



Complete Agenda

Democracy Service
Swyddfa'r Cyngor
CAERNARFON
Gwynedd
LL55 1SH

Meeting

STANDARDS COMMITTEE

Date and Time

10:30am, MONDAY, 9TH JUNE, 2025

Location

Virtual Meeting

(For public access to the meeting, please contact us)

Contact Point

Iwan Edwards

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(DISTRIBUTED 30/05/25)

STANDARDS COMMITTEE

Membership

Elected Members (3)

Councillors

Anne Lloyd-Jones

Beth Lawton

Dewi Owen

Independent Members (with a vote) (5)

Aled Jones

Hywel Eifion Jones

Mark Jones

Non Gibson

Sonya Khade

Community Committee Member (with a vote) (1)

Richard Parry Hughes

A G E N D A

1. APOLOGIES

To receive any apologies for absence.

2. DECLARATION OF PERSONAL INTEREST

To receive any declaration of personal interest.

3. URGENT ITEMS

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

4. MINUTES

5 - 9

The Chair shall propose that the minutes of the previous meetings of this committee held on the 17 February 2025 and 7 April 2025 be signed as a true record (attached).

5. ANNUAL REPORT 2024/25

10 - 29

To submit the report of the Monitoring Officer

6. ALLEGATIONS AGAINST MEMBERS

30 - 32

To submit the report of the Propriety and Elections Manager

7. SELF-ASSESSMENT

33 - 38

To submit the report of the Monitoring Officer

8. TRAINING FOR COMMUNITY COUNCILS

39 - 45

To submit the report of the Propriety and Elections Manager

9. DECLARATION OF INTEREST IN MEETINGS

46 - 51

To submit the report of the Propriety and Elections Manager

10. EXCLUSION OF PRESS AND PUBLIC

The Chair shall propose that the press and public be excluded from the meeting during the discussion on the following item due to the likely disclosure of exempt information as denied in paragraph 11, Part 4, Schedule 12A of the Local Government Act 1972. This paragraph should apply because it includes information relating to an individual Standards Committee.

The information is provided on a confidential basis by the Ombudsman and disclosure would be detrimental to the operation of the investigation of complaints under the Local Governance Act 2000. Consequently, there is significant public interest in conducting the investigation process in a fair and appropriate manner and therefore the matter should be exempt.

11. THE OMBUDSMAN'S DECISION ON A COMPLAINT AGAINST A MEMBER OF A COMMUNITY COUNCIL

To submit the report of the Propriety and Elections Manager (separate copy for committee members only).

STANDARDS COMMITTEE, 17/02/25

Present:-

Elected Members:- Councillors Anne Lloyd Jones and Dewi Owen.

Independent Members: Mr Hywel Eifion Jones (Chair), Mr Aled Jones and Mr Dave Wareing.

Political Group Leaders: Councillor Menna Trenholme (Deputy Leader of the Council)

Community Committee Member: Mr Richard Parry Hughes

Also in Attendance: Iwan Evans (Monitoring Officer), Sion Huws (Propriety and Elections Manager), Sioned Mai Jones and Iwan Edwards (Democracy Services Officers).

As four elected members and three independent members were present at the beginning of the meeting, Councillor Beth Lawton withdrew from the meeting to ensure a quorum.

1. APOLOGIES

An apology was received from Mr Mark Jones

2. DECLARATION OF PERSONAL INTEREST

None to note.

3. URGENT ITEMS

The Monitoring Officer provided an update on the arrangements to appoint new members to the vacant seats on the Committee. It was noted that there were now two vacant seats on the committee and that these had been regularly advertised on the authority's website for some time, but unfortunately, they were struggling to fill the vacancies. It was mentioned that efforts to increase the speed and intensity of the work continued, to try to fill the seats with the intention of appointing new members at the full Council meeting in May.

4. MINUTES

The Chair signed the minutes of the meeting of this committee held on 4 November 2024 as a true record.

5. THE LOCAL GOVERNMENT AND ELECTIONS (WALES) ACT 2021 ("THE ACT") DUTIES OF POLITICAL GROUP LEADERS AND THE STANDARDS COMMITTEE

Submitted - a report by the Monitoring Officer detailing the two main duties that the act imposed on Leaders of Political Groups and the standards of conduct of Group Members. It was noted that the intention of presenting this report was to provide the Committee with the opportunity to formally meet with group leaders to have a discussion surrounding the protocol and its implementation. In addition, an opportunity was given to set out a stall (?) on how the committee would proceed with the implementation of this duty.

The Monitoring Officer noted that the objective of the protocol was to respond to a statutory duty that the group leaders had in relation to promoting good conduct among members. It was explained that this involved collaboration between the Standards Committee and the Leaders, which would be a positive step to support members' conduct and resolve issues early.

It was mentioned that some members had not attended the core training courses, such as the code of conduct course and the well-being course. This point was acknowledged, and it was noted that item 5 of the Criteria required the Group Leaders to support attendance at training events. The Monitoring Officer was asked to allow the group Leaders to have a list of the members who had not attended the training courses, and it was hoped that the Leaders could encourage those who had not. In response, the Monitoring Officer stated that this was an intention and to reinforce the point, it was explained that a full course had been conducted on the code in December of last year. It was noted that a recording of the course was available for members to view.

DECISION

To review the implementation of the duty and confirm reporting arrangements when moving forward.

6. PROPOSED WORK PROGRAMME 2025-26

Submitted - a report by the Monitoring Officer proposing a draft programme for the work of the Committee in 2025-26. It was noted that a review of the training arrangements had been included on the work programme, not only the courses that were required now but also any new ones. Also, the Monitoring Officer mentioned that he wanted to look at the registers of interests to see if any adjustments needed to be made.

DECISION

To note and accept the Proposed Work Programme

7. ADJUDICATION PANEL FOR WALES ANNUAL REPORT

Submitted - the report of the Propriety and Elections Manager, enclosing the annual report of the Adjudication Panel for Wales 2023-2024. It was noted that there were no underlying themes to be discussed and that only a minority of members reached the panel, with most members complying with the code.

The Monitoring Officer noted that a new Chair had been appointed to the adjudication panel, namely Meleri Tudur, a lawyer from Gwynedd.

The Propriety and Elections Manager was thanked for his work on the appeals process, noting that the Standards Committee's reasons had been listed as good enough for the President to decide that there were no grounds for an appeal. This was reiterated by the Monitoring Officer who noted that it was being used as a model on how to draft a decision and as a template by other standards committees.

DECISION

To accept and note the information in the report.

8. ALLEGATIONS AGAINST MEMBERS

Submitted - the report of the Propriety and Elections Manager presenting information to the committee about the Ombudsman's decisions on formal complaints against members.

