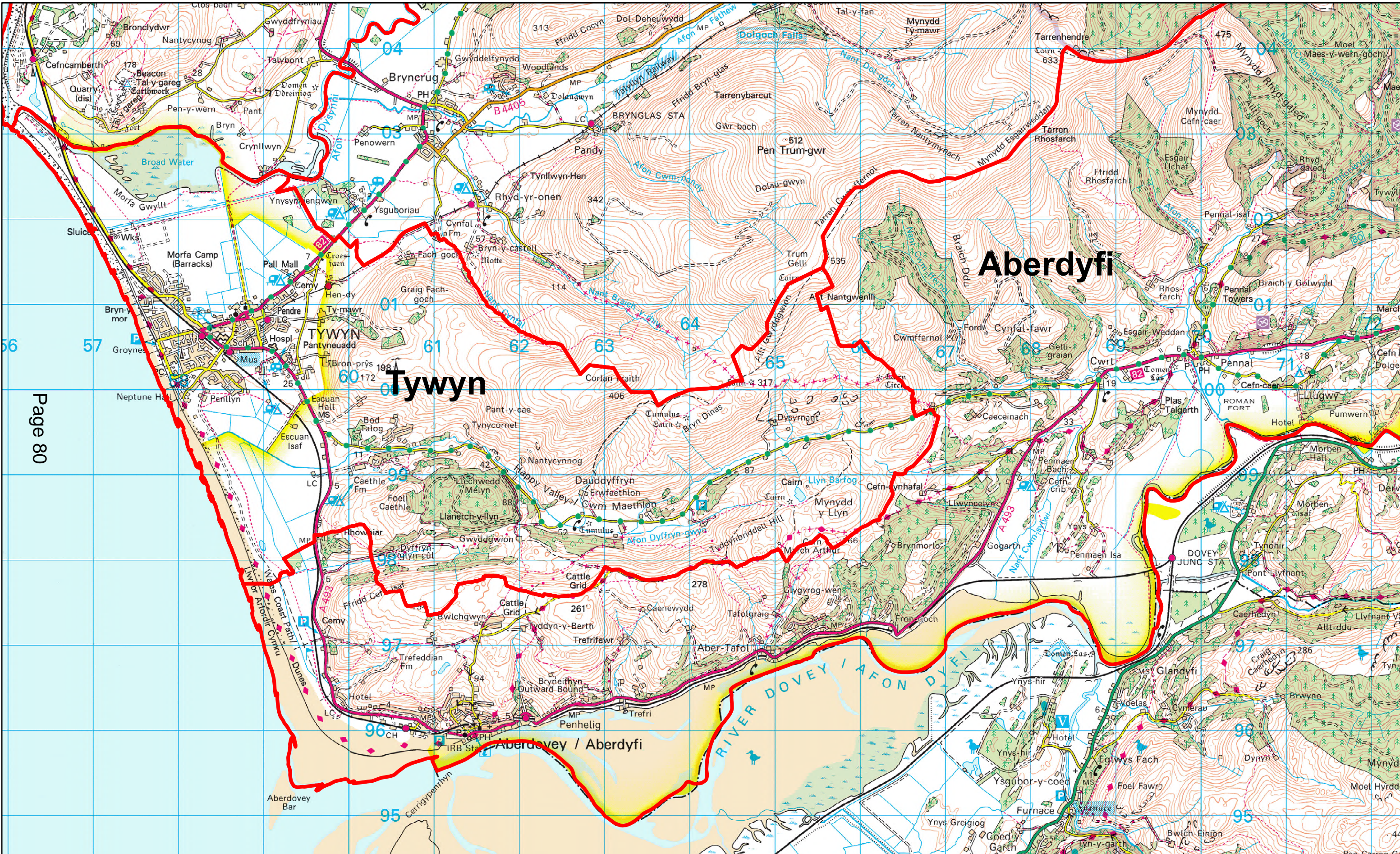
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Ffiniau presennol / Current boundaries



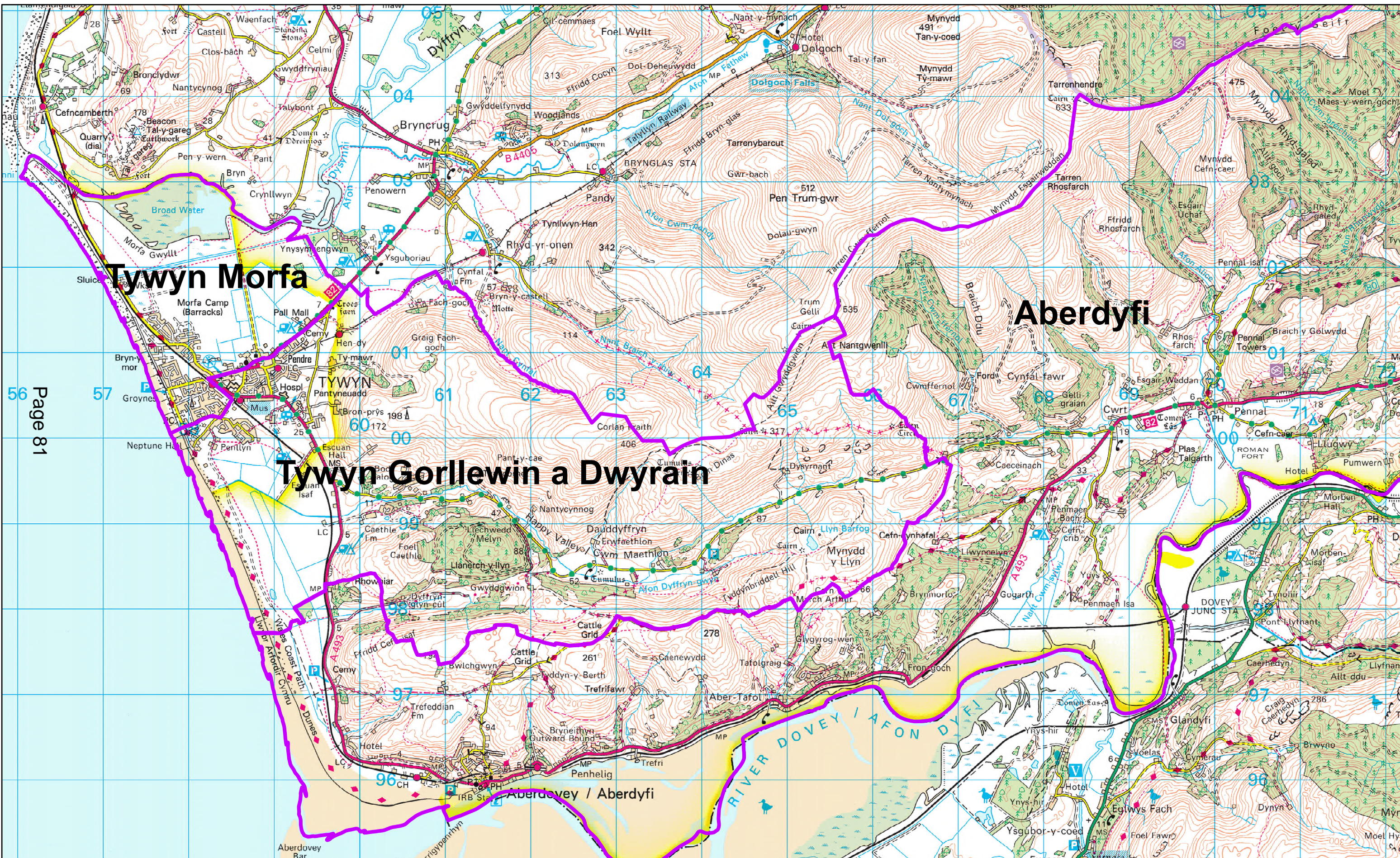
9.2 Ardal Ffestiniog / Ffestiniog Area  
Cynnig newydd / New proposal



# 9.3 Ardal Tywyn / Tywyn Area Ffiniau presennol / Current boundaries



# 9.3 Ardal Tywyn / Tywyn Area Cynnig newydd / New proposal



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9.4 Ardal Trawsfynydd, Harlech, Dyffryn Ardudwy a Llanbedr Area  
Ffiniau presennol / Current boundaries

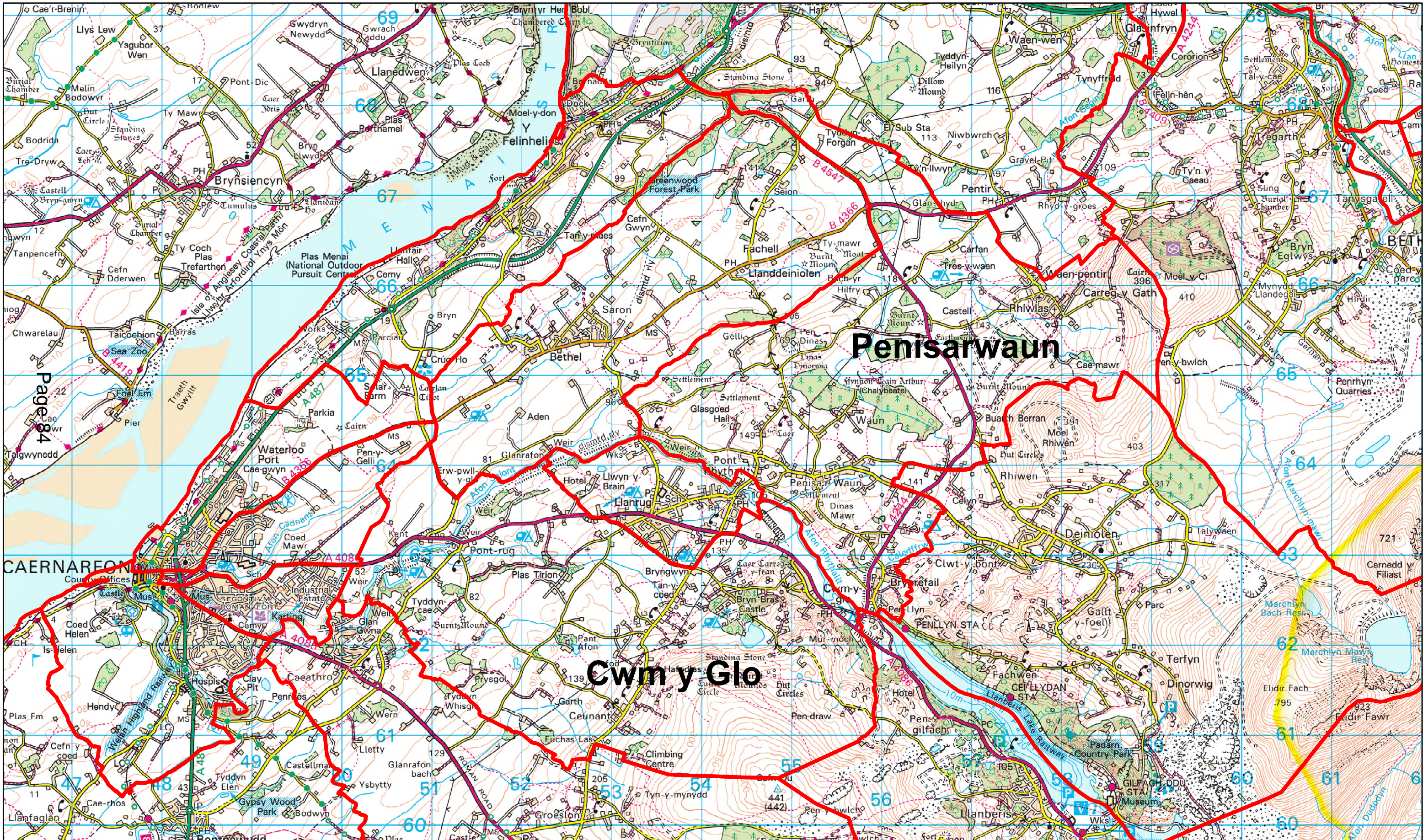


9.4 Trawsfynydd, Harlech, Dyffryn Ardudwy a Llanbedr Area  
Cynnig newydd / New proposal  
Opsion 1 / Option 1



# 9.5 Ardal Llanrug Area

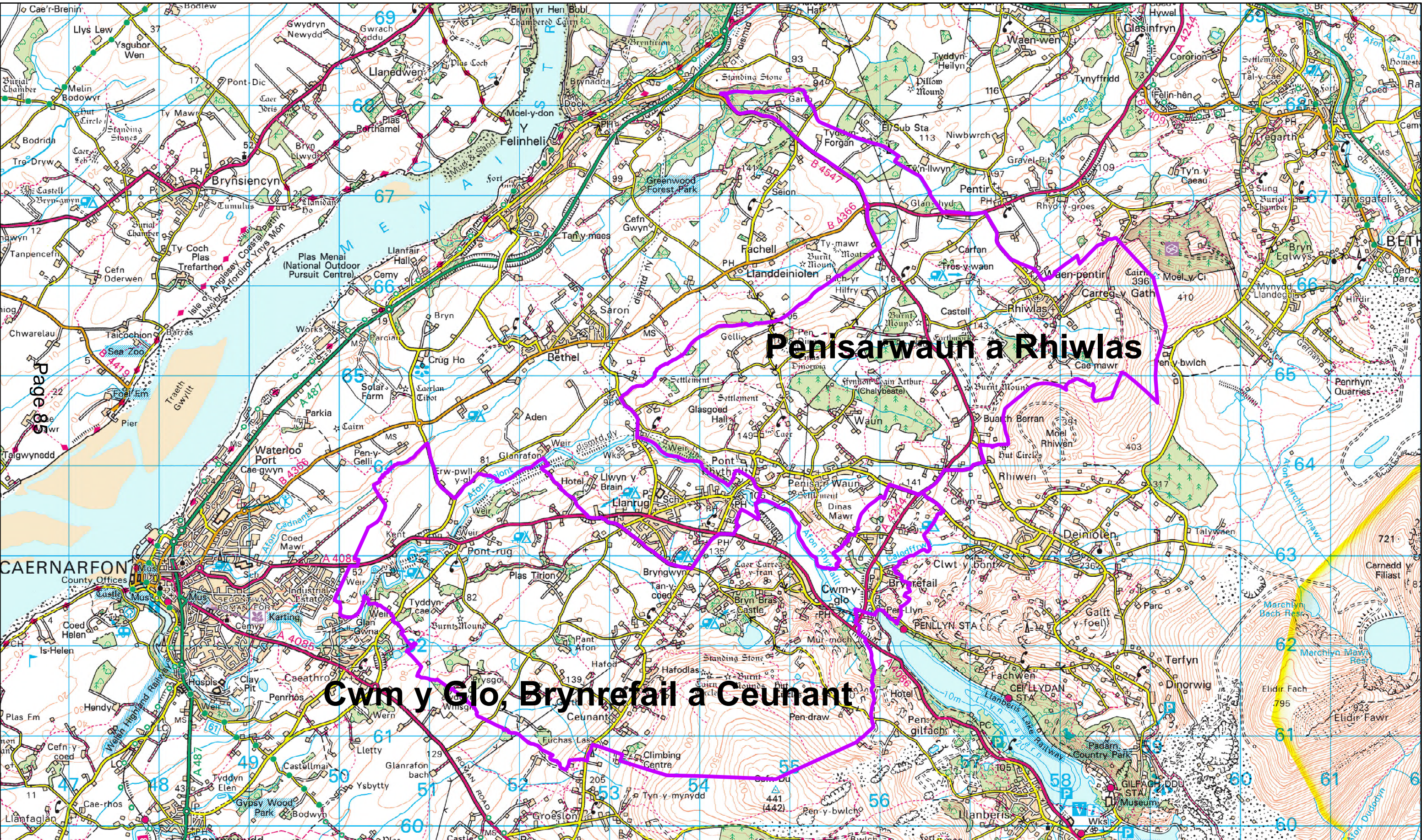
## Ffiniau presennol / Current boundaries



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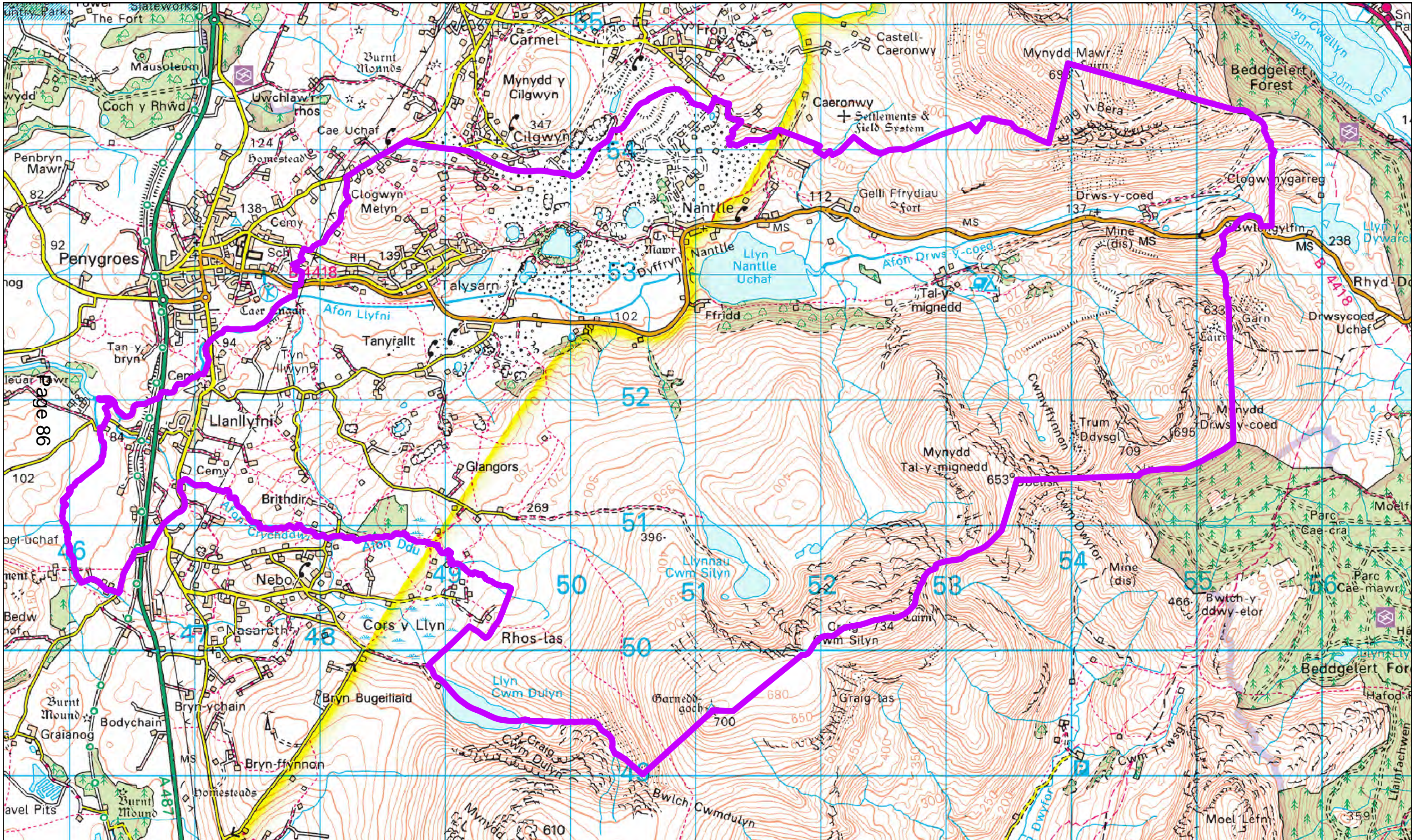
# 9.5 Ardal Llanrug Area Cynnig newydd / New proposal



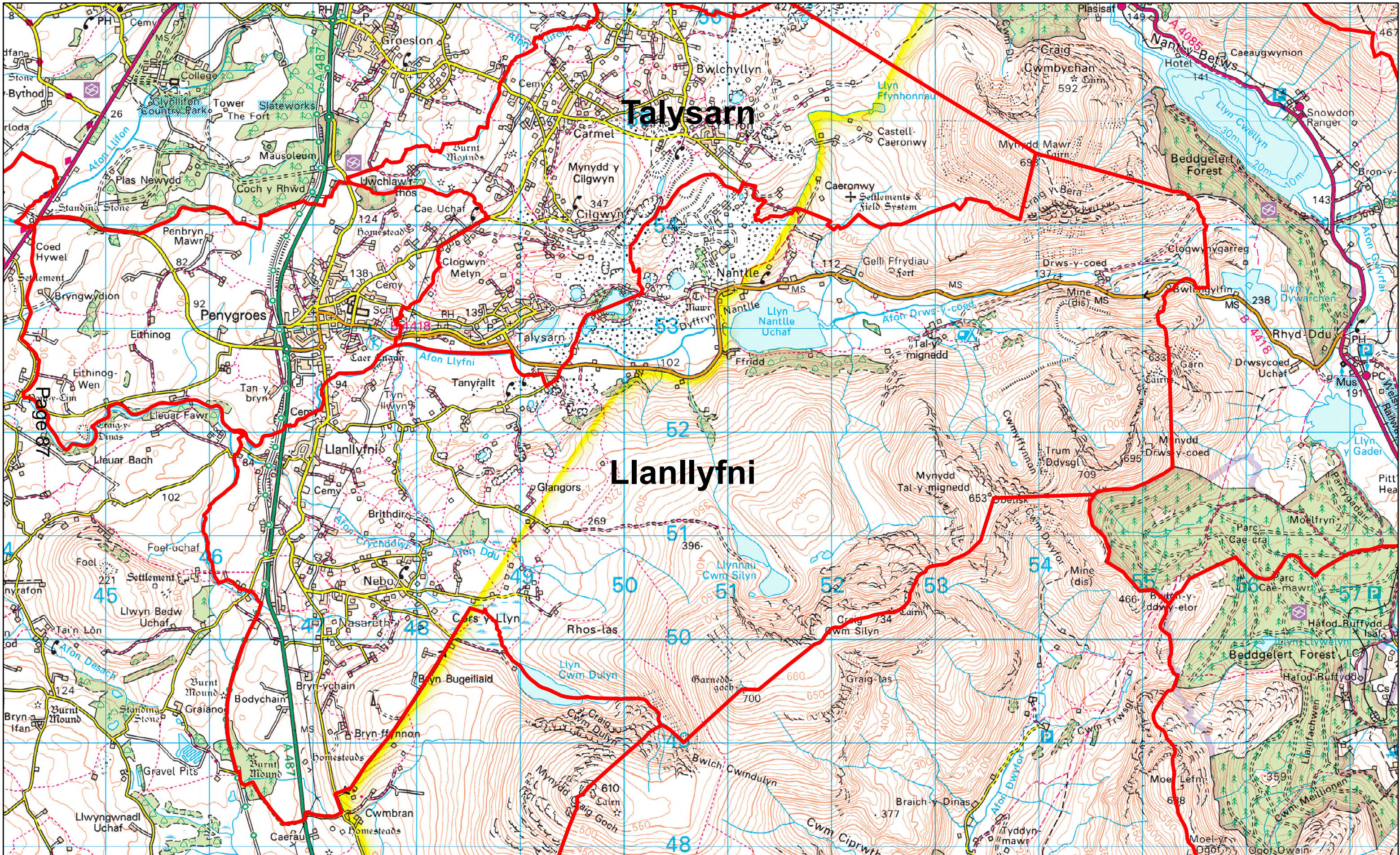
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CAERNARFON

# 9.6 Ardal Llanllyfni, Talysarn a Nantlle Cynnig newydd / New proposal



# 9.6 Ardal Llanllyfni, Talysarn, Nantlle a Nebo Ffiniau presennol / Current boundaries



9.7 Ardal Clynnog, Trefor, Llanfaen a'r Ffôr Area  
Ffiniau presennol / Current boundaries



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9.7 Ardal Clynnog, Trefor, Lithfaen a'r Ffôr Area  
 Cynnig newydd / New proposal  
 Opsiwn 2 / Option 2

