



At: Aelodau'r Pwyllgor Safonau

Dyddiad: 2 Mai 2014

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Annwyl Aelod o'r Pwyllgor,

Fe'ch gwahoddir i fynychu cyfarfod y **PWYLLGOR SAFONAU, DYDD GWENER, 9 MAI 2014** am **10.00 am** yn **YSTAFELL BWYLLGORA 1B, NEUADD Y SIR, RHUTHUN LL15 1YN.**

Yn gywir iawn

G Williams
Pennaeth Gwasanaethau Cyfreithiol a Democrataidd

AGENDA

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

1 YMDDIHEURIADAU

2 DATGAN CYSYLLTIAD

Aelodau i ddatgan unrhyw gysylltiad personol neu gysylltiad sy'n rhagfarnu mewn unrhyw fater a nodwyd i'w ystyried yn y cyfarfod hwn

3 MATERION BRYD FEL Y'U CYTUNWYD GAN Y CADEIRYDD

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

4 COFNODION Y CYFARFOD DIWETHAF (Tudalennau 5 - 12)

Derbyn cofnodion cyfarfod y Pwyllgor Safonau a gynhaliwyd ar 21 Mawrth, 2014 (mae copi ynghlwm).

5 PROTOCOL CYFRYNGAU CYMDEITHASOL (Tudalennau 13 - 48)

Ystyried adroddiad gan y Swyddog Monitro (copi ynghlwm) yn cyflwyno Protocol Cyfryngau Cymdeithasol drafft ar gyfer Aelodau a gweithwyr y Cyngor.

6 DATGAN CYSYLLTIAD (Tudalennau 49 - 54)

Ystyried adroddiad gan y Swyddog Monitro (copi ynghlwm) yn hysbysu'r pwyllgor o'r gofyniad sydd ar Aelodau mewn perthynas â datgan cysylltiad a chydymffurfio â'r gofyniad.

7 PRESENOLDEB MEWN CYFARFODYDD

Nodi presenoldeb aelodau'r Pwyllgor Safonau yng nghyfarfodydd Cyngorau Sir, Tref a Chymuned a derbyn eu hadroddiadau.

8 DYDDIAD Y CYFARFOD NESAF

Cynhelir cyfarfod nesaf y Pwyllgor Safonau am 10.00am ddydd Gwener 18 Gorffennaf 2014 yn Ystafell Gynadledda 1a, Neuadd y Sir, Rhuthun.

RHAN 2: EITEMAU CYFRINACHOL

Yn unol ag Adran 100A (4) Deddf Llywodraeth Leol 1972, argymhellir bod y Wasg a'r Cyhoedd yn cael eu gwahardd o'r cyfarfod yn tra bod yr eitem(au) canlynol yn cael eu trafod oherwydd ei bod yn debygol y bydd gwybodaeth eithriedig(fel y'i diffinnir ym mharagraff 12 & 13 Rhan 4 o Atodlen 12A y Ddeddf yn cael ei datgelu.

9 COD YMDDYGIAD - RHAN 3 DEDDF LLYWODRAETH LEOL 2000
(Tudalennau 55 - 56)

Ystyried adroddiad cyfrinachol gan y Swyddog Monitro (copi ynghlwm) sy'n rhoi trosolwg o gwynion a gyflwynwyd yn erbyn aelodau i Ombwdsmon Gwasanaethau Cyhoeddus Cymru.

AELODAETH

Aelodau Annibynnol:

Y Parch. Wayne Roberts, Ian Trigger (Cadeirydd), Ms Margaret Medley a/ac Mrs Paula White

Aelod Cyngor Tref/Cymuned:

Y Cynghorydd David E Jones

Cynghorwyr Sir:

Y Cynghorydd Bill Cowie
Y Cynghorydd Colin Hughes

COPIAU I'R:

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

Mae tudalen hwn yn fwriadol wag

PWYLLGOR SAFONAU

Cofnodion cyfarfod o'r Pwyllgor Safonau a gynhaliwyd yn Ystafell Bwyllgor 1A, Neaudd Y Sir, Rhuthun LL15 1YN, Dydd Gwener, 21 Mawrth 2014 am 10.00 am.

YN BRESENNOL

Aelodau Annibynnol Mrs Margaret Medley, Mr Ian Trigger (Cadeirydd), Mrs Paula White, Cyngorydd Cymuned David E. Jones a'r Cyngorydd Sir Bill Cowie.

HEFYD YN BRESENNOL

Swyddog Monitro a Phennaeth y Gwasanaethau Cyfreithiol a Democrataidd (GW), Dirprwy Swyddog Monitro (LJ) a Gweinyddwr Pwyllgorau (CIW).

1 YMDDIHEURIADAU

Derbyniwyd ymddiheuriadau am absenoldeb oddi wrth y Cyngorwr(wyr) Roberts a/ac Colin Hughes

2 DATGAN CYSYLLTIAD

Ni ddatganodd unrhyw Aelod gysylltiad personol neu sy'n rhagfarnu ar unrhyw fater sy'n cael ei ystyried yn y cyfarfod.

Mewn ymateb i gwestiwn oddi wrth y Cyngorydd W.L. Cowie, cytunodd y Swyddog Monitro i nodi yn y ffeil Cofrestr Cysylltiadau bod rhodd ddiennw, o dan £25 o werth, wedi cael ei gyflwyno i'r Cyngorydd Cowie yn ei gyfeiriad cartref

3 MATERION BRYD FEL Y'U CYTUNWYD GAN Y CADEIRYDD

Ni chodwyd unrhyw eitemau y dylid, ym marn y Cadeirydd, eu hystyried yn y cyfarfod fel materion bryd dan Adran 100B(4) Deddf Llywodraeth Leol 1972.

4 COFNODION Y CYFARFOD DIWETHAF

Cyflwynwyd cofnodion cyfarfod y Pwyllgor Safonau a gynhaliwyd ddydd Gwener, 31 Ionawr 2014.

Cywirdeb:-

Mewn ymateb i gwestiwn oddi wrth y Cyngorydd W.L. Cowie, cytunodd y Pwyllgor i gyfeiriad yn y cofnodion at "Cyngorau Tref a Chymuned" gael ei newid i ddweud "Cyngorau Dinas, Tref a Chymuned.

PENDERFYNWYD – y dylid, yn amodol ar yr uchod, dderbyn a chymeradwyo'r Cofnodion fel cofnod cywir.

5 ADRODDIAD BLYNYDDOL PANEL DYFARNU CYMRU

Roedd copi o adroddiad gan y Swyddog Monitro (MO), ar Adroddiad Blynyddol Panel Dyfarnu Cymru 2012/13 a gyhoeddwyd ym mis Chwefror, 2014, wedi ei ddsbarthu gyda'r papurau ar gyfer y cyfarfod.

Roedd yr adroddiad yn rhoi trosolwg o waith Panel Dyfarnu Cymru (APW) ac roedd yn cynnwys crynodebau o'r achosion ac apeliadau yr oedd wedi delio â nhw dros y flwyddyn ddiwethaf. Roedd yr adroddiad wedi'i gynnwys fel Atodiad.

Eglurodd y MO bod gan yr APW, a sefydlwyd o dan Ddeddf Llywodraeth Leol 2000, ddwy swyddogaeth statudol. Y cyntaf yw ffurfio tribiwnlysoedd achos neu dribiwnlysoedd achos dros dro i ystyried adroddiadau gan Ombwdsmon Gwasanaethau Cyhoeddus Cymru yn dilyn ymchwilio i honiadau bod aelod wedi methu cydymffurfio â Chod Ymddygiad yr Awdurdod perthnasol. Mae'r Panel yn ystyried yr honiadau mwyaf difrifol o dorri Cod Ymddygiad yr Aelodau. Yr ail swyddogaeth statudol yw ystyried apeliadau gan aelodau yn erbyn penderfyniadau Pwyllgorau Safonau Lleol yn dilyn atgyfeiriad at y pwyllgorau hynny gan Ombwdsmon Gwasanaethau Cyhoeddus Cymru.

Yn ystod 2012/13, roedd yr APW wedi derbyn pum atgyfeiriad newydd a phedwar achos wedi'u cario drosodd o flwyddyn ariannol flaenorol 2011/12. Roedd saith o'r achosion wedi cael eu clywed yn ystod y cyfnod a gwmpaswyd gan yr adroddiad ac roedd crynodebau wedi eu darparu. Roedd pum gwrandawriad wedi cael eu crynhoi yn yr adroddiad, gyda'r mater yn ymwneud â Chyngor Cymuned Coedpoeth wedi ymwneud â thair o'r cwynion.

Derbyniodd y Panel un apêl yn erbyn penderfyniad Pwyllgor Safonau Lleol ac roedd crynodeb o'r achos wedi ei nodi yn yr adroddiad. Roedd pob un o'r achosion hyn wedi canfod bod yr aelodau dan sylw, drwy eu gweithredoedd, wedi dwyn anfri ar eu swydd neu eu hawdurdod a bod dau aelod wedi torri'r gofyniad i ddangos parch ac ystyriaeth i eraill. Roedd hyn yn gyson â'r themâu cyffredinol sy'n deillio o'r dadansoddiad a nodwyd yn yr adroddiad ynglŷn â'r gwahanol fathau o gamymddwyn sydd wedi eu hystyried gan y Panel ers 2002. Y tri maes mwyaf cyffredin o gamymddygiad oedd:

Paragraff 6, dwyn anfri ar swydd aelod neu awdurdod,
Paragraff 4, methu dangos parch, gan roi sylw i gyfle cyfartal a bwlio,
Paragraffau 11 a 14, datgan cysylltiad

Roedd tri o'r materion wedi bod yn dor-amodau a oedd yn cynnwys defnyddio cyfryngau cymdeithasol gan yr Aelodau. Roedd un o'r achosion a gafodd ei grynhoi yn ymwneud â chyn-Gyngorydd Sir Ddinbych ac roedd adroddiad llawn wedi ei gynnwys ar wefan y Panel. Fel atodiad i'r adroddiad roedd y Panel wedi darparu crynodeb o'r cosbau a osodwyd gan y tribiwnlysoedd achos a thribiwnlysoedd apêl rhwng mis Hydref 2002 a mis Mawrth 2013. Roedd cosbau sylweddol wedi eu pennu gan y Panel yn ystod y cyfnod hwnnw, a dim ond lleiafrif o achosion oedd heb arwain at waharddiad neu ddiarddeliad.

