

# LLANFAIR YN NEUBWLL COMMUNITY COUNCIL - ADOPTED CHARTER

## A SHARED COMMUNITY CHARTER

### Partners to the Charter

Isle of Anglesey County Council and the Isle of Anglesey's Community and Town Councils

### Introduction

The Town and Community Councils of the Isle of Anglesey 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 is designed to build on existing 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. This Charter is based on equality of partnership and is not a top-down arrangement.

### 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.

<b>Isle of Anglesey County Council</b>	<b>Town and Community Councils</b>
Acknowledges and recognises that Town and Community Councils are the grass roots level of local government. In their role as democratically accountable bodies, Town and Community Councils offer a means of engaging with local people, of decentralising the provision of certain services, and of revitalising local communities.	Recognise the strategic importance of the County Council and the economy of scale and equitable distribution of certain services they are able to achieve.
Recognises and respects the diversity of Town and	Recognise that Town and Community Councils are autonomous

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Community Councils and that their needs and their degree of responsibility varies according to size.	in their own right.
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### 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.

<b>Isle of Anglesey County Council</b>	<b>Town and Community Councils</b>
Will commit to hold at least three contact meetings every year with all Town and Community Council representatives that wish to take part. Will make meeting schedule details available on its website.	Will contribute towards the agenda of liaison meetings and contribute proactively to the attendance and discussion.
Will appoint a nominated member of staff to be a liaison officer between the Council and Town and Community Councils.	Will contact the nominated officer about the issues agreed upon and make them aware of any difficulties being encountered.
Will ensure that arrangements are in place to share information with Town and Community Councils on key strategic documents and on the work of key local partnerships.	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.
Will administer the holding of Town and Community Councils elections.	Will notify the need for elections in a timely manner.

### 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.

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Will aim to give Town and Community Councils the opportunity to comment before making a decision that significantly and specifically affects the local community.	Will respond to consultation opportunities in a timely manner.
Will prepare an annual calendar of planned consultation events for Town and Community Councils.	Will provide the County Council with the dates and frequency of their meetings.
Will make available by electronic means, or in hard copy if requested, a copy of the public meetings diary and also make available copies of public agenda papers on the Council website a.s.a.p.	Will make full use of the papers 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.
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.

### 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.

<b>Isle of Anglesey County Council</b>	<b>Town and Community Councils</b>
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 prepare an occasional information bulletin to update Town and Community Councils on the main developments within the County Council	The Clerk will ensure that all community councillors have access to this information.
Will communicate by providing access to all public documents to	The Clerk will ensure that all community councilors have

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members and officials of Town and Community Councils, normally by way of the website.	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.

### 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.

<b>Isle of Anglesey County Council</b>	<b>Town and Community Councils</b>
Will provide opportunities for clerks of Town and Community Councils to meet to discuss common concerns and resolve issues.	Will encourage participation by clerks in opportunities to network and share common concerns.
Will promote opportunities to work with Town and Community Councils via the Area Based Model to communicate and consult with local people and communities	Will support the Area based model of consultation with local people and communities.

### 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.

<b>Isle of Anglesey County Council</b>	<b>Town and Community Councils</b>
Will uphold its statutory duty to consult Town and Community Councils on all planning applications in their communities.	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. Make use of training offered by Planning Aid on development

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<p>Will continue to</p> <ul style="list-style-type: none"> <li>ensure that a Town and Community Council receives copies of decisions made on applications relevant to their area (in a timely manner)</li> <li>send copies of Committee or delegated reports when applications are determined contrary to a Town or Community Council recommendation.</li> </ul>	<p>management and policy issues.</p> <p>Maintain an objective and professional approach to planning matters at all times.</p>
<p>Give Town and Community Councils information about planning committee meetings by electronic or other means so that they have the opportunity of speaking at Committee.</p>	<p>Councillors to take up the opportunity to attend planning committee meetings.</p>
<p>Will continue to correspond with Town and Community Councils either electronically or by paper</p>	<p>Will try to move correspondence from paper to electronic systems to reflect the Planning Service's paperless systems.</p>
<p>Will continue to engage with Town and Community Councils through the Ynys Môn Planning Forum. This will include briefings/training on relevant issues.</p>	<p>Continue to lead (Chair and support agenda items) the Ynys Môn Town and Community Council Focus Group</p>

### Ethics

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

<b>Isle of Anglesey County Council</b>	<b>Town and Community Councils</b>
<p>Will provide training with regard to the code of conduct in accordance with the statutory duty.</p>	<p>Town and Community Councillors will keep to the Code of Conduct.</p> <p>They will not make vexatious complaints under the Code.</p>
<p>Will ensure that a representative of the Town and Community Councils will be chosen/appointed to serve on the Standards Committee's Appointment Panel.</p>	<p>Will choose/appoint a representative to serve on the Standards Committee's Appointment Panel.</p>
<p>Will ensure that Town and Community Council representatives are</p>	<p>Will provide nominations for Town and Community Council</p>

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appointed to serve on the Standards Committee.	representatives to serve on the Standards Committee when a vacancy arises.
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### 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.

<b>Isle of Anglesey County Council</b>	<b>Town and Community Councils</b>
Will, in setting the level of council tax for the area, take into account the services being delivered by Town and Community Councils in its area, and the funding thereof. This will be with a view to avoiding double-taxation.	Town and Community Councils, in setting the annual precept, shall take into account the plans for service delivery of the County Council for the coming year and shall comply with relevant timescales for returning information to the County Council.

### 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.

<b>Isle of Anglesey County Council</b>	<b>Town and Community Councils</b>
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 service delivery.
Where it is not appropriate or desirable to	Will engage with the citizens in the communities they serve to understand better

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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.	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.
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### Single Integrated Plan

We recognise the strategic importance of the Single Integrated Plan. *(By April, 2013 all key statutory plans will need to be integrated into a Single Integrated Plan. This Plan will build upon and replace the Children and Young People's Plan, Health, Social Care & Well-being Strategy, Community Safety Partnership Plan and the Community Strategy.)* Furthermore, we recognise that the Single Integrated Plan will only be fully effective if it is informed by the grass roots experiences from within our communities.

<b>Isle of Anglesey County Council</b>	<b>Town and Community Councils</b>
Will involve Town and Community Councils in the creation and implementation of the Single Integrated Plan.	Will respond actively and fully to the consultation on the Single Integrated Plan and participate in the partnership monitoring of the Plan.

### 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.

<b>Isle of Anglesey County Council</b>	<b>Town and Community Councils</b>
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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### Action Plan

This Charter will be supported by the development of an Action Plan. The Action Plan will be developed on a joint basis and shall attribute responsibilities to each partner. Actions will be accompanied by a timescale. The Charter will be reviewed annually.

<b>Isle of Anglesey County Council</b>	<b>Town and Community Councils</b>
Will nominate a lead officer for the development and monitoring of the Action Plan.	Will collectively agree priorities for inclusion in the Action Plan.
Will contribute towards the development and delivery of the Charter and Action Plan.	Will contribute towards the development and delivery of the Charter and Action Plan.

### Conclusion

The Isle of Anglesey's Town and Community Councils and the Isle of Anglesey County Council are committed to the principles and statements within the charter, for the benefit of local people.