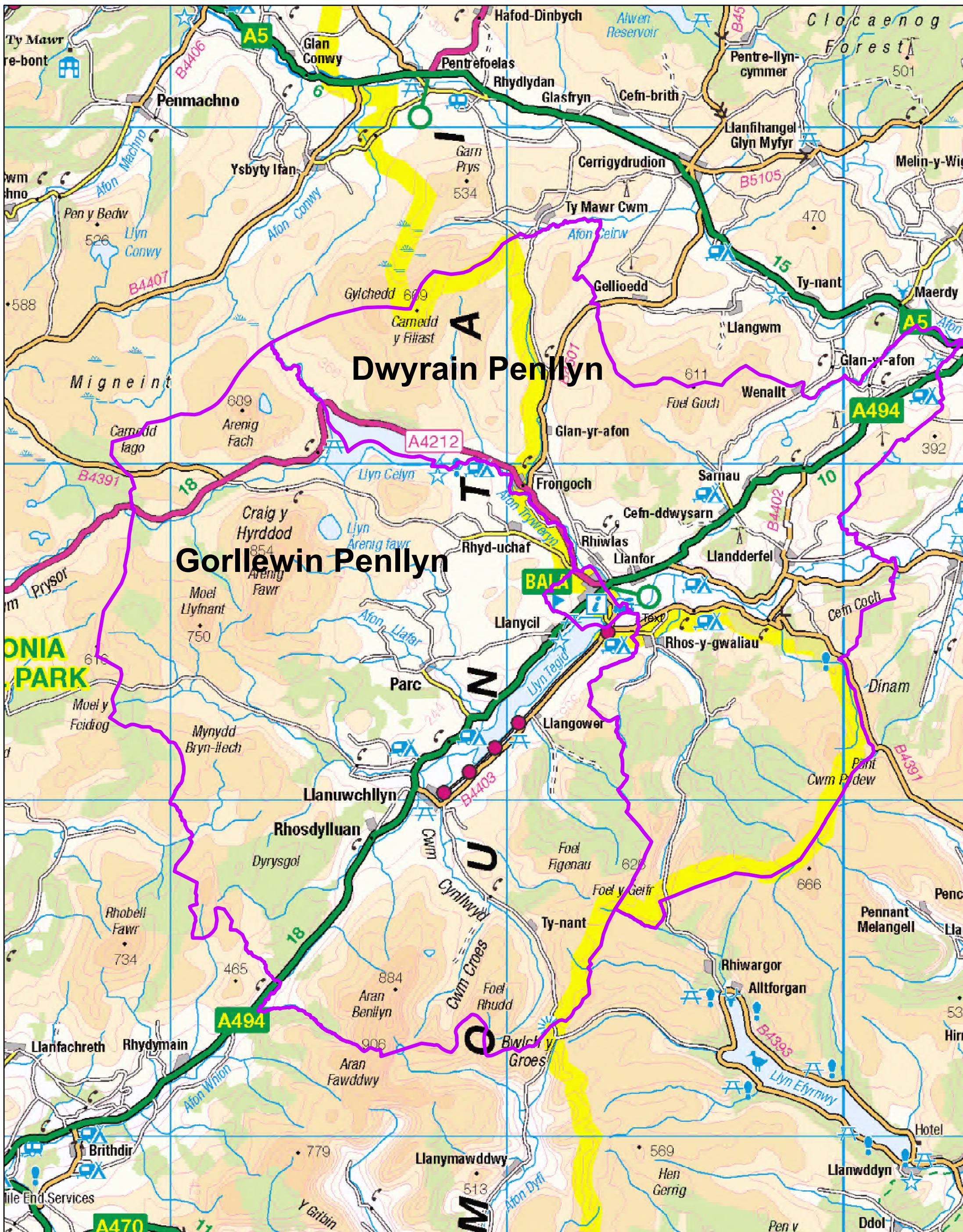


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# 9.8 Ardal Penllyn Area Ffiniau presennol / Current boundaries



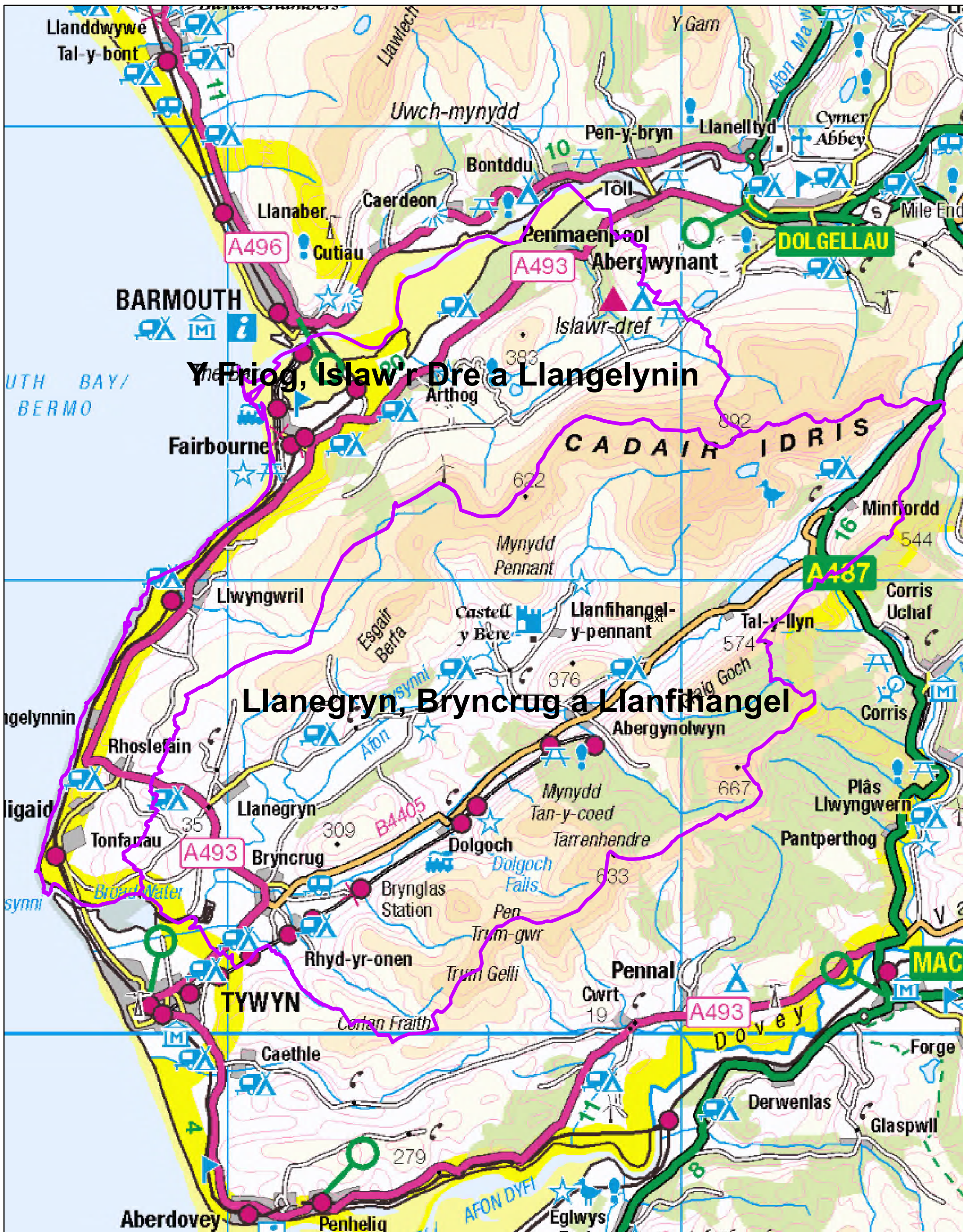
# 9.8 Ardal Penllyn Area Cynnig newydd / New proposal



9.9 Ardal Llanegryn, Brynchrug a'r Friog Area  
Ffiniau presennol / Current boundaries



9.9 Ardal Llanegryn, Brynchrug a'r Friog Area  
Cynnig newydd / New proposal



# 2016/17 ANNUAL REPORT OF THE DIRECTOR OF SOCIAL SERVICES





If you need further information, please ask someone you know who speaks English or Welsh to telephone 01766 771000

Jeżeli potrzebują państwo dalszych informacji, proszę poprosić kogoś, kto mówi po angielsku lub walijsku żeby zadzwonił pod numer 01766 771000

Se você precisar de nova informação, por favor pergunte alguém você sabe quem diz o galês o'r inglês para telefonar 01766 771000

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আপনার যদি আরো তথ্যের প্রয়োজন হয়, তাহলে আপনার জানা ইংরেজী অথবা ওয়েলশ ভাষা বলতে পারেন এমন কাউকে অনুগ্রহ করে 01766 771000 নম্বরে টেলিফোন করতে বলুন

اگر آپ کو مزید معلومات درکار ہوں تو برائے مہربانی انگریزی یا ویلش زبان جاننے والے اپنے کسی واقف کار سے کہیں کہ وہ آپ کی جانب سے فون نمبر 01766 771000 سے رابطہ کریں۔

إذا كنت بحاجة إلى مزيد من المعلومات ، يرجى الطلب من شخص ما تعرف من يتحدث الإنجليزية أو الويلزية الهاتف 01766771000

# Director's Opening Statement



**It is a real pleasure once again this year to present my Annual Report for 2016/17. The main purpose of presenting the report is to provide an overview of how we have provided**

**social services over the year gone by and present our main priorities for 2017/18. This report is an attempt to provide an assessment of the effectiveness of social services for adults, children and families here in Gwynedd.**

2016/17 has been an exciting and busy year. The Social Services and Well-being (Wales) Act 2014 came into force in April 2016 and much work has been done over the year in terms of providing staff training and working in a different way. I wish to thank all staff members in the field and our partners for their hard work and professionalism over the past year.

During the year, we confirmed the post of the new Head of Adult Services, namely Aled Davies, on a permanent basis and I wish to welcome Aled formally. Aled joins me, and Marian, the Head of Children and Families Department, and I wish to thank them both for their work and support over the year. I work closely with both Heads of Department in order to ensure that we meet the requirements of the Act and also identify areas and matters requiring our attention going forward.

One of our main priorities over the year was responding to the need to improve the ways we support adults who receive health and care services. People have told us that arrangements can be confusing and complex at times, with a number reporting that they have been passed from pillar to post and have had to repeat their story time and time again. I believe that we have

made good progress with the work of improving this, although there is much more work to be done. I will highlight this work further within the report; however, it is important to acknowledge that it would not have been possible to carry out this work without working with our key partners.

Across the service, the work of preventing problems from arising in the first place, or responding as quickly as possible when issues arise, is one of the main principles of the Act. This requires us to think differently and a part of this is looking across the entire range of services and opportunities within communities, and supporting people within their communities so that they can thrive. We now have a service within the Children's Department that focusses specifically on supporting families who are experiencing profound difficulties. The team's results are very promising. Some of you may have also watched a television programme over Christmas entitled 'Hen Blant Bach', which was an opportunity to look at how to bring nursery age children and older people together. This is an example that has inspired many of us and we intend to develop this way of working further with assistance from experts from the University. I look forward eagerly to those results.

I hope that you will enjoy reading the report. I have attempted to keep it as concise and easy to read as possible, and adhere to the statutory requirements on me in terms of the matters to report at the same time.

After reading the report, if you have any specific observations to make on the contents of the report or on how to draw up services in the future, I am very eager to hear from you and you are welcome to contact me via the e-mail address at the end of the report.

***Morwena Edwards***  
***Corporate Director and Statutory Director of Social Services***

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# 1. Introduction

At the end of every financial year, every Statutory Director of Social Services is required to provide and publish a report regarding the duties of social services within the local authority over the previous year. Therefore, the purpose of this annual report is to evaluate the performance of the local authority in relation to achieving social services' duties and draw attention to any lessons that have been learnt or improvements that need to be introduced. The report should also set out aims in relation to promoting the well-being of people requiring care and support, and carers requiring support, for the coming year.

This report has been set out in relation to how Gwynedd Council has achieved against six quality standards of well-being as noted within the Social Services and Well-being (Wales) Act 2014. The format of the report is a further requirement, and although this will only need to be used formally from 2017/18, we have decided to follow the procedure this year. Every local authority is requested to measure the performance of their social services by using the indicators and relevant performance measures against the quality standards.

## 2. Director's Summary of Performance

We have achieved much during the year and on the whole, I am very happy of the performance of Gwynedd's Social Services during 2016/17. During the year, we have continued to take advantage of opportunities to promote new and innovative ways of working. I take pride in the good relationship we have here in Gwynedd with the Health Board, this working relationship enables us to move forward further over the coming years to provide services in an integrated way. We are on an ambitious and challenging journey, however, the successes of 2016/17 show the ability we have to really respond to what people are telling us, and make a difference to people's lives.

It is also very encouraging that the auditors have praised the changes that have been made within adult services during the year. Although the establishment of a fully functional Safeguarding and Quality Assurance Unit has taken some time, I am proud of the progress made during the year. At our meeting in March 2017, the Inspectorate noted that the department had exciting plans in the pipeline and referred specifically to the work that has taken place in the adults and learning disabilities field. It was also noted that they considered our children's services to be robust and safe.

One of the main projects in the field is the 'Care Challenge' project. The intention is to ensure that the people of Gwynedd are clear regarding the challenge facing us within the care field and in doing so, encouraging and supporting communities to be more resilient. I hope that the community activity we are hoping to stimulate will lead to solutions of a preventative nature that will increase local options to people. We will continue during the coming year, along with our key partners, to work with communities to identify their strengths and the aspects that need to be developed to spur interest in community activity.

The intention during the year was to develop a preventative/early intervention strategy for the children's services. Unfortunately, this was not secured in full. Nevertheless, we have had an opportunity to reflect on our vision and agree on setting a firm direction on the way forward with the preventative agenda. To this end, we in Gwynedd are commencing a new and exciting chapter in the development of services for children and families. Children's services in the future are expanding their focus to develop a coordinated strategy that focuses on supporting families. The ultimate aim of this strategy will combine all the skills, resources and commitment of each professional worker across departments and sectors in a coordinated way to achieve better outcomes for the children and young people of Gwynedd.

A matter that continues to cause me concern is the increase in the number of children coming into care. We would have liked to see a change in the trend this year with the arrival of the Edge of Care Team. Nevertheless, it may be too early to see the true impact of this intervention on our looked after children figures, but we will look into this issue further during 2017/18.

The report will outline the performance in full, but I can confirm that I as Director can see progress in many fields and I also confirm that the change and transformation work required in the adults field has been established robustly and we can see real evidence of this change. In addition, the children's field continues strong in terms of practice and safeguarding work and is pressing on to address the work of supporting families in a more coordinated way in the future. I have real confidence for the future in terms of our ability to continuously improve and develop.

### 3. How do people shape our services?

One of the requirements of the Well-being of Future Generations Act (2015) is the creation of a Public Services Board for every local authority in Wales in order to ensure that public bodies are working together to create a better future for the people of Wales. One of the Public Services Board's first tasks was to divide Gwynedd into eight areas and research has been undertaken on behalf of the Board on each of these eight areas in order to understand and learn more about their well-being. In an attempt to understand what is important for the people of Gwynedd, public sessions were held and on-line questionnaires were developed at the end of 2016. The questions asked about what was nice about living in your area, what was not as good, what within the area is important to well-being and quality of life, and what would you change about your area in order to make it a nicer place to live. Ultimately, the Public Services Board will use these assessments along with a number of other sources to draw up a Well-being Plan.

In accordance with the requirements of the Social Services and Well-being Act (Wales) 2014, the Council has also been working on a Population Assessment that focusses on the well-being of individuals with care and support needs. The initial report was released in April 2017. In order

to prepare the report, we looked at statistics, spoke with communities and used a broad range of information gathered by local councils, health services, charities and other service-providing organisations. From the local engagement work that has happened already, five specific themes have been identified, namely: dementia, well-being, loneliness, independent living and homes. A comprehensive work programme is in place for the five above-mentioned themes and I will report on our developments in future reports. In addition to the work on the two population assessments, the following has also happened: -

Since 2013, the Council has completed 34 engagement plans that have offered a range of opportunities for the people of Gwynedd to contribute towards the work of shaping the Council's services. 54% of the people of Gwynedd are satisfied with the information available to them about what the council is doing and will be doing in the future regarding the Council's performance. 72% of people said that the information available helps you to know how/what the Council is doing.

## 4. Promoting and improving the Well-being of those we are assisting

As outlined in chapter 1 above, the six quality standards noted by the Government are used here to outline what happened and the difference we saw. In addition, for each standard, we will provide an outline of what we intend to do in 2017/18.

### Quality Standard 1

**Working with people to define and co-produce personal well-being outcomes that people wish to achieve**


**In order to achieve this, the local authority should:**

- ▶ ensure access to clear and comprehensible information, advice and assistance to support people to maintain their well-being and make informed decisions
- ▶ work with individuals, their carers and partner organisations, to support and maintain the independence of an individual without the need for care and assistance
- ▶ complete well-being assessments in a timely way
- ▶ ensure that decisions respect individual circumstances across the entire range of needs and that they give due attention to the United Nations' conventions and principles for children, older people and disabled people
- ▶ ensure that people are treated with dignity and respect
- ▶ enable people to have control over the planning and provision of care
- ▶ promote a healthy lifestyle and support them

- ▶ enable access to services and activities that maintain mental health and emotional well-being
- ▶ encourage and empower people to control their own health and well-being, to be active and benefit from care and proactive preventative assistance
- ▶ arrange independent advocacy where needed or refer to other types of advocacy to enable people to overcome obstacles to participation when reviewing and meeting needs
- ▶ arrange contact names and share relevant information with partners in order to allow for the smooth transfer of care and assistance across the services
- ▶ facilitate multi-disciplinary care and assistance plans
- ▶ put arrangements in place for assessing needs and deciding on eligibility
- ▶ explain challenges as well as achievements
- ▶ measure the impact of the care and assistance, and assistance to carers, on people's lives and well-being outcomes
- ▶ ensure that people are aware of the arrangements for paying and charging for care

### Evaluation of progress against Quality Standard 1

To ensure simple arrangements, the intention is to incorporate the Information, Advice and Assistance (IAA) service within area teams. This work has commenced. We have also been working very closely with DEWIS Cymru to update the website (which provides information on what is available for people locally) and to promote its



use. Similarly, the Supporting Children and Families services have also been developing their IAA services over the year. The service is building on our current ability of referring children and families to preventative services. Over the coming months, the department will gradually develop its IAA service and will build on the idea of having 'one front door' for all referrals, again seeking to simplify things for people.

People are reporting to us regularly that health and care services are complex and frustrating. In response, we have tested a new way of working by drawing up person-centred work systems. The new way of working has been operational in one part of Gwynedd (Eifionydd Area), for over a year and the rest of the county is currently adopting the same arrangements. As part of this change, health staff, the Council's care staff and third sector representation are working as a single team. One important aspect of the change is ensuring that there is one lead person for individuals in order to facilitate their journey through the care and health system. This has proved to be a success with the individuals who have experienced the change. This is a huge change, and is based on a fundamental change in the way we are all working. To this end, it is early days, but this is clearly the way forward. The above change in the way of working means that staff naturally consider "what matters" to individuals as a starting point. Developing a person-centred multi-disciplinary system across health and care and relevant partners has meant that what matters to people is the driving force behind it.

This year, we have developed systems for collecting data from adults service users, and we have started to use this data in order to learn and improve our services continually. A number of questions are being asked through service user questionnaires relevant to Quality Standard 1, and the responses received to the questions have

been positive during 2016/17. 88% of older people and people with Physical Disabilities have seen an increase in terms of achieving what matters to them.

We are aware that some of our residents in Gwynedd have to travel far to access some dementia care services. Work has now commenced to develop a dementia specialist provision within the Council's homes, in partnership with the Health Board. We identified Llys Cadfan in Tywyn as the first home to be invested in. The adaptations in question will involve extending the current numbers from eight beds to 13 beds by October 2017. A higher level of support will be available from health workers to support the home with the more intense needs. This development will also lead to an increase in the number of short-term care beds in the home from two to seven. Day-to-day care facilities will also be upgraded in order to ensure the best care for service users across the site.

As a Council, we are attempting to promote the use of Direct Payments across the care field in order to provide flexibility, choice and control to individuals to achieve their care goals. Currently, approximately 121 individuals are taking advantage of Direct Payments and further promotional work is required during the year. During the year we have reviewed the policy in order to evaluate the options available to raise income under the requirements of the act. Every service user is offered an assessment of financial means before they are required to contribute anything towards the cost of their care.

In Children's Services, we have adapted our operating method during the year to ensure that we act in a child-centred way. A training programme is in place to ensure that all Children and Families Service staff members have been trained in the 'what matters' conversations. The children's field is obviously different to the adults,



and a key part of this work is to ensure that the voice for children and young people are heard under "what matters".

We have developed an outcomes framework for looked after children and child protection statutory reviews as part of a wider quality assurance model. The framework focuses on achieving outcomes for children and measuring the impact of the work undertaken with them. A percentage of core assessments required for children and completed on time (42 days) was 91% during 2016/17 which is an increase since last year. Having said this, it is important that our assessments are accurate, are based on evidence and are comprehensive. Due to the complex nature of some circumstances, we must acknowledge that a few reports will take more time.

Ensuring that we listen to the voice of the child, and that it is heard in everything we do, is very important. We need to ensure that we include their views, where possible, when making decisions when planning for them. During 2016/17, the percentage of case conferences where the voice/views (excluding children under 7) was heard was 84%. This performance has remained static over the past years, but we would wish to see some increase in the coming years to ensure that we act in a way that is based on the rights of children in Wales.

Our performance in respect of Advocacy is disappointing again this year, with only 28% of relevant children taking up the Service. Advocacy involves raising a voice on behalf of children and young people, thus ensuring that their rights are respected and that their views are heard. I am glad to report that a new National Advocacy framework will be launched during the year that will ensure that every child who comes into care or is placed on the child protection register will be offered independent advocacy where needed to

enable children to overcome obstacles.

## **Our priorities in terms of standard 1 for 2017/18**

### **Develop the Information, Advice and Assistance Services further**

2017/18 will see the Information, Advice and Assistance Support Services developing and maturing further, in both the adults field and the children and families field. It is vital that this is a priority so that we can be certain that individuals receive the correct information and advice in a timely way, thus prevent things from escalating.

### **Develop the joint arrangements with health and the Older People services further**

Joint Team with Health and Social Care will continue to be an important priority as we firmly embed the essential changes. It is a major change for us and has far-reaching potential; however, it must continue as a priority for some years so that we can be certain that we see the benefits for the people of Gwynedd.

### **Develop the Supporting Families Strategy**

Although good work has happened in terms of early intervention and preventative work within Children's Services, further work needs to happen in order to place the supporting families' strategy on firm foundations. The number of Looked After Children in Gwynedd is increasing, regardless of the work done and investment made. We will need to review our arrangements during 2017/18 in order to be certain that all our services play their part and are clear regarding their responsibilities.



## Quality Standard 2

### Working with people and partners to safeguard and promote the physical and mental health and emotional well-being of people .

**In order to achieve this, the local authority should:-**

- ▶ promote and support a healthy lifestyle
- ▶ support access services to maintain mental health and emotional well-being
- ▶ encourage and empower people to control their own health and well-being, to be active and benefit from care and proactive preventative assistance

### Evaluation of progress against Quality Standard 2

Within the Council, we have worked very hard over recent years to assist people to continue to be as independent as possible, and reduce the number of people requiring assistance in residential care homes. Alongside the Health Board, we provide a broad range of care options following a period in hospital or in order to avoid hospital admission. With the support of an investment from the Intermediate Care Fund, 23 short-term beds have been established in care homes across the County.

Despite these developments, the delay when transferring from hospitals continues to be a matter being addressed by the Council and the Health Board. We are working together to ensure that the older people of Gwynedd can be discharged from hospital as soon as they are ready. When they cannot be discharged on time, and when we cannot arrange the care and

assistance required to enable people to leave hospital, this is referred to as 'delayed transfers for social care reasons'. The rate of delayed transfers from hospitals for social care reasons has deteriorated, with an increase from 2.38% in 2015/16 to 4.44% in 2016/17. In response to the above, we are reviewing the care and health system, by following cases from end to end and attempting to create a system that will work better for patients thus removing the obstacles that people face. I really look forward to seeing the outcomes of this innovative work.

In June 2016, the Inspectorate published their report on Gwynedd services for adults with learning disabilities. Since the release of the report, I am very pleased to say that the learning disabilities team has made substantial progress to modernise the service. An exciting programme is in place to ensure a sustainable provision for adults with learning disabilities for the future. The new service has been designed to assist individuals to focus on their strengths and on what they can achieve safely on their own. The Council has secured funding from Welsh Government's Intermediate Care Fund to develop the new model of service provision that will benefit adults with learning disabilities, located at Arfon Leisure Centre initially. This project shows what can be achieved by developing innovative ideas that enables various Council departments to collaborate to provide services. This is a very exciting programme and our intention for the future is to ensure that this provision is consistent across Gwynedd.

Mental Health is a theme that has been identified across services during the year, not only within adults services but within children's services also. It has not been an easy period in terms of securing discussions with the Health Board; however, with the recent appointment of the Director for Mental Health, and the new structure within the Council, I am confident that there will be an opportunity



now to respond to the ongoing concerns. This Council will continue to seek the provision of a sufficient Mental Health provision across the spectrum of need jointly with our partners.

