

At: Aelodau'r Pwyllgor Gwasanaethau
Democrataidd

Dyddiad: 24 Mawrth 2017

Rhif Union: 01824 712589

ebost: democrataidd@sirddinbych.gov.uk

Annwyl Gynghorydd

Fe'ch gwahoddir i fynychu cyfarfod y **PWYLLGOR GWASANAETHAU DEMOCRATAIDD, DYDD GWENER, 31 MAWRTH 2017** am 10.00 am yn **YSTAFELL BWLLGOR 1A, NEUADD Y SIR, RHUTHUN.**

Yn gywir iawn

G Williams
Pennaeth Gwasanaethau Cyfreithiol a Democrataidd

AGENDA

1 YMDDIHEURIADAU

2 DATGAN CYSYLLTIAD

Dylai'r Aelodau ddatgan unrhyw gysylltiad personol neu gysylltiad sy'n rhagfarnu ag unrhyw fater a nodwyd yn un i'w ystyried yn y cyfarfod hwn.

3 MATERION BRYD FEL Y CYTUNWYD GAN Y CADEIRYDD

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

4 COFNODION Y CYFARFOD DIWETHAF (Tudalennau 5 - 8)

Derbyn a chymeradwyo cofnodion cyfarfod y Pwyllgor Gwasanaethau Democrataidd a gynhaliwyd ar 1 Gorffennaf 2016 (copi ynghlwm).

5 CYRFF ALLANOL (Tudalennau 9 - 24)

Ystyried adroddiad gan Bennaeth y Gwasanaethau Cyfreithiol, Adnoddau Dynol a Democrataidd (copi ynghlwm) sy'n gofyn am farn yr aelodau am fanteision ac anfanteision parhau i benodi aelodau i'r cyrff allanol a restrir yn Atodiad 1.

6 PROTOCOL PRESENOLDEB AELODAU ETHOLEDIG

Derbyn adroddiad llafar gan Bennaeth y Gwasanaethau Cyfreithiol, Adnoddau Dynol a Democrataidd.

7 CYNNAL BUSNES YN YSTOD CYFARFODYDD Y CYNGOR

Derbyn adroddiad llafar gan Bennaeth y Gwasanaethau Cyfreithiol, Adnoddau Dynol a Democrataidd.

8 HYFFORDDIANT AELODAU (Tudalennau 25 - 36)

Ystyried adroddiad gan Reolwr y Gwasanaethau Democrataidd (copi ynghlwm) er mwyn i'r Pwyllgor ystyried y rhaglen sefydlu a hyfforddiant ar ôl yr etholiad.

9 TGCH AR GYFER AELODAU

Derbyn adroddiad llafar gan Reolwr y Gwasanaethau Democrataidd.

10 CYNLLUN GWAITH I'R DYFODOL

Derbyn adroddiad llafar gan Reolwr y Gwasanaethau Democrataidd.

MEMBERSHIP

Y Cynghorwyr

Joan Butterfield
Bill Cowie
Stuart Davies
Martyn Holland
Gwyneth Kensler

Barry Mellor
Bob Murray
Merfyn Parry
Arwel Roberts

COPIAU I'R:

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

PWYLLGOR GWASANAETHAU DEMOCRATAIDD

Cofnodion cyfarfod o'r Pwyllgor Gwasanaethau Democraidd a gynhaliwyd yn Ystafell Cabinet, Neuadd y Sir, Rhuthun, Dydd Gwener, 1 Gorffennaf 2016 am 10.00 am.

YN BRESENNOL

Y Cynghorwyr Joan Butterfield, Bill Cowie, Martyn Holland, Barry Mellor (Cadeirydd) a Cefyn Williams

HEFYD YN BRESENNOL

Y Cynghorydd Barbara Smith (Aelod Arweiniol dros Foderneiddio a Thai), Lisa Jones (Rhelowr Gwasanaethau Cyfreithiol) a Steve Price (Rheolwr Gwasanaethau Democraidd)

1 YMDDIHEURIADAU

Cyflwynwyd ymddiheuriad am absenoldeb gan y Cynghorydd Arwel Roberts.

2 DATGAN CYSYLLTIAD

Ni chafodd unrhyw gysylltiad ei ddatgan.

3 MATERION BRYD YN ÔL CYTUNDEB Y CADEIRYDD

Ni godwyd unrhyw fater brys.

4 PENODI IS-GADEIRYDD

PENDERFYNWYD - y dylid penodi'r Cynghorydd Bill Cowie yn Is-Gadeirydd y Pwyllgor am y flwyddyn i ddod.

5 COFNODION Y CYFARFOD DIWETHAF

Cyfeiriodd y Cynghorydd Bill Cowie at eitem 6 – Mesur Llywodraeth Leol (Cymru) – ar y cynigion i ddiwygio fframwaith deddfwriaethol Llywodraeth Leol Cymru. Roedd y Cynghorydd Cowie o'r farn bod y cynigion i uno awdurdodau unedol yn ymyriad diangen.

PENDERFYNWYD - derbyn cofnodion cyfarfod y Pwyllgor Gwasanaethau Democraidd a gynhaliwyd ar 22 Ionawr 2016 fel cofnod cywir.

6 HYFFORDDIANT A DATBLYGU AR GYFER AELODAU ETHOLEDIG

Cyflwynwyd adroddiad ar hyfforddiant a datblygu ar gyfer aelodau etholedig (wedi'i gylchredeg yn flaenorol) gan Reolwr y Gwasanaethau Democraidd (RhGD).

Dywedodd y RhGD bod y trefniadau cefnogi ar gyfer hyfforddiant a datblygu aelodau wedi symud i dîm y Gwasanaethau Democrataidd yn dilyn ailstrwythuro'r adrannau mewnol. Amlinellodd fanylion y rhaglen hyfforddi gyfredol gan gynnwys ymweliad gan Gymdeithas Llywodraeth Leol Cymru yn ddiweddarach yn y mis, er mwyn cynnal sesiwn hyfforddi ar Archwilio effeithiol a rhaglen hyfforddi fynegol ar gyfer y Cyngor newydd a fydd yn cael ei ethol ym mis Mai 2017.

Dywedodd y Cynghorydd Barbara Smith (Aelod Cabinet Arweiniol yn gyfrifol am hyfforddiant a datblygu aelodau) wrth y pwyllgor bod y rhaglen hyfforddi gyfredol yn cael ei hadolygu, tra cydnabuwyd y byddai'r rhaglen ar gyfer y Cyngor cyfredol yn dod i ben, byddai'r gwersi a ddysgwyd yn cael eu hystyried wrth lunio'r rhaglen ar gyfer y Cyngor newydd gyda chyfres o gyfarfodydd gyda swyddogion i ddatblygu'r rhaglen.

Trafodwyd y pwyntiau canlynol gan yr Aelodau:

- Adroddiadau blynyddol, newidiadau i'r templed a ddefnyddiwyd ar gyfer adroddiadau blynyddol a galluogi aelodau i gynnwys eu sylwadau eu hunain ar eu gweithgareddau a hyfforddiant.
- Byddai adolygiadau datblygiad personol ar gael o fewn y rhaglen hyfforddiant a datblygu ar gyfer y Cyngor newydd.
- Dylid sicrhau bod darpar ymgeiswyr ar gyfer y Cyngor Sir yn ymwybodol o'r galw mawr ar eu hamser gan y Cyngor a dyletswyddau etholaeth a hyfforddiant. Roedd y Pwyllgor yn gytûn y dylid cynnal sioeau teithiol ar gyfer ymgeiswyr er mwyn rhoi syniad iddynt o ofynion rôl cynghorydd sir.
- Dylid hefyd sicrhau bod ymgeiswyr yn ymwybodol bod hyfforddiant gorfodol a lefel presenoldeb dda mewn cyfarfodydd yn ddisgwyliedig gan bob aelod.
- Byddai pecyn gwybodaeth ar gyfer ymgeiswyr posibl o gymorth mawr.
- Pwysigrwyd hyfforddiant 'gorfodol' a lefelau presenoldeb yn y sesiynau.

Trafododd y Pwyllgor yr anawsterau a brofwyd gan gynghorwyr cyflogedig, wrth geisio cael amser o'u gwaith, er mwyn mynychu cyfarfodydd y Cyngor neu hyfforddiant. Cydnabuwyd y gallai busnesau bach ei gweld hi'n anodd rhyddhau staff er mwyn iddynt ymgymryd â dyletswyddau'r Cyngor ond gellid gwneud mwy i gynorthwyo aelodau cyflogedig. Mewn perthynas â rhai achosion o bresenoldeb gwael, cytunodd y Pwyllgor bod isafswm y gofyniad statudol cyfredol i aelodau fynychu 1 cyfarfod yr awdurdod yn unig o fewn cyfnod o 6 mis yn llawer rhy isel.