Darparodd y MO grynodeb manwl o Adroddiad Blynyddol yr APW a oedd yn cynnwys:-

- Deddf Llywodraeth Leol 2000.
- Egwyddorion Ymddygiad y Cod Ymddygiad.
- Rôl y PPSOW.
- Rôl yr APW.
- Manylion aelodaeth yr APW.
- Honiadau o gamymddwyn: -
 - Trosolwg
 - Crynodeb o Dribiwnlysoedd Achos 2012 - 2013
 - Crynodeb o Dribiwnlysoedd Apêl 2012 - 2013
 - Achosion sy'n parhau
- Trosolwg o weithdrefnau.
- Uned Gefnogaeth

Roedd y materion a gododd o'r drafodaeth yn cynnwys: -

- Darparu hyfforddiant cydraddoldeb ar gyfer Aelodau Etholedig, ac adroddiad i'r Cyngor Sir yn gofyn am arweiniad ynglŷn ag a ddylai hyfforddiant o'r fath fod yn orfodol ai peidio.
- Amlygodd y Cyng. W.L. Cowie bwysigrwydd bod Aelodau Etholedig yn sicrhau nad yw unrhyw sylwadau a wneir ar lafar neu'n ysgrifenedig yn torri'r Cod Ymddygiad.
- Cyfeiriodd y Dirprwy MO at dudalen 12 o'r adroddiad, Ffigur 3: Tor-amodau yn ôl math Hydref - Mawrth, 2013. Tynnodd sylw at adrannau a oedd yn ymwneud â "Methu arwain drwy esiampl (darpariaeth leol)" a "methu â rhoi ystyriaeth i gyngor Pwyllgor Safonau", ac eglurodd ei bod yn ymddangos bod rhai Awdurdodau Lleol yng Nghymru wedi diwygio eu Cod Ymddygiad yn unol â hynny. Cytunodd y MO i ddarparu eglurhad ynghylch y ddwy ddarpariaeth leol drwy'r Rhwydwaith Swyddogion Monitro.
- Mewn ymateb i gwestiwn gan y Cadeirydd, cadarnhaodd y MO nad oedd llawer iawn o amrywiad rhwng y gwahanol Godau Ymddygiad Awdurdodau Lleol gwahanol.
- Eglurodd y MO bod gofyniad yn y Ddeddf i gael Cod Ymddygiad a bod yn rhaid iddo gynnwys holl ddarpariaethau'r Cod model ac y gellid cynnwys ychwanegiadau ato.
- Mewn ymateb i gwestiwn gan y Cadeirydd, cytunodd y MO i ddarparu manylion am faint o'r achosion a restrwyd yn yr adroddiad oedd wedi bod yn destun apêl i'r Uchel Lys. Eglurodd y MO bod manylion y dyfarniadau llawn ar gael ar y wefan APW.

Yn dilyn trafodaeth bellach:-

PENDERFYNWYD:-

- Bod y Pwyllgor Safonau yn derbyn ac yn nodi cynnwys Adroddiad Blynyddol Panel Dyfarnu Cymru, a*
- bod y Swyddog Monitro am geisio eglurhad mewn perthynas â: -*

- *nifer yr achosion a restrwyd yn yr adroddiad a oedd wedi bod yn destun apêl i'r Uchel Lys.*

- *yr adrannau yn y Ffigwr 3: Tor-amodau yn ôl math Hydref - Mawrth 2013, a oedd yn ymwneud â "Methu arwain drwy esiampl (darpariaeth leol)" a "methu â rhoi ystyriaeth i gyngor Pwyllgor Safonau".*

(G) Williams i weithredu ar hyn)

6 LLYFR ACHOSION COD YMDDYGIAD OMBWDSMON GWASANAETHAU CYHOEDDUS CYMRU

Roedd copi o adroddiad gan y Swyddog Monitro (MO), ar gyflwyno llyfr achosion Cod Ymddygiad gan Ombwdsmon Gwasanaethau Cyhoeddus Cymru (OGCC), wedi ei ddosbarthu gyda'r papurau ar gyfer y cyfarfod.

Roedd Ombwdsmon Gwasanaethau Cyhoeddus Cymru wedi cyhoeddi llyfr achosion chwarterol yn flaenorol yn rhoi manylion cwynion yr ymchwiliwyd iddynt mewn perthynas â chamweinyddu wrth ddarparu gwasanaethau cyhoeddus. Roedd yn galluogi Awdurdodau a'r cyhoedd i ddeall sut yr oedd cwynion wedi cael sylw ac mae'r mesurau a gyflwynwyd i'w datrys. Roedd ceisiadau wedi eu gwneud ar gyfer cyhoeddi llyfr achosion ar gyfer gwaith a wnaed gan Ombwdsmon Gwasanaethau Cyhoeddus Cymru yn ymchwilio i gwynion a wnaed mewn perthynas ag ymddygiad Aelodau Etholedig.

Byddai'r llyfr achosion Cod Ymddygiad newydd yn cael ei gyhoeddi ddwywaith y flwyddyn ac yn cynnwys crynodebau o'r holl achosion lle mae'r OGCC wedi cwblhau ymchwiliad yn y chwe mis blaenorol. Lle mae'r achosion hynny wedi'u cyfeirio at Bwyllgor Safonau neu Banel Dyfarnu Cymru, byddai dolen electronig yn cael ei darparu i'r adroddiad llawn o ganlyniad yr achos a gynhyrchwyd gan y Pwyllgor neu'r Panel perthnasol.

Byddai cyhoeddi'r crynodebau hyn yn helpu Aelodau ac eraill wrth ystyried a yw amgylchiadau y gallant eu profi yn gyfystyr â thorri'r Cod. Roedd manylion y canllawiau OGCC ar y Cod, y gobeithiwyd a fyddai'n cynorthwyo i ddarparu dealltwriaeth well o weithrediad y Cod, wedi'u cynnwys yn yr adroddiad. Byddai'r llyfr achosion yn caniatáu mynediad i Bwyllgorau Safonau awdurdod lleol i wybodaeth am y ffordd mae Pwyllgorau Safonau eraill yn gosod sancsiynau a chael gwared ar achosion ac yn helpu i esbonio pam, mewn rhai achosion y gall yr Ombwdsmon wrthod ymchwilio toriadau honedig ar y sail nad oedd honiadau blaenorol tebyg wedi arwain at sancsiwn.

Roedd rhifyn cyntaf y llyfr achosion ynghlwm yn Atodiad 1 ac roedd yn cynnwys manylion materion y cwblhaodd yr Ombwdsmon ymchwiliad a chyhoeddi adroddiad arnynt rhwng mis Ebrill a mis Tachwedd 2013. Roedd y rhan fwyaf o achosion o dor-amodau lle'r oedd cwynion amdanynt yn y rhifyn hwn o lyfr achosion y Cod Ymddygiad yn ymwneud â'r gofyniad i ddangos parch ac ystyriaeth i eraill a chofrestru a datgelu cysylltiadau.

Darparwyd crynodeb manwl o'r goblygiadau a oedd yn deillio o gyfeirnod Achos 200802503, ar dudalen 14 yr adroddiad, gan y MO. Cyfeiriodd y Cadeirydd at gyfeirnod Achos 201201768 a mynegodd y farn, os oedd y dystiolaeth yn anghyson, yna dylid bod wedi mynd ar ôl y mater. Cymeradwyodd y MO y farn a fynegwyd gan y Cadeirydd a chyfeiriodd at y crynodeb a ddarparwyd a oedd braidd yn fyr.

Eglurodd y MO bod cyfran sylweddol o'r achosion a atgyfeiriwyd yn ymwneud â Chynghorau Dinas, Tref a Chymuned, a phwysleisiodd bwysigrwydd darparu hyfforddiant ar gyfer yr Aelodau priodol. Darparwyd amlinelliad o'r hyfforddiant a ddarperir, ac atodlen arfaethedig o hyfforddiant a chyflwyniadau yn y dyfodol, ar gyfer Aelodau'r Pwyllgor. Eglurodd y Cadeirydd bod safon yr hyfforddiant a ddarperir gan y MO a'r Dirprwy MO o safon ragorol. Cadarnhaodd Aelodau'r Pwyllgor y safbwyntiau a fynegwyd ynghylch yr angen a phwysigrwydd darparu hyfforddiant.

PENDERFYNWYD - *Bod yr Aelodau'n nodi cyflwyno llyfr achosion Cod Ymddygiad a chynnwys y rhifyn cyntaf.*

7 PRESENOLDEB MEWN CYFARFODYDD

Gwahoddwyd aelodau'r Pwyllgor i roi adborth o gyfarfodydd Cyngor Sir, Tref a Chymuned yr oeddent wedi'u mynychu yn ddiweddar a chymerodd yr Aelodau'r cyfle i gynnig crynodeb o sut roedd y Cynghorau perthnasol wedi gweithredu.

Roedd y Cynghorydd W.E. Cowie wedi mynychu'r cyfarfodydd canlynol a darparodd y crynodebau canlynol: -

Cyngor Tref Prestatyn, 5 Chwefror, 2014: - Roedd y cyfarfod wedi ei gynnal yn dda ac nid oedd unrhyw faterion o bryderon i adrodd amdanynt. Roedd aelodau o'r cyhoedd wedi bod yn bresennol a dywedodd y Cynghorydd Cowie ei fod wedi cael argraff dda gyda fformat y rhaglen.

Cyngor Tref Rhuddlan, Chwefror 13, 2014: - Roedd y cyfarfod gyda nifer dda ynddo gydag aelodau o'r cyhoedd hefyd yn bresennol. Ar ddechrau'r cyfarfod roedd y Maer wedi atgoffa'r Aelodau o'r angen i ddarllen y Cod Ymddygiad a pherthnasedd Archebion Sefydlog. Cyfeiriodd y Cynghorydd Cowie at ddiffyg cyfeirio at gywirdeb a materion yn codi o gofnodion y cyfarfod blaenorol, dealltwriaeth o'r Cynllun Tref a mynegodd bryder ynglŷn â rhai o'r prosesau gwneud penderfyniadau a fabwysiadwyd.

Cyngor Dinas Llanelwy, 12 Mawrth, 2014: - Adroddodd y Cynghorydd Cowie fod y cyfarfod wedi ei gynnal yn dda ac nid oes unrhyw faterion sy'n peri pryder wedi codi.

Roedd y Cynghorydd D.E. Jones wedi mynychu'r cyfarfod canlynol a darparodd y crynodeb canlynol: -

Cyngor Cymuned Llanbedr Dyffryn Clwyd, 14 Chwefror, 2014: - Dywedodd y Cynghorydd D.E. Jones wrth yr Aelodau bod gan y Cyngor Cymuned ar hyn o bryd ddwy swydd wag a bod y presenoldeb yn y cyfarfod wedi bod yn wael. Roedd y cyfarfod wedi bod yn gadarnhaol ac wedi'i gynnal mewn modd anffurfiol, gyda phrif bryder yr Aelodau yn ymwneud â dyfodol yr ysgol gynradd leol.

Ar ôl cael cais i siarad yn y cyfarfod roedd y Cynghorydd Jones wedi manteisio ar y cyfle i egluro mai dibyn presenoldeb Aelodau'r Pwyllgor Safonau mewn cyfarfodydd oedd darparu anogaeth a chefnogaeth i'r Cyngorau perthnasol. Roedd hefyd wedi pwysleisio pwysigrwydd y Cod Ymddygiad a darparu hyfforddiant i Gadeiryddion ac Aelodau o'r Cyngorau.