As I have already noted, there has been an increase again this year in the number of looked after children compared with previous years. Currently, there are 218 looked after children (at the end of March 2017), compared with 207 at the same time last year. Usually, children come into our care under very difficult circumstances. Often, they have experienced harm or neglect and they have many health and welfare needs. Issues regarding the health and welfare of looked after children have been addressed by the Corporate Parent Panel in order to ensure that these assessments are carried out in a timely way. Over the coming year, the Corporate Parent Panel intends to develop the current strategy (2017-20) further, in order to secure the best opportunities for children and young people and to probe further into some obvious issues such as health, emotional well-being and stability.

The Early Intervention / Preventative project for groups of vulnerable children and young people in Gwynedd has been a priority for the Council since 2015. We have already carried out an assessment of identified needs and specific fields which need to be targeted when planning early intervention into the future. These fields include: Speech and Language Delay, Parenting and Behaviour Support, Access to Mental Health Services and Support for Teenagers

We are commencing a new and exciting chapter in the development of services for children and families. In the future, we intend to extend our focus to develop a coordinated strategy that focuses on supporting families. The ultimate aim of this strategy will combine all the skills, resources and commitment of each professional worker across departments and sectors in a coordinated way to achieve better outcomes for

the children and young people of Gwynedd. I believe that effective preventative intervention makes children safer, healthier, and gives them the ability to develop and reach their full potential.

One of the highlights of the year was seeing the opening of Ysgol Hafod Lon in October 2016, following a £13m investment. The new school, which is located in Penrhyndeudraeth, educates children and young people with additional learning needs from the Dwyfor and Meirionnydd areas. It includes modern classrooms with the latest resources, as well as a hydrotherapy pool, therapy rooms, sensory equipment and an outdoor play area. Work has progressed during the year to establish a Respite Unit on the school site. This new service will offer care and support to disabled children from specialist staff in order to give families some respite. This service will allow families to have quality local support.

The Derwen Team is continuing to offer a specialist service for disabled children and children who are ill. Derwen is an integrated team with the Health Board and during the year it has received 209 new referrals across its services which include nursing and psychology services. Nationally and locally, providing an Autism service is a priority. Nationally, we are commencing the process of developing a lifelong integrated autism service that will attempt to overcome some of the obstacles that are being reported by families, namely the need for timely services, access to social activities and training and support. Clear themes are emerging in the field, e.g. individuals with autism without a learning disability or a mental health condition failing to access services. In Gwynedd, within the children's field during the year, the Derwen Team has been working jointly with the Health Board and the Education Department to establish a Neurodevelopmental team. These changes will need to be reviewed and close collaboration will be needed with families within this important field.

## Ein blaenoriaethau o ran safon 2 ar gyfer 2017/18

### Improve access to Mental Health Services

During the year, we have seen an increase in the number of people receiving a service from the Council who are living with mental health problems. Ensuring timely access to Mental Health services across the range of need continues to be a priority.

### Develop the Supporting Families Strategy

We are of the opinion that effective intervention makes children safer, healthier and gives them the ability to develop and reach their full potential. Developing a Supporting Families strategy will ensure that Gwynedd Council provides the right intervention at the right time.

### Develop our own Autism service

Nationally and locally, providing an Autism service is a priority. We will continue to work closely with our partners in Health and Education during the year in order to review the provision and ensure that we are operating in the best way.

## Quality Standard 3

### Safeguarding and protecting people from abuse, neglect and harm.

#### In order to achieve this, the local authority should:-

- ▶ Respond effectively to changing circumstances and regularly review the achievements of individuals' well-being outcomes
- ▶ Provide care and support to meet the assessed needs to protect people from abuse or neglect or other harm
- ▶ Develop protective procedures for those who put their own safety at risk to prevent abuse and neglect.
- ▶ Manage risk in a way that empowers people to feel in control which is in accordance with safeguarding needs
- ▶ Work in partnership in order to investigate allegations of abuse or neglect in order to ensure that people are protected from harm
- ▶ Advocacy in relation to safeguarding

### Evaluation of progress against Quality Standard 3

In order to ensure that we achieve our safeguarding responsibilities, it is essential that awareness of the field exists across the Council's staff. Efforts are continuing in terms of improving awareness of safeguarding across the Council and, by now, the Council has ensured that we have adopted safeguarding policies and procedures across all Council services. We have undertaken an annual survey to measure the impact and



improvement of awareness levels of the safeguarding field, together with undertaking annual inspections to ensure that our arrangements are robust in the field. The Awareness Audit has shown this year that there has been an increase in the level of awareness of the Safeguarding Policy and Procedures.

The Adults, Health and Well-being Department has put robust arrangements in place during the year in order to ensure expertise and full understanding of all the issues in relation to safeguarding. This allows the Council to be proactive and able to respond appropriately and effectively to concerns as they arise. There has been a general increase in safeguarding referrals recently; however, from discussions with other Authorities within the region, it is clear that we are all in a similar situation. A meeting was held with a CSSIW officers at the beginning of March 2017 and, in acknowledging that there was still work to do and a challenge ahead of us, the proposed arrangements were robust. This feedback is very encouraging at the beginning of a period of change. The unit will be fully established by June 2017 and a comprehensive work programme has been developed.

Our measures in relation to adults and children suggest a solid performance again in 2016/17. It was seen again this year that the adults safeguarding referrals completed during the year had managed to control the risk 100% of the time.

One piece of important work that happened during the year within the field of safeguarding was the work of continuing to ensure the robustness of safeguarding procedures and policies, specifically within the field of Education. We also focused on our local response to the risk of Child Sexual Exploitation (CSE) which also receives attention regionally. Robust arrangements for gathering information are in place, which has improved our awareness and

have assisted us to understand trends. Multi-agency training was conducted during the year by experts in the field in order to develop skills to identify signs of CSE and how to identify those at risk of being exposed to exploitation.

Problematic/harmful sexual behaviour is a field that receives regional attention. We are seeing an increase in the number of children and young people who are referred to formal services due to their harmful or problematic sexual behaviour. The North Wales Safeguarding Board has jointly decided to work on a regional framework in response to these matters in order to ensure a robust workforce that can respond effectively to the concerns. The work of developing this framework will be led by the NSPCC.

Specifically regarding safeguarding children, the rate of risk assessments submitted to case conferences that were considered ones that showed quality when making decisions suggests a solid performance again this year - 95% in 2016/17 compared with 97% in 2015/16. The average time for children to be on the child protection register is 267 days, which is lower than the Council's target.

### **Our priorities in terms of standard 3 for 2017/18**

#### **Safeguarding and Quality Assurance Unit**

The inspectorate, as well as the Council, recognises the Council's need to continually improve the safeguarding arrangements and culture within adult services. Effective safeguarding is crucial to ensure that all individuals receive the same opportunities in life and to protect the most vulnerable in our society.

## Continue to ensure corporate ownership of Safeguarding

The Council is of the opinion that it is the responsibility of everyone to safeguard children and vulnerable adults. To this end, ensuring whole Council ownership of Safeguarding will continue to be a priority for the years to come.

## Problematic/Harmful Sexual Behaviour

In response to the increase in the number of children and young people being referred to Safeguarding services due to their harmful or problematic sexual behaviour. We will be prioritising the development of our understanding of the field and improving our response by co-working regionally and jointly with the NSPCC to develop a regional framework.

## Quality Standard 4

### Encouraging and provide support for people to learn and contribute in society.

#### In order to achieve this, the local authority should:-

- ▶ Provide support for people to do the things that matter to them
- ▶ Assist people to gain the educational skills and achievements they need to participate in the things that matter to them
- ▶ Encourage people to be active members in the community and support each other to reduce social isolation.

## Evaluation of progress against Quality Standard 4

Ensuring the necessary social resources in order to attempt to address the risk of loneliness amongst our older residents is essential, and the Council plays an important part by attempting to improve Gwynedd's social resources. Libraries and leisure centres already carry out important work. Similarly, Age Well Centres have proved to be a great success. By now, over 1000 older people make use of the centres that have been established in Blaenau Ffestiniog, Llanrug, Nefyn, Bala, Cricieth, Penrhyndeudraeth and Dolgellau, with efforts in the pipeline to also establish provision in Abersoch, Caernarfon, Bangor and Penygroes.

I am extremely proud of the contribution made by the Community Arts Unit. The Unit offers a variety of arts activities across Gwynedd, some of them targeted specifically at older people. Among the projects, older people in the Caernarfon area receive the opportunity to produce creative work that has been inspired by their memories and experiences of the sea, and Dwyfor Community Art Group uses art therapy as a form of therapy and is provided in partnership with the Betsi Cadwaladr Health Board.

The 'Hen Blant Bach' programme has definitely contributed towards this aim. Children from Plant Parciau Nursery came to the Maesincla Day Centre over the period of a week to socialise and contribute to joint activities. I'm very glad that the experiment has been an astounding success and this is reflected in the television programme broadcasted on 28 December 2016. It became very clear that a scheme of this kind had enormous potential to prevent loneliness, which is one of the main aims of the Day Centres. I'm very glad to report that additional work will be undertaken regarding this modern idea which bridges generations, and I look forward to sharing



a little more good news with you.

The DementiaGo scheme has held exercise sessions for people who live with dementia and their carers within leisure centres since 2015. This scheme has been very successful by encouraging people who live with dementia and their carers to keep active, and also to have the opportunity to socialise. By now, the scheme has expanded and has been developed to offer experiences for residents within our care homes, with some homes committing to be 'dementia friendly' and 'dementia champions'. It is intended to train the workforce within 11 Care Homes by the end of 2017/18. The scheme will ensure that residents have the opportunity to be as active as possible to reduce the risk of falling, reduce depression and increase the quality of life.

We are aware that the outcomes for children and young people who are in care are far from the achievements of their peers, which then also means that they are under more disadvantage to succeed and achieve their well-being goals. As I have already discussed, the role of the Corporate Parent Panel is crucial in ensuring that all looked after children succeed in reaching their full potential.

During this year, 64.1% of children in Care have received a Personal Education Plan within 20 school days. Although this is an increase on the previous year, the Corporate Parent Panel has set a priority for 2017/18 to ensure that the Education plans are of quality, are appropriate and ambitious. The percentage of children who have left care that are in education, employment or training 12 months after leaving care is 50% this year. Similarly, the percentage of children who are in education, employment or training after 24 months is 45%. These figures are not very encouraging, but I am pleased to report that the 'Ad-Trac' Scheme will become live at the beginning of this financial year which will place the

necessary emphasis to ensure that the children who leave care are identified as a priority to receive the support they need to secure further education, training or employment. It is an exciting programme, which will assist in moving forward and in raising the momentum of the work that is needed with Children in care or leaving care. I welcome the report of the Children's Commissioner, Sally Holland, 'Hidden Ambitions', and her recommendations in order to ensure that children who leave care have the same opportunities, support and help to find their way in the world.

Gwynedd has participated in a pilot programme for the 'When I am Ready' scheme since 2013 and, since April 2016, it has been a statutory responsibility for all local authorities in Wales. The aim is to offer stability and continuity to young people so that they do not move out of care before they are ready to do so. During 2016-17, 10 young people have participated in the scheme and at the end of quarter 3, six young people were still part of a 'When I am Ready' arrangement. Since the scheme began in 2013, 58% of the young people who were eligible have chosen to be part of the scheme.

Flying Start is a Welsh Government programme, which is offered in six catchment areas in Gwynedd. The project works with children under four years old, and its intention is to improve children's skills, prepare them for school, as well as preparing them for life in general. Flying Start also offers additional support for parents to assist them as their children grow and develop. During 2016/17, the attendance percentage of children who are two years old when starting Flying Start was 84%, which shows some progress on the 83% from the previous year. There has been a significant increase in the number of advanced parenting packages which has led to positive distance travelled, 89% compared to 48% the previous year.

## Our priorities in terms of standard 4 for 2017/18

### Measuring the Effectiveness of the DementiaGo Scheme

Hand in hand with expanding this scheme, there has been initial discussions for the need to show and measure the impact of the scheme. This will be crucial in order to justify continuous financial support from the Council and the Health Board in future.

### Improving the Achievements of Looked after Children and Children who Leave Care

Ensuring the best education and improving the achievement of children who leave care continue to be a priority for the Council again this year. We need to ensure that we reduce the gap between the achievement of children who have been looked after and their peers.

## Quality Standard 5

### Providing support for people so that they can develop safely and maintain healthy relationships in the home, with families and on a personal level

**In order to achieve this, the local authority should:-**

- ▶ Provide support for people to maintain relationships that are of importance to them, in accordance with the safeguarding needs
- ▶ Assist people to acknowledge unsafe relationships and to safeguard themselves from abuse and neglect

- ▶ Where appropriate, give consideration to the views of families, carers and other personal relationships when assessing care and support needs

## Evaluation of progress against Quality Standard 5

Carers are crucial to the health and social care system and are one of the groups that need to be considered when undertaking the Population Needs Assessment. One of the Council's priorities during 2016-17 was to review how effective our current procedures were for supporting carers, and our Scrutiny Department have conducted a review into carer services in Gwynedd. A number of recommendations derive from this review, and a work programme is now in place. Regionally, an Officer from Gwynedd Council leads on the work of developing the carer services across the region. There will be particular emphasis during this work on ensuring that we look at services from the carers' perspective.

The Integrated Family Support Services (IFSS) provides specialist assistance for families, who have been effected by drugs and alcohol. Due to the intensive nature of this intervention, the service is prioritised for the families who need the greatest support. Over the course of the year, the service has worked with 35 families, and 67 children were present within these families. The team has succeeded to ensure a significant change within 26 families, and the feedback from service users was very encouraging.

*'I have been extremely happy with the level of support I have received from my IFSS worker. She has supported me to make changes in my life which has led to my daughter coming back to live with me. We need more workers like this.'*

Service User



The Edge of Care Team became active in January 2015 and the team is working intensively with children and families when their situations at home are very fragile. By working with the children and families, people's physical and mental health needs, and emotional well-being needs, are being met. Since April 2016, the team by now have worked with 96 children (46 families). Although it is early days in terms of measuring the effectiveness of the interventions offered, early indicators suggest success. We have seen a reduction in the factors that were present prior to involvement of the team by 79%. Although we still see an increase in the number of looked after children, we assume that the numbers would be higher without the intervention of this service. Nevertheless, further work will be needed to ensure that the intervention makes a real difference.

During the course of the year, the Youth Justice Service has been through a period of transformation as they move to a new assessment framework, which gives the child and their families a greater voice as they plan for them. "ASSET Plus" is a holistic assessment and planning framework which follows a young person from the beginning to the end of their period in the justice system. It ensures that the young person does not have to repeat their story time after time, and ensures that we listen to the children's voice and to the people that are important to them. The long-term intention is to ensure better-targeted interventions that will lead to better results for the individual. This year's results are very positive.

Over the course of the year we have been supporting children and families by offering access to services in the community or via a service which is co-ordinated by the Gyda'n Gilydd Team. The Gyda'n Gilydd Team offers support and early intervention for children, young people and their families to ensure that the problems they face do not become more severe and complex. 95% of

families report that they have seen significant improvement in their family lives since Gyda'n Gilydd intervention. This is an increase from last year.

*"Just wanted to say thank you for everything, you've gone above and beyond for me and my child and it means a lot to us, so thank you from the bottom of our hearts"*

One child's family.

## **Our priorities in terms of standard 5 for 2017/18**

### **Ensure better rights and support for carers**

Carers of all ages have been identified as one of the Council's priority groups. We acknowledge that the contribution the carers make to the society is valuable and we need to ensure that the experience of caring is much better.

### **Evaluating the Families First Programme in Gwynedd**

This will be one of our priorities for the year ahead. In the coming months, we will focus on evaluating the current Families First programme in Gwynedd in order to learn where we can improve and develop in order to offer better services for our families as part of our wider early intervention strategy.

## Quality Standard 6

**Working with people and supporting them to achieve better economic welfare, have a social life and live in suitable accommodation that meets their needs.**

**In order to achieve this, the local authority should:-**

- ▶ Provide support for people to contribute as active citizens, both economically and socially.
- ▶ Provide support for people to acquire meaningful work and retain that work.
- ▶ Provide support for people to receive financial advice and support and assistance with benefits and grants
- ▶ Provide access to services through the medium of Welsh and other languages of choice
- ▶ Provide support for people to acquire accommodation which meet their needs and to facilitate their independent living

## Evaluation of progress against Quality Standard 6

The Homelessness Service provides advice and support for people who are homeless or at threat of becoming homeless. The team fulfils the Council's statutory duty in accordance with the Housing (Wales) Act 2014. In addition, the team provides tenancy support for vulnerable people to ensure that they are able to retain their tenancy and avoid becoming homeless again. We saw a significant increase in the demand over the year with 722 tenants being offered a service. The unit's performance is among the best in Wales. With grant money from the Welsh Government,

the homelessness unit has also financed a project to co-ordinate a service for prison leavers. The project has developed a good relationship with the prisons, the Probation Service, and a number of other agencies who work with the individuals.

The Supporting People programme provides support for vulnerable people to manage and maintain their tenancy and live independently. During 2016/17, the programme in Gwynedd has supported 2,000 to gain access and maintain permanent or temporary tenancies, and prevent homelessness. Due to a change in the legislation and the conditions of the supporting people grant, more emphasis is now placed on homelessness prevention through offering targeted earlier and creative interventions. In light of this, we have developed a drop-in service in two areas that offer support for young people. Mapping analysis undertaken, confirm that our highest priority groups are the ones who flee from domestic abuse, young people, prison leavers, homeless people between 25 and 54 of age, those who misuse substances and single parents. The gap has become apparent over the previous year, with an increase in the number of our clients who report complex mental health problems and have become homeless or are at threat of becoming homeless. These matters will receive our attention during 2017/18.

The Hafod y Gest Extra Care Housing scheme, worth £8.5 million, is being developed by the Grŵp Cynefin housing association in partnership with Gwynedd Council. The new Hafod y Gest, which is located in the centre of Porthmadog town, is in an ideal site in the heart of the community and close to the town's shops and amenities and offers extra care housing for the area's older people. There will be 40 one and two bedroom flats with 24 hour care; a community hub for activities; hobby, fitness, beauty and therapy rooms; a lounge and dining room. I am pleased to report that the first residents of Hafod



y Gest will begin to reside there at the beginning of next year.

We have been focusing on ensuring that there is sufficient suitable housing for the needs of the people of Gwynedd as high prices are preventing local people from buying houses. In addition, we are aware that there is a shortage of suitable houses to rent. In response to the problem, the Council has attempted to provide a variety of affordable housing within rural communities of Gwynedd, and a development of nine houses has been constructed in Mynytho. The Council also continues with the partnership with Grŵp Cynefin, and hopes to develop similar plans in Penygroes, Bethesda and Waunfawr in future.

The OPUS project is now fully operational in Gwynedd. The aim of the project is to reduce the levels of unemployment in Gwynedd by increasing the employability of vulnerable individuals and move them closer to the labour market. The project is open for individuals 25 years of age and older who are economically inactive or long-term unemployed who are facing complex barriers to employment e.g. health, disabilities and mental health problems. We started receiving referrals in February this year and I look forward to report on the results of the project in future.

We plan carefully in order to ensure that children's needs are being met within their placements. In emergencies, or when circumstances change, a placement do change. The number of changes in placements continue to be low, however at times changes are positive as children move to permanent placements or adopted placements. At the end of the year, 66% of looked after children were at fostering

placements.

Recently, there have been a number of court cases coming to the decision to place children with their parents although we have highlighted safeguarding concerns. This creates stability for the child but is a challenge to manage due to significantly higher situations of risk. Our aim is to develop our services to stabilise these placements though continuing to invest in the skills of our foster parents. We have 103 foster parents registered with the Council and they receive good and appropriate support, and the number is on the rise compared to the 99 registered parents last year.

### **What are our priorities in terms of standard 6 for 2017/18 and why?**

#### **Developing suitable accommodation and care provision**

This is a priority, as we need to ensure that the people of Gwynedd have the most suitable accommodation and care provision to address their future needs within resource constraints. The Council will need to respond proactively to the demand.

#### **Supporting People with Mental Health Problems**

Priorities for the coming year include developing a new project jointly with the Supporting People Unit and the Mental Health Service. The purpose of the project will be to co-ordinate a service for people who suffer from complex mental health problems who are at risk of homelessness.

## 5. How we work

### **Our workforce and how we support their professional role**

The residents of Gwynedd receive social care provision from providers who are employed by Gwynedd Council, and private or third sector providers. Approximately 3,000 staff members have been employed in the Social Care sector during the year.

The National Standards framework sets out the learning objectives for new social care workers within three months in the field, which outlines the main learning objectives such as safeguarding, health and safety, communication and values. Gwynedd has been piloting a new internal provider staff induction programme since April 2016 which includes e-learning programmes and three days of face to face training. Our partners also get access to courses that correspond with the induction framework through our partnership website.

The qualifications framework for the Social Care Sector in Wales sets a foundation for suitable qualifications in the field. As part of the service registration process, the inspectorate expects care workers to complete a suitable qualification for their roles. By now, a high percentage of workers have completed the necessary qualifications. In terms of the service's registration, it is expected that the workers continue to develop skills and information and, to this end, the Workforce Development Unit offers a range of training programmes for internal providers and their partners.

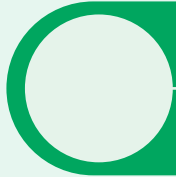
The Regulation and Inspection of Social Care (Wales) Act 2016 outlines an expectation for home care workers to begin registering as a registered workforce from 2018 onwards, and residential workers from 2020 onwards. We have now began work to ensure that our workforce have the necessary qualifications in order to register. Staff

turnover continues to be a problem, especially in the field of Home Care, and our Strategic Plan project attempts to address this, with a number of recruiting efforts having taken place during the year.

Training on the act's modules have been held and a series of particular training sessions for the managers of social workers have also been held in order to create an understanding of the culture change in the way of working. Training that focuses on the Person, Dementia, Collaborative Conversations and Active Support have been undertaken during the year. The Older People Commissioner noted in the document *Dementia (2016): More than Just Memory Loss* that there is a lack of general and specialist training in terms of dementia care. As a Local Authority, we are aware of this concern and have been following the Dementia Learning and Developing Framework for Wales. We have been holding training in accordance with the Framework for some years.

### **Our financial resources and how we plan for the future**

Despite the current financial pressures, the Council's objective is to ensure that the resources we have are used to give the greatest benefits to the people of Gwynedd. Work continues to ensure a consistent culture across the Council and the principle of placing the people of Gwynedd at the centre of everything we do. It is noted that time and effort have been invested over the past year in ensuring that we have the right material to promote the principles, to train Senior Officers in the principles and to implement the programme to develop leaders. By now, we are trialling a new way of working within eight services in the Council. Although it is still very early days, and a culture shift in a large organisation such as the Council will take time, some evidence can be seen that awareness has improved among staff members and examples where trialling new ways



of working has led to improving services for the people of Gwynedd.

The cuts in funding that the Council receives from the Government means that we must cope with receiving less money to maintain our services. We had identified that the financial deficit over the period of four years up to 2017/18 could be as much as £50 million. Consequently, we have been looking at ways of ensuring that the effects of the savings on the people of Gwynedd are kept to a minimum and to continue to deliver more in those priority fields.

The grant reduction we were facing in 2017/18 were not as much as expected. The deficit of £50 million to be met has reduced to £40 million through a combination of a moderate increase in Council Tax and delivering savings to the value of £31 million over the period.

It is crucial that the Council keeps within the budget and over the course of the last year we managed to keep within the budget of £469,000 (or 0.28%). Every year since 2013/14 it is seen that we have managed to keep within the budget available.

One of the year's main successes is that a further £6.15 million of efficiency savings have been delivered by changing the way we provide services, whilst maintaining or improving the standard of the service for residents at the same time. Further work needs to be done within some departments in order to ensure that they deliver their plans in full, in accordance with their pledges.

### **Partnership Work, Political and Corporate Leadership, Governance and Accountability**


For many years now, Gwynedd Council has sought to take advantage of opportunities to collaborate on national, regional, sub-regional and local levels.

In terms of work within care, the relationship is continuing to develop with organisations such as the Health Boards, the Police, the Third Sector, providers and carers. However, we must acknowledge that there is further work to be done, and specifically as I have already discussed, in terms of links with our communities on more informal levels.

The introduction of the act offers genuine opportunities to formalise and further develop those existing links, as well as open new doors for the benefit of our residents. I believe that we are continuing to break new ground in terms of collaboration and it is likely that the response of north Wales councils to part 9 of the act is clear evidence of this. Section 9 of the Social Services and Well-being (Wales) Act 2014 places the responsibility on Councils to make arrangements to promote collaboration with their partners in order to improve people's well-being outcomes. Additionally, the act makes local authorities responsible for developing regional partnership boards with a view to improve and increase efficiency.

In north Wales, the Regional Partnership Board has been set up with Councillor Gareth Roberts, Gwynedd Council Cabinet member who has led the Adults portfolio over recent years, as Chairman of the Board. The Board will proceed in coming years to ensure that collaboration and integration arrangements with Health will take place and gather momentum.

