



At: Gadeirydd ac Aelodau'r Pwyllgor
Archwilio Partneriaethau

Dyddiad: Dydd Gwener, 13 Ebrill
2012

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Annwyl Gyngorydd

Fe'ch gwahoddir i fynychu cyfarfod y **PWYLLGOR ARCHWILIO PARTNERIAETHAU, DYDD IAU, 19 EBRILL 2012** am **9.30 am** yn **CONFERENCE ROOM 1A, COUNTY HALL, RUTHIN.**

Yn gywir iawn

G Williams
Pennaeth Gwasanaethau Cyfreithiol a Democraidaidd

AGENDA

RHAN 1 – GWAHODDIR Y WASG A'R CYHOEDD I FYNYCHU RHAN HON Y CYFARFOD

1 YMDDIHEURIADAU

2 DATGAN BUDDIANNAU

Yr Aelodau i ddatgan unrhyw fuddiannau personol neu fuddiannau sy'n rhagfarnu unrhyw fusnes sydd i'w drafod yn y cyfarfod hwn.

3 MATERION BRYN FEL Y'U CYTUNWYD GAN Y CADEIRYDD

Hysbysiad o eitemau y dylid, ym marn y Cadeirydd, eu hysyried yn y cyfarfod fel materion brys dan Adran 100B(4) Deddf Llywodraeth Leol 1972.

4 COFNODION Y CYFARFOD DIWETHAF (Tudalennau 5 - 22)

Derbyn cofnodion (copi ynghlwm) cyfarfod y Pwyllgor Craffu Partneriaethau a gynhaliwyd ar 8fed Mawrth, 2012.

**5 ARCHWILIAD BLYNYDDOL O DDIOGELU PLANT MEWN ADDYSG –
FFRAMWAITH SICRHAU ANSAWDD** (Tudalennau 23 - 40)

Ystyried adroddiad (copi ynghlwm) gan Arweinydd y Tîm, Gweithwyr Cymdeithasol Addysg, sy'n amlinellu gweithgareddau atgyfeirio ysgolion i'r Gwasanaethau Plant dros y flwyddyn ysgol ddiwethaf, yn diweddarar y Pwyllgor ar y Cynllun Gweithredu Amddiffyn sy'n ymwneud â threfniadau mewn addysg a'r hyfforddiant a gynigir i ysgolion.

9:40am - 10:10am

6 DARPARU CERDDORIAETH MEWN YSGOLION (Tudalennau 41 - 44)

Ystyried adroddiad (copi ynghlwm) gan y Pennaeth Gwella Ysgolion a Chynhwysiant a'r Swyddog Effeithiolrwydd Ysgolion yn delio â chynnydd y Grŵp Gorchwyl a Gorffen cydweithredol o ran datblygu cynigion mewn perthynas â darparu addysg gerddorol mewn ysgolion, neu fel arall gynnig Sir Ddinbych ar gyfer darparu addysg gerddorol.

10:10am - 10:40am

EGWYL 10:40am - 10:50am

7 PECYN CYMORTH LLYWODRAETHU'R BARTNERIAETH (Tudalennau 45 - 108)

Ystyried cyd-adroddiad (copi ynghlwm) gan y Rheolwr Partneriaethau a Chymunedau a'r Swyddog Cynorthwyol Cynllunio a Pherfformiad sy'n cyflwyno Pecyn Llywodraethu Partneriaeth y Cyngor a'r atodlen weithredu i'r Pwyllgor, ac yn gofyn am farn yr Aelodau arnynt.

10:50am - 11:20am

8 RHAGLEN WAITH CRAFFU (Tudalennau 109 - 124)

Ystyried adroddiad gan y Cydgysylltydd Craffu (copi'n amgaeëdig) yn gofyn i'r Pwyllgor adolygu rhaglen waith y Pwyllgor i'r dyfodol ac yn diweddarau'r Aelodau ar faterion perthnasol.

11:20am - 11:45am

9 ADBORTH GAN GYNRYCHIOLWYR PWYLLGORAU

Derbyn unrhyw ddiweddariad gan gynrychiolwyr Pwyllgorau ar amrywiol Fyrddau a Grwpiau'r Cyngor.

11:45am - 12pm

AELODAETH

Y Cynghorwyr

Raymond Bartley
Joan Butterfield
Ann Davies

Gwyneth Kensler
Dewi Owens

Aelodau Cyfetholedig dros Addysg sy'n Pleidleisio (Rhifau Eitemau Agenda X yn unig)

Ms C. Burgess
Mrs. G. Greenland
Ms. D. Houghton

Dr. D. Marjoram
Mr. J. Saxon

COPIAU I'R:

Holl Gynghorwyr er gwybodaeth
Y Wasg a'r Llyfrgelloedd
Cyngorau Tref a Chymuned

Mae tudalen hwn yn fwriadol wag

PWYLLGOR CRAFFU PARTNERIAETHAU

Cofnodion Pwyllgor Craffu Partneriaethau Arbennig a gynhaliwyd yn Siambr y Cyngor, Neuadd y Sir, Rhuthun ar ddydd Iau, Chwefror 9^{fed} 2012 am 2.00 p.m.

YN BRESENNOL

Y Cynghorwyr D. Owens (Cadeirydd), J.A. Davies, C.M. Evans, G.C. Evans ac G.M. Kensler ac Aelodau Cyfetholedig Ms D. Houghton, Dr D. Marjoram a Mr J. Saxon.

Roedd y Cynghorwyr M.L. Davies, P.A. Dobb, R.L. Feeley ac E.W. Williams yn bresennol fel Sylwedyddion.

YN BRESENNOL HEFYD

Cyfarwyddwr Corfforaethol: Dysgu a Chymunedau (HW), Rheolwr Prosiect (DE), Swyddog Comisiynu (CW), Rheolwr Gwasanaeth: Busnes a Gofalwyr (AHJ), Rheolwr Gwasanaethau Democraidaidd (SP) a Swyddog Gwasanaethau Democraidaidd (RH).

1. YMDDIHEURIADAU

Y Cynghorwyr J.R. Bartley, J. Butterfield, C. Davies, N.J. Hughes, G. Williams a J. Yorke.

Aelodau Cyfetholedig Addysg: Ms C. Burgess a Mrs G. Greenland.

2. DATGAN BUDDIANNAU

Ni chafwyd unrhyw ddatganiad o fuddiannau personol na buddiannau sy'n rhagfarnu.

3. MATERION BRYN YN ÔL CYTUNDEB Y CADEIRYDD

Ni chodwyd unrhyw eitemau y dylid, ym marn y Cadeirydd, eu hystyried yn y cyfarfod fel mater o frys yn unol ag Adran 100B(4) Deddf Llywodraeth Leol, 1972.

4. CANOLBWYNT RHANBARTHOL EFFEITHIOLRWYDD A GWELLA YSGOLION

Cyflwynodd y Cyfarwyddwr Corfforaethol: Dysgu a Chymunedau (CC:DCh) adroddiad ar yr achos busnes terfynol ar gyfer y Gwasanaeth Rhanbarthol Effeithiolrwydd a Gwella Ysgolion cyn ei gyflwyno i'r Cabinet. Fe ymddiheurodd y CC:DCh i'r Pwyllgor am fod yr adroddiad yn hwyr ac esboniodd bod cymhlethdod yr adroddiad a'r gofyniad i Weithredwyr pob un o'r 6 awdurdod lleol yng Ngogledd Cymru gadarnhau newidiadau wedi ei gwneud yn anodd iawn cwblhau'r adroddiad yn gynt.

Roedd yr achos busnes terfynol yn cynnig y byddai'r Gwasanaeth Rhanbarthol Effeithiolrwydd a Gwella Ysgolion (GRhEGY) yn atebol i'r chwe awdurdod lleol yng Ngogledd Cymru ac yn ymgymryd â'u cyfrifoldebau statudol o ran eu dyletswydd i fonitro; herio; darparu gwasanaethau cynnal ar gyfer datblygiad proffesiynol parhaus cwricwlwm a rheolaeth ysgolion ac yn ogystal ddarparu gwasanaethau y gellir eu comisiynu gan ysgolion ac awdurdodau lleol. Roedd y prosiect yn addo cyflenwi gwasanaeth gwella ysgolion ac effeithiolrwydd mewn ffordd sy'n gost effeithiol ac effeithlon, i godi safonau ac i 'wneud gwahaniaeth' i blant a phobl ifanc. Dywedir bod y GRhEGY i weithredu fel 'pwerdy' i yrru arferion da ar draws y rhanbarth.

Esboniodd y CC:DCh:

- Fe darddodd y prosiect o wthiad cenedlaethol am gydweithredu rhanbarthol i osgoi dyblygu gwaith ac i wella gwasanaeth
- Byddai atebolrwydd gwleidyddol (e.e. y Cabinet a Chraffu) a swyddogaethau swyddogion statudol a phennaeth gwasanaeth ar gyfer ysgolion, addysg a'r gwasanaeth rhanbarthol yn aros gyda Sir Ddinbych.
- Roedd y gwasanaethau Moderneiddio Addysg a Chynhwysiant i aros o fewn Sir Ddinbych a byddai Bwrdd Monitro Safonau Ysgolion Sir Ddinbych yn parhau
- Byddai'r gwasanaeth rhanbarthol yn cael ei lywodraethu gan Gydbwyllgor fel dull democrataidd o lywodraethu a'i aelodaeth yn cynnwys cynrychiolwyr o bob Cyngor. Byddai angen i awdurdod llywyddol weithredu fel cyflogwr a dylid ei gadarnhau ym Mawrth 2012. Roedd Cyngor Gwynedd wedi ei gymeradwyo
- Fe gadarnhaodd y CC:DCh y gallai Sir Ddinbych fod mewn sefyllfa i ail-fuddsoddi cynilion o'r prosiect yn ôl mewn addysg.

Gofynnodd y Cynghorydd G.C. Evans pa newidiadau a wnaethpwyd i'r achos busnes terfynol yn dilyn ymgynghori. Esboniodd y Rheolwr Prosiect fod dadansoddiad llawn o'r ymgynghoriad ar gael a bod ysgolion yn arbennig yn meddwl fod cyrchiad i arbenigwyr pynciau'n bwysig iawn. Cadarnhaodd fod hyn wedi ei integreiddio yn y gwasanaeth rhanbarthol.

Gofynnodd y Dr D. Marjoram sut oedd perfformiad i'w fesur a sut y gallai CSDd fonitro gwireddiad canlyniadau arfaethedig y prosiect. Esboniodd y CC:DCh fod disgwyliadau i'w diffinio gan Gyngor Sir Ddinbych o ystyried y cynllun Ôl-Estyn, y Cynllun Corfforaethol newydd, disgwyliadau'r Cyngor nesaf a'r Strategaeth Gomisiynu a'u bod ar hyn o bryd yn ceisio synhwyro lefelau disgwyliadau ar gyfer gosod safonau. Byddai'r Pwyllgorau Craffu â rôl i helpu i bennu'r safonau sy'n ddisgwyliedig o'r GRhEGY ac i fonitro cynnydd a wneir yn erbyn targedau'r prosiect. Pwysleisiodd y CC:DCh y byddai CSDd yn parhau â'r grym i ddelio â chanlyniadau negyddol ac y byddai, yn y pen draw, yn gallu gadael y prosiect os na fydda'i dod yn ei flaen yn foddhaol. Tanlinellodd y Cadeirydd bwysigrwydd cynnal safonau uchel dan y trefniadau newydd.

Fe drafododd yr Aelodau'r materion canlynol hefyd:

- Ni allai awdurdodau unigol ddibynnu ar y gwasanaeth rhanbarthol i gymorthdalau adnoddau ychwanegol ar gyfer eu swyddogaethau gwella cryf, a byddai'n rhaid ystyried eu cronfeydd eu hunain i godi lefel buddsoddiad yn eu hardaloedd eu hunain. Ni allai'r gwasanaeth rhanbarthol orfodi awdurdodau i fuddsoddi mwy ond mae yna bwerau Gweinidogol i ymyrryd mewn cynghorau sy'n tanberfformio er mwyn delio â phroblemau llywodraethu.
- Ymholodd y Cynghorydd Feely ynglŷn â swyddogaeth Craffu ac fe'i hysbyswyd y gallai Craffu yn Sir Ddinbych ddwyn y Cydbwyllgor i gyfrif yn ogystal â chynnal craffu drwy strwythur swyddogion Sir Ddinbych.
- Ni ddylai'r ffocws ar lythrennedd a rhifedd fel prif ganlyniad y gwasanaeth rhanbarthol fod ar draul y cwricwlwm ehangach
- Ni fyddai'r risg o ddiswyddiadau'n arwyddocaol i Sir Ddinbych oherwydd ymddeoliadau a ragwelir a'r rhagolwg o gyllid Llywodraeth Cymru i helpu i drosglwyddo i wasanaeth rhanbarthol. Byddid yn ymdrechu i ddiogelu staff ble bynnag y byddai hynny'n bosib

PENDERFYNWYD –

- a) bod y Pwyllgor yn cadarnhau'r achos busnes terfynol ac yn cymeradwyo ei fabwysiadu gan y Cabinet;*
- b) bod y materion a godwyd yn y drafodaeth yn cael eu cyflwyno i'r Cabinet i'w hystyried*

5. GWEITHREDIAD MESUR STRATEGAETHAU GOFALWYR (CYMRU) 2010

Cyflwynodd y Swyddog Comisiynu adroddiad, a oedd wedi ei ddosbarthu efo'r papurau cyn y cyfarfod, yn amlinellu gofynion Mesur Strategaethau Gofalwyr (Cymru) 2011, mesur newydd yr oedd Rheoliadau Strategaethau Gofalwyr (Cymru) 2011 wedi eu cymeradwyo ar ei gyfer ym mis Rhagfyr y llynedd. Roedd y Mesur yn rhoi dyletswydd statudol ar fyrddau iechyd o ran gofalwyr.

Roedd yn orfodol ar Fyrddau Iechyd Lleol ac Ymddiriedolaethau a Gwasanaethau Cymdeithasol baratoi, cyhoeddi a gweithredu strategaethau rhanbarthol ar y cyd er budd gofalwyr di-dâl. Byddai'r rheiny'n gosod allan wybodaeth a chyfarwyddyd a fyddai'n cynorthwyo gofalwyr wrth ymgymryd â'u rôl o ofalu'n effeithiol a'r ffordd y byddid yn ymgynghori â gofalwyr a'u cynnwys mewn penderfyniadau a fyddai'n effeithio arnyn nhw a'r rheiny y maen nhw'n gofalu amdanyn nhw. Nod Grŵp Strategol Gofalwyr Gogledd Cymru, a sefydlwyd ym Mawrth 2011 ac yn cynnwys cynrychiolwyr o Fwrdd Iechyd Prifysgol Betsi Cadwaladr, y sector wirfoddol a chwe awdurdod lleol Gogledd Cymru, oedd hyrwyddo dull gweithredu integredig rhwng sefydliadau yn y rhanbarth i ddatblygu gwasanaethau ar gyfer gofalwyr. Byddai'r grŵp yn canolbwyntio yn y lle cyntaf ar gyfarfod â gofynion y Mesur newydd, ond byddai hefyd yn ystyried cyfleoedd i gynorthwyo gofalwyr drwy gomisiynu rhanbarthol yn y dyfodol. Roedd trafodaethau wedi eu cynnal er

mwyn mesur canlyniadau'r Mesur ar sail gyffredin ar draws Cymru, gyda'r pwyslais ar y canlyniadau ansoddol yn ogystal â'r rhai mesurol i ofalwyr.

Cyfrifoldeb y Cyfarwyddwr Nyrsio fyddai gweithrediad y Mesur newydd a'r strwythur adrodd o fewn awdurdodau lleol i fynd drwy'r Pennaeth Gwasanaethau Oedolion a'r Pennaeth Gwasanaethau Plant, drwodd i'r Tîm Uwch Reolaeth a'r Pwyllgor Craffu Partneriaethau.

Fe amlygodd y Cynghorydd J.A. Davies broblem cleifion sydd ddim yn cael eu trosglwyddo i ysbytai cymunedol, a bod cleifion sy'n mynd yn syth adref yn dilyn eu rhyddhau o ysbyty'n rhoi straen enfawr ar eu gofalwyr. Pwysleisiodd y Cadeirydd bwysigrwydd buddsoddi mewn hyfforddiant ac addysg a chytunai'r Swyddog Comisiynu y byddai angen i elfen o hyfforddiant ganolbwyntio ar y cyfnod rhyddhau o ysbyty. Awgrymodd y Cynghorydd C.M. Evans y byddai angen i unrhyw hyfforddiant fod yn orfodol er mwyn gwarantu effeithiolrwydd, ond dywedodd y Swyddog Comisiynu, tra bod penderfyniad eto i'w wneud, fod yna ffafiaeth am hyfforddiant sydd wedi'i dargedu ac sy'n benodedig pan fyddai angen wedi ei nodi. Cytunodd y Swyddog Comisiynu i gyfleu hoffter y Pwyllgor am hyfforddiant gorfodol i'r Grŵp Rhanbarthol, ond ychwanegodd na ellid gwarantu sut y bydd staff y GIG yn penderfynu cyflenwi'r hyfforddiant. Hysbyswyd y Pwyllgor y byddai'n cymryd peth amser i sefydlu'r agwedd rhannu gwybodaeth o'r strategaeth, ond gellid dechrau ar yr hyfforddi ar unwaith.

Mynegwyd pryderon am y ffordd y byddai'r Mesur yn effeithio ar ddarpariaeth gofal seibiant a chynigiodd y Cynghorydd G.M. Kensler y dylid diwygio'r strategaeth i ystyried gofal seibiant. Dywedodd y Rheolwr Gwasanaeth: Busnes a Gofalwyr wrth y Pwyllgor y gellid diwygio'r strategaeth yn y dyfodol, o bosib, i gynnwys gofal seibiant, ond ni fyddai'r Mesur yn effeithio ar y trefniadau seibiant presennol a ystyrid i fod yn dda iawn.

Rhagwelai'r Cynghorydd P.A. Dobb y byddai'r Mesur yn arwain at gynnydd yn nifer y gofalwyr yn y 2-3 blynedd nesaf ac na roddwyd cyfrif am hynny yn y cyllido ehangach. Mynegodd y Cynghorydd M.L. Davies hefyd ei bryder ynglŷn â'r potensial o gynnydd mewn costau.

PENDERFYNWYD – bod y Pwyllgor yn:

- a) Cymeradwyo fod hyfforddiant a ddarperir dan y strategaeth yn hyfforddiant gorfodol;
- b) Amlygu'r potensial o gynnydd sylweddol mewn costau wrth i ofalwyr ychwanegol gael eu nodi drwy'r Strategaethau gweithredu; ac yn
- c) Cefnogi gweithrediad Mesur Strategaethau Gofalwyr (Cymru) 2010, a datblygiad Strategaeth Gofalwyr Rhanbarthol, yn amodol ar ystyriaeth o'r pwyntiau a nodwyd uchod.

Daeth y cyfarfod i ben am 4:00pm.

PWYLLGOR CRAFFU PARTNERIAETHAU

Cofnodion cyfarfod o'r Pwyllgor Craffu Partneriaethau a gynhaliwyd yn Ystafell Gynadledda 1a, Neuadd y Sir, Rhuthun ar ddydd Iau, 8 Mawrth 2012 am 9.30 y bore.

YN BRESENNOL

Cynghorwyr Raymond Bartley, Christine Evans (Is-Gadeirydd), Gwilym Evans a Jane Yorke

Sylwedyddion: Cynghorwyr William Cowie, Meirick Davies, Pauline Dobb, Bobby Feeley a Rhys Hughes

HEFYD YN BRESENNOL

Cyfarwyddwr Corfforaethol Demograffeg, Lles a Chynllunio (SE), Rheolwr Adfywio Strategol (MD), Prif Swyddog Strategaeth Adfywio a Buddsoddi (RW), Rheolwr Gwasanaeth, Gwasanaeth Derbyn ac Ailalluogi (CC-N), Cydlynnydd Craffu (RE) a Gweinyddwyr Pwyllgorau (KEJ & SW)

Cynrychiolwyr Bwrdd Iechyd Prifysgol Betsi Cadwaladr ac Iechyd Cyhoeddus Cymru –

Neil Bradshaw – Cyfarwyddwr Cynllunio

Sally Baxter – Cyfarwyddwr Cynorthwyol Strategaeth ac Ymgysylltu

Clare Jones – Cyfarwyddwr Cynorthwyol Datblygu Gwasanaethau Sylfaenol a Chymunedol

Ellen Greer – Pennaeth Cynllunio

Peter Stevenson – Cyfarwyddwr Cyswllt Iechyd y Cyhoedd

Delyth Jones – Prif Swyddog Iechyd y Cyhoedd

PWYNTIAU A HYSBYSWYD

- Yn absenoldeb y Cadeirydd, y Cynghorydd Dewi Owens llywyddodd yr Is-Gadeirydd, y Cynghorydd Christine Evans y cyfarfod fel Cadeirydd.
- Rhoddodd y Cadeirydd wybod bod y cyfarfod heb gworwm oherwydd nad oedd digon o aelodau'r pwyllgor yn bresennol. Cytunwyd i fynd ymlaen â'r cyfarfod ar y sail fod unrhyw argymhellion i'w cadarnhau yng nghyfarfod nesaf y pwyllgor.

1 YMDDIHEURIADAU

Cynghorwyr Joan Butterfield, Ann Davies, Neville Hughes, Gwyneth Kensler a Dewi Owens

2 DATGAN BUDDIANNAU

Nid oedd yr un datganiad o fudd personol neu niweidiol wedi'i godi.

3 MATERION BRYD FEL Y'U CYTUNWYD GAN Y CADEIRYDD

Nid oedd dim materion bryd wedi'u codi.

4 COFNODION Y CYFARFOD DIWETHAF

Cyflwynwyd cofnodion y Pwyllgor Craffu Partneriaethau a gynhaliwyd ar 26 Ionawr 2012.

Cywirdeb –

Tudalen 7 – Eitem Rhif 7 Y Cynllun Mawr – Eglurhaodd y Cadeirydd ei chyfeiriad at ddau fath o frechiad yn erbyn y feirws papiloma dynol (HPV) a'i chais i'r Gweinidog dros lechyd a Gwasanaethau Cymdeithasol fod y pedwarfalent Gardasil, a oedd yn gwarchod rhag defaid gwenerol hefyd, i'w ddefnyddio'n hytrach na Cervarix a oedd ond yn amddiffyn rhag dwy hil o'r feirws sy'n achosi canser. Roedd y manylyn hwn wedi'i adael allan o'r cofnodion.

Materion yn Codi –

Tudalen 5 – Eitem Rhif 6 Diweddariad Teuluoedd yn Gyntaf – Gofynnodd y Cynghorydd Ray Bartley am restr o'r ceisiadau llwyddiannus ac aflwyddiannus dan y fenter Teuluoedd yn Gyntaf ynghyd â manylion aelodaeth y panel dyfarnu cyn gynted ag y gellir. Roedd y Cynghorydd Gwilym Evans yn cefnogi'r cais hwnnw a mynegodd rywfaint o bryder nad oedd y broses dendro a dyfarnu wedi'i chwblhau eto ac awgrymodd fod y broses i fod yn destun craffu. Soniodd y Cyfarwyddwr Corfforaethol Demograffeg, Lles a Chynllunio am y broses dendro a dyfarnu faith a bod cais wedi'i wneud am dystlythyrau manwl yr oedd yn rhaid eu gwirio. Teimlai hi y byddai'n rhesymol craffu ar y broses gyfan ar ôl ei chwblhau.

Tudalen 6 - Eitem Rhif 7 Y Cynllun Mawr - Dywedodd y Cydlynnydd Craffu fod yr wybodaeth y gofynnwyd amdani gan aelodau yn y cyfarfod diwethaf wedi'i chynnwys o fewn eu briff gwybodaeth (a rannwyd yn y cyfarfod). Roedd y Cadeirydd wedi bod yn falch o nodi'r derbyniad brechlyn uchel gan blant yng Nghymru (Atodiad 4 i'r briff gwybodaeth) a chanmolodd waith y staff meddygol a'r staff nyrsio. Darllenodd hi llythyr gan y Gweinidog dros lechyd a Gwasanaethau Cymdeithasol, yr oedd hi wedi'i dderbyn mewn ymateb i'w llythyr ynglŷn â darparu brechiadau HPV, yn uchel hefyd. Er ei bod hi'n falch i'r Gweinidog gadarnhau newid cyflenwad brechlyn ar gyfer y rhaglen HPV genedlaethol i Gardasil o fis Medi 2012, roedd hi'n siomedig o nodi nad oedd y Cyd-bwyllgor ar Imiwneiddio a Brechu (JCVI) wedi argymhell brechu bechgyn. Dywedodd y Cadeirydd ei bod wedi ysgrifennu'n ôl at y Gweinidog yn amlygu anghydraddoldeb y system a manteision ymestyn y rhaglen i fechgyn. Teimlai fod y JCVI wedi rhoi'r cyngor anghywir yn yr achos hwn.