Awgrymwyd y posibilrwydd o ddarparu'r Cyngorau Dinas, Tref a Chymuned priodol gyda manylion am bwrpas presenoldeb Aelodau'r Pwyllgor Safonau mewn cyfarfodydd. Rhoddodd yr Aelodau Unigol fanylion ynghylch sut roeddent yn cyflwyno eu hunain, a'r wybodaeth y maent yn ei chyfleu, wrth gynrychioli'r Pwyllgor Safonau yng nghyfarfodydd Cyngorau Dinas, Tref a Chymuned.

PENDERFYNWYD - bod y Pwyllgor Safonau yn derbyn ac yn nodi'r adborth a gyflwynir o gyfarfodydd diweddar a fynychwyd gan Aelodau'r Pwyllgor.

8 DYDDIAD Y CYFARFOD NESAF

Nododd yr Aelodau bydd cyfarfod nesaf y Pwyllgor Safonau yn cael ei gynnal am 10.00 a.m. ddydd Gwener 9 Mai 2014 yn Ystafell Gynadledda 1B, Neuadd y Sir, Rhuthun.

Dosbarthwyd copi o'r amserlen ar gyfer cyfarfodydd y Cyngor Sir ar gyfer 2014 i 2015 i Aelodau'r Pwyllgor.

Cytunodd y Pwyllgor gynnwys yr eitemau busnes canlynol ar y rhaglen ar gyfer cyfarfod nesaf y Pwyllgor Safonau: -

- (I) Canllawiau Cyfryngau Cymdeithasol.
- (II) Archwiliad o Ddatganiadau Cysylltiad.

PENDERFYNWYD - bod y Pwyllgor Safonau yn cadarnhau bod:-

- (a) cyfarfod nesaf y Pwyllgor Safonau yn cael ei gynnal ddydd Gwener, 9 Mai, 2014, a
- (b) bod eitemau busnes yn ymwneud â Chanllawiau Cyfryngau Cymdeithasol ac Archwilio Datganiadau Cysylltiad yn cael ei gynnwys ar y rhaglen ar gyfer cyfarfod nesaf y Pwyllgor Safonau.

GWAHARDD Y WASG A'R CYHOEDD

PENDERFYNWYD- dan ddarpariaethau Adran 100A Deddf Llywodraeth Leol 1972 i wahardd y Wasg a'r Cyhoedd o'r cyfarfod ar gyfer yr eitemau a ganlyn, ar y sail ei bod yn debygol y bydd gwybodaeth eithriedig yn cael ei

datgelu, fel y'i diffinnir ym mharagraffau 12 a 13, Rhan 4, Atodlen 12a Deddf Llywodraeth Leol 1972.

RHAN II

9 COD YMDYGIAD – RHAN 3 DEDDF LLYWODRAETH LEOL 2000

Roedd copi o adroddiad cyfrinachol gan y Swyddog Monitro (MO), a oedd yn rhoi trosolwg o gwynion a gyflwynwyd i Ombwdsmon Gwasanaethau Cyhoeddus Cymru, wedi ei ddsbarthu gyda'r papurau ar gyfer y cyfarfod.

Roedd y Pwyllgor Safonau eisoes wedi gofyn am gael gwybod yn rheolaidd am lefel y cwynion a gyflwynwyd gydag Ombwdsmon Gwasanaethau Cyhoeddus Cymru. Roedd y tablau yn Atodiad 1 yn rhoi trosolwg o gwynion a gyflwynwyd ers 1 Ebrill 2012.

Cadarnhaodd y MO bod Cyfeirnod Achos 207, 208 a 209 o dan y pennawd 'yn mynd rhagddynt' yn Atodiad 1 bellach wedi eu cwblhau. Rhoddodd y MO fanylion Cyfeirnod Achos 249, cwyn a wnaed gan aelod o'r cyhoedd yn erbyn Aelod Etholedig.

Hysbysodd y MO y Pwyllgor am y Datrysiaid Lleol cyntaf o gŵyn, a oedd wedi cael ei ddatrys yn gyfeillgar yn dilyn cytundeb gyda'r ddwy ochr berthnasol.

PENDERFYNWYD - *bod y Pwyllgor Safonau yn derbyn ac yn nodi cynnwys yr adroddiad.*

Daeth y Cyfarfod i ben am 11.20 a.m.

Mae tudalen hwn yn fwriadol wag

Adroddiad i'r:	Pwyllgor Safonau
Dyddiad y Cyfarfod:	9 Mai 2014
Aelod / Swyddog Arweiniol:	Swyddog Monitro
Awdur yr Adroddiad:	Swyddog Monitro
Teitl:	Protocol Cyfryngau Cymdeithasol

1. Beth yw testun yr adroddiad?

- 1.1 Mae'r adroddiad hwn yn ymwneud â drafft o Brotocol Cyfryngau Cymdeithasol ar gyfer Aelodau a gweithwyr y Cyngor.

2. Beth yw'r rheswm dros wneud yr adroddiad hwn?

- 2.1 Er mwyn rhoi cyfle i'r Aelodau ar y Pwyllgor Safonau i ystyried cynnwys y drafft cyfredol o'r Protocol Cyfryngau Cymdeithasol a rhoi eu sylwadau.

3. Beth yw'r Argymhellion?

- 3.1 Bod Aelodau yn ystyried y drafft o'r Protocol Cyfryngau Cymdeithasol sydd yn Atodiad 1 i'r adroddiad ac yn rhoi sylwadau am y drafft.

4. Manylion yr Adroddiad

- 4.1 Mae'r defnydd o gyfryngau cymdeithasol ym mhob agwedd ar fywyd wedi dod yn ffordd dderbyniol o gyfathrebu ac ymgysylltu.
- 4.2 Mae awydd cynyddol mewn llawer rhan o gymdeithas i gael gafael ar wybodaeth ac i gyfathrebu drwy'r gwahanol fathau o gyfryngau cymdeithasol fel Twitter, Facebook, etc.
- 4.3 Mae cyfryngau cymdeithasol yn derm am ffyrdd rhwydd o gyhoeddi gwybodaeth ar y rhyngwyd. Defnyddir y term fel arfer i ddisgrifio'r ffordd y mae unigolion, cwmnïau a chyrrff eraill yn rhannu gwybodaeth ac yn cychwyn trafodaeth ar-lein.
- 4.4 Am ei bod yn rhwydd dosbarthu gwybodaeth fel hyn ac am fod nifer cynyddol o bobl yn defnyddio cyfryngau cymdeithasol i gael gafael ar wybodaeth, bydd y ffordd y mae Cyngorau a Chynghorwyr yn rhyngweithio â'r cyhoedd yn newid.
- 4.5 Er bod nifer o fanteision ynglŷn â defnyddio cyfryngau cymdeithasol, mae peryglon posibl hefyd os na chymerir gofal. Mae Ombwdsmon Gwasanaethau Cyhoeddus Cymru yn cyfeirio droeon at y defnydd o gyfryngau cymdeithasol

yn ei ganllawiau ar y Cod Ymddygiad. Mae'r Ombwdsmon yn atgoffa aelodau bod y Cod Ymddygiad yn gymwys i'w gweithgareddau ar-lein yn yr un ffordd ag y mae'n gymwys i agweddau eraill ar eu rôl.

- 4.6 Mae nifer o awdurdodau wedi rhoi canllawiau i Aelodau ynghylch defnyddio cyfryngau cymdeithasol. Rhoddwyd gwahanol fathau o ddogfennau sy'n amrywio o rai sy'n ymhelaethu ar y Cod Ymddygiad a chyngor yr Ombwdsmon i ddogfennau mwy cynhwysfawr sy'n rhoi gwybod am y gwahanol ffyrdd o ddefnyddio cyfryngau cymdeithasol ac yn cynnwys adrannau am y materion a all fod yn gysylltiedig ag ymddygiad.
- 4.7 Mae posibilrwydd o gael mwy o ymgysylltu drwy gyfryngau cymdeithasol os bydd y Cyngor yn mabwysiadu polisi ar gyfer gweddarlledu ei gyfarfodydd. Mae tystiolaeth anecdotaidd yn awgrymu bod y defnydd o weddarlledu yn cyrraedd rhannau o'r gymuned sy'n dibynnu ar y rhyngwrdd i gael gwybodaeth ac a allai ddymuno cyfathrebu â'r Cyngor a Chynghorwyr drwy gyfryngau cymdeithasol.
- 4.8 Lluniwyd canllawiau o'r blaen ar gyfer Aelodau etholedig yn 2010 ynghylch defnyddio cyfryngau cymdeithasol. Mae copi o'r Canllawiau hyn yn Atodiad 2 i'r adroddiad hwn. Ym Mehefin 2013 cafodd y Pwyllgor adroddiad ar y defnydd o gyfryngau cymdeithasol a phenderfynodd o blaid llunio protocol i'w ystyried gan y Pwyllgor a fyddai'n cynnwys Canllawiau Cymdeithas Llywodraeth Leol Cymru a oedd wedi'u cylchredeg o'r blaen ac sydd yn Atodiad 3 i'r adroddiad hwn. Yn fuan ar ôl gwneud y penderfyniad hwn, roedd gwaith ar ddiogelu mewn rhan arall o'r Cyngor wedi dangos bod angen protocol ar gyfer staff ar ddefnyddio cyfryngau cymdeithasol o safbwynt diogelu. Barnwyd hefyd fod y defnydd o gyfryngau cymdeithasol yn arf cyfathrebu pwysig i'r Cyngor ac y dylid datblygu protocol i roi arweiniad i aelodau staff ar ddefnyddio cyfryngau cymdeithasol. Gan fod y tair elfen hyn yn cael eu datblygu ar wahân i'w gilydd, cytunwyd y dylid mabwysiadu un Polisi Cyfryngau Cymdeithasol, os byddai modd, gyda'r posibilrwydd o gynnwys atodiadau a fyddai'n berthnasol i wahanol ddefnyddwyr cyfryngau cymdeithasol gan gynnwys Aelodau etholedig.
- 4.9 Mae'r drafft o'r Polisi Cyfryngau Cymdeithasol sydd yn Atodiad 1 wedi cael ei ddatblygu gan y tîm Cyfathrebu Corfforaethol gyda chyfraniad gan swyddogion sy'n ymwneud â diogelu yn ogystal â materion sy'n gysylltiedig â safonau.
- 4.10 Bydd Aelodau yn nodi bod y Polisi'n ddogfen Polisi Cyffredinol sy'n cynnig cyngor cyffredinol. Mae atodiadau i'r ddogfen yn cynnig cyngor penodol ar gyfer defnyddio cyfryngau cymdeithasol mewn gwahanol amgylchiadau ac, yn benodol, yn Atodiad B, mae canllawiau sydd wedi'u llunio'n bwrpasol ar gyfer Aelodau etholedig gan Gymdeithas Llywodraeth Leol Cymru.