It is important that I draw your attention to Part 8 of the act, which notes the requirements imposed on me as the Statutory Director of Social Services. The Cabinet recently approved the 'Director's Protocol' - this is a protocol that outlines how we will ensure that we meet the legislative requirements. This protocol ensures robust governance arrangements along with strong lines of accountability. This protocol is available on the



website and it is important that staff and members also familiarise themselves with the requirements.

The Council has robust governance arrangements in place to support the effective management of social services including the contribution of Scrutiny. Work has been done in relation to the "From Hospital to Home" review and their ongoing scrutiny in particular fields offer me some important perspectives to ensure continuous improvement and to facilitate opportunities to improve the experiences of service users. We also have a robust departmental challenging performance structure. We also hold regular meetings with the Inspectorate to ensure that our procedures are sound. At our last meeting with the CSSIW, it was noted that, overall, we have performed well during 2016/17 and that some of our transformational schemes are exciting. During the year, we have also responded to the report of the Older People's Commissioner, 'A Place to Call Home' and we have assessed our progress against her recommendations. Although there has been good progress in the area of work, we acknowledge that further work is to be undertaken to ensure older people lead quality lives in our homes.

Providing Welsh-medium services in Gwynedd has been a priority for some years now and is an integral part of both the Council and the area's culture. I am the national lead for the 'More than Just Words' agenda on behalf of the Wales Directors of Social Services and am a member of the Welsh Language Partnership Board. By undertaking this role, I can influence the direction in general and raise matters that require national attention. It is also an opportunity to disseminate good practice which includes our practice here in Gwynedd. In addition to my role with this important agenda, there are regional arrangements in place where the main partners involved in care and health work together to

improve the provision of Welsh-medium services. An important element is the proactive offer, namely that individuals do not have to ask for services in Welsh, rather they are offered them at the earliest possible opportunity.

Gwynedd's progress against the 'More than Just Words' Framework objectives is very good. There is a good foundation here, namely a robust Language Policy and a bilingual Staff Recruitment Policy which have been in place for many years. Nevertheless, there is a need for the matter to remain a high priority, as receiving health and care services in the language of choice is crucial to ensuring service of quality. The Adults and Children Departments have designated a senior officer to promote the Welsh Language and we are currently reviewing our commissioning plans to enable us to continue to improve the situation in terms of future provisions. It is a continuous challenge to promote and ensure bilingualism and a Welsh culture within our provisions. We are working with external and internal providers to identify ways of overcoming obstacles and difficulties. One matter that is often raised is the lack of confidence amongst some staff to use their language skills at work and some greatly undervalue their ability. Our intention is to seek to look at how we can support staff to make full use of their language skills, and work will also take place on a national level on this matter.

Arrangements are in place to report back regularly on complaints, and every effort is made to resolve them, respond to them and learn from them as soon as possible. Although a report is submitted annually providing an overview of all complaints during 2015/16, I wish to take advantage of this opportunity to summarise the main trends. In the field of children in particular, unavoidable complaints have been made regarding parents' expectations in difficult situations. In the field of adults in particular, complaints have been made regarding the lack of provision in south



Meirionnydd, as well as weaknesses in terms of engagement and communication with service users and families before changing provisions. There was one Ombudsman's enquiry during 2016-17. The complainant contacted the Ombudsman as they were unhappy with the Department's response in relation to the decision to refuse to escalate their concern to Step 2 of the Social Services complaints procedure. A full explanation of the situation was provided to the Ombudsman along with documentation that was relevant to the complaint.

Thank you for reading my Report and I hope that it is a fair reflection of our present situation and our priorities for the future. If you have any comments or questions please do not hesitate to contact me.

## 6. Key documents and access to further information



### Performance Measures

| <b>Childrens Performance Measures</b>   | <b>2016/17</b> |
|---|----------------|
| Percentage of Case Conference where the voice of the child was heard (excluding children under the age of 7)  | 84%            |
| The percentage of Looked After Children on 31 March who have had three or more placements during the year.  | 6%             |
| Percentage of eligible children who have been allocated a personal advisor.   | 100%           |
| Percentage of children who have a Personal Education Plan within 20 school days of coming into care.  | 64%            |
| The percentage of statutory visits to looked after children due in the year that took place in accordance with regulations.   | 90%            |
| The percentage of eligible, relevant and former relevant children that have pathway plans as required.  | 100%           |
| Percentage of children discussed in Supervision where attention was given to significant harm   | 100%           |
| SOGS Assessment 2 years of age (Schedule of Growing Skills) percentage of flying Start children reaching their developmental norm.  | 53%            |
| SOGS Assessment 3 years of age. Percentage of flying Start children reaching their developmental norm.  | 51%            |
| Percentage of school attendance within flying start   | 84%            |
| Number of advance parenting packages that have led to positive distance travelled. (Flying Start)   | 89%            |
| The percentage of risk assessments presented to Case Conferences, which were considered to illustrate quality in decision making.   | 94%            |
| Percentage of families reporting improvements in their circumstance following involvement of the Team Around the Family   | 95%            |
| The percentage of looked after children reviews carried out within statutory timescales during the year.  | 91%            |
| The percentage of children looked after at 31st March who have experienced one or more changes of school, during a period of being looked after, which were not due to transitional arrangements, in the 12 months to 31 March. | 17.7%          |
| <b>Adult Performance Measures</b>   |                |
| The percentage of adult protection referrals completed within statutory timescales  | 55%            |
| Enablement – Percentage of cases that have received a period of enablement who have a lesser package of care after 6 months   | 80%            |
| Enablement – Percentage of cases that have received a period of enablement who have no package of care after 6 months   | 74%            |
| Number of days on average older people (65 and over) received support within care homes.  | 957            |
| Average age of adults who go to reside in care homes.   | 84             |
| Percentage of people who have received assistance through the Information and Advice Service that have not needed further assistance 6 months afterwards.   | 40%            |



# Useful Information produced by Gwynedd Council

## Annual Performance Report

### Gwynedd and Anglesey Well-Being Assessment

<http://www.llesiantgwyneddaron.org/>

### North Wales Population Assessment

<https://www.gwynedd.llyw.cymru/cy/Cyngor/Do-gfennau-Cyngor/Strategaethau-a-pholisiau/Gwasanaethau-Cymdeithasol-a-lechyd/Asesiad-Poblogaeth-Gogledd-Cymru/NW-Population-Assessment-1-April-2017cym.pdf>

### Training Information

<https://www.gwynedd.llyw.cymru/cy/Busnesau/Cymorth,-cefnogaeth-a-hyfforddiant/Partneriaeth-datblygur-gweithlu/Rhestr-hyfforddiant-ac-archebu-cwrs.aspx>

### Language Policy

<https://www.gwynedd.llyw.cymru/cy/Cyngor/Do-gfennau-Cyngor/Strategaethau-a-pholisiau/Safonau-r-laith-Gymraeg/Polisilaith2016.Cymraeg.pdf>

### Ageing Well Plan

<http://www.gwynedd.llyw.cymru/heneiddionda>

## Regional Reports

### North Wales Safeguarding Board Annual Report

<http://www.bwrdddiogelugogleddcymru.cymru/gwybodaeth/>

## National Reports

### More than Just Words

<http://gov.wales/docs/dhss/publications/160317morethanjustwordscy.pdf>

### A Place to Call Home

[http://www.olderpeoplewales.com/Libraries/Uploads/Lle\\_i\\_w\\_Alw\\_n\\_Gartref\\_-\\_Adolygiad\\_o\\_ansawdd\\_bywyd\\_a\\_gofal\\_pobl\\_h%c5%b7n\\_sy\\_n\\_byw\\_mewn\\_cartrefi\\_gofal\\_pres\\_wyl\\_yng\\_Nghymru1\\_1.sflb.ashx](http://www.olderpeoplewales.com/Libraries/Uploads/Lle_i_w_Alw_n_Gartref_-_Adolygiad_o_ansawdd_bywyd_a_gofal_pobl_h%c5%b7n_sy_n_byw_mewn_cartrefi_gofal_pres_wyl_yng_Nghymru1_1.sflb.ashx)

### Hidden Ambitions

<https://www.childcomwales.org.uk/wp-content/uploads/2017/02/Breudd-Cudd.pdf>

## Access to further information

### Dewis Cymru

<https://www.dewis.cymru/>

If you are worried that an individual is at risk of abuse or is being abused, it is very important to let the Council or the Police know:

### Child:

01758 704455

01248 353551 (out of Office hours)

### Adult:

01286 682888

01248 353551 (out of Office hours)



# Scrutiny Annual Report 2016-17



# SCRUTINY IN GWYNEDD



Geraint Owen, Head of Democratic Services

The purpose of the scrutiny role in Gwynedd is to improve services for Gwynedd residents. The scrutiny members will work with you, Gwynedd residents along with Members of the Cabinet, relevant Officers and other agencies.

Scrutiny makes a difference by keeping the services at arms length by praising them for the work achieved in addition to holding them to account for their performance and challenge them when required.

This is done in various ways including public challenges in formal committees or conducting more intense investigations into specific matters and reporting the recommendations back to the scrutiny committees and the relevant Cabinet Member.

During 2016/17, a review was conducted into the scrutiny arrangements in order to try to improve what we do. As a result of this review, the scrutiny committees' fields of work will change in 2017/18 in order to improve the work balance and ensure appropriate attention to the various fields.

I would like to thank all members of the scrutiny Committees for their hard work over the past year, and especially to the Chairs for leading the work forwards. In addition, I also want to thank everyone who has contributed during the year, your cooperation is appreciated.

A handwritten signature in black ink that reads "Geraint Owen". The signature is written in a cursive, flowing style.

# Scrutiny Chairs and vice-chairs 2016-17

Services Scrutiny Committee

Chair - Councillor Beth Lawton

Vice-chair - Councillor Eirwyn Williams

Corporate Scrutiny Committee

Chair - Councillor Jason Humphreys

Vice-chair - Councillor Roy Owen

Communities Scrutiny Committee

Chair - Councillor Caerwyn Roberts

Vice-chair - Councillor Dilwyn Morgan

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# Improving Support Services for Unpaid Carers

Although the Council provides good support to many carers in Gwynedd, the situation is unclear.

## Who and What is an Unpaid Carer?

Following conducting a Scrutiny Investigation, the Cabinet Members who are responsible for supporting carers who are children and adults intend to conduct work to better identify Gwynedd's unpaid carers. Regular people like you and me, but special people who ensure that their loved ones, friends and acquaintances are given care and encouragement. The support is sometimes relatively easy yet important, such as taking someone for a walk or shopping. On other occasions, it could be much more intensive such as helping an ill partner throughout the day and night.

How many carers are there in Gwynedd today?

12,433?  
1,033?  
165?



There is no simple answer to this question! The 2011 Census stated 12,433; the Carers Council list states 1,033 and the Council's RAISE system shows 165 carers.

This is a very difficult task, but a new Welsh Government Act states that the Health Board and the Council must offer an assessment to every carer in Gwynedd.

This is a monumental task as there are many people who care for their loved ones and friends who do not consider themselves as carers.

**The first challenge set for the Cabinet Members who are responsible for supporting carers who are Children and Adults was to identify who are these special people that care for people without pay.**

**£5,820,000**

## The Value of Unpaid Carers

In addition to providing an essential service, the unpaid carers save a substantial amount of money for Gwynedd Council and the Betsi Cadwaladr University Health Board each year.

One survey conducted by the Carers Council noted that if the Council and the Health Board were to maintain the services provided by the unpaid carers, it would cost an additional £5,820,000 each year.

Another problem is that the cuts in funding enforced upon the Council since 2007, have had a negative impact on the support services for carers and, even though the Council is making short-term financial savings, it is likely that this will lead to greater costs for the Council in the future.

**The third challenge set for the Cabinet Members was to discover the additional costs the Council must pay for now and for the coming years by making the cuts.**

££££££££££££££££

## How can we support the Carers?

After becoming more familiar with the carers, services that are most suitable for carers need to be offered along with the support they need.

A lack of support can have a very negative impact on the health of carers and on their ability to care.

Approximately a 100 volunteer groups and groups of workers employed by the Council along with the Health Board offer various services for carers.

**The second challenge set for the Cabinet Member was to learn more about these services to identify which ones work best, and how the Council can**



# Travelling more independently

Some people who need transportation to use care and support services can receive support from the Council to pay for the transportation.

In order to be fair to everyone (and meet the requirements of the Social Services and Well-being Act 2014), the Cabinet intends to adjust the Adults, Health and Well-being Transportation Policy by:

- Conducting an assessment of transportation needs as part of the general assessment of the individual's needs;
- Considering four aspects:
  - \* Mobility Allowance/Support
  - \* Not considering distance as a factor
  - \* Not arranging on behalf of residents of residential homes, care homes, extra care housing or those who live with support.
  - \* The Assessor to conduct a risk assessment and impose mitigation measures.



Members of the Scrutiny Committee agreed with the above proposals but asked the Cabinet to consult widely on the proposals and to address to the following matters before adopting the new policy:



1 Ensure that taxis and Council buses are used effectively

2 Provide further details in the policy about the Appeals Process

3 Carefully consider the effect of additional costs on the individual

4 Facilitate and coordinate transportation arrangements in every part of Gwynedd

5 Consider whether there are lessons to be learnt from arrangements in other counties

# Working with Health at Ysbyty Alltwen



In Ysbyty Alltwen near Porthmadog, officers from Gwynedd Council's care services in the Eifionydd area and health officers from the Betsi Calwaladr University Health Board are working together closely.

They do this in order to provide the best service to the person who's receiving treatment or support be that in the hospital or in the community.

Seven councillors who are members of the Services Scrutiny Committee have been assessing the progress,... here are the main points...

## Main Findings

- The collaborative work between the Health Board and the Council is generally very good and between senior officers to an extent, but more commitment is needed at the highest levels.
- There is also room to improve in terms of collaborative working with surgeries and third sector groups.
- Another weakness is that there is no clear way to fully measure how successful the work is but this is currently being addressed.

## Main Recommendations

- Improve the understanding and commitment of senior managers at the highest levels.
- Conduct a Customer Satisfaction Survey and Questionnaire with the Users.
- Assess existing measures and set out a baseline and target for each one.
- Maintain a better system to receive and process phone calls.
- Provide a full integrated service between 8.00 in the morning and 8.00 in the evening every day, including weekends.
- Establish one integrated electronic system for the work.
- Establish a procedure of weekly reporting on Residential, Nursing and EMI beds available in each area in Gwynedd.
- Expand the Alltwen Scheme integrated work model across the County at once.

# Learning Disabilities in Gwynedd

An inspection to learning disabilities services in Gwynedd was conducted by external Inspectors during February and March 2016. The main focus of the work was to assess how well the Council's arrangements and performance were and to make recommendations for improvement.

The Inspectors' assessment noted many good aspects about the service, such as good collaboration with the Health Board at an operational level, and that the services for the Users were well coordinated on the whole.

The main points that needed attention were: to modernise and draw up a commissioning plan, improve cooperation at a higher strategic level and the need for the Director of Social Services to give urgent attention to officers' roles and responsibilities in regards to quality practice arrangements in terms of protecting vulnerable adults.

The Inspectors presented seven recommendations for the Council to implement.

In September 2016, members of the Scrutiny Committee asked for an update from the Cabinet Member on implementing the recommendations. Here is a summary of

- A new Service Structure was drawn up which came into effect in May 2016 and a Senior Manager was appointed to lead the Service in addition to four new additional senior managers/ practitioners.
- A newsletter was established in August 2016 to improve communication with Service Users
- A Modernising Forum was arranged for October 2016 to improve joint planning with partners and providers.
- There was an intention to establish a Safeguarding and Quality Assurance Unit soon, including addressing safeguarding the rights of people who are in danger of being deprived of their liberty.
- A procedure was established to ensure that learning disabilities staff receive professional supervision from a Senior Manager.

The Members were happy with the progress as a whole, and the Service was asked to hasten with the work of dealing with the waiting list for assessments.



# Returning home from the hospital

How appropriate and effective are the arrangements for discharging patients from Hospital to their home in Gwynedd?

Members of the Services Scrutiny Committee were concerned that the collaboration between the Council's care services, health and the third sector were not working effectively in terms of placing the needs of the patient at the centre as patients leave the hospital and return home or to the community.

Two investigations were conducted by an enthusiastic group of Committee Members by presenting 15 detailed recommendations on how to improve.

The Recommendations were accepted by the Adults, Health and Well-being Cabinet Member and Chair of the Health Board in June 2014 and June 2015. An update was provided by the Cabinet Member and the Health Board's Director for the Western Region in January 2017.

The Cabinet Member and Director were congratulated for succeeding to achieve most of the recommendations including:

- Reviewing the Discharge Protocol with our key partners and collaborate across boundaries when discharging patients from Ysbyty Bronglais to south Meirionnydd.
- Improving communication with the service including short term beds, Llys Cadfan's EMI project, Ffordd Gwynedd Eifionydd, seven day working and 24/7 area nursing.
- Placing the user at the centre by conducting joint assessments in the form of a "What's Important" conversation with Health and the third sector partly.
- Plans to address the shortage of doctors and nurses.

The Cabinet Member and Director were encouraged to continue with the good work and to further address introducing care/nursing homes (dual registration) as soon as possible and to ensure the interests of Welsh speakers while being assessed and receiving treatment and care.



# Performance of the education system in Gwynedd

The success and fulfilling the potential of our children is one of the county's most important matters; and during the past year, the Services Scrutiny Committee has addressed this more than once by looking at the Education Service's annual performance and the Summer Examination results. The Committee welcomed some findings and saw that others needed improvement



## THINGS TO WELCOME

- ☺ Substantial increase in the main TL2+ indicator (65.9% in the Summer of 2016 compared with 61.1% in the Summer of 2014)
- ☺ A substantial improvement in Key Stage 4 across a range of indicators
- ☺ KS3 results remained firm (in second place this year) especially in the core subject indicator
- ☺ Foundation / Key Stage 2 results were relatively stable and some work is required in terms of thresholds in these ages to identify good practices
- ☺ Increase in learner attendance in secondary and primary including at Key Stage 4
- ☺ Improvement in the performance of Free School Meals pupils and the gap between them and other pupils has reduced

## MATTERS REQUIRING ATTENTION

- ☹ Key Stage KS3 / KS4 in the fields of Welsh, English and Mathematics
- ☹ Improve the quality of the provision and standards of achievement in KS5
- ☹ Immediate attention to the Foundation Phase
- ☹ Improve performance in Welsh language at every key stage
- ☹ Continue to improve performance of Free School Meals learners
- ☹ Improve performance of post-16 learners in specific courses



# Welsh Education

Gwynedd Council's commitment to the Welsh Language is one of the Council's cornerstones and the success of the Welsh Education Policy is key that, especially in a world where there are so many influences militating against indigenous languages.

During 2015/16, the Services Scrutiny Committee conducted an investigation into Welsh Education within the county to look at its implementation at a grass roots level at individual schools and to what extent the provision helped to promote the use of the Welsh language socially amongst children and young people.

A comprehensive report with 24 detailed recommendations was compiled and accepted by the Cabinet Member, and in 2016/17, the Committee enquired into what progress had been achieved with implementing those recommendations.



The report of Councillor Gareth Thomas, the Cabinet Member, stated that 14 recommendations had been fully implemented and nine partly implemented with one being a matter for the Committee itself.

The committee accepted the thoroughly detailed report by experts in the field who had assessed the situation across the county and made recommendations.

The committee was grateful for the report and approved all recommendations, but concern was expressed about the implications of implementing one recommendation of categorising schools according to the language of the teaching and learning under one category, namely bilingual schools.

This will therefore need attention in 2017/18 and feedback should be given on all the Scr-

# The support of GwE

GwE (Regional School Effectiveness & Improvement Service for North Wales) has an important role in assisting the county's schools to improve pupil outcomes.

This was identified at a scrutiny investigation into the standard of education in 2013/14, but concern has been expressed recently about GwE's work.



## QUESTIONS AND THE COMMITTEE'S CONCERNS

The Services Scrutiny Committee raised a number of points:-

- Nature and cost of the agreement between the Council and GwE.
- Analysis of the school to school model as there are doubts about its effectiveness.
- Concern that there is too much focus on schools in the red/amber categories and the need to keep an eye on the green schools in case they slip.
- Concern that headteachers and teachers were moving to work for GwE and depriving local schools of staff and as a result impacting on the authority's education standards.

By the end of the year, the Committee had welcomed the fact that an investigation had been conducted into GwE's effectiveness and that there were firm recommendations for improvement under the leadership of our former Head of Education, Arwyn Thomas.

The Members were also glad of the opportunity that was given to them of shadowing GwE officers at some of the county's schools in order to learn more about their work.



## Arrangements for supporting schools

The Education Service's front line is at the schools, and that's where its priority lies. However, it must be ensured that firm arrangements are in place to support that work.

During the year, the Services Scrutiny Committee has considered three different things:-

- The need to establish an area office structure to support Schools
- Alternative Models for Leading Schools
- Sufficiency of the Support Service offered by GwE, Cynnal and the Education Authority itself.

### AREA OFFICE

The Services Scrutiny Committee had looked at how establishing area offices could re-lease headteachers and other front line staff to concentrate more on the quality of education in the classroom.

Whilst welcoming the model, the committee had observations on the details of the model and concerns about its funding and the danger of creating more bureaucracy.

### SCHOOL LEADERSHIP MODELS

The Scrutiny Committee has looked at the challenge of developing new models to guide schools in the future and has accepted an assessment of up to six different models.

It was agreed that what works best in every local situation must be considered and that local discussions were needed to understand the best solution in those situations.



### SUPPORT SERVICES

The Scrutiny Investigation has been actively looking at:-

- If the support service needs to be change, in order to achieve their purpose and be sustainable for the future.
- What other models are available to provide these services?

This work will be completed in 2017/18.

# Contacting the Council

Many people need to contact the Council at different times, and the Council also often needs to collect the views of Gwynedd residents.

The Committee looked at three specific elements of 'contacting the Council'. Many people contact the Council by phoning Galw Gwynedd on 01766 xxx000. During the year, a slippage in the phone answering performance was seen.

There was an opportunity to discuss with the service, and it was discovered that they had already responded to the slippage in performance. Members of the Scrutiny Committee agreed that specific steps were being carried out to improve the performance, including developing the self service system (see below) and arrangements to raise staff awareness of phone answering arrangements in the Council's services.



The exciting development of self-service is part of the solution to improving phone answering performance.

## WHAT DOES THIS MEAN?

The people of Gwynedd will be able to order and pay for services on-line in the near future.

Members of the scrutiny committee offered ideas for the service and advised that attention should be given to this service when ready.

The members also looked at how the Council consulted with the people of Gwynedd.



Generally, the surveys created by the Council are good. However, the members noticed that too much "Council language" was used, and suggested that the Council should use simple, understandable language.

"look after" - √, "maintain" - x. "other plans" - √, "alternative plans" - x

# Council Tax on long term empty homes and second homes

The Scrutiny Committee looked at the benefits and risks of increasing the council tax premium on long term empty homes and second homes before the Cabinet and Council considered the matter.



This was consideration work looking at both sides before presenting the committee's recommendations to the Cabinet Members.

Facts which were considered:

- 4841\* second homes in Gwynedd
  - 1411\* long term empty homes
- \* figures at the time of undertaking the work

Part of the debate for increasing the premium on long term empty homes and second homes was to ensure that empty homes are brought back into use as there is a shortage of affordable homes for young people to buy in Gwynedd.

The possibility of increasing the premium on second homes was discussed which could mean that some may try to change their property to be a 'self-catering' property and avoid paying the tax, although there are specific rules to try to ensure that this does not happen.

Different options were also considered for increasing the premium, by considering options such as increasing 100%, or gradually increasing the premium every year, e.g. increasing the premium 25% every year.

The members recommended that the council tax premium should be increased 50% on long term empty homes and second homes.

The members also asked for specific consideration into how the additional money would be used (although they did not want to confine the new Council). Consideration should be given to:

Assisting owners of empty homes to repair in order to use them as residences

**The Council has adopted the recommendation to increase the premium**

# Keeping the Benefit Local

The Council is a business with a budget of over £386million, buying services and resources.

It is very important for the Council that we try to contain expenditure within Gwynedd and north Wales whenever possible.

38% of the Council's expenditure goes to companies within the county \*

56% of the Council's expenditure goes to companies from north Wales and 63% within Wales

55% of the Council's expenditure goes to companies with their headquarters or branch within the county



In such an important field, the committee believed that the following should happen:

Raise awareness with agencies of the work that is in progress with direct payments so that they can assist.

Agree that work should be undertaken with companies who have not won tenders in order to assist them to better prepare in the future.