PENDERFYNWYD –

- (a) *yn amodol ar yr uchod, derbyn a chymeradwyo cofnodion y cyfarfod a gynhaliwyd ar 26 Ionawr 2012 fel rhai cywir;*
- (b) *bod y broses dendro a dyfarnu ar gyfer y fenter Teuluoedd yn Gyntaf i fod yn destun craffu ar ôl ei chwblhau, a*
- (c) *nodu'r ohebiaeth rhwng y Cynghorydd Christine Evans a'r Gweinidog dros lechyd a Gwasanaethau Cymdeithasol ynglŷn â brechiadau HPV.*

5 TWRISTIAETH

Croesawodd y Cadeirydd Mr. Dewi Davies, Cyfarwyddwr Strategaeth Rhanbarthol Partneriaeth Twristiaeth Gogledd Cymru (PTGC) i'r cyfarfod a chyflwynwyd y Rheolwr Adfywio Strategol (RhAS) a Phrif Swyddog Strategaeth Adfywio a Buddsoddi. Cyflwynodd y RhAS adroddiad (a gylchlythyrwyd yn flaenorol) yn gofyn am farn yr aelodau ar eitemau y gellid mynd i'r afael â nhw drwy'r Cynllun Rheoli Cyrchfannau i wella profiad ymwelwyr â'r sir.

Eglurodd Mr. Davies mai pwrpas y Strategaeth Twristiaeth ar gyfer Gogledd Cymru 2010 - 2015 oedd amlygu pwysigrwydd twristiaeth, nodi gweledigaeth ar gyfer ei ddyfodol a chlustnodi'r blaenoriaethau a'r camau strategol sydd eu hangen i'w cyflawni. Roedd twristiaeth yn dod ag incwm o £1.8bn i ardal Gogledd Cymru bob blwyddyn, gan gynnal dros 37,000 o swyddi a rhoi anadl einioes i lawer o fusnesau bach. Rhoddodd rywfaint o wybodaeth gefndir yn ymwneud â rôl PTGC a'i aelodaeth, a oedd yn cynnwys cynrychiolwyr o'r sector cyhoeddus ac o'r sector preifat. Aeth Mr. Davies yn ei flaen i roi cyflwyniad power point yn amlinellu'r manteision i Sir Ddinbych o'i hymwneud â'r Strategaeth Dwristiaeth gyfredol a oedd yn nodi –

- yr heriau at y dyfodol
- cryfderau arbennig yr ardal a sut y gallent gael eu hyrwyddo
- yr angen am fuddsoddiad mewn rhagoriaeth cynnyrch
- pwysigrwydd darparu profiad arbennig i ymwelwyr
- trefniadau i gydweithio mewn partneriaeth
- blaenoriaethau i Ogledd-Orllewin Cymru a Gogledd-Ddwyrain Cymru, a
- cynllun gweithredu i gyflawni'r strategaeth.

Un o'r camau blaenoriaethol i bob awdurdod lleol oedd llunio Cynllun Rheoli Cyrchfannau (CRhC) i ddarparu ymagwedd integredig at reoli twristiaeth a'r amgylchedd cyffredinol yn yr ardal. Pwysleisiodd Mr. Davies y blaenoriaethau allweddol a soniodd am drefniadau rheoli i yrru'r fenter honno yn ei blaen.

Diolchodd y Cadeirydd i Mr. Davies am ei gyflwyniad a gofynnodd yr aelodau fod nifer o faterion i gael eu cynnwys neu gael sylw o fewn y CRhC fel a ganlyn –

- yr angen am arwyddion priodol at Ddyffryn Clwyd ar yr A55 a ffyrdd prifwythiennol eraill i groesawu a chyfeirio ymwelwyr i Ddyffryn Clwyd ac atyniadau eraill yn y sir
- dylid gwneud mwy i annog y rheini sy'n ymweld â Safle Siopa Tweedmill i ymweld â rhannau eraill o Sir Ddinbych
- pwysigrwydd rhoi cyhoeddusrwydd i Eisteddfod Genedlaethol 2013 sydd i'w chynnal yn Ninbych a mwyhau'r cyhoeddusrwydd i'r ardal
- mynd i'r afael â diffyg llety ar y daith i ymwelwyr ag Ardal o Harddwch Naturiol Eithriadol (AHNE) Bryniau Clwyd, yn arbennig cerddwyr, trwy weithio gyda swyddogion ac aelodau'r AHNE i'w annog yn weithredol i gynorthwyo pobl leol i sefydlu busnesau priodol yn yr ardal heb fynd yn groes i'r cyfyngiadau sy'n gysylltiedig â statws AHNE

- yr angen i addysgu pobl leol a busnesau am fanteision twristiaeth gan fod busnes wedi'i golli oherwydd diffyg cefnogaeth neu wrthwynebiad i fentrau neilltuol
- pwysleisio pwysigrwydd pentrefi a phentrefannau lleol i'r Strategaeth Twristiaeth ac ethos unigryw pentrefi unigol ayb a'r cyfleusterau a'r gwasanaethau sydd ar gynnig ynddynt i dwristiaid
- yr angen i fynd i'r afael â materion amgylcheddol/cadw tŷ gan sicrhau bod sbwriel yn cael ei glirio'n rheolaidd; arwyddion yn cael eu cynnal a'u cadw, eu glanhau a'u hadnewyddu (pan fyddant wedi mynd ar goll) yn rheolaidd, a gwella cyflwr ffyrdd
- yr angen i ailgyfeirio gweithgareddau neilltuol megis Etape Cymru i fwyhau cyfleoedd busnes i'r rheini sy'n fwy parod i dderbyn twristiaeth
- archwilio'r galw a chyfleoedd i ddatblygu gwyliau arbenigol, megis twristiaeth ceffylau trwy ymgysylltu â llwybrau ceffylau hysbys eraill mewn ardaloedd cyfagos
- annog busnesau lleol i hyrwyddo'r ethos Cymreig a nodweddion unigryw'r ardal, er enghraifft trwy chwarae cerddoriaeth leol/Gymreig mewn tai bwyta, siopau, mannau gwerthu, ayb.
- archwilio'r posibiladau o ddatblygu canolfannau rhagoriaeth i ddenu twristiaid gyda diddordebau neilltuol, er enghraifft bwyd gourmet, ayb.
- tynnu at sylw tafarnau, tai bwyta, caffis, ayb. fanteision bod ar agor yn ystod diwedd y prynhawn hyd at fin nos cynnar (5.00 p.m. tan 7.00 p.m.) i ddarparu bwyd ayb. ar gyfer ymwelwyr
- bod effaith datblygu ffermydd gwynt ar y tir ac ar y môr yn yr ardal a'r cyffiniau ar y diwydiant twristiaeth i'w fonitro'n agos.

Roedd yr aelodau'n awyddus hefyd fod y Cyngor a PTGC yn ymgysylltu'n weithredol â Chymdeithas Twristiaeth Llanelwy a Rhuddlan, a oedd wedi'i sefydlu'n ddiweddar, a bod ymateb i'w anfon i'r llythyr a gyhoeddwyd yn rhifyn yr wythnos hon o'r Denbighshire Free Press ynglŷn â lleoedd bwyta yn Rhuthun.

Cydnabu Mr. Davies a'r swyddogion sylwadau'r aelodau a bu iddynt ymhelaethu ar y cynnydd gyda mentrau neilltuol i fynd i'r afael â rhai o'r materion a godwyd. Mewn perthynas ag Eisteddfod Genedlaethol 2013, cytunodd Mr. Davies i godi mater cyhoeddusrwydd gyda Bwrdd PTGC. Gofynnodd y Cynghorydd Meirick Davies a ellid gadael iddo wybod am y cynnydd gyda'r mentrau arfaethedig i annog siopwyr safle Tweedmill i ymweld â rhannau eraill o'r sir.

Wrth gloi soniodd y RhAS am sefydlu Bwrdd Rhaglen mewnol i adlewyrchu'r gwaith yn y CRhC a chytunwyd bod manylion cylch gwaith a threfniadau cyflwyno adroddiadau'r Bwrdd i'w cylchlythyr i'r pwyllgor. Darparodd Mr. Davies gopiau o Strategaeth Twristiaeth Gogledd Cymru 2010 – 2015 ac Adolygiad Blynyddol 2010 – 11 o'r PTGC hefyd. Fe wnaeth y Pwyllgor

ARGYMELL bod –

- (a) *sylwadau'r aelodau fel y'u nodwyd uchod i'w cynnwys neu i gael sylw yn y Cynllun Rheoli Cyrchfannau;*

- (b) *sylwadau'r aelodau hefyd i'w dwyn at sylw'r Aelod Arweiniol dros Adfywio a Thwristiaeth a oedd yn gynrychiolydd y Cyngor ar Bartneriaeth Twristiaeth Gogledd Cymru hefyd, a*
- (c) *manyllion Cylch Gwaith a threfniadau cyflwyno adroddiadau'r Bwrdd Rhaglen mewnol i'w cylchlythyru i'r pwyllgor.*

6 NEWIDIADAU I'R RHAGLEN CEFNOGI POBL RANBARTHOL A CHENEDLAETHOL

Cyflwynodd Cyfarwyddwr Corfforaethol Demograffeg Lles a Chynllunio (CC:DLI&Ch) adroddiad (a gylchlythyrwyd yn flaenorol) yn gofyn am gefnogaeth y pwyllgor i'r cynnig i gymryd rhan mewn Pwyllgor Cydweithredol Rhanbarthol cysgodol ar gyfer Gwasanaethau Cefnogi Pobl (CP) ac yn tynnu sylw'r aelodau at y toriadau yng Ngrant y Rhaglen Cefnogi Pobl (GRhCP) a gweithrediad fformiwla aiddosbarthu interim a meini prawf cymhwyster newydd o fis Ebrill 2012.

Wrth gyflwyno'r adroddiad pwysleisiodd CC:DLI&Ch y pwyntiau allweddol canlynol –

- o ystyried yr oedi tebygol wrth sefydlu Pwyllgor Cydweithredol Rhanbarthol oherwydd pryderon ynghylch trefniadau llywodraethu ac atebolrwydd roedd angen sefydlu Pwyllgor Cydweithredol Rhanbarthol cysgodol ar gyfer gwasanaethau CP ar draws Gogledd Cymru i ddatblygu cylch gwaith i'w gytuno
- byddai gan gynghorau Gogledd Cymru tua £8m yn llai i'w wario ar wasanaethau CP erbyn 2017 oherwydd aiddosbarthiad arian CP yn genedlaethol a byddai strategaeth ranbarthol yn helpu i wneud iawn am y toriadau hynny
- byddai Sir Ddinbych yn colli tua £1.5m yn y grant CP dros y pum mlynedd nesaf ac roedd newidiadau i'r grant yn golygu hefyd y byddai rhai gwasanaethau a oedd yn cael eu cyllido ar hyn o bryd yn anghymwys yn y dyfodol
- manylodd ar y strategaeth arfaethedig i liniaru'r newidiadau, yn cynnwys defnyddio'r gostyngiadau cyllido yn erbyn y meysydd gwasanaeth hynny a oedd yn anghymwys yn awr dan reolau CP a defnyddio'r gronfa wrth gefn yr oedd y Cyngor wedi'i sefydlu i leddfu'r effaith ar y gyllideb Gwasanaethau Oedolion; byddai'r gronfa wrth gefn wedi'i defnyddio erbyn 2016/17 ond yn y cyfamser byddai'r cyllidebau Oedolion a CP yn cael eu hadolygu'n barhaol i leihau effaith barhaus y newidiadau.

Roedd manyllion y grant cyllido CP wedi'u cynnwys fel atodiad cyfrinachol i'r adroddiad ac er mwyn trafod y cyllid hwnnw ymhellach fe –

BENDERFYNWYD dan Adran 100A Deddf Llywodraeth Leol 1972, gwahardd y Wasg a'r Cyhoedd o'r cyfarfod ar gyfer yr eitemau busnes canlynol am y rheswm eu bod yn debygol o olygu datgelu gwybodaeth eithriedig fel y'i diffinnir ym Mharagraff 14 Rhan 4 Atodlen 12A Deddf Llywodraeth Leol 1972.

RHAN II

Manylodd CC:DLI&Ch ar ragdybiaethau'r gostyngiad yn y gyllideb dros y pum mlynedd nesaf fel rhan o aiddosbarthiad adnoddau CP ar draws Cymru a'r oblygiadau i feysydd gwasanaeth penodol. Cydnabu'r aelodau fod y Cyngor wedi cymryd camau cyfrifol yn gynnar i liniaru, gymaint ag oedd yn bosibl, y gostyngiadau yn y cyllid grant yn y dyfodol a chanmolasant y swyddogion yn hynny o beth. Er

hynny roedd y gostyngiadau, ynghyd â'r angen am arbedion effeithlonrwydd pellach, a'r posibilrwydd o fwlch cyllido o 2016/17 yn achos pryder sylweddol. Mynegodd y Cynghorydd Ray Bartley ei bryder arbennig ynghylch y gostyngiad yn yr elfen Anabledd Dysgu a'r ffaith na fyddai nifer o gynlluniau'n gymwys bellach dan y meini prawf newydd. Wrth ystyried yr oedi tebygol wrth sefydlu'r Gwasanaeth Rhanbarthol oherwydd y materion llywodraethu ac atebolrwydd sydd heb eu penderfynu, gofynnodd yr aelodau eu bod yn derbyn adroddiad pellach unwaith yr oedd y materion hynny wedi'u datrys. Ymatebodd CC:DLI&Ch i gwestiynau'r aelodau ynghylch ymateb awdurdodau eraill Gogledd Cymru a nododd y pwyllgor amrywiad yn sut oeddid yn mynd i'r afael â'r toriadau cyllido. Soniodd hi am gyfarfod rhanbarthol sy'n dod i sicrhau rhyw fesur o gysondeb yn y dyfodol yn hynny o beth. Mewn ymateb i gwestiwn gan y Cadeirydd soniodd CC:DLI&Ch am y fformiwla cyllido a dosbarthiad adnoddau hefyd. Gan nad oedd y cyngor mewn sefyllfa i gwblhau cynigion ar gyfer y Pwyllgor Rhanbarthol ar hyn o bryd, gofynnodd yr aelodau am adroddiad pellach yn ôl pan oedd y materion heb eu penderfynu wedi'u datrys. Soniodd y Cynghorydd Pauline Dobb am bryderon Bwrdd Rhaglen Gwasanaethau Cymdeithasol ac Iechyd Rhanbarthol Gogledd Cymru a dywedodd fod grŵp trawsbleidiol yn lobbio Mrs Gwenda Thomas AC, Dirprwy Weinidog Plant a Gwasanaethau Cymdeithasol Llywodraeth Cymru ar hyn o bryd ynghylch y materion hyn. Fe -

ARGYMHELLWYD –

- (a) *cefnogi cyfranogiad y Cyngor yn y Pwyllgor Cydweithredol Rhanbarthol cysgodol ar gyfer Gwasanaethau Cefnogi Pobl i ymgymryd â'r swyddogaethau fel y'u nodwyd ym mharagraff 4.4 a gyda'r aelodaeth a nodwyd ym mharagraff 4.5 yr adroddiad;*
- (b) *bod adroddiad pellach i'w gyflwyno i gyfarfod o'r pwyllgor yn y dyfodol ar y cynigion terfynol ar gyfer y Pwyllgor Cydweithredol Rhanbarthol ar gyfer Gwasanaethau Cefnogi Pobl i'r aelodau ei ystyried cyn ei gyflwyno i'r Cabinet, a*
- (c) *nodi effaith ariannol bosibl y toriadau Cefnogi Pobl arfaethedig ar y Cyngor a'r mesurau lliniaru arfaethedig.*

SESIWN AGORED

Ar ôl cwblhau'r uchod ailddrechreuodd y cyfarfod mewn sesiwn agored.

Yn y fan hon (10.55 a.m.) torrodd y cyfarfod am egwyl lluniaeth.

7 CYFLWYNIAD GAN IECHYD CYHOEDDUS CYMRU

(Daethpwyd â'r eitem hon yn ei blaen ar yr agenda gyda chaniatâd y Cadeirydd)

Rhoddodd y Rheolwr Gwasanaeth: Derbyn ac Ailalluogi (RhG:D&A) a'r Cyfarwyddwr Cynorthwyol Datblygu Gwasanaethau Sylfaenol a Chymunedol (CC:DGS&Ch) o BIPBC gyflwyniad power point ar y cyd i'r pwyllgor ar y sefyllfa bresennol mewn perthynas â gweithio ardal yn Sir Ddinbych, yn cynnwys cyflwyno Gofal Lefel Uwch (a adwaenid o'r blaen fel HECS). Cyflenwyd yr aelodau â throsolwg o weithio ardal, yn cynnwys ei darddiad a'i gyd-destun cyffredinol dan y penawdau canlynol –

- pwrpas a rôl ardaloedd wrth gynllunio, monitro a gwerthuso gwasanaethau yn y gymuned ar gyfer nodweddion penodol yr ardal
- egwyddor ysgogol gweithio ardal bod ysbytai cyffredinol dosbarth ond yn darparu'r gwasanaethau arbenigol hynny na ellid eu cyflenwi'n effeithiol, yn ddiogel ac yn effeithlon yn y cymunedau
- trawsnewid gofal cymdeithasol gyda phobl yn dewis opsiynau llai dibynnol a oedd yn nodweddiadol yn fwy cost-effeithiol
- pedair ardal ar ddeg ar draws Gogledd Cymru (gyda dwy ardal yn Sir Ddinbych) pob un gyda Thîm Arwain ac aelodaeth graidd
- bod y gwasanaethau lleol presennol yn gweithredu'n gymharol annibynnol yn aml gyda phroffiliau gwasanaeth yn amrywio rhwng ardaloedd ond bod bylchau a gorgyffyrddiadau yn bodoli ym mhob ardal.

Ymhelaethodd y swyddogion ar y cynnydd gyda datblygu gweithio ardal a rhoesant enghreifftiau penodol o'r gwaith hyd yn hyn, a'r gwaith a'r heriau yn y dyfodol. Cyfeiriwyd at y gwaith a wnaed i ddenu rhanddeiliaid ardal a phobl leol wrth gynllunio a chyflenwi gwasanaethau er mwyn deall anghenion y boblogaeth a'r gwasanaethau a ddarperir. Anogwyd yr aelodau i gysylltu â'r CC:DGS&Ch os oeddynt yn dymuno bod â rhan yn y Grwpiau Rhanddeiliaid Ardal. Yn olaf amlygwyd rôl y pwyllgor craffu wrth helpu gyda datblygu gweithio ardal ac ychwanegu gwerth at y broses.

Diolchodd y Cadeirydd i'r swyddogion am y cyflwyniad cynhwysfawr a chymerodd yr aelodau y cyfle i godi cwestiynau ynghylch datblygu ardaloedd yn gyffredinol ynghyd â rhai cwestiynau penodol yn gysylltiedig â'r ddarpariaeth Gofal Lefel Uwch. Derbyniwyd yr ymatebion canlynol –

- pwysleisiwyd llwyddiant cyd-leoli staff iechyd a gofal cymdeithasol yn Hafan Lles, Prestatyn fel enghraifft o beth oedd wedi gweithio'n dda gyda pherthynas weithio gref wedi'i datblygu gyda gweithwyr iechyd proffesiynol
- roedd gweithio gyda blaenoriaethau sy'n cystadlu â'i gilydd yn achosi peth rhwystredigaeth ac roedd angen adolygu nifer o gynlluniau i adlewyrchu gweithio cydgysylltiedig partneriaid yn well o'i gyferbynnu â dim ond canolbwyntio ar iechyd
- roedd y Tîm Ardal yn chwilio i mewn i gyd-leoli yn Ninbych a fyddai'n debygol o gynnwys 80 o staff ac roedd ymholiadau wedi'u gwneud gydag Adran Ystadau'r Cyngor ynghylch safleoedd posibl (gofynnodd y Cadeirydd fod y pwyllgor i gael gwybod am ddatblygiadau yn y dyfodol)
- datblygiad mesurau canlyniadau ar gyfer ardaloedd penodol o ran perfformiad ac o ran atebolrwydd y boblogaeth ac ymhelaethodd ar y dull Atebolrwydd yn Seiliedig ar Ganlyniadau
- cynnydd o ran sefydlu Un Man Asesu, Mynediad a Chydlynu Gofal yn Sir Ddinbych gyda chais llwyddiannus am brosiect arddangoswr a thîm prosiect yn ei le i yrru'r fenter yn ei blaen; byddai'r prosiect yn darparu gwasanaethau cyffredinol ac yn galluogi pobl i hunanreoli yn ogystal â chael defnyddio gwasanaethau penodol gyda phontio di-dor at help pellach
- roedd Grwpiau Ardal yn trafod syniadau ar gyfer darparu gwasanaeth cyfan o fewn eu hardaloedd ac nid oeddynt wedi ystyried cynllunio ar gyfer anhwylderau cronig penodol eto
- aeth 263 o bobl drwy Ofal Lefel Uwch yn y flwyddyn gyntaf ac roedd y ffigurau amcanol ar gyfer yr ail flwyddyn ychydig yn uwch gyda phatrwm derbyn tebyg

- y gobaith oedd y gellid dod â mwy o bobl adref yn gynt drwy Ofal Lefel Uwch ac roedd gwaith yn mynd ymlaen yn hynny o beth
- roedd Gofal Lefel Uwch yn cael ei estyn yn y lle cyntaf i'r pedair ardal yng Ngogledd Cymru a phwysleisiwyd pwysigrwydd cyd-leoli mewn ardaloedd gwledig hefyd
- roedd cymhariaeth ariannol wedi awgrymu bod Gofal Lefel Uwch yn fwy cost-ffeithiol ond roedd gwerthusiad mwy cadarn yn cael ei wneud i gynnwys barn cleifion a gofalwyr
- roedd amrywiadau yn y galw am y gwasanaeth Gofal Lefel Uwch, ond roedd adegau pan oedd yn gweithredu hyd at ei eithaf.

Diolchodd y Cadeirydd i'r swyddogion am ateb cwestiynau'r aelodau ac fe –

BENDERFYNWYD nodi'r cyflwyniad ar ddatblygu gweithio ardal yn Sir Ddinbych ynghyd â'r ymatebion a dderbyniwyd i gwestiynau.

8 DATBLYGU GWEITHIO ARDAL YN SIR DDINBYCH

Roedd copi o 'Ein Dyfodol Iach – Fframwaith Strategol ar gyfer Iechyd y Cyhoedd Tybaco ac Alcohol' a 'Codi Proffil Iechyd y Cyhoedd' wedi'u rhannu yn y cyfarfod. Rhoddodd Peter Stevenson, Cyfarwyddwr Cyswllt Iechyd y Cyhoedd (CC:IC), Iechyd Cyhoeddus Cymru gyflwyniad power point ar broblemau tybaco ac alcohol. Pwysleisiodd CC:IC bwysigrwydd gwella canlyniadau iechyd a lleihau costau gofal iechyd a'r ddarpariaeth gofal cymdeithasol trwy godi proffil blaenoriaethau atal ac amddiffyn. Cyflenwyd yr aelodau â'r wybodaeth ganlynol –

- Roedd 'Ein Dyfodol Iach' yn nodi'r ffocws strategol ar gyfer gwaith iechyd cyhoeddus yng Nghymru o atal ac ymyriad cynnar gydol oes
- roedd consensws ynglŷn â phwysigrwydd gwella canlyniadau iechyd a chodi proffil blaenoriaethau atal ac amddiffyn wedi'i gyrraedd
- fel ffactorau risg allweddol clefyd cronig a marw cyn pryd y blaenoriaethau cyntaf oedd rheoli tybaco ac alcohol ac roedd cynllun gweithredu wedi'i gytuno
- gwybodaeth gefndir ac ystadegol ynghylch ysmegu ac yfed alcohol yn cynnwys y gost i GIG Cymru
- roedd dull systematig a chydgyssylltiedig o fynd ati wedi'i hargymell a gofynnwyd i bob sefydliad a phartneriaeth flaenoriaethu'r un materion a gweithredu ymyriadau'n seiliedig ar dystiolaeth
- roedd BIPBC wedi clustnodi tybaco ac alcohol yn ei gynlluniau strategol a'i gynlluniau cyflenwi; cyfeiriwyd yn arbennig at Bolisi Di-Fwg y Bwrdd Iechyd a'r ffocws ar ysmegu ymysg mamau ynghyd ag amryw o weithgareddau sy'n cael eu gweithredu i fynd i'r afael â chamddefnydd alcohol a'i ganlyniadau
- roedd rheoli tybaco ac atal alcohol wedi'u clustnodi'n flaenoriaethau iechyd cyhoeddus o fewn Cynllun MAWR Sir Ddinbych ac roedd camau wedi'u clustnodi o fewn Cynlluniau Gweithredu Cynnar, Estyn Hawl ac Iechyd, Gofal Cymdeithasol a Lles (HSCWB) i gyflenwi yn erbyn canlyniadau a gytunwyd – roedd manylion y camau a gymerwyd yn Sir Ddinbych i gefnogi rheoli tybaco ac alcohol wedi'u darparu hefyd.