5. Sut y bydd y penderfyniad yn cyfrannu at y Blaenoriaethau Corfforaethol?

- 5.1 Drwy wneud mwy o ddefnydd o gyfryngau cymdeithasol, bydd y Cyngor yn gallu cyfleu ei flaenoriaethau i gynulleidfa ehangach a bydd hyn yn cyfrannu at y flaenoriaeth o foderneiddio'r Cyngor.

6. Beth fydd ei gost a sut y bydd yn effeithio ar wasanaethau eraill?

6.1 Nid oes costau sy'n gysylltiedig yn uniongyrchol â'r adroddiad hwn.

7. Beth yw prif gasgliadau'r Asesiad o'r Effaith ar Gydraddoldeb ar gyfer y penderfyniad?

7.1 Nid oes angen gwneud Asesiad o'r Effaith ar Gydraddoldeb ar gyfer yr adroddiad hwn.

8. Pa ymgynghori a gafwyd â'r Pwyllgor Archwilio ac eraill?

8.1 Ymgynghorwyd â'r Pwyllgor Craffu ac eraill.

9. Datganiad y Prif Swyddog Cyllid

9.1 Nid oes goblygiadau ariannol sylweddol amlwg yn codi o'r adroddiad.

10. Pa risgiau sy'n codi ac a oes rhywbeth y gallwn ei wneud i'w lleihau?

10.1 Mae risgiau posibl ynglŷn â defnyddio cyfryngau cymdeithasol gan swyddogion ac Aelodau, ac mae'r Polisi ei hun yn tynnu sylw at nifer ohonynt. Mae cyngor a chyfarwyddyd ymarferol yn y Polisi a'r atodiadau iddo ac, os dilynir y rhain, gellir lleihau'r risg sy'n gysylltiedig â defnyddio cyfryngau cymdeithasol. Y risg i'r Cyngor o beidio â defnyddio cyfryngau cymdeithasol yn briodol ac effeithlon yw na fydd yn cyfleu negeseuon allweddol i rai aelodau o'r gymuned sy'n cael y rhan fwyaf o'u gwybodaeth ar-lein.

11. Pŵer i wneud y Penderfyniad

11.1 Nid oes angen gwneud penderfyniad.

Mae tudalen hwn yn fwriadol wag



Social Media Policy

For Staff and Elected Members of Denbighshire County Council

Date: January 2014
Version:
Status: Draft 3
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Approved by:

1. Foreword

- 1.1 Communication is a strategic priority for the Council, especially during current challenging times of change.
- 1.2 In those times of change, there is more need than ever for effective two way communications and for marketing the Council's services and activities. This in itself presents the Council with many challenges.
- 1.3 We need to communicate and consult more effectively with our residents and key stakeholders and we want to do that through channels that are relevant, popular and provide opportunities for the Council to disseminate messages quickly to the correct audiences and as widely as possible.
- 1.4 Social Media is one of the most effective ways of delivering on this aim and it forms an important part of the overarching Communications Strategy adopted by the Council in 2013. Social Media has been embedded into the day to day work of the Destination, Marketing and Communications team, although a large number of other services/projects are using this medium.
- 1.5 But it's not only about communicating. Social media is an effective way of consulting and engaging with local residents, community groups and associations. Increasing numbers of people are using social media to express their opinions and views, as well as using it as a way to gather intelligence and information on local issues that matter to them. That is why the Council must exploit this opportunity to consult and engage, as well as communicate.
- 1.6 This policy identifies the acceptable use of social media and social networking including clear guidelines for employees and aims to assist managers in terms of managing performance when dealing with matters associated with the use of social media.
- 1.7 This policy also aims to ensure that a fair and consistent approach is applied to all employees, Members and volunteers working on behalf of the Council. But most of all, it considers the benefits of using social media as part of our day to day work, but also highlights some of the pitfalls that we need to be aware of as we go about our day to day business.
- 1.8 Specific guidance has been drawn up for Members by the Welsh Local Government Association. Please refer to Appendix B.
- 1.9 This policy will be reviewed every 12 months.

2. What is social media?

- 2.1 Social media is used to share content, opinions, personal/professional profiles, comments, and links to other media online. The growth of social media brings with it the opportunity to communicate in new ways, and to reach residents who do not engage using traditional communication channels.
- 2.2 Social media includes (but is not limited to):
- Blogs (personal and professional)
 - Facebook
 - Twitter
 - YouTube
 - LinkedIn
 - Tumblr
 - Personal websites
 - Reddit
 - Wikis
 - Podcasts
 - Online forums
- 2.3 What all these things have in common is that they allow you to have online conversations and interactions with individuals and groups of people.
- 2.4 You can use social media to help get feedback on proposals or campaigns, to gather a following and engage with them about specific issues, or encourage people to attend an event.

3. The Benefits and Risks of using social media.

- 3.1 There are a number of key benefits to using social media.
- Modern method of communication
 - Dissemination of timely messages instantaneously
 - Reach a wide audience
 - Effective way of communicating
 - Consultation tool
 - Engagement tool
 - The ability to follow/monitor accounts of partner organisations
 - Great opportunity to market Denbighshire County Council and its activities
 - Promotion of council-run events.
 - Ideal forum for communicating messages during an emergency.
 - Re-tweeting messages from other social media accounts.

3.2 There are also a number of risks associated to using social media.

- More opportunity for people to criticise the Council in an open forum
- Greater risk for the Council's reputation through providing foras for discussion and debate
- You have limited control on managing feedback made to your postings.
- People can use social media for negative gossip that could affect the Council's reputation.

3.3 However, there are a number of issues that need to be considered from a legal, data protection and safeguarding perspective.

3.4 **Legal** - There can be legal implications to using social media inappropriately, and you may find yourself liable if you don't follow the relevant legislation. Make sure you are aware of your responsibilities under the laws of defamation, copyright, discrimination, contract, human rights and protection from harassment (this list is not exhaustive), and most importantly, the Council's Codes of Conduct for staff and Members. The guide produced by the WLGA makes reference to legal implications for Members.

3.5 **Data Protection** – The Council must ensure that all of its employees adhere to the Data Protection Act. Staff and Members should ensure that no personal information relating to any individual should be released without their express consent for the Council to do so. The strongest, and safest, advice is to avoid using personal information on social media. Once information has been published, it is difficult to retract.

3.6 **Safeguarding children and young people**

Professionals working with the county need to be aware of the safeguarding issues related to using social media. The blurring of boundaries between Personal, Private and Professional information shared on social media sites can place individuals vulnerable to challenge and possible disciplinary action.

Further guidance on safeguarding children and young people and the use of social media can be found in Appendix C.

4. Social media in your personal life

- 4.1 The council recognises that many employees make use of social media in a personal capacity. While they are not acting on behalf of the council, employees must be aware that they can damage the reputation of the council if they are recognised as being one of our employees.
- 4.2 Employees are allowed to say that they work for the council and the council recognise that from time to time that they may wish to discuss elements of their profession/expertise. However, if employees do discuss their work on social media (for example, giving opinions on their specialism or the sector in which the council operates), they should include on their profile a statement along the following lines: "The views I express here are mine alone and do not necessarily reflect the views of my employer."
- 4.3 Any communications that employees make in a personal capacity through social media must not: breach confidentiality, do anything that could be considered discriminatory, bullying or harassment, bring the council into disrepute and/or breach copyright.
- 4.4 The personal image you present in social media may reflect badly on the image of the authority. We advise you to:

- Show yourself in your best light

By identifying yourself as a council employee within a social network, you are now connected to your colleagues, managers, and often residents and the rest of the world. Make sure that any content associated with you is consistent with your work for the council.

- Use discretion

Be discrete in all personal communications in social media. When using social media for personal purposes, you must not imply you are speaking for the council.

Avoid use of your council email address, logos or other council identification. Make it clear that what you say is representative of your personal views only by using a disclaimer.

- Know your obligations

You must follow council policies and legislation when using social media. For example, you should be careful not to breach council confidentiality and information policies, and must adhere to the Data Protection Act and other relevant legislation.

- Show respect to all

You should be respectful of the authority and your fellow employees, Members, volunteers and the public. Derogatory comments are always wrong. All employees and Councillors must familiarise themselves with the Respect Booklet (available on the intranet), which offers guidance on equality, diversity, and respect.

Before you post anything on social media – make sure your online activities do not interfere with your job and that it does not impact on services to residents.

The Code of Conduct for Staff can be found by clicking on the following link:

http://intranet-ad/sorce/apps/sorce_doc_manager/Actions/view_doc.aspx?docid=1281&revid=1297

The Code of Conduct for Members is contained within Part 5 of the Council's Constitution and can be found by clicking on the following link:

<https://www.denbighshire.gov.uk/en/your-council/about-the-council/council-constitution-en.pdf>

Please bear in mind that official postings made on behalf of Denbighshire must adhere to the Council's Welsh Language policy, unless you are responding to a direct comment made to the Council by an external individual or organisation. In that instance, you should respond in the language that the comment was made.

5. Enforcement of this policy

5.1 This policy relies on officers and members acting responsibly and in line with this policy. The Staff Code of Conduct (available from the HR Direct section of the intranet) and the Members' Code of Conduct provide the foundation for these guidelines for using social media. The same rules that apply to your actions in general, as found in the Codes of Conduct, apply to your conduct online.

5.2 Any council employee or volunteer who participates in online communication deemed not to be in the best interest of Denbighshire County Council will be subject to disciplinary action. This could include (but is not limited to):

- posting confidential council information online, or
- inaccurate, distasteful, or defamatory remarks about the council.

Whilst the Council respects the rights of an employee or volunteer to have an opinion, careful consideration must be made to ensure that any remarks do not bring the Council into disrepute.

All volunteers working for the Council have a duty to adhere to corporate guidelines and policies and this is the position with this policy.

- 5.3 Where you have concerns that colleagues are breaching this policy or the Code of Conduct, we encourage you to raise these concerns under the Whistleblowing procedure.
- 5.4 Councillors must remember that they are subject to the Members' Code of Conduct in respect of duties of confidentiality and a requirement to treat everyone with respect and consideration. If a councillor fails to follow these guidelines, it can lead to an investigation by the Public Services Ombudsman in Wales and possible sanctions, such as suspension or loss of office. Members also have a duty to report any breaches of the code by other Members.
- 5.5 We monitor internet use across the council, and investigate the top users more closely to see the length of time it has been used and the sites accessed. If we discover any inappropriate or excessive use of the internet, the matter will be escalated to the individual's manager or above, and could lead to the individual's internet account being locked down for a period of time and/or a disciplinary investigation.

