

Meeting of:	<b>Cabinet</b>
Date of Meeting:	<b>Monday, 14 February 2022</b>
Relevant Scrutiny Committee:	Corporate Performance and Resources
Report Title:	Draft Candidate & Elected Member Handbook (2022 Edition).
Purpose of Report:	To seek Cabinet approval of the draft Candidate & Elected Member Handbook (2022 Edition) content, ahead of publication, in preparation for the 2022 Local Government Election to inform potential candidates and support the Council's ongoing Member Development Programme.
Report Owner:	Executive Leader and Cabinet Member Performance and Resources
Responsible Officer:	Jeff Rees, Head of Democratic Services
Elected Member and Officer Consultation:	Monitoring Officer / Head of Legal and Democratic Services.
Policy Framework:	This is a matter for Executive decision.
<p>Executive Summary:</p> <p>A Candidate &amp; Elected Member Handbook is an important information resource as it enables all Election Candidates who eventually become Elected Members to quickly become familiar with how the Council works, support available to them, the rules and procedures under which the Council operates and the complexities of the Elected Member role.</p> <p>The next Local Government (LG) Election is scheduled for 5th May 2022 with the deadline for Candidate Nominations being 4pm on 5th April 2022.</p>	

## **Recommendations**

1. T H A T subject to any proposed amendments from the Cabinet being made beforehand, the draft Candidate & Elected Member Handbook (2022 Edition), attached as Appendix A to the report, be approved.
2. T H A T subject to recommendation 1, the Candidate & Elected Member Handbook (2022 Edition) be made available to all potential and prospective Local Government Election 2022 Candidates by the Head of Democratic Services.
3. T H A T subject to recommendation 1, an electronic copy of the Candidate & Elected Member Handbook (2022 Edition) be uploaded to the Council's Website via its 'Becoming A Councillor' page, Member Committee Hub, Member Desktop 'How-To' Folder and MemberNet Homepage.
4. T H A T the Head of Democratic Services be authorised, in consultation with the Chief Executive, the Council's Monitoring Officer/Head of Legal and Democratic Services and the Leader, to make amendments to the Handbook content relating to changes in Council policies, legislation, the Council's Constitution and any minor typographical errors.

## **Reasons for Recommendations**

1. To facilitate the approval and subsequent publication of a 2022 Edition Candidate & Elected Member Handbook as part of the 2022 Local Government Election Nomination Process and the Council's ongoing Member Development Programme.
2. To manage Election Candidate expectations of the Elected Member role and ensure that Elected Members have important information available to them at the earliest opportunity.
3. The Candidate & Elected Member Handbook (2022 Edition) is readily available to all Elected Members whenever required during their term in office.
4. To ensure that the Handbook content remains accurate prior to first publication (paragraph 2.2 refers) and reflects up to date legislation.

## **1. Background**

- 1.1 The functions of the Head of Democratic Services are set out in the Local Government Measure (Wales) 2011 and relate particularly (but not exclusively) to the provision of advice and support to Elected Members.
- 1.2 A Candidate & Elected Member Handbook is an important information resource as it enables all Election Candidates who eventually become Elected Members to quickly become familiar with how the Council works, support available to them, the rules and procedures under which the Council operates and the complexities of the Elected Member role.

