

# A Shared Community Charter

Partners to the Charter: Isle of Anglesey County Council and Anglesey's town and community councils

Version 3 – September 2024

## Revision history

Fersiwn	Dyddiad	Crynodeb o'r newidiadau
1	10 / 2012	Original charter
2	05 / 2018	Updated (no significant changes)
3	09 / 2024	Updated (no significant changes)

## Next review date

This document will be reviewed and updated, if necessary, every five-year County Council term, to keep the charter as up-to-date as possible.

## More information

If you need this document in another format and/or language, or if you have any questions about its content, please contact us, using the details below.

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**Mae'r ddogfen hon hefyd ar gael yn Gymraeg.**

This document is also available in Welsh.

## 1: Introduction

Anglesey's town and community councils and the Isle of Anglesey County Council have agreed to publish a charter which sets out how we aim to work together for the benefit of local communities whilst recognising our respective responsibilities as autonomous, democratically elected statutory bodies.

The charter was designed in 2012 and is based on Welsh Government [guidance](#). Its aim is to build on good practice and embrace the shared principles of openness, respect for each other's opinions, honesty and our common priority of putting citizens at the centre.

The charter is based on equality of partnership and is not a top-down arrangement.

## 2: Recognition

We accept the legitimacy and benefits of partnership working whilst at the same time recognising and respecting each other's roles. We aim to work together as a partnership of equals rather than tiers.

Isle of Anglesey County Council	Town and community councils
Acknowledges that town and community councils are democratic bodies which are at the grass roots level of local government.	Recognise the strategic importance of the County Council and that it represents county-wide community interests.
Acknowledges that town and community councils offer a means of engaging with local people.	
Acknowledges that town and community councils provide services at the most local level.	Recognise that the County Council must consider wider interests than an individual town or community.
Recognises and respects the diversity of town and community councils and that their needs and their degree of responsibility varies according to size.	Recognise that town and community councils are autonomous in their own right.

## 3: Local Governance

We will be clear about the expectations that we have of each other in order to facilitate a smooth working relationship. In this regard, we will define the way in which we interact with each other. We will be clear about the role of councillors at all levels in the relationship and in community leadership.

Isle of Anglesey County Council	Town and community councils
<p>Will aim to hold four liaison meetings every financial year with all town and community council representatives that wish to take part.</p> <p>Will earmark dates for the meetings to coincide with each financial year.</p> <p>The County Council will have the right to call an urgent liaison meeting if the need arises and the matter to be discussed is relevant to town and community councils.</p>	<p>Will contribute towards the work programme of the liaison forum and contribute proactively to attendance and discussion.</p> <p>Town and community councils will have the right to call an urgent liaison meeting if the need arises and the matter to be discussed is relevant to all communities and there is no time to discuss it at the next regular meeting.</p>
Will appoint a nominated member of staff to be a liaison officer between the Council and town and community councils on matters related to the liaison forum.	Will contact the nominated officer about matters related to the liaison forum and make them aware of any difficulties being encountered, or any additional important issues arising.
Will ensure that arrangements are in place to share strategic information with town and community councils, as required.	Will provide feedback to the County Council on key issues and respond to specific consultations in a timely and appropriate manner.
Councillors/officers will attend town and community councils meetings, if considered appropriate.	Will invite councillors / officers of the County Council to meetings to discuss relevant issues, if appropriate.

#### 4: Consultation

We appreciate the importance of meaningful consultation and set out a genuine commitment among all parties to consult on matters of mutual concern. We will agree clear, specific and time limited procedures and processes for consultation.

Isle of Anglesey County Council	Town and community councils
Will give town and community councils every opportunity to discuss jointly and comment before making a decision that significantly and specifically affects the local community. This will be done in a timely manner, taking into consideration the time restrictions on both the County Council and community councils.	Will respond to consultation opportunities in a timely manner, as far as possible.