PENDERFYNWYD – bod y Pwyllgor yn:

- (i) Gofyn am eglurhad ar argaeledd a'r cyfyngiad ar absenoldebau er mwyn ymgymryd â dyletswyddau awdurdod lleol;***
- (ii) Argymhell i Gynulliad Cenedlaethol Cymru y dylid codi isafswm nifer y cyfarfodydd y dylai gynghorydd sir neu gynghorydd bwrdeistref sirol eu mynychu dros gyfnod o 6 mis; a***
- (iii) Cefnogi presenoldeb llawn gan aelodau mewn unrhyw sesiwn hyfforddi a nodwyd yn orfodol gan y Cyngor Sir.***

7 PRESENOLDEB AELODAU

Cyflwynodd y Pennaeth Gwasanaethau Cyfreithiol, Adnoddau Dynol a Gwasanaethau Democraidd adroddiad (wedi'i gylchredeg yn flaenorol) o ran y newidiadau y gellid eu gwneud i drefniadau pwyllgor er mwyn gwella presenoldeb aelodau.

Dywedodd y Rheolwr Gwasanaethau Cyfreithiol (RhGC) bod pryderon wedi'u codi gan rai aelodau etholedig, swyddogion a rheoleiddwyr allanol o ran lefelau presenoldeb aelodau ym mhwyllgorau ffurfiol y Cyngor. Gall camau gweithredu i wella presenoldeb gynnwys:

- Cael gwared ar y rhwystr ar Aelodau'r Pwyllgor Llywodraethu Corfforaethol rhag bod yn aelodau o unrhyw un o'r Pwyllgorau Archwilio.
- Caniatáu i Is-gadeirydd y Cyngor fod ar bwyllgorau eraill heblaw'r Pwyllgor Llywodraethu Corfforaethol. Dywedodd y RhGC y gall fersiwn newydd o Gyfansoddiad y Cyngor sy'n cael ei ddrafftio ar hyn o bryd, gael gwared â'r ddau rwystr hyn i bresenoldeb.
- Caniatáu dirprwyon mewn cyfarfodydd pwyllgor. Dywedodd y RhGC nad oedd dirprwyo yn cael eu hystyried yn ffafriol i gefnogaeth neu rediad effeithiol y cyfarfodydd pwyllgor ac felly nid oedd am eu hargymell.
- Newid nifer yr aelodau neu gworwm y pwyllgorau; nid oedd yr opsiynau hyn yn cael eu hargymell.
- Lleihau maint y Pwyllgor Cynllunio. Hysbysodd y RhGC y Pwyllgor bod Pwyllgor Cynllunio Sir Ddinbych yn anarferol o fawr gyda 30 aelod ac er nad oedd lleihad ar y gweill ar hyn o bryd gellid ei ystyried yn y dyfodol.
- Newid amseriad a lleoliad cyfarfodydd. Bydd grŵp tasg a gorffen yn cyfarfod i drafod y mater hwn.

Cefnogwyd y newidiadau arfaethedig i'r Cyfansoddiad a amlinellwyd uchod, gan Aelodau'r Pwyllgor. Mewn perthynas â chynnal cyfarfodydd gyda'r nos, awgrymodd rhai aelodau y byddai gosod cyfyngiad amser neu amser gorffen i bob cyfarfod o fantais, felly ni fyddai'r cyfarfod yn gorffen yn hwyr.

Cyfeiriodd yr Aelodau hefyd at bwysigrwydd ymddygiadau cyfarfod effeithiol, megis peidio ag ailadrodd pwyntiau siaradwyr eraill a sicrhau bod aelodau'n fwy disgybledig, gan siarad ar faterion sy'n bwysig ac yn berthnasol i'r hyn sy'n cael ei drafod yn unig. Cefnogwyd yr hyfforddiant ar sgiliau cyfarfod effeithiol, sgiliau cwestiynu a chadeirio cyfarfodydd gan y Pwyllgor.

PENDERFYNWYD – bod y Pwyllgor yn cefnogi'r opsiynau hyn i wella presenoldeb aelodau mewn pwyllgorau ffurfiol, fel yr amlinellwyd ym mharagraff 4.5 yr adroddiad.

8 COFNODION ARDDULL SIR DDINBYCH

Cyflwynodd y Rheolwr Gwasanaethau Democraidd (RhGD) adroddiad ar 'arddull mewnol' Sir Ddinbych ar gyfer cofnodi cyfarfodydd (wedi'i gylchredeg yn flaenorol).

Dywedodd y RhGD bod gan y Cyngor 'arddull mewnol' cytûn ar gyfer cofnodion a adolygwyd yn 2010 gan Fwrdd Rhaglen Trefniadau Democrataidd (a oedd yn cynnwys yr Arweinydd ac Arweinwyr Grŵp neu eu dirprwyon) a oedd yn ystyried argymhellion ar arddulliau ysgrifennu cofnodion a gyflwynwyd gan Aelod ar y cyd / gweithgor Swyddogion. Yna, cafodd y casgliadau eu dosbarthu i'r holl Grwpiau, ac ni chafwyd unrhyw sylwadau. Cytunwyd ar arddull y cofnodion i ddilyn yr egwyddorion hyn:

- Rhaid i gofnodion gael eu hysgrifennu mewn ffordd glir a chryno, heb ddefnyddio terminoleg rhy gymhleth a defnyddio Cymraeg / Saesneg clir.
- Bydd cofnodion yn canolbwyntio ar y prif bwyntiau a godwyd yn y cyfarfod sy'n berthnasol i'r eitem dan sylw, ac yna'r penderfyniad neu'r argymhelliad sy'n cael ei wneud.
- Ni fydd y cofnodion fel arfer yn cynnwys unrhyw faterion achlysurol a godwyd, a disgwylir i hyn arwain at ostyngiad yn hyd y cofnodion. Disgwylir y bydd y cofnodion yn haws i'w darllen ac yn rhatach i'w cynhyrchu (bydd cofnodion ceisiadau Trwyddedu yn parhau i gael eu cofnodi'n gynhwysfawr).
- Bydd modd i aelodau sicrhau bod sylw yn cael ei gofnodi a'i briodoli iddynt ar gais mewn unrhyw gyfarfod.

Cefnogwyd yr arddull a fabwysiadwyd ar gyfer y cofnodion gan y Pwyllgor ac amlygwyd y gallu i unrhyw aelod gael cofnodi ei gyfraniad yn y cyfarfod ar gais. Dywedodd Aelodau y dylai'r dull hwn fod yn ddigonol i ddatrys y problemau a brofwyd gan rhai aelodau gan nad oedd eu sylwadau yn cael eu cofnodi.

PENDERFYNWYD – bod y Pwyllgor Gwasanaethau Democrataidd yn cefnogi'r arddull mewnol cyfredol o gofnodi ar gyfer pwyllgorau ffurfiol.

9 RHAGLEN GWAITH I'R DYFODOL

Holodd y Rheolwr Gwasanaethau Democrataidd pa eitemau y byddai'r Pwyllgor yn dymuno eu hystyried ar gyfer ei Raglen Gwaith i'r Dyfodol.

PENDERFYNWYD – y bydd adroddiad ar Sioeau Teithiol i Ymgeiswyr a'r Rhaglen Hyfforddiant a Datblygu ar gyfer y Cyngor newydd ym mis Mai 2017 yn cael eu hystyried yn y cyfarfod nesaf.

Adroddiad i'r:	Pwyllgor Gwasanaethau Democrataidd
Dyddiad y Cyfarfod:	31 Mawrth 2017
Aelod / Swyddog Arweiniol:	Gary Williams
Awdur yr Adroddiad:	Pennaeth Gwasanaethau Cyfreithiol, Adnoddau Dynol a Gwasanaethau Democrataidd
Teitl:	Cyrff Allanol

1. Am beth mae'r adroddiad yn sôn?

Mae'r adroddiad yn ymwneud â phenodi aelodau etholedig i gyrff allanol amrywiol.

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

I geisio cael safbwyntiau aelodau ar fanteision ac anfanteision parhau i benodi aelodau i'r cyrff allanol a restrir yn Atodiad 1

3. Beth yw'r Argymhellion?

3.1 Fod y Pwyllgor yn ystyried ac yn cyflwyno sylwadau ar fanteision ac anfanteision parhau i benodi aelodau etholedig i'r cyrff allanol a restrir yn Atodiad 1.

3.2 Fod y Pwyllgor yn ystyried y canllawiau a roir i aelodau ar gyrff cyhoeddus yn Atodiad 2

4. Manylion yr adroddiad

4.1 Yn 2012, derbyniodd y Cabinet adroddiad ar benodi aelodau etholedig i gyrff allanol a gofynnwyd iddo benderfynu pa gyrff oedd yn cael eu rhestru ar y pryd ddylai barhau i dderbyn penodiadau. O ganlyniad i'r ymarferiad hwn rhoddwyd y gorau i benodi aelodau i rai cyrff allanol.