It was noted that no decision notices had been received from the Ombudsman since the previous report.

DECISION

To note the information

9. TRAINING FOR COMMUNITY COUNCILS

Submitted – the report of the Propriety and Elections Manager on training for community councils. It was noted that training community councillors on issues relating to the Code of Conduct was part of the Standards Committee's role and the Committee had identified the need to conduct such training.

It was mentioned that a session had already been prepared and piloted for community councils with the objective of enabling members and clerks to gain an understanding of the fundamentals of the Code of Conduct, equipping members to operate within the framework and highlighting where to get further guidance and information. The sessions would be held virtually via Zoom and two dates had been scheduled so far. It was also noted that the sessions would be recorded and posted on the Council website and therefore they could be watched at any time.

A member expressed concern about the timetable, specifically how much advance notice you could give to be able to attend the sessions. This was acknowledged, explaining that these were the first sessions and if there was more demand for the sessions then more of them could be held.

DECISION

To note the information

The meeting commenced at 10.30am and concluded at 11:20am

EXTRAORDINARY MEETING OF THE STANDARDS COMMITTEE, 07/04/2025

Present:-

Elected Members:- Councillors Beth Lawton and Dewi Owen.

Independent Members: Mr Hywel Eifion Jones (Chair), Mr Aled Jones and Mr Mark Jones

Community Committee Member: Mr Richard Parry Hughes

Also in Attendance: Sion Huws (Propriety and Elections Manager), Rhodri Jones and Iwan Edwards (Democracy Services Officers).

As four elected members and only three independent members were present at the beginning of the meeting, Councillor Anne Lloyd Jones withdrew from the meeting to ensure a quorum.

1. APOLOGIES

An apology was received from Iwan Evans (Monitoring Officer)

2. DECLARATION OF PERSONAL INTEREST

None to note.

3. URGENT ITEMS

None to note.

4. APPLICATION FOR DISPENSATION - COUNCILLOR MORWENNA PUGH, FFESTINIOG TOWN COUNCIL

Submitted – the report of the Propriety and Elections Manager requesting the committee to consider and make a decision on an application for dispensation by Councillor Morwenna Pugh, a member of the Ffestiniog Town Council. It was confirmed that the applicant had confirmed that she would not be able to attend the meeting.

Then, the Propriety and Elections Manager detailed the application in question, stating:-

- That Ffestiniog Town Council needed to consider whether they wished to accept Barnardo's offer to transfer the building to the Council's ownership. Barnardo's owned the building and operated from one part of it, whilst the other part had been let to the 'O Law i Law' nursery.
- The Clerk had confirmed that the situation was now public, and the matter was no longer confidential as noted in the application form.
- That Councillor Morwenna Pugh had no interest in the building itself but has a personal and prejudicial connection.
- That the Councillor had grandchildren who attended the childcare provision in the building which was run by one of the tenants in the building.
- If the Committee wished to approve the application, it should be satisfied that the member had a specific role or expertise to contribute to the field.

The Committee agreed to approve the application under paragraph (dd) of the circumstances where dispensations could be approved. It was noted that Councillor Morwenna Pugh was the only female member of the council and therefore the Council believed that this unique perspective that could be offered in the particular circumstances of this case would not otherwise be available to the council.

This meant therefore that Councillor Morwenna Pugh would be required to declare her interest at the meeting, explaining that it was a prejudicial interest but that she had received dispensation by the Standards Committee to speak but not vote. The Councillor would also be required to leave the room after contributing to the discussion.

RESOLVED

To approve dispensation to speak but not to vote on the matter whenever the matter arises.

The meeting commenced at 10.30am and concluded at 11:10am.

Committee	Standards Committee
Date :	9 June 2025
Title	The Standards Committee's Annual Report 2024-25
Author	Propriety and Elections Manager
Action :	To provide observations and to approve the report

Background

1. The Standards Committee publishes an annual report to be presented to a meeting of the full Council. The Committee decided to do this as a means of raising the Committee's profile and of promoting its work.

2. The Local Government Act 2000 was amended by the Local Government and Elections (Wales) Act 2021, making it now a statutory duty for standards committees to report to their authority. This must be done as soon as practicable after the end of the financial year, in relation to that year (i.e. the 12 month period ending on 31 March).

3. The report must describe how the committee's functions have been implemented during the year. In particular the report must include a summary of:

- What has been done to carry out the general and specific functions given to the committee by the 2000 Act
- Reports and recommendations made or referred to the committee by the Public Services Ombudsman for Wales
- Actions taken by the committee after it has considered such reports and recommendations;
- Notices given to the committee by the Adjudication Panel for Wales

A report by a county council's standards committee must also include:

- The committee's assessment of the extent to which leaders of political groups on the council have complied with their new statutory duties in relation to standards of conduct.

The report may include:

- Recommendations to the authority about any matter in respect of which the committee has functions.

4. The authority must consider every annual report made by its standards committee before the end of 3 months which starts on the day the authority receives the report.

5. A draft Annual Report for the financial year 2024/25 is attached for the attention of the Committee.

Recommendations

6. To approve the Committee's Annual Report.

DRAFT

**THE ANNUAL REPORT
OF THE GWYNEDD
COUNCIL STANDARDS
COMMITTEE**

2024 - 2025

FOREWORD BY THE CHAIR

Standards in public life remains a topic that receives a lot of attention at the moment, emphasising the importance of individuals' behaviour in maintaining public confidence in the manner in which decisions are made on their behalf by their elected representatives. I am confident that this committee can continue to provide support and guidance to the members of Gwynedd Council and the members of the community, town and city councils within the county.

I would like to take this opportunity to thank David Wareing for his dedicated service and valuable contribution to the work of the committee over the last ten years. At the same time I would also like to extend a warm welcome to two new members of the committee, Non Pugh and Sonya Khade, and look forward to working with them in the future.

Hywel Eifion Jones
Chair of the Standards Committee

FOREWORD BY THE MONITORING OFFICER

Reflecting on the programme of work and activity in the Standards Committee a number of issues have been addressed during the year. In addition, the Committee has dealt with requests for dispensations in areas of importance to the Councils (Gwynedd and Town) as well as the Members who applied. An important part of the Committee's function is to support the ethical framework.

Supporting and promoting high standards of behaviour is central to this work. This is achieved through a combination of on-demand advice, reactive advice and training. In my opinion training and understanding of the Code of Conduct gives members a foundation to be familiar with the fundamentals of the Code. This is especially around the personal interest provisions, where they arise and how to respond. Not only from the point of view of propriety but also supporting proper preparation for meetings and undertaking your day to day work. However, it is disappointing to note again that a number of members continue not to attend the full courses that have been held. I will be working with the Group Leaders to address this.