Isle of Anglesey County Council	Town and community councils
Will provide information on the Council's website regarding <a href="#">current consultations</a> .	Will provide the County Council with the dates and frequency of their meetings.
Will publish information about <a href="#">public meetings</a> on the Council website.	Will make full use of the information available to them to inform local decision-making.
Officers of the County Council will attend meetings with town and community councils if agreed mutually to be appropriate and at a mutually agreed time to discuss matters of common interest when requested to do so and given sufficient notice.	County Councillors and Officers will be given an opportunity to speak at town and community council meetings on matters of mutual interest.  Representatives of town and community councils will be welcome to address the County Council, if both sides agree and the arrangement is not in breach of the County Council's Constitution.
Will encourage scrutiny committees to liaise with town and community councils on relevant local issues.	Will respond to requests to input views to scrutiny committees.

## 5: Information and Communication

We appreciate the need for timely, clear and relevant information and communication in fostering good relationships and better joint working for the benefit of local people.

Isle of Anglesey County Council	Town and community councils
Will provide to town and community councils a list of named contacts, where possible, telephone numbers and e-mail addresses for enquiries relating to operational issues.	Will use the contact points provided.
Will provide electronic information to town and community councils on the main developments within the County Council, as required.	The clerk will ensure that all community councillors have access to this information.
Will ensure that the appropriate documents are available to the officers of town and community councils.	The clerk will ensure that all community councillors have access to the appropriate documents.
Will promote contact arrangements for the town and community councils on the Council's website.	Will provide contact details for each town and community council so that they may be published on the County Council's website.

Isle of Anglesey County Council	Town and community councils
<p>Will send general correspondence to the clerks of all town and community councils.</p> <p>Will send correspondence relating to the liaison forum to the clerk and other nominated individuals. This will be in accordance with the wishes of the individual councils, with the proviso that the individual councils inform the County Council of any changes.</p>	<p>If councils would like the County Council to send correspondence relating to the liaison forum to member(s) as well as the clerk, they will provide the contact details for those individuals and will inform the County Council of any changes.</p>
<p>Will respond to enquires in accordance with the Council's Customer Care Charter. This will usually mean:</p> <ul style="list-style-type: none"> <li>• Acknowledging receipt of all correspondence from community councils within 5 working days</li> <li>• Aiming to answer their letter or email within 15 working days.</li> </ul> <p>It is possible that there will be different targets within some services; for example, due to statutory requirements.</p>	<p>The community councils will strive to respond to any request for information from the County Council on time.</p>

## 6: Joint working and engagement

The Charter defines 'Partnership' as working together towards a common set of goals, based on equality in terms of ownership, decision-making and recognition of each party's distinctive contribution. It is recognised that an equal and effective partnership brings benefits and responsibilities to all those involved. Local government at both tiers must work together to promote the economic, social and environmental well-being of our area. If doing things differently achieves a better service, we will seriously examine these methods.

Isle of Anglesey County Council	Town and Community Councils
<p>Will encourage clerks of town and community councils to discuss common concerns and resolve issues via other forums, such as One Voice Wales.</p>	<p>Will encourage participation by Clerks in opportunities to network and share common concerns.</p>
<p>Will promote opportunities to communicate and consult with local people and communities in accordance with the principles of the Public Participation Strategic Plan. This is a key strategic plan which contributes to achieving the strategic objectives and vision of the Council Plan.</p>	<p>Will support the County Council's methods of consultation with local people and communities.</p>

## 7: Land Use Planning

Town and Community Councils know and understand their local area and must be able to comment effectively on planning matters. The County Council must take an overview of the needs of the whole local area and make decisions, taking local views into account.

Isle of Anglesey County Council	Town and community councils
<p>Will uphold its statutory duty to consult town and community councils on all planning applications in their communities by providing a link to the Planning Portal to obtain electronic copies of the relevant paperwork for members via the clerk.</p>	<p>Make appropriate responses to the County Council within the 21 days consultation period and recognise the parameters imposed by planning law and agreed planning policy. The County Council will send a link to electronic copies of applications to the Clerk. This is so that it will be possible for Councils to call a special meeting to discuss applications that affect them and require attention outside the usual calendar of councils' meetings so that they do not lose the opportunity to comment.</p> <p>Make use of training offered by <a href="#">Planning Aid Wales</a> on development management and policy issues.</p>
<p>Will ensure that town and community councils have access via the Planning Portal to:</p> <ul style="list-style-type: none"> <li>• decisions made on applications relevant to their area</li> <li>• all Committee or delegated reports</li> </ul>	<p>Maintain an objective and professional approach to planning matters at all times.</p> <p>Makes regular use of the Planning Portal to:</p> <ul style="list-style-type: none"> <li>• gain access to all Committee reports</li> <li>• find decisions on applications that are relevant to their areas.</li> </ul>
<p>Ensure that information about Planning and Orders Committee <a href="#">meetings</a> are available on the Council's website so that they have the opportunity of speaking at Committee.</p>	<p>Councillors to take up the opportunity to attend Planning and Orders Committee meetings or make use of the webcasting facility on the Council's website.</p>