4.2 Mae Atodiad 1 i'r adroddiad yn nodi'r cyrff sydd ar hyn o bryd yn cael eu rhestru fel rhai y mae aelodau wedi eu penodi iddynt.

4.3 Mae rhai o'r cyrff hyn yn statudol o ran eu natur fel y Panel Heddlu a Throsedd a'r Gwasanaeth Tân ac Achub.

4.4 Yn dilyn yr etholiad ym Mai 2017 bydd y Cabinet yn cael cais i wneud penodiadau newydd i gyrff allanol a gofynnir i aelodau am eu safbwyntiau ynglŷn â pha gyrff y dylai'r Cyngor barhau i benodi ar eu cyfer.

4.5 Pwrpas yr adroddiad hwn yw i geisio cael safbwyntiau aelodau ynglŷn â gwerth parhau i benodi i'r cyrff hyn. Yn benodol safbwyntiau aelodau ynglŷn ag a oes cyrff y

teimla'r aelodau eu bod yn chwarae rhan bwysig yn helpu'r cyngor i gyflawni ei flaenoriaethau corfforaethol.

4.6 Mae'n bwysig nodi fod gan aelod a benodir gan y Cyngor i'w gynrychioli ar gorff allanol yr hawl i gyfrif presenoldeb yng nghyfarfod y corff hwnnw fel presenoldeb mewn cyfarfod cyngor i bwrpas penderfynu a yw eu presenoldeb yn cwrdd â'r lleiafswm statudol i ddal y swydd.

4.7 Disgwylir i aelodau sydd wedi'u penodi i gorff allanol hawlio unrhyw gostau sy'n gysylltiedig â'u gweithgarwch ar y corff hwnnw gan y corff ei hun. Os nad oes gan y corff hwnnw gynllun costau gall yr aelod hawlio unrhyw gostau o dan gynllun y Cyngor.

4.8 Y mater arall sy'n berthnasol i benodiad yr aelodau yw'r gofyniad iddynt adrodd yn ôl i'r Cyngor ynglŷn â'u gwaith gyda'r corff hwnnw. Cynigir bod aelodau a fydd yn cael eu penodi i gorff allanol yn gorfod mynychu hyfforddiant ynglŷn â bod yn aelod o gorff allanol a sut i adrodd yn ôl i'r Cyngor.

4.9 Protocol a Chanllawiau i Aelodau Etholedig a benodwyd i Gyrrff Allanol yw Atodiad 2 i'r adroddiad hwn. Mae hwn yn ffurfio sylfaen yr wybodaeth a ddarperir i aelodau fel rhan o'u hyfforddiant mewn perthynas â'u swyddogaeth ar gyrrff allanol.

4.10 Gofynnir i Aelodau ystyried i ba raddau y dylai aelodau sy'n cynrychioli'r Cyngor ar gyrrff allanol adrodd yn ôl i'r Cyngor a beth yw'r mecanwaith mwyaf priodol ar gyfer hyn. Mae Atodiad 3 yn cynnwys templed adrodd drafft i aelodau ar gyrrff allanol i'w fabwysiadu ar gyfer ystyriaeth y Pwyllgor.

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

Nid oes unrhyw effaith uniongyrchol ar flaenoriaethau corfforaethol ar wahân i'r rhai y gall fod gan y cyrrff uniongyrchol fel rhan o'u gweithrediad.

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

Nid oes unrhyw gostau uniongyrchol ar wahân i'r potensial i beth o'r costau gael eu talu i aelodau rhai cyrrff. Bydd angen peth amser swyddog i hyfforddi aelodau a gweinyddu unrhyw ofynion o ran adrodd.

7. Beth yw prif gasgliadau'r Asesiad o Effaith ar Les? Gellir lawrlwytho adroddiad cyflawn yr Asesiad o Effaith ar Les oddi ar y [wefan](#), a dylid ei gynnwys fel atodiad i'r adroddiad hwn

Nid oes asesiad o effaith wedi bod.

8. Pa ymgynghoriadau a gynhaliwyd gydag Archwilio ac eraill?

Hwn yw'r ymgynghoriad cyntaf gydag aelodau etholedig wrth baratoi am y Cyngor newydd.

9. Datganiad y Prif Swyddog Cyllid

Does dim goblygiadau ariannol uniongyrchol o ganlyniad i'r adroddiad hwn.

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

Mae potensial o risg y gallai aelodau gael eu penodi i gyrff nad oes ganddynt unrhyw gyfraniad i'w wneud i flaenoriaethau corfforaethol y Cyngor ac y byddant yn ymwneud â chyfarfodydd sy'n effeithio ar eu gallu i wneud gwaith y Cyngor. Mae risg y gall peidio cael aelodau etholedig ar rai gyrff allanol ostwng dylanwad y Cyngor a neu amharu ar berthnasoedd gyda rhanddeiliaid.

11. Grym i wneud y Penderfyniad

Nid oes angen penderfyniad.

Mae tudalen hwn yn fwriadol wag

Full Name of Organisation		Councillors Appointed	Appointed	Contact Details
Bangor University Court	<i>Llys Prifysgol Bangor</i>	G Kensler [Plaid]	Cabinet 23/10/12	Dawn-Marie Owen, Registrar's Office, Bangor University, College Road, Bangor LL57 2DG [01248 382002]
Betsi Cadwaladr Community Health Council (Denbighshire Local Committee)	Cyngor Iechyd Cymunedol Betsi Cadwaladr (Pwyllgor Lleol Sir Ddinbych)	D Owens [Con], P Prendergast [Lab]	Delegated Decision 16/07/12, 01/02/14 & 01/03/14, 25/08/2016	Dylan Murphy BCCHC, Cartrefle, Cefn Road, Wrexham LL13 9NH
BCUHB Strategic Reference Group		J Chamberlain-Jones (Lab)	Delegated decision 29/09/15	Chris Wright (Director of Corporate Services) Ysbyty Gwynedd Penrhosgarnedd Bangor LL57 2PW 01248384384
Bodelwyddan Castle Trust [Trust]	<i>Ymddiriedolaeth Castell Bodelwyddan [Ymddiriedolaeth]</i>	H Jones [Plaid], D Simmons [Lab]	Cabinet 23/10/12	Dr Kevin Mason, Bodelwyddan Castle Trust, Bodelwyddan Castle, Bodelwyddan, Rhyl, Denbighshire LL18 5YA [01745 584060]
Brickfields Pond Local Nature Reserve Management Advisory Group	<i>Grŵp Rheoli Ymgynghorol Gwarchodfa Natur Leol Pwll Brickfields</i>	P Jones [Lab],	Cabinet 23/10/12	Brickfield Pond, Ffordd Derwen, Rhyl, Denbighshire LL18 4LE [01745 356 197]
Cadwyn Clwyd Cyfyngedig [Company Ltd by Guarantee]	<i>Cadwyn Clwyd Cyfyngedig [Cwmni Cyfyngedig trwy Warant]</i>	T R Hughes [Plaid]	Cabinet 23/10/12	Cadwyn Clwyd, Llys Clwyd, Lon Parcwr Business Park, Ruthin LL15 1NJ [01824 705802]
Canolfan Seion (Denbigh Management Committee)	Canolfan Seion (Pwyllgor Rheoli Dinbych)	C Hughes [Lab]	Cabinet 23/10/12	Naylor Leyland Centre, Well Street, Ruthin, Denbighshire, LL15 1AF [01745 815897]
Clwyd Alyn Housing Association - Llys Marchan Residential Home Advisory Committee	<i>Cymdeithas Tai Clwyd Alyn—Pwyllgor Ymgynghorol Cartref Preswyl Llys Marchan</i>	B Feeley [Ind]	Cabinet 23/10/12	Simon Doherty Llys Marchan, Mwrog Street, Ruthin, Denbighshire, LL15 1LE [01824 705060]
Clwyd Leisure Ltd no longer in existence	Hamdden Clwyd Cyf.	Appointments withdrawn	Delegated Decision 12/03/12	Peter Lloyd (peter.lloyd@clwydleisure.co.uk) Clwyd Leisure Limited, 22 Parc Fforddlas, Rhyl, LL18 2QD
Clwyd Pension Fund	Cronfa Bensiwn Clwyd	H Jones [Plaid] with J Thompson-Hill [Con] substitute	Delegated Decision 02/07/12	Philip Latham, Clwyd Pension Fund, County Hall, Mold, Flintshire CH7 6NA
Clwydian Range AONB - Joint Committee	AHNE Bryniau Clwyd – Cydbwyllgor	H Jones [Plaid], H Evans [Ind]	Cabinet Nov 2013	Howard Sutcliffe, Countryside Services, Denbighshire County Council
Clwydian Range and Dee Valley Area of Outstanding Natural Beauty (AONB) Partnership		Stuart Davies (Ind), Martyn Holland (Con), Merfyn Parry (Ind) and substitute Cllr Rhys Hughes (Plaid)	Delegated Decision 05/05/15	Howard Sutcliffe, Countryside Services, Denbighshire County Council
Deeside and Yale College - Shadow Board	Coleg Glannau Dyfrdwy a Choleg Iâl – Bwrdd Cysgodi	R Hughes [Plaid]	Delegated Decision 11/07/12	Jo Tincello (jet@yale-wrexham.ac.uk) Yale College, Grove Park Road, Wrexham LL12 7AB
Deeside College Governing Body	Corff Llywodraethu Coleg Glannau Dyfrdwy	R Hughes [Plaid]	Delegated Decision 11/07/12	Bethan Lloyd-Jones (lloyd-b@deeside.ac.uk) Deeside College, Kelsterton Road, Connah's Quay, Flintshire CH5 4BR
Denbigh Lower Park Association	<i>Cymdeithas Parc Isaf Dinbych</i>	R Bartley [Ind], G Kensler [Plaid]	Cabinet 23/10/12	Medwyn Williams, 16 Ffordd Caledfryn, Denbigh, Denbighshire LL16 3JT
Denbighshire Care & Repair Agency - Strategic Business Planning Committee	<i>Asiantaeth Gofal a Thrsio Sir Ddinbych – Pwyllgor Cynllunio Busnes Strategol</i>	C Williams [Plaid], W Mullen-James [Lab]	Cabinet 23/10/12, Delegated Decision 21/8/2014	Lynda Colwell, Agency Manager, Denbighshire Care & Repair, Unit A11, Trem Y Dyffryn, Colomendy Estate, Denbigh LL16 5TX
Denbighshire Community Chest Panel	<i>Panel Cist Gymunedol Sir Ddinbych</i>	G Kensler [Plaid], C Williams [Lab]	Cabinet 23/10/12	CommunityChest, c/o Denbighshire Voluntary Services Council, Naylor Leyland Centre, Well Street, Ruthin, Denbighshire LL15 1AF [01824
Denbighshire Enterprise Agency - no longer in existence	<i>Asiantaeth Mentrau Sir Ddinbych</i>	R Bartley [Ind], M Davies [Plaid], M Holland [Con], D Owens [Con],	Delegated Decision 15/12/12	Eirlys Evans (eevans@denbighbiz.co.uk) Clwydfro Business Centre, Lon Parcwr, Ruthin, Denbighshire LL15 1NJ [01824 705782]
Denbighshire Rural Development Plan Partnership	<i>Partneriaeth Cynllun Datblygu Gwledig Sir Ddinbych</i>	H Jones [Plaid], M Parry [Ind], C Williams [Plaid], E Williams [Plaid], + M	Cabinet 23/10/12	Amy D Selby 46 Clwyd Street, Ruthin, Denbighshire LL15 1HP [01824 708247]
European Centre for Training and Regional Co-operation [Trust]	<i>Canolfan Ewropeaidd ar gyfer Hyfforddi a Chydweithio Rhanbarthol [Ymddiriedolaeth]</i>	T R Hughes [Plaid]	Cabinet 23/10/12	Sharon Thomas, Ectarc, Parade Street, Llangollen, Denbighshire LL20 8RB [01978 861514]