Ultimately, it is a consensus about the type of Council that we wish to see and work in that represents the best foundation. A culture of propriety does not undermine a healthy and robust political debate. It does, however, give the public confidence about the quality of governance in Gwynedd. These supports focusing our work on guidance, support and interventions that develop and maintain the expected standards.

Iwan Evans
Monitoring Officer
Gwynedd Council

INTRODUCTION

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

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

The Annual Report

The Local Government Act 2000 was amended by the Local Government and Elections (Wales) Act 2021, making it now a statutory duty for standards committees to report to their authority. This must be done as soon as practicable after the end of the financial year, in relation to that year (i.e., the 12 month period ending on 31 March).

The report must describe how the committee's functions have been implemented during the year. In particular the report must include a summary of:

- What has been done to carry out the general and specific functions given to the committee by the 2000 Act?
- Reports and recommendations made or referred to the committee by the Public Services Ombudsman for Wales

- Actions taken by the committee after it has considered such reports and recommendations.
- Notices given to the committee by the Adjudication Panel for Wales

A report by a county council's standards committee must also include:

- The committee's assessment of the extent to which leaders of political groups on the council have complied with their new statutory duties in relation to standards of conduct.

The report may include:

- Recommendations to the authority about any matter in respect of which the committee has functions.

The authority must consider every annual report made by its standards committee before the end of 3 months which starts on the day the authority receives the report.

COMMITTEE MEMBERS

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

Independent Members

David Wareing (member 2015 - 2025)

David moved from Lancashire to Groeslon in 2014 following his retirement from the Merseyside Police. He served for 26 years in a variety of roles, more recently within the Operations Department in the Police Headquarters. In this role, he planned for large public events, public safety during Police operations and reducing police assistance for external agencies through increased partnership working. He specialised in risk assessment and securing compliance with health and safety legislation. David represented the Merseyside Police on each of the five Safety Advisory Groups within that area. He strongly believes that the actions of those in public roles must be transparent and accountable.

Aled Jones (member since 2016)

Aled is originally from Lampeter in Ceredigion. He read Welsh and Geography at Aberystwyth University. After graduating in 1999, he moved to Caernarfon to work with Cymen (Welsh translation company) and became a joint owner of the company in 2007. He now employs a team of almost 30 employees and over 20 freelance translators. He lives in Bangor with Tegwen and their children, Cai and Beca. He recently completed a post-graduate qualification in Leadership and Management ILM Level 5. The programmes create an environment where leaders are stimulated to exceed their potential, drive innovation, embed learning and to continue their development. His work as an interpreter has also given him a unique insight to the workings of government from the European Union to local community councils, and is therefore in a privileged position to observe best practice in terms of conduct and standards.

Hywel Eifion Jones (member since 2019)

Born and educated in Dyffryn Clwyd, Eifion was a senior manager with Barclays Bank and served for 34 years in a number of branches across North and Mid Wales. He has undertaken many public services roles including a County Councillor with Isle of Anglesey County Council and a member of the North Wales Police Authority.

Currently, he is a Magistrate on the North West Wales bench and is a member of the Gwynedd Pensions Board, Gwynedd Council's Governance and Audit Committee and is the Chair of Adra . He is also a member of the Adjudication Panel for Wales which determines allegations of County and Community elected members breaching the code of conduct.

Mark Jones (member since December 2022)

Mark lives in Bangor and is a former police officer with 30 years experience in a variety roles, including as Head of Professional Standards for North Wales Police. He served as a Community Governor and Vice Chair at Ysgol Glanadda for 20 years. He is also a former Chair of Adra, where he continues to serve as a Board member

Appointment of New Independent Members

Two seats for independent members became vacant, and the vacancies were advertised in accordance with the statutory provisions and three applications were received.

An Appointments Panel was established, which comprised Mr Eifion Jones, Chair of the Standards Committee, Community Councillor Richard Parry Hughes (Community Member of the Standards Committee), Gwynedd Councillors Beca Roberts, Chair of the Council and Anne Lloyd Jones Chair of the Democratic Services Committee and Mr Griffith Jones as the statutory lay member.

The Panel, supported and advised by the Monitoring Officer, interviewed the candidates, and having regard to the criteria set out in the person specification for the role, the Panel recommended the appointment of Non Gibson and Sonal Khade. The appointments were confirmed by a meeting of the Full Council on 1 May 2025

Non Gibson

Non lives in Bethel, Arfon with over 23 years' experience as a Police officer completing her career as a sergeant. She has worked on a range of issues and Chaired the Early Intervention Team along with working on multi-agency issues and of course experience working within the justice system.

Sonal Khade

Sonal lives in Pwllheli and has a background in finance and contract management in the public sector. Now self-employed. She has worked at a high level within local government and health leading on audit projects and issues.

Community Committee Member

Councillor Richard Parry Hughes (member since 2017)

Richard was brought up on a farm in Llanaelhaearn and attended Pwllheli Grammar School, Glynllifon Agriculture College and Seale Hayne College (Plymouth University). He has a post-graduate degree in Farm Management. He worked for a veterinary partnership in Chwilog for three years and as a part-time lecturer in Coleg Glynllifon before purchasing Penfras Uchaf farm in Llwyndyrys where his family had been tenants for over three hundred years. He is married to Eleri and they have three sons. The former leader of Gwynedd Council, he continues to farm. He has extensive experience of committees and has held roles such as the chairman of the Wales Federation of Young Farmers' Clubs before being elected as member of public bodies. He was a member of Gwynedd County Council from 1992 to 1996 and a member of Gwynedd Council from 1996 to 2008. He led Gwynedd Council from 2003 to 2008 and was also a spokesperson for the Wales Local Government Association on the Environment and Planning during this time. He is a keen member of Cwmni Drama Llwyndyrys and supports many other local organisations such as Antur Aelhaearn and Friends of Carnguwch Church. He volunteers as a case worker for the Farm Community Network. He has been a member of Llannor Community Council since 1992.

Gwynedd Council Members

Councillor Beth Lawton (member since 2017)

Beth lives in Brynchrug and is the owner of a local factory. She is a County Councillor for the Dro Dysynni area which includes the villages of Brynchrug, Abergynolwyn and Llanegryn. She is also a Community Councillor and the chair of the Ysgol Craig y Deryn Governing Body. She is active on several committees in the community including Abergynolwyn Carnival, Brynchrug Rural Fair, Tywyn Hospital Appeal Committee and many others. She is a member of Merched y Wawr and leads at Abergynolwyn Eisteddfod. She is a member of Cyngor Gwynedd's Care and Housing Scrutiny Committee and Education and Economy Scrutiny Committee and has been Chair of both committees since becoming a member. She is also a director and Chair of the Byw'n Iach Leisure Company.