Continue with the work that is being undertaken with the main companies who win tenders to attempt to discover the possibilities of sub-contracting with smaller, local companies.

It was seen that the Council's internal arrangements had changed. Although the members believed that everyone had 'bought into' the arrangements, 17-18 should be looked at again to see if the departments take their responsibilities seriously.

A contracts programme needs to be developed which is regularly updated so that local companies have plenty of time to prepare. Need to keep an eye on this.

Need to ensure that the quality of the work by the companies who win the contracts is good enough.

\* there is a reduction in the figure in 15-16 as providers from outside of Gwynedd have succeeded in winning a high percentage of large projects in the construction fields e.g Wynne Construction Company (from Denbigh) who have won the majority of the "Schools in the 21st Century" construction contracts. £3.4m has been brought back to Gwynedd through sub-contracting the construction work of Ysgol Hafod Lon alone.

# Developing sustainable services

Over the past few years, the Council has had to make savings across all of its services and more savings will be needed again in the future. All of this means changing the shape of some services, and the Communities Scrutiny Committee has considered two specifically



## THE HEALTHY LIVING SERVICE

The Communities Committee looked at the sustainability of the county's Healthy Living Centres. There is an agreement that another model must be considered for the service and the Committee heard an assessment of different options that are in the pipeline for the future.

The committee noted that the centres were important for the health and well-being of residents, but there needed to be better use of the resources, especially when considering ways of mitigating losses, attracting more people through the doors, maybe through additional activities and considering the centres as a business rather than a service.



## THE LIBRARIES' SERVICE

The Libraries' Service had to be restructured as part of the "More than Books" strategy.

The Communities Committee considered a motion suggesting a pattern of catchment libraries and community libraries in addition to a mobile library and community links.

The Committee's wish in supporting this model was that it would offer a pattern

# Respond to savings

As the Council has to implement a program of savings and cuts, the scrutiny committee has considered how this will be done in order to mitigate the effect on residents.

The Communities Scrutiny Committee has looked especially at public toilets, green waste collection arrangements and managing beaches.



## PUBLIC TOILETS

The Communities Committee has approved a plan to collaborate with town and community councils in the county to keep up to 50 public toilets, that would otherwise have closed, to remain open.

## BEACH MANAGEMENT

The Communities Committee has highlighted some concerns as the Council implements the necessary cuts to the Beach Management Budget.

Specifically, concerns have been expressed with regards to implementing the cuts on the beaches of Nefyn and Morfa Nefyn, and request made for a report at the end of the holiday term on the full effects of the savings.

## GREEN WASTE COLLECTION

In December 2014, the Council committed to a saving of £750,000 to the waste budget by changing green waste collection arrangements.

Looking at the options, the committee decided to accept the recommendation to charge a fee for collecting garden waste for 12 months a year, however concern was expressed on the effect this would have on recycling levels, the cost to residents, and the need for the Welsh Government to include compostable material in their measure.



# Implementing following investigations

The Communities Scrutiny Committee has completed a number of important Scrutiny Investigations where members have looked at subjects in great detail and presented a number of recommendations to the Cabinet Members.

The Cabinet Members have accepted all the recommendations but the Committee is continuing to press to see them implemented for benefit of residents.



## POST 16 EDUCATION TRANSPORT

In 2014/15, a Scrutiny Investigation was conducted into Post 16 Education Transport.

Unfortunately, this happened at a time when there was a need to impose an increase in the cost of travelling tickets because of the Council's programme of savings.

It was therefore important for the Committee to continue to press to have the Investigation's full recommendations implemented and the most important amongst them was guaranteeing flexibility for students to travel at convenient times for their learning patterns. The Committee was glad to hear that this was now possible, although it had taken a number of months.



## HOMELESSNESS

There was an Investigation in 2015/16 which looked at the Council's responsibilities and suggested 16 improvements to the Council's arrangements. Implementation must be ensured.

In May, 2016, the Communities Committee expressed their satisfaction that most of their recommendation had by now been implemented, or were at least in the pipeline.

# This year's investigations

During 2016/17, two scrutiny investigations were completed by the Communities Committee, one into street enforcement and the other a quick investigation to try to offer improvements to the Council's Planning Proce-

## **STREET ENFORCEMENT**

Street cleanliness is one of the factors that residents most worry about. The committee realises that the available resources for this field is dwindling.

A detailed analysis of the work and nine recommendations were presented including giving a greater priority to the work, the need to think creatively when responding to cuts, better collaboration with other departments and the community, and trial a more stern attitude towards enforcement.

The Committee are looking forward to seeing this being imple-



## **THE PLANNING PROCEDURE**

The planning procedure affects a large number of the county's residents and everyone has an opinion about it.

The Planning Scrutiny Investigation was established to understand the procedure, challenge some prejudices and make recommendations for improvement.

The Investigation completed its work quickly and effectively and six recommendations were presented on matters such as monitoring the effect of the new Local Development Plan, reforming the Delegation Plan, giving more prominence to economic considerations and continue to consider the arrangements through the customer's eyes.



# Rights of way

Convenient access to footpaths and rights of way are extremely important in a county like Gwynedd which has a network which is approximately 3,500km long.

The Council is required to produce a Rights of Way Improvement Plan which manages, develops and promotes the rights of way network.



The purpose of the Plan is to report on:

- The extent to which the local rights of way satisfy the public's requirements now and in the future.
- The opportunities offered by local rights of way for physical exercise and other recreational activities and to enjoy the outdoors in the authority's area.
- How accessible local rights of way are for blind or partially sighted persons and for others with mobility difficulties?
- Evaluate the condition of the network and the extent to which the previous RoWIP was achieved
- Opportunities to contribute to the objectives of Active Travel, Well-being objectives and towards achieving other plans and priorities.

During the past year, the Communities Scrutiny Committee has considered this and has placed emphasis on trying to reach a wider audience when engaging on the plan and in collaborating with the National Park in terms of resource needs.

It was also emphasised that more resources needed to be found and to welcome creative ideas and the use of technology and also the need to consider increasing the Council's powers in the field.



|                       |  |
|-----------------------|--|
| <b>Meeting</b>        | <b>Council</b>   |
| <b>Date</b>           | <b>15 June 2017</b>  |
| <b>Subject</b>        | <b>Appointment of Elected and Community Members to the Standards Committee</b> |
| <b>Cabinet Member</b> | <b>Deputy Leader : Cllr Mair Rowlands</b>                                      |
| <b>Author</b>         | <b>Monitoring Officer</b>  |

## **Background**

1. The membership of the Standards Committee is made up as follows:

- 5 'Independent Members' (i.e. members without any connection with local government).
- 1 “Community Member”, who is a member on any of Gwynedd’s community councils (but not a member of Gwynedd Council).
- 3 “Elected Members” from Gwynedd Council

2. Following the election there are 3 vacancies for “Elected Members” of Gwynedd Council. In addition, the seat for the Community Committee Members is also vacant following the expiration of Cllr David Clay’s final term.

## **Elected Members**

3. The appointment procedure, endorsed by Full Council, is for the Monitoring Officer to write to all members of the Council inviting applications. The applications are presented to the Business Group for consideration. The Business Groups recommendation is then presented to the Full Council, which has the power to make the appointment.

4. Members are not appointed on the basis of political balance but by reference to the criteria established by the Council in accordance with a statutory duty. A copy of the present criteria is appended as **Appendix 1**.

5. All members of the Council were written to on the on 16<sup>th</sup> of May 2017 inviting applications by 26 May at the latest.

6. One application was received for consideration by the Business Group namely by Councillor Dewi Roberts, Abersoch. The Business group agreed to recommend that he be appointed as an Elected Member of the Standards Committee

## **Community Members**

7. Although initial work to prepare the way took place before the election all Community Councils were subsequently contacted formally seeking nominations for this role. In addition, Unllais Cymru were also consulted.

8. The Council decided on an appointment process in 2012 and the details are set out in Appendix 1. The procedure for appointing a Community Member to the Standards Committee is being followed and the Panel meets on the 12<sup>th</sup> of June to interview applicants. The Council will be presented with a recommendation following these interviews.

## **Recommendations**

- 1. Appoint Councillor Dewi Roberts, Abersoch to act as an Elected Member of the Standards Committee for the term of the Council.**
- 2. Appoint the community councillor recommended by the Panel as a Community Member of the Standards Committee. .**

## Appointments to the Standards Committee

The Full Council decided as follows on 01/03/12:

- (i) To confirm the **criteria** for selecting members to the Standards Committee;
- (ii) To delegate power to the Monitoring Officer to establish a Consultative Panel to consider the applications to be an **independent member** of the Standards Committee whenever a vacancy arises;
- (iii) To delegate the power to the Monitoring Officer to write to all eligible members of the Council whenever a vacancy for an **elected member** arises on the Standards Committee and to present the applications to the Business Group;
- (iv) To delegate power to the Monitoring Officer to establish a panel from amongst the members of the Standards Committee to consider applications to be a **Community Committee Member** whenever a vacancy arises.

### Criteria for appointing members to the Standards Committee

Applicants will be required to demonstrate independence and impartiality in assisting the Standards Committee in promoting, maintaining and improving ethical arrangements within Gwynedd Council and the county's community/town councils. The work of the Committee will require the members to possess the following qualities and skills:-

- Listening skills;
- Ability to understand and weigh up evidence;
- Ability to come to an objective view and explain that view by reference to the evidence;
- Team working skills;
- Respect for others and an understanding of diversity issues;
- Discretion;
- Personal integrity.

### Additional Criteria for Independent members

A detailed knowledge of local government is not necessary although it would be an advantage if potential candidates were interested in matters relating to public life and services. In addition, independent members must: -

- Be eligible for selection as an independent;
- Be well respected in the community;
- Be able to meet the time commitment involved and be available at short notice;
- Be able to provide two references.

The ability to speak Welsh will be considered to be an advantage and the need to achieve a balance of skills, qualities and expertise on the Committee as well as the need to represent the community as a whole and achieve a geographical spread will all be taken into account.

# Agenda Item 13

|                |  |
|----------------|--|
| Meeting        | THE COUNCIL  |
| Date           | 15 June, 2017  |
| Topic          | Appointing a Lay Member to the Audit and Governance Committee      |
| Author         | Dafydd Edwards, Head of Finance<br>Iwan Evans, Monitoring Officer. |
| Cabinet Member | Cllr. Peredur Jenkins  |

1. In accordance with the requirements of the Local Government (Wales) Measure 2011, Sections 81 and 87, it is necessary for the Council to establish an Audit Committee to monitor and scrutinise financial matters, risk management and corporate governance.

2. It is necessary to have at least one lay member on the committee and up to a third of the membership can be lay members. All the lay members have the right to vote and will receive a co-opted member's salary of £198 a day. The term of the current member comes to an end after June of 2017.

3. The appointment procedure which was adopted by the Council in March 2017 is being followed. The attached document contains the criteria for appointing the lay member adopted in May 2012 and accords with guidelines by the Welsh Government.

4. Advantage was taken of an opportunity to advertise jointly with Anglesey Council in the local press/regional press for a declaration of interest from those who wished to serve as lay members on the Audit and Governance Committee. Interviews will be held on the 13<sup>th</sup> of June by a panel consisting of the Council Chair, Chair of the Audit Committee and the Cabinet Member for Resources advised by the Head of Finance and the Monitoring Officer. Once the Panel have considered the applications they will present their recommendation to the Council.

## **RECOMMENDATION.**

Appoint a lay member to the Audit and Governance Committee for a period of 4 years.

## **Appointment of lay member onto the Audit Committee**

### **Criteria**

Applicants will need to demonstrate independence and impartiality in assisting the Audit Committee to

Review, scrutinise and issue reports and recommendations in relation to the council's financial affairs.

- Review, scrutinise and issue reports and recommendations on the authority's risk management, internal control and corporate governance arrangements.
- Oversee its audit arrangements and review its financial statements.

Applicant should meet the following criteria:

- Be able to demonstrate an understanding of the value of the audit function.
- Be able to demonstrate knowledge of how local government functions
- Be able to demonstrate independence of thinking and unbiased attitudes
- Be able to meet the time commitment involved
- Be able to provide two references

Individuals who have business connections with the Council or who have connections with a political party are ineligible for appointment

The ability to speak Welsh will be considered an advantage and the need to achieve a balance of skills, qualities and expertise on the Committee as well as the need to represent the community as a whole and achieve a geographical spread will be taken into account.

# Agenda Item 14

|                       |  |
|-----------------------|--|
| <b>MEETING</b>        | COUNCIL  |
| <b>DATE</b>           | 15 JUNE 2017   |
| <b>TITLE</b>          | CABINET PORTFOLIOS   |
| <b>PURPOSE</b>        | To report on amendments to the Constitution following the appointment of the Cabinet |
| <b>RECOMMENDATION</b> | That the Council accepts the report  |
| <b>CABINET MEMBER</b> | Cllr. Dyfrig Siencyn, Council Leader   |
| <b>AUTHOR</b>         | Iwan G D Evans – Head of Legal Services – Monitoring Officer                         |

## 1. Introduction

Following the election in May 2017, the Council Leader in accordance with Part 5 of the Constitution has acted to reorganise the Cabinet Member Portfolios. I am required to formally report to the Council on these changes to the Constitution.

## 2. Portfolios

The new Portfolios are set out in Appendix 1.

### **Recommendation**

**That the Council accepts the report.**

## Appendix 1

| <b>1. Name</b>                | <b>2.Portfolio</b>                 | <b>3.Main Functional Areas</b>  |
|-------------------------------|------------------------------------|---|
| Councillor Dyfrig Siencyn     | Leader<br>Strategic Leadership     | Strategic Leadership  |
| Councillor Mair Rowlands      | Deputy Leader<br>Corporate Support | Corporate Support,<br>Corporate Governance and<br>Legal Services  |
| Cllr Dilwyn Morgan            | Children and Young<br>People       | Children and Young People   |
| Councillor Gareth Roberts     | Adults, Health and<br>Wellbeing    | Adults, Health and Wellbeing<br>( excluding Housing) ,<br>Relationship with the Health<br>Service               |
| Councillor Gareth Thomas      | Education                          | Education and Schools   |
| Councillor Craig ap -Iago     | Housing Leisure and<br>Culture     | Youth, Leisure, Archives,<br>Arts and Museums, Maritime.<br>Libraries and Housing<br>Service.                   |
| Councillor Dafydd Meurig      | Environment                        | Environment   |
| Councillor Peredur<br>Jenkins | Finance                            | Finance , Information<br>Technology   |
| Councillor Ioan Thomas        | Economic Development               | North Wales Growth<br>Strategy, Business Support,<br>Tourism, Community<br>Regeneration, Strategic<br>Projects. |
| Councillor Gareth Griffiths   | Highways and<br>Municipal          | Highways and Municipal,<br>Consultancy, Trunk- road<br>Agency .   |

Note – The areas of responsibility of the Portfolios are in accordance with the areas of responsibility of the Department or Service set out in Column 2 subject to any addition or amendment noted in Column 3.

# Agenda Item 15

|         |   |
|---------|---|
| MEETING | Full Council  |
| DATE    | 15 <sup>th</sup> June 2017  |
| SUBJECT | Annual report by the Head of Democratic Services on behalf of the Democratic Services Committee with regards to support for members |
| PURPOSE | Annual report outlining the support that has been developed and is being developed for members.                                     |
| AUTHOR  | Geraint Owen<br>Head of Democratic Services   |

1. I present below my annual report to the Full Council outlining the support to members that has been developed to date, over the term of the previous Council. In addition the report outlines the elements that are still being developed for elected members which will be the focus of the work over the months and years to come.
2. I wish to thank all members of the Committee during this period for their support, enthusiasm, and constructive discussions, along with the work carried out by them and their support officers over the past five years.



# THE ANNUAL REPORT OF THE HEAD OF DEMOCRATIC SERVICES

## - Support for Gwynedd Elected Members



RHOI POBL GWYNEDD YN GANOLOG I BOPETH RYDYM YN EI WNEUD • PUTTING THE  
PEOPLE OF GWYNEDD AT THE CENTRE OF EVERYTHING WE DO

## FOREWORD

With the 2017 Local Elections in May, this year is a good opportunity to reflect on the past year and Council term since the Democratic Services Committee was established for the first time in 2012.

Under the Local Government (Wales) Measure 2011, the Democratic Services Committee is responsible for specific matters (under Section 11), as follows:

- Appointing a Head of Democratic Services on behalf of the Local Authority
- Reviewing the available support for the Head of the Democratic Services in relation to staff, buildings and other resources, ensuring they are adequate for carrying out the requirements of the role
- Producing a report, at least once a year, to present to the Full Council in relation to member support.

Reviewing the available support for elected members in order that they can fulfil their role has been a fundamental part of my work and that of the Committee over the past few years. Providing the support would not have been possible without the hard work and commitment of the Democratic Services officers and I would like to note my sincere thanks to them for the work accomplished during the period.



**Geraint Owen,**  
**Head of Democratic Services**  
**Head of Corporate Support Department**

## BACKGROUND

In 2012, 75 members were welcomed to the new Council; a combination of experienced returning members and newly elected members. During 2012 - 2017, ten other members were also welcomed.

## What changes have taken place since 2012?

### GOVERNANCE ARRANGEMENTS



- The Cabinet/Scrutiny arrangements were implemented for the first time following the 2012 elections, with the arrangements developed over the past five years.
- Scrutiny arrangements have been reviewed in order to make improvements. It has been acknowledged that the scrutiny system was not working as well as it could, therefore, during the past year, arrangements were revised. The Full Council adopted the new arrangements at its meeting on 2nd March 2017, and the new arrangements will be implemented over the coming months.
- Arranging a number of workshops on specific topics. A number of informal workshops that provide opportunities for members to understand specific topics were held, thus, ensuring that members had the relative information to enable them to come to a fair conclusion for a specific topic. Examples of the workshops include the Gwynedd Challenge workshops, Boundary Commission etc.

### ELECTRONIC COMMUNICATION



- Electronic communication – by the end of 2016/17 the vast majority of Members had electronic devices which enable them to receive information quickly. It also reduces the

Council's carbon footprint by using less paper. Savings of over £220,000 have been made since 2012 through reducing printing and posting costs.

- Modern.gov is now used to distribute committee papers. This is an electronic system and many have commented that the system is more user-friendly than the previous arrangements. 65% of council papers are able to be distributed at least five working days before the Committee date and 99% are distributed three full working days before the date of the Committee.
- Modern.gov has also made it far easier for the people of Gwynedd to find information about their local Councillors. Every member has his/her picture on the website along with contact details and interesting statistics e.g. information about the committees or outside bodies of which they are members, and their attendance at those committees.

Meetings and committees are held in Welsh at Gwynedd Council, with a simultaneous translation provision available. All information is published bilingually, and Gwynedd Council has worked with outside companies to ensure that provision is readily available in both languages.

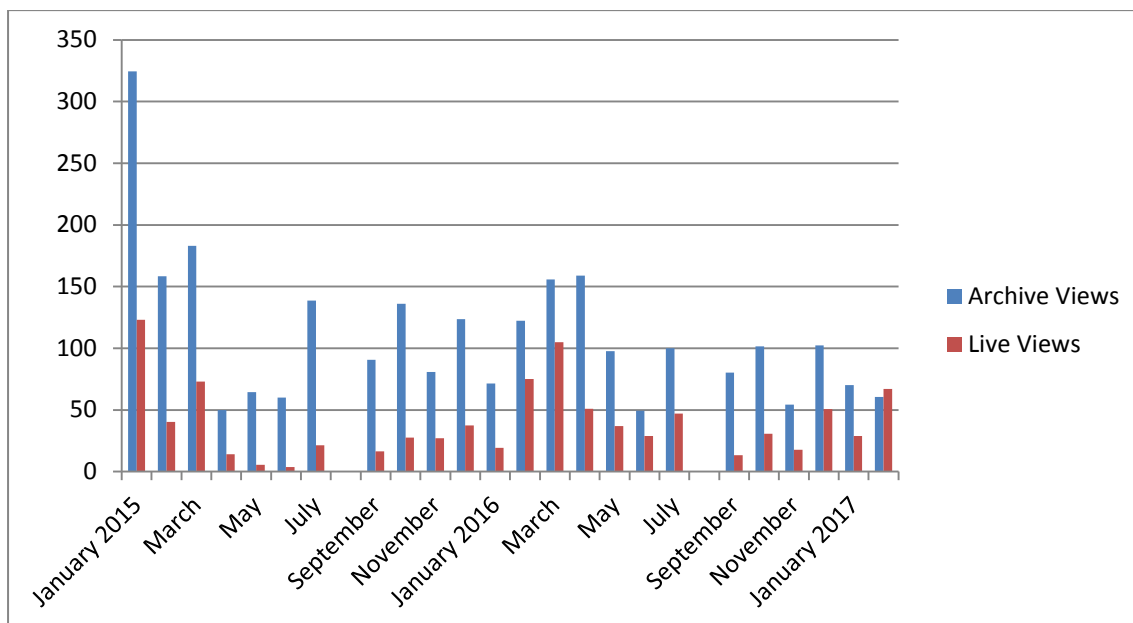
- At the beginning of the Council's term, members noted that they received information from various sources. In order to try to channel the information, an electronic information bulletin was developed named 'Rhaeadr'. Important information is shared in good time through Rhaeadr, which is now available on the members "porth".

#### LOCATION OF MEETINGS AND ENSURING A MORE OPEN DEMOCRACY



- Meeting rooms were updated, including Siambr Dafydd Orwig and Siambr Hywel Dda.
  - Modifications were carried out on disabled access.
  - a number of meeting rooms have been adapted to assist with sound levels
  - Member and staff safety has been updated through the identity cards issued
- As part of the above, the translation equipment at the Caernarfon chambers was updated and, at the same time, an electronic voting system was installed in Siambr Dafydd Orwig. Members enjoy testing the system at the beginning of every Council meeting!
- Web-casting. In January 2015, Gwynedd Council began web-casting some of the main committees in order to encourage more people to take part in democracy in Gwynedd and to ensure transparency in our committee discussions. Viewing figures show that interest in

the web-casts is fairly high, especially archived web-casts. Graphs show higher viewing figures for contentious issues, or if specific promotional work has taken place.



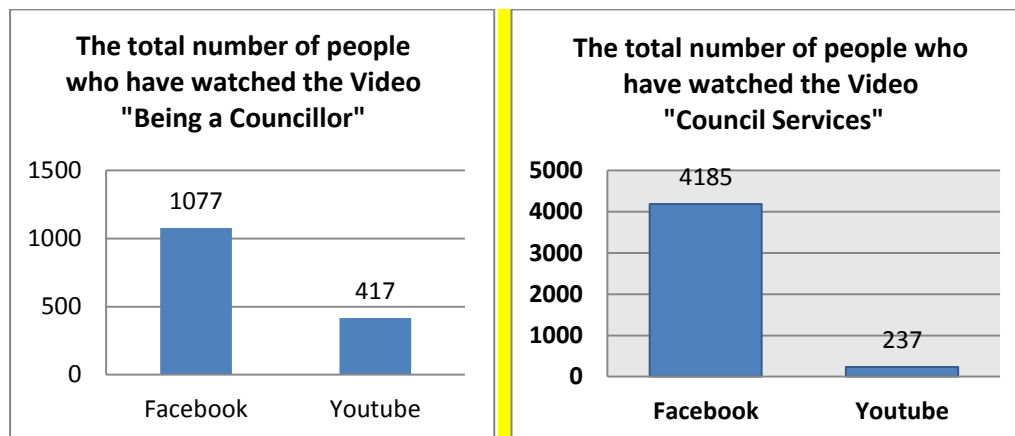
Again, Gwynedd Council is seen to be at the forefront of ensuring a bilingual web-casting provision.