Heather & Hillforts Partnership Board	<i>Bwrdd Partneriaeth Grug a Bryngaerau</i>	T R Hughes [Plaid], M Holland [Con]	Cabinet 23/10/12	Fiona Gale, Denbighshire Countryside Services, Loggerheads Countryside Park, Denbighshire CH7 5LH
Joint Community Safety Partnerships - Strategic Group	<i>Cydbwyllgor Partneriaethau Diogelwch – Grŵp Strategol</i>	B Cowie [Ind], D Smith [Ind]	Cabinet 23/10/12	Sian Taylor, North Wales Police, Ffordd William MorganSt Asaph LL17 0HQ [07733012720]
Llandrillo College Governing Body [Now Local College Councils for Rhyl and Denbigh sites]	<i>Corff Llywodraethu Coleg Llandrillo [Cyngor Coleg Lleol ar gyfer safleoedd y Rhyl a Dinbych]</i>	B Mellor [Lab] for Rhyl LCC,	Cabinet 23/10/12	Caroline Williams, Coleg Llandrillo Rhos on Sea, Llandudno Road, Rhos on Sea, Colwyn Bay, LL28 4HZ [01758 701385 ext658]
Llangollen Silver Band	<i>Band Arian Llangollen</i>	T R Hughes [Plaid]	Cabinet 23/10/12	Unable to establish contact information
Local Access Forum	<i>Fforwm Mynediad Lleol</i>	M Holland [Con]	Cabinet 23/10/12	Adrian Walls (adrian.walls@denbighshire.gov.uk) Caledfryn, Smithfield Road, Denbigh LL16 3RJ [01824 706871]
Marine Lake User Forum	<i>Fforwm Defnyddwyr Marine Lake</i>	A Roberts [Plaid] as named substitute	Cabinet 23/10/12	Betty Smith, 95 Ffordd Derwen, Rhyl, Denbighshire LL18 2NA [01745 354785]
Menter Iaith Sir Ddinbych	<i>Menter Iaith Sir Ddinbych</i>	H Jones [Plaid]	Cabinet 23/10/12	Iorwen Jones (iorwen@menterdinbych.org.uk), Menter Iaith Sir Ddinbych, Adeilad Diemwnt, 6 Heigad, Dinbych Sir Ddinbych LL16 3LE [01745812822]
Mersey Dee Alliance	<i>Cynghrair Merswy a Dyfrdwy</i>	H Evans [Ind], with J Thompson-Hill [Con]	Cabinet 23/10/12	Mersey Dee Alliance, c/o Cheshire West & Chester Council, 4 Civic Way, Ellesmere Port, Cheshire CH65 0BE [01513 566567]
North and Mid Wales Trunk Road Agency [Joint Committee]	<i>Asiantaeth Cefnffyrdd Gogledd a Chanolbarth Cymru [Cydbwyllgor]</i>	D Smith [Ind]	Delegated Decision 27/06/12	NMWTRA, Unit 7, Llys Onnen, Ffordd y Llyn, Parc Menai, Bangor, Gwynedd LL57 4DF
North Wales Economic Ambition Board	<i>Bwrdd Uchelgais Economaidd Gogledd Cymru</i>	H Evans [Ind]	Cabinet 17/07/12	Glesni Williams (glesni.williams@gwyneed.gov.uk) Human Resources, Council Offices, Caernarfon LL55 1SH [01286 679 701]
North Wales Economic Forum	<i>Fforwm Economaidd Gogledd Cymru</i>	H Evans [Ind]	Cabinet 23/10/12	Henry Roberts [01745 586247]
North Wales Fire Authority (Executive Panel) [Joint Committee]	<i>Awdurdod Tân Gogledd Cymru (Panel Gweithredol) [Cydbwyllgor]</i>	M Lloyd-Davies [Plaid],	Delegated Decision 27/06/12 (updated 19/07/12)	Alwen Davies, Ffordd Salesbury, St Asaph Business Park, Denbighshire LL17 0JJ
North Wales Fire Authority [Joint Committee]	<i>Awdurdod Tân Gogledd Cymru [Cydbwyllgor]</i>	M Lloyd-Davies [Plaid], Pete Prendergast [Lab], Martyn Holland (Con) and Bill Cowie (Ind)	Delegated Decision 27/06/12 (updated 19/07/12 and 14/05/14) David Simmons until 01/01/16 DD for P Prendergast 22/03/16 DD for MH & BC 19/05/16	Alwen Davies, Ffordd Salesbury, St Asaph Business Park, Denbighshire LL17 0JJ
North Wales International Music Festival	<i>Gŵyl Gerdd Rhyngwladol Gogledd Cymru</i>	M L Davies [Plaid] D Owens [Con]	Cabinet 23/10/12	Festival Office, Irish Square, Upper Denbigh Road, St Asaph LL17 0RL [01745 584508]
North Wales Police and Crime Panel	<i>Panel Heddlu a Throsedd Gogledd Cymru</i>	Brian Blakeley [Lab]	Delegated Decision 27/06/12 (B Cowie: continued from Police Authority); Council 9/7/2013; Council 12/5/2015	Democratic Services, Conwy CBC, Bodlondeb, Conwy LL32 8DU
North Wales Police Authority [Joint Committee] no longer in existence	<i>Awdurdod Heddlu Gogledd Cymru [Cydbwyllgor]</i>	B Cowie [Ind]	Delegated Decision 27/06/12	Democratic Services, Conwy CBC, Bodlondeb, Conwy LL32 8DU
North Wales Police Authority Joint Appointments Committee [Joint Committee] No longer in existence	<i>Cydbwyllgor Penodiadau Awdurdod Heddlu Gogledd Cymru [Cydbwyllgor]</i>	J Butterfield [Lab], S Davies [Ind]	Delegated Decision 27/06/12	Democratic Services, Conwy CBC, Bodlondeb, Conwy LL32 8DU
North Wales Psychiatric Fund (Ablett Fund)	<i>Cronfa Seiciatrig Gogledd Cymru (Cronfa Ablett)</i>	R Bartley [Ind]	Cabinet 23/10/12	Alan Banks [01824 728639]
North Wales Residual Waste Joint Committee [Joint Committee]	<i>Cydbwyllgor Gwastraff Gweddilliol Gogledd Cymru [Cydbwyllgor]</i>	E Williams [Plaid], D Smith [Ind]	Delegated Decision 27/06/12	Steffan Owen, County Hall, Mold CH7 6NA
North Wales Safer Communities Board	<i>Bwrdd Cymunedau Diogelach Gogledd Cymru</i>	D Smith [Ind]	Cabinet 23/10/12	Sian Taylor, North Wales Police, Ffordd William Morgan, St Asaph LL17 0HQ [07733012720]
Scala Prestatyn Ltd no longer in existence	<i>Scala Prestatyn Cyf.</i>		Delegated Decision 12/03/13	Chris Bond, Scala Prestatyn, 47 High Street, Prestatyn, Denbighshire LL19 9AH [01745 850197]