- 1.3** The Candidate & Elected Member Handbook (2022 Edition) has been collated by Democratic & Scrutiny Services Officers who provide front line support to all Elected Members and have in-depth knowledge of day-to-day member support needs.
- 1.4** Progress to date, for collating the Handbook, has been monitored under the Audit Wales (formerly Wales Audit Office) Action Plan in response to the 2018 Audit Wales "Overview and Scrutiny Fit for the Future?" review as monitored by the Scrutiny Chair and Vice-Chair Group.
- 1.5** A supporting Project Brief (Appendix B) and Project Timeline (Appendix C) have been produced by the Democratic & Scrutiny Services Team.
- 1.6** On 11th March 2020, the Scrutiny Committee Chair and Vice-Chair Group was presented with a draft table of contents for the Handbook. The Group subsequently decided that the draft table of contents be shared with all Elected Members for their input. The draft list was subsequently emailed to all Elected Members following the meeting with no further comments being received.
- 1.7** On 12th July 2021, the Democratic Services Committee was presented with the draft handbook content, in word document format, for consideration. Following committee comments, changes were made to sections (5) and (35) respectively:
- (5) Councillor Role Description & Person Specification  
An additional bullet point added to the list of requirements for a Councillor to fulfil their role as follows:
- A pro-active attitude and willingness to design and/or contribute to solutions rather than simply signposting individuals.
- (35) Councillors Guide to Personal Safety  
Additional content added to further emphasise how Councillors should conduct themselves with members of the public (and officers) to stay safe as well as the importance of Safeguarding and Basic Principals/Common Sense for staying safe.
- Members were complementary of the content and resolved that the draft Candidate and Elected Member Handbook (2022 Edition), attached as Appendix A to the report, be endorsed and referred to Cabinet for approval.
- 1.8** As per the Project Timeline (Appendix C) and since consideration by the Democratic Services Committee, the Handbook content has been presented for corporate graphics and Welsh translation and Cabinet are now presented with the first graphics draft at Appendix A.
- 1.9** The Candidate & Elected Member Handbook will also be published against the background of the Council's Corporate Plan 2020 - 2025 to ensure that Members are qualified to contribute to the Council's vision of 'Working together for a brighter future,' via the five ways of working and four well-being objectives:
- To work with and our communities;
  - To support learning, employment and sustainable economic growth;
  - To support people at home and in their community; and
  - To respect, enhance and enjoy our environment.

## **2. Key Issues for Consideration**

- 2.1** The next Local Government (LG) Election is scheduled for 5th May, 2022 with the opening of Candidate Nominations being on 22nd March and the close of Candidate Nominations 4pm on 5th April 2022. .
- 2.2** Prior to the opening of Candidate Nominations, the Council will be facilitating 'Becoming a Councillor' Open Day Events for the general public on Thursday 10th March 2022 . These events will be advertised on the Council's Website and via the Council's social media channels. Three 1.5hr sessions will be offered at different times of the day. It is proposed that the Handbook be shared with prospective Candidates electronically as part of the 'Becoming a Councillor' events.
- 2.3** In preparation for the last local election held in 2017, on the close of nominations, the Head of Democratic Services wrote to all Candidates by post to inform them of the Council's Member Development Programme should they be elected. It is proposed that the Handbook also be shared electronically as part of this process in 2022.
- 2.4** For the 2017 Local Government Election there were 159 (Vale seats only) Candidates nominated. To minimise printing costs, it is proposed that the Handbook be emailed to all candidates as an attachment to the electronic letter received from the Head of Democratic Services as per paragraph 2.3 above. Hardcopies will only be provided on request.
- 2.5** The Handbook has been written taking in to account information available via the following sources:
- Vale of Glamorgan Constitution;
  - Vale of Glamorgan Public Website;
  - Vale of Glamorgan StaffNet (MemberNet);
  - Vale of Glamorgan Cabinet and Scrutiny Roles & Responsibilities Protocol
  - Vale of Glamorgan 2017 Member Development Training Materials
  - Vale of Glamorgan Member Schedule of Remuneration
  - Vale of Glamorgan ICT Code of Conduct
  - Vale of Glamorgan GDPR Privacy Notice
  - Vale of Glamorgan Care First Service
  - Vale of Glamorgan Member Surveys
  - Vale of Glamorgan Member Personal Development Reviews (PDRs)
  - Democratic & Scrutiny Services Officer Knowledge / Discussions with Members
  - IRPW: February 2021 Annual Report
  - WLGA Council: Diversity in Democracy 2021 Report
  - WLGA Social Media A Guide for Councillors
  - Local Government (Wales) Measure 2011 and associated guidance
  - Local Government & Elections (Wales) Act 2021 and associated guidance; and
  - WLGA Member Competency Framework 2021.
- 2.6** As an electronic document, the Handbook content may be edited when necessary without incurring significant re-printing costs. The Handbook will be subject to change based on updates to legislation and policies and updated

regularly when required. The Handbook will remain in draft until the point of first publication at which time it will transfer to copy (edition).