6. Before you get started - Things to keep in mind

1. Identify yourself in your online communication, giving your name and, where relevant, your role within Denbighshire when you discuss council related matters. Write in the first person, and make it clear that you are speaking for yourself and not on behalf of Denbighshire County Council.
2. If you publish content to any website outside of Denbighshire County Council and it has something to do with your work/council services, use a disclaimer such as this: "The postings on this site are my own and don't necessarily represent Denbighshire County Council's plans or opinions."
3. Be wary of overusing social media to promote your event/services – this can be seen as 'spamming', or unwanted advertising, and can create a negative impression.
4. Respect copyright laws (including use of copyrighted images) and be careful not to plagiarise another's work.
5. Never post confidential information online. You must not refer to any clients, contractors or partners without their permission.
6. Most social media sites require users to agree to terms of service. You are responsible for reading and complying with the terms of service of sites you use.

7. Some sites, such as LinkedIn, allow people to "recommend" current or former co-workers. Any references given should be in accordance with Denbighshire County Council References Policy and Procedure. Any character references given must be from a personal perspective, in line with the policy.
8. Respect your audience. Don't use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in the council's workplace.
9. You must follow the council's Welsh Language Scheme, which clearly states that any public-facing information must be treated as equal and must appear bilingually. The only exception is in an emergency, when information can be issued in English first, with the Welsh to follow as quickly as possible. Information must be identical in both English and Welsh. If you are asked for information via social media, you should respond in the language in which the request was made.

7. Examples

Below are some examples of how social media should not be used.

Give serious consideration before joining social media groups that have been set up with the sole intention of criticising the authority.

Bear in mind that joining certain groups could result in a conflict of interest with your day to day work responsibilities in future.

Social workers and teachers should not have children and young people/ pupils/students in their list of friends or contacts on social media.

8. Training on Social Media

The Council is drawing up guidance on the use of social media for staff. That work is under development.

Members have already received social media training as part of their development programme.

Any member of staff or councillor requiring training on any aspect of social media should contact the Destination, Marketing and Communications Team on 01824 70(6222)

8. Useful contacts

- Destination, Marketing and Communications Team, ext 6222/6007
- Web Team, ext 2672/6181/2623
- HR Direct on (INSERT NUMBER)

Appendix C

Safeguarding

Denbighshire County Council encourages positive use of social media. employees members and volunteers who work to support the council in discharging its duties should uphold the values and reputation of their profession and the policies and procedures set out in the county Social Media Policy.

Denbighshire County Council recognises the opportunities and challenges social media presents to all staff that work and support the council.

The development of a professional relationship and upholding and maintaining this reputation together with maintaining professional boundaries, the sharing of information, confidentiality and managing risk and challenging discrimination are issues when using social media and form part of the professional role and reputation of Denbighshire County Council.

Staff and volunteers must be aware of the possible risks to their own practice and service users, when using social media as a way of communicating with staff, services users and particularly the vulnerable and young people.

A professions working with the county need to be aware of the safeguarding issues related to using social media. The blurring of boundaries between Personal, Private and Professional information shared on social media sites can place individuals vulnerable to challenge and possible disciplinary action.

Staff and Volunteers need to:

1. Understand the potential benefits and disadvantages of social media in their own work and communication with service users.
2. ensure that their online presence is professionally appropriate.
3. use social media as a positive platform for exchanging ideas and knowledge and to promote their own profession positively.
4. act as an ambassador for the work of the county council
5. maintain appropriate and personal and professional boundaries in their work with service users other individuals and employer
6. consider personal and work communication between “service users” being kept separate for example it is not acceptable to accept a service user as an online friend or on a personal network as it creates a personal relationship outside of the workplace. Examples of service users are:

- Social Worker / Child
 - Teacher / Child
 - Taxi Driver / Child
7. be responsible for understanding how to use social media, checking personal security settings and the implications of social media being a public and permanent record. Privacy of communication should consider the use of the “phone” for interaction rather than social media at times.
 8. be vigilant to keep their own identity safe and that of friends and family. Consideration should be given to putting personal information on sites such as work. For example photographs, contact details, family details thought should be given to the implications of such action and loss of your own privacy and others?
 9. alert their employer / manager to any concerns they may have about the use of social media at an individual employee level including issues of gossip relating to work or potential risk to the workplace or county.
 10. share information appropriately and be responsible for what they post using their professional judgement. Make clear in any communication on social media that views expressed are a “personal view” and not necessarily the views of the employer thought should be given to adding a disclaimer which makes clear the views expressed are not necessarily the views of the employer. What ever you write must be able to stand public scrutiny and not bring your employer in to disrepute.
 11. know what support and action will be taken by the employer if they experience abuse, harassment or hate mail as a result of their work, the county will apply the harassment policy in these circumstances.

Social Media Guidelines

For employees and members of Denbighshire County Council

Introduction

The widespread availability of social media has brought the opportunity to engage and communicate in new ways and to reach residents who do not engage using traditional communications channels. It is important that we are able to use these technologies and services effectively and flexibly.

However, it is also important to ensure that we balance this with our legal responsibilities and our reputation. It is important that officers and members are aware that there are a number of legal implications associated with the inappropriate use of social media. Liability can arise under the laws of defamation, copyright, discrimination, contract, human rights and protection from harassment (this list is not exhaustive).

The purpose of these guidelines is to ensure that:

- Social media is exploited for business use in ways that are safe and in ways that will cultivate creativity and innovation.
- The council is not exposed to legal and governance issues.
- The council's reputation is not adversely affected.
- Council officers and members have clear guidelines about what is permitted when using social media.
- Users can identify what social media information is legitimately from the council.

Definition of social media

Social media is essentially: "the online tools that people use to share content, profiles, opinions, insights, experiences, perspectives and media itself, thus facilitating conversations and interaction online between groups of people."¹

Social media includes (but is not limited to):

- Blogs (personal and professional)
- Facebook
- Twitter
- YouTube
- LinkedIn
- MySpace
- Ebay
- Personal websites
- Digg

¹ Brian Solis, 2007 <http://www.webpronews.com/blogtalk/2007/06/29/the-definition-of-social-media>
10.12.2010

The feature that all these tools, websites and services have in common is that they facilitate conversations and online interactions between groups of people.

Terms of Use

The council recognises that social media applications can be useful tools for communication and are used by many officers and members. Therefore, the council allows access to these sites.

Officers and members may access personal social media sites on work premises for their own use, provided that this is in their own time, is outside normal working hours (employees should be clocked out if on the flexi system), is not excessive, and observes the restrictions outlined below. Use of equipment for council business **must** take priority. (Please see under Enforcement).

To ensure that we manage our social media responsibly, all proposals for implementing any social media applications must be made to Corporate Communications by completing the Request Form for Social Media Applications. For more information, contact Corporate Communications on ext 6125 or public.relations@denbighshire.gov.uk.

Officers and members must also ensure they comply with the rules of the council's Internet Use and Monitoring Policy.

Useful information

1. Identify yourself—name and, when relevant, role with Denbighshire - when you discuss council related matters. And write in the first person. You must make it clear that you are speaking for yourself and not on behalf of Denbighshire County Council.
2. If you publish content to any website outside of Denbighshire County Council and it has something to do with the work you do or services associated with the council, use a disclaimer such as this: "The postings on this site are my own and don't necessarily represent Denbighshire County Council's positions, strategies or opinions." Again, ensure that you comply with the rules of the council's Internet Use and Monitoring Policy.
3. Respect copyright laws.
4. Don't provide confidential or other proprietary information. Councillors must remember that they are subject to the Members Code of Conduct in respect of duties of confidentiality. Officers must also remember that they are also bound by the Officers Code of Conduct in respect of disclosure of information.
5. Most social media sites require users to agree to Terms of Service. The council holds you responsible for reading, knowing and complying with the terms of service of sites you use.
6. Some sites, such as LinkedIn, allow people to "recommend" current or former co-workers. Any references given should be in accordance with Denbighshire County Council References Policy and Procedure. Any character references given must be from a personal perspective, as per the policy.
7. You are not to make reference to any clients, contractors or partners without obtaining their express permission to do so.
8. Respect your audience. Don't use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in the council's workplace.
9. Be aware of your association with the council in online social networks. If you identify yourself as a council representative, ensure your profile and related content is consistent with how you wish to present yourself with colleagues and customers.

10. Any council representative who participates in online communication deemed not to be in the best interest of Denbighshire County Council will be subject to disciplinary action. This online communication can include but is not limited to:
- Confidential council information
 - Inaccurate, distasteful, or defamatory remarks about the council.

Enforcement

This policy relies on officers and members acting responsibly and in accordance with the above guidelines. Where you have concerns that colleagues are acting in breach of the above guidelines, you are encouraged to raise these concerns under the council's Whistleblowing procedure.

Failure to adhere to these guidelines by officers of the council may be considered misconduct and could lead to disciplinary action being taken under the Council's Disciplinary Procedures, which may result in dismissal.

Failure to adhere to these guidelines by councillors may be considered to be a breach of the Members Code of Conduct which could lead to an investigation by the Public Services Ombudsman in Wales and possible sanctions such as suspension or loss of office. If a member is in any doubt about the appropriateness of their conduct in using such online communication tools they can contact the council's Monitoring Officer for advice. Members are also under a duty to report any breaches of the code by other members, providing there is reasonable belief.

Internet use will be monitored regularly and the top users investigated more closely for length of time used and sites accessed. If there is a persistent issue, the matter will be escalated to the manager and, if needs be, to the manager's manager and could lead to the individual's internet account being locked down for a period of time and/or a disciplinary investigation.

Any concerns raised will be investigated under the appropriate procedures.

Useful contacts

- Corporate Communications, ext 6125
- Customer Care/Web Team, ext 2672
- ICT, ext 2688
- Monitoring Officer, ext 2562

Mae tudalen hwn yn fwriadol wag



Social Media: A Guide for Councillors

August 2013

Contact

Welsh Local Government Association

The WLGA's primary purposes are to promote a better local government, its reputation and to support authorities in the development of policies and priorities which will improve public service and democracy.

It represents the 22 local authorities in Wales with the 3 fire and rescue authorities and 3 national park authorities as associate members.

Welsh Local Government Association

Local Government House
Drake Walk
Cardiff
CF10 4LG

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We are indebted to the officers and members who have contributed to this guide, particularly the members participating in the WLGA training for members in social media, the member support officer network, LLG and monitoring officers and SOCITIM. Also to Kevin O'Keefe from EXCELA INTERIM MANAGEMENT & CONSULTANCY LTD www.excela.co.uk who has contributed to the guide and delivered the training programme.

Due to the rapid developments in this area this guide will be regularly updated. Suggestions for inclusion are welcomed and further training for members is available from the WLGA. Contact Sarah Titcombe Organisational and Personal development Adviser - 029 2046 8638 sarah.titcombe@wlga.gov.uk

Foreword

I'm delighted to present this useful guidance on social media which gives councillors a clear idea about what these tools are and how we can use them. There are some great ideas to help us think about how we make the most of these effective and cheap forms of communication.