St Kentigern Hospice, St Asaph [Trust]	<i>Hosbis Sant Kentigern, Llanelwy [Ymddiriedolaeth]</i>	D Owens [Con] with A Jones [Ind] as named substitute	Cabinet 23/10/12	Upper Denbigh Road, St Asaph LL17 0RS [01745 585221]
Taith Joint Committee [Joint Committee] no longer in existence	Cydbwyllgor Taith [Cydbwyllgor]	D Smith [Ind], H Hilditch-Roberts [Ind]	Delegated Decision 27/06/12	Lynda Hughes, Taith Office, Flint Station, Market Square, Flint CH6 5NW
Third Sector Liaison Group	<i>Grŵp Cyswilt Trydydd Sector</i>	B Feeley [Ind], H Irving [Con]	Cabinet 23/10/12	Suzanne Mollison, Naylor Leyland Centre, Well Street, Ruthin, Denbighshire, LL15 1AF [01824 702441]
Tourism Partnership North Wales	<i>Partneriaeth Twristiaeth Gogledd Cymru</i>	H Jones [Plaid]	Cabinet 23/10/12	Sian Williams, Suite 6, Carlton Court, 56 Ffordd William Morgan, St. Asaph Business Park LL17 0JG [01745585440]
Upper Denbigh Community Partnership, Management Committee	<i>Partneriaeth Cymuned Dinbych Uchaf, Pwyllgor Rheoli</i>	G Lloyd Williams [Lab], C Hughes [Lab]	Cabinet 23/10/12	Naylor Leyland Centre, Well Street, Ruthin, Denbighshire, LL15 1AF [01745 815897]
Valuation Tribunal for Wales, North Wales Region - Joint Appointing Panel	<i>Tribiwnlys Prisio Cymru, Rhanbarth Gogledd Cymru – Cyd Banel Penodi</i>	Cefyn Williams [Plaid]	Delegated Decision 20/09/2013	Gillian Kind [gillian.kind@vtw.gsi.gov.uk]
Welsh Joint Education Committee	Cydbwyllgor Addysg Cymraeg	E Williams [Plaid]	Delegated Decision 06/07/12	Gareth Pierce (gareth.pierce@wjec.gov.uk) WJEC, 45 Western Avenue, Cardiff CF5 2YX
Welsh Local Government Association - Co-Ordinating Committee	Cymdeithas Llywodraeth Leol Cymru – Pwyllgor Cydlyn	H Evans [Ind]	Delegated Decision 20/06/12	Lorraine D'Agnilli (loraine.dagnilli@wlga.gov.uk) WLGA, Local Government House, Drake Walk, Cardiff CF10 4LG
Welsh Local Government Association - Council	Cymdeithas Llywodraeth Leol Cymru – Cyngor	H Evans [Ind], J Thompson-Hill [Con]	Delegated Decision 20/06/12	Lorraine D'Agnilli (loraine.dagnilli@wlga.gov.uk) WLGA, Local Government House, Drake Walk, Cardiff CF10 4LG

Mae tudalen hwn yn fwiadol wag

18.9 Protocol and Guidance for Elected Members appointed to Outside Bodies

This guide is intended to give a general overview of issues that affect Elected Members who are involved in outside bodies, whether or not their membership arises from an appointment by the Council. Whilst it is not possible to provide a comprehensive guide to all possible situations, the Head of Legal, HR and Democratic Services and his staff will be able to offer specific advice where necessary.

In some cases, the persons appointed will be the Council representative in that they will be expected to bring knowledge and expertise of the Council Services and to represent the Council's views at meetings. However, there are a number of cases, for example if you are a trustee or company director, where you must look after that particular bodies' interests and to further their aims, not the Councils.

In all cases Members should:-

- Operate within the rules and/or constitution of the outside body
- Report back, where appropriate, to the Council or relevant committee
- Behave ethically and follow the Council's code of conduct where it applies
- Take an active and informed role in the affairs of the outside body

There are a number of types of outside bodies in which Councillors may become involved, either independently or, as a representative appointed by the Council. Some of the most common examples are

- A Public Authority
- Charitable trust
- Company limited by shares
- Company limited by guarantee
- Unincorporated association

The structure for each type of organisation, the management and the rules which govern them vary considerably. The following table shows how each type may be set up and managed.

Legal Status of the organisation	Governing Document	Management	Possible member involvement	Common types of organisation
A public authority	Constitution usually based on legislation	Authority	Member	National Parks Authority Fire & Rescue Authority
Charitable Trust	Trust Deed	Trustee meetings	Trustee	Playing field trusts
Company limited by guarantee	Memorandum and Articles	a) Board of Directors b) Meetings of members	Director	Charitable organisations, stock transfer housing companies, community associations
Company limited by shares	Memorandum and Articles	a) Board of Directors b) Meetings of shareholders	Director	Commercial organisations (e.g. joint ventures or companies providing contractual services)
Unincorporated association	Constitution	Management Committee Members meeting	Management Committee member	Community associations

In carrying out their duties as a Trustee, Director or Management Committee Member, Councillors must take decisions without being influenced by the fact that they are a Councillor. Their primary duty in acting as a representative making decisions for the outside body is to make those decisions in the interests of the organisation. However, Councillors should always ensure that their fellow directors/trustees are aware of the fact that they are Councillors.

Main Duties

The following are the main legal duties of directors of companies. Most of these obligations also apply to trustees and members of committees and associations.

Acting in Good Faith

A director's primary duty is to act in good faith, in the best interests of the organisation and its objects. All directors owe a fiduciary duty to their company, which means they owe loyalty to the company and a duty of care to act in the best interests of the company, having regard to the interests of the members or shareholders of the company, the company's employees and creditors.

Care, Diligence and Skill

Directors must exercise the same degree of care which ordinary people might expect to take on their own behalf, although they need exercise no greater skill than may reasonably be expected from persons of similar knowledge and experience.

Although directors are not bound to attend all meetings of directors, attendance should be as frequent as possible and directors should ensure that they are reasonably informed at all times. Directors should not take a passing, or passive interest in the company's financial and other affairs - they are obliged to take an active and enquiring interest in the company.

Certain duties must be performed by officials, and a Board of Directors who have made sensible arrangements authorising others to act on their behalf are entitled to trust those officials to perform their duties honestly. From time to time directors should take steps to ensure that delegated responsibilities are properly performed.

Honesty

Directors must exercise their powers for proper purposes only. They must not allow personal interests to conflict with those of the organisation.

Where a director is directly or indirectly interested in a contract or a proposed contract with the organisation, the director is legally bound by the Companies Acts to declare the nature of the interest at a meeting of the Board of Directors.

All company property in the hands of the directors or under their control must be used for the purpose of the organisation. It is improper for any director to make profit out of a transaction of the organisation or to accept financial inducements.

Not to Exceed Powers

Directors are under a duty to see that they do not act beyond the powers of the organisation. They must ensure that they do not act beyond the powers conferred on them by the Memorandum of Association or constitution. They must not act illegally.