Wrth gloi, pwysleisiodd y CC:IC yr angen i gynnal ffocws a gweithredu blaenoriaethol ar feysydd pwysig atal ac ymyriadau cynnar. Cyfeiriodd yr aelodau at Adroddiad

Blynyddol Adran Iechyd y Cyhoedd a oedd yn rhoi cyngor annibynnol gyda ffocws ar y blynyddoedd cynnar ac ymyriadau'n seiliedig ar dystiolaeth.

Diolchodd y Cadeirydd i'r CC:IC am ei gyflwyniad addysgiadol a chyfeiriodd at ei phrofiad ei hun fel ysmygwraig a defnydd sigarêts electronig fel dewis arall diogelach yn lle cynhyrchion tybaco. Roedd hi'n siomedig o nodi, er bod cyfeiriad at effaith gyffredinol ysmegu, bod diffyg manylion penodol yn yr wybodaeth ystadegol a ddarparwyd. Cyfeiriodd Cyfarwyddwr Cynorthwyol Strategaeth ac Ymgysylltu (CC:S&Y) BIPBC at y gwaharddiad ysmegu a oedd wedi'i gyflwyno yn Yr Alban a soniodd am y gostyngiadau dilynol yn nifer y babanod pwysau geni isel a fu'n waelach eu hiechyd yn ystod eu bywyd cyfan. Nododd y Cynghorydd Pauline Dobb y bu'r ffocws ar blant a phobl ifanc ac roedd hi'n bryderus o nodi'r diffyg cyfeiriad neu ymyriad a dargedir ar y boblogaeth hŷn. Dywedodd Prif Swyddog Iechyd y Cyhoedd (PSIC) BIPBC fod cynllun gweithredu'r awdurdod lleol wedi canolbwyntio'n bennaf ar atal a chyfeiriodd hi at gynllun gweithredu ar wahân a gynhyrchwyd gan y Bwrdd Iechyd ar y cyd â Byrddau Iechyd eraill yng Nghymru mewn perthynas â'r boblogaeth mewn oed, a oedd yn clustnodi camau allweddol a disgwyliadau. Pwysleisiodd Cyfarwyddwr Corfforaethol Demograffeg, Lles a Chynllunio fod rhai o ddefnyddwyr gwasanaethau'r cyngor (megis defnyddwyr gwasanaethau iechyd meddwl a thenantiaid tai cyngor) yn ysmegu'n anghymesur a holodd sut y gallai'r cyngor fynd i'r afael â'r mater hwnnw. Soniodd PSIC am y disgwyliad fod pob awdurdod lleol yn datblygu cynllun gweithredu i archwilio rhoi'r gorau i ysmegu ac agweddau amgylchedd gyda staff yn cael eu hyfforddi i gyflenwi ymyriad. Er y bu'r ffocws dechreuol ar iechyd y fam roedd meysydd eraill megis teuluoedd yn gyntaf yn cael eu cynnwys ac roedd cyfeiriad at hyfforddiant ymyrryd byr yn y Cynllun MAWR. Roedd angen datblygu'r maes hwn hefyd o ran y boblogaeth mewn oed mewn dull cynlluniedig a'r gobaith oedd cyflawni hynny gyda chymorth y Cynllun MAWR.

PENDERFYNWYD *nodi'r cynnydd a wnaed hyd yn hyn ar broblemau tybaco ac alcohol ynghyd â'r angen i gynnal ffocws a gweithredu blaenoriaethol ar feysydd pwysig atal ac ymyriad cynnar.*

9 ADOLYGIADAU GWASANAETHAU STRATEGOL Y GIG

Rhoddodd Cyfarwyddwr Cynorthwyol Strategaeth ac Ymgysylltu (CC:S&Y), BIPBC gyflwyniad power point ar y sefyllfa bresennol mewn perthynas ag adolygiadau gwasanaethau strategol y GIG. Yn ystod ei chyflwyniad soniodd y CC:S&Y am y canlynol –

- yr achos dros newid gofal iechyd yng Ngogledd Cymru a'r prif negeseuon
- rheoli iechyd a lles i unigolion yn cynnwys cynllunio gofal dewisol yn lleol a derbyn gofal annewisol o fewn amser diogel ac o fewn pellter rhesymol
- y materion allweddol sy'n codi o'r adolygiadau gwasanaethau mewn perthynas â Gwasanaethau Pediatrig; Gwasanaethau Mamolaeth, Gynaecoleg a Newyddenedigol; Llawfeddygaeth Gyffredinol Annewisol, a Thrawma ac Orthopedeg
- bod BIPBC, ar ôl cadarnhau achos dros newid ym mhob un o'r gwasanaethau, yn ymgysylltu'n barhaus â staff a rhanddeiliaid er mwyn llunio asesiadau effaith manwl o'r materion ac unrhyw newidiadau posibl

- y camau nesaf a meysydd allweddol i'w datblygu yn cynnwys cysylltiadau clinigol; teithio a thrafnidiaeth; asesiad effaith, a chyllid ynghyd â'r graddfeydd amser dan sylw a fyddai'n arwain at argymhellion a gweithrediad posibl o fis Tachwedd ymlaen
- os oedd canlyniadau'r adolygiadau gwasanaethau yn cynnig newidiadau mawr i gyfluniadau gwasanaeth byddai trefniadau ar gyfer ymgynghoriadau ffurfiol ar y cynigion yn cael eu trafod gyda'r Cyngor Iechyd Cymuned (CIC)

Cynghorwyd yr aelodau i gysylltu â'r CC:S&Y os oedd ganddynt ddi-ddordeb penodol mewn maes gwasanaeth penodol a byddai hi'n darparu mwy o wybodaeth am y pwnc. Ymatebodd y CC:S&Y i gwestiynau ynghylch argaeledd gwasanaethau gan ysbytai cymuned yn y dyfodol gan roi gwybod bod gan bob ardal anghenion gwahanol ac y byddent felly ag angen darpariaeth gymunedol wahanol. Roedd hi'n bwysig datblygu model gofal wedi'i addasu i anghenion pob ardal a sicrhau sbectwm gofal gyda chyfleusterau integredig yn cynnwys cydlynu gofal gyda chysylltiadau i un man mynediad. O ran gwasanaethau cymunedol yn Llangollen, roedd hyn yn golygu prosiect ar y cyd â'r awdurdod lleol. Roedd modelau gofal yn cael eu harchwilio ac felly hefyd adnoddau gofal sylfaenol a allai fod yn newydd a chydlyniad gofal wedi'i gysylltu ag un man mynediad. Mewn perthynas â gofal wedi'i seilio ar welyau ysbyty cymuned nid oedd penderfyniad wedi'i wneud ac roedd problemau ynglŷn â'r adeilad presennol a oedd ag angen sylw. Cydnabuwyd yr angen i gael at welyau ysbyty cymuned yn neu gerllaw'r gymuned.

Mynegodd y Cadeirydd Bryder ynghylch faint o amser a gymerwyd wrth gynnal yr adolygiadau gwasanaeth a'r effaith ddilynol ar staff ysbyty yn ansicr ynghylch y ddarpariaeth yn y dyfodol ynghyd ag oblygiadau cost. Pwysleisiodd hi'r angen i fynd i'r afael â mater pobl sy'n byw'n agos at y ffin yng Ngogledd-Ddwyrain Cymru hefyd. Eglurodd y Cyfarwyddwr Cynllunio a CC:S&Y fod cymhlethdodau'r broses ynghyd â'r dyhead i sicrhau ymgysylltu llawn wedi arwain at broses faith. Roedd hi'n bwysig archwilio'r cysylltiadau a'r ffit gyda gwasanaethau eraill yn llawn ac roedd Grwpiau Ardal yn gweithio drwy atebion. Roedd BIPBC yn ceisio delio â'r cymhlethdodau hynny mewn ffordd gynhwysol a phwysleisiodd bod effeithiau y tu hwnt i Ogledd Cymru. Roedd hi'n anodd cynhyrchu prisiad cadarn ar gyfer opsiynau hefyd o ystyried fod y ddarpariaeth mewn un ardal ag oblygiadau i eraill.

PENDERFYNWYD *derbyn a nodi'r cyflwyniad yn manylu ar y sefyllfa ddiweddaraf ynglŷn ag adolygiadau gwasanaethau strategol y GIG.*

10 CWESTIYNAU AELODAU

Rhoddodd cynrychiolwyr Bwrdd Iechyd Prifysgol Betsi Cadwaladr (BIPBC) ymateb i gwestiynau aelodau ar faterion yn gysylltiedig â'r gwasanaeth iechyd fel a ganlyn –

Anableddau Dysgu - Roedd archwiliad o asesiad archwiliad iechyd blynyddol unigolion gydag anableddau dysgu a wnaed gan Feddygon Teulu wedi dangos canlyniad ffafriol o ran mynediad at Feddygon Teulu ond roedd problemau ynglŷn â chyfathrebu. Roedd BIPBC yn codi ymwybyddiaeth staff i sicrhau cyfathrebu mwy effeithiol â phobl a oedd ag anableddau dysgu. Gofynnodd y Cynghorydd Ray Bartley fod mwy o wybodaeth am ganfyddiadau'r archwiliad i'w darparu. Pwysleisiodd y Cynghorydd Bartley bwysigrwydd cymorth nyrsio i bobl gydag anableddau dysgu o fewn lleoliad ysbyty aciwt hefyd. Holodd ynghylch canlyniad y

prosiect peilot yr oedd wedi'i arwain i gredu y byddai'n parhau. Cadarnhaodd y cynrychiolwyr fod y mater wedi'i drafod yn y Grŵp Cyfeirio Rhanddeiliaid a gofynnodd y Cadeirydd i BIPBC gadarnhau'r trefniadau yn y dyfodol ar gyfer cymorth nyrsio unwaith yr oeddynt yn hysbys.

Gweithgareddau'r Gaeaf – Soniodd y cynrychiolwyr am y newidiadau tymor byr a'r ymatebion gweithredol dros gyfnod y gaeaf pan oedd heriau o ran salwch staff wedi'u hwynebu. Roedd BIPBC wedi ceisio rhybuddio staff a phartneriaid ymlaen llaw o ran penderfyniadau gweithredol. Oherwydd y problemau a gafwyd byddai protocol yn cael ei gytuno ar gyfer materion gweithredol brys tymor byr ac roedd BIPBC yn gweithio gyda'r Cyngor Iechyd Cymuned ar y protocol hwnnw. Cydnabuwyd cyfathrebu ac ymgysylltu yn faterion pwysig.

Parcio Ceir – Dywedwyd wrth yr aelodau fod digon o leoedd parcio ceir yn Ysbyty Glan Clwyd ond nad oedd pobl bob amser yn parcio'n feddylgar. Roedd trefniadau'n cael eu gwneud i roi parcio blaenoriaethol i gleifion a lleoli lle parcio staff ymhellach i ffwrdd o adeilad yr ysbyty.

Camdybiaethau – Codwyd nifer o gamdybiaethau o ran cau ysbytai a chydraddoldeb triniaeth. Dywedwyd wrth yr aelodau am ffaeledau yn y system o ran seilwaith a oedd ar ôl yr oes a chyfyngiadau ariannol a oedd yn cefnogi'r angen am adolygiadau gwasanaeth a newidiadau yn y ddarpariaeth gofal. Heb amheuaeth roedd rôl ar gyfer ysbytai cymuned ond roedd angen craffu ar wasanaethau hefyd a darparu model gofal gwahanol at y dyfodol. Nid oedd y cyhoeddusrwydd a grëwyd gan y cyfryngau yn gwneud fawr ddim i helpu'r sefyllfa.

Pellter Rhesymol ar gyfer Gofal Annewisol - Nid oedd yr un diffiniad unigol ar gyfer pellter rhesymol ac amser teithio, a oedd yn ddibynnol i raddau helaeth ar y math o wasanaeth oedd ei angen. Roedd y pwyslais ar ddarparu'r math iawn o ofal o fewn amser diogel ac o fewn pellter rhesymol. Byddai mater amser teithio yn cael sylw pellach yn y Cynllun Iechyd Gwledig a byddai trafodaethau'n cael eu cynnal gyda rhanddeiliaid ynglŷn â 'rhesymoldeb'.

Adnewyddu Ysbyty Glan Clwyd/Amseroedd Aros Ambiwlansys - Soniodd y cynrychiolwyr am y newidiadau i'r ysbyty a chynlluniau i wahanu derbyniadau Damweiniau ac Argyfwng a Chleifion Allanol ar y llawr isaf. Roedd cyllid wedi'i sicrhau ar gyfer y prosiect tymor hir cymhleth a fyddai'n datrys nifer o broblemau a gallai cynlluniau gael eu darparu yn y dyfodol pe dymunai'r aelodau. Roedd yn wastad alw uchel am wasanaethau ambiwlans a byddai'r datblygiad cyfalaf yn helpu gydag ailgynllunio'r ardal derbyniadau. Roedd her wrth recriwtio ymgynghorwyr ond y gobaith oedd y byddai dau ymgynghorydd posibl yn cymhwyso yn ddiweddarach eleni. Roedd rhywfaint o gymorth wedi'i ddarparu gan Lywodraeth Cymru o ran adolygu prosesau a systemau i fynd i'r afael â derbyniadau.

Yn olaf gofynnwyd i'r aelodau gysylltu â'r Bwrdd Iechyd os oedd ganddynt broblemau ynglŷn ag unigolion neilltuol neu i annog pobl i fynd at y Bwrdd yn uniongyrchol. Diolchodd y Cadeirydd i'r cynrychiolwyr am eu presenoldeb a'r cyflwyniadau diddorol ac addysgiadol. Roedd hi'n falch fod y berthynas a'r cyfathrebu rhwng yr awdurdod lleol a'iartneriaid iechyd wedi gwella'n sylweddol a phriodolwyd hynny i'rartneriaid i gyd yn gweithio gyda'i gilydd. Cafodd y gwasanaeth Gofal Lefel Uwch ei ddewis ar gyfer canmoliaeth arbennig.

PENDERFYNWYD nodi'r ymatebion i gwestiynau aelodau fel y'u nodwyd uchod.

11 RHAGLEN WAITH ARCHWILIO

Cyflwynodd y Cydlynnydd Craffu adroddiad (a gylchlythyrwyd yn flaenorol) yn gofyn i'r aelodau adolygu rhaglen waith y pwyllgor yn y dyfodol ac yn rhoi diweddariad ar faterion perthnasol. Roedd blaenraglen waith ddrafft (Atodiad 1); cynigion ar gyfer eitemau agenda yn y dyfodol (Atodiadau 2a & 2b), a blaenraglen waith y Cabinet (Atodiad 3) wedi'u rhoi ynghlwm wrth yr adroddiad.

Soniodd y Cydlynnydd Craffu am ddatblygiad y rhaglen waith ddrafft i'r aelodau ei hystyried, gan gyfeirio'n arbennig at y cynigion ar gyfer eitemau agenda ychwanegol (Atodiadau 2c, 2d & 2e wedi'u rhannu yn y cyfarfod) a chynnwys eitemau a glustnodwyd gan y pwyllgor yn ystod cyfarfod heddiw. Tynnodd hi sylw'r aelodau hefyd at yr wybodaeth ychwanegol y gofynnwyd amdani o'r blaen am Brosiect Y Rhyl yn Symud Ymlaen, a oedd wedi'i chynnwys o fewn y briff gwybodaeth a'r tair ffrwd waith ganlyniadol a all elwa ar graffu agosach yn y dyfodol (1) Ardal Adfywio Gorllewin Y Rhyl, (2) Manwerthu a Chanol y Dref, a (3) Twristiaeth a'r Llain Arfordirol. Nodwyd y byddai'r Pwyllgor Craffu Cymunedau yn ystyried Ardal Adfywio Gorllewin Y Rhyl.

Ailadroddodd y Cynghorydd Gwilym Evans bryderon ynghylch statws cyfredol Grŵp Cynghori'r Ystad Amaethyddol a nododd nad oedd dyddiad ar gyfer cyfarfod y Grŵp wedi'i osod eto. Nodwyd hefyd fod dau gais cynllunio ôl-weithredol mewn perthynas â'r Ystad i fod i gael eu hystyried gan y Pwyllgor Cynllunio a chododd yr aelodau bryderon mewn perthynas â'r datblygiadau sy'n digwydd. O'r herwydd gofynnwyd bod materion yn ymwneud â'r Ystad Amaethyddol a rôl y Grŵp Cynghori i fod yn destun craffu yn y dyfodol agos.

Nododd yr aelodau hefyd fod cyfarfod trefnedig nesaf y pwyllgor am 9.30 y bore ar 19 Ebrill yn cyd-daro â chyfarfod o'r Cyngor Iechyd Cymuned a oedd yn cynnwys nifer o aelodau'r pwyllgor. Gofynnodd y Cadeirydd fod ystyriaeth i'w rhoi i aildrefnu'r cyfarfod hwnnw i 2.00 y prynhawn ar yr un diwrnod.

Ar ôl ystyried y materion a godwyd cytunwyd i –

- dderbyn adroddiad ar Becyn Cymorth Llywodraethu'r Partneriaethau ym mis Ebrill
- derbyn adroddiadau ar Gysylltiadau Gwaith Newydd; Cydweithrediad Rhanbarthol ar Ddatblygu Economaidd; Ffrydiau Gwaith Y Rhyl yn Symud Ymlaen (Manwerthu a Chanol y Dref a Thwristiaeth a'r Llain Arfordirol), a Phroses Dendro a Dyfarnu Teuluoedd yn Gyntaf ym mis Gorffennaf
- derbyn adroddiadau ar Wasanaethau Cymdeithasol Cynaliadwy: Fframwaith ar gyfer Gweithredu a'r Bil Gwasanaethau Cymdeithasol; y Mesur Iechyd Meddwl, a Newidiadau'r Rhaglen Cefnogi Pobl Ranbarthol a Chenedlaethol ym mis Mai
- derbyn adroddiad ar Adolygiad o Addysg Uwch yng Ngogledd-Ddwyrain Cymru yn naill ai mis Medi neu fis Hydref yn dibynnu ar argaeledd yr Is-Ganghellor, Prifysgol Glyndŵr.

PENDERFYNWYD yn amodol ar y newidiadau a'r ceisiadau uchod, cymeradwyo'r rhaglen waith fel y'i nodwyd yn Atodiad 1 i'r adroddiad.

12 ADBORTH GAN GYNRYCHIOLWYR Y PWYLLGOR

Nid oedd dim adroddiadau gan gynrychiolwyr y pwyllgor wedi'u derbyn.

Daeth y cyfarfod i ben am 1.40 p.m.

Mae tudalen hwn yn fwriadol wag

Adroddiad i'r: Pwyllgor Craffu Partneriaethau

Dyddiad y Cyfarfod: 19 Ebrill 2012

Swyddog / Aelod Arwain: Aelod Arweiniol dros Addysg

Awdur yr Adroddiad: Arweinydd Tîm Gwaith Cymdeithasol Addysg

Teitl: Archwiliad Blynyddol o Ddiogelu Plant mewn Addysg (Fframwaith Sicrhau Ansawdd)

1. Am beth mae'r adroddiad yn sôn?

Mae'n rhoi gwybod y diweddaraf i'r pwyllgor craffu am y deuddeg mis diwethaf o weithgarwch diogelu mewn addysg ac mae'n rhoi gwybod am y cynllun gweithredu diogelu a gyflawnwyd mewn ymateb i adroddiad Cyngor Sir Penfro (Medi 2011).

2. Beth yw'r rheswm dros lunio'r adroddiad hwn?

Rhoi gwybod am y cynllun gweithredu diogelu manwl a gyflawnwyd ym mis Hydref 2011 ar draws addysg, adnoddau dynol, a gwasanaethau plant. Comisiynwyd y cynllun gweithredu i sicrhau y byddai'r gweithdrefnau diogelu cyfredol ar draws wasanaethau sirol yn gallu gwrthsefyll craffu yn ystod arolygiad a'u bod yn ddigon cadarn a thrwyadl i'w defnyddio.

3. Beth yw'r Argymhellion?

Bod y Pwyllgor yn nodi'r camau a gymerwyd hyd yma, yn cadarnhau ac yn cefnogi'r camau i'w cymryd yn y dyfodol i fynd i'r afael â'r meysydd gwan a nodwyd yn yr archwiliad blynyddol o ysgolion ac i fynd i'r afael â materion diogelu ar draws wasanaethau.

4. Manylion yr adroddiad.

Gweithredwyd y fframwaith sicrhau ansawdd mewn ysgolion ers 2009 a bydd yn cael ei adolygu yn 2013.

Yn yr adroddiad disgrifir y gweithgareddau cysylltiedig yn y fframwaith sy'n ymdrin â rolau staff allweddol mewn ysgolion ac yn y sir ynghyd â'r ddyletswydd ar awdurdodau lleol a chyrrff llywodraethu i fod â threfniadau i ddiogelu a hyrwyddo lles plant o dan Adran 175 o Ddeddf Addysg 2002.

1. Hyfforddiant

Mae'r holl ysgolion yn cael hyfforddiant staff cyfan blynyddol ar "ddiogelu" ac mae hwn bellach yn arfer safonol ledled ysgolion y sir. Mae'r holl staff wedi'u cofrestru ar gronfa ddata hyfforddiant ganolog gydag enw, teitl swydd, dyddiad hyfforddi ac ysgol. Mae ysgolion yn anfon rhestr o'r staff cyfan cyn yr

hyfforddiant a chedwir cofrestr ar y diwrnod o'r staff sydd wedi dod. Mae enwau'r staff ar y rhestr sy'n absennol yn cael eu hanfon yn ôl at y pennaeth i sicrhau bod yr aelodau hyn o staff yn cael eu hyfforddi yn ystod y flwyddyn ysgol.

Mae rhestr o ysgolion cyfredol a hyfforddwyd ers mis Medi 2011 ynghlwm wrth yr adroddiad (Atodiad 1).

Mae'r holl wasanaethau ar draws addysg wedi cael hyfforddiant bellach i bob aelod o staff. Mae staff dynodedig yn y gwasanaethau ar lefel reoli wedi'u henwi'n swyddogion Amddiffyn Plant. Mae'r aelodau hyn o staff yn rheoli unrhyw bryderon a godwyd gan staff gwasanaeth bob dydd ac yn sicrhau bod atgyfeiriadau'n cael eu gwneud ar achosion.

Y timau a hyfforddir yw:

Cyfnod Sylfaen
Gwasanaeth Synhwyrdd
Tîm 14 -19
Anghenion Cymhleth a Meddygol

Cafwyd hyfforddiant gyda gwasanaethau a nodwyd na chawsant unrhyw hyfforddiant diogelu fel arall. Y cylch gwaith oedd sicrhau bod yr holl hyfforddiant yn berthnasol i waith y gwasanaethau a'r cyswllt a gânt â phlant a theuluoedd. Dyma'r gwasanaethau a hyfforddir:

- Patrolau Croesfannau Ysgol (hyfforddir yr holl bersonél)
- Gwasanaeth Cerddoriaeth Ysgol William Mathias Conwy/Sir Ddinbych (hyfforddir yr holl staff)
- Amlygwyd hefyd Brosiectau Posibl – cysylltiedig â chyllid Cymorth drwy Gyngor Sir Ddinbych, ac arweiniodd hyn at archwiliad a wnaethpwyd o bolisiâu diogelu/amddiffyn plant yr asiantaethau/gwasanaethau eu hunain. Roedd hyn er mwyn bodloni Cyngor Sir Ddinbych fod gan y prosiectau sy'n gweithio gyda phlant eu polisiâu asiantaeth eu hunain ar gyfer diogelu.

Amlygodd yr archwiliad gryn fanylder yn y polisiâu gwasanaeth a oedd yn amlygu arfer da a dealltwriaeth glir o Weithdrefnau Amddiffyn Plant Cymru Gyfan. Roeddent yn dystiolaeth o systemau mewn perthynas â chyfeirio ac yn profi pwy yn yr asiantaethau a oedd yn ymdrin â'r maes cyfrifoldeb hwn.

Roedd systemau un asiantaeth mewn perthynas ag atgyfeirio yn amwys, ond aethpwyd i'r afael â hyn, ac mae'r asiantaeth ei hun wedi sicrhau bellach y byddai'r mater hwn yn cael sylw brys.

2. Gweithgarwch Atgyfeirio

Nifer yr atgyfeiriadau a wnaed i Wasanaethau Plant o ysgolion a gwasanaethau.

Atodiad 2 – Medi 2011 hyd yma

[Mae Atodiad 2 yn cael ei eithrio rhag ei ddatgelu i'r cyhoeddus yn rhinwedd paragraff 13 o Ran 4 o Atodlen 12A o Ddeddf Llywodraeth Leol 1972]

Mae'r ddogfen yn enwi ysgolion a gwasanaethau canolog sydd wedi gwneud atgyfeiriadau yn y flwyddyn ysgol gyfredol. Mae nifer fawr o atgyfeiriadau, 85 i gyd, yn dod o ogledd y sir sy'n cael ei ddiffinio fel clwstwr ysgolion Dinbych i'r ardal arfordirol.

Dim ond 12 atgyfeiriad yn y flwyddyn ysgol hon sy'n dod o ysgolion yn ne'r sir. Nid oes unrhyw dystiolaeth o waith gyda'r ysgolion yn awgrymu bod y cyfraddau atgyfeirio isel yn rhai isel yn ne'r sir am nad oes atgyfeiriadau priodol yn cael eu gwneud am blant a theuluoedd.