Isle of Anglesey County Council	Town and community councils
Will uphold its statutory duty to involve and consult with town and community councils as specific consultation bodies at various stages of development plan preparation. This will be done either by providing the clerk with electronic copies of consultation documents or a link to the County Council's website where the relevant documents subject to the consultation event will be available.	Will respond to consultation opportunities in a timely manner, as far as possible.
Ensure that information about Planning Policy Committee meetings is available on the County Council's website to enable town and community councils to monitor progress of plan preparation activity.	

## 8: Ethics

We will provide an ethical service to local people, following the appropriate standards and Codes of Conduct.

Isle of Anglesey County Council	Town and Community Councils
Will provide training with regard to the code of conduct in accordance with the statutory duty.	Town and community councillors will keep to the Code of Conduct. They will not make vexatious complaints under the Code.
Will ensure that a representative of the town and community councils will be chosen/appointed to serve on the Standards Committee's Appointment Panel.	Will choose/appoint a representative to serve on the Standards Committee's Appointment Panel, in accordance with statutory requirements.
Will ensure that town and community council representatives are appointed to serve on the Standards Committee.	Will choose/appoint town and community council representatives to serve on the Standards Committee when a vacancy arises, in accordance with statutory requirements.

## 9: Financial arrangements

Both the County Council and town and community councils recognise the need for clarity and transparency in financial arrangements. In developing and implementing financial arrangements, relevant national and local priorities will be taken into account.

Isle of Anglesey County Council	Town and Community Councils
Will hold a meeting of the liaison forum during the annual consultation period on the Council's budget, to give town and community councils an opportunity to express their views on the proposals.	Make use of the forum meetings to get further information on the Council's proposals and to express a view on them.
Individual responses are also welcomed from town and community councils as part of the public consultation.	Will also respond individually as part of the public consultation on the budget, should they wish to do so.

## 10: Delegating responsibility for service provision

Services should be delivered in the most appropriate manner, with regard to value for money and added value for local people.

Isle of Anglesey County Council	Town and Community Councils
Will give due consideration to all reasonably argued cases for the delegation of service delivery to town and community councils. It will base its consideration primarily on the improvement of service delivery for citizens whilst ensuring value for money is retained or enhanced.	Will recognise that there are certain instances where it is not appropriate or desirable for the County Council to delegate delivery.
Where it is not appropriate or desirable to delegate service delivery, the County Council will seek ways in which local information from communities might be used to enhance service delivery to better meet citizen needs.	Will engage with the citizens in the communities they serve to understand better their needs and convey these needs in a coherent and constructive manner to the County Council, such that they can be taken account of in service design and delivery.
The County Council will ensure that it shares reasonable information on costs related to any service or asset under discussion to ensure that all aspects of the process is open and transparent.	
The County Council will consult through the Community Council on suitable assets under consideration to be sold.	



## 11: Local Elections

Fair and open elections are the bedrock of local democracy. We will ensure that elections are freely and fairly contested and encourage local people to become involved in local democracy.

Isle of Anglesey County Council	Town and community councils
Will involve town and community councils in the local election planning process.	Will encourage participation in the local election process by members of the local community.
Will involve town and community councils in any awareness raising / publicity to encourage nominations for candidacy at local elections.	Will ensure wide publicity of vacancies on town and community councils to maximise community representation.
Will help to publicise forthcoming local elections on behalf of town and community councils.	Will facilitate public participation at all relevant meetings of the council and its committees to encourage community involvement.

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