Financial Responsibility

Directors are under a duty to ensure that the company operates within the limits of its financial resources, actual and expected. Despite the limited liability of a company, directors can incur **personal responsibility** for its debts and obligations in certain circumstances.

Directors can also be held **personally liable** if they have allowed a company to operate, or continue to operate, where there was no reasonable prospect that it could and would pay its debts, and these are left unpaid after the liquidation of the company.

It follows that Directors must be extremely scrupulous in the attention they pay to their company's present and future liquidity, and ensuring that their concerns and actions are minuted.

Compliance with the Companies Acts

Directors also have a duty to ensure that the company complies with the requirements of the Companies Acts, although they will normally look to the Company Secretary to ensure compliance.

An organisation's constitution generally says little about how the Board of Directors should run the organisation. In general, a company's Memorandum and Articles of Association will state the objectives of the organisation in the broadest terms and will provide rules for the appointment and periodic re-election of the Board of Directors. The actual responsibility for the running of the organisation is in the hands of the Board and Directors must take appropriate steps to ensure good management of their companies.

Trustees

If you are appointed as a trustee of a charity then the duties of trustees are generally the same as for a director but in addition you must make sure the trust acts in accordance with the aims and objectives of the trust and you should make sure that you have a clear understanding of what these are (there is normally a trust deed which sets these out).

Liability Issues

In cases where Councillors act in a decision-making capacity specifically in connection with the business of the outside organisation as opposed to merely exercising their role as a representative of the Council, then they will probably be regarded as serving the particular body rather than the Council. In these circumstances, the Council and its insurers may not have agreed to provide an indemnity against claims brought against them personally. Where there is any possibility of legal liability therefore, the outside organisation should provide the appropriate insurance cover for its directors, company officers, committee members etc.

The Council's insurance cover will extend to Councillors assisting outside organisations as advisers or observers, either facilitating exchanges of views or information as an extension of their Council duties or otherwise representing the Council, but the Council's insurance cover does not extend to indemnify Councillors and officials who serve in an executive capacity on an outside body. Councillors and Officers should be clear that if they serve on an outside body as decision makers, they do so in a personal capacity. Outside bodies on which Councillors serve, therefore should provide their own insurance cover.

All those organisations seeking Denbighshire County Council to make appointments will be asked to provide evidence of the level of indemnity provided for its members. Upon commencing their duties on behalf of the organisation, each Councillor should ask the organisation to provide confirmation of the validity of their indemnity arrangements.

Conflicts of Interests

Where Councillors serve as members or directors for outside bodies, it is inevitable that conflicts will arise, from time to time, between the duties they owe to the outside body and the duties they owe to the Council. Conflicting interests should be declared on every occasion. It will be a matter for the individual judgement of the Councillor as to whether he or she participates in discussion of, and votes on, the particular item of business, whether at the meeting of the outside body or a Council committee.

Decisions will be required to be made in accordance with the Code of Conduct and the rules applicable to the outside body and, where appropriate, advice should be sought and obtained from appropriate Council officials.

Provided Members are sensitive to the possibility of conflict of interest, there is no reason why they should not express a 'Council' view when acting on an outside body. However, they should make clear that they do not represent the Council on the outside body, and so cannot bind the Council by what they say. In many cases Members will be able to act as valuable links between outside bodies and the Council.

Members' Code of Conduct

When outside bodies consider issues related to your Council or where you may have a personal interest in relation to the body's activities, these need to be declared in line with the rules of the outside body and the Members Code of Conduct. The specific rules adopted by each body will vary and therefore you should ask for advice and guidance from the secretary of the organisation and/or the Monitoring Officer, as appropriate.

When the Council considers issues relating to or affecting the outside body to which you have been appointed as Council representative you must declare your personal interest in the matter in accordance with the Members' Code of Conduct. If this is your only interest then it will not be considered a prejudicial interest unless the matter relates to an approval, consent, licence, permission or registration. You will also need to ensure details of your appointment are included on the Register of interests kept by the Monitoring Officer.

Confidential information must be treated with care and if you have any doubt over the status of any information then you should keep that confidential and check with the relevant officer, whether or not it is something which is already in the public domain or which may be disclosed.

The legal position is that someone who has received information in confidence is not allowed to take improper advantage of it. Deliberate leaking of confidential information will also be a breach of the Members Code of Conduct.

Where you act as a representative of the Council on an outside body, you must comply with the Code of Conduct of that body, if it has one. If it does not, you must comply with the Members' Code of Conduct unless observance of the Code would conflict with any other obligations (i.e. the duty to act in the best interests of the outside body).

Under the Code you must not:

- disclose information given to you in confidence by anyone, or information acquired which you believe is of a confidential nature, without the consent of a person authorised to give it, or unless you are required by law to do so;

- prevent another person from gaining access to information to which that person is entitled by law.

Disclosing confidential information may also contravene other parts of the Code e.g. it may be regarded as bringing the office of Councillor or the Council into disrepute; may compromise the impartiality of people who work for the Council; may improperly confer or secure an advantage or disadvantage for you or any other person.

Registering Interests

Under the Council's Code of Conduct, Councillors are required to register their financial interests and other interests in the Council's Register of Interests within 28 days of their election or appointment. They must also notify the Council's Monitoring Officer, in writing, of changes to these details within 28 days of any such change.

Checklist for Councillors Appointed to Outside Bodies

Prior to commencing any duties relevant to the membership of an outside body organisation, Councillors need to ensure that they follow a number of steps:

- Members should ensure that prior to accepting any invitations by outside body organisations to attend their meetings and act on their behalf, that they have firstly been properly appointed on behalf of the Council.
- Members attending a meeting of an outside body organisation for the first time should ensure that they are provided by the organisation with details of the following:-
 - The purpose of the organisation, a copy of its constitution and its terms of reference.
 - A summary of the organisation's role as an employer, as a property holder and as the body responsible for the finances of the organisation.
 - The expected role of the elected Member on the organisation and the extent of their personal liability.
 - Confirmation of the detail and validity of the organisation's insurance and indemnity arrangements to protect Members acting on its behalf.
 - Details of the dates, venue and frequency of meetings which they will be invited or expected to attend.
 - Correspondence and contact details for any queries regarding the organisation and Member's roles.

**DRAFT
DENBIGHSHIRE COUNTY COUNCIL**

ANNUAL REPORT – COUNCIL REPRESENTATIVE’S ON OUTSIDE BODIES

20 /20

Name(s) of Representative(s):			
Name of Organisation:			
No. of Meetings Held:		No. of Meetings Attended	
Please give a brief description of the purpose/aims of the Organisation:			
Please give details of the key activities/achievement/outcomes during the year:			
Do you wish to continue as the Council’s representative:			
Any other comments:			

Please return this form byto

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Adroddiad i'r:	Pwyllgor Gwasanaethau Democrataidd
Dyddiad y Cyfarfod:	31 Mawrth 2017
Aelod / Swyddog Arweiniol:	Y Cynghorydd Barbara Smith / Steve Price
Awdur yr Adroddiad:	Rheolwr Gwasanaethau Democrataidd
Teitl:	Hyfforddiant a Datblygu Aelodau

1. Am beth mae'r adroddiad yn sôn?

Mae'r adroddiad yn ymwneud â rhaglen hyfforddiant a datblygu ar gyfer y Cyngor newydd yn dilyn etholiadau'r awdurdod lleol ar 4 Mai 2017.

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

I geisio safbwyntiau'r Pwyllgor ar gynnwys a chyfeiriad y Rhaglen Hyfforddiant a Datblygu.

3. Beth yw'r Argymhellion?

Bod y Pwyllgor yn ystyried ac yn cyflwyno sylwadau ar Raglen Hyfforddiant a Datblygu Aelodau (sydd ynghlwm fel Atodiad 1) ac ar hyfforddiant gorfodol.

4. Manylion yr adroddiad

Cefndir

- 4.1 Mae'r wybodaeth a adroddwyd i'r Cyngor llawn yn flaenorol yn nodi ar ddechrau 2008 roedd aelodau newydd y Cyngor yn teimlo nad oedd y rhaglen hyfforddiant a gynigiwyd iddynt yn ddigonol. Roedd y rhaglen ar gyfer tymor y Cyngor yn 2012 yn fwy cynhwysfawr ac yn blaenoriaethu sesiynau allweddol ar ddechrau'r rhaglen. Roedd blaenoriaethu'r rhaglen hyfforddiant yn ystod yr wythnosau a'r misoedd cyntaf ar ôl etholiadau mis Mai 2012 wedi arwain at sawl sylw gan aelodau fod y rhaglen yn rhy ddwys dros y cyfnod hwnnw. Roedd adborth gan yr aelodau a fynychodd y sesiynau yn gadarnhaol iawn ond roedd presenoldeb cyffredinol yn wael iawn. Trefnwyd rhai sesiynau ond bu'n rhaid eu canslo oherwydd diffyg diddordeb.