Amlygwyd hyn drwy gysylltu â phenaethiaid a thrwy sesiynau gyda staff allweddol a chanddynt gyfrifoldebau diogelu. Ni chodwyd unrhyw bryderon am y mater hwn gan y Gwasanaethau Plant.

Edrychasom ar drothwyon a mathau o achosion a fyddai'n deilwng o'u hatgyfeirio efallai; nid wyf wedi darganfod dim thema anweithgarwch drwy'r sesiynau hyn i deilyngu'r gyfradd atgyfeirio isel yn y de hyd yma. Mae ysgolion yn gwybod y gallant gysylltu'n rheolaidd, a'u bod yn cysylltu'n rheolaidd, â'r swyddog diogelu am gyngor ar achosion a'r swyddogion effeithiolrwydd ysgolion yn ogystal â Gwasanaethau Plant yn uniongyrchol am gyngor.

Mae'r berthynas rhwng ysgolion a gwasanaethau plant yn gadarnhaol ar y cyfan. Bydd achosion unigol ar adegau'n achosi gwahaniaethau barn proffesiynol, ond nid oes gennyf dystiolaeth i awgrymu nad yw achosion felly wedi'u trafod yn agored a bod pob ochr yn deall y camau y gellir eu cymryd ar y pryd i amddiffyn a diogelu plant rhag niwed.

Yn yr un modd, mae'r swyddog diogelu'n cysylltu â'r ysgolion â'r cyfraddau atgyfeirio uchaf yn rhan o broses y fframwaith sicrhau ansawdd. Mae ysgolion sy'n cyflwyno atgyfeiriadau o ansawdd gwael yn cael eu nodi adeg atgyfeirio ac mae'r swyddog diogelu'n cysylltu â hwy i drafod yr atgyfeiriad a'i ailgyflwyno efallai gyda gwybodaeth ychwanegol.

Er enghraifft, gall manylion ffeithiau fel pwy, beth, pryd, ble? - fod ar goll yn yr atgyfeiriad.

Cwblhawyd archwiliad ffeil ar hap o atgyfeiriadau, 15 o achosion, ym mis Rhagfyr 2011 gan y swyddog diogelu a rhestrir y prif ganfyddiadau yn ôl blaenoriaeth digwyddiad neu bryder isod:

Cysylltwyd â'r holl ysgolion dan sylw am y canfyddiadau hyd yma.

1. Nid oedd holl fanylion y teulu wedi'u cynnwys.
2. Nid oedd pob rhan o'r ffurflen atgyfeirio wedi'i llenwi ond mae'n ddigon posibl y gallai hyn fod yn gywir am nad oedd yr atgyfeiriwr yn gwybod yr wybodaeth ond nid oedd wedi rhoi tystiolaeth o hyn ar y ffurflen – Ddim yn berthnasol/anhysbys.
3. Dim ffocws ar y rheswm dros atgyfeirio neu wedi ticio mwy nag un blwch ar y ffurflen yn hytrach na'r prif reswm.
4. Ymdriniwyd â'r wybodaeth annigonol am gefndir ar gyfer atgyfeirio adeg yr atgyfeirio ond fe'i cofnodwyd o hyd at ddibenion archwilio.

3. Cynllun Gweithredu Diogelu

Gweler y cynllun manwl yn Atodiad 3 [mae Atodiad 3 wedi'i esgusodi rhag ei ddatgelu i'r cyhoedd yn rhinwedd paragraff 12 o Ran 4 o Atodlen 12A o Ddeddf Llywodraeth Leol 1972]

Defnyddiwyd Adroddiad Cyngor Sir Penfro 2011 yn dempled o feysydd sy'n peri gofid a chafodd y rhain eu croeswrio â pholisïau, gweithdrefnau a systemau Sir Ddinbych.

Mae'r meysydd a amlygwyd yn y cynllun gweithredu Diogelu yn arddangos y dull trwyadl a ddefnyddiwyd gan addysg, adnoddau dynol a gwasanaethau plant i ganfod meysydd gweithredu yr oedd angen gweithredu yn eu cylch ac yn disgrifio amserlen glir i wneud y gwaith hwn a'i gwblhau.

Ymhelaethaf ar y cynllun gweithredu yn y cyfarfod craffu.

4. Archwiliad Diogelu Ysgolion

Bydd gofyn i bob ysgol gwblhau a chyflwyno'r archwiliad blynyddol i'r swyddog diogelu. Bydd hwn yn rhan o adroddiad a gyflwynir i'r Pennaeth Gwella Ysgolion a Chynhwysiant yn amlinellu'r themâu a'r canfyddiadau allweddol o'r archwiliadau o ysgolion.

Gall y canfyddiadau amlinellu materion hyfforddi cyffredinol y gellir mynd i'r afael â hwy'n fwy effeithlon drwy glystyru ysgolion a nodwyd, gan gynnig sesiynau i drafod, hyfforddi neu ddiweddarau ar faterion a amlygwyd yn eu hadroddiadau archwilio.

Gellir trafod y rhain hefyd yng nghyfarfodydd cyrff llywodraethu'r ysgolion yn flynyddol a gallant fod yn rhan o'r ffeil dystiolaeth ar gyfer unrhyw arolygiad o'r ysgol yn y dyfodol.

Amlygwyd bod yr archwiliad yn arfer da gan Gymdeithas Cyfarwyddwyr Addysg Cymru (CCAC) a Llywodraeth Cymru (LIC) sydd wedi gofyn am gopiau i'w rhannu ag awdurdodau eraill ledled Cymru.

5. Arolygiad Estyn Chwefror 2012

Cyfwelodd arolygwyr Estyn â'r Swyddog Diogelu yn rhan o'r arolygiad diweddar o wasanaethau awdurdod lleol mewn addysg. Darparwyd tystiolaeth, trafodwyd y gwaith papur a gyflwynwyd, ac adolygwyd y camau a gymerwyd hyd yma. Ni chodwyd unrhyw drywydd ymholi o'r cyfarfod cyntaf hwn yn cyfiawnhau camau pellach gan y tîm arolygu.

6. Sut mae'r penderfyniad yn cyfrannu at y Blaenoriaethau Corfforaethol?

Mae diogelu plant yn flaenoriaeth allweddol i'r holl wasanaethau sirol. Mae'r angen i ymateb a gwella gwasanaethau i blant yn rhan o'r trefniadau cydweithio sy'n amlwg yn yr awdurdod lleol a'r tu allan iddo gan osod diogelu yn flaenoriaeth gyntaf barhaus.

7. Pŵer i wneud y Penderfyniad

Erthygl 6 o Gyfansoddiad y Cyngor

Swyddog Cyswllt:

Arweinydd Tîm Gwaith Cymdeithasol Addysg

Ffôn: 01824 708169

Mae tudalen hwn yn fwriadol wag

YSGOLION – DIOGELU HYFFORDDIANT**Ysgolion wedi derbyn hyfforddiant ers mis Medi 2011****Uwchradd**

Bendigaid Edward Jones
Ysgol Glan Clwyd
Ysgol Uwchradd Prestatyn

Ysgolion Arbennig

Tir Morfa
Ysgol Plas Brondyffryn

Eraill

Cefnogaeth Ymddygiad
Seicolegydd Addysgol
Llandrillo
Swyddogion / Rheolwyr Tîm
Grŵp Potensial
Patrôl Croesfannau Ysgolion
Gwasanaeth Cerdd Ysgolion
Gwasanaeth Celfyddydau

Cynradd

Betws Gwerful Goch
Bodffari
Ysgol Plant Bach Bodnant
Ysgol Gynradd Bodnant
Borthyn
Bro Cinmeirch
Bro Elwern
Bryn Clwyd
Bryn Collen
Bryn Hedydd
Caer Drewyn
Carrog
Cefn Meiriadog
Christchurch
Clawdd Offa
Clocaenog
Cyffylliog
Dewi Sant
Dyffryn Iâl
Emmanuel
Esgob Morgan
Faenol
Frongoch
Gellifor
Glyndyfrdwy
Hiraddug
Llanfair
Llywelyn
Maes Hyfryd
Mair
Melyd
Pant Pastynog
Pentrecelyn
St Brigids
Tremeirchion
Twm o'r Nant
Y Llys
Y Parc

Mae tudalen hwn yn fwriadol wag

Yn rhinwedd Paragraff(au) 13 Rhan 4, Atodlen 12A
Deddf Llywodraeth Leol 1972.

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Mae tudalen hwn yn fwriadol wag

Yn rhinwedd Paragraff(au) 12 Rhan 4, Atodlen 12A
Deddf Llywodraeth Leol 1972.

Document is Restricted

Mae tudalen hwn yn fwriadol wag

Adroddiad i'r:	Pwyllgor Craffu Partneriaethau
Dyddiad y Cyfarfod:	19eg Ebrill 2012
Swyddog Arweiniol:	Pennaeth Gwella Ysgolion a Chynhwysiant
Awdur yr Adroddiad:	Pennaeth Gwella Ysgolion a Chynhwysiant
Teitl:	Darparu Cerddoriaeth mewn Ysgolion (Addysg)

1. Beth yw byrdwn yr adroddiad?

Ystyried cynnydd y Grŵp Gorchwyl a Gorffen cydweithredol o ran datblygu cynigion mewn perthynas â darparu addysg gerddorol mewn ysgolion, neu fel arall gynigion Sir Ddinbych ar gyfer darparu addysg gerddorol

2. Pam cyflwyno'r adroddiad hwn?

Diweddarau'r Aelodau ar y cynnydd mewn perthynas â'r adolygiad o'r ddarpariaeth gerddorol yn Sir Ddinbych gan gynnwys gwaith Grŵp Gorchwyl a Gorffen Cerddoriaeth Gogledd Cymru.

3. Beth yw'r Argymhellion?

Bod y Pwyllgor yn ystyried cynnwys yr adroddiad ac yn parhau i gefnogi'r gwaith parhaus mewn perthynas â datblygu cerddoriaeth yn y Sir.

Bod yr Aelodau yn gwneud sylwadau a chefnogi'r cynigion ar gyfer arolwg ehangach o ariannu darpariaeth gerddorol yn Sir Ddinbych.

4. Manylion yr Adroddiad

Darperir y Gwasanaeth Cerdd i ysgolion fel rhan o Adran Cyfoethogi'r Cwricwlwm a Lles y Gwasanaeth Gwella Ysgolion a Chynhwysiant. Ar hyn o bryd mae gan Wasanaeth Cerdd William Mathias gytundeb blynyddol i roddi hyfforddiant peripatetig mewn ysgolion a helpu rhedeg *ensembles* y Sir.

Yn ystod 2011-12, sefydlodd Cymdeithas Cyfarwyddwyr Addysg Cymru (ADEW) Grŵp Gorchwyl a Gorffen Gogledd Cymru i adolygu'r ddarpariaeth Celfyddyd a Cherddoriaeth. Gobeithid y byddai hyn yn rhoi cyfle i ystyried y ddarpariaeth leol, gweithio'n rhanbarthol trwy gydweithredu a datblygu persbectif rhanbarthol ar ddarpariaeth celfyddyd ieuenctid.

Mae Grŵp Gorchwyl a Gorffen Cerddoriaeth Gogledd Cymru wedi cyfarfod deirgwaith hyd yma ond nid oes unrhyw gynnydd gwirioneddol wedi ei wneud o ran agwedd gydweithredol. Cymerodd Sir Ddinbych y penderfyniad i barhau gyda'u hadolygiad er mwyn rhwystro'r materion ariannol rhag parhau i flwyddyn ariannol arall.

Yn Rhagfyr 2011 cyflwynwyd adroddiad i ysgolion a oedd yn amlinellu cynigion i ddirprwyo cyllid ar sail y nifer a oedd yn cymryd y gwersi yn lle'r fformiwla flaenorol 50%

Prydau Bwyd Ysgol am Ddim a 50% Nifer Disgyblion. Mae'r adroddiad hwn ynghlwm yn Atodiad 1 (mae'r atodiad hwn wedi ei eithrio rhag datgeliad cyhoeddus yn unol â'r diffiniad ym Mharagraff 14 o Atodlen 12A o Ddeddf Llywodraeth Leol, 1972). Mae'n bwysig nodi bod y cynnig hwn yn ymwneud â chyllid presennol a glustnodwyd ar gyfer cefnogi Cerddoriaeth Beripatetig o £251k yn unig. At hyn mae'r gwasanaeth yn talu £61k i Ymddiriedolaeth William Mathias i ddarparu athrawon llanw a chefnogaeth i *ensembles* sirol.

Mynegodd y Fforwm Cyllidebau Ysgolion bryderon ynglŷn â pham fod yna yn hanesyddol fformiwla benodol ar gyfer Cerddoriaeth pan fo'n ffurfio rhan fechan o'r cwricwlwm. Ar ôl trafodaeth bellach ac ymgynghori penderfynwyd mai'r dymuniad oedd peidio â chreu fformiwla newydd ar gyfer Cerddoriaeth Beripatetig ar gyfer 2012-13 ond yn hytrach ei ystyried fel rhan o Adolygiad Fformiwla ehangach Sir Ddinbych i'w weithredu yn 2013-14.

Cytunwyd yn wyneb hyn y byddai'r dull dyrannu presennol yn parhau ar gyfer 2012-13 (50% Prydau Bwyd Ysgol am Ddim a 50% Nifer Disgyblion) ac yna o 2013-14 byddai cyllid cerddoriaeth beripatetig yn ffurfio ond rhan o'r cwantwm cyfan ar gyfer ysgolion, gyda'r ysgolion yn penderfynu sut maent yn blaenoriaethu/ddyrannu eu cyllid ysgol unigol hwy ar lefel leol.

5. Sut mae'r penderfyniad yn cyfrannu tuag at Flaenoriaethau Corfforaethol?

Mae darparu cerddoriaeth mewn ysgolion yn cyfrannu tuag at yr ymrwymiad i sicrhau bod holl blant a phobl ifanc â hawl i brofi amrywiol gyfleoedd a datblygu talentau penodol er mwyn eu galluogi i sylweddoli eu potensial a chyflawni dyheadau.

6. Beth fydd yn ei gostio a sut fydd yn effeithio gwasanaethau eraill?

Ariennir lefel y ddarpariaeth ar hyn o bryd trwy arian a ddirprwyir i ysgolion i ddarparu hyfforddiant cerddoriaeth beripatetig. At hyn, delir swm yn ganolog i dalu cost y cytundeb gyda Gwasanaeth Cerddoriaeth William Mathias, cyflogau'r Cydgysylltwyr a chost prynu offerynnau cerddorol. Gall ysgolion ddewis pasio rhan o gost y gwasanaeth ymlaen i'r rhieni.

7. Pa ymgynghori a fu?

Fforwm Cyllideb Ysgolion a Phenaethiaid

8. Pa risgiau sydd ac a oes unrhyw beth y medrwn ei wneud i'w lleihau?

Y gallu i gyflwyno gwasanaeth sy'n perfformio'n uchel sy'n fforddiadwy i ysgolion ac effaith bosibl lefel y taliadau y mae'n rhaid i'r ysgolion eu pasio ymlaen i reini yn eu hysgolion.

9. Pŵer i gymryd y Penderfyniad

Ddim yn berthnasol

Swyddogion Cyswllt: Pennaeth Gwella a Chynhwysiant Ffôn 01824 708055 a'r Rheolwr Cyllid Addysg Ffôn 01824 712633

Yn rhinwedd Paragraff(au) 14 Rhan 4, Atodlen 12A
Deddf Llywodraeth Leol 1972.

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Mae tudalen hwn yn fwriadol wag

Adroddiad i'r:	Pwyllgor Craffu Partneriaeth
Dyddiad y Cyfarfod:	19 Ebrill 2012
Swyddog Arweiniol:	Pennaeth Cynllunio Busnes a Pherfformiad
Awduron yr Adroddiad:	Rheolwr Partneriaethau a Chymunedau, Swyddog Cynorthwyol Cynllunio a Pherfformiad
Teitl:	Pecyn Llywodraethu Partneriaeth

1. Beth yw byrdwn yr adroddiad?

1.1 Pecyn Llywodraethu Partneriaeth y Cyngor.

2. Pam cyflwyno'r adroddiad hwn?

2.1 Gofynnodd y Pwyllgor Craffu Corfforaethol am yr adroddiad hwn mewn ymateb i adolygiad Gwasanaethau Archwilio Mewnol y Cyngor Sir ar Lywodraethu Partneriaeth, Tachwedd 2011.

2.2 Cael cyngor ar rod-di cysondeb, arweiniad ac arferion da ar gyfer gwaith partneriaeth yn y dyfodol gan y Pwyllgor Craffu Partneriaeth yn unol â'r atodlen sydd ynghlwm a'r dogfennau cysylltiedig.

3. Beth yw'r Argymhellion?

3.1 Bod y Pwyllgor Craffu Partneriaeth yn gwneud sylwadau ar y Pecyn (Atodiad 2) a'r Atodlen Weithredu gysylltiedig (Atodiad 1).

4. Manylion yr Adroddiad

4.1 Pwrpas y Pecyn Llywodraethu Partneriaeth arfaethedig yw helpu'r Awdurdod i wella trefniadau llywodraethu da ac arferion da ar gyfer ei bartneriaid; pennu cwrpas gwaith partneriaeth, categorio partneriaethau o ran arwyddocâd cyfyngedig, canolig a phwysig, gan alluogi adnabod meysydd i wella perfformiad a chael arbedion effeithlonrwydd.

4.2 Bydd defnyddio'r Pecyn, a chwblhau Cerdyn Sgorio Asesu Arwyddocâd a Rhestr Wirio Achosion Busnes, yn cynorthwyo wrth lunio'r Gofrestr Bartneriaeth, gan sicrhau ei bod yn cael ei diweddarau ac yn berthnasol.

4.3 Blaenoriaeth allweddol yw sicrhau bod fframwaith partneriaeth ystyrion yn Sir Ddinbych. Unwaith y bydd y pecyn yn gweithredu, bydd yr Awdurdod:

- Yn gofyn i Bartneriaethau gwblhau "Archwiliad Iechyd" blynyddol
- Yn meddu ar Gofrestr Bartneriaeth sy'n canolbwyntio ar arwyddocâd a risg

- Yn meddu ar Gofrestr a fydd yn adnabod swyddogion arweiniol perthnasol yn y Sir
 - Wedi adnabod risgiau a fydd yn bwydo gwybodaeth i'r Gwasanaeth priodol a/neu'r Gofrestr Risgiau Corfforaethol.
- 4.4 Bydd y broses well hon o fonitro partneriaethau yn helpu gwella gwaith craffu effeithiol ac yn canolbwyntio ar bartneriaethau arwyddocaol a phartneriaethau pwysig.
- 5. Sut mae'r penderfyniad yn cyfrannu tuag at Flaenoriaethau Corfforaethol?**
- 5.1 Mae gwaith llywodraethu partneriaethau gwell yn faes allweddol o ran gwella perfformiad y Cyngor.
- 6. Beth fydd yn ei gostio a sut fydd yn effeithio gwasanaethau eraill?**
- 6.1 Ar hyn o bryd nid oes unrhyw oblygiadau i faes gwasanaeth penodol.
- 7. Pa ymgynghori a fu?**
- 7.1 Gofynnwyd i'r Pwyllgor Craffu Corfforaethol ystyried y camau arfaethedig ym mis Chwefror 2012 a chafwyd adborth adeiladol a ymgorfforwyd yn y dogfennau a ddarparwyd.
- 7.2 Mae'r ffranwaith newydd hefyd yn cymryd gofynion Archwilio Mewnol i ystyriaeth.
- 8. Datganiad y Prif Swyddog Cyllid**
- Ddim yn berthnasol.
- 9. Pa risgiau sydd ac a oes unrhyw beth y medrwn ei wneud i'w lleihau?**
- 9.1 Os bydd partneriaeth gyda'r Awdurdod yn methu mewn unrhyw ffordd, efallai y bydd risgiau arwyddocaol o ran cyllid, capasiti, enw da ac yn y blaen.
- 9.2 Bydd y mesurau yn y Pecyn yn sicrhau bod risgiau'n cael eu rheoli'n briodol.
- 10. Pŵer i gymryd y Penderfyniad**
- Ddim yn berthnasol

11. Dogfennau perthnasol:

- Atodlen arfaethedig ar gyfer Gweithredu'r Pecyn (Atodiad 1)
- Pecyn Llywodraethu Partneriaeth arfaethedig (Atodiad 2)
- Nodiadau Arweiniad drafft ar gyfer y Pecyn Llywodraethu Partneriaeth (Atodiad 3)

12. Swyddogion Cyswllt:

Rheolwr Partneriaethau a Chymunedau
Ffôn 01824 706298

Swyddog Cynorthwyol Cynllunio a Pherfformiad
Ffôn 01824 706257

Mae tudalen hwn yn fwriadol wag

Atodlen ar gyfer Gweithredu Pecyn Llywodraethu Partneriaeth o fewn Cyngor Sir Ddinbych

Cam	Dyddiad Cychwyn	Disgwyl Gorffen
Cam 1: Datblygu	8 Chwefror 2012	
Datblygu Pecyn Llywodraethu Partneriaeth gyda golwg ar gwmpasu'n llawn y gwaith partneriaeth o fewn Cyngor Sir Ddinbych		
Cam 2: Ymgynghori ac Adborth	13 Chwefror 2012	30 Ebrill 2012
Cyflwyno'r Pecyn i'r Partneriaid ar y Gofrestr Bartneriaeth bresennol, a'r prif bartneriaid, er mwyn iddynt ei ystyried, gan gynnwys hunan-adolygiad i adnabod partneriaethau o arwyddocâd uchel a chanolig lle'n berthnasol		
Casglu ynghyd gardiau sgorio a rhestri gwirio achosion busnes o hunan-adolygiad y Partneriaid er mwyn diweddarau'r Gofrestr Bartneriaeth bresennol		
Adolygu a newid canllawiau yn unol â'r adborth gan y Partneriaid a gweithredu ar unrhyw faterion a godwyd yn yr adborth		
Cefnogi'r Gwasanaethau gyda'u hadolygiad hwy o drefniadau partneriaeth		
Cam 3: Gweithredu	1 Mai 2012	31 Awst 2012
Cyflwyno fersiwn terfynol y Pecyn, ei anfon at y partneriaid sy'n weddill, gyda Chyngor Sir Ddinbych yn rhoi cyfarwyddyd a chefnogaeth		
Datblygu dogfennau drafft y broses adolygu ar gyfer y cyfnod monitro o Fedi ymlaen		
Datblygu dolen Mewnwyd i'r holl ddogfennau at y dyfodol		
Ymgynghori gyda Chydgysylltwyr Partneriaeth ar ddogfennau drafft y broses hunan-adolygu ar gyfer partneriaid o arwyddocâd uchel a chanolig		
Cyhoeddi Cofrestr Bartneriaeth wedi ei diweddarau		
Newid Cyfansoddiad y Cyngor Sir mewn perthynas â threfniadau partneriaeth		
Cam 4: Monitro	1 Medi 2012	30 Ebrill 2013
Gwella gwaith llywodraethu a pherfformiad partneriaeth strategol trwy ymgymryd ag "Archwiliad lechyd" i adolygu partneriaethau arwyddocaol		
Defnyddio data a gasglwyd o'r Archwiliad lechyd i ddiweddarau'r Gofrestr Bartneriaeth (diweddarau bob blwyddyn wedi hynny)		
Gweithredu atodlen flynyddol i sicrhau bod y Gofrestr Bartneriaeth a'r Pecyn Llywodraethu Partneriaeth yn berthnasol ac yn addas i'r pwrpas		

Mae tudalen hwn yn fwriadol wag

Appendix 2

Partnership Governance Toolkit

February 2012

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Contents

	Page No
1 Introduction and Context	
1.1 Introduction	3
1.2 Purpose of the Partnership Toolkit	3
1.3 Partnership Governance Toolkit Flowchart	4
2 Creating and Joining New Partnerships	
2.1 When is a Partnership Appropriate?	5
2.2 Defining and Assessing Partnership Significance	5
2.2.1 Defining Partnerships	5
2.2.2 Assessing Partnership Significance	6
2.3 Procedures for Creating or Joining New Partnerships	6
2.4 Roles Supporting the Implementation of the Toolkit	7
2.5 Partnership Agreements	8
3 Performance Management	
3.1 Performance Measurement	9
3.2 Partnership Assessment including “Annual Health Check”	10
3.3 Risk Management	11
3.4 Resource Management	12
3.4.1 Accountable Bodies Status	12
3.4.2 Making provision for tax payment and VAT	13
3.4.3. Pooled Budgets	13
3.4.4 Grant Funding	14
3.4.5 Retention of Grant Funding Records	15
3.4.6 Apportionment of Losses	15
3.4.7 Indirect Costs	15
3.4.8 Partners Contribution to the Partnership	15
3.4.9 Strategic Human Resources and Service Level Agreements	16
3.4.10 Sustainability	16
3.4.11 Audit Arrangements	16
3.4.12 Contracting	16
3.5 Decision Making, Conflict of Interest and Dispute Resolution	16
3.5.1 Decision Making	16
3.5.2 Dealing with Conflicts of Interest	17
3.5.3 Dispute Resolution	18
3.5.4 Business Continuity	19
3.6 Ending and Exiting Partnerships	19
4 Safeguarding, Information Sharing and Communication	
4.1. Safeguarding in the Community	21

4.2	Information Sharing and Communication	21
4.2.1	What to consider when developing an information sharing agreement?	22
4.2.2	Communication Plans	22
4.2.3	Freedom of Information Requests	22
4.2.4	Welsh Language Scheme and Welsh Language Guide	22
5	Partnership Complaints	23
6	Partnerships in Denbighshire	24
7	Feedback and Comments	25
8	Appendices	
Appendix 1	Partnership significance assessment score card	27
Appendix 2	Partnership business case checklist	28
Plus:	Additional Information – Toolkit Guidance Notes and Templates (separate document)	

1. Introduction

1.1 Background

Organisations in Denbighshire have a long history of developing partnerships both within and outside the County. Partnerships can bring significant benefits and can respond to complex problems that face communities, which cannot be tackled effectively by any individual organisation working alone. They can provide flexibility, innovation, additional financial and human resource to help solve problems and deliver shared outcomes.