Councillor Anne Lloyd Jones (member since 2017)

Anne lives and runs a farm tourism business in Tywyn, and she has represented Tywyn on Gwynedd Council since 1995 and was previously a member of the Meirionnydd District Council for eight years.

She was first elected member of Tywyn Town Council in 1985 and was Mayor in 1991 , and again in 2004 and was Chairman of Gwynedd Council in 2009. She is former Chairman of Gwynedd Council Planning committee and the Democracy Services Committee and founder member of Cartrefi Cymunedol Gwynedd.

She was a member of the Meirionnydd Community Health Council and is currently Chair of the Tywyn and District Hospital Appeal Fund. She is also the Treasurer of the local NSPCC branch since 1989.

She is a member and a former chair of Ysgol Penybryn Governing Body and is also a member of the Governing Body of Ysgol Uwchradd Tywyn. Anne was the Chair of Mid Wales Tourism between 2001 and 2016, a founding member and former president and treasurer for the Tywyn Inner Wheel Club.

Anne is married to John and they have three daughters and twin granddaughters.

Councillor Dewi Owen (member since 2022)

Dewi farms in Aberdyfi, and has been a County Councillor for Aberdyfi and Pennal for fifteen years, and on Aberdyfi Community Council for twenty-five years. He was elected Chair of Gwynedd Council in 2014. Dewi has been Chair of several scrutiny committees, and is currently Chair of the Democracy Services Committee on Cyngor Gwynedd, and has joined the Standards Committee since 2022.

Dewi is Chair of Governors of Ysgol Uwchradd Tywyn, and a member of several local committees, such as the Meirion County Show, the Farmers' Union of Wales and 'Aberdyfi Advertising & Improvements Committee.

The Monitoring Officer

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

Contact Details

- Iwan Evans, Head of Legal Services and Monitoring Officer.
E-mail: IwanGDEvans@gwynedd.llyw.cymru Tel: (01286) 679015
- Sion Huws, Propriety and Elections Manager and Deputy Monitoring Officer.
E-mail: sionhuws@gwynedd.llyw.cymru Tel: (01286) 679168

THE COMMITTEE'S WORK DURING 2024 - 2025

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

Cases which appeared before the Standards Committee

No complaints of a breach of the Code of Conduct were referred to the Committee by the Ombudsman during the year.

Other complaints

The Committee is also notified of the Ombudsman's decisions on complaints that were not referred to the Committee for a decision, and a summary of these is provided in **Appendix 2**.

Dispensations

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

A application was received from a member of a Town Council asking for a dispensation to participate in a discussion on the future of a community building, although she had ties to some of the building's current occupants who could be affected by the council's decision. The request was granted in part, allowing the member to speak but not to vote on the issue. She would need to declare the existence of interest and of the dispensation in the meeting and leave the room following her contribution to the discussion. The application was granted as the Committee considered that the unique perspective that the member could offer in the particular circumstances of this case, would not otherwise be available to the council.

The National Standards Committees Forum for Wales

The National Forum of Welsh Standards Committees has now been established, in order to share good practice co-ordinate events and create a support network for committee chairs. The meetings are attended by the chairs of all Welsh standards committees along with representation from the authorities' Monitoring Officers to

provide professional advice. The secretariat is provided by the Welsh Local Government Association.

Training for Gwynedd Council Members

Two virtual training sessions on the Code of Conduct were undertaken by the Monitoring Officer, one in April and one in December. These were follow up courses to give members who had not attended previous training events an opportunity to attend. These are of course designated core training requirements. In addition, a recording of the December course is available online as a way of meeting the requirement. Unfortunately, it remains the case that a number of members have yet to undertake this training.

Support for Community, Town and City Council Members

There are 3 elements of support that can be offered to members and clerks of community councils on matters relating to the Code of Conduct:

1. Advice on specific issues –by contacting the Monitoring Officer or the Deputy Monitoring Officer.
2. Gwynedd Council website - Standards Committee includes information and guidelines as well as links to other useful websites.
3. Training – the intention is to hold a virtual training session in the form of a webinar. This would create a resource that members could watch when it suits them rather than having to rely on sessions held in specific places and times.

A series of virtual training sessions was begun this year. Two sessions were held and clerks and members of community councils in the Arfon area were invited. The aims of the session are to enable members and clerks to gain an understanding of the basics of the Code of Conduct, to equip members to operate within the framework and highlight where further guidance and information can be obtained. It includes a presentation with slides and an opportunity for questions and a discussion afterwards.

The sessions were attended by a total of 44 members and clerks representing 9 different community councils.

Further sessions will be held during the coming year to include councils in the Dwyfor and Meirionnydd areas. The presentation will also be recorded so that it is available on Cyngor Gwynedd's website.

The Duty of Political Group Leaders

Section 52A(1)(a) of the 2000 Act (as amended by the 2021 Act) requires that a leader of a political group consisting of members of a county council or county borough council in Wales, must take reasonable steps to promote and maintain high standards of conduct by the members of the group. A “group” for this purpose is defined as 2 or more members who give notice to the Proper Officer that they wish to be treated as a group for the purposes of political balance requirements and the allocation of seats on Council Committees

The guidance makes it clear that this duty does not make leaders of a political group accountable for the behaviour of their members, as conduct is a matter of individual responsibility. However, they do have a role in taking reasonable steps in maintaining standards, setting an example, using their influence to promote a positive culture, being proactive in promoting high standards of conduct in their group and addressing issues as soon as they arise. A leader of a political group who fails to comply with the new duty in a meaningful way, may potentially be regarded as bringing their office into disrepute, and likely to be in breach of the Code.

Section 62(3) of the 2021 Act amends section 54 of the 2000 Act to extend the specific functions of a Standards Committee to include monitoring compliance by leaders of political groups with the new duty to promote and maintain high standards of conduct by members of their group. Political group leaders and Standards Committee should agree on the form and frequency of a report from each group leader to the Committee, which would then consider each report and provide feedback to the group leaders. Standards Committee must also provide advice and training or arrange to train group leaders on the new duty. At the start of each Council term this should take place within six months of the election and be reviewed at least annually. The guidance also suggests that the Standards Committee may wish to meet with group leaders periodically to review arrangements.