Hyfforddiant Gorfodol

- 4.2 Hyfforddiant gorfodol - hyfforddiant y mae'r Cyngor yn nodi fod yn rhaid i bob cynghorydd (neu bob cynghorydd sy'n ymgymryd â rôl benodol) ei fynychu—yn 2012 penderfynwyd mai'r rhain oedd y cod ymddygiad; cyllid; y cyfansoddiad; diogelu/rhianta corfforaethol a thrwyddedu a chynllunio ar gyfer aelodau'r pwyllgorau hynny.

4.3 Ym mis Medi 2014 ystyriodd y Cyngor yr hyfforddiant gorfodol unwaith eto ac fe benderfynwyd:

- *bod yr holl aelodau yn gorfod mynychu'r hyfforddiant gorfodol 'cyffredinol' canlynol:*
 - *Cod Ymddygiad*
 - *Diogelu / Rhianta Corfforaethol / Amddiffyn Plant*
 - *Cyllid*
 - *Cydraddoldeb*
 - *Cyflwyniad (strwythur y Cyngor, Cyfansoddiad a Diogelu Data)*
- *Mae'n rhaid i aelodau amrywiol bwyllgorau fynychu'r hyfforddiant gorfodol canlynol sy'n benodol i'r rôl, yn ychwanegol at hyfforddiant gorfodol cyffredinol, gyda chroeso i bob Aelod fynychu os yw o ddiddordeb.*
 - *Sgiliau Cadeirio (ar gyfer Cadeiryddion / Is-gadeiryddion yr holl bwyllgorau)*
 - *Archwilio (Cadeirio)*
 - *Arweinwyr Grŵp*
 - *Cabinet (gan gynnwys Siarad Cyhoeddus, siarad â'r Cyfryngau)*
 - *Pwyllgor Cynllunio*
 - *Pwyllgor Trwyddedu*

4.4 Hyd yn hyn, nid yw'r Cyngor wedi cyflwyno cosb am beidio â mynychu hyfforddiant gorfodol (heblaw'r disgwyliad na fyddai aelodau'r Pwyllgorau Cynllunio neu Drwyddedu yn pleidleisio ar faterion cynllunio neu drwyddedu os nad ydynt wedi cyflawni'r hyfforddiant gorfodol).

Rhaglen Hyfforddiant a Datblygu 2017 - 2022

4.5 Mae fersiwn drafft presennol y Rhaglen ynghlwm yn Atodiad 1 er mwyn derbyn sylwadau ac unrhyw argymhellion gan y Pwyllgor. Bydd y cyflwyniad a rhannau cynnar allweddol y rhaglen yn cael eu darparu yn unol â fersiwn derfynol y Rhaglen yn dilyn ymgynghoriad ag aelodau a swyddogion. Cynhaliwyd cyfres o sioeau teithiol cyhoeddus ar gyfer ymgeiswyr posibl ym mis Ionawr a Chwefror 2017 fel rhan o'r broses o baratoi aelodau newydd ac aelodau sy'n dychwelyd. Gofynnir i'r Cyngor newydd adolygu'r Rhaglen 5 mlynedd yn ddiweddarach eleni.

4.6 Fel yr adroddwyd i'r Aelodau yn sesiwn Briffio'r Cyngor ym mis Mawrth 2017 bydd y rhaglen newydd yn cynnwys modiwlau e-ddysgu ar gyfer aelodau, er mwyn gallu cynnal hyfforddiant a sesiynau briffio ar adegau ac mewn lleoliadau o ddewis yr aelodau. Efallai y bydd rhai o'r modiwlau hyn yn ategu at sesiynau arferol lle bo'n briodol.

Adolygiadau Datblygiad Personol

4.7 Mae Mesur Llywodraeth Leol (Cymru) 2011 yn ei gwneud yn ofynnol bod Adolygiad Datblygu Personol (ADP) ar gael i bob cynghorydd. Mae'r ADP yn darparu dull i'r aelod a'r Cyngor asesu anghenion datblygiad personol yr aelod. Byddai'r adolygiad wedi'i osod yng nghyd-destun rôl yr aelod, eu dyheadau ar gyfer yr hyn yr hoffent ei

gyflawni, diben a dyheadau'r Awdurdod ac anghenion y gymuned. Gallai'r cyfweiliad gynnwys adolygiad o hyfforddiant a datblygu a dderbyniodd yr aelod dros y flwyddyn flaenorol (neu gyfnod byrrach os yw'r cynghorydd wedi'i ethol yn ddiweddar).

- 4.8 Dylid nodi nad yw ADP yn arfarniad o berfformiad, ond yn fodd o gefnogi a datblygu aelodau. Nid yw'n ofynnol i'r Aelodau ymgymryd ag ADP ond cynigir y cyfle i bob cynghorydd yn ystod 2017.

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

Nid oes effaith uniongyrchol ar flaenoriaethau corfforaethol ond bydd darparu'r aelodau etholedig gyda'r wybodaeth a'r sgiliau i gyflawni eu rôl yn effeithio ar berfformiad a blaenoriaethau'r Cyngor drwy gydol tymor y Cyngor nesaf.

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

Fel arfer bydd y costau yn golygu amser swyddogion gan y bydd mwyafrif yr hyfforddiant yn cael ei ddarparu'n fewnol neu drwy fodiwlau e-ddysgu cenedlaethol neu ranbarthol. Bydd rhai testunau yn destun hwyluso neu adnoddau allanol a bydd ffioedd ar gyfer rhai seminarau, cynadleddau a digwyddiadau hyfforddiant allanol ar gyfer yr aelodau.

Nid yw'r costau wedi'u hamcangyfrif ar hyn o bryd gan y byddant yn dibynnu ar gwmpas y Rhaglen derfynol ac anghenion y Cyngor dros y cyfnod o 5 mlynedd. Bydd unrhyw gostau'n cael eu cynnwys yn y gyllideb a ddyrannwyd ar gyfer hyfforddiant a datblygu aelodau.

7. Beth yw prif gasgliadau'r Asesiad o Effaith ar Les? Gellir lawrlwytho adroddiad cyflawn yr Asesiad o Effaith ar Les oddi ar y [wefan](#), a dylid ei gynnwys fel atodiad i'r adroddiad hwn

Nid oes angen Asesiad o'r Effaith ar gyfer yr adroddiad hwn gan nad yw'n cynnig polisïau neu weithgareddau newydd. Bydd Deddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) a Deddf Llesiant Cenedlaethau'r Dyfodol yn ffurfio rhan o'r Rhaglen hyfforddiant.

8. Pa ymgynghoriadau a gynhaliwyd gydag Archwilio ac eraill?

Mae Rhaglen Hyfforddiant a Datblygu Aelodau wedi'i datblygu mewn ymgynghoriad â'r deilydd portffolio, y Cynghorydd Barbara Smith, ac ystyriwyd drafft cynharach o'r Rhaglen sydd ynghlwm gan aelodau etholedig mewn sesiwn Briffio'r Cyngor ar 6 Mawrth 2017.

Roedd yr Aelodau'n cefnogi amcanion a nodau'r Rhaglen Hyfforddiant a Datblygu ac fe drafodwyd materion o ran hyfforddiant gorfodol ac e-ddysgu.

Mae swyddogion ar draws gwasanaethau'r Cyngor wedi, ac yn parhau i gyfrannu, at ddatblygiad y Rhaglen.

9. Datganiad y Prif Swyddog Cyllid

Nid oedd angen datganiad ganddo ar gyfer yr adroddiad hwn.

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

Mae amrywiaeth o rolau y gall aelod etholedig eu derbyn sydd angen sgiliau a gwybodaeth y gellir eu cael, eu datblygu neu eu diweddarau drwy raglen barhaus o hyfforddiant a datblygu. Mae risgiau i'r Cyngor a'r aelodau unigol os nad yw'r Cyngor yn darparu, neu os nad yw'r aelodau yn cyflawni, hyfforddiant addas.

11. Pŵer i wneud y Penderfyniad

Nid oes angen penderfyniad ond mae Mesur Llywodraeth Leol (Cymru) 2011 yn ei gwneud yn ofynnol i bob awdurdod lleol sicrhau y darperir cyfleoedd hyfforddiant a datblygu rhesymol i'w haelodau.