Nonetheless, partnership working is not easy and can carry great risks. Working across organisational and geographic boundaries can bring complexity and ambiguity that can generate confusion and weaken accountability.

The key to successful partnership working involves the establishment of good governance; the introduction of clear and consistent partnership arrangements can reduce the complexity of working in partnerships, which are becoming increasingly important in the delivery of public services.

The toolkit has been developed by the Partnership and Communities Team within Denbighshire, agreed by the Corporate Governance Committee. It has been created to guide members and officers in identifying principles of good governance and good practice in achieving internal and external accountability within partnerships. This allows partners to see key principles and quality standards that we are committing to, and how we are putting partnership and co-operation at the heart of the County Council.

This document does not relate to collaborations that the council is involved in; there is separate and definitive information available for collaboration work for the council.

1.2 Purpose of the Partnership Governance Toolkit and accompanying Guidance Notes and Templates Documentation

It is important to review and assess partnerships regularly to make sure they offer value for money and intended outcomes are achieved. The purpose of the Toolkit, including accompanying Guidance Notes and Templates documentation, is to help us with our partners to identify all the partnerships we are involved with and to have good governance arrangements. Guidance includes tools and templates that can be used at each stage in the life of a partnership, from considering the introduction of new partnerships, reviewing existing partnership arrangements, to exiting partnerships. The documentation will assist in identifying any potential problems. To ensure the toolkit remains relevant, it will be reviewed and updated where necessary.

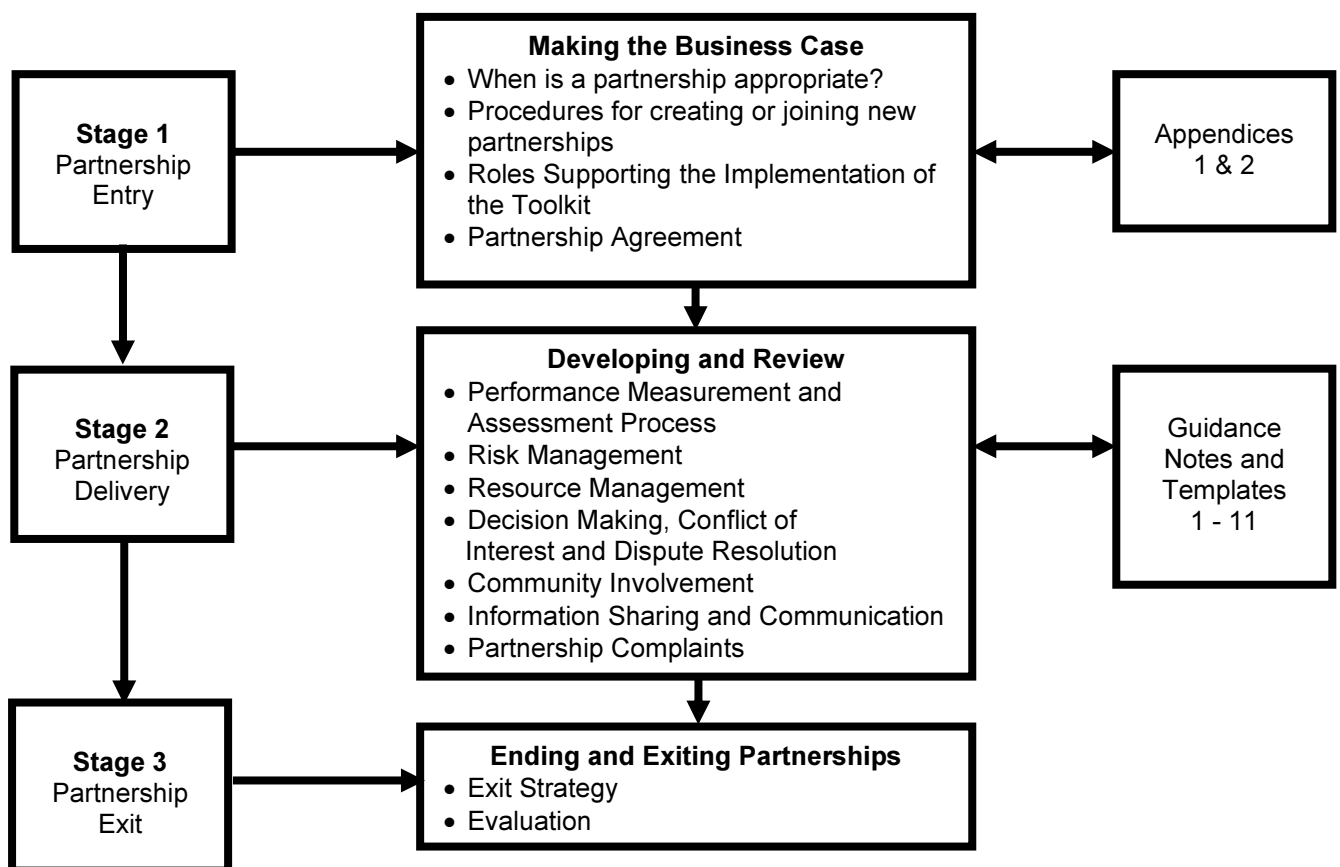
It is essential for the Toolkit to be applied to partnerships that are assessed using the **Partnership Significance Scorecard (Appendix 1)** as being of “major” or “moderate” significance. It should be used as appropriate for “minor” partnerships. Excellent performance flows from good governance and all members of a partnership should

conform to codes for the overall good of those involved. The toolkit ensures that for each partnership we can:

- Be clear about the partnerships' purpose, duties and expected outcomes when entering into partnerships.
- Clarify that partners own agreed objectives and priorities are being met.
- Be clear about accountability and responsibility for outcomes.
- Generate reliable financial, performance and risk assessments to inform decision making.
- Review and evaluate success and further challenge progress and improved governance.
- Ensure partnerships maintain a relevance to their agreed purpose over time and have in place an effective exit strategy.
- Demonstrate they are achieving added value and value for money.
- Ensure community involvement influences the way services are designed and delivered.
- Take hard decisions to scale down involvement in partnerships if the cost outweighs the benefits, or if the added risk cannot be managed properly.

1.3 Partnership Governance Toolkit Flowchart

Purpose: To present a pictorial overview of the main elements and stages of the toolkit.



2. Creating and Joining New Partnerships

2.1 When is a Partnership Appropriate?

Officers and elected members of the County Council have access to the toolkit; it is also shared with partners and prospective parties to make sure that guidance and procedures are understood and the need for them is accepted. It is important to ensure when considering the formation or joining of an existing partnership arrangement that it is the best approach. Partnerships can be costly and time consuming and are not the answer to solve every problem. Other ways of working must be assessed to determine if a partnership arrangement is the most appropriate one; for example, the establishment of a formal joint working protocol between individual organisations; time-limited task and finish groups; joint ventures; joint commissioning arrangements and so on.

Decisions on entering a partnership should be based on a sound understanding of the risk and challenges, as well as the anticipated benefits. Some partnerships are statutory. Partnership arrangements are appropriate when they have the potential to deliver:

- Co-ordinated packages of services to individuals.
- To bid for or gain access to new resources – in cases where large funds are not available to single organisations.
- To meet statutory requirements.
- To reduce the impact of organisational fragmentation and reduce duplication.
- Added value – achieving something more than an organisation could do by working alone.
- Value for money – when available resources are used economically, efficiently and effectively.

2.2 Defining and Assessing Partnerships Significance

2.2.1 Defining Partnerships - The word *partnership* is used with increasing frequency in the public, private and voluntary sectors and can mean different things to different people. The council's definition has been adapted from definitions used by the Audit Commission.

In the context of this toolkit, a partnership is a joint working arrangement, which is not governed by the Partnership Act – and where the partners:

- Are otherwise independent bodies.
- Agree to co-operate to achieve common goals and outcomes for the community.
- Create a new organisational structure with agreed processes and procedures to achieve goals and outcomes, separate from their own organisation.
- Plan and implement a jointly agreed programme, often with joint staff and resources.
- Share accountability, information, risks and rewards.

Partnerships are now forming a larger part of the way in which Denbighshire County Council seeks to procure and deliver services. The nature of these partnerships and the manner in which partners are selected is diverse; however they will each have similar characteristics. Some partnerships are more significant than others – in terms of the outcomes they seek to deliver, their profile / reputation and the resources that are put into them. The council is not always the accountable body for its significant partnerships.

“Partnering” describes the creation of sustainable, collaborative relationships with suppliers in the public, private, social enterprise and voluntary sectors to deliver services, carry out projects or acquire supplies and equipment. The benefits of the partnering approach include better designed solutions, integration of services for customers, access to new and scarce skills, economies of scale and scope, investment and community benefits including jobs and local economic effects.

A directory of current partnerships is maintained by the Partnership and Communities Team, and is available on the council’s Working Document Store.

2.2.2 Assessing Partnerships Significance

Some partnerships are more significant than others, in terms of the outcomes they want to deliver, their profile, reputation and the resources invested. The definition of a significant partnership can be assessed through the **Partnership Significance Assessment Scorecard (Appendix 1)**.

Whilst partnerships can vary in size and scope and are described in many ways, it is critical to understand the partnerships importance to partners operations and the legal, financial and reputation risks that they present. The significance scorecard uses a number of key characteristics to facilitate this assessment.

The level of significance attributed to a partnership will determine the level of formality required in its governance structure.

Using a tiered approach to partnerships will enable senior management involvement and scrutiny to be proportionate to the significance and the risks of the partnership.

2.3 Procedures for Joining or Creating New Partnerships

To establish a new or enter an existing partnership arrangement, those exercising power on behalf of their organisations will need to produce a report to demonstrate the business case for the partnership.

The sponsoring partner’s lead officers will produce a report that incorporates the completed Partnership Significance Scorecard at **Appendix 1** and the responses to the key set of questions included within the Partnership Business Case Checklist

(Appendix 2). The business case for partnerships of “Major” and “Moderate” significance will need to be submitted to the:

- 1) Business Planning and Performance Service for their use in collating a relevant and up-to-date Partnership Register.
- 2) Executive group / team of each partner organisation to provide their strategic overview of the partnership proposal and their organisation’s approval to commit to the partnership in accordance with the appropriate internal decision making process.

As part of this process it is advised that before any partnership is entered into, the report must be submitted to the organisation’s professional leads for Insurance, Financial Services, Legal Services, Audit and Procurement Services for comments.

The report may need to be submitted to Denbighshire County Council’s Business, Planning and Performance Service for their approval i.e. instances where the authority is acting as an “Accountable Body” on behalf of the partnership or where the partnership may be undertaking collective decisions, pooling resources.

Any elected member who is approached or wishes to become involved in a partnership should discuss the matter and the extent of their involvement with their group leader. The group leader may wish to discuss the partnership and aspects of work with the Head of Business Planning and Performance. The elected member should only accept or become involved after receiving approval. Cabinet or full Council may need to approve nominations for elected members.

2.4 Roles Supporting the Implementation of the Toolkit

If the business case for the partnership is supported, an appropriate manager will be nominated as the **“Partnership Co-ordinator”** whose roles will be to:

- Oversee the development of the partnership governance arrangements, ensuring that the guidance, tools and templates included within the partnership toolkit are applied. This will culminate in the production of a Partnership Agreement. See **Guidance Notes and Templates document: GNT 1** for a Template Partnership Agreement.
- Oversee partnership assessments.
- Review partnership assessment findings and make formal recommendations, which should be summaries within a report and submitted to the organisation’s Board.
- Action any recommendations arising from partnership assessments.
- Action any points arising from decisions taken by the organisation’s Board.
- Maintain and update the partnerships action plan. See **Guidance Notes and Templates document: GNT 3** for template partnership action plan.
- Review performance against agreed procedures and targets and produce regular highlight reports to be submitted to the partnership Board. See **Guidance Notes and Templates document GNT 4** for template highlight report.

- Be responsible for maintaining a central partnership risk register on behalf of the partnership. See **Guidance Notes and Templates document GNT 2** for partnership risk management good practice guide, risk identification checklist and template risk register.
- Identify any learning and development requirements.
- Ensure organisations benefit from learning and development.

The Conwy and Denbighshire Joint Local Service Board, Head of Business Planning and Performance and the Partnership Scrutiny Committee all play a role in the implementation of the toolkit:

- The Joint Conwy and Denbighshire Local Service Board's (JLSB) role is to strengthen collaborative leadership at the local level, take responsibility for a number of change projects and ensure the local partnership framework is delivering effectively. As part of its role the JLSB will support partnerships to problem solve key issues.
- The Head of Business Planning and Performance will be responsible for supporting the Conwy and Denbighshire Joint Local Service Board, promoting and co-ordinating effective partnership working in Denbighshire and ensuring partnerships contribute towards the successful delivery of the BIG Plan. The Head of Service may ensure that good practice within the Partnership Governance Toolkit for Denbighshire is applied, and will promote and support partnerships to put appropriate governance arrangements in place.

2.5 Partnership Agreements

For new and existing partnerships their governance arrangements will need to be incorporated within a suitable form of Partnership Agreement, which makes clear:

- The aims, principles and outcomes that the partnership is responsible for achieving.
- Roles and accountabilities of each of the partners represented on the partnership.
- Procedures under which the partnership will operate.

The responses to the partnership business case checklist (**Appendix 2**) can be used to develop new or reviewing existing partnerships agreements.

The specific elements that need to be included in the agreement are highlighted in the template at **Guidance Notes and Templates document: GNT1**, which can be changed to suit any circumstance, but **no sections should be omitted**.

The formality and complexity of the agreement will be dependant of the significance of the partnership. For all significant partnerships legal advice should be sought to clarify if there should be a legally binding agreement in place.

It is advised that the **Section 151 Officer for Denbighshire** is contacted in the development stages of a partnership to assist in the establishment of an appropriate partnership agreement.

The Head of Legal and Financial Services of **each partner** must advise on the Partnership Agreement before they are formally agreed.

3. Performance Management

Partnership members must agree how they will manage performance. Performance Management is a continuous cycle, which will enable partnerships to measure and manage performance in order to inform decisions, learn and drive improvement.

In particular, through measuring performance, managing risks and resources, partnerships can take informed decisions in response to actual performance and make the outcomes for the people who use our services and the community, better than they would otherwise be.

Performance Management helps to:

- Prioritise what actions need to get done and ensure there are sufficient resources to do it.
- Tell us if the actions undertaken meet the objectives set.
- Motivate and manage staff.
- Identify and rectify poor performance at an early stage.
- Learn from past performance and improve future performance.
- Increase user and community satisfaction.
- Provide value for money.

3.1 Performance Measurement

Measuring partnership performance is increasingly important and challenging. It involves partnerships identifying meaningful and measurable objectives and outcomes, monitoring and reviewing progress and identifying opportunities for improvement.

The framework for measuring performance is as follows:

- 1) Establish partnership priority themes and their links to organisational corporate plans, the BIG Plan and the Community Engagement Strategy.
- 2) Select appropriate objectives and outcomes, which are **Specific, Measurable Achievable Realistic and Time based**
- 3) Develop an action plan to deliver partnership objectives – **Guidance Notes and Templates GNT 3** provides a template Partnership Action Plan.
- 4) Regularly monitor and review progress and consider alternative actions if necessary. It is important to set regular dates for these reviews and to ensure that the information is collected and acted upon. **Guidance Notes and Templates**

GNT 4 provides a highlight report template to monitor progress.

The Partnership may wish to consider the following questions:

- What are the partnerships outcomes?
- How have things changed as a result of the partnership?
- What has been done differently as a result?
- What working practices have changed?
- Has the partnership and its members developed and agreed joint performance and outcome measures?

3.2 Partnership Assessment: “An Annual Health Check”

Understanding the many complex issues and relationships between partners is critical to ascertain how well the partnership develops and moves forward. It is crucial that partnerships undertake an assessment (on a minimum annual basis) of their partnership working to:

- Help newly formed partnerships establish a healthy partnership.
- Enable established partnerships to take stock of the **effectiveness** of the process of partnership working.
- For partnerships which are experiencing difficulties to identify areas for improvement.

Guidance Notes and Templates GNT 11 provides a link to a simple and effective developmental tool which partnerships could use to undertake partnership assessments. The tool is based on six partnership principles, which form the building blocks of successful partnerships¹.

The purpose of the tool is to ascertain from partners how they feel that these building blocks are in place. It can highlight areas of consensus and conflict to be explored, allowing partners to discuss the meaning and relative importance of their responses.

It is the responsibility of the nominated “Partnership Co-ordinator”, supported by the partnership members to undertake a self-assessment on a minimum annual basis. The partnership should consider whether peer assessment could be undertaken as an alternative to self-assessment.

Additionally an annual check will be required to assess the **safeguarding practice** that is in place within the Partnership. The assessment should include what steps are taken to quality assure safe employment practice and safe service delivery. **Completion of an annual self-assessment of safeguarding arrangements is essential. See Section 4.1.**

¹ Office of the Deputy Prime Minister, *Assessing Strategic Partnerships -The Partnership Assessment Tool*, 2003.

3.3 Risk Management

Good risk management is a key tool in delivering successful partnerships. Partnerships should achieve a common understanding of the potential risk associated with achieving partnership objectives, their relative seriousness and how they can be managed. Partnership working is often about accepting higher risks and sharing risks as part of developing new ways of working. This needs to be balanced against the organisations acceptable levels of risk.

Partnership Boards should ensure that effective risk assessments are undertaken in all key decision making processes, and where necessary, the partnership implements risk management plans to alleviate these identified risks, setting clear deadlines and allocating responsible individuals for particular tasks. Partners should be satisfied that decisions taken in relation to risks are acceptable.

To ensure risk management is embedded within partnership arrangements, the toolkit requires the following proposals to be addressed:

1. The process of risk identification should include a joint exercise with partners or prospective partners to identify partnership risks. The risks identified initially should be included in the business case for new partnerships and should be transferred to a risk register. Consideration for the joint exercise should include:
 - How the interests of the authority are protected. What are perceived risks?
Significant risks must be identified for the authority and must form part of the appropriate Service or Corporate Risk Register dependent upon the significance of the risk.
 - What potential conflicts of interest have been identified? What are perceived risks? Again these must be highlighted and if necessary, must form part of the appropriate Service or Corporate Risk Register.
 - How is the partnership viable? What are perceived risks?
 - What procedures are in place? What are perceived risks?
 - What details of corporate governance are in place? What are perceived risks?
 - How are the risks managed? What are perceived risks?
 - What financial management arrangements are in place? What are perceived risks?
 - What are the details of the exit strategy? What are perceived risks?
2. The Partnership Co-ordinator should be responsible for maintaining a central partnership risk register on behalf of the partnership detailing the points above and identifying “owners” of any risk. **Guidance Notes and Templates GNT 2** provides a good practice guide, risk identification checklist and template partnership risk register.
3. Action plans should be developed for all “high” risks identified above the partnerships threshold. A named person(s) should be nominated to act as the lead for each identified risk and co-ordinate the response to the various actions identified. A risk should be managed by the person / group best able to manage and influence the risk.

4. The partnership should identify when, and in which format, the shared risk assessment and risk register will be monitored and reviewed, and by whom. This is to ensure it can be completed and reviewed in a timely manner by relevant agencies and partners.

It is important to note that as part of risk management, insurance is one way of transferring the level of risk. **Guidance Notes and Templates GNT 5** details a number of areas where insurance decisions may need to be taken by the partnership.

Further information and guidance on risk management and insurance should be obtained by the partner organisations risk management and insurance officers. Alternatively Denbighshire's Corporate Improvement Team is responsible for ensuring that an appropriate risk management framework is in place for the council, fit for purpose and is implemented consistently across the council. This team is responsible for the ongoing development and co-ordination of this risk management framework and for the consolidation of risk management information and may be contacted for advice regarding partnership risks.

3.4 Resource Management

Increasingly, partners are redirecting mainstream resources and activity to meet partnership objectives. Effective stewardship of public resources is as important in partnerships as in corporate organisations, where numerous controls and constraints promote accountability and prevent fraud and mismanagement.

The principal partnership priorities in resource management are:

- Establishing adequate systems for financial control and monitoring within and between partnerships.
- Setting strategic direction based on community needs, ensuring availability of resources doesn't drive the agenda. (Short-term, complex government funding regimes, with tight decision-making timescales and pressure to spend grants quickly, can hamper strategic, long-term approaches to funding)
- Ensuring that there are sufficient financial, human and physical resources to enable the partnership to operate effectively.

To ensure financial management is embedded within partnership arrangements the following should be addressed:

3.4.1 Accountable Bodies Status

In instances whereby a partnership is accessing external funding, a partner may be nominated as an Accountable Body, with responsibility for acting as the banker / financial manager of the funding and main contact with the funding body.

The Accountable Body's role is to act on the partnership's decisions. For example, it will secure and sign contracts or service level agreements and funds. The role involves:

- Administering and taking responsibility for the funding (e.g. ensuring structured financing procedures are in place).
- Providing resources (e.g. staff, facilities) to carry out the financial obligations of the partnership.
- Ensuring that the grant allocated is spent according to the agreed plan.
- Establish and maintain effective systems for auditing and monitoring expenditure.

To safeguard the position of the organisation and to minimise the risk inherent in Accountable Body status, the organisation will carry out an evaluation of systems and procedures to ensure that the partnership is meeting the requirements as laid down by the funding body and the organisation.

The financial responsibilities of the partnership should be executed in accordance with the guidance of the funding body and within the host organisation's financial requirements, for example Contracts and Standing Orders or Financial Regulations. Regular reports detailing expenditure and income should be provided to the relevant partnership board.

In cases where the council has the Accountable Bodies status, it will be the responsibility of the Section 151 Officer to authorise interim and financial grant claims on behalf of partnerships. It is an obligation that all members of the partnership act in accordance with the guidance of the grant giving body.

3.4.2 Making provision for tax payments and VAT

VAT is a very complicated area and advice must be sought prior to the partners entering into any contracts, agreements or other obligations to enable the partnership to be structured in a tax efficient manner. Where partnerships involve organisations other than Local Authorities, it is possible that it may be unable to recover some or all of the VAT on its expenditure.

The VAT liability of any transactions between partners must also be considered. Without proper adherence to VAT legislation the partnership may find that its funding is less than expected and if VAT rules are not followed, interest and other penalties may have to be paid.

3.4.3 Pooled Budgets

Pooled budgets are the clearest example of integration between separate organisations and most clearly illustrate the balance between risks and benefits in partnerships. They have the potential to bring significant benefits, in terms of greater clarity of purpose, increased resources and better services. However, working in partnership can carry risks. These risks require careful management to realise the anticipated benefits and this is achieved through the pooled fund arrangements.

A pooled budget is a mechanism by which the parties to the agreement each contribute to the delivery of the outcomes required by creating a discrete fund.

The host to the pooled budget arrangement will need to prepare a schedule of accounts, which shows the pattern of the budget's income and expenditure, and sends it to each of the partners for inclusion in their own statements of accounts. The role of the host does not confer any additional risks to an organisation; participating organisations share these risks. Agreeing the pooled budget schedule is important precisely because accountability remains with organisations that are not in charge of the day-to-day management of the budget. The identification of resources that each partner will contribute to the pool is a key element in establishing a pooled fund arrangement and finance leads should agree the framework for financial contributions. Further information on pooled budgets for the council may be obtained from the County Council's Constitution (made under the Local Government Act 2000 (last amended October 2011)).

The Welsh Assembly Government have produced a series of advice notes which describe how to set up and manage pooling arrangements to support cross sector partnerships that may be established. The advice note provides guidance on how to utilise the flexibilities provided for in National Health Service (Wales) Act 2006 and can be found using the following link:

[Link to National Health Service \(Wales\) Act 2006.](#)

3.4.4 Grant Funding

Grants often form the main funding for partnerships. The terms and conditions of those grants, including document retention, must be clear. All funding should be identified, responsibilities allocated and conditions of grant established. Partnerships need to establish the following and consider the implications:

- If the grant is not spent in time-scale, do the funds have to be returned?
- If the grant is of a capital nature, are there any ongoing revenue liabilities for the partners?
- If a service needs to continue beyond the grant funding period, does it need to be mainstreamed? (in such cases, there is the possibility that partners should be consulted in advance).
- The partnership agreement should reflect the requirement that partners provide information required to comply with the grant terms and conditions.
- An exit strategy should be developed if grant funding ceases and options for mainstreaming of the service is not possible.