In November 2023, the Standards Committee met with the leaders of the three political groups on the Council – Plaid Cymry, the Independents and Liberals/Labour Group to agree how this duty should be monitored and the nature and frequency of information that should be submitted to the Committee. This is now the basis for maintaining and monitoring the system.

During this year a meeting was held between the Group Leaders and the Monitoring Officer. A meeting was also held with the Standards Committee Charman and the Leader of the Cymru Party Group after her appointment to discuss the arrangements. The arrangements have been maintained this year although they have had to adapt to circumstances. A series of meetings have already been scheduled for the upcoming year. On the other hand, the working relationship with each Leader is positive and supportive. While the situation regarding attendance at training is disappointing, one can be confident that the Leaders appreciate and support resolving this situation. This positive relationship gives confidence that we can build on the benefits of the new arrangements,

THE STANDARDS COMMITTEE'S WORK PROGRAMME 2024-2025

17 June 2024

- Self Assessment of the Committee's work during 2023/24
- Approved the Work Programme for 2024/25
- Approved the Standards Committee's Annual report 2023/24
- Received the regular report of allegations against members

4 November 2024

- Received a report on the Register of Gifts and Hospitality
- Received a report on the Register of Members' Interests
- Received the report of the Independent Review of Code of Conduct Investigations undertaken by the Ombudsman
- Considered the Ombudsman's Annual Report 2023/24
- Minutes of the National Standards Committee Forum
- Received the regular report of allegations against members

17 February 2025

- Duty of Leaders of Political Groups and the Standards Committee. (Leaders of Political groups are invited to the Meeting)
- The Proposed Work Programme 2025 -2026
- Received a report on training for community councils

- Received regular report of allegations against members
- Considered the Annual Report of the Adjudication Panel for Wales 2023/24

02307903

Complaint

That a town council member failed to declare an interest and voted on a matter in which she was alleged to have a personal interest.

Decision

Not to investigate. One of the alleged links was suggestive of a personal interest in the matter being discussed. However, the member had previously declared the interest but considered that it was not relevant in on this particular occasion. The failure to declare was an isolated incident but the member was reminded of the need to consider and review her duties under the Code of Conduct. While the matter may have been a breach of the code an investigation would not be in the public interest.

202307940

Complaint

That a town council member failed to declare an interest and voted on a matter in which she was alleged to have a personal interest. She also allegedly made false statements during the meeting.

Decision

Not to investigate. No evidence had been presented to support the allegations.

202310118

Complaint

That a town council member failed to declare an interest and engaged in discussion and voted on a matter in which she was alleged to have a personal interest.

Decision

Not to investigate as the issues raised in this complaint were being considered within a separate investigation, and it would therefore not be in the public interest to investigate separately. The information provided by the complainant would be considered as part of the other investigation.

202310119

Complaint

That a town council member failed to declare an interest and engaged in discussion and voted on a matter in which she was alleged to have a personal interest.

Decision

Not to investigate as the issues raised in this complaint were being considered within a separate investigation, and it would therefore not be in the public interest to investigate separately. The information provided by the complainant would be considered as part of the other investigation.

Complaint 202400306

The conduct of a town council member at a Council meeting and in carrying out an allegedly unnecessary investigation into the conduct of officers who previously managed a business on behalf of the council.

Decision

Not to investigate. No sufficient evidence has been presented to support the allegations.

Complaint 202401290

That a town councillor failed to declare an interest at a meeting of the full council

Decision

Not to investigate. The issues raised in this complaint were already under investigation separately, and it would therefore not be in the public interest to investigate. The evidence will be considered as part of the existing investigation.

Complaint 202401291

That a town councillor failed to declare an interest and voted on a matter in which she was alleged to have a personal and prejudicial interest.

Decision

Not to investigate. The issues raised in this complaint were already under separate investigation, and would therefore not be in the public interest to investigate. The evidence will be considered as part of the existing investigation.

Complaint 202401342

Complaint that a town councillor disclosed confidential information during a council meeting by naming two council members under investigation by the Ombudsman.

Decision

While it was appreciated that the announcement may have caused concern and/or embarrassment to the members under investigation, in the Ombudsman's view, on balance, there was insufficient evidence to suggest that the Member shared private or confidential details of the complaints. The

conduct described was considered not technically contrary to any provision of the Local Government Act and therefore did not contravene the Code.

Complaint 202403031

That a town council member had failed to leave the room when during a discussion on a matter on which he had declared an interest.

Decision

Although the conduct was suggestive of a breach of the Code it was decided not to investigate as a complaint against the member in relation to the interest was already under separate investigation, and would therefore not be in the public interest to investigate. The evidence will be considered as part of the existing investigation.

Complaint 202403620

That a town council member failed to declare an interest and participated in the discussion and vote on the matter.

Decision

Not to investigate. The issues raised in this complaint were already under separate investigation, and it would therefore not be in the public interest to investigate. The evidence will be considered as part of the existing investigation.

Complaint 202403617

A community council member pushed the complainant's front door open as he tried to close it and threatened physical violence.

Decision

Not to investigate. Despite being asked, the complainant did not provide sufficient evidence about the incident or to show whether the member was acting as a councillor or as a private individual at the time

Complaint 202404564

It was alleged by a member of the public that a town council member had breached the Code of Conduct by posting an inappropriate post on Facebook, on a community group page, which the complainant said was controlled by the member.

Decision

No supporting evidence had been provided to establish that the Member was responsible for the community page, or the post complained about. Although further evidence could have been sought, the issue was considered in the context of Article 10 of the Human Rights Convention, which

protects freedom of expression. The Ombudsman did not condone the posting of controversial cartoon images of this nature, which appeared wholly out of place and inappropriate on a community group page and could cause offence to members of the public. However, the post would not be considered so serious, highly offensive or rude to amount to a breach of the Code or to warrant a sanction being imposed, as this would not be considered a proportionate interference with the Member's freedom of expression under Article 10.

Committee:	The Standards Committee
Date:	9 June 2025
Title:	Allegations against members
Author:	Siôn Huws, Propriety and Elections Manager
Purpose:	For information

1. Background

The purpose of this report is to inform the Committee of the Ombudsman's decisions on formal complaints against members.

2. Decisions

2.1 Summaries of the decisions received from the Ombudsman are attached as an **Appendix**.

4. Recommendation

3.1 The Committee is asked to note the information.

Standards Committee 09.06.25 - Allegations against members

Complaint 202407933

That a member of a town council had made a false report to the Police about the Complainant.

Decision

Not to investigate. The member was not acting as a member at the time. It was further considered whether it might have brought the authority or member into disrepute. The police concluded that there was insufficient evidence and they did not want to pursue the matter. There was therefore no suggestion or conclusion that the report made was false or a waste of Police time.