- 2.7** The Handbook sits under the Vale of Glamorgan Member Development Strategy and alongside the 2022 Member Induction & Development Programme.

### **3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?**

- 3.1** The Well-being of Future Generations (Wales) Act sets out a duty for the Council to ensure the Sustainable Development Principle underpins all of the work undertaken by the Authority. Requiring us to demonstrate how decisions are formulated, taken and scrutinised via five ways of working, the Act underpins the Council's Corporate Plan. The approach to developing the Handbook is collaborative and involving and the contents of the Act will be used to inform the development of information within the Handbook over the coming years.
- 3.2** This report seeks to update Cabinet and Members of the Council on progress in relation to the requirements of the LG&E (Wales) Act 2021. The matters raised in this report will contribute to the achievement of the Council's well-being objectives, in particular commitments to enhance public participation and engagement, to support elected members, the use of digital technology and work to tackle climate change. The proposals as set out in the report demonstrate the Council's consideration of the five ways of working, with a particular emphasis on involvement, collaboration and thinking to the longer-term.

## **4. Resources and Legal Considerations**

### **Financial**

- 4.1** The Handbook is primarily an electronic document however, the cost of producing hard copies for Elected Members on request will be met within the existing budget.

### **Employment**

- 4.2** The main implication will be in terms of officer time.

### **Legal (Including Equalities)**

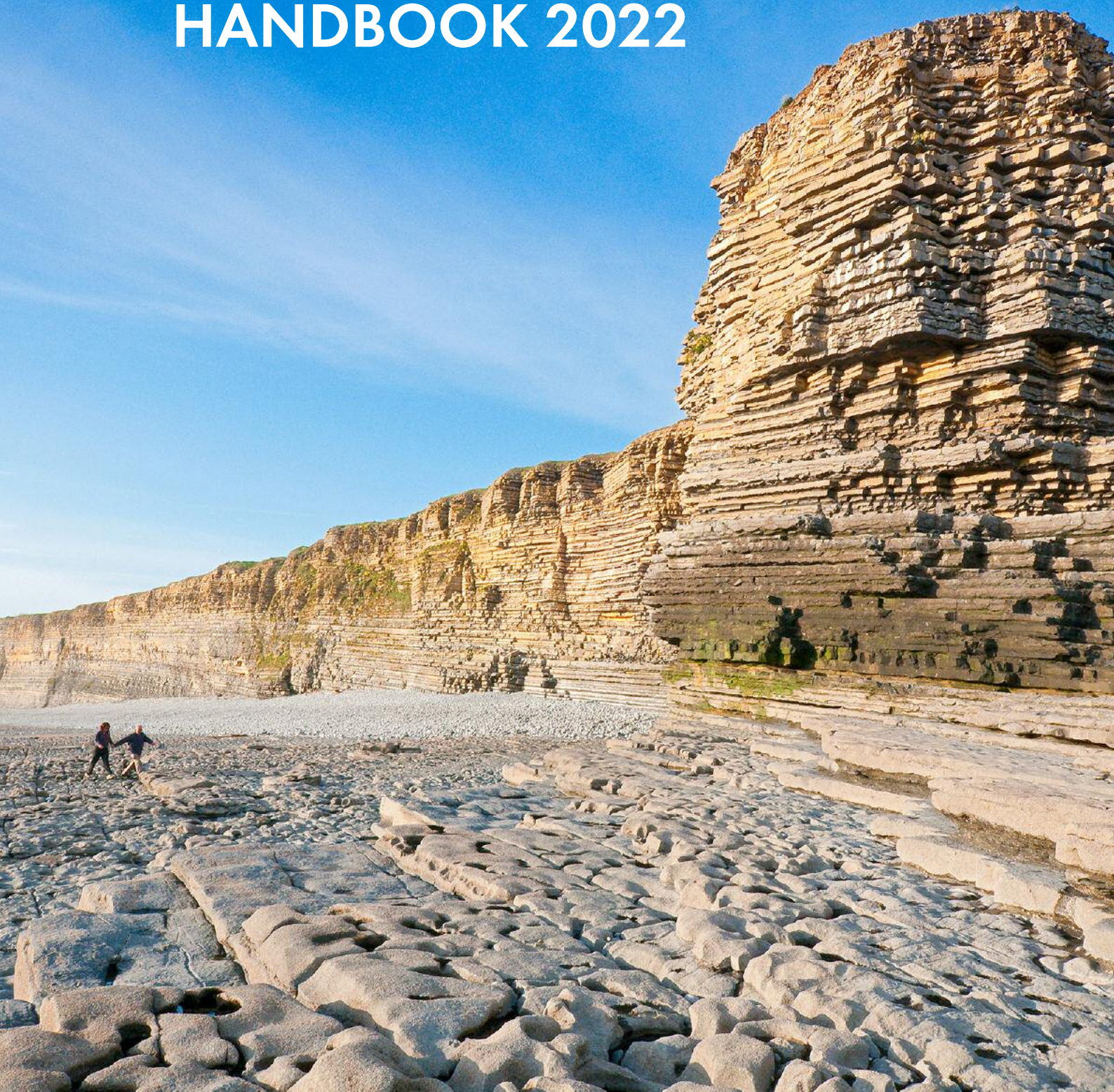
- 4.3** Member support and development is a requirement of the Local Government Measure (Wales) 2011.