3.4.5 Retention of grant funding records

It is important to note that the period of retention for grant funding records may be affected not only by the rules of the Accountable Body, but also by the funding body; the requirement needs to be built into the partnership agreement. **Guidance Notes and Templates GNT 6** provides a template file index of the type of information that should be retained in relation to any grant funding received by the partnership.

3.4.6 Apportionment of losses

Whilst losses are not anticipated, they may occur, especially in the early start up period of a new venture. To avoid any disputes the basis of sharing losses should be agreed in advance. The same principle will also apply to growth pressures.

3.4.7 Indirect costs

Whilst recovery of direct or incremental costs associated with the partnership is rarely controversial (provided funding and reimbursement principles are agreed in advance) the situation regarding indirect costs is not always clear. These can be considered as a share of pre-existing costs such as accommodation or supervision or central support costs such as finance or personnel. Should the partnership wish to reimburse such costs there are a number of ways that these can be recovered and the partnership agreement should define what is acceptable.

3.4.8 Partners Contribution to the Partnership

Each Partner organisation will agree a level of contribution through discussions for the fulfilment of the aims of the partnership arrangement.

Partner organisations must resource the new arrangement in a way that will provide stability and the ability to plan for the medium-term, so that the partnership has a proper chance to succeed and continue to produce outcomes.

The following terms will be agreed before commencement and only adjusted each year as necessary:

- How much each partner will contribute each year?
- How much variation from year to year will be acceptable to the partners?
- How much variation in a year is acceptable?
- How the partners will require the budget to be managed?
- How developments would be funded?
- How under and overspends will be dealt with?
- How inflation will be managed?
- Monitoring arrangements in terms of the nature, timing and recipients of the service

- Details of the agreements that the partner organisations enter into for the delivery of services.
- Resources such as accommodation, information systems, goods and services will need to be agreed between the partner organisations and appropriate recharges negotiated.

3.4.9 Strategic Human Resources and Service Level Agreements

When employing staff in partnerships, there are many issues that need to be considered. It is therefore essential that Human Resource specialists (within Denbighshire, Strategic HR officers) are consulted from the outset. It is particularly important to have clarity over the recruitment and induction process, employment contracts and line management responsibilities.

Should support services be provided by one of the partners, it is important that the scope and cost of such support is clearly defined at the outset. The introduction of a Service Level Agreement may be the best way of achieving such clarity.

3.4.10 Sustainability

The partnership agreement should consider what happens if funding ceases partially or in its entirety and the rules governing any redundancy in the event operations are down sized or terminated.

3.4.11 Audit arrangements

The partnership agreement should set out what is to be audited, when this is to be done, and who will undertake the task.

3.4.12 Contracting

The adherence to partner / organisations rules governing procurement, including contracts procedures and requirements for tendering must be recognised in the partnership agreement in some way.

3.5 Decision Making, Conflict of Interest and Dispute Resolution

3.5.1 Decision Making

Partnerships either take executive decisions themselves, or make decisions that will effect

executive decisions in another arena. Clear lines of accountability and transparent decision making processes are required, particularly for the decisions on committing and allocating partnership resources.

The partnership agreement should state the voting process required in order to make decisions / seek agreement. Votes could be cast through the chair and any matter could be decided by a simple majority so long as a quorum² is present. It is good practice to ensure that all relevant information has been circulated at least a week prior to the meeting.

It is essential that partnership members have the delegated authority of their organisation to make a decision on behalf of the organisation. However, no partnership member should sign any contracts or legally binding documentation on behalf of the partnership without due process.

It is important for the partnership to agree and record how decisions are made. The partnership agreement should address:

- Who are the members of the partnership?
- How does the partnership make decisions e.g. simple majority vote? Casting vote by chair? What is a quorum for the decisions of your group?
- Who communicates decisions to people not present?
- How are the actions put into operation?
- What level of delegated authority does each member have?
- If a decision is of major significance (beyond the remit of delegated authority) what due process is required to gain each organisation's authorisation?
- How often will meetings be held? Where?
- Can there be extra meetings? (called / arranged by whom?)
- Is there a standard agenda?
- Chaired by whom? How is the Chair decided? How long will the Chair be in post? And other positions need to be determined in the same way – secretary, treasurer, etc.
- Who takes note of agreements/decisions made/actions to be undertaken?
- Action notes can sometimes be used where either you don't want the formality of minutes or where you want to emphasise an action-orientated focus. Decisions will still need to be recorded if action notes are undertaken.

3.5.2 Dealing with Conflicts of Interest

Procedures are required to resolve conflicts of interest to ensure decisions are open and transparent to all stakeholders. A conflict of interest can arise where two different interests overlap. In the public sector, there is a conflict of interest where:

² **Quorum** - The minimum number of voting members required to be present at any meeting for the decisions taken at the meeting to be considered as legitimate decisions of the body.

A partnership member's duties or responsibilities to a partnership could be affected by some other interest or duty that the member or official may have.

The other interest or duty might exist because of:

- The partnership member's own financial affairs.
- A relationship or other role that the member has.
- Something the member has said or done.

The Partnership needs to consider whether there is a reasonable risk that the situation could undermine public trust and confidence in the member or the partnership. A conflict of interest that is hidden, or that is poorly managed, creates a risk of allegations or perceptions of misconduct, or of other adverse consequences such as litigation.

There are several aspects to managing conflicts of interest effectively:

- Partnership members need to understand what a "conflict of interest" is, and be aware of the different ways in which it can arise.
- Expectations and the types of other interests that can give rise to a conflict of interest.
- The partnerships should establish procedures as part of their overall partnership agreement for helping their members to identify and deal with conflicts of interest.
- Members should identify and disclose a conflict of interest as soon as it arises.
- In each case, the partnership (or, sometimes, the member or official concerned) needs to consider what action (if any) is necessary to best avoid or mitigate any effects of the conflict of interest.
- Partnership members should also consider their organisations codes of conduct in relation to conflicts of interest.

Guidance Notes and Templates GNT 7 provides guidance on producing procedures for managing conflicts of interest.

3.5.3 Dispute Resolution

To avoid bad feeling and potential litigation between partners the partnership agreement must set out the rules to be followed to resolve disputes. Ideally, disputes between partners should be settled in good faith and wherever possible, by internal discussion and negotiation within the partnership. The partnership agreement should include an escalation procedure in the event partners disagree amongst themselves.

A first step to resolve a dispute may be to get an agreed set of facts on the position. Confidentiality should be maintained as long as possible to reduce the chance of mis-reporting through the media. Adherence to contractual dispute procedures is important.

Disputes may occur at three levels:

1) Between Individuals

Where a dispute occurs between individuals, the party experiencing the grievance should seek to resolve their concerns using the complaints procedure of the organisation employing the offending party.

2) Over Decisions taken in Partnership Meetings

Where dispute occurs within a partnership meeting concerning decision making, the issue should be escalated to the next executive partnership level.

3) Between Partnership organisations

Where the dispute occurs between organisations a meeting of senior executives should be called to address the dispute.

In some cases it may be necessary to consider negotiation, mediation and adjudication procedures or in the case of technical matters, expert dispute resolution. It would be necessary to consider whether procedures should produce a binding result or whether the parties want the ability to go the courts in the event of an unresolved dispute. Litigation should always be regarded as a last resort.

Partnerships should establish procedures as part of their overall partnership agreement to help members deal with disputes.

3.5.4 Business Continuity

Business Continuity plans outline the action that will be taken in the event of a serious disruption to business, and identifies the priorities for recovery in order to keep the organisation running as normally as possible at all times – even in an emergency. If delivery of services and / or the partnership project will impact on the County Council's Service Area's Business Continuity Plan, details of the measures that will be taken to address this impact should be considered. The Civil Contingencies Act 2004 requires the council to maintain plans to ensure that it can continue to provide services in the event of an emergency so far as is reasonably practicable. Business continuity management assesses the risks that might affect an organisation's ability to deliver a service and considers how services can be maintained.

3.6 Ending and Exiting Partnerships

At some point, partnership arrangements, or the organisation's involvement in a partnership, will come to an end. This could be for several reasons:

- The partnership achieves all that it set out to do.
- The priorities of an organisation/partnership change.

- On review, the partnership is not delivering the outputs and outcomes it was set up to do and a new approach needs to be explored.
- The partnership is replaced by another partnership or working arrangement.
- External funding sources / resources cease.
- On review, an adverse level of risk of continuing the partnership is identified.
- The legal framework upon which the partnership was founded changes.
- A partner organisation is restructured.

When drawing up the partnerships agreement a firm exit strategy should be identified. A clear exit strategy should address how to deal with on-going commitments and liabilities. In particular it should cover:

- Termination of the entire partnership.
- Staffing issues that arise.
- Continuity of service.
- Notice period.
- Asset allocation.
- Responsibility for debts.
- Withdrawal of any one of the partner organisations.
- Timescales required for changing the arrangement, or bringing it to an end.
- Informing insurers and issues regarding liability and indemnity.
- How partner contributions will be distributed.
- Outstanding contractual liabilities.
- IT issues (e.g. system and data transfers).
- Informing all stakeholders, customers, residence clients, staff etc.
- Reviewing the risk register.
- Providing appropriate final reports.

The partnership agreement should clarify the management of continuing financial liability, the ownership of assets and arrangements for disposal to avoid the future risk of disputes, or the accountable body becoming liable by default.

Partnership agreements should identify how individual organisations can exit a partnership e.g. length of notice, formal notification letter, issues of liability and indemnity. If a partnership member decides to leave the partnership, the partnership should consider the benefits of undertaking an evaluation. If it is agreed that the partnership continues the partnership agreement may need to be revised and renewed.

Each organisation's executive group has the authority to determine if their involvement in a partnership should cease. This does not necessarily mean that the partnership itself will cease. Termination reviews should be conducted for all significant partnerships that have been terminated. Cabinet decisions or full Council may be required where there are constitutional implications.

4 Safeguarding the Community, Information Sharing and Communication

4.1 Safeguarding the Community

The Partnership will be required to describe its safeguarding practice, and what steps are taken to quality assure safe employment practice and safe service delivery – for example, safeguarding courses, involvement in Joint Assessment Frameworks (JAFs) and case conferences, CRB monitoring procedures and so forth. It is hoped that safeguarding arrangements would be undertaken on an annual self-assessment basis, as part of a regular monitoring process. There is a Safeguarding Officer within Denbighshire who may advise upon this issue – the safety of children and young people is paramount.

4.2 Information Sharing and Communication

One of the most common benefits that result from partnerships is that newly available information can enable partners to target their services more effectively. Whilst there are aspects such as data protection to be considered, there is considerable scope for information to be held in different places to be combined to good effect.

The sharing of information is not something to be afraid of and it is fundamental to the success of any partnership initiatives. Partners need to share information within the limits of the law.

Protocols developed for information sharing initiatives do **not** have any legal standing, but they are a helpful way to ensure good practice in information sharing between all agencies that may be involved in partnership working.

Briefly, the legal framework for information sharing is a combination of the common law duty of confidentiality, the Caldicott principles on the use of personal information, Human Rights Act and Data Protection Act and principles of the Wales Accord on the Sharing of Personal Information. **Guidance Notes and Templates GNT 8** provides the link information to the Wales Accord on Sharing Personal Information (WASPI) for organisations involved in the protection, safety, health, education and social welfare of the people in Wales. Information is a valuable asset and when partnerships are sharing information, the partnership should develop an Information Sharing Agreement.

There is a checklist against which an organisation can assess its level of readiness to meet the WASPI framework. It is not intended to be a full checklist or replace nationally recognised standards and guides, but it will help each organisation identify gaps that may need to be filled in order to fulfil its commitments. **Guidance Notes and Templates GNT 9** (link) provides a Self-Assessment Checklist for organisations to assess their level of readiness. Denbighshire County Council is fully committed to WASPI and adopted its principles in November 2011.

4.2.1 What to Consider when Developing an Information Sharing Agreement

- Describe **what** information is to be shared and for **what** purpose.
- Describe in detail, **how** information is to be shared (map using flowcharts).
- Identify **Who** is responsible for the information at each stage including access and disclosure.
- Identify **Who** will be responsible for reviewing and monitoring information sharing procedures.

The main point is to be aware of is the need to be open and fair. You may or may not require consent to share information, but in most circumstances you **must** tell people, **who** is responsible for their personal information, **why** you need it and **who** you may need to share it with.

It is important to record your disclosure decisions. It is a matter of good practice and could be very important if you have to rely on your records to explain your actions one day. Sometimes you may need to disclose information without the individual knowing. You will be able to do this by using the relevant exemptions.

The information officer of each partner must advise on any information sharing agreement developed or alternatively contact the Information Commissioners Office (ICO). The ICO has published a “Good Practice Framework Code of Practice for Sharing Personal Information”, which can be accessed by using the following link:

[Link to Good Practice Framework for ICO.](#)

4.3.2 Communications Plan

A communications plan is vital because it ensures the partnership’s main messages are communicated with one voice, and misinformation is kept to a minimum. A complex strategy document is not necessary; the partnership agreement might just cover key messages, key audiences, and channels of communication.

4.3.3 Freedom of Information Requests

If the partnership receives a Freedom of Information request or any request for information that cannot be dealt with easily, contact should be made with the Information Officers in the partner organisation. Denbighshire County Council has its own Freedom of Information Officer who may be available to provide advice.

4.3.4 Welsh Language Scheme and Welsh Language Guide

The council works in partnership with public bodies, organisations from the voluntary sector and other agencies; it works on many levels when working with others and accepts it has responsibility to bring linguistic considerations to the attention of all partners. When

forming partnerships the council will ensure the issue of how the partnership will operate with regard to the Welsh language is discussed and agreed as part of the Terms of Reference and / or constitution of the partnership.

When the council is the strategic and financial leader within a partnership it will ensure that the public service provision is compliant with the Welsh Language Scheme. When the council joins a partnership in which another body is leading, the council's input to the partnership will comply with the Welsh Language Scheme and the council will encourage other parties to comply giving priority to services provided to the general public.

When the council is a partner in a consortium, it will encourage the consortium to adopt a bilingual policy. When acting publicly in the name of the consortium, the council will act in accordance with its Welsh Language Scheme. Should the council join or form a partnership, it will ask prospective partners about their Welsh Language Schemes, language policies or the means by which they will operate bilingually. With any partnership the council will offer advice and support to other partner organisations.

5. Partnership Complaints

Individuals can encounter difficulties when seeking redress for grievances concerning services delivered through partnerships. These problems can be overcome by adopting an effective complaints protocol.

Whilst each partner will remain responsible for their performance of their statutory functions, public sector partners cannot absolve themselves of their existing responsibilities to the service user by virtue of the fact that they are operating in partnership. Examples include:

- Neglect or delay
- Not delivering a service
- Providing misleading information
- Inefficient or poor professional conduct

Due to the complexity of agreeing a separate partnership complaints process, it is recommended that partners follow their own procedure. However, the partnership need to agree and include within their partnership agreement a description of how the ownership of the complaint will be decided, and therefore who's procedures it will follow. This normally follows the process of the organisation against whom the complaint was made, even though a partnership approach and investigation may be taken (subject to data protection).

It is recommended that the organisations within the partnership share information regarding complaints received, which can be collated and shared within the partnership at regular intervals.

Service users have the right to make a complaint to the Ombudsman in relation to services provided by National Health Service and Local Government organisations if they are

dissatisfied with the outcome of the relevant bodies' complaints procedure. The partnership agreement should state:

- The partnership and support teams responsibilities and process for handling complaints from the public.
- That all partners shall be obliged to co-operate with any Ombudsman's investigations.
- Provide clear information on how to register a complaint.

Guidance Notes and Templates GNT 10 provides a summary of best practice developed for drawing up a complaints protocol within a partnership.

6. Partnerships in Denbighshire

A key priority is to ensure that there is a coherent partnership framework in Denbighshire. As an element of developing the partnership toolkit, partnership activities have been mapped to:

- Ensure the county has a register on all the significant partnerships those utilising the greatest resources, having the largest impact and greatest risk for partners.
- Provide clarity regarding which partnerships we are involved in and why, who is leading and how progress is being reported. (This will ensure those involved can be targeted for advice and guidance).
- Provide a mechanism for reviewing partnership involvement .
- All partnership arrangements conform to WASPI (see **Guidance Notes and Templates GNT 8 and 9**).

It is essential that a partnership register is kept of current partnerships in order to maximise the benefits of partnership working, allow members, officers and the public to be directed to partnerships appropriate to their individual needs and to minimise duplication of effort.

The **current** Denbighshire County Council Partnership Register is stored on the Working Document Store for reference.

If you are involved in a partnership, which is not included on the register, please complete the partnership significance scorecard **Appendix 1** and provide the relevant details to the Head of Business Planning and Performance, Denbighshire County Council.

In terms of **Reporting Mechanisms**, there will be an **Annual Summary Report of Partnerships** produced and presented to the Corporate Governance Scrutiny Committee, and the Senior Leadership Team (SLT) within Denbighshire County Council by the Head of Business Planning and Performance.

The Lead Member for Partnerships and the Partnership Scrutiny Committee will be kept informed of progress.

7. Comments and Feedback

Please send comments on this toolkit and suggestions on how future editions could be improved to the Head of Business Planning and Performance, Denbighshire County Council.

Contact: Head of Business Planning and Performance

Address: Partnership and Communities Team
Denbighshire County Council
Third Floor, County Hall
RUTHIN
Denbighshire
LL15 1YN

Telephone: 01824 706257

Email: partnership.support@denbighshire.gov.uk

8. Appendices

1. Partnership significance assessment score card
2. Partnership business case checklist
3. Toolkit Guidance Notes and Templates (**separate document**)

APPENDIX 1 PARTNERSHIP SIGNIFICANCE ASSESSMENT SCORECARD – DENBIGHSHIRE

Partnership Name:

Please enter the score in the last column which most closely represents the partnership. Answer all applicable questions, using scores of 1, 2, 3, 4 or 5.

This table assesses the significance of the partnership / proposed partnership.

Impact No	Description	Score "1"	Score "2"	Score "3"	Score "4"	Score "5"	Score
1	Partnership costs: Denbighshire County Council directly contributes money to the partnership and / or money is directed through authority accounts (may involve pooling of budgets and sharing of resources i.e. staff, equipment, property)	<£50k per annum	£50k to 250k per annum	£250K to £1m per annum	£1m to £5m per annum	> £5m per annum	
2	Relationship to Corporate Priorities and BIG Plan – to what extent is the partnership's success critical to the achievement of these?	Not linked	Indirect links	Moderate contribution	Significant contribution	Essential	
3	What are the consequences of partnership failure upon the authority (financial / reputational / liability / legal / political)?	Insignificant consequences	Minor consequences	Moderate consequences	Major significance	Highly significant	
4	Does the partnership make decisions on behalf of the authority that may be legally binding upon the authority?	None	Does not take decisions but provides feedback	Does not take decisions but influences recommendations	Does not take decisions but agrees to be bound by its decisions	Has decision making responsibilities directly delegated to it from the authority	
5	Statutory or Regulatory context: Is Denbighshire County Council required to set up the partnership in order to receive additional funding / to meet a requirement of statutory guidance?	Not required	Indirect links to successful achievement of funding	Limited links to successful achievement of funding	Direct links to successful achievement of funding	The authority is required to participate in this partnership by law or to receive specific funding	
6	Risk: does the partnership contribute to the management of risks identified on the authority's corporate or departmental risk registers?	Does not contribute	Indirectly contributes	Limited contribution	Indirectly contributes	Directly contributes	
TOTAL:							0
HIGHEST POSSIBLE SCORE (No. of questions answered x 6)							30
IMPACT SCORE ("Total" divided by "Highest Possible Score" x 100)							0%

The matrix below uses the Significance Score to categorise your partnership:

Level 1: Limited Significance: (0 – 50%)	Level 2: Moderate Significance: (50% - 70%)	Level 3 : Major Significance : (70%+)
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APPENDIX 2 – Partnership Business Case Checklist

Name of Partnership:

Lead Contact (day to day running):

Name of partnering organisations:

Checklist Completed by:

Date:

Key Questions	Comment	Action
Understanding the need for the Partnership		
<p>Have other ways of working been assessed to determine if a partnership arrangement is the most appropriate? (For example, the establishment of a formal joint working protocol between individual agencies, time-limited task and finish group, joint ventures, joint Commissioning arrangements etc.)</p>		
<p>Is there justification for the establishment of the Partnership? (For example, providing co-ordinated packages of services to individuals; to bid for or gain access to new resources – in cases where large funds are not available to single organisations; to meet statutory requirements; to reduce the impact of organisational fragmentation and reduce duplication; added value – achieving something more than the organisation could do by working alone; Value for money – when available resources are used economically, efficiently and effectively)</p>		

Tudalen 79

<p>Has this partnership been the subject of consultation with:</p> <ul style="list-style-type: none"> • Other partnerships • Service areas • Staff • Users • Carers • Trade Unions 		
<p>What is the partnerships intended lifespan?</p>		
<p>What other organisations will be represented on the partnership?</p> <p>Are there any key organisations not in the partnership? If yes, which ones?</p>		
<p>Who will lead the partnership?</p> <p>If the partnership requires an accountable body, has this role been allocated?</p>		
<p>Who would be the organisation/s designated officers for the partnership? Which includes:</p> <ul style="list-style-type: none"> • Partnership Co-ordinator <p>(Note: that all partners represented on the partnership should have nominated officers for the above roles)</p>		

Assessment of Fit with the Organisation/s and BIG Plan		
How would this Partnership's shared activity contribute to the delivery of the organisation/s corporate priorities and Denbighshire's BIG Plan?		
What is the expected role and contribution of each of the organisations involved?		
Performance Management		
<p>What does the partnership intend to achieve? (aims and objectives; and targets and outcomes which are Specific, Measurable Achievable Realistic and Time based).</p> <p>Will the partnership contribute to national outcomes and/or the outcomes for Denbighshire's community?</p>		
What is the structure to deliver the aims, objectives and outcomes?		
Have the partner's or prospective partner's undertaken a joint exercise to identify partnership risks? If so, what are the risks to the organisation/s; who will manage them and how?		
What are the accountability arrangements? (which include monitoring, reporting, review to who and when?)		

Resource Considerations		
What is the identified resource availability?		
How is the organisation/s resourcing its participation?		
Are there other sources of funding not yet applied for available?		
What are the resource implications relating to the following: <ul style="list-style-type: none"> • Finance • Staff / recruitment • Accommodation • Legal • IT / Administration i.e. translation • Training • Insurance • Payroll • Health and Safety • Assets If applicable, have Human Resources and Trade Unions Representation being involved in discussions regarding the development of the partnership?		
Are there future resource implications?		
Does the partnership exist to get access to funding?		

Legal Considerations		
Have legal officers of partners been involved in discussions on the creation of the partnership?		
Would the partnership decisions be legally binding for the organisation/s?		
Have insurance officers of partners been involved in discussions regarding the insurance requirements of the organisations/partnership?		
Will anybody be disadvantaged by the partnership in terms of race, age, gender, sexual orientation, disability or faith?		

ADDITIONAL INFORMATION:

Partnership Governance Toolkit Guidance Notes and Templates (**separate document**): referenced as GNT 1 – 11 documentation

- GNT 1 Template Partnership Agreement
 - GNT 2 Risk management good practice guide, risk identification check list and template risk register
 - GNT 3 Template Partnership Action Plan
 - GNT 4 Template Highlight Report
 - GNT 5 Insurance considerations for partnerships
 - GNT 6 Template file index for retaining grant funding information
 - GNT 7 Guidance on managing conflicts of interest
 - GNT 8 Link to Wales Accord on Sharing Personal Information
 - GNT 9 Link to Self Assessment Checklist for Sharing Personal Information
 - GNT 10 Best practice in drawing up complaints protocol in partnerships
 - GNT 11 Development tool for assessing partnership working
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Appendix 3

Partnership Governance Toolkit Guidance Notes and Templates

February 2012

Draft Version: 2.0
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Contents

1. Introduction

2. Guidance Notes, Tools and Templates (GNT)

GNT 1	Template Partnership Agreement
GNT 2	Risk management good practice guide, risk categories and risk register template
GNT 3	Template Partnership Action Plan
GNT 4	Template Highlight Report
GNT 5	Insurance considerations for partnerships
GNT 6	Template file index for retaining grant funding information
GNT 7	Guidance on managing conflicts of interest
GNT 8	Link to Wales Accord on Sharing Personal Information
GNT 9	Link to Self Assessment Checklist for Sharing Personal Information
GNT 10	Best practice in drawing up complaints protocol in partnerships
GNT 11	Development tool for assessing partnership working

1. Introduction

This set of guidance notes and templates may be used in conjunction with the Partnership Governance Toolkit document (February 2012) which has been created to assist Denbighshire County Council personnel with their partnership arrangements.

Documents include guidelines for some of the processes that will assist in assessing partnerships and the complex issues and criteria related to partnerships.

The documents will be reviewed and updated where necessary.