MEMBER TRAINING & DEVELOPMENT PLAN 2017 – 2022 (DRAFT)

Dates & Timescales	Topic	Audience	Delivery Method	Training Materials / Course Contents	Organiser or Contact
Week One of New Council					
8 May – 12 May 2017	ICT induction & equipment handover	All members starting with new councillors	2 hour appointments for new councillors followed by 1 hour appointments with returned members.	1:1 tuition and handover.	Jane Griffiths / Sara Griffiths
9 May 2017	Acceptance of Office & Initial Code of Conduct training	All members	1:1 open appointments with the Monitoring Officer	N/A	Gary Williams
10 May 2017 Tudalen 27	Introduction to the Council, and corporate governance.	All members	Mohammed Mehmet, Gary Williams	Presentations by Mohammed and Gary	Democratic Services
	“Market Place” Introduction to service areas	All members	CET, SLT and / or nominated representatives	Delivery materials not required but Services may wish to prepare information on key issues	Individual Services / Democratic Services
11 May 2017 (tbc)	Members’ Code of Conduct / Ethics	All Members	Gary Williams / Lisa Jones	Provided by Gary & Lisa WLGA workshop materials available from Democratic Services. E-learning module in production.	Gary Williams / Lisa Jones
First 6 months					
16 May 2017 (tbc)	Members’ Code of Conduct / Ethics	All Members	Gary Williams / Lisa Jones	Provided by Gary & Lisa WLGA workshop materials available from Democratic Services.	Gary Williams / Lisa Jones

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				E-learning module in production.	
21 June 2017	Corporate Safeguarding Training for Corporate Governance Committee	Corporate Governance Committee members	Committee meeting of the 21 June being used for the training session.	Presentation of the Corporate Safeguarding Progress Report & training on relevant issues	Nicola Stubbins
21 June 2017 (tbc)	Audit and Treasury Management (for the Corporate Governance Committee)	Corporate Governance Committee members	Richard Weigh / Lisa Lovegrove / Gary Williams	An in-house session (national workshop materials available)	Richard Weigh / Lisa Lovegrove / Gary Williams
July / September 2017	Induction on the Economic and Community Ambition Strategy 2013 – 2023	All members	Economic & Business Development Team	Presented by the EBD Team	Mike Horricks / Graham Boase / Rebecca Maxwell
1 st 6 months	Social Services and Well-being (Wales) Act	All members	To be confirmed by Nicola / Phil	E learning module (employee section) available now and also local materials	Community Support Services AWA (E-learning)
2 nd 6 months	Performance Management including the Wellbeing of Future Generations Act & Impact Assessments	All Members	Workshop - Appropriate senior officers and experienced members. And e learning	Related to the Performance Management Framework, Verto, risk management, and the FGA and impact assessments. WLGA E learning available now on AWA. Strategic Planning Team materials WLGA workshop materials available from Democratic Services.	Emma Horan / Iolo McGregor AWA (E-learning)

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1 st 6 months	Introduction to equalities	All members	Presentation or Workshop and e- learning	Available now on AWA e-learning (Governors module)	Strategic Planning Team: Emma Horan / Iolo McGregor AWA (E-learning)
1 st 6 months	Corporate Safeguarding	All members	To be confirmed by the Corporate Safeguarding Group.	Available now on e-learning (AWA) (Employee section). SSIA councillor workbooks available from Democratic Services and e learning materials expected. Denbighshire specific e-learning (Liz Grieve).	Nicola Stubbins, Liz Grieve, Roger Ellerton AWA (E-learning)
1 st 6 months	Data Management and FOI	All members	Presentation or workshop and e learning	2 modules available now on AWA employees section - Data Protection Awareness (DCC section) and Freedom of Information (councillor section)	Gary Williams / Lisa Jones / Craig Berry AWA (E-learning)
1 st 6 months	Corporate Parenting	All members	To be confirmed by Nicola / Phil	Information from Nicola / Phil. SSIA councillor workbook available from Democratic Services and e learning to follow	Community Support Services AWA (E-learning)
1 st 6 months	Finance	All members	Richard Weigh 'Budget Workshop' / e-learning	Presentation / workshop coordinated by Richard Weigh / Finance	Richard Weigh / Steve Gadd AWA (E-learning)

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'Prior to first meeting' sessions could be stand-alone sessions or short introductory sessions before the start of the first meeting of the committee.					
26 May 2017 tbc	Licensing Committee	Licensing Committee members	An initial session by external trainer James Button is being planned followed by refresher sessions facilitated in-house	Provided by James Button for first session.	Ian Millington / Alison Lessels / Democratic Services
Prior to first meeting (first meeting scheduled for 14 June) Fudalen 30	Planning Committee	Planning Committee members	Graham Boase / Paul Mead	Continuation of '2 planning training events every 12 months' for each Planning Committee member as mandatory. National materials commissioned by WLGA available and resources through Positive planning advisory group expected in March 2017.	Planning & Public Protection WLGA
Prior to first meeting (first meeting scheduled for 30 June)	Standards Committee	Standards Committee members	Gary Williams / Lisa Jones	Information and materials from the Monitoring Officers' group.	Gary Williams / Lisa Jones
Prior to first scrutiny meetings	The Role of Scrutiny	All members	Steve Price / Rhian Evans	A DCC-specific introductory session on the role, powers and structure of Scrutiny in Denbighshire	Steve Price / Rhian Evans AWA (E-learning)
Prior to participating	Appointments, appeals and interview skills	Panel members	Pre-panel meeting training for the panel members.		Catrin Roberts

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Further Training for 2017					
3 October 2017	Media Training	Cabinet Members (with SLT)	Session to be held in conference room 1a, County Hall	Customers, Communications & marketing to arrange	Liz Grieve / Jacqui Pendleton
5 October 2017					
17/18 October 2017 (tbc)	WLGA Leadership Programme for Members	2 elected members with a leadership role or aspirations.	2 day residential course for North Wales authorities in the Quay Hotel, Conwy	Delivered by the WLGA	Sarah Titcombe (WLGA)
3 November 2017	WLGA regional workshop: New Councillors New Challenges. Conwy Business Centre	All new members	To include: <ul style="list-style-type: none"> • Cabinet Secretary Mark Drakeford AM • Future Generations Commissioner Sophie Howe • WLGA Chief Executive Steve Thomas • Sessions on: <ul style="list-style-type: none"> ○ Key Behaviours for Successful Councillors. ○ Digital Councillors 	WLGA	
7/8 November 2017 (tbc)	WLGA Leadership Programme for Members	2 elected members with a leadership role or aspirations.	2 day residential course for North Wales authorities in the Quay Hotel, Conwy	Delivered by the WLGA	
12/13 December 2017 (tbc)	WLGA Leadership Programme for Members	2 elected members with a leadership role or aspirations.	2 day residential course for North Wales authorities in the Quay Hotel, Conwy	Delivered by the WLGA	
Late 2017	Effective Scrutiny & Questioning Skills	Scrutiny Members	WLGA		WLGA materials

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2018						
Date tbc	Chairing Skills (meeting management)	All chairs	External facilitators E learning	To include generic chairing skills and specific committees e.g. Scrutiny / quasi-judicial / Cabinet <i>These could be held as separate sessions.</i> E learning available now on AWA	Democratic Services to commission external facilitators. AWA (E-learning)	
Tudalen 32	Date tbc	Community Leadership and Casework	All members	Senior councillor with officer support (tbc) e-learning. External facilitators.	The effective ward councillor e learning module in production for AWA.	Democratic Services AWA (E-learning)
	Date tbc	New Cabinet Development	Cabinet	External facilitators	Materials from external facilitators. Generic leadership workshops available through Academi Wales	Democratic Services to commission external facilitators. Academi Wales
Date tbc	Social Media	All members	Liz Grieve & the Communications Team	E learning to be created Update of Social media handbook in drafting by WLGA	Liz Grieve / Jacqui Pendleton AWA (E-learning)	
Further or Repeat Sessions						
4 dates to be confirmed for the 2017/18 Council year	Planning Committee	Planning Committee members	Graham Boase / Paul Mead	Assume continuation of '2 planning training events every 12 months' for each Planning Committee member as mandatory.	Planning & Public Protection	

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Dates tbc	Licensing Committee	Licensing Committee	Licensing Committee members	Ian Millington / Alison Lessels and / or consultant James Button	Ian Millington / Alison Lessels
Dates tbc	Members' Code of Conduct / Ethics	All members	Gary Williams / Lisa Jones	Provided by Gary & Lisa WLGA workshop materials available from Democratic Services. E-learning module in production.	Gary Williams / Lisa Jones
Future Training					
Date tbc	Housing Strategy	All members	Tbc. Requested by the Performance Scrutiny Committee in March 2017.	Tbc	Graham Boase
Date tbc	Gypsy & Traveller Cultural Awareness and Equalities	All members	Tbc	Likely to include statutory obligations, awareness of equality legislation.	Kim Waller / Angela Loftus
Date tbc	Wellbeing of Future Generations Act & Impact Assessments	All members	Periodic training as requested by Partnerships Scrutiny in March 2017.	Tbc	Emma Horan

Mae tudalen hwn yn fwiadol wag