## **5. Background Papers**

[Local Government \(Wales\) Measure 2011 and associated guidance documents.](#)

The Vale of Glamorgan Council

# Candidate and Elected Member HANDBOOK 2022



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## 1.1 Democratic and Scrutiny Services

Introduction. Candidate and Elected Member Handbook 2022

Hello

Thank you for taking an interest in our Candidate & Elected Member Handbook.

Local Government Elected Members are entitled to Corporate Support in line with the requirements of the Local Government (Wales) Measure 2011 and the Democratic & Scrutiny Services Division exists to provide such support.

Democratic & Scrutiny Services forms part of the Resources Directorate within the Council. The Division comprises distinct service elements:

- Democratic and Scrutiny Services
- Registration Service
- Record Management / Land Charges / Commons Registration Authority; and
- Cabinet and Mayoral functions.

It is responsible for developing and supporting effective decision-making processes, the Council's scrutiny function and committee arrangements as well as independently administering the school appeals service, providing advice and support for elected Members, that includes the Council's Constitution, Members' Code of Conduct and Member Development and supporting the cabinet and mayoral functions.

It is recognised that the majority of information shared with Elected Members is also relevant and of interest to Election Candidates, so the information contained within this handbook has been written with both Election Candidates and already Elected Members in mind.

We hope that the information contained herein provides you as the reader with a realistic idea of the Elected Member role and the support processes in place for Elected Members to meet their responsibilities.

This Handbook also helps to prepare Elected Members for the Council's Corporate Member Induction and Development Programme that will commence immediately after their election. The Handbook will be subject to change based on updates to legislation and policies and updated regularly when required.

If you have any questions, at any time, please do not hesitate to get in touch:

### **Monitoring Officer, Head of Legal and Democratic Services**

*Debbie Marles*

01446 709482

DMarles@valeofglamorgan.gov.uk

### **Head of Democratic Services**

*Jeff Rees*

01446 709 413

JERees@valeofglamorgan.gov.uk

### **Principal Democratic & Scrutiny Services Officer**

*Karen Bowen*

01446 709 856

KBowen@valeofglamorgan.gov.uk



“...provides you as the reader with a realistic idea of the Elected Member role...”





## 1.2 Term of Office

Introduction. Candidate and Elected Member Handbook 2022

The next Local Government Election is scheduled for May 5th, 2022.