2. Guidance Notes, Tools and Templates (GNT)

GNT 1: Template Partnership Agreement

A partnership agreement must address the following headings since this model combines all the attributes of best practice. The level of detail provided under each heading will be dependent on the significance of the partnership. All agreements must be checked by legal representatives.

Name of the Partnership

1. Definitions and Interpretation

Define any key words.

2. Commencement and Term

Length of time partnership will run / point at which will be reviewed.

3. Purpose

What is the purpose of this partnership?

4. Aims, Objectives and Outcomes

What has this partnership been established to achieve?

5. Partnership Principles

The members agree to work together actively to achieve the aims of the partnership. This may include:

- Visible commitment and 'ownership' by the various member organisations and

- individual representatives.
- Mutual trust and respect.
- Openness and transparency.
- Effective communication and accountability.
- Shared ownership of resources, where appropriate.
- Combined expertise.
- Creative and innovative solutions to problems.
- Identification and sharing of best practice, based on mutual learning.
- Removal of barriers to equality of access and opportunity.
- How the partnership will operate in terms of sustainable development.
- Clear purpose, clarity of expectations and agreed targets for action.
- Effective decision-making.
- Shared mechanisms for risk management, monitoring, evaluation, reviewing and reporting on performance, progress and success.
- Allowing each constituent member unobstructed access to the audit records of the partnership, on request.

6. Membership and Terms of Office

This may include:

- The number of representatives from organisations in the public, private and the voluntary and community sectors, which are actively involved in the area (equal representation is not a requirement, unless other rules dictate) and why they were chosen.
- A list of the constituent members and the number of representatives they have on the partnership.
- Who chairs and vice-chairs the partnership, how appointed and for how long?
- How often the membership is reviewed and any time limits that an individual representative can serve on the partnership.
- How the membership of the partnership reflects the characteristics and aspirations of the area / people it has been set up to serve.

7. Roles and Responsibilities

Identify the roles and responsibilities of each constituent member of the partnership. It may be appropriate to include statements explaining how different sector members can bring to the partnership and which areas of partnership activity they will be responsible for. In addition this section may include the roles and responsibilities of the lead / accountable body, management board, partnership coordinator and partnership link officers etc.

8. Meetings and Secretariat

This may include:

- What is the minimum number of meetings within a period?
- Are meetings open or closed?

- How are extraordinary meetings convened?
- Where is the responsibility for setting meetings, agendas, working papers, minutes, follow up of actions etc?
- Who will provide the secretariat function and for how long?
- How and why are venues chosen?
- What are the expectations regarding members' behaviour during meetings?
- What if a member needs to deputise the meeting, what protocols need to be followed?
- And any other elements of the meeting that need to be stipulated.

9. Performance Management

The partnership should specify its performance management processes.

10. Risk Management which includes Indemnity and Insurance

The partnership should specify when, and in what format, the shared risk assessment and risk management plan will be monitored and reviewed, and by whom.

11. Resource Management/Pooled Funds

The partnership should specify its resource management processes, which may include the partnerships:

- Processes for financial control and monitoring within and between partnerships.
- Processes for human and physical resources to enable the partnership to operate effectively.
- The contract standing orders of which Partner organisation are being followed?
- Processes for auditing the partnership
- VAT and Tax arrangements.

12. Partnership Assessment and Alteration of the Partnership Agreement

The partnership should specify its self assessment / review processes, which may include:

- How does the partnership review itself?
- How often is this agreement to be reviewed?
- What are the protocols for changing or amending the partnership agreement?

13. Exiting of Involvement with the Partnership

The partnership should specify systems and procedures that exist detailing the need for written notification to the Chair and secretariat of intention to leave the partnership, the notice period required and any exceptions.

14. Termination of the Partnership

The partnership should specify systems and procedures that exist detailing under what circumstances the partnership may be disbanded and how.

15. Effects of Termination

The partnership should specify systems and procedures that exist in relation to the termination of partnerships.

16. Community Involvement and Equality

The partnership should specify systems and procedures that exist to involve the community in the delivery of services and ensure consideration is given to equality and diversity in the key areas of partnership working. Safeguarding policies must be in place for the partnership, evidenced for audit purposes.

17. Information Sharing and Communication Methods

The partnership should specify systems and procedures that exist in relation to management of sharing information and communications methods, which may include:

- How will the partnership share information?
- How will communication take place within this partnership?
- How will communication take place from this partnership to stakeholders?
- How the partnership is applied to WASPI.

18. Decision Making Process

This may include:

- How are decisions reached by the meeting? What are the processes to ratify decisions?

19. Conflict of Interest

The partnership should specify the systems and procedures that exist to resolve issues relating conflict of interest?

20. Dispute Resolution

The partnership should specify the procedures that exist to resolve disputes within the partnership, which may include:

- How will disputes be resolved where there is conflict at between members, organisations and over decisions?

21. Complaints

The partnership should specify systems and procedures that exist in relation to management of complaints.

22. NHS Health Care Functions and Health Related Care Functions

23. Service and its Operation

This may be commissioning or provision.

24. Confidentiality

This is a short statement expressing the expectations of partnership members with reference to confidentiality.

25. Exclusion of Partnership and Agency

26. Assignment and sub-agreements

27. The Contract (Right of Third parties) Act 1999

28. Prevention of corruption / quality control

29. Notices

30. Governing Law

GNT 2: Good Practice Guide on Risk Management in Partnership Working

In order to achieve the good practice recognised by the Chartered Institute of Public Finance and Accountancy, organisations must meet two key responsibilities for each partnership they have. They must:

- 1) Provide assurance that the risks associated with working in partnership with another organisation have been identified and prioritised and are being appropriately managed.
- 2) Ensure that the partnership has effective risk management procedures in place

There are two aspects to risk management in partnership working:

Outside looking in – from the Organisations perspective

What are the risks that the organisation faces in being involved in the partnership? This risk identification exercise must be undertaken **before** partnership working commences and should be incorporated into the Partnership business case. Risks that should be considered and may apply include:

- Financial risk
- Legal risk
- Reputation risk
- Resource conflicts
- Reliance on a partner to deliver the organisations objectives
- The partners track record in managing risk
- Risk specific to the nature of the partnership or its objectives

The responsibility for ensuring that risk management has been taken into consideration when establishing or continuing a partnership should lie with the relevant organisational managers and (portfolio holders Local Authority only) who's remit the partnership falls under.

The risks identified initially in the partnership business case should be transferred to a risk register which will be updated, managed and monitored by the service involved in the partnership in the same way that a project risk register would be maintained for the life of a project.

On the inside – from the partnership's perspective

The lead organisation should seek assurances from prospective partners:

- How well is risk management embedded in the business?
- Does their risk management methodology conform to good practice?
- Who are the key players involved?

As a minimum, organisations must undertake a pre-partnership risk assessment (see above – outside looking in) for its own purposes and other partners may have done the same. If there is a willingness in the partnership to share these risks, this could form the basis of a partnership risk identification exercise and joint risk register.

If the lead organisation has a tried and tested risk management strategy and methodology consideration might be given to applying this to the partnership.

GNT 2: Risk Categories

Risk categories focus on the source of risk, and are intended to be used as a set of prompts to consider scenarios that will give rise to consequences that will impact on specific objectives.

Successful risk categorisation can be compared to an effective medical evaluation. If the doctor asks: "How do you feel?" the patient might say, "Fine." But the examination is much more revealing if the doctor asks: "How do your knees feel? How about your lungs? Any back pain?" With these questions, the patient will begin to think specifically about his or her body parts.

The risks faced by an organisation should be categorised in relation to what the organisation does. There are a number of commonly used categories that help to group risks according to the various aspects of the organisation and its activities. We need to consider which categories are relevant to Denbighshire.

Suggestions are made in the table overleaf, and have been devised following research on categories used by other councils; consideration of how useful each prompt will be for shaping the thoughts of those identifying risk, and practical attempts at applying these categories to the risks that services have identified.

<p style="text-align: center;">Political</p> <p>Arising from the political situation</p> <ul style="list-style-type: none"> • Change of Govt Policy • Political make-up • Election cycles • Decision-making structure • Abuse (e.g. fraud, corruption) • Reputation management 	<p style="text-align: center;">Economic & Financial</p> <p>Arising from the economic situation, and the financial planning framework</p> <ul style="list-style-type: none"> • Treasury – investment, reforms • Demand predictions • Competition and the effect on price • General/regional economic situation • Value/cost of capital assets 	<p style="text-align: center;">Community</p> <p>Demographics, social trends, and meeting customer needs or expectations</p> <ul style="list-style-type: none"> • Residential patterns and profile • Social care • Regeneration • Customer care • Quality of community consultation
<p style="text-align: center;">Technological</p> <p>Arising from the ability to deal with pace of change, and the technological situation</p> <ul style="list-style-type: none"> • Capacity to deal with change/advance • State of architecture • Obsolescence of technology • Current performance and reliability • Security and standards • Failure of key system or project 	<p style="text-align: center;">Legislative/Regulatory</p> <p>Arising from current and potential legal changes and/or possible breaches, and the organisation's regulatory information</p> <ul style="list-style-type: none"> • New legislation and regulations • Exposure to regulators • Legal challenges/judicial review • Adequacy of legal support 	<p style="text-align: center;">Environmental</p> <p>Concerned with the physical environment</p> <ul style="list-style-type: none"> • Type of environment (urban, rural, mixed) • Land use – green belt, brown field sites • Waste disposal and recycling issues • Impact of civil emergency (i.e. flood) • Traffic problems, planning, & transport • Pollution, emissions, noise • Climate change & energy efficiency
<p style="text-align: center;">Professional/Managerial</p> <p>The need to be managerially and professionally competent</p> <ul style="list-style-type: none"> • Peer reviews (e.g. IDeA, consultancy) • Stability of officer structure • Competency and capacity • Management frameworks and processes • Turnover, recruitment, and retention • Profession-specific issues 	<p style="text-align: center;">Physical Hazards and Health & Safety</p> <p>Physical hazards associated with people, land, buildings, vehicles and equipment</p> <ul style="list-style-type: none"> • Health, safety and wellbeing of staff, partners and the community • Accident and incident record keeping • Maintenance practises • Security of staff, assets, buildings, equipment • Nature and state of asset base 	<p style="text-align: center;">Partnership/Contractual</p> <p>Partnerships, contracts and collaboration</p> <ul style="list-style-type: none"> • Key partners - public, private & voluntary • Accountability frameworks and partnership boundaries • Large-scale projects with joint ventures • Outsourced services • Relationship management • Change control/exit strategies • Business continuity • Partnerships – contractual liabilities

Risk Assessment Criteria

LIKELIHOOD	Event is almost certain to occur in most circumstances	>70%	Almost Certain	A						
	Event likely to occur in most circumstances	30-70%	Likely	B						
	Event will possibly occur at some time	10-30%	Possible	C						
	Event unlikely and may occur at some time	1-10%	Unlikely	D						
	Event rare and may occur only in exceptional circumstances	<1%	Rare	E						
					5	4	3	2	1	
					Very Low	Low	Medium	High	Very High	
					Service Performance	Minor errors or disruption	Some disruption to activities / customers	Disruption to core activities/ customers	Significant disruption to core activities. Key targets missed	Unable to deliver core activities. Strategic aims compromised
					Reputation	Trust recoverable with little effort or cost	Trust recoverable at modest cost with resource allocation within budgets	Trust recovery demands cost authorisation beyond existing budgets	Trust recoverable at considerable cost and management attention	Trust severely damaged and full recovery questionable and costly
					Financial Cost (£)	<£50k	£50k - £250k	£250k - £1 m	£1 m - £5 m	>£5m
					IMPACT					

Corporate Risk Severity Key

	Minor	Risk easily managed locally – no need to involve management
	Moderate	Risk containable at service level – senior management and SLT may need to be kept informed
	Major	Intervention by SLT and / or CET with Cabinet involvement
	Critical	Significant CET and Cabinet intervention

GNT 3: Template Partnership Action Plan

Ref No.	Partnership Objective	Key Actions in Place	Key Actions to be Implemented	Partnership Lead Officer	Resources (Refer to key below)	Scrutiny Arrangements	Any Risks Logged (include reference)
Objective							
Tudalen 96							

Resources
Are resources within existing?
Is there an additional revenue requirement?
Has the resource requirement been agreed?
Is it included within the Project Management Programme?
Should it be included within the Project Management Programme?

GNT 4: Template Highlight Report

1. Purpose of the Report: To provide a summary of progress at intervals agreed by the project / partnership board

2. Period Covered: Usually previous month, but depends upon the project

Score each element of your project Green = All OK; Yellow = some potential problems identified; Amber = Several problems identified; Red = major problem identified. Delete the unrequired scores to give an “at a glance” status report for the project.

3. This Period

- 3.1 Budget Status: Are the resources being used according to the expected profile?
 Green Yellow Amber Red
- 3.2 Schedule Status: Is the project on time?
 Green Yellow Amber Red
- 3.3 Products completed: List of milestones and products completed and outcomes delivered since the previous report
 Green Yellow Amber Red

4. Actual or Potential Problems

- 4.1 Problems Internal to the project: List problems internal to the project
 Green Yellow Amber Red
- 4.2 Problems due to external events: List problems due to interdependency on events external to the project e.g. potential conflicts with other current or proposed projects
 Green Yellow Amber Red

5. Risk Update: List any changes to the risk log

Green Yellow Amber Red

6. Lessons learnt / good practice identified: List any experiences that would inform or benefit other projects

7. **Next Period:** Products to be completed: List products to be completed

8. **Tolerance Situation:** Consider entries for cost, time, quality, scope, benefit and people / resources

Green

Yellow

Amber

Red

9. **Changes:** Impact on Budget and Schedule: identify any changes to the project.

GNT 5: Insurance Considerations for Partnerships

It is important to note that as part of risk management, insurance is one way of transferring risks. The following table illustrates some of the main insurable risks which the members of a partnership may wish to insure for. The source and extent of insurance taken by each partner should be adequate to meet their commitments under the partnership agreement.

Asset	Potential insurable risks	Relevant insurance policy
People	Injury to staff at work Injury to public Damage to property of others Financial loss Libel and slander Conditions of service Travel issues Fraud	Employers liability Public liability Public liability Officials Indemnity Professional indemnity Libel and slander Assault Cover Personal accident Motor credit guarantee Travel insurance Officials indemnity
Buildings	Loss of income Loss of rent Material damage Terrorism Denial of access Increased cost of working Damage to work in progress Liability of hirers	Loss of income Loss of rent Material damage Terrorism Denial of access Increased cost of working Work in progress Hirers liability
Contents	Material damage Theft	Material damage Theft
Plant / Equipment	Theft	Plant & equipment
Hired Equipment	Theft Accidental damage	Hired equipment
Computers	Material Damage Theft Loss of Data	Computer
Money	Theft	Money
Motor	Theft Damage to third party property Injury to third party Own damage	Motor, third party fire and theft Motor, fully comprehensive
Marine Craft	Injury to public Damage to property of others Financial loss	Marine

Note: It is important for all partners to seek the advice of their insurance advisers when considering the establishment of a new partnership.

GNT 6: Template File Index for Retaining Grant Funding Information

	SECTION	
1	Evidence of Project Need	<ul style="list-style-type: none"> • Business case • Feasibility studies • Reports
2	Grant Funding Application Forms	<ul style="list-style-type: none"> • Copy of signed application forms • Working papers • Match funding letters/certificates • Internal minutes/ Partnership papers i.e. confirming support for project/funding set aside
3	Funding Approval	<ul style="list-style-type: none"> • Copies of signed grant approval letters • Evidence of activities/actions to adhere to the projects special conditions
4	Correspondence	<ul style="list-style-type: none"> • Correspondence between funding partners i.e. confirming any changes in project activity • Project deliverers, contractors
5	Staffing	<ul style="list-style-type: none"> • Project staff structure • Copy of recruitment adverts • Job descriptions • Employment contracts • Appointment letters • Staff desk instructions
6	Project Monitoring	<ul style="list-style-type: none"> • Minutes/notes of progress meetings • Action plans • Progress reports • Evidence to support project targets achieved i.e. beneficiary details, jobs created, businesses supported • Project evaluation • Photographic evidence i.e. pictures during capital build (before and after) • Visit record sheets i.e. visit to SME's in receipt of third party grants

7	Procurement Process Undertaken	<ul style="list-style-type: none"> • Brief • Advert for tender • Copy of tenders and envelopes • Tender reports • Selection criteria • Justification for the appointment of the successful contractor • Letter appointing successful tender • Copy of contract • Letter accepting contracts • Copy of contract • Copy of quotations (if under the formal procurement threshold)
8	Publicity (promoting Project and Funding Assistance)	<ul style="list-style-type: none"> • Publicity strategy • Leaflets • Posters • Brochures • Press cuttings • Press releases • Presentation material • Advertisements • Photographic evidence i.e. site hoarding, project launches, plaques, events
9	Financial: General	<ul style="list-style-type: none"> • Details of cost centre and description codes set up for project • Financial regulations • List of authorised signatories
10	Financial: Grant Claims	<ul style="list-style-type: none"> • Copies of grant claims • All relevant working papers/spreadsheets to support the preparation of the grant claim • Ledger print • Paid invoices • Remittance advice (particular relevance to third party grants) • Receipts • Corresponding bank statements • Timesheets to support staff time on projects • Travel claims • Payroll information • Written methods of apportionment e.g. overheads • Depreciation methodology • Inventory of any equipment purchased i.e. PC's, digital cameras • Follow up action letters on grant claims/responses • External audit certificates/reports i.e. Wales Audit Office audit certificates, Welsh European Funding Office monitoring visits reports

GNT 7: Guidance on Managing Conflicts of Interests

In preparing policies and procedures for dealing with conflicts of interest, the nature of the partnerships particular structure, functions and activities, and any applicable statutory requirements should be taken into account. It should consider what its operations are, what fields it operates in, and what sorts of problems or risks might typically arise. For example, does the partnership:

- Contract
- Allocate grants
- Public consultation
- Undertake regulatory decision-making.

1.0 Policies and procedures for managing conflicts of interest could:

- State principles or values that emphasise the entity's commitment to addressing conflicts of interest, and the importance of people within the entity being alert for such situations.
- Establish rules for the most important and obvious actions that people must or must not take.
- Set out a process for identifying and disclosing instances of conflicts of interest as and when they arise (including a clear explanation of how a member should disclose a conflict of interest, and to whom).
- Set out a process for managing conflicts of interest that arise (including who makes decisions, and perhaps detailing the principles, criteria, or options that will be considered).
- Provide avenues for training and advice.
- Provide a mechanism for handling complaints or breaches of the policy.
- Specify the potential consequences of non-compliance.

2.0 There are two aspects to dealing with particular situations:

- 1) Identifying and disclosing the conflict of interest (primarily the responsibility of the partnership member concerned)
- 2) Deciding what action (if any) is necessary to best avoid or mitigate any effects of the conflict of interest (primarily the responsibility of the entity).

2.1 Disclosing a conflict of interest

The partnership member with the conflict of interest is obliged to identify it, and disclose it to the relevant people in a timely and effective manner. The partnership member will always have the fullest knowledge of their own affairs, and will usually be in the best position to realise whether and when something at work has a connection with another interest of theirs. (However, managers and other senior

personnel should remain generally alert for issues affecting other people that may create a problem).

Disclosure promotes transparency, and is always better than the partnership member silently trying to manage the situation by themselves.

If a matter in which a partnership member has an interest arises at a formal meeting, the partnership member should declare to the meeting that they have an interest in the matter before the matter is discussed. The declaration should be recorded in the minutes of the meeting.

In other situations, the matter should be raised and discussed with a relevant person as soon as the potential for a conflict of interest is identified. For most staff, the relevant person will be their manager (or another designated person in the organisation).

2.2 Deciding on further action

Simply declaring a conflict of interest is not usually enough. Once the conflict of interest has been identified and disclosed, the partnership may need to take further steps to remove any possibility – or perception of public funds or a partnership member's role being used for private benefit.

The entity should carefully consider what, if anything, needs to be done to adequately avoid or mitigate the effects of the conflict of interest.

In each case, it is important for the entity to actively consider whether something more ought to be done after disclosure. It is not safe to assume that a disclosure, with nothing more, is always adequate.

First, if any legal requirement applies, then compliance with that is critical, and overrides any other scope for discretionary judgment. (For example, where the situation involves a legal requirement about a board member participating in a meeting, the law will usually require the member to refrain from participating in discussions and voting on the matter. In those cases, there is usually no scope to decide on some lesser mitigation option).

Secondly, the entity should consider whether any relevant policy of the entity contains a clear rule covering the situation.

Thirdly, if no relevant legal requirement or policy applies (or after any such rule has been complied with), then the partnership should also consider whether anything more needs to be done. This is where there may be scope for a range of options. This assessment involves the exercise of a discretionary judgment. In especially difficult situations, it may be necessary to seek professional advice, and/or consult other published sources of guidance.

3.0 In exercising judgment, the partnership needs to assess carefully:

- 1) The seriousness of the conflict of interest
- 2) The range of possible mitigation options.

3.1 Assess the seriousness of a conflict of interest

Several factors may need to be weighed in assessing the seriousness of the conflict of interest. They include:

- The type or size of the partnership member's other interest.
- The nature or significance of the particular decision or activity being carried out by the partnership.
- The extent to which the partnership member's other interests could specifically affect, or be affected by, the entities decision or activity.
- The nature or extent of the member's current or intended involvement in the entities decision or activity.

3.2 Mitigation options

Selecting a suitable mitigation option will largely be informed by the judgment about the seriousness of the conflict of interest in each particular case. It may also be necessary to take into account the practicability of any options for avoiding or mitigating the conflict.

There is a broad range of options for avoiding or mitigating a conflict of interest. The options (listed roughly in order of lowest to highest severity) include:

- Taking no action
- Enquiring as to whether all affected parties will consent to the partnership member's involvement
- Seeking a formal exemption to allow participation (if such a legal power applies)
- Imposing additional oversight or review over the partnership member
- Withdrawing from discussing or voting on a particular item of business at a meeting
- Exclusion from a committee or working group dealing with the issue
- Re-assigning certain tasks or duties to another person
- Agreement or direction not to do something
- Withholding certain confidential information, or placing restrictions on access to information

- Transferring the official (temporarily or permanently) to another position or project
- Relinquishing the private interest
- Resignation or dismissal from one or other position or partnership.

The most typical mitigation options involve withdrawal or exclusion from involvement in the Partnerships work on the particular matter or decision – that is, the fifth, sixth, and seventh bullet points in paragraph. Taking one of those steps will usually be enough to adequately manage a conflict of interest.

It is wise to make a written record about any decision. This might include details of the facts, who undertook the assessment and how, and what action was taken as a result.

GNT 8: Wales Accord on Sharing Personal Information

[Link to Wales Accord on the Sharing of Personal Information \(WASPI\)](#)

GNT 9: Wales Assessment Checklist for Sharing Personal Information

[Link to Wales Accord on the Sharing of Personal Information: Self Assessment Checklist](#)

GNT 10: Best practice in drawing up Complaints Protocol in Partnerships

These recommendations should not lead to an overly bureaucratic approach being taken – their implementation should be reasonable and proportionate, taking into account the wide variations in scale, structure and objectives that exist between partnerships.

1.0 Key recommendation:

When the partnership is first created, there should be clarity regarding accountability for different parts of the work that will be carried out

1.1 Summary and recommendations

- There should be a clear statement as to who is responsible for handling complaints and providing redress

- There needs to be effective communication with those who use the service so that they understand what they need to do in the event of something going wrong
- There should be a strong commitment from the partnership to learn from complaints, so that services may be improved.

2.0 Setting up the complaints process

- Consider the views of service users and potential users, where practicable, and of other relevant stakeholders such as advice agencies, when drawing up or reviewing the protocol.
- Ensure that the complaints process is clear and accessible to all groups in the community, and is consistent with the principles set out in the Local Government Ombudsmen's guidance on running a complaint system and on remedies.
- Communicate effectively through leaflets and other publications and media, so as to increase public awareness of the complaints procedure. Where people also have the right to access a statutory complaints procedure, this should be made clear at the outset.

3.0 Supporting the complainant

- Consider providing the option of conciliation or mediation to bring about early resolution where practicable.
- Provide access to local sources of independent advocacy and advice.
- Ensure that complainants are kept informed of the progress of their complaint, the stage at which it is being considered, and the applicable timescales.

4.0 Defining responsibilities

- Define the partnership's responsibility for handling complaints or, if appropriate, which body the complainant needs to contact when the responsibility lies elsewhere (e.g. with the local authority). Leadership by senior managers, or others responsible for decision making, is vital. They should be supported by systems that ensure that lessons can be learned from complaints, with the aim of improving services.
- If the initial consideration of the complaint lies with the partner(s) immediately involved with the provision of the service, consider what review mechanism is appropriate.
- Where a complaint is about the actions of a partnership (or other) body exercising a discrete function of a local authority, consider the need for the

authority (if not already involved) to investigate the matter through its own staff.

5.0 Monitoring and Review

Where a local authority exercises a function through any other body, ensure that the arrangements provide for effective monitoring and review of complaints handled by that body, including a requirement to provide the authority with such access to evidence as it may request. Any review should identify learning points arising from complaint outcomes.

