

Swydd Ddisgrifiad Cadeirydd/Is-Gadeirydd Archwilio

1. PRIF GYFRIFOLDEBAU

- I'r Cyngor Llawn

2. PWRPAS Y RÔL

- Darparu arweinyddiaeth a chyfeiriad.
- Cymryd rhan yn llawn yng ngweithgareddau'r Pwyllgor Archwilio, datblygu a chyflwyno ei raglen waith ac yn unrhyw grwpiau gorchwyl a gorffen cysylltiedig.
- Cynorthwyo wrth ddatblygu a monitro effaith polisi'r Cyngor.
- Gwneud y gweithredwr yn gyfrifol, monitro perfformiad a chyflwyno gwasanaethau a herio penderfyniadau trwy'r trefniadau galw i mewn lle bo hynny'n briodol.
- Datblygu blaenraglen waith y pwyllgor.
- Adrodd ar gynnydd yn erbyn y rhaglen waith i'r Cyngor ac i bobl eraill fel sy'n briodol.
- Rheoli cyfarfodydd yn hyderus ac yn effeithiol i hwyluso cynhwysiant, cyfranogiad a gwneud penderfyniadau clir gan sicrhau bod amcanion y cyfarfod yn cael eu diwallu, ac y glynir wrth y cod ymddygiad, rheolau sefydlog a gofynion sefydliadol eraill.
- Gweithredu fel canolbwynt cysylltu rhwng y cyngor, y gymuned a chyrrff allanol mewn perthynas â'r swyddogaeth archwilio.
- Annog cyfraniadau effeithiol gan holl aelodau'r pwyllgor yn y pwyllgor a'r grwpiau gorchwyl a gorffen.
- Asesu perfformiadau unigol a chyfunol yn y pwyllgor a chysylltu â'r Arweinydd Grŵp perthnasol i symud cyfleoedd hyfforddi a datblygu yn eu blaenau.
- Diwallu cyfrifoldebau rôl yr aelod etholedig.

3. GWERTHOEDD a DISGWYLIADAU

- Ymroi i werthoedd Cyngor Sir Ddinbych a'r gwerthoedd canlynol mewn swydd gyhoeddus:
 - Balchder
 - Hygrededd
 - Parch
 - Undod
- Mynychu pob cyfarfod perthnasol.
- Cynnal materion yn electronig, h.y. cyfarfodydd a chyfathrebu, lle bo'n bosibl yn y Cyngor.
- Mynychu hyfforddiant gorfodol fel y dynodwyd yn y cod ymddygiad a'r cyfansoddiad.
- Cymryd rhan mewn adolygiad datblygu blynyddol i wella'n barhaus perfformiad yr aelod a'r Cyngor.
- Esbonio a chyfrif am berfformiad personol fel Cynghorydd Sir yn rheolaidd, yn enwedig trwy gyhoeddi Adroddiad Blynyddol ar wefan y Cyngor.

Role Description Scrutiny Chair/Vice-Chair

1. PRINCIPAL ACCOUNTABILITIES

- To Full Council

2. PURPOSE OF ROLE

- Providing leadership and direction
- To participate fully in the activities of the Scrutiny Committee, the development and delivery of its work programme and any associated task and finish groups.
- To assist in the development and monitor impact of Council policy
- To hold the executive to account, monitoring performance and service delivery and challenge decisions through the call in arrangements where appropriate.
- To develop a forward work programme of the committee.
- To report on progress against the work programme to Council, and others as appropriate
- To provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making ensuring that meeting objectives are met, and the code of conduct, standing orders and other constitutional requirements are adhered to.
- To act as a focus for liaison between the council, community and external bodies in relation to the scrutiny function.
- To encourage effective contributions from all committee members in both committee and task and finish groups
- To assess individual and collective performance within the committee and liaise with the relevant Group Leader to progress training and development opportunities.
- Fulfil the accountabilities of the elected member role.

3. VALUES and EXPECTATIONS

- To be committed to the values of Denbighshire County Council and the following values in public office:
 - Pride
 - Integrity
 - Respect
 - Unity
- Attend all relevant meetings
- Carry out business electronically i.e. meetings and communication, wherever possible
- To attend mandatory training as specified in the code of conduct and the constitution.
- To participate in an annual development review to continually improve the performance of the member and the Council.
- To explain and account for personal performance as a County Councillor on a regular basis, particularly through the publication of an Annual Report on the Council's web site.