Complaint 202408934

That a town council member falsified records when acting in her employment. It was also alleged that she had failed to declare an interest when the funding of a local scheme was discussed.

Decision

Not to investigate. The member was not acting in her capacity as a member and no evidence had been presented to suggest that the alleged conduct, which had not been proven, brought the council into disrepute. No evidence was also presented to support the claim that the member failed to disclose an interest.

Complaint 202409315

A complaint by a member of the public, that a member of a town council behaved in an aggressive manner at a meeting with the staff of a local business and also failed to disclose that another member had a personal interest in connection with the business at the annual meeting of the council. It was also alleged that, at a separate meeting, he had made vexatious complaints to HMRC about the company. It was finally alleged that the member had been shouting and yelling at the council clerk.

Decision

Not to investigate. No evidence had been presented to support the allegations.

Complaint 202409316

That a town council member is trying to harm a local company by abusing his position as a councillor. The Complainant alleged that the Member harassed staff and tried to get them to leave their jobs. It was also alleged that the Member had made malicious and vexatious complaints about the company to Natural Resources Wales and that he had given negative reports about the business at Council meetings, while failing to report positive news.

Decision

No investigation. No evidence was presented to support the complaint, and the Ombudsman will not investigate unless there is reasonably strong evidence to suggest that the member concerned may have breached the Code. It is the responsibility of the Complainant to provide direct evidence in support of their complaint.

MEEETING	Standards Committee
DATE	10 June 2025
TITLE	Annual Self-Assessment
AUTHOR	Monitoring Officer.

1. The aim of this report is to undertake an assessment of the work and outcomes of the Committee for 2024-25
2. The terms of reference of the Standards Committee has been established through statute in the Councils Constitution.
 - (a) promoting and maintaining high standards of conduct by Councillors and co-opted Members of the Authority.
 - (b) assisting the Councillors and co-opted Members to observe the Members' Code of Conduct.
 - (c) advising the Council on the adoption or revision of the Members' Code of Conduct.
 - (d) monitoring the operation of the Members' Code of Conduct.
 - (e) advising, training or arranging to train Councillors and co-opted Members on matters relating to the Members' Code of Conduct.
 - (f) Exercise the relevant above functions in relation to community councils.
and these specific functions—
 - (g) monitoring compliance by leaders of political groups on the council with their duties under section 52A (1) Local Government Act 2000;
 - (h) advising, training or arranging to train leaders of political groups on the council about matters relating to those duties.
3. The Committee members are asked to consider the functions listed in the first column and then note which assessment they believe is relevant, using the following categories :

Category 1 – That the Committee has made significant progress in achieving the function or in the case of specific tasks that the need to act has not arisen.

Category 2 – That the Committee has substantially implemented the function.

Category 3 – That the Committee has acted in the function but there is a need to give further attention.

Category 4 – There is no evidence that the Committee has actioned the function and there are a basis for concluding that the area needs attention.

4. It is necessary to note the evidence which supports the category which the Committee awards. The column "Evidence" shows some examples of evidence, but it is possible that the Committee members are able to add to it.
5. By assigning a category to each function and noting the evidence, it is possible for the Committee to come to a conclusion regarding which further steps they need to take (if any). The last column contains some suggestions for further steps. These are the matters which will be fed through to the Committee work programme in the future.

Appendices

In Appendix 1 there is a draft self-assessment for the committees consideration

RECOMMENDATION

The Committee is asked to undertake a self assessment of its performance in 2024-25

APPENDIX 1

SELF ASSESSMENT OF THE STANDARDS COMMITTEE 2024-25

FUNCTION	ASSESSMENT (1/2/3/4)	Evidence	Further Action
Promote and maintain a high standard of conduct amongst members		<p>The Chair and Vice Chair have the Welsh Standards Forum to share experiences with other standards committees.</p> <p>Submit an annual report to the Full Council.</p> <p>.</p>	Continue to attend and support
Assist the members to keep to the Code of Conduct		The Monitoring Officer and his team provide advice and guidance in meetings and on a one to one basis.	
Advise the Council regarding adopting or amending the Code of Conduct		There were no instances where a need to amend the code arose.	
Monitor the operation of the Code of Conduct		<p>Receive regular reports on allegations against members</p> <p>Receive the annual reports of the Adjudication Panel for Wales and the Ombudsman</p>	<p>Continue to monitor.</p> <p>.</p> <p>Receive annual reports on the declaration of interests register.</p>
Advise, train or arrange training for members on matters relating to the Code of Conduct		Training Sessions on the Code of Conduct were undertaken during the year – 2 sessions in December and April. The course is now available as an online resource	Consider new training for Council Members.

Grant dispensations to members		There were no instances of making such a decision in the course of the year.	
Deal with reports of tribunals and any reports from the Monitoring Officer on matters referred by the Ombudsman		There was no relevant instance during the year.	
Authorise the Monitoring Officer to pay allowances to persons assisting with an investigation		No occasion has arisen	
Monitoring compliance by leaders of political groups on the council with their duties under section 52A(1) Local Government Act 2000; Advising, training or arranging to train leaders of political groups on the council about matters relating to those duties.		<p>A joint session was arranged with Group Leaders and members of the Standards Committee to consider the duty</p> <p>A meeting was held between the Chair and the Monitoring Officer with the new Leader of the Plaid Cymru Group in the context of the duty</p> <p>The Monitoring Officer has met with the Group Leaders individually to discuss Code of Conduct issues</p>	The arrangements will be undertaken in accordance with the statutory guidance.
Exercise the relevant above functions in relation to community councils		<p>The Monitoring Officer and his team provide advice and guidance to councils, members and clerks.</p> <p>A training programme has been started during the year with two sessions held during March.</p>	To continue with the courses and provide an on-line resource.

Committee	Standards Committee
Date	9 June 2025
Title	Training Sessions for Community Councils
Author	Siôn Huws, Propriety and Elections Manager
Purpose	Presented for information

Background

1. Training or organising to train community councillors on matters relating to the Code of Conduct is one of the Standards Committee's statutory functions. The Committee has identified the need to provide such training but has accepted that its delivery has been challenging recently due to the lack of resources.

2. We have a training session for community councils that has already been piloted. The aims of the session are to enable members and clerks to gain an understanding of the basics of the Code of Conduct, to equip members to operate within the framework and highlight where further guidance and information can be obtained. It includes a presentation with slides and an opportunity for questions and a discussion afterwards.

The Training Sessions

3. Virtual sessions were held on 17/03/25 and 28/03/25 at 18:30. The presentation was in Welsh but simultaneous translation into English was provided for both the presentation and subsequent questions and discussion.