- The Council also acknowledges that it is challenging for some members to attend some meetings. The Council has therefore piloted and made use of video conferencing facilities for less formal meetings in order to reduce the need for members to travel. Whilst use of this resource has increased, it still, clearly, needs improving with the ambition of being able to use the resource at formal committees.
- A review of the old Area Committee arrangements was undertaken in 2012-13, and as a result, four Area Forums were set up in 2013 - Gwyrfai, Ogwen, Dwyfor and Meirionnydd, which meet five times a year. Area Forums/Committees were established to improve community engagement, achieve better results for the area and make better use of member and officer resources.
- In addition, a specific project was established with the aim of promoting democracy for all - encouraging people from all backgrounds to take part in democracy and especially to stand as a candidate in local government elections. This was achieved by
  - Improving the website and providing more information for prospective candidates
  - Producing videos to explain clearly the role of a Councillor and the services Gwynedd Council provides
  - Generating a questionnaire to try to understand the obstacles to standing for election

The questionnaire was promoted in the press, the Council's website and in social media, namely, Facebook and Twitter. From the responses, it appears that there are no specific

obstacles that the Council has not already attempted to address e.g. the Council has raised awareness of the childcare assistance available. The highest levels of interest were seen in the 26 - 49 age group, which shows that the campaign attracted the attention of a younger age range than the average age of Gwynedd Council members before the May 2017 Election

Number of viewers of both videos since July 2016:



## OTHER DEVELOPMENTS

- Salaries and senior salaries of members reviewed and resolved and published in line with requirements.
- Arrangements have been developed to report back when representing the Council on outside bodies or in their roles as Champions, which will be implemented during 2017-18
- 39 members were assisted to produce 102 annual reports, and they were published on the website so that the people of Gwynedd could view the work of their local member.
- Ensure that induction arrangements were in place for new members who joined the Council during the term. Ten members were welcomed during the 2012-17 term.
- A sub-group of the Democratic Services Committee was established to assist officers with the work of preparing an application for a Members' Charter by the end of 2017.
- Personal development interviews were held so that members could identify a specific training programme to improve their own skills, using the messages as a basis of the members' general training programme. In addition, significant steps were taken to develop the following elements:
  - On-line training
  - Unique training for individual members in accordance with their requirements
  - Training for small groups of members which encourages better learning
  - Webinars

- Experimenting with filming training so that members who are unable to attend are able to watch the course later
- Feedback from members was very positive, especially for new fields of training e.g. social media

## PREPARATIONS FOR THE 2017 LOCAL GOVERNMENT ELECTIONS



- ❖ Much work was also undertaken over the last year to make rigorous preparations for the May 2017 elections. The arrangements included preparation work prior to the elections, as well as preparation for welcoming newly elected members following the elections. A number of conversations were held with members to understand their experiences and to ask how things could be improved for the benefit of those members who will be joining the Council after the elections.
- ❖ The arrangements included :
  - Holding sessions to prepare candidates
  - Develop an information 'portal' specifically for elected members
  - Develop On-line training
  - Arranging welcome days in a new and different way, ensuring more interactive sessions for members
  - Prioritising the information to be presented to members at the beginning of term
  - Making sure that members are able to source information for themselves.
  - Ensuring developments in Information Technology

## **What are the plans for 2017/18 and onward?**

24 new members were welcomed to the Council following the May 2017 elections and, in order to support them and all members, the following plans are being developed:

- ❖ Intense induction/training – Welcoming days were held on 9th and 10th May, 2017, with initial feedback being positive. In addition, a full training and information providing programme has already been developed for the first year. The Democratic Services Committee will assess the training programme during the first year in order to ensure that the correct issues are identified and prioritised for the following year's programme, and for the future.
- ❖ Develop the new scrutiny model and implement it. The Council adopted a new scrutiny model at its meeting on 2nd March, 2017. Specific work will take place to establish and implement the new arrangements in 2017/18.
- ❖ Arrangements for claiming travelling costs online and online salary slips. Over the last few weeks arrangements have been implemented to allow members to claim travelling costs online. Claiming through electronic methods will enable members to process their claims from home at a time convenient for them, and will reduce paperwork for everyone.
- ❖ Further response to the Government's White Paper on Reforming Local Government
- ❖ Consult continuously with Members of the Democratic Services Committee in order to identify areas for improving efficiency and opportunities for improving the service
- ❖ Adopt role descriptions for the various roles for members. The Democratic Services Committee has worked to develop role descriptions for the various roles which are undertaken by various members in order to ensure guidance and clarity for members on the expectations of various roles. The role descriptions will be presented to the Full Council on June 15<sup>th</sup> 2017 for adoption.
- ❖ Ensuring that members understand the requirements of outside bodies, and what the work would entail should they be nominated for these bodies
- ❖ Continue to develop the Members' Portal. The Members' Portal is a recent development for the new Council term. It is an 'intranet' for members where useful information will be available in one central location. Members would be consulted on a regular basis in order to constantly improve this resource.
- ❖ Assist members in their role as Local Members. This matter was identified by former members and the intention is to develop a way in which members can file information that is related to their work in their ward, rather than their Council work only.

- The current consultation on Constituency Boundaries by the Boundary Commission is ongoing. When the result of the consultation is made clear, it will be necessary to implement it from 2022 onward.
- ❖ Continue to consult with members, especially members of the Democratic Services Committee about how to improve the support they receive.

# Agenda Item 17

|         |  |
|---------|--|
| MEETING | Full Council   |
| DATE    | 15 <sup>th</sup> June 2017   |
| SUBJECT | Role Descriptions  |
| PURPOSE | It is requested that the Full Council adopt the various role descriptions. |
| AUTHOR  | Geraint Owen,<br>Head of Democratic Services                               |

## 1. PURPOSE

- 1.1 Draft 'role descriptions' are presented on the recommendation of the Democratic Services Committee for formal adoption by the Full Council, see appendix A.
- 1.2 One of the main advantages of creating and adopting 'role descriptions' is the benefit to new Council members from their use as a guide to better understand the different roles.
- 1.3 In view of the above, the draft 'role descriptions' were published on the Porth for members (Internet for members) as a tool to assist the newly elected members in May, in accordance with the request of the Democratic Services Committee.
- 1.4 Adopting the role descriptions for members is also part of the ongoing work of the committee to win the 'Charter for Member Support and Development'.
- 1.5 The Charter was developed by the Welsh Local Government Association and it is referred to as 'Members Charter'. Elements of the charter coincide with and build on the requirements of the Local Government Measure (Wales) 2011. Its intention is to set specific standards in the field of member development.

## BACKGROUND

- 2.1 Although a number of role descriptions already existed, there was a need to create several new roles as well.
- 2.2 A sub-group was established to undertake the work, and existing role descriptions were updatee along with creating new ones. The guidelines of the Welsh Local Government Association were used to produce each of the 'Member Role Descriptions and Responsibilities' and in addition, the guidelines of CIPFA (The Chartered Institute of Public Finance and Accountancy) were used for the Audit Committee. Each Draft Member Role Description and Responsibilities includes a description of the necessary skills to carry out the different roles.

2.3 An extensive consultation has been undertaken on the content of the various draft role descriptions with relevant Heads of Service, Head of Legal Services, the Council Leader, the Leadership Team and with democratic Services officers.

2.4 Note, no element of evaluation is tied to the adoption of role descriptions. However, personal development interviews are offered to members who wish to take advantage of a personal discussion to identify ways of further developing their skills.

2.5 The list below contains the role descriptions to be adopted, namely

- A Gwynedd Council Member (which applies to all Members)
  
- Member of Audit Committee
- Chair of Audit Committee
- Member of Scrutiny Committee
- Chair of Scrutiny Committee
- Member of Democratic Services Committee
- Chair of Democratic Services Committee
- Member of Standards Committee
- Chair of Standards Committee
- Member of Licensing Committee
- Chair of Licensing Committee
- Members of Planning Committee
- Chair of Planning Committee
- Chair of the Council
- Leader and Deputy of the Opposition

See Appendix A for details of the 'role descriptions'.

### **3. RECOMMENDATION**

3.1 The Full Council is asked to adopt the draft 'role descriptions'.

## A description of the role of a Cabinet Member

(responsible for a specific portfolio of fields within the Council's services)

Putting the people of Gwynedd at the centre of everything we do

Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

### 1. Accountability

- To the Leader
- To the Cabinet (through joint responsibility)
- To the Full Council

### 2. Role, purpose and activities

#### 2.1 Leading in the responsibility field

- Give political direction to the officers in the responsibility field.
- Represent the field in question in a strong, intelligent and convincing manner. Be a prominent leader in meetings with relevant people.
- Be a main political spokesman for the field in question.
- Lead the responsibility field, within and outside the Council, taking ownership of it, promoting it and explaining it.
- Develop and maintain good working relationship with the Chairs of the relevant Scrutiny Committees, attending occasional meetings with them, and responding to specific inquiries.
- Develop and maintain good working relationship with Chairs and members of the Council's various committees in order to share information about the area of responsibility.
- Attend the Scrutiny Committee(s) in order for the scrutiny members to hold them to account.
- Develop and maintain good working relationship with other members of the Cabinet and the Leader of the Council.
- Develop and maintain good working relationship with the Council's senior officers.
- Keep an overview on activities within the responsibility field in consultation with the head / relevant heads of Department.

- Be accountable for decisions and performance in the portfolio field.
- Help other members to understand the responsibility field, respond to their concerns and attempt to solve any difficulties.

## 2.2 As a Cabinet Member (team responsibilities)

- Act as a member of the Cabinet team
- Try to build consensus by collaborating with the Cabinet Members to discover common ground.
- Contribute towards forming and implementing a suitable work programme for the Cabinet.
- Ensure that the Council, as a business, operates effectively and efficiently.
- Recognise matters that cross boundaries of the responsibility field, contribute appropriately to them and make joint decisions.
- Take ownership of the Cabinet's decisions.
- Respect the Council and the Cabinet's democratic decisions.
- Collaborate with officers to form strategic and statutory policies. Ensure that the Cabinet operates according to the political will of the majority.
- Draw up reports to the Leader, the Full Council, the Cabinet, the Chair of the relevant Scrutiny Committee, the Regulatory Boards and the press where appropriate.

## 2.3 Internal governance, moral standards and contacts

- Promote and facilitate good governance in the Council and its work.
- Lead the community and promote an active citizenship.
- Promote and maintain an open and transparent government.
- Nurture and keep dignified, appropriate and effective contact with Council staff.

## 2.4 Self-management

- Inform him/herself about his/her field, ensuring appropriate briefing arrangements for him/herself.
- Undertake appropriate training for the post, taking responsibility for assessing and identifying his/her own training needs.
- Work within the Council's general policies.
- Promote and maintain good governance principles.

## 3. To fulfil their role according to the description, a Cabinet Member will need to:

### 3.1 Lead the field that they are responsible for

- Understand the Council's strategies, policies and activities.
- Ability to lead.

### **3.2 Help to appoint a strategic agenda and work programme in the field that they are responsible for**

- Ability to present information to other people.
- Strategic acuity.
- Know about relevant matters and who should be involved when deciding.
- Ability to convince other people.
- Know about the Council and the country's objectives.

### **3.3 Represent the field that they are responsible for**

- Ability to speak clearly in public.
- Ability to present well.

### **3.4 Provide reports and giving account**

- High level of communication skills.

### **3.5 Participate in the Council's meetings and decisions**

- Ability to question decisions constructively and suggest other options.
- Information, confidence and ability to take part in discussions and help solve matters relating to more than one field and/or member.

### **3.6 Lead partnerships and the community**

- Ability to appropriately lead
- Ability to discuss terms and brockage.
- Smart and creative thinking - a talent for prediction.

### **3.7 Internal governance, moral standards and contacts**

- Understand the roles of the Councillors, officers and various agents.
- A desire to collaborate with others.
- Know and understand the Members' Code of Conduct and the Protocol of the Councillors and Officers.
- Know the Council's values and commit to them.

**NOTE:** The above role description and the skills requirements is in addition to your role description and the skills requirements as an ordinary member

Full name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

DRAFT

## Description of the role of the Leader and Deputy Leader

(The leader is elected by the Full Council and leads the Council until the next election - which is usually a period of five years. The Leader appoints the Cabinet and leads the Council's political direction).

Putting the people of Gwynedd at the centre of everything we do.

Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

### 1. Accountability

- To the Full Council
- To the public

### 2. Purpose and activities

#### 2.1 Give political guidance to the Council:

- Act as a political leader for the Council and as the main political spokesperson for it.
- Give guidance in terms of nurturing a political concept in the Council's policies.
- To form a vision for the Council and the community.
- Give strong and clear guidance about co-ordinating policies, strategies and arrangements for providing services.

#### 2.2 Appoint the Cabinet\*

- Allocate appropriate responsibilities.
- Appoint appropriate councillors to fulfil those responsibilities.
- Give responsibilities to the members of the Cabinet according to their abilities.
- Appoint the Deputy Leader.

#### 2.3 Represent the Authority and be an ambassador for it

- Represent the Authority in a strong, dexterous and eloquent manner in all county and in outside bodies.
- Represent the Authority in the WLGA Co-ordinating Committee and the WLGA Regional Partnership Board.

- Provide guidance and advice for local partnerships and organisations.
- Represent the Authority in regional and national bodies where appropriate.

#### **2.4 Offer guidance in the field that they are responsible for**

- Take specific responsibilities, bearing in mind the purpose and work of the executive councillor and the description of their function.

#### **2.5 Manage and lead the Cabinet's work and steer its meetings**

- Ensure that the work of the Cabinet goes smoothly by managing the work programme and developing it continuously.
- Ensure that the work of the Cabinet complies with national policy objectives.
- Advise and mentor other members of the Cabinet in their work.
- Steer the Cabinet's meetings in accordance with the Constitution.

#### **2.6 Participate in the Cabinet's decision-making process**

- Collaborate closely with other members of the Cabinet in order to ensure that the Council's financial policies and framework are effective and that services of the highest standard are available for the local people.
- Accept joint responsibility and support the Cabinet's decisions after announcing them.

#### **2.7 Collaborate with officers to lead the Authority**

- Collaborate with the Chief Executive and other appropriate officers regularly.
- Collaborate with the Council's staff on the Council's vision and strategic direction, the responsibilities of officers in the field of managing, and creating policies.

#### **2.8 Lead partnerships and the community**

- Give guidance to local strategic partnerships and local partnerships about the aims and priorities that are common to them.
- Act as a mediator when there are disagreements about priorities.
- Lead the local community by showing a vision and a foresight.

#### **2.9 Internal governance, moral standards and links**

- Promote and facilitate good governance in the Council.
- Lead the community and promote an active citizenship.
- Promote and maintain an open and transparent government.
- Nurture and keep dignified, appropriate and effective contact with Council staff.
- Adhere to the Members' Code of Conduct, the Protocol for Councillors and Officers and the highest standards of conduct in a public post.

## **Deputy Leader**

(support the leader with their responsibilities and work on their behalf in their absence)

- Complete the duties of the Leader when they are absent.
- Assist the Leader in specific duties according to the need.

### **3. To fulfil their role according to the description, a Leader will need to:**

#### **3.1 Give political guidance to the Council:**

- Know the community's strengths, fields to improve and the main matters.
- Understand the relationship between state and local politics.
- Be aware of the matters that face the Council.
- Understand the Council's strategies, policies and activities.

#### **3.2 Appoint the Cabinet**

- Understand the rules regarding appointing Cabinet members.
- Ability to identify talent amongst Councillors.
- Ability to arrange the most advantageous appointments in and across political groups.
- Evaluate, advise and mentor Cabinet members.

#### **3.3 Represent the Authority and be an ambassador for it**

- High level of communication skills to communicate with the media, the local residents and wider audiences.
- Ability to speak clearly in public.

#### **3.4 Offer guidance in the field that they are responsible for**

- Ability to achieve the role of a Cabinet member appropriately

#### **3.5 Manage and lead the Cabinet's work and steer its meetings**

- Understand the Cabinet's rules and procedures.
- Ability to steer meetings, including encouraging every member to participate.
- Know and understand national policy objectives.
- Take a look at the work the Cabinet members achieve.

#### **3.6 Participate in the Cabinet's decision-making process**

- Ability to question decisions constructively and suggest other options.

### 3.7 Collaborate with officers to lead the Authority

- Understand the roles and responsibilities of the Chief Executive and other officers.

### 3.8 Lead partnerships and the community

- Ability to appropriately lead
- Ability to discuss terms and brockorage.
- Smart and creative thinking - a talent for prediction.

### 3.9 Internal governance, moral standards and links

- Understand the roles of the Councillors, officers and various agents.
- A desire to collaborate with others.
- Know and understand the Members' Code of Conduct and the Protocol of the Councillors and Officers.
- Know the Council's values and commit to them.

**NOTE:** The role description and skills requirements above are in addition to your role description and skill requirements as an ordinary member

Full Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## DESCRIPTION OF THE ROLE AND RESPONSIBILITIES OF A MEMBER OF GWYNEDD COUNCIL

Putting the people of Gwynedd at the centre of everything we do.

Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

### 1. **Accountability**

- To the ward's electorate and the residents of the wider community
- To the Full Council

### 2. **Specific functions**

#### 2.1 Lead the Community

- Represent the Council's interests in the Council
- Listen to the voices of everyone in the community
- Communicate with the communities, inform them about the Council's policies and activities, and manage their expectations
- Influence the Council to respond to communities' needs
- Undertake individual case work, and refer individuals to the correct departments
- Act as a link between the Council and the community
- Act in accordance with the pledges made during the election

#### 2.2 Participate in the Council's work

- Understand the rules of discussion relevant to the committee in accordance with the Constitution
- Understand the expectation that a number of committees elect members on subgroups
- Influence the Council's policies, its decisions and its vision, by participating in Council meetings, scrutiny committees and other committees.
- Understand the council's policies and procedures in order to make the best use of them.
- Attend all of the relevant meetings and Committees, thoroughly

preparing for them beforehand and contributing fully bearing in mind that some committees will be web broadcast

- Make decisions based on balanced evidence having given due consideration to all the relevant factors
- Try to build consensus by collaborating with other members and officers
- Balance the needs of the local community with the needs of the whole Council when making decisions

### 2.3 Represent the Council on external bodies

(e.g. school governing bodies, police authority, local organisations)

- Understand the role of the external body, and the role of the Council's representative on it
- Attend meetings of the external body, and contribute to its discussions
- Collaborate to build a good working relationship with the external body
- Report back to the Council on the role of the external body as required
- Prepare for meetings, in order to effectively represent the Council
- Adhere to the Council's rules, guidance and Language Policy on representation on external bodies
- Accept and respect the constitution of the external body
- Periodically attend meetings of the relevant community council as a member or an observer

### 2.4 Maintain standards

- Adhere to the Members' Code of Conduct and promote high standards of conduct
- Adhere to the member/officer relations protocol
- Adhere to the Social Media Protocol
- Allocate the required time for Council work and fully participate in the work (*the work takes 3 days per week on average*)
- Respect the role and contribution of other members, and officers
- Respect the Council's values
- Respect the Council's democratic decisions

### 2.5 Personal and professional development

- Commit to self-development and relevant training

## 3. To fulfil their role according to the description, a Councillor will need to:

### 3.1 Represent and assist communities

- Good representation skills.
- Ability to deal with people.
- Be honest, with the ability to work in an unbiased way whatever their personal opinion.
- Ability to present relevant and reasonable arguments.
- Ability to communicate well.

### **3.2 Decide, and take a look at what the Council achieves**

- Knowing and understanding the rules and practices of meetings.
- Understanding the context of strategies, policies and services for making decisions.
- Ability to question ideas and contribute positively in order to draw up policies.

### **3.3 Representing the Council (on external bodies)**

- Ability to speak clearly in public.
- Ability to present clearly.
- Ability to convince other people to act in an appropriate manner.

### **3.4 Internal governance, moral standards and links**

- Be respectful of others.
- Understand the roles of the Councillors, officers and various agents.
- A desire to collaborate with others.
- Know and understand the Members' Code of Conduct and the Protocol of the Councillors and Officers.
- Know the Council's values and commit to them.

### **3.5 Personal and professional development**

- Ability to assess personal and professional needs.
- Attend relevant training

Full Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## A description of the role of an Audit Committee Member

(The Committee is responsible for ensuring that the Council's governance and finance arrangements are in order and review and scrutinize corporate matters)

Putting the people of Gwynedd at the centre of everything we do.

Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

### 1 Accountability

- To the Full Council
- To the Chair of the Audit Committee

### 2 Role, purpose and activities

#### 2.1 Understand the role of the financial audit committee and achieve its roles:

- Review and audit the Council's financial matters.
- Present reports and recommendations regarding the Council's financial matters.
- Review and scrutinize corporate matters.
- Present reports and recommendations regarding the Council's corporate matters.
- Review and assess the risk management arrangements, internal control and the Council's corporate governance.
- Present reports and recommendations to the Council regarding how suitable and effective those arrangements are.
- Supervise the Council's internal and external financial audit arrangements.
- Review the financial reports the Council has prepared and approve them when powers have been delegated.
- Understand technical, procedural and legal matters to contribute in a fair and accurate way to the work of the Committee.
- Act in an objective, impartial and thorough manner in receiving and using specialist advice on how to hold meetings and the various matters that are put before the Committee.
- Understand the Council's arrangements to uphold ethical standards for both members and staff.
- Understand the 'Whistleblowing' arrangements of the Council.

## 2.2 Participate in meetings and decide on matters

- Participate effectively in the meetings of the Audit Committee; ask about matters that are part of the Committee's remit and ask for an explanation when there is ambiguity.
- Make wise and unbiased decisions (according to the Committee's terms of reference) that comply with the requirements of the law, the Constitution and relevant policies.
- Challenge the contents of the statements of accounts of Gwynedd Council, Gwynedd Pension Fund and relevant joint committees, and agree that the Head of Finance and Chair of the Committee sign them.
- Display relevant understanding of issues relating to Treasury Management.
- Challenge reports on the Council's corporate matters.

## 2.3 Internal governance, moral standards and links

- Promote and facilitate good governance in the Council.
- Understand and challenge the Council's arrangements for managing risks
- Understand the financial dangers that are relevant to corporate governance matters.
- Be satisfied that the Council's assurance statements - such as the annual governance statement - reflects the true position of the Council, and to approve a work programme to address any weaknesses identified.
- Understand the various roles of the councillors, officers and external people who operate in the field that the Committee is responsible for.

## 3. To fulfil their role according to the description, the member of the Audit Committee will need to:

### 3.1 Participate in full in the Council's work

- Understand the purpose and role of the Audit Committee, as well as the remit of its own Committee and other Committees.
- Understand the Council's internal and external audit arrangements, risk management and corporate government.
- Understand comparative audit and scrutiny roles.
- Understand the contexts of acts and state and local policies.
- Understand the Council's priorities and the arrangements for assessing risks.
- Ability to analyse data and to question objectively.
- Attend relevant training.

### 3.2 Participate in meetings

- Ability to analyse information and data from various sources.
- Understand and use meeting protocols, Members Code of Conduct, fixed rules and other constitutional requirements.

- Ability to participate in meetings, including listening, questioning and talking effectively.

**NOTE:** The role description and skills requirements above are in addition to your role description and skill requirements as an ordinary member

Full Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

DRAFT

## A description of the role of the Chair of the Audit Committee

(The Committee is responsible for ensuring that the Council's governance and financial arrangements are in order and reviews and scrutinises corporate matters). It is a requirement that members of the Audit Committee attends specific training before the commencement of operations of the Committee.

Putting the people of Gwynedd at the centre of everything we do.

### Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

## 1 Accountability

- To the Full Council

## 2 Role, purpose and activities

### 2.1 Lead and direct

- Manage meetings in a confident and effective manner to facilitate a comprehensive and participatory environment which would lead to clear decisions.
- Emphasise a sincere and unbiased attitude when working, whilst accepting professional advice, and responding to it.
- Act in accordance with the requirements of the Constitution and the relevant acts and policies.
- Implement the discussion rules relevant to the committee and in accordance with the Constitution
- Ensure that meetings are being held in accordance with Gwynedd Council's Language Policy to promote the use of the Welsh language.
- Chair meetings in accordance with the rules of the constitutional procedure of Gwynedd Council.
- Be an ambassador for the Committee, whilst nurturing an understanding of its work.

### 2.2 Manage meetings effectively

- Collaborate with the Vice-chair and officers to agree on a clear agenda, objectives and aims for every meeting

- Manage the way the meeting progresses, ensuring that the meeting's aims are achieved and that everyone adheres to the Members' Code of Conduct, the procedure rules and other constitutional rules (keeping in mind that a few committees are being webcast)
- Ensure that the appropriate preparatory work is done beforehand (that includes, as appropriate, preparatory or briefing meetings, explaining the roles of Committee members, officers and other attendees, arrange timing)
- Ensure that everyone that all participants at the meeting have the opportunity to appropriately contribute, and receive appropriate responses
- Ensure that the Committee is clear on its decision and summarise any proposals and the reasons for the decision

### **2.3 The contribution and development of the Committee Members**

- Encourage a high level of performance from every Committee member
- Assess the Committee's collective performance and facilitate appropriate development activities and/or take the appropriate steps.

### **3 Lead the Committee in achieving its role regarding:-**

- Review and audit the Council's financial matters.
- Draw up reports and recommendations regarding the Council's financial matters.
- Review and scrutinize corporate matters.
- Draw up reports and recommendations regarding the Council's corporate matters.
- Review and assess the Council's risk management arrangements, internal control and the Council's corporate governance.
- Draw up reports and recommendations to the Council regarding the suitability and effectiveness of those arrangements.
- Supervise the Council's internal and external financial audit arrangements.
- Review the financial reports the Council has prepared and approve them when powers have been delegated.
- Nurture a relationship with internal and external inspectors and the Council's Monitoring Officer.
- Create a work programme to achieve the Committee's functions.
- Review and assess the work of the Committee and its members.