Social media has changed the way we work in Monmouthshire. All of our employees and members have permission to use social media at any time so that they can make the most of what channels like Twitter and Facebook offer.

<http://acedigitalcomms.wordpress.com/2013/05/29/unrestricted-staff-access-to-social-media-access-a-roundup/>

In short, they're an easy way to talk and to listen to our residents, local businesses and other partner organisations. Without access to these tools we would be a weaker organisation as we would not hear what people in our communities care about, what they want to get involved with and what they think of their council.

Social media has given us a chance to be creative and try new things. Our foster carers in Monmouthshire use Yammer to stay connected and learn from each other.

<http://monmouthshirecc.wordpress.com/2012/03/12/rewind-story-fostering-communication-using-yammer/>

We use YouTube for our budget consultations.

<http://digitalmon.wordpress.com/2013/01/13/youtubing-a-budget-consultation-and-how-a-great-blogger-helped-us-get-better/>

We even recruited our current head of children's services using YouTube, Twitter and LinkedIn.

<http://acedigitalcomms.wordpress.com/2011/07/11/social-care-recruiting-using-social-media-how-monmouthshire-council-is-recruiting-a-head-of-childrens-services-using-youtube/>

I use Twitter and my blog to connect with residents, other councillors and farmers and people who share my interests. I really see the value of this form of communicating – social media is now a legitimate business tool.

<http://digitalmon.wordpress.com/2013/01/12/councillor-peter-fox-leader-of-the-council-talking-about-social-media/>

I hope you enjoy this very informative guide.



Councillor Peter Fox

Leader Monmouthshire County Council
WLGA Spokesperson for ICT and Digital
Inclusion

Introduction

A revolution is taking place in how we communicate. The world is experiencing the biggest ever change in how information is created and owned, as well as the speed in which it can be shared. This is changing the way we live, work and even how we speak and think.

This guide is for Councillors who would like to use social media as a tool to share information, open new dialogues with the people in their community and beyond, and engage their electorate in productive two-way conversation.

We live in an open, accessible and dynamic communications world. The use of social media will help ensure your voice is heard.

1. What is social media?

Social media is a blanket term applied to a range of online multimedia tools that are used for creating content and two-way communication. They can be accessed via your smartphone, PC, laptop, tablet or smart TV. All social media accounts are free of charge and can be set up quickly and easily from an Internet page. Although this guide will focus on Facebook and Twitter, some useful examples of social media include:

Blogs which are like an online diary journal where you can share information. Examples are Wordpress, Blogger, SimpleSite. Here is an example of a

typical member's blog -

<http://hughevans.wordpress.com/>

Top tip:

Share your thoughts and activities, and comment on the issues that mean the most to you. Maintaining a regular blog could make compiling your annual report all the easier.

Micro blogs allow users to share shorter pieces of information. **Twitter** is an example of a micro-blog. Short messages which you post on Twitter are called "Tweets" – they are each limited to 140 characters (letters, numbers and spaces). Tweets are not a private means of communication and can be seen by anyone who is "following" you. Twitter also has a message facility where you can send messages directly to other Twitter users. However, all such personally directed messages can also be viewed by all of your other followers. You can even forward other Twitter users' Tweets to your own followers, by using the Re-Tweet function.

Tweeting is a good way of promoting local events, live tweeting @council meetings and to give links to longer posts. #Jaynecowan

Top tip:

Follow and be followed. Twitter is a great tool for finding out what is happening, what people think of local and global issues. Listen first and then simply join in the conversation.

Social Networks such as *Facebook* are like having your own small website which can include pictures and text and can provide information and photos. Typically these sites allow you to update people on what you are doing or thinking through a 'status' update and allow you to talk about who you are, what's important to you, what you have done and your plans. You can invite people to be your 'friends' and also set different levels of access to your account, so some people can see all the information about you or you can make less detail available to others. You can also use Facebook to communicate with groups or individuals. People who find your page, comments or proposals of interest can "like" you, which encourages further use, and is a useful way of taking a straw poll of your ideas.

Linked-IN is a professional equivalent of Facebook. You can provide information about your career history and skills, and people with whom you are "linked" can endorse you for particular skills. This is a handy site for finding expertise and keeping up-to-date with business developments in your ward or area.

Flickr, Vimeo, Instagram and **You Tube** are examples of platforms for sharing videos and photographs. Don't forget to seek permission before taking photos to upload to, or copying images from these sites. **Snapchat** is a photo messaging application for photo, video, drawing and text.

Communities of Practice are a way of like minded people joining a community where they can share knowledge and discuss issues relevant to the Community for example the LGA Knowledge Hub.

2. Why Should You Use Social Media?

Social media will allow you to open new conversations with the people you represent, and the potential for councillors using social media is huge. Your Council will already have official accounts on Twitter and many also have Facebook accounts. Scrutiny Committees may also be using social media to undertake service reviews.

So what are the benefits to councillors of using social media?

- Increasing numbers of people are using Twitter and Facebook, as their preferred method of communication. If you have a presence on these platforms you have the potential to establish two- way communication with all of them.
- It's a useful way of finding out what people are talking about locally, their concerns and interests.
- It's useful for finding out about breaking news, the latest research or publication or the latest policy announcements from political parties.
- It's a good way of making the electorate more aware of the work you do personally.

- It's an effective way of coordinating campaigns for example, allowing campaign workers access to your Facebook account.
- Social media allows you to have a conversation with a range of people that you would never be able to physically meet and who do not traditionally seek out their local representatives.
- Social media allows for immediate communication. You can pass on information and receive opinions in minutes. You can forward information from other people equally quickly. "Going Viral" is not necessarily a bad thing, and refers to a mass spreading of a piece of information around the world.
- The local and sometimes national press will follow councillors' on Twitter or Facebook. This means that they know what you are talking about the minute you talk about it.
- Social media is mobile. You can take it around your community, on the train, to a coffee shop or coffee morning or even in bed.
- You can upload pictures and videos, showing for example your role in local events, pictures of potential sites for development, new buildings, local eyesores - a picture tells a thousand words.
- It's free, accounts cost nothing, you probably already have the equipment you need. All you need is time.
- You can receive immediate feedback on your ideas and manifesto to allow

you to modify your proposals in line with local thinking.

- Above all, it can be a lot of fun!

3. How to Use Social Media effectively

Choose your medium and sign up. This is very straightforward and will take you less than five minutes!

Facebook and Twitter are good places to start. You might want to begin with a trial personal account (rather than calling yourself "Councillor Jones") and experiment with family and friends. Make sure that you understand how people find you and who can access your material.

Remember:

- On Facebook you can control who has access to different parts of your account. You can manage what the world sees and what your "friends" see.
- On Twitter the whole world can see everything you Tweet. Even the messages that you Tweet directly to other people can be viewed by anyone unless you have locked down your account to followers.
- When you are ready to set up your final account, consider the identity you use. The name you give yourself online is important as it allows people to find you. Prefacing your Twitter account with Cllr lets people know exactly who you are and indicates that the Code of Conduct will apply.

- You might want to consider setting up a separate personal and “professional” account - you can talk about the amazing food in the restaurant around the corner to your friends and followers in your informal account, and the plans for the new bypass to your friends and followers on your professional account. However, many councillors think that some of their personal comments about food, places they’ve visited, football matches or TV helps break down perceptions of councillors and proves that they are normal like everyone else!

I use Twitter to speak with residents and engage more broadly. Also to twitter on about books, music, trains and ale, Almost human!

@LukeOHolland (Cardiff Councillor)

- Make it easy for people to find you online. Many people will start their search for the area that you represent, so make sure you mention your location frequently as that this will then be picked up by search engines. You will also want to make sure that your social media account details are on your business cards, posters and flyers.
- On Twitter, sign up to Tweety Hall and other sites where councillors can be found by their electorate.
- Increase your web presence by linking to other people and sites, leave comments on others’ posts

and encourage others to link with you. The more you are mentioned, the more people will find you.

- Choose your friends on Facebook and who you would like to follow on Twitter. Bear in mind that people know who follows them and will often follow you in return. Find people on Twitter with links to your community, county or region by searching using the ‘hashtag’ (#) symbol to prefix your search-term for example #Reynoldston, #Gower, #Swansea, #South West Wales, #Wales.
- Be disciplined about making time available to write new content and answer your “friends” and “followers”; a regular time each week to update your Facebook status and throughout the day to check Twitter.
- Decide on what you are going to talk about and how. This could be
 - Weekly updates of your own activities as a councillor - don’t forget your pictures! This works better on Facebook as you can include more detail. Remember Twitter is only 140 characters and tends to be more instant and timely.
 - Regular updates on council policies and actions of interest to your community.
 - Links and re-tweets of other relevant national activities.
 - Issues on which you would like feedback.

- Notice of events and public meetings.

Remember using social media is all about two-way communication, it's good for providing information to your community or flagging up press statements, but it's better as a tool to get useful feedback. You **will** get feedback and you should expect some people to challenge your ideas or enter into a debate with you online. This is part and parcel of social media.

4. Etiquette and style

- Keep your communications clear, positive, polite and professional. Plain language helps. Many people use abbreviations on Twitter – you'll pick these up as you go along!
- Avoid being ironic or sarcastic, it can be misinterpreted.
- On Facebook, you will need to monitor and, if necessary, censor the contributions that other people make to your site; delete them if they do not match your required standards of behaviour or language. Defamatory and offensive language will be attributed to the publisher as well as the original author and could incur financial liability. It is up to you to decide if you want to remove posts that disagree with your political position, however if you do remove them you may be accused or censoring contributions on political grounds.

- On Twitter, you can block people who are habitually offensive or vexatious. Remember however, blocking them only stops them engaging directly with you, their tweets will continue to be public to all of their followers.
- Bear in mind that constituents may find party political point scoring tedious and prefer to hear information about what you are achieving.
- If you don't have anything to say...don't say anything. Even though it's tempting to let your followers know how busy you are they will soon become bored with constant updates on your day without some relevant or interesting information.

5. Support from the Council

Councillors are generally provided with the ICT equipment that they need to do their job. The Independent Remuneration Panel expects that this will include ICT equipment, support and training.

It is also reasonable to expect that you should also have access to social media sites to enable you to carry out your councillor role more effectively. You do not need the council to set you up with a personal social media account but you should take advantage of any training or guidance provided to help you use it properly.

Most councils have a social media policy. You will need to abide by this and any social media protocols that may have

been agreed when using your “councillor” account.

It’s worth remembering that the council is responsible for any information provided on its website and is subject to legal responsibilities. **You** are personally responsible for the material that you broadcast via your own social media accounts or websites – but more of this later.

Advice will be available to you from a number of council officers. The Monitoring Officer, Head of Democratic Services, the Communications Team and the ICT Manager are likely to have useful advice.