4. Because of the practical restrictions on the number attending, particularly in terms of allowing an opportunity for questions and discussion, and the difficulty in predicting how many would be interested, only the community councils in the Arfon area were invited this time. The invitation was extended to both councillors and clerks.

5. Over the two sessions, a total of 44 individuals attended, representing 9 of the 17 community councils in Arfon.

6. An outline of the content is attached for information.

7. Further sessions will be arranged this year, and we will also be recording a presentation and placing it on Cyngor Gwynedd's website, so that it can be available to view at any time.

Recommendation

8. The Committee is requested to note the information.

1. ☐ **Y Cod Ymddygiad
Cyngorau Cymuned**

**The Code of Conduct
Community Councils**

Mawrth 2025

2. ☐ **Amcanion - Aims**

1. ☐ • Cael dealltwriaeth o beth yw'r Côd a'i hanfodion.
 - Arfogi aelodau i weithredu o fewn y fframwaith
 -
 - Amlygu lle i gael arweiniad a gwybodaeth bellach
 -
2. ☐ • Gain an understanding of the Code and its essentials
 -
 - Empower members to work within the framework
 -
 - Identify where to get further advice and guidance
 -

3. ☐ **Y Côt Ymddygiad i Aelodau
The Code of Conduct for Members**

1. ☐ • Egwyddorion a Chod Ymddygiad mae'n rhaid i bob Cyngor fabwysiadu
 - Cod y mae'n rhaid i bob aelod arwyddo ymrwymiad i gadw ato
 - Mae'n ofyn cyfreithiol
 - Mae'n ddatganiad cyhoeddus o'r safonau ymddygiad a ddisgwylir wrth Gyngorwyr.
 -
2. ☐ • Principles and a Code of Conduct which every Council must adopt
 - A code which every member must by law sign a commitment to abide by
 - It is a legal requirement
 - It is a public declaration as to the expected standards of conduct of Councillors.
 -

4. ☐ **Y Côt Ymddygiad i Aelodau
The Code of Conduct for Members**

1. ☐ • "mae nifer o gynghorwyr yn eu hystyried eu hunain yn wirfoddolwyr, a hwythau mewn gwirionedd yn aelodau etholedig â chyfrifoldebau statudol.... fel aelodau etholedig, rhaid i gynghorwyr gyrraedd y safonau a ddisgwylir ganddynt yn y Cod Ymddygiad".

Adroddiad Panel Adolygu Annibynnol ar Gyngorau Cymuned a Thref yng Nghymru 2018

- 2 • "many councillors think of themselves as volunteers, when they are in fact elected members with statutory responsibilities...as elected members, councillors have to meet the standards expected of them in the Code of Conduct".

Independent Review Panel on Community and Town Councils in Wales reported in 2018

5 ☐ **Pryd mae'r Còd yn Berthnasol?**
When is the Code Relevant?

- 1 • Pan yn gweithredu, honni gweithredu neu rhoi'r argraff o weithredu fel aelod
- Mewn cyfarfodydd – beth yw "cyfarfod"?
 -
 - Unrhyw bryd os yn
 - Dwyn anfri
 - Defnyddio statws yn amhriodol
 - Camddefnyddio adnoddau awdurdod
 -
 -
- 2 • When acting, claiming to act or giving the impression of acting as a member
- - In meetings - what is a "meeting"?
 -
 - At any time if
 - Bringing into disrepute
 - Using status improperly
 - Mis-using resources of the authority
 -

6 ☐ **Ymddygiad Cyffredinol – General Conduct**

- 1 • Gosod safonau a disgwyliadau ymddygiad
- Ystyriaeth briodol i egwyddorion cydraddoldeb
 - Dangos parch ac ystyriaeth at eraill
 - Peidio bwllo nac aflonyddu
 - Peidio â gwneud unrhyw beth sy'n peryglu didueddrwydd swyddogion
 - Cyfryngau Cymdeithasol
 -
- 2 • Sets standards and expectations of conduct
- Due regard to the principles of equality
 - Show respect and consideration for others
 - Not to bully or harass
 - Not to do anything to compromise the impartiality of officers
 - Social Media
 -

7 ☐ **Rhyddid Mynegiant - Freedom of Expression**
Erthygl 10 Siarter Hawliau Dynol Ewrop – Article 10 European Convention on Human Rights

- 1 • Gwarchodaeth ar gyfer mynegiant 'gwleidyddol'
 - Disgwyl i aelodau fod yn 'groendew'
 - Ddim yn cynnwys bygythiadau i sefyllfa neu les swyddog
 - Ddim yn esgus dros ymddygiad gwael!
- 2 • Protection for 'political' expression
 - Members expected to have a 'thicker skin'
 - Does not include threats to an officer's position or wellbeing
 - Not an excuse for poor conduct!

8 ☐ **Ymddygiad Cyffredinol – General Conduct**

- 1 • Peidio dwyn anfri ar eich swydd neu'r awdurdod
 - Peidio defnyddio safle/ adnoddau yn amhriodol
 - Cyfrinachedd
 - Penderfynu er budd y cyhoedd
 - Ystyried cyngor swyddogion
 - Peidio gwneud cwynion blinderus
 - Rhoddion a lletygarwch
- 2 • Not to bring your office or authority into disrepute
 - Not to use position/resources improperly
 - Secrecy
 - Decide in the public interest
 - Regard to advice by officers
 - No to make vexatious complaints
 - Gifts and hospitality

9 ☐

10 ☐ **Buddiannau a Datgan – Interests and Declarations**

- 1 • Pwrpas - rhoi hyder i aelodau'r cyhoedd bod penderfyniadau'n cael eu gwneud er eu lles gorau, ac nid er lles aelodau awdurdodau na'u cysylltiadau personol agos
 -
 - Unrhyw gyfarfod lle mae mater yn cael ei drafod – swyddogion/aelodau yn bresennol
 -
- 2 • Purpose - to give members of the public confidence that decisions are being taken in their best interests, and not in the best interests of members of authorities or their close personal associates
 - Any meeting where a matter is discussed - officers/members present
 -

11 ☐ **Buddiannau a Datgan – Interests and Declarations**

- 1 • Rhaid i chi ystyried ym mhob mater
 - Rhestr - para.10(2)
 - Cyflogaeth
 - Cyrff Cyhoeddus
 - Cymdeithasau ayyb
 - Tir

- Teulu / Cysylltiad personol agos
-

- 2 • You must consider in all matters
- A list - para.10(2)
 - Employment
 - Public Bodies
 - Associations etc.
 - Land
 - Family / Close personal association
 -

12 ☐ **Buddiannau a Datgan – Interests and Declarations**

- 1 • Datgan – datgelu bodolaeth
- Buddiant sy'n rhagfarnu?
 - Prawf gwrthrychol
 - Gadael y cyfarfod
 - Grantiau
 - Goddefebau
 - Mae gennyf gais am un o randiroedd y cyngor
 -

- 2 • Declare – disclose existence
- Prejudicial interest?
 - An objective test
 - Leave the meeting
 - Grants
 - Dispensations
 - I have an application for a council allotment.
 -

13 ☐ **Staff**

- 1 • Cyflogwr
- Sefyllfa mewn perthynas â'r Cod
 - Di-duedd
 - Pethau ddim mynd gystal!