#### **3.1 Promote the role of the Audit Committee**

- Act as an ambassador for the Committee, helping people understand their roles
- Understand technical, procedural and legal matters to supervise the Committee's functions in a fair and accurate manner
- Ensure that the Committee operates in an objective, impartial and thorough manner in receiving and using specialist advice about the various matters that are submitted before the Committee and the financial audit processes.

### 3.2 Internal governance, moral standards and links

- Understand the financial risks that are relevant to corporate governance matters. Be satisfied that the Council's assurance statements, such as the Annual Governance Statement, reflects those risks and any work required to alleviate those risks.
- Develop the Committee's reputation, honesty and decisions
- Understand the various roles of the councillors, officers and external people who operate in the field that the Committee is responsible for.
- Promote and facilitate good governance in the Council.

#### Vice-chair

- Complete the duties of the Chair when he/she is absent.
- Assist the Chair to carry out specific duties as required.

### 4. To fulfil their role according to the description, the Chair of the Audit Committee will need to:

#### 4.1 Provide guidance and direction

- Understand the Council's purpose and functions.
- Understand the Council's function, the Committee's remit and the Chair's role.
- Understand comparative audit and scrutiny roles.
- Understand the Council's internal and external audit arrangements, risk management and corporate government.
- Understand the Council's priorities, its services, its financial priorities and the relevant risks.
- Ability to draw up work programmes.
- An objective attitude.
- Discuss terms and nurture concepts.
- Ability to nurture a constructive relationship with the Cabinet and be a 'critical friend' to it.
- Attend relevant training.

#### 4.2 Manage the work programme

- Ability to manage projects and resources.
- Ability to manage people.
- Ability to prioritise.
- Ability to give reports on progress to various cohorts in many styles.

#### 4.3 Manage meetings effectively

- Understand and use meeting protocols, Members Code of Conduct, fixed rules and other constitutional requirements.
- Can steer the meetings effectively, controlling the agenda and completing the aims.
- Ability to facilitate discussions effectively.
- Ability to listen and question effectively.

#### 4.4 The involvement and development of the Committee Members

- Understand the function of the Audit Committee and the skills of its members.
- Ability to aid the Committee and its members to assess what needs to be achieved.
- Ability to note any needs in terms of training and development, promote appropriate learning and development activities and taking part in them.

**NOTE:** The role description and skills requirements above are in addition to your role description and skill requirements as an ordinary member

Full Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

DRAFT

## A description of the role of a Scrutiny Committee Member

(The Scrutiny Committee

- keeps an overview of the Council's decisions and brings them to account
- conducts investigations)

Putting the people of Gwynedd at the centre of everything we do.

Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

### 1 Accountability

- To the public
- To the Full Council
- To the relevant Chair of the Scrutiny Committee

### 2 Role, purpose and activities

- Participate in full in the Council's work, such as drawing up and accomplishing their work programme, and any relevant task and finish cycles
- Understand technical, procedural and legal matters to contribute in a fair and accurate way to the work of the Committee

#### 2.1 Participate in meetings and preparatory meetings

- Sufficiently and appropriately prepare for meetings by researching and documents
- Take part in a proactive and effective way, according to relevant information, taking into consideration the Members' Code of Conduct, the standing rules and other constitutional requirements
- Act in an objective, impartial and comprehensive manner in receiving and using specialist advice about the various matters that are put before the Committee
- Challenge in a positive way and continue until a clear and adequate response is received

#### 2.2 Ensure that the Cabinet is accountable, and monitor the performance / provision arrangements of services

- Address underachievement cases
- Evaluate the Cabinet's decisions and 'call them in' where appropriate

- Keep an eye on what the internal and external providers achieve according to relevant standards and targets, including questioning the Cabinet and the senior officers for a period

### **2.3 Pre-scrutinise policies**

- Help to create, develop, improve and refine the Council's policies
- Question policies according to strong evidence such as the law or local political priorities
- Assess the effects of current policies

### **2.4 Leading the community**

- Use scrutiny work to address matters within the community and engage with the public
- Encourage associated people to participate in the Authority's work
- Facilitate discussions amongst the local residents and other associated people for priorities, objectives and what needs to be achieved

## **3. To fulfil their role according to the description, a member of the Scrutiny Committee will need to:**

### **3.1 Participate in full in the Council's work**

- Understand the purpose and role of the Scrutiny Committee, as well as the remit of its own Committee and other Committees
- Understand the support arrangements for Councillors
- Work under the Chair's wing
- Be positive when challenging but continue until a clear and adequate response is received to any challenge
- Attend relevant training.

### **3.2 Review and draw up policies**

- Know the current policies and be able to analyse them
- Understand the best practices
- Understand the contexts of acts and national and local policies

### **3.3 Monitor the performance and provision arrangements of services, and ensure that the Cabinet is accountable**

- Understand the Council's priorities and the arrangements for assessing risks
- Understand the principles and practices of performance management
- Understand the Council's performance management measures
- Ability to analyse data and to question what has been achieved
- Understand 'drop-in' arrangements

### 3.4 Promoting scrutiny work

- Ability to discuss terms and nurture concepts
- Ability to operate objectively on the basis of appropriate evidence

### 3.5 Leading the community

- Understand the fundamentals of the community
- Know about local matters and expectations
- Ability to collaborate effectively with all of the local residents and to develop an understanding of a scrutiny role and encourage them to come to grips with it
- Know individuals and organisations in the community, especially those that are mostly on the periphery

### 3.6 Participate in meetings

- Ability to analyse information and data from various sources
- Understand and use meeting protocols, Members' Code of Conduct, standing rules and other constitutional requirements
- Ability to participate in meetings, including listening, questioning and talking effectively

**NOTE:** The role description and skills requirements above are in addition to your role description and skill requirements as an ordinary member

Full Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## A description of the role of the Chair of the Scrutiny Committee

(The Scrutiny Committee

- keeps an overview of the Council's decisions and brings them to account
- conducts investigations)

Putting the people of Gwynedd at the centre of everything we do.

Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

### 1 Accountability

- To the public
- To the Full Council

### 2 Role, purpose and activities

#### 2.1 Lead and direct

- Manage meetings in a confident and effective manner to facilitate a comprehensive and participatory environment which would lead to clear decisions.
- Emphasise a sincere and unbiased attitude when working, whilst accepting professional advice, and responding to it.
- Act in accordance with the requirements of the Constitution and the relevant acts and policies.
- Implement the discussion rules relevant to the committee and in accordance with the Constitution
- Ensure that meetings are being held in accordance with Gwynedd Council's Language Policy to promote the use of the Welsh language.
- Chair meetings in accordance with the rules of the constitutional procedure of Gwynedd Council.
- Be an ambassador for the Committee, whilst nurturing an understanding of its work.
- Challenge if there is clarity about why the matter is under scrutiny to ensure members and officers time is used effectively and pay attention to what can be improved by scrutiny.
- Represents the Committee on the Scrutiny Forum.

## 2.2 Manage meetings effectively

- Collaborate with the Vice-chair and officers to agree on a clear agenda, objectives and aims for every meeting
- Manage the way the meeting progresses, ensuring that the meeting's aims are achieved and that everyone adheres to the Members' Code of Conduct, the procedure rules and other constitutional rules (keeping in mind that a few committees are being webcast)
- Ensure that the appropriate preparatory work is done beforehand (that includes, as appropriate, preparatory or briefing meetings, explaining the roles of Committee members, officers and other attendees, arrange timing)
- Ensure that everyone that all participants at the meeting have the opportunity to appropriately contribute, and receive appropriate responses
- Ensure clarity of any views that the Committee forms and reflect back to the Committee in order to get a clear decision.
- Ensure that the Committee is clear on its decision and summarise any proposals and the reasons for the decision

## 2.3 The contribution and development of the Committee Members

- Encourage a high level of performance from every Committee member
- Assess the Committee's collective performance and facilitate appropriate development activities and/or take the appropriate steps.

## 2.4 Lead the Committee in achieving their role regarding the following:-

- Hold the Cabinet to account, monitor performance and assist in developing local policies for the benefit of Gwynedd residents
- Implement objective, impartial scrutiny methods, according to appropriate evidence
- Evaluate the impact and added value of scrutiny work and note fields that can be improved
- Formulate a balanced work programme for the Committee such as pre-decision scrutiny, formulating and reviewing policies, researching and ensuring that the Cabinet is accountable - including performance monitoring
- Ensure that the programme takes relevant factors into consideration such as the Cabinet and other Committees' work programmes, priorities and strategic risks, and community matters
- Ensure that the work programme is achieved
- Provide reports regarding the progress of the work programme to the Council, and other bodies where appropriate
- Contact officers, other councillors and community representatives to obtain the appropriate resources and deliver the work programme
- Promote opportunities for people from the community to participate in the scrutiny work, e.g. specialist witnesses, partners and service users
- Encourage Committee members to communicate effectively - at the Committee and Committee sub-groups

## **2.5 Promote the role of a Scrutiny Committee**

- Act as an ambassador for the Committee, helping people understand its role
- Act according to technical, procedural and legal requirements to supervise the Committee's functions in a fair and accurate manner
- Ensure that the Committee operates in an objective, impartial and thorough manner, and receive and use specialist advice on how to conduct meetings

## **2.6 Internal governance, moral standards and links**

- Developing the reputation and honesty of the Committee and its decisions
- Understand the various roles of the councillors, officers and external people that operate in the field that the Committee is responsible for.
- Promote and facilitate good governance at the Council.

### **Vice-chair**

- Complete the duties of the Chair when he/she is absent.
- Assist the Chair to carry out specific duties as required.

## **4. To fulfil their role according to the description, the Chair of the Scrutiny Committee will need to:**

### **4.1 Provide guidance and direction**

- Understand the Council's purpose and functions.
- Understand the function of the Committee's scrutiny work and remit, the Chair's function and other elements of the democratic arrangements.
- Understand the support arrangements for Councillors.
- Understand the Council's priorities, its services, its financial priorities and the relevant risks.
- Ability to draw up work programmes.
- Understand community matters.
- An objective attitude.
- Discuss terms and nurture concepts.
- Ability to nurture a constructive relationship with the Cabinet and be a 'critical friend' to it.
- Attend relevant training

### **4.2 Manage the work programme**

- Ability to manage projects and resources.
- Ability to manage people.
- Ability to prioritise.
- Ability to give progress reports to various cohorts in many styles.

#### 4.3 Manage meetings effectively

- Understand and use meeting protocols, Members' Code of Conduct, standing rules and other constitutional requirements.
- Ability to steer the meetings effectively, controlling the agenda and completing the aims.
- Ability to facilitate discussions effectively.
- Ability to listen and question effectively.

#### 4.4 Leading the community

- Understand the fundamentals of community leadership
- Knowledge of local matters and expectations.
- Ability to collaborate effectively with all of the local residents, nurturing an understanding of scrutiny work and encourage them to grasp it.
- Know individuals and organisations in the community, especially those who are mostly on the periphery.

#### 4.5 The involvement and development of the Committee Members

- Understand the function of the Scrutiny Committee and the skills of its members.
- Ability to aid the Committee and its members to assess what needs to be achieved.
- Ability to note any needs in terms of training and development, promote appropriate learning and development activities and participate in them.

**NOTE:** The role description and skills requirements above are in addition to your role description and skill requirements as an ordinary member

Full Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## **A description of the role of a Democratic Services Committee Member**

(The Committee is responsible for reviewing the resources available for the Council to implement their democratic roles effectively)

Putting the people of Gwynedd at the centre of everything we do.

Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

### **1 Accountability**

- To the Full Council
- To the Chair of the Democratic Services Committee.

### **2 Role, purpose and activities**

#### **2.1 Undertake the role of the Democratic Services Committee**

- Appoint the Head of the Democratic Services.
- Ensure sufficient resources of staffing, the offices and other resources available to the Head of Democratic Services to ensure that they are suitable.
- Draw up a report to the Full Council every year about the above matter.
- Appoint members and Chairs of Sub-committees to achieve the roles that the Committee has delegated.
- Consider reports that the Head of Democratic Services has drawn up.
- Draw up the Council's strategy for assisting and developing councillors.
- Ensure that there are sufficient training and development activities available to the councillors according to the Council's strategy in order to assist and develop them for the Wales Charter for Member Support and Development.
- Ensure enough money is in the budget for councillor development.
- Ensure that personal development activities and yearly reviews of personal development are available for councillors.
- Understand technical, procedural and legal matters to contribute in a fair and accurate way to the work of the Committee.
- Act in an objective, impartial and comprehensive manner in receiving and using specialist advice about the various matters that are put before the Committee.

## 2.2 Participate in meetings and decide on matters

- Participate effectively at the meetings of the Committee.
- Make wise and unbiased decisions (according to the Committee's terms of reference) that comply with the requirements of the law, the Constitution and relevant policies.
- Promote and facilitate good governance in the Council.
- Understand the various roles of the councillors, officers and external people that operate in the field that the Committee is responsible for.

## 3. To fulfil their role according to the description, a member of the Democratic Services Committee will need to:

### 3.1 Participate in full in the Council's work

- Understand the Council's purpose and functions.
- Understand the Committee's role, the Chair's role and democratic arrangements.
- Understand the support arrangements and training for Councillors.
- An objective attitude.
- Attend relevant training.

### 3.2 The involvement and development of the Committee Members

- Understand the need to promote the Council's diversity.
- Ability to assess what needs to be developed and what has been achieved.
- Participate in development work.

**NOTE:** The role description and skills requirements above are in addition to your role description and skill requirements as an ordinary member

Full Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## **A description of the role of the Chair of the Democratic Services Committee**

(The Committee is responsible for reviewing the resources available for the Council to implement its democratic roles effectively)

Putting the people of Gwynedd at the centre of everything we do.

### Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

## **1 Accountability**

- To the Full Council

## **2 Role, purpose and activities**

### **2.1 Lead and direct**

- Manage meetings in a confident and effective manner to facilitate a comprehensive and communicable environment which would lead to clear decisions.
- Emphasise a sincere and unbiased attitude when working, whilst accepting professional advice, and responding to it.
- Act in accordance with the requirements of the Constitution and the relevant acts and policies.
- Implement the discussion rules relevant to the committee and in accordance with the Constitution
- Ensure that meetings are being held in accordance with Gwynedd Council's Language Policy to promote the use of the Welsh language.
- Chair meetings in accordance with the rules of the constitutional procedure of Gwynedd Council.
- Be an ambassador for the Committee, whilst nurturing an understanding of its work.

### **2.2 Manage meetings effectively**

- Collaborate with the Vice-chair and officers to agree on a clear agenda, objectives and aims for every meeting

- Manage the way the meeting goes ahead, ensuring that the meeting's aims are achieved and that everyone adheres to the Members' Code of Conduct, the procedure rules and other constitutional rules (keeping in mind that a few committees are being webcast)
- Ensure that the appropriate preparatory work is done beforehand (that includes, as appropriate, preparatory or briefing meetings, explaining the roles of Committee members, officers and other attendees, arrange timetables)
- Ensure that everyone that is participating at the meeting has the opportunity to appropriately contribute, and receive appropriate responses
- Ensure that the Committee is clear on its decision and summarise any proposals and the reasons for the decision

### **2.3 The contribution and development of the Committee Members**

- Encourage a high level of performance from every Committee member
- Assess the Committee's collective performance and facilitate appropriate development activities and/or take the appropriate steps.

### **2.4 Lead the Committee in achieving their role regarding the following:-**

- Appoint the Head of the Democratic Services
- Keep an eye on the staff, the offices and other resources available to the Head of Democratic Services to ensure that they are suitable.
- Draw up a report to the Council every year on the above matter
- Appoint members and Chairs of Sub-committees to achieve the roles that the Committee has delegated.
- Consider reports that the Head of Democratic Services have drawn up.
- Draw up the Council's strategy for assisting and developing councillors.
- Ensure that there are sufficient training and development activities available to the councillors according to the Council's strategy in order to assist and develop them for the Wales Charter for Member Support and Development.
- Ensure enough money is in the budget to develop councillors.
- Ensure that personal development activities and yearly reviews of personal development are available for councillors.
- Collaborate with an assistant activities promoter and develop the councillors where appropriate to promote the role of the councillors and insist on support with the aid of appropriate development courses
- Emphasise an independent, honest and impartial attitude in deciding on matters according to the requirements of the law, the Constitution and relevant policies.

### **2.5 Promote the role of the Democratic Services Committee**

- Act as an ambassador for the Committee, helping people understand their roles
- Act according to technical, procedural and legal requirements to supervise the Committee's functions in a fair and accurate manner
- Ensure that the Committee operates in an objective, impartial and thorough manner in receiving and using specialist advice about the various matters that are put before the Committee.

## 2.6 Internal governance, moral standards and links

- Developing the Committee's reputation, honesty and decisions
- Understand the various roles of the councillors, officers and external people that operate in the field that the Committee is responsible for.
- Promote and facilitate good governance in the Council.

### Vice-chair

- Complete the duties of the Chair when he/she is absent.
- Assist the Chair to carry out specific duties as required.

## 4. To fulfil their role according to the description, the Chair of the Democratic Services Committee will need to:

### 4.1 Provide guidance and direction

- Understand the Council's purpose and functions.
- Understand the Committee's role, the Chair's role and democratic arrangements.
- Understand the legal requirements for the Committee.
- Understand the state and local requirements in terms of assisting and developing councillors.
- Understand the support arrangements for Councillors.
- Understand and maintain the Wales Charter for Member Support and Development.
- Ability to co-ordinate effectively with the Head of Democratic Services and the Councillor for assisting and developing Members.
- Ability to draw up work programmes.
- An objective attitude.
- Ability to nurture concepts.

### 4.2 Manage the work programme

- Ability to manage projects and resources.
- Ability to manage people.
- Ability to prioritise.
- Ability to give reports on progress to various cohorts in many styles.

#### 4.3 Manage meetings effectively

- Understand and use meeting protocols, Members Code of Conduct, fixed rules and other constitutional requirements.
- Can steer the meetings effectively, controlling the agenda and completing the aims.
- Ability to facilitate discussions effectively.

#### 4.4 The involvement and development of the Committee Members

- Understand the function of the Committee and the skills of its members.
- Understand the need to promote the Council's diversity.
- Ability to aid the Committee and its members to assess what needs to be developed and what has been achieved.
- Ability to note any needs in terms of training and development, promote appropriate learning and development activities and taking part in them.

**NOTE:** The role description and skills requirements above are in addition to your role description and skill requirements as an ordinary member

Full Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## A description of the role of a Standards Committee Member

(The Committee promotes, maintains and protects standards of conduct of Members within the Council and the appropriateness of all of the Council's discussions)

### Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

## 1 Accountability

- To the Full Council

## 2 Role, purpose and activities

### 2.1 Understand the nature of the Standards Committee and help it achieve its role by:

- promoting and maintaining high standards of conduct by councillors and co-opted members
  - assisting the councillors and co-opted members to adhere to the Members' Code of Conduct
  - advising the Council on the adoption or revision of the Members' Code of Conduct
  - Monitoring the course of Members' Code of Conduct
  - advising and training councillors and co-opted members (or arrange for them to be trained) on matters that are relevant to the Members Code of Conduct Members' Conduct;
  - allowing exemptions for councillors and co-opted members
  - deal with any reports of a Tribunal or a Tribunal case temporary case and any report from the monitoring officer of any matter referred to that officer by Ombwdsmon Gwasanaethau Cyhoeddus Cymru.
  - implement these functions in relation to elected members and co-opted by Gwynedd Council and members of community councils of Gwynedd.
- Understand technical, procedural and legal matters to contribute in a fair and accurate way to the work of the Committee.
  - Operate in an objective, impartial and comprehensive manner in receiving and using specialist advice about the various matters that are put before the Committee.
  - Demonstrate independence and impartiality in promoting, maintaining and improving ethical arrangements within Gwynedd Council and community councils in the County.

## **2.2 Participate in meetings and decide on matters**

- Participate effectively in the meetings of the Standards Committee.
- Make wise and unbiased decisions (according to the Committee's terms of reference) that comply with the requirements of the law, the Constitution and relevant policies.

## **2.3 Internal governance, moral standards and links**

- Ensure the quality of the Committee's decisions and ensure that you fulfil your role as a member of it by adhering to the Members' Code of Conduct and other constitutional and legal requirements.
- Promote and facilitate good governance in the Council.
- Understand the various roles of the councillors, officers and external people that operate in the field that the Committee is responsible for.

## **3. To fulfil their role according to the description, a member of the Audit Committee will need to:**

### **3.1 Understand the function of the Standards Committee**

- Understand the purpose and function of the Council, the Standards Committee and the procedure to report complaints.
- Understand the law, the Constitution and Policies in relation to the conduct of members of the Council
- Understand the law, the Constitution and Policies in relation to the conduct of members of the Community Councils
- Understand the roles of the councillors and officers
- Attend relevant training

### **3.2 Participate in meetings, and decide**

- Be honest, whilst operating in an unbiased way whatever their personal opinion.
- Show objectivity by taking independent decisions based on evidence and the law.
- Ability to listen, and give every consideration and respect to other people's comments.
- Ability to analyse information.
- Monitoring the implementation of the Members' Code of Conduct
- Willing to be accountable to the public.

### **3.3 Internal governance, moral standards and links**

- Know and understand the Members' Code of Conduct and the protocols.
- Know the Council's values and commit to them.

**NOTE:** The role description and skills requirements above are in addition to your role description and skill requirements as an ordinary member

DRAFT

Full Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## **A description of the role of the Chair of the Standards Committee**

(The Committee promotes, maintains and protects standards of conduct of Members within the Council and the appropriateness of all of the Council's discussions).

An external independent member chairs the Standards Committee not a Gwynedd Council Councillor.

### Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

## **1 Accountability**

- To the Full Council

## **2 Role, purpose and activities**

### **2.1 Lead and direct**

- Manage meetings in a confident and effective manner to facilitate a comprehensive and communicable environment which would lead to clear decisions.
- Emphasise a sincere and unbiased attitude when working, whilst accepting professional advice, and responding to it.
- Act in accordance with the requirements of the Constitution and the relevant acts and policies.
- Implement the discussion rules relevant to the committee and in accordance with the Constitution
- Ensure that the meetings are being held in accordance with Gwynedd Council's Language Policy to promote the use of the Welsh language.
- Chair meetings in accordance with the rules of the constitutional procedure of Gwynedd Council.
- Be an ambassador for the Committee, whilst nurturing an understanding of its work.

### **2.2 Manage meetings effectively**

- Work with officials to agree a programme with the aims and objectives being clear to every meeting
- Manage the way the meeting is run, ensuring that the objectives of the meeting are being achieved and that everyone adheres to the code of conduct for members, the rules of procedure and other constitutional requirements (bearing in mind that some Committee will be Web broadcast)

- Ensure that the appropriate preparatory work is being done in advance (which includes, as appropriate, preparatory meetings or briefing, clarify the roles of Committee members, officials and other attendees, scheduling)
- Ensure that all participants in the meeting will have the opportunity to contribute appropriately, and accept appropriate responses
- Ensure that the Committee is clear on its decision and summarise any proposals and the reasons for the decision

### **2.3 The contribution and development of the Committee Members**

- Encourage a high level of performance from every Committee member
- Assess the Committee's collective performance and facilitate appropriate development activities and/or take the appropriate steps.

### **2.4 Lead the Committee in achieving their role regarding the following:-**

- promoting and maintaining high standards of conduct by councillors and co-opted members
- assisting the councillors and co-opted members to adhere to the Members' Code of Conduct
- advising the Council on the adoption or amendment of the Members' Code of Conduct
- Monitor the course of Members' Code of Conduct
- advising and training councillors and co-opted members (or arrange for them to be trained) on matters that are relevant to the Members' Code of Conduct
- allow dispensations for councillors and co-opted members
- dealing with tribunal reports or interventional tribunals and the reports of the Council's Monitoring Officer regarding any matter that the officer has submitted to the Public Services Ombudsman for Wales.
- achieve roles regarding the Community Councils and their members.

#### **Vice-chair**

- Complete the duties of the Chair when he/she is absent.
- Assist the Chair to carry out specific duties as required.

### **3. To fulfil their role according to the description, the Chair of the Standards Committee will need to:**

#### **3.1 Understand the function of the Standards Committee**

- Understand the purpose and function of the Council, the Standards Committee and the procedure to report complaints.
- Understand the function of the Committee.
- Understand the law and the Constitution in relation to behaviour.
- Understand the roles of the Councillors and officers.
- Understand the seven principles of Nolan.
- Leadership skills.
- Ability to manage the work of the Committee.

- Show objectivity by making independent decisions on the basis of evidence and the legal responsibility.
- Willing to be accountable to the public.
- Attend relevant training.