6. Social Media and Council Meetings

Recently, especially with the advent of webcasting there has been an increase in interest in the use of Twitter in council meetings. Clearly you will need to be guided by your council’s constitution. Other than what your constitution or social media policy says, there is no legal reason why you shouldn’t use social media from meetings. However, some common sense does need to apply.

- Tweeting on meeting progress and receiving comments from the community can be helpful for transparency and engagement BUT excessive use of Twitter may give people the impression that you are not concentrating on the business in

hand or are even relying on guidance from outside the meeting. For that reason, it is probably sensible not to use Twitter during a planning or licensing debate. Committee chairs may want to decide how to address this in their meetings and you should abide by the rules set out in your constitution.

- Remember, you may not need to tweet about the detail of a meeting - some councils are introducing new arrangements for webcasting meetings and many also have “official” twitter feeds for live on-line conversations to run alongside the meetings.
- If your council webcasts your meetings, this provides a useful way of the public viewing what is happening at first hand and ensures that any video recordings are accurate. Filming meetings informally, whether this is done by councillors or the public may cause difficulties and is usually covered by the Constitution. It may provide a distraction to the proceedings and, if an edited version of events appears on You Tube it might create a false impression.
- Remember that you should not tweet or communicate in any way the content of exempt or confidential business dealt with by local authorities in closed session such as when making formal appointments.

7. The Welsh Language

You can use social media in the language of your choice; you do not have to translate your personal Tweets or Facebook accounts.

Councils' social media streams might however be available either separately in Welsh and English or bilingually. The Welsh Language Commissioner feels that there is no need for social media streams to be bilingual as the two separate streams will be accessed by, and sufficient for different communities.¹

Make sure that you are aware of your Council's rules on the use of the Welsh language set out in your Welsh Language Scheme.

8. Golden rules

Think before you tweet or post on Facebook. Do not say anything, post views or opinions that you would not be prepared to:

- Discuss face to face with the person you are speaking about.
- Write on a placard and carry down your high street and discuss and defend with anyone who sees it.
- Be prepared to have minuted in a public meeting – remember, Twitter or Facebook effectively publicly

¹ <http://www.participationcymru.org.uk/home/all-wales-public-service-organisations-internet-and-social-media-survey>

minutes everything for you as you go along!

Remember that once you have said something it may be seen by millions - friends, supporters, political opponents and the press and could be re-tweeted around the world in minutes.

Keep your messages professional, polite and positive.

Remember to try to keep tweets and texts separate – many people tweet comments that they would previously have texted someone privately; this may be about meeting up later (do you want all your followers knowing your plans and gatecrashing your lunch!?) through to 'in' jokes that could be misinterpreted. Don't follow an individual unless you know them or have a good reason for doing so. Some people, such as constituents or council employees, might find it a bit uncomfortable to have their local councillor hanging on their every word.

If you make a mistake admit it. Mistakes happen so don't try to cover it up as there will always be a record of what you've said.

Don't enter into unhelpful online arguments; remember all of your followers or friends will be witnessing this online. Ignore people or block them if they persist in vexatious comments.

Don't tweet or post on Facebook when you are "tired" it's probably sensible to

turn off your phone at any time when you think your judgement may be impaired. Bear in mind that it is possible for your followers and friends to be seen. If you follow or are Facebook “friends” with council employees, contractors who have been procured to provide services to the council, a company or member of the public making a planning application or pressure groups, this *might* be construed as having a close personal association with them and therefore a personal interest.

As with your own leaflets or newsletters, always ask permission before taking a picture that you intend to use. NEVER take photos of children without the express permission of their parents based on an understanding of what you intend to use the picture for. Your council will have a policy on taking pictures of children, take advice on this before taking or using pictures.

Do not allow anyone else access to your social media accounts, protect your passwords, especially if you use a public computer.

Just like email, you can get spam in social media! Be wary about direct messages via Twitter, even from people you know, with messages such as ‘Hi, have you seen this photo of you on Twitter?’ Delete these before opening, as the spam could then be sent to all of the people you are following...

9. Possible Pitfalls and How to Avoid Them

Time and Commitment

Maintaining your social media accounts can take time. Many people start enthusiastically and then allow their accounts to lie fallow. This is risky as friends and followers may think that you are inactive or, worse, unresponsive.

To avoid this:

- Only set up accounts that you can manage, choose either Twitter or Facebook if necessary. It is possible to set up links between the two which will save you duplicating information.
- Set time aside regularly for updates and get used to communicating ‘on the hoof’.

The Law

Councillors new to social media tend to be concerned about the legal implications. It is an important consideration, and some councillors and other politicians have fallen foul of the law, but with careful use and following some ground-rules you will be fine!

The style of communication employed in the social media environment tends to be fast and informal. Messages can appear lightweight and transitory.

Whenever you post something on social media, it becomes a publication, you have effectively made a broadcast. As it is now in the public domain, it is subject

to both the **Code of Conduct** and to various **Laws**.

Code of Conduct

If you conduct yourself on twitter or Facebook as you would in person on the street or in your leaflets, then you will be fine.

Remember that according to guidance from the Ombudsman, the Code of Conduct applies to you whenever you are "Conducting the business of your authority, acting, claiming to act or give the impression you are acting in your official capacity as a member or representative of your authority" Also the Code applies if you "Conduct yourself in a manner which could reasonably be regarded as bringing your office or your authority into disrepute"² If you can be identified as a councillor when you are using social media, either by your account name or how you describe yourself or by what you comment upon and how you comment, the requirements of the Code of Conduct apply. Also if you say something that could be regarded as bringing your office or authority into disrepute the Code applies even if you are not apparently acting in your official capacity or do not identify yourself as a member. Remember that the Ombudsman's guidance states that "Making unfair or inaccurate criticism of your authority in a public arena might

² <http://www.ombudsman-wales.org.uk/en/publications/Guidance-policies.aspx>

well be regarded as bringing your authority into disrepute"

In the same way that you are required to act in council meetings or in your communities you should:

- **Show respect for others** - do not use social media to be rude or disrespectful
- **Not disclose confidential information about people or the council**
- **Not bully or intimidate others** - repeated negative comments about or to individuals could be interpreted as bullying or intimidation
- **Not try to secure a benefit for yourself or a disadvantage for others**
- **Abide by the laws of equality** - do not publish anything that might be seen as racist, sexist, ageist, homophobic or anti faith. Even as a joke or "tongue in cheek"

Predetermination

As a councillor, you are aware that when you act in a quasi-judicial capacity, for example on a planning or licensing committee, you should not make up your mind about an issue that is to be formally decided upon before you had heard all the relevant information. You are allowed to be predisposed to a particular view but not to have gone so far as to have predetermined your position. It is important to remember therefore that

anything relevant you might have said about particular issues on social media could be used as evidence of your having made up your mind in advance of hearing all the relevant information.

Criminal Offences

Don't panic! These generally apply to you already in your conduct as a councillor, but it is worth considering them as they apply to social media:

Harassment - It is a criminal offence to repeatedly pursue a campaign against someone where this is likely to cause alarm, harassment nuisance or distress.

Data Protection - It is illegal to publish personal data about individuals unless they have given you their permission. This might apply to your constituents or service users. As a councillor you are a data controller in your own right and therefore personally responsible for what you publish.

Incitement - It is a criminal offence to incite any criminal act.

Discrimination and Racially Aggravated Offences (or any other protected

Characteristic) - It is a criminal offence to make a discriminatory remark about anyone based on a "Protected Characteristic" as defined in The Equality Act (such as their race, religion, sexual orientation etc).

Malicious & Obscene

Communications - It is a criminal offence to send malicious or obscene communications.

Civil Law

This is where things get more risky for anyone who uses Twitter or Facebook, whether they are councillors, members of the public or celebrities...

Defamation - It is against the law to make a false statement about someone which damages their personal or professional reputation. Crucially - even if you simply retweet or pass on information originally posted by others, you may still be held equally as responsible as the original commentator. This can also apply to publishing images. If found liable to another person, you could be ordered to pay large sums of money as damages.

"High Court: Sally Bercow's Lord McAlpine tweet was libel"

<http://www.bbc.co.uk/news/world-22652083>

Copyright - The legal ownership of the contents of documents, photos, videos and music belong to the person who created them. You could be in breach of copyright if you reproduce such material without the owner's permission. Always ask for written

consent before you use someone else's material.

Political Comment and Electioneering - Remember that although it is acceptable to make political points or canvass votes via your own social media accounts this will not be permissible if you are using this via council supplied computer equipment, certainly in the run-up to elections. The Electoral Commission has further information about the return on expenditure that candidates need to provide on advertising or campaign literature.

10. Further Information, Interesting Sites and Sources of Help

Bear in mind that information, sites and terminology change quickly. Facebook is already reporting a drop in users. However, the next big social media platform will soon be on its way. Here are some current examples of information and useful sites but bear in mind that they may be quickly out of date.

Sign on to **Twitter** here
<https://twitter.com/>

Sign up to **Facebook** here
<https://en-gb.facebook.com/>

Tweety Hall. A platform that gathers all the Councillors that have Twitter accounts in the UK

together so that all their posts can be read in one place and the public can easily find their local councillor. All you have to do to join them is send them a Tweet.
<http://tweetyhall.co.uk/>

Twenty-first century councillors

<http://socialmedia.21st.cc/>
Useful guidance for members using social media.

<http://kindofdigital.com/>
An online innovation agency helping organisations engage online with citizens, communities and stakeholders. Has useful examples of social media guidance.

LGA's Knowledge Hub is an example of a community of practice. This one was set up specifically for people working in and with local government and has online fora, libraries full of materials and details of events.

<https://knowledgehub.local.gov.uk/>

Social Media and Online Collaboration Community. Join this Community of the Knowledge Hub to talk to other councillors and officers working with Social Media.

11. Glossary

Blog

Term derived from Weblog i.e an internet log or diary

Blogosphere

All the Blogs on the Internet

Community of Practice

Group of people who are members of an online 'club' because they have a role or an interest in an area of work

Direct Message

A message sent via Twitter to someone who follows you or who you follow.

Facebook

An example of social networking

Flickr

Photo sharing site

Follower

Someone who has chosen to follow you on Twitter

Friend

Someone who you have allowed to access your Facebook page. Not necessarily a real friend.

Forum

A virtual discussion area

#Hashtag

A hashtag or # is a way of denoting a keyword which can be used as a search term on Twitter.

Instagram

A platform for sharing photos and videos

Instant Messaging

A conversation with one other person via for example *Microsoft Live Messenger* or *Yahoo Messenger*. A conversation which, if you indicate that you are available for a chat is more immediate than e mail and easier to type than a text

Microblog

Short blog e.g. Twitter using a maximum of 140 characters

Pinterest

A virtual pinboard for creating and sharing images

RebelMouse

A free service that connects to your accounts at services such as Facebook, Twitter and/or Instagram. It integrates all your SM Tweets, postings and blogs automatically into one page, boosting your SM presence without you doing anything extra as it 'runs in the background'. It will save you having to tweet your blogs etc. to get more prominence on search engines.