- 2 • Employer
- Position in relation to the Code
 - Impartiality
 - Things not going well!
 -

14 ☐ **Cefnogaeth a Fframwaith - Support and Framework**

- 1 • Swyddog Monitro
- - Pwyllgor Safonau
 -
 - Ombwdsmon

-
- Panel Dyfarnu Cymru
-
- 2 • Monitoring Officer
-
- Standards Committee
-
- Ombudsman
-
- Adjudication Panel for Wales
-

15 ☐ **Problemau - Problems**

- 1 • Torri'r Cod
 - Cwyno
 - Datrys
 -
- 2 • Breaching the Code
 - Complaining
 - Resolving
 -

16 ☐

17 ☐ **Gwybodaeth Bellach – Further Information**

- 1 Cyngor Gwynedd

Ombwdmon Gwasanaethau Cyhoeddus Cymru

**Canllawiau'r Ombwdsmon*

Panel Dyfarnu Cymru

Siôn Huws, Dirprwy Swyddog Monitro, Cyngor Gwynedd

•

- 2 Cyngor Gwynedd

The Public Services Ombudsman for Wales

**The Ombudsman's Guidance*

The Adjudication Panel for Wales

Siôn Huws, Deputy Monitoring Officer, Cyngor Gwynedd

Siôn Huws, Deputy Monitoring Officer, Cyngor Gwynedd

-
-
-
-

COMMITTEE	Standards Committee
DATE	9 June 2025
TITLE	Declaring and registering interests at meetings
AUTHOR	Siôn Huws, Propriety and Elections Manager
PURPOSE	For information

Background

1. The Code of Conduct for Members places a duty on members, when attending a meeting, to disclose orally the existence and nature of any personal interest they have in a business under consideration. There is a further duty to register that interest by giving written notice to the Monitoring Officer which must include (a) details of the personal interest, (b) details of the business to which the personal interest relates, and (c) a signature. In Cyngor Gwynedd, when a member declares an interest at a committee meeting, a democratic services officer will provide him/her with a paper form, and collect it at the end of the meeting.

2. Members are now allowed to attend meetings remotely. Distributing forms to those members who attend virtually, and trying to ensure that they are returned has meant considerably more work for the officers. Completing and returning a form (by mail, by hand or by scanning and emailing) is also much more cumbersome for members.

3. We have therefore, together with the Democracy and IT Services, created a process to register interests online, using Microsoft Forms. Once a member has declared an interest the following process is followed:

- 1) An officer sends an email containing a link to the member during the meeting.
- 2) The Member clicks on the link and completes and submits the online form (see Attachment for a test copy of the form)
- 3) Details are recorded on the Council's iGwynedd (MS SharePoint) system for the Register of Interests. This iGwynedd site is under the control of the Monitoring Officer. A PDF version of the form is also generated.
- 4) The Democracy Service receives an email to confirm the form has been submitted.
- 5) The Member receives a confirmation email containing a 'read only' link to a PDF version of the form they have just completed. The Priodoldeb@gwynedd.gov.wales mailbox, under the Monitoring Officer's control, will also receive a copy of this email.
- 6) Democracy officers record the interest on the Modern Gov system so that it appears on the member's website page (this is done already)
- 7) Replies are monitored and reminders sent to members who have not completed the form.

4. It is intended to use this procedure for all members, including those present in the meeting room. It is anticipated that the process can be introduced for the Full Council meeting in July

Recommendation

5. The Committee is requested to accept and note the contents of the report

Hysbysiad o Fuddiant Personol / Notification of Personal Interest

Cyngor Gwynedd

Helo, Sion. Pan fyddwch chi'n cyflwyno'r ffurflen hon, bydd y perchennog yn gweld eich enw a'ch cyfeiriad e-bost.

* Gofynnol

1. Enw / Name *

Rhowch eich ateb

2. Enw'r Cyfarfod / Name of Meeting *

Dewiswch eich ateb



3. Dyddiad y Cyfarfod / Date of Meeting *

Rhowch ddyddiad os gwelwch yn dda (dd/MM/yyyy)



4. Rhif ac Enw'r Eitem / Number and Name of Item *

Rhowch eich ateb

5. Manylion y Buddiant Personol / Details of the Personal Interest

*

6. Ydy'r Buddiant yn un sy'n Rhagfarnu? / Is the Interest a Prejudicial one? *

- ☐ Nid oedd yn fuddiant sy'n rhagfarnu / It was not a prejudicial interest
- ☐ Roedd yn fuddiant sy'n rhagfarnu a gadewais y cyfarfod / It was a prejudicial interest and I left the meeting
- ☐ Roedd yn fuddiant sy'n rhagfarnu ond derbyniais ollyngiad wrth y Pwyllgor Safonau / It was a prejudicial interest but I have received a dispensation from the Standards Committee

Microsoft 365

Mae'r cynnwys hwn yn cael ei greu gan berchennog y ffurflen. Bydd y data rydych chi'n eu cyflwyno yn cael eu hanfon at berchennog y ffurflen. Does dim cyfrifoldeb ar Microsoft ar gyfer arferion preifatrwydd na diogelwch ei gwsmeriaid, gan gynnwys rhai perchennog y ffurflen hon. Peidiwch byth â rhannu eich cyfrinair.

Microsoft Forms | Creu arolygon, cwisiau, a pholau piniwn wedi'u pweru gan AI [Creu fy ffurflen fy hun](#)

Preifatrwydd a briwsion | Amodau defnyddio

Cyflwyno'r ffurflen / Submitting the form

Cadarnhaf fy mod i, yr aelod a enwir uchod, wedi cwblhau a llofnodi'r ffurflen hon / I confirm that I, the member named above have completed and signed this form

7. Arwyddwyd / Signed *

Nid yw'r cynnwys hwn yn cael ei greu na'i ardystio gan Microsoft. Bydd y data rydych yn ei gyflwyno yn cael ei anfon at berchennog y ffurflen.



Microsoft Forms