### 3.2 Manage meetings effectively

- Understand and use meeting protocols, Members Code of Conduct, fixed rules and other constitutional requirements.
- Ability to steer the meetings effectively, controlling the agenda and completing the aims.
- Ability to facilitate discussions effectively.
- Ability to listen and question effectively.

### 3.3 The involvement and development of the Committee Members

- Understand the function of the Standards Committee and the skills of its members.
- Ability to aid the Committee and its members to assess what needs to be achieved.
- Ability to note any needs in terms of training and development, promote appropriate learning and development activities and participate in them.

### 3.4 Promote the function of the Standards Committee

- Act as an ambassador for the Committee, helping people understand their roles
- Understand technical, procedural and legal matters to supervise the Committee's functions in a fair and accurate manner
- Ensure that the Committee operates in an objective, impartial and thorough manner in practicing its roles

**NOTE:** The role description and skills requirements above are in addition to your role description and skill requirements as an ordinary member

Full Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## A description of the role of a Licensing Committee Member

(Members of the Licensing Committee are required to attend specific training before the commencement of operations of these Committees.

### Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

## 1. Accountability

- To the Full Council.
- To the Chair of the Licensing Committee.

## 2. Purpose and activities

### 2.1 Understand the nature of the Licensing Committee and quasi-legal decisions

- Be aware of the Committee's quasi-legal nature and its decisions.
- Understand technical, procedural and legal matters to contribute in a fair and accurate way to the work of the Committee.
- Act in an objective, impartial and comprehensive manner in receiving and using specialist advice about the various matters that are put before the Committee.
- Understand the need for Committee members to visit external sites before the formal Committee meeting and often at short notice.

### 2.2 Participate in meetings, and decision-making

- Participate effectively at the meetings of the Licensing Committee, taking care to take into account relevant issues only
- Make balanced decisions, according to the appropriate information and evidence, according to the Committee's terms of reference that comply with the requirements of the law, the Constitution, and relevant policies.

### 2.3 Internal governance, moral standards and links

- Ensure that the Committee's decisions and function of individual members are exemplary by adhering to the Members' Code of Conduct and other constitutional and legal requirements.

- Promote and facilitate good governance in the Council.
- Understand the functions of the councillors, officers and external bodies who are involved with the field that the Committee is responsible for.

**3. To fulfil their role according to the description, a member of the Licensing Committee will need to:**

**3.1 Understand the nature of the Licensing Committee and quasi-legal decisions**

- Be honest, whilst working in an unbiased way whatever their personal opinion.
- Know the acts, the policies and procedures regarding the decisions within the licensing committee and quasi-legal decisions.
- Nurture information.
- An objective attitude and comprehension.
- Attend relevant training

**3.2 Participate in meetings, and decision-making**

- Ability to listen, and give every consideration and respect to other people's comments.
- Ability to speak clearly in public.
- Can represent well.

**3.3 Internal governance, moral standards and links**

- Know and understand the Members' Code of Conduct and the protocols.
- Know the Council's values and commit to them.

**NOTE:** The role description and skills requirements above are in addition to your role description and skill requirements as an ordinary member

Full Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## A description of the role of the Chair of the Licensing Committee

Members of the Licensing Committee are required to attend specific training before the commencement of operations.

The Committee deals with licensing work.

### Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

## 1 Accountability

- To the Full Council.
- To the Licensing Committee.

## 2 Role, purpose and activities

### 2.1 Lead and direct

- Manage meetings in a confident and effective manner to facilitate a comprehensive and participatory environment which would lead to clear decisions.
- Emphasise a sincere and unbiased attitude when working, whilst accepting professional advice, and responding to it.
- Act in accordance with the requirements of the Constitution and the relevant acts and policies.
- Implement the discussion rules relevant to the committee and in accordance with the Constitution
- Ensure that meetings are being held in accordance with Gwynedd Council's Language Policy to promote the use of the Welsh language.
- Chair meetings in accordance with the rules of the constitutional procedure of Gwynedd Council
- Chair public meetings
- Be an ambassador for the Committee, whilst nurturing an understanding of its work.
- Ensure that applicants and any other people involved with the regulatory process are satisfied with its transparency.
- Delegate actions to Sub-committees where appropriate.

## **2.2 Promote the function of the Licensing Committee and quasi-legal decisions**

- Act as an ambassador for the Committee, helping people understand their roles
- Act according to technical, procedural and legal requirements to supervise the Committee's functions in a fair and accurate manner.
- Ensure that the Committee operates in an objective, impartial and thorough manner in receiving and using specialist advice about the various matters that are put before the Committee or individual applications before the Committee's formal meetings, and respond to them.

## **2.3 Internal governance, moral standards and links**

- Develop the Committee's reputation, honesty and decisions
- Understand the various roles of the councillors, officers and external people who operate in the field that the Committee is responsible for.
- Promote and facilitate good governance in the Council.

### **Vice-chair**

- Complete the duties of the Chair when he/she is absent.
- Assist the Chair to carry out specific duties as required.

## **3. To fulfil their role according to the description, the Chair of the Licensing Committee will need to:**

### **3.1 Provide guidance and direction**

- Ability to hold meetings to ensure that the applicants are of the opinion that they have had fair play even when the application has been rejected.
- Understand the function of the Council and ensure that everyone that is involved with the Council is aware of that function as well.
- Leadership skills.
- Know local matters.
- Ability to manage the work of the Committee.
- Ability to nurture and maintain appropriate skills amongst the members of the Committee.
- Attend relevant training.

### **3.2 Promote the role of the Licensing Committee and quasi-legal decisions**

- Understand and appreciate the regulatory framework.
- Ability to motivate and inspire the members of the Committee in relation to their work.
- Be honest, whilst working in an unbiased way whatever their personal opinion.

- Know and understand the Members' Code of Conduct and the protocols, and promote them.

### 3.3 Internal governance, moral standards and links

- Know and understand the Members' Code of Conduct and the protocols.
- Know the Council's values and commit to them.

**NOTE:** The role description and skills requirements above are in addition to your role description and skill requirements as an ordinary member

Full Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## A description of the role of a Planning Committee Member

Members of the Planning Committee are required to attend specific training before the commencement of operations.

The Committee undertakes the work of determining planning, development applications and **Transport Orders** and Paths in Gwynedd (applications within the Snowdonia National Park are dealt with by the Snowdonia National Park Authority).

### Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

## 1. Accountability

- To the Full Council.
- To the Chair of the Planning Committee.

## 2. Purpose and activities

### 2.1 Understand the nature of the Planning Committee and quasi-legal decisions

- Be aware of the Committee's quasi-legal nature and its decisions.
- Understand technical, procedural and legal matters to contribute in a fair and accurate way to the work of the Committee.
- Act in an objective, impartial and comprehensive manner in receiving and using specialist advice about the various matters that are put before the Committee.
- Act in line with the Planning Code of Conduct and the Planning Protocol.
- Understand the need for Committee members to visit external sites before the formal Committee meeting.

### 2.2 Participate in meetings, and decision-making

- Participate effectively at the meetings of the Planning Committee, taking care to take into account relevant issues only
- Make balanced decisions, according to the appropriate information and evidence, according to the Committee's terms of reference that comply with the requirements of the law, the Constitution, and relevant policies.

### 2.3 Internal governance, moral standards and links

- Ensure that the Committee's decisions and function of individual members are exemplary by adhering to the Members' Code of Conduct, Planning Code of Conduct and the Planning Protocol and other constitutional and legal requirements.
- Promote and facilitate good governance in the Council.
- Understand the functions of the councillors, officers and external bodies who are involved with the field that the Committee is responsible for.

### 3. To fulfil their role according to the description, a member of the Planning Committee will need to:

#### 3.1 Understand the nature of the Planning Committee and quasi-legal decisions

- Be honest, whilst working in an unbiased way whatever their personal opinion.
- Know the acts, the policies and procedures regarding the decisions within the regulatory committee and quasi-legal decisions.
- Nurture information.
- An objective attitude and comprehension.
- Attend relevant training

#### 3.2 Participate in meetings, and decision-making

- Ability to listen, and give every consideration and respect to other people's comments.
- Ability to speak clearly in public.
- Can represent well.

#### 3.3 Internal governance, moral standards and links

- Know and understand the Members' Code of Conduct and the protocols.
- Know the Council's values and commit to them.

**NOTE:** The role description and skills requirements above are in addition to your role description and skill requirements as an ordinary member

Full Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## A description of the role of the Chair of the Planning Committee

Members of the Planning Committee are required to attend specific training before the commencement of operations. The Committee undertakes the work of determining planning, development applications and **Transport Orders** and Paths in Gwynedd (applications within the Snowdonia National Park are dealt with by the Snowdonia National Park Authority).

### Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

## 1 Accountability

- To the Full Council.
- To the Planning Committee.

## 2 Role, purpose and activities

### 2.1 Lead and direct

- Manage meetings in a confident and effective manner to facilitate a comprehensive and participatory environment which would lead to clear decisions.
- Emphasise a sincere and unbiased attitude when working, whilst accepting professional advice, and responding to it.
- Act in accordance with the requirements of the Constitution and the relevant acts and policies.
- Implement the discussion rules relevant to the committee and in accordance with the Constitution
- Ensure that meetings are being held in accordance with Gwynedd Council's Language Policy to promote the use of the Welsh language.
- Chair meetings in accordance with the rules of the constitutional procedure of Gwynedd Council.
- Chair public meetings
- Be an ambassador for the Committee, whilst nurturing an understanding of its work.
- Ensure that applicants and any other people involved with the regulatory process are satisfied with its transparency.
- Delegate actions to Sub-committees where appropriate.

## **2.2 Promote the function of the Regulatory Committee and quasi-legal decisions**

- Act as an ambassador for the Committee, helping people understand their roles
- Act according to technical, procedural and legal requirements to supervise the Committee's functions in a fair and accurate manner.
- Ensure that the Committee operates in an objective, impartial and thorough manner in receiving and using specialist advice about the various matters that are put before the Committee or individual applications before the Committee's formal meetings, and respond to them.

## **2.3 Internal governance, moral standards and links**

- Develop the Committee's reputation, honesty and decisions
- Understand the various roles of the councillors, officers and external people who operate in the field that the Committee is responsible for.
- Promote and facilitate good governance in the Council.

### **Vice-chair**

- Complete the duties of the Chair when he/she is absent.
- Assist the Chair to carry out specific duties as required.

## **3. To fulfil their role according to the description, the Chair of the Planning Committee will need to:**

### **3.1 Provide guidance and direction**

- Ability to hold meetings to ensure that the applicants are of the opinion that they have had fair play even when the application has been rejected.
- Understand the function of the Council and ensure that everyone that is involved with the Council is aware of that function as well.
- Leadership skills.
- Know local matters.
- Ability to manage the work of the Committee.
- Ability to nurture and maintain appropriate skills amongst the members of the Committee.
- Attend relevant training.

### **3.2 Promote the role of the Planning Committee and quasi-legal decisions**

- Understand and appreciate the regulatory framework.
- Ability to motivate and inspire the members of the Committee in relation to their work.
- Be honest, whilst working in an unbiased way whatever their personal opinion.
- Know and understand the Members' Code of Conduct and the protocols, and promote them.

### 3.3 Internal governance, moral standards and links

- Know and understand the Members' Code of Conduct and the protocols.
- Know the Council's values and commit to them.

**NOTE:** The role description and skills requirements above are in addition to your role description and skill requirements as an ordinary member

DRAFT

Full Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## A description of the role of the Chair of the Council

(The Chair presides over Council meetings and they represent Gwynedd Council at civic and ceremonial events)

Putting the people of Gwynedd at the centre of everything we do.

Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

### 1. Accountability

- To the Full Council

### 2. Purpose and activities

#### 2.1 Represent the Council's democratic authority

- Act as the Council's ceremonial chief, be impartial and uphold the Council's democratic values.
- Represent the Council on civic and ceremonial occasions.

#### 2.2 Steer the meetings of the Council

- Steer the meetings of the Council so that it can deliver its work efficiently.
- Ensure that the Council holds its meetings according to its standing rules.

#### 2.3 Maintain and promote the Council's Constitution

- Ensure that everyone adheres to the Constitution and to adjudge on its interpretation where necessary.

#### 2.4 Internal governance, moral standards and links

- Promote and facilitate good governance at the Council.

- Lead the community and promote active citizenship.
- Promote and maintain an open and transparent government.
- Nurture and keep worthy, appropriate and effective contact with Council staff.
- Adhere to the Members' Code of Conduct, the Protocol for Councillors and Officers and the highest standards of conduct in a public post.

## **2.5 Prepare work programmes**

- Prepare and manage an annual work programme so that the Council can deliver its statutory responsibilities (e.g. determine Council budget and tax, and appoint people to specific posts).

### **Vice-chair**

- Complete the duties of the Chair when he/she is absent.
- Assist the Chair to carry out specific duties as required.

## **3. To fulfil their role according to the description, the Chair of the Council will need to:**

### **3.1 Represent the Council's democratic authority**

- Ability to speak clearly in public.
- Thoroughly understand the function of the Chair.

### **3.2 Steer the meetings of the Council**

- Ability to steer meetings, ensuring that the objectives are being achieved and that everyone takes part in the discussions.
- Understand the Council's Standing Rules.

### **3.3 Maintain and promote the Council's Constitution**

- Understand the Council's Constitution.
- Understand when to ask for advice from the Monitoring Officer about matters of the Constitution.

### **3.4 Internal governance, moral standards and links**

- Understand the roles of the Councillors, officers and various agents.
- A desire to collaborate with others.

- Know and understand the Members' Code of Conduct and the Protocol of the Councillors and Officers.
- Know the Council's values and commit to them.

### 3.5 Prepare work programmes

- Ability to arrange and manage work programmes

**NOTE:** The role description and skills requirements above are in addition to your role description and skill requirements as an ordinary member

DRAFT

Full Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## **Description of the role of an Opposition Leader** (**Opposition** is the term for the second largest political party)

Put the people of Gwynedd at the centre of everything we do.

Councillors' principles of conduct

- Open and transparent attitude
- Honesty
- Tolerance and respect
- Equality and fairness
- Acceptance of cultural differences
- Sustainability
- Uphold the law

### **1. Accountability**

- To the political group that nominated them.

### **2. Purpose and activities**

#### **2.1 Give political guidance to an opposition**

- The political Head and the main spokesperson for opposition group.
- Give guidance when constructively challenging the Council's policies.
- Constructively challenge the vision of the Council and the community where appropriate.
- Give strong and clear guidance when co-ordinating alternative arrangements for policies, strategies and services.

#### **2.2 Represent the Authority's opposition**

- Represent the Authority's opposition group in accordance with high standards and be a strong, dexterous and eloquent Head in doing so.
- Represent the Council on outside bodies.

#### **2.3 Internal governance, moral standards and links**

- Promote and facilitate good governance in the Council.
- Lead the community and promote active citizenship.
- Promote and maintain an open and transparent government.
- Nurture concepts and keep dignified, appropriate and effective contact with the Council staff.

- Adhere to the Members' Code of Conduct, the Protocol for Councillors and Officers and the highest standards of conduct in a public post.

### **The role of a Vice-Opposition Leader**

- Complete the duties of the Leader when they are absent.
- Assist the Leader in specific duties according to the need.

## **3. To fulfil their role according to the description, an Opposition Leader will need to:**

### **3.1 Give political guidance to the opposition**

- Know the community's strengths, fields to improve and the main matters.
- Understand the relationship between national and local politics.
- Be aware of the matters that face the Council.
- Understand the Council's strategies, policies and activities.
- Ability to question such strategies, policies and procedures.

### **3.2 Represent the Authority's opposition**

- Excellent communication skills to communicate with the media, the local residents and wider audiences.
- Ability to speak clearly in public.
- Smart and creative thinking - a talent for prediction.
- Ability to lead.

### **3.3 Internal governance, moral standards and links**

- Understand the roles of the Councillors, officers and various agents.
- A desire to collaborate with others.
- Know and understand the Members' Code of Conduct and the Protocol of the Councillors and Officers.
- Know the Council's values and commit to them.

**NOTE:** The role description and skills requirements above are in addition to your role description and skill requirements as an ordinary member

Full Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

# Agenda Item 18

|                        |   |
|------------------------|---|
| <b>MEETING</b>         | <b>FULL COUNCIL</b>   |
| <b>DATE</b>            | <b>15 JUNE, 2017</b>  |
| <b>TITLE OF REPORT</b> | <b>SCRUTINY CHAIRS BASED ON THE POLITICAL BALANCE</b>   |
| <b>PURPOSE</b>         | <b>Identify which political groups are entitled to make which appointments as Chairs of Scrutiny Committees</b> |
| <b>RECOMMENDATION</b>  | <b>Allocation of Chairs on Scrutiny Committees</b>  |
| <b>AUTHOR</b>          | <b>Geraint Owen,<br/>Head of Democratic Services</b>  |

## **SCRUTINY CHAIRS BASED ON THE POLITICAL BALANCE**

1. Scrutiny Committees - In accordance with the requirements of sections 66-75 of the Local Government Bill (Wales) 2011 ("the Bill") it is a requirement to allocate the chairpersonships of scrutiny committees in order to ensure, as far as possible, that political balance is reflected in those chairpersonships and that the groups that are not represented on the Executive are given a fair proportion of the chairpersonships.
2. During its meeting on 18<sup>th</sup> May 2017 the Council adopted the allocation of Scrutiny Chairs based on the political balance as follows:
  - Independent Group – 2 chairs, Plaid Cymru Group – 1 chair.
3. Section 70 of the Local Government (Wales) 2011 Measure states that the Council must decide "*which political groups on the authority are entitled to make which appointments*"
4. The recommendation for the allocation of Scrutiny Committee Chairs to which political group will be reported during the Full Council meeting.

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| <b>MEETING</b>        | <b>FULL COUNCIL</b>   |
| <b>DATE</b>           | <b>15th JUNE, 2017</b>  |
| <b>PWNC</b>           | <b>UPDATE ON THE REVIEW OF GWYNEDD ELECTORAL BOUNDARIES</b>       |
| <b>AUTHOR</b>         | <b>Senior Manager (Corporate Support)</b>                         |
| <b>RECOMMENDATION</b> | <b>To submit proposed observations to the Boundary Commission</b> |

## Background

1. The full report on this issue has been distributed with the Council's papers but, in the report, it was noted that there were two areas where new proposals were anticipated, proposals for the area of the City of Bangor and proposals for the Llyn Penninsula.

2. The purpose of this paper is to update the Council on those proposals following local discussions.

### 2.1 Bangor City Area

It was noted in the previous report that the area of the City of Bangor has been effected greatly by the change in the way that the register of electors is prepared. Although that has no influence at all on a councillor's workload, it has led to a significant reduction in the number of electors, particularly in some wards.

The nature of the city and some the communities within it have also changed since the last review and continues to evolve. Proposals were considered by the Audit and Governance Committee:-

- Menai Constituency - the ward to change from being a two-member constituency to be a single-member constituency with approximately 939 electors, that is very close to the lower limit
- Marchog Constituencies - the ward to change from being a two-member constituency to be a single-member constituency with approximately 1,559 electors
- Hendre, Hirael, Deiniol and Garth Constituencies (total of approximately 2,952) - It was suggested that new boundaries are drawn up for these constituencies - creating two or three constituencies with one member each for the two or three constituencies.

However, the committee made no recommendations in order to allow time for more local discussion. The proposals below have been prepared after further discussions with Bangor City Council and the local members for Bangor:-

### **The proposal being submitted by the Bangor members and members of Bangor City Council is:-**

- The Pentir, Dewi and Glyder constituencies to remain as they are currently
- The Marchog constituency (1,559) to remain as it is at the moment including the retention of two members because of the size of the constituency and also because of the nature of the underprivileged community there that increases the workload of any member representing the constituency
- Merging the Menai and Garth constituency (1,439) but to press for having two members because of the pressure arising from the presence of thousands of students within the area and the fact that the University is to introduce a new system to seek to increase the number of students registering to vote locally
- Dividing the Deiniol ward around Glanrafon, the Cathedral with the north-eastern part of it merging with Hirael to create a constituency of 1,200 and the south-western part, including Cae Llepa, merging with the Hendre constituency to create a constituency of approximately 1,250.

(A map showing what is suggested is attached)

The proposals for the constituencies are sensible in terms of numbers and community links within the city but uncertainty must be noted about the likely success of any argument to have two members for Menai / Garth and Marchog. The size of the constituencies is not a sufficient argument since, with the current proposals, there would still be 6 or 7 larger single member constituencies within Gwynedd. It would be necessary to bring pressure to bear on the Commission drawing attention to the other points made above.

## 2.2 Abersoch, Aberdaron, Botwnnog, Tudweiliog, Morfa Nefyn and Llanbedrog Area

It was noted in the previous report that almost all of the constituencies require attention in this area with the constituencies of Abersoch (523) Llanbedrog (734), Aberdaron (724) Tudweiliog (660) Morfa Nefyn and Edern (897) and Llangian (503) all too small to warrant individual seats according to the Commission's guidelines. The current community wards were considered as building blocks and there were discussions with local members about natural community links within the area.

Three options were shared at the committee:-

### Option 1

Merging the constituencies of Llanbedrog (768) and Llangian (503) to create one new constituency of 1,271 electors (all from the community of Llanbedrog) and one ward from Llanengan.

Merging the constituencies of Abersoch (523), Llanengan (333) and Botwnnog (246) to create one new constituency of 1,102 electors (two Community areas - the rest from the community of Llanengan and one ward from the Botwnnog community).

Merging the community wards of North, South and East Aberdaron (733), Bryncroes (265) and Mellteyrn (213) to create one new constituency of 1,211 electors (all from the community of Aberdaron and two wards from Botwnnog).

Merging the constituencies of Tudweiliog (660) and Morfa Nefyn and Edern (897) to create one new constituency of 1,557 electors (one area including one entire community council area (Tudweiliog) and part of the Nefyn community).

### Option 2

It was suggested that natural boundaries within the community should be followed, namely the Coed y Fron Junction, with one constituency for the Llanbedrog community extending from Penrhos to the Coed y Fron Junction, which includes Llanbedrog (768) and Mynytho up to Coed y Fron (about 450) (A single-member constituency with approximately 1,218 electors). The other constituency would be for the Llanengan community from the Coed y Fron Junction which would include the remainder of Llangian (about 53 electors beyond Mynytho), Llanengan (333) and Abersoch (523) with the Botwnnog ward itself leaving a single-member constituency with approximately 1,155 electors.

This would leave the following changes for the other constituencies:-

Merging the community wards of North, South and East Aberdaron (733), Bryncroes (265) and Mellteyrn (213) to create one new constituency of 1,211 electors (all from the community of Aberdaron and two wards from Botwnnog).

Merging the constituencies of Tudweiliog (660) and Morfa Nefyn and Edern (897) to create one new constituency of 1,557 electors (one area including one entire community council (Tudweiliog) and part of the Nefyn community).

### Option 3

Merging the existing constituencies of Abersoch (523) and Llanengan (836) to create one new constituency of 1,359 electors (one Community Council area).

Merging the constituencies of Aberdaron (733) and Botwnnog (724) to create a new constituency of 1,457 electors (two entire Community Councils).

Merging the constituencies of Tudweiliog (660) and Morfa Nefyn and Edern (897) to create one new constituency of 1,557 electors (two entire Community Council areas).

NB This did not address the situation of the Llanbedrog constituency which is under threat as it has only 768 electors.

However, no recommendations were made by the Audit and Governance Committee. The local members for Lleyn have prepared a proposal for the area's constituencies.

There is no unanimity amongst the Lleyn Peninsula members on this issue but **the proposal before the Council is:-**

- A constituency for the community of Llanbedrog extending from Penrhos to the Coed y Fron Junction, including Llanbedrog (768) and Mynytho up to Coed y Fron (tua 450) (a one member constituency of approximately 1,218 electors).
- Another constituency for the community of Llanengan from the Coed y Fron Junction that would include the remainder of Llangian (approximately 53 electors beyond Mynytho), Llanengan (333) and Abersoch (523) offering a constituency of approximately 909 electors.
- Merging the Aberdaron (733) and Botwnnog (724) constituencies to create a new constituency of 1,457 electors (two Community Council areas)
- Merging the Tudweiliog (660) and Morfa Nefyn and Edern (897) constituencies to create a new constituency of 1,557 electors (two Community Council areas)

(A map showing what is suggested is attached)

The proposals offer larger constituencies in the north of the Lleyn Peninsula than in the South with one very small constituency of 909 electors. Clearly, the larger constituencies would be safer in the next review following the 2022 election. Having said that, they are reasonable proposals in the context of the Boundary Commission's current expectations and, although there is no unanimity on the issue, they clearly have local support.

3. The proposals in this paper and the other proposals in the original report to the Council would lead at much tidying up of boundaries and a reduction in the number of Council members from 75 to 68, if the argument for two member constituencies in Bangor is successful, 66 if the argument is not successful.