Individuals who are elected at this time will ordinarily remain in office for a 5-year term until such time that another Local Government Election is held (in 2027) or they resign from their post.

At the start of their 5-year term, each Elected Member (Councillor) will be asked to sign a Declaration of Acceptance of Office at the Member Induction Event in the presence of the Chief Executive of the Council; currently Mr Rob Thomas.

The declaration states that an individual will duly and faithfully fulfil the duties of their office according to the best of their judgement and ability as well as observe the Vale of Glamorgan Members Code of Conduct (see section 3.15).

An Elected Member is a public official and therefore the Council has a duty to publish contact information and any interests (see section 3.16) the Councillor may have. These details are available on the council's public website:

[https://www.valeofglamorgan.gov.uk/en/our\\_council/Council-Structure/councillors/Councillors.aspx](https://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/councillors/Councillors.aspx)

“...will duly and faithfully fulfil the duties of their office according to the best of their judgement and ability...”

## 1.3 The Annual Meeting

### Introduction. Candidate and Elected Member Handbook 2022

The Annual Meeting (formally known as the Annual General Meeting – AGM) marks the start of each municipal year.

In a year when there is an ordinary election of Councillors, the Annual Meeting will take place within twenty-one days of the retirement of the outgoing Councillors. In any other year, the Annual Meeting will take place in March, April, or May.

The Annual Meeting will be the first meeting with the Full Council (all 54 Councillors) present.

Councillors will have an allocated seat and microphone and will be grouped within their political party. They will be asked to declare themselves as present during the roll call at the start of the meeting by briefly standing when the Chief Executive calls their name.

Agenda items for the meeting are centred around setting individual roles, committee memberships and future Full Council meeting dates so it is an important meeting to set out the municipal year ahead. An example of the agenda can be found here:

[https://www.valeofglamorgan.gov.uk/en/our\\_council/Council-Structure/minutes,\\_agendas\\_and\\_reports/agendas/annual\\_meeting/21-05-10.aspx](https://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/minutes,_agendas_and_reports/agendas/annual_meeting/21-05-10.aspx)

The outgoing Mayor will open and chair the meeting until handing over to the newly elected Mayor during proceedings.

There are certain processes and rules that members abide by during Full Council meetings and these are known as Standing Orders. These are set out in section four of the Council's Constitution:

[https://www.valeofglamorgan.gov.uk/Documents/\\_Committee%20Reports/Committee%20Information/Constitution/June-2018/Section-4.pdf](https://www.valeofglamorgan.gov.uk/Documents/_Committee%20Reports/Committee%20Information/Constitution/June-2018/Section-4.pdf)

A 'Rules of Debate' training session will be offered to all Elected Members as part of the Member Induction & Development Programme (see page 3.21).

“...the Annual Meeting will take place within twenty-one days of the retirement of the outgoing Councillors.”



## 1.4 Councillor Job Roles

### Introduction. Candidate and Elected Member Handbook 2022

The Council is comprised of fifty-four Councillors elected ordinarily every five years.

Each Councillor is democratically accountable to the residents of their electoral division (ward) as well as all of those who live in the Vale of Glamorgan.

The overriding duty of Councillors is to the whole community, but they have a special duty to their constituents, including those that did not vote for them.

As well as being a Local Ward Member, Elected Members may also have other roles as part of wider council functions:

#### The Mayor

The Mayor must be an Elected Member of the Council. They are elected into office at the Annual Meeting of the Council in May and their year of office runs to May of the following year.

The Mayor will wear their chains of office when they attend functions on behalf of the Council.

The procedural role of the Mayor is to preside over the principal meetings of the Council that are held at least five times a year. If they are not present at any meeting of the Council, then the Deputy Mayor has to preside. The duties of the Mayor at Council meetings are set out in the Local Government Act 1972 and include the requirement to use a second or casting vote when necessary.

The Mayor also has a ceremonial role where they act as an ambassador for the Council.

#### The Leader

The Leader is the political head of the