6.0 Redress

Where an organisation exercises a function through another body, ensure that the arrangements provide for effective redress by that body (if the authority does not retain this responsibility). These arrangements should also cover responsibility for redress where the authority agrees to an Ombudsman recommendation. Redress may include an apology, financial compensation, staff guidance, procedural changes or service improvements

7.0 Training

Train any staff dealing with complaints, so that they understand the agreed procedures and have the right skills to resolve problems quickly, and so that investigations of complaints are rigorous and evidence-based, with clear, well explained decision.

GNT 11: Development Tool for assessing partnership working – including “An annual health check”

[Link to Assessing Strategic Partnerships](#)

This link provides a simple and effective development tool which partnerships could use to undertake partnership assessments, taken from the Office of the Deputy Prime Minister: Assessing Strategic Partnerships – the Partnership Assessment Tool 2003.

Mae tudalen hwn yn fwriadol wag

Adroddiad i'r: Pwyllgor Craffu Partneriaethau

Dyddiad y Cyfarfod: 19 Ebrill 2012

Awdur yr Adroddiad: Cydgysylltydd Craffu

Teitl: Rhaglen Waith Craffu

1. Beth yw byrdwn yr adroddiad?

Mae'r adroddiad yn cyflwyno rhaglen waith ddrafft y Pwyllgor Craffu Partneriaethau at y dyfodol er mwyn i'r aelodau ei hystyried.

2. Pam cyflwyno'r adroddiad hwn?

Gofyn i'r Pwyllgor adolygu a chytuno ar ei raglen o waith i'r dyfodol, a diweddarau'r aelodau ar faterion perthnasol.

3. Beth yw'r argymhellion?

Bod y Pwyllgor yn ystyried yr wybodaeth a ddarparwyd ac yn cymeradwyo, diwygio neu newid ei raglen waith i'r dyfodol fel y tybia'n briodol.

4. Manylion yr adroddiad

4.1 Mae Cyfansoddiad Cyngor Sir Ddinbych yn gofyn i'r pwyllgorau craffu baratoi ac adolygu rhaglen o'u gwaith i'r dyfodol. Trwy adolygu a blaenoriaethu materion, gall yr aelodau sicrhau bod y rhaglen waith yn cyflwyno agenda a arweinir gan yr aelodau.

4.2 Gofynnir felly i'r Pwyllgor ystyried ei raglen waith ddrafft ar gyfer cyfarfodydd yn y dyfodol, fel y manylir yn atodiad 1, a chymeradwyo, diwygio neu newid y rhaglen fel y tybia'n briodol gan gymryd i ystyriaeth:

- faterion a godwyd gan aelodau'r Pwyllgor
- materion sydd wedi eu cyfeirio ato gan y Grŵp Cadeiryddion ac Is-gadeiryddion Craffu
- perthnasedd i flaenoriaethau'r Pwyllgor / y Cyngor / y gymuned
- Cynllun Corfforaethol y Cyngor ac Adroddiad Blynnyddol y Cyfarwyddwr Gwasanaethau Cymdeithasol
- baich gwaith y cyfarfod
- amseroldeb
- canlyniadau
- materion allweddol a gwybodaeth i'w chynnwys mewn adroddiadau

- swyddogion a/neu Aelodau arweiniol y Cabinet y dylid eu gwahodd (ac ystyried os yw eu presenoldeb yn angenrheidiol neu'n ychwanegu gwerth)
 - cwestiynau i'w holi i swyddogion / Aelodau arweiniol y Cabinet
- 4.3 Wrth ystyried eitemau i'w cynnwys ar y rhaglen waith yn y dyfodol, efallai y bydd yr aelodau yn ei chael yn ddefnyddiol ystyried y cwestiynau canlynol wrth benderfynu ar addasrwydd pwnc i'w gynnwys ar y rhaglen waith:
- beth yw'r pwnc?
 - pwy yw'r rhanddeiliaid?
 - beth sy'n cael ei ystyried mewn man arall
 - beth y mae angen i'r pwyllgor craffu ei wybod, a
 - phwy allai gynorthwyo?
- 4.4 Fel y crybwyllwyd ym mharagraff 4.1 uchod, mae Cyfansoddiad Cyngor Sir Ddinbych yn gofyn i bwyllgorau craffu baratoi ac adolygu rhaglen o'u gwaith at y dyfodol. I gynorthwyo gyda'r broses o flaenoriaethu adroddiadau, os yw swyddogion o'r farn bod y pwnc yn haeddu amser i'w drafod ar raglen fusnes y Cyngor, mae angen iddynt wneud cais ffurfiol i'r Pwyllgor ystyried derbyn adroddiad ar y pwnc hwnnw. Gwneir hyn trwy gyflwyno 'ffurflen gynnig' sy'n esbonio pwrpas, pwysigrwydd a chanlyniadau posibl materion a awgrymir. Nid oes ffurflen gynnig o'r fath wedi ei derbyn i'w hystyried yn y cyfarfod hwn.
- 4.5 Mae eitem wedi ei doddi dros dro ar raglen waith y Pwyllgor ar gyfer ei gyfarfod ar 31 Mai ar Brosiect Cydweithredol Gofal yn y Cartref gyda Chyngor Bwrdeistref Sirol Conwy. Ymddengys bod gwaith archwilio yn y maes penodol hwn wedi dangos nad oes cyfle i gydweithredu ar hyn o bryd, gan fod y meysydd lle mae pwysau yn wahanol yn y ddwy sir ac felly nid ydynt yn cynnig eu hunain ar gyfer unrhyw fath o gytundeb bloc. Er hynny, bydd y Cyngor yn parhau i rannu profiad a gwybodaeth gyda Chonwy ac awdurdodau lleol eraill yng Ngogledd Cymru. Fel rhan o'r gwaith parhaus i adnabod meysydd posibl ar gyfer cydweithredu ar drws y rhanbarth, bydd y gwaith o bennu cwrpas gwasanaeth gofal yn y cartref yn cael ei ymestyn i gynnwys siroedd Wrecsam a Gwynedd, gan fod yr ardal ddaearyddol sy'n achosi pryder yn cynnwys y tair sir. Bydd y gwaith hwn yn cael ei gynnwys o fewn cynllun busnes 2012/13 y Gwasanaeth. O ystyried y datblygiadau hyn, gofynnir i'r Pwyllgor ystyried ymarferoldeb parhau gyda'r eitem fusnes hon.
- 4.6 Rhaglen Waith y Cabinet i'r Dyfodol
Mae copi o raglen waith y Cabinet i'r dyfodol ynghlwm yn Atodiad 2. Efallai y bydd y pwyllgor yn ystyried bod y ddogfen hon yn ddefnyddiol wrth ystyried eitemau i'w cynnwys ar ei raglen o waith i'r dyfodol.

- 4.7 Cynnydd ar Benderfyniadau Pwyllgor
Mae tabl yn crynhoi penderfyniadau diweddar y Pwyllgor, ac yn hysbysu'r Pwyllgor o'r cynnydd ar eu gweithredu, ynghlwm fel Atodiad 3 i'r adroddiad hwn.

5. Grwp Cadeiryddion ac Is-gadeiryddion Craffu

- 5.1 Dan drefniadau craffu'r Cyngor, mae'r Grŵp Cadeiryddion ac Is-gadeiryddion Craffu wedi mabwysiadu rôl pwyllgor cydgysylltu.
- 5.2 Bydd yr Aelodau'n cofio bod y Pwyllgor, yn ddiweddar, wedi cytuno craffu ar ddwy o'r dair brif ffrwd waith sy'n ffurfio rhan o raglen Y Rhyl yn Symud Ymlaen – y ddwy ffrwd oedd Ffrwd Waith Manwerthu a Chanol y Dref a Ffrwd Waith Twristiaeth a'r Llain Arfordirol. Roedd y Pwyllgor Craffu Cymunedau eisoes wedi cytuno craffu ar y drydedd ffrwd waith – y Strategaeth ar gyfer Gorllewin y Rhyl. Roedd y ddau bwyllgor wedi gofyn am adroddiad ar y ffrydiau gwaith hyn ym mis Gorffennaf 2012. Ar ôl derbyn ceisiadau'r pwyllgorau, cysylltodd Rheolwr Rhaglen Y Rhyl yn Symud Ymlaen â'r Cydgysylltydd Craffu i esbonio, tra'i fod yn barod i gyflwyno adroddiadau ar y strategaeth a'r ffrydiau gwaith i'r ddau Bwyllgor, ei fod yn teimlo bod hon yn agwedd a oedd braidd yn ddigysylltiad tuag at graffu ar y rhaglen a'i heffeithlonrwydd. Awgrymodd felly, pe byddai un pwyllgor yn cael y cyfrifoldeb o graffu ar y rhaglen gyfan, y byddai'n cynrychioli agwedd mwy holistig ac y byddai'n fanteisiol i'r rhaglen gyfan. Cytunodd y Grŵp Cadeiryddion ac Is-gadeiryddion Craffu gyda barn Rheolwr y Rhaglen ac mae felly wedi argymhell bod y Pwyllgor Craffu Cymunedau yn cymryd cyfrifoldeb am graffu ar Raglen Y Rhyl yn Symud Ymlaen. Gofynnir i'r Pwyllgor drafod y cais hwn, a chytuno trosglwyddo cyfrifoldeb am graffu ar Raglen y Rhyl yn Symud Ymlaen i'r Pwyllgor Craffu Cymunedau.

6. Sut mae'r penderfyniad yn cyfrannu tuag at y Blaenoriaethau Corfforaethol?

Bydd gwaith craffu effeithiol yn cynorthwyo'r Cyngor o ran cyflawni ei flaenoriaethau corfforaethol yn unol ag anghenion y gymuned a dymuniadau trigolion. Bydd datblygu ac adolygu rhaglen waith gydgysylltiedig yn cynorthwyo'r Cyngor gyda monitro ac adolygu materion polisi.

7. Beth fydd yn ei gostio a sut fydd yn effeithio gwasanaethau eraill?

Efallai y bydd angen i'r gwasanaethau ddyrannu amser swyddog i gynorthwyo'r Pwyllgor gyda'r camau a nodwyd yn y rhaglen waith i'r dyfodol, a chydag unrhyw gamau a all ddeillio ar ôl ystyried yr eitemau hynny.

8. Pa ymgynghori a fu?

Nid oes angen ymgynghori ar gyfer yr adroddiad hwn. Fodd bynnag, mae'r adroddiad ei hunan, a rhoi ystyriaeth i'r rhaglen waith i'r dyfodol, yn cynrychioli proses ymgynghori gyda'r Pwyllgor mewn perthynas â'i raglen o waith i'r dyfodol.

9. Pa risgiau sydd ac a oes unrhyw beth y medrwn ei wneud i'w lleihau?

Nid oes unrhyw risgiau wedi eu hadnabod mewn perthynas ag ystyried rhaglen waith y Pwyllgor i'r dyfodol. Ond, trwy adolygu ei raglen o waith i'r dyfodol yn rheolaidd, gall y Pwyllgor sicrhau bod meysydd risg yn cael eu hystyried a'u harchwilio pan gânt eu hadnabod, a gwneud argymhellion gyda golwg ar ddelio â'r risgiau hynny.

10. Pŵer i gymryd y Penderfyniad

Mae erthygl 6.3.7 o Gyfansoddiad y Cyngor yn nodi bod angen i bwyllgorau craffu'r Cyngor baratoi ac adolygu rhaglen o'u gwaith i'r dyfodol.

Swyddog Cyswllt:

Cydgysylltydd Craffu - Ffôn: (01824) 712554

Ebost: dcc_admin@denbighshire.gov.uk

Note: Items entered in italics have not been approved for submission by the Committee. Such reports are listed here for information, pending formal approval.

Meeting		Item (description / title)	Purpose of report	Expected Outcomes	Author	Date Entered
31 May	1	<i>Collaborative Domiciliary Care Project with Conwy County Borough Council [tbc]</i>	<i>To outline the potential for establishing a collaborative domiciliary care service, including services for people with learning disabilities, with Conwy in rural areas along the county boundaries</i>	<i>The delivery of better quality services to residents in a more effective and efficient manner</i>	<i>Phil Gilroy/Anne Hughes-Jones</i>	<i>October 2011</i>
(appropriate representation from BCU desirable)	2	Mental Health Measure	Presentation of draft joint scheme with respect to access to primary mental health services for children, adults and older people that will provide for an ageless service	Identification of any weaknesses in the proposals and the formulation of recommendations to address them to enable the development of a robust scheme which delivers the best outcomes for service users and associated services	Phil Gilroy/Leighton Rees	March 2012
(Lead Member to be invited)	3	Sustainable Social Services: a Framework for Action and the Social Services Bill – priorities and implementation arrangements	To outline the implications of the Framework and the Bill, Denbighshire's approach to implementation, the governance arrangements for the implementation and proposed shared leadership arrangements across North Wales, and how the Council is responding to the new requirements placed upon it	An understanding of the provisions of the Framework and the Bill, their implications for the Council and on the Council's Annual Report will assist the Committee to determine which collaboratively delivered elements will merit further scrutiny	Sally Ellis	March 2012
	4	Regional and National Supporting People Programme Changes	To seek support for the Council's revised proposals for participation in a shadow	Awareness of the potential impact of funding changes and pre-decision scrutiny of the	Jenny Elliott/Sally Ellis	March 2012

Meeting		Item (description / title)	Purpose of report	Expected Outcomes	Author	Date Entered
			Regional Collaborative Committee for Supporting People Services and to draw the Committee's attention to the cuts to SPP Grant and the implementation of a new interim redistribution formula and eligibility criteria from April 2012	revised proposals for the new partnership arrangements that will come into effect during the summer of 2012.		
12 July	1	New Work Connections	To scrutinise the delivery of the collaborative project from the perspective of the lead sponsor	Recommendations for effective service delivery of the project across Denbighshire and with respect to exit strategies	Melanie Evans	March 2012
	2	Regional Collaboration on Economic Development	Pre-decision scrutiny of the anticipated benefits of collaborative arrangements for the purpose of economic development	Formulation of recommendations with respect to entering into formal regional collaboration arrangements with regards to economic development	Mark Dixon	By SCVCG February 2012
	3	<i>Rhyl Going Forward Programme [transfer to Communities Scrutiny Committee]</i>	<i>To outline the progress to date in delivering the projects allocated to the Retail and Town Centre Workstream and the Tourism and Coastal Strip Workstream, including any slippages against timescales and budget</i>	<i>An assessment of whether the Council has sufficient capacity, resources and commitment to achieve the ambitions it shares with partners for the town and contribute towards the delivery of its corporate priority of regeneration. Identification of any slippages and their causes in order to assist with the delivery of this ambitious programme</i>	<i>Tom Booty</i>	<i>March 2012</i>

Meeting		Item (description / title)	Purpose of report	Expected Outcomes	Author	Date Entered
	4	Families First	To detail the tendering and award process for the Families First Programme funding from April 2012	A thorough analysis of the process followed this year will assist with the development of a robust commissioning strategy for future funding allocations to deliver services on the Council's behalf and mitigate risks to service providers and users from unsuccessful bids and loss of funding	Alan Smith/Jan Jukes-Hughes	March 2012
July (date to be confirmed) <i>Potential Special Joint Meeting with Communities Scrutiny Committee</i>	1	<i>NHS Service Reviews</i>	<i>To consider the proposals for the reconfiguration of the delivery of NHS Services in North Wales</i>	<i>Evaluation of the impact of the reviews on the residents of Denbighshire will assist the Council to commence its planning for future public service health and care provision in the county and identify future budgetary pressures</i>	<i>Sally Ellis/BCU</i>	<i>By SCVCG November 2011 (rescheduled January 2012)</i>
Joint Meeting with Conwy	1.	Community Safety Partnership (tbc) 8 Ways Project	To consider the progress in improving the areas identified within the CSP's Action Plan 11/12 (minutes of meeting 26/5/11 refer)	Safer and better communities	Siân Taylor	May 11
	2	<i>Conwy and Denbighshire Mental Health Partnership [possible deferment to a future joint meeting due to proximity of elections]</i>	<i>To assess the effectiveness and quality of the service delivered by the Partnership</i>	<i>An evaluation of the effectiveness of the partnership arrangements in delivering the required services to service-users in both areas</i>	<i>Sally Ellis and Heads of Adult Services/Helena Thomas</i>	<i>May 11 (rescheduled Nov 11)</i>

Tudalen 116

Meeting		Item (description / title)	Purpose of report	Expected Outcomes	Author	Date Entered
27 September	1	Review of Higher Education in North East Wales [Education] (tbc)	To provide observations to the Panel tasked with undertaking the review of higher education provision in the area	Engagement with an important review with a view to influencing future provision of higher education in North East Wales	Mark Dixon	March 2012
8 November						
<i>Nov? Joint Meeting with Conwy CBC</i>	1	<i>Review of Joint Adoption Panel ? (request from Conwy)</i>			<i>Tbc [check with Leighton Rees]</i>	<i>January 2012</i>
	2.	<i>Planning and Public Protection (tbc)</i>	<i>The Committees to scope the purpose and expected outcomes</i>		<i>Wyn Jones/ Graham Boase</i>	<i>May 11</i>
20 December						
31 January 2013						
14 March						
25 March						

Future Issues

Item (description / title)	Purpose of report	Expected Outcomes	Author	Date Entered
Children and Adolescent Mental Health Progress (CAMHS) (Dr Peter Gore-Rees from BCU to be invited)	To consider the progress achieved in addressing CAMHS assessment delays and further progress in relation to CAHMS services	Early intervention and preventative work will ease pressures on the Council's education and social services in the long-term	BCUHB	March 11 (rescheduled January 2012)

Future Issues for Joint Scrutiny

Item (description / title)	Purpose of report	Expected Outcomes	Author	Date Entered
<i>Street Lighting</i>	<i>The Committee to scope the purpose and expected outcomes</i>		<i>Stuart Davies/Andy Clark</i>	<i>May 11</i>
<i>TAITH</i>	<i>The Committee to scope the purpose and expected outcomes</i>		<i>Peter Daniels</i>	<i>May 11</i>

For future years

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Information/Consultation Reports

Information / Consultation	Item (description / title)	Purpose of report	Author	Date Entered
Information [February 2012]	Implementation of the Children & Families (Wales) Measure	To consider how the Measure will be implemented following WAG guidance and to receive clarity about how the Measure will be implemented within Denbighshire	Diane Hesketh	Jan 10
Information	POVA Case Study Update	To inform Members of the conclusions of the CSSIW's investigation into the case of a nursing home resident and any recommendations and actions resulting from the review	Alaw Pierce	October 2010
Information	North Wales Procurement Arrangements	Information on the progress in developing regional procurement arrangements	Arwel Staples	May 11

05/04/12

Note for officers – Committee Report Deadlines

Meeting	Deadline	Meeting	Deadline	Meeting	Deadline
31 May	17 May	12 July	28 June	27 September	13 September

Partnerships Scrutiny Work Programme.doc

Mae tudalen hwn yn fwriadol wag

CABINET: RHAGLEN WAITH I'R DYFODOL

24 EBRILL 2012	
Adroddiad Cyllid 2011-2012	Y Cynghorydd J Thompson Hill P McGrady
Prosiect Cymorth fel y bo Angen ABBA – Dyfarnu Contract	Gary Major / Y Cynghorydd P A Dobb
Tai gyda Chefnogaeth Pobl Ddigartref Iechyd Meddwl – Dyfarnu Contract	Gary Major / Y Cynghorydd P A Dobb
Cronfa Waddol Gymunedol Arfaethedig Sir Ddinbych. Pwrpas: Cael cymeradwyaeth y Cabinet i gael agwedd newydd tuag at ddelio â chronfeydd ymddiriedolaeth segur	Y Cynghorydd H H Evans / Hywyn Williams
Pwyllgorau Cydweithredol Rhanbarthol	Y Cynghorydd P A Dobb / Sally Ellis / Jenny Elliot
Caffael Eiddo – Gorchymyn Pryniant Gorfodol	Gerald Thomas / Y Cynghorydd D A J Thomas
Eitemau gan Bwyllgorau Craffu	Cydgysylltydd Craffu

MATERION I'R DYFODOL

MAI 2012	
Adroddiad Perfformiad Chwarter 4 y Cynllun Corfforaethol	Ewan McWilliams / Tony Ward
Eitemau gan Bwyllgorau Craffu	Cydgysylltydd Craffu
MEHEFIN 2012	
Teledu Cylch Cyfyng Rhanbarthol	Y Cynghorydd Sharon Frobisher / Graham Boase
Cydweithredu Rhanbarthol ar Adfywio Economaidd Pwrpas: Cymeradwyo'r trefniadau llywodraethu ar gyfer gweithgareddau cydweithredol blaenoriaeth	Y Cynghorydd David Thomas / Mark Dixon
Eitemau gan Bwyllgorau Craffu	Cydgysylltydd Craffu
GORFFENNAF 2012	
Cydweithredu Rhanbarthol ar Ddatblygu Economaidd	Y Cynghorydd David Thomas / Mark Dixon
Eitemau gan Bwyllgorau Craffu	Cydgysylltydd Craffu
RHAGFYR 2012	
Safonau Ansawdd Tai Cymru	Y Cynghorydd David Thomas / Peter McHugh

Eitemau gan Bwyllgorau Craffu	Cydgysylltydd Craffu
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Cynnydd ar Benderfyniadau'r Pwyllgor

Dyddiad y Cyfarfod	Rhif a Theitl yr Eitem	Penderfyniad	Cynnydd
26 Ionawr 2012	7. Teuluoedd yn Gyntaf – Diweddariad	PENDERFYNWYD - <i>a) derbyn a cydnabod yr adroddiad ar effaith y newid o gyllid CYMORTH i Raglen Teuluoedd yn Gyntaf;</i> <i>b) cefnogi'r agwedd a gymerwyd o ran gweithredu newidiadau i ffrydiau ariannu a'r cymorth a roddwyd i helpu gwasanaethau/gyrff addasu i'r newidiadau hyn, a</i> <i>c) llunio rhestr o'r prosiectau llwyddiannus i'w hariannu dan y Rhaglen Teuluoedd yn Gyntaf a'i dosbarthu i aelodau'r Pwyllgor.</i>	Bydd gwybodaeth ar gael i gyd-fynd â'r adroddiad ym mis Gorffennaf 2012 (gweler y cofnod isod)
8 Mawrth 2012	4. Cofnodion y cyfarfod a gynhaliwyd ar 26 Ionawr 2012	PENDERFYNWYD – <i>(a) yn amodol ar yr uchod, derbyn cofnodion y cyfarfod a gynhaliwyd ar 26 Ionawr 2012 a'u cymeradwyo fel cofnod cywir;</i> <i>(b) bod y broses dendro a dyfarnu ar gyfer menter Teuluoedd yn Gyntaf yn destun gwaith craffu ar ôl ei chwblhau, a</i> <i>(c) cydnabod yr ohebiaeth rhwng y Cynghorydd Christine Evans a'r Gweinidog Iechyd a Gwasanaethau Cymdeithasol ar frechiadau HPV.</i>	Adroddiad wedi ei gynnwys ar y rhaglen waith ar gyfer Gorffennaf 2012
	5. Twrisiaeth	ARGYMHELLWYD – <i>(a) cynnwys sylwadau'r aelodau fel y manylwyd uchod neu eu trin yn y Cynllun Rheoli Cyrchfannau;</i> <i>(b) bod sylwadau'r aelodau hefyd yn cael eu dwyn i sylw'r</i>	Barn y Pwyllgor wedi ei

		<p><i>Aelod Arweiniol Adfywio a Thwristiaeth a oedd hefyd yn gynrychiolydd y Cyngor ar Bartneriaeth Twristiaeth Gogledd Cymru, a</i></p> <p><i>(c) dosbarthu manylion Cylch Gorchwyl Bwrdd mewnol y Rhaglen a'r trefniadau adrodd i'r pwyllgor.</i></p>	<p>hanfon at yr Aelod Arweiniol a'r swyddogion perthnasol</p> <p>Aros am fanylion</p>
	<p>6. Rhaglen Genedlaethol a Rhanbarthol Cefnogi Pobl - Newidiadau</p>	<p>ARGYMHELLWYD –</p> <p><i>(a) cefnogi cyfranogiad y Cyngor yn y Pwyllgor Cydweithredol Rhanbarthol cysgodol ar gyfer Gwasanaethau Cefnogi Pobl i ymgymryd â'r swyddogaethau fel y manylwyd ym mharagraff 4.4 gyda'r aelodau a nodwyd ym mharagraff 4.5 yr adroddiad;</i></p> <p><i>(b) cyflwyno adroddiad pellach i gyfarfod y pwyllgor yn y dyfodol ar y cynigion terfynol ar gyfer Pwyllgor Cydweithredol Rhanbarthol gwasanaethau Cefnogi Pobl i'r aelodau ei ystyried cyn ei gyflwyno i'r Cabinet, a</i></p> <p><i>(c) cydnabod effaith ariannol bosibl toriadau arfaethedig Cefnogi Pobl i'r Cyngor a mesurau lliniaru a gynlluniwyd.</i></p>	<p>Adroddiad pellach wedi ei gynnwys ar raglen waith y Pwyllgor ar gyfer y cyfarfod ar 31 Mai 2012</p>

Mae tudalen hwn yn fwriadol wag