Retweet

To forward a Tweet received on Twitter

RSS feeds or Really Simple Syndication feeds

Messages from websites informing you that new information is available so that you don't have to keep checking the website for updates

Social Bookmarking

A way of saving and sharing all your favourite sites on the web, for example

Delicious

Social networking

Facebook etc

Snapchat

A photo messaging application for photos, videos, drawings and text

Spam

Electronic junk mail

Trending

Current popular people or conversations as in *trending on Twitter now...*

Troll

Someone who disrupts online communities or discussions through unhelpful or irrelevant posts

Tweet

A message sent on Twitter

Tweety Hall

A virtual gathering place for councillors with Twitter accounts

Twitter

An example of microblogging

Vimeo

A platform for sharing videos and photographs

Wiki

A tool which enables anyone to add or edit content on a website

Wikipedia

Online Encyclopedia which works using this method and is therefore not always accurate

You Tube

A platform for sharing videos and photographs

Eitem Agenda 6

Adroddiad i'r:	Pwyllgor Safonau
Dyddiad y Cyfarfod:	9^{fed} Mai 2014
Aelod / Swyddog Arweiniol:	Swyddog Monitro
Awdur yr Adroddiad:	Swyddog Monitro
Teitl:	Datganiadau o Fuddiant

1. Am beth mae'r adroddiad yn sôn?

- 1.1 Mae'r adroddiad hwn yn sôn am y gofyniad ar Aelodau i ddatgan eu buddiant yng nghyswllt unrhyw fusnes a osodir ger eu bron ynghyd â chydymffurfio â'r gofynion hyn yn ymarferol.

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

- 2.1 I hysbysu'r pwyllgor ynghylch y gofynion ar Aelodau mewn perthynas â datganiadau o fuddiant ynghyd â chydymffurfio a'r gofynion hyn yn ymarferol.

3. Beth yw'r Argymhellion?

- 3.1 Bod y Pwyllgor yn ystyried y materion a godir yn yr adroddiad hwn ynghyd â darparu hyfforddiant a chefnogaeth ychwanegol i Aelodau.

4. Manylion am yr adroddiad

- 4.1 Mae Deddf Llywodraeth Leol 2000 (y Ddeddf) yn darparu y caiff Llywodraeth Cymru gyhoeddi Cod Ymddygiad Enghreifftiol i Aelodau ac aelodau cyfetholedig awdurdodau lleol. Mae'r Ddeddf hefyd yn darparu fod rhaid i'r Cod Enghreifftiol gynnwys darpariaethau mewn perthynas â datgan buddiannau gan Aelodau ac aelodau cyfetholedig awdurdodau lleol cyn cymryd rhan mewn ystyried unrhyw fusnes y mae a wnelo'r awdurdod ag ef.
- 4.2 Mae Gorchymyn Awdurdodau Lleol (Cod Ymddygiad Enghreifftiol)(Cymru) 2008 yn nodi'r Cod Ymddygiad Enghreifftiol ar gyfer aelodau etholedig a chyfetholedig awdurdodau lleol yng Nghymru. Mae Cod Ymddygiad Cyngor Sir Ddinbych yn seiliedig ar y Cod Enghreifftiol hwn.
- 4.3 Mae Paragraff 11 o'r Cod Ymddygiad yn datgan, lle bo gan Aelod fuddiant personol mewn unrhyw fusnes y mae a wnelo'r awdurdod ag ef a bod yr Aelod yn bresennol mewn cyfarfod lle y caiff y busnes hwnnw ei ystyried, rhaid i'r Aelod hwnnw ddatgelu ar lafar gerbron y cyfarfod hwnnw fodolaeth a natur y buddiant hwnnw cyn i'r cyfarfod ystyried y busnes neu ar ddechrau'r ystyriaeth, neu pan ddaw'r buddiant i'r amlwg.

- 4.4 Mae Paragraff 11 hefyd yn mynnu, mewn cysylltiad â buddiant personol nas datgelwyd eisoes, cyn y cyfarfod neu'n syth ar ôl diwedd y cyfarfod pan ddatgelir y buddiant, dylid rhoi hysbysiad ysgrifenedig i'r awdurdod y mae'n rhaid iddo gynnwys o leiaf manylion am y buddiant personol, manylion am y busnes y mae'r buddiant personol yn gysylltiedig ag ef a llofnod yr Aelod.
- 4.5 Mae'r ffurflen a ddarperir i Aelodau ei chwblhau er mwyn darparu hysbysiad ysgrifenedig am fuddiant a ddatgelwyd i'r awdurdod ynghlwm fel Atodiad 1.
- 4.6 Mae'r Swyddog Monitro wedi adolygu'r ffurflenni datgan buddiant a gwblhawyd gan Aelodau a chafodd fod rhai anghysondebau o ran y modd y mae'r ffurflenni'n cael eu cwblhau.
- 4.7 Bydd Aelodau'n nodi yn Atodiad 1 bod gofyn i Aelodau sy'n cwblhau'r ffurflen roi eu henw a dileu fel y bo'n briodol i nodi p'un a ydynt yn Aelodau neu'n aelodau cyfetholedig o'r awdurdod. Nid ydynt bob amser yn dileu fel y bo angen a thra ei bod yn deg dweud bod modd cadarnhau statws Aelodau drwy swyddogion, o ystyried eu bod yn adnabod Aelodau ac aelodau cyfetholedig, gall ymddangos fel pe na bai'r ffurflen wedi'i chwblhau'n iawn pe caiff ei datgelu i'r Ombwdsman fel rhan o ymchwiliad i gŵyn mewn perthynas â datgan neu beidio â datgan buddiant.
- 4.8 Bydd Aelodau'n nodi ymhellach yn Atodiad 1 bod angen dileu fel y bo'n briodol p'un yw'r buddiant a ddatganwyd yn fuddiant personol neu'n fuddiant personol ac yn un sy'n rhagfarnu. Unwaith eto, bydd cofnodion y cyfarfod yn cofnodi p'un a oedd yr Aelod wedi datgan y buddiant personol neu un sy'n bersonol ac sy'n rhagfarnu ai peidio, ac yn wir p'un a adawodd yr Aelod yr ystafell yn dilyn y datgeliad o fuddiant personol ac sy'n rhagfarnu. Fodd bynnag, gallai'r Ombwdsman ofyn am y ffurflenni datgan fel rhan o unrhyw ymchwiliad ac yn wir gellir eu datgelu at ddibenion eraill a gall roi'r argraff nad yw ffurflenni wedi'u chwblhau'n iawn.
- 4.9 Bydd Aelodau hefyd yn nodi bod y ffurflen yn gofyn am gwblhau blwch gyda'r teitl Natur y Buddiant. Bwriad y blwch hwn yw darparu disgrifiad o'r buddiant y mae'r Aelod yn ei ddatgan. Ar y cyfan, mae hwn yn cael ei gwblhau'n iawn gan Aelodau, fodd bynnag, gall fod peth dryswch i rai Aelodau nad ydynt efallai wedi darparu disgrifiad llawn, neu mewn rhai achosion wedi disgrifio natur y buddiant fel "personol" neu "personol ac sy'n rhagfarnu".
- 4.10 Gall Aelodau ystyried y gellid gwella cynllun y ffurflen er mwyn ei gwneud yn haws i Aelodau ei chwblhau. Fel arall, gall Aelodau awgrymu y dylid cynnig sesiwn hyfforddiant penodol, byr iawn, neu nodyn briffio i Aelodau i sicrhau bod y ffurflenni datgan buddiant yn cael eu cwblhau'n gyflawn.

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

5.1 Nid oes gan y penderfyniad effaith uniongyrchol ar flaenoriaethau corfforaethol.

6. Faint fydd hyn yn ei gostio a sut bydd yn effeithio ar wasanaethau eraill?

6.1 Nid oes unrhyw gostau sydd â chyswllt uniongyrchol â'r adroddiad hwn.

7. Beth yw prif gasgliadau'r Asesiad Effaith ar Gydraddoldeb (AEG) a gynhaliwyd mewn perthynas â'r penderfyniad hwn?

7.1 Nid oes ar yr adroddiad hwn angen asesiad effaith ar gydraddoldeb.

8. Pa ymgynghoriadau a gynhaliwyd gydag Archwilio ac eraill?

8.1 Nid yw'r mater hwn wedi cael ei adrodd yn unman arall ac ni fu ymgynghoriad yn ei gylch.

9. Datganiad y Prif Swyddog Cyllid

9.1 Nid oes unrhyw oblygiadau ariannol amlwg sy'n codi o'r adroddiad.

10. Pa risgiau sy'n bodoli ac a oes unrhyw beth y gallwn ei wneud i'w lleihau?

10.1 Y risg i Aelodau yw, o ran unigolyn sy'n darllen ffurflen ddatgelu, os nad yw wedi'i chwblhau'n llawn, hwyrach na fydd yn deall yn syth beth yw natur y buddiant sydd wedi'i ddatgan gan yr Aelod a gallai hyn achosi dryswch pe bai'r datganiad hwnnw, yn ddiweddarach, yn destun unrhyw gŵyn neu anghydfod. Bydd darparu hyfforddiant ychwanegol a/neu nodyn briffio yn cynorthwyo ac yn atgoffa Aelodau i sicrhau bod y ffurflenni'n cael eu cwblhau'n gywir.

11. Pŵer i wneud y Penderfyniad

11.1 Erthygl 9.2 o Gyfansoddiad y Cyngor Sir.

Mae tudalen hwn yn fwriadol wag

DEDDF LLYWODRAETH LEOL 2000



Cod Ymddygiad Aelodau

DATGELU A CHOFRESTRU BUDDIANNAU

Rwyf i,
(enw)*Aelod /Aelod cyfetholedig o
(*dileuer un)

Cyngor Sir Ddinbych

YN CADARNHAU fy mod wedi datgan buddiant ***personol / personol a sy'n rhagfarnu** nas datgelwyd eisoes yn ôl darpariaeth Rhan III cod ymddygiad y Cyngor Sir i Aelodau am y canlynol:-
(*dileuer un)

Dyddiad Datgelu:

Pwyllgor (nodwch):

Agenda eitem

Pwnc:

Natur y Buddiant:

Llofnod

Dyddiad

Code of Conduct for Members

DISCLOSURE AND REGISTRATION OF INTERESTS

I, *(name)*

a *member/co-opted member of

*(*please delete as appropriate)*

Denbighshire County Council

CONFIRM that I have declared a ***personal / personal and prejudicial** interest not previously declared in accordance with the provisions of Part III of the Council's Code of Conduct for Members, in respect of the following:-

*(*please delete as appropriate)*

Date of Disclosure:

Committee *(please specify)*:

Agenda Item No.

Subject Matter:

Nature of Interest:

Signed

Date

Document is Restricted

Mae tudalen hwn yn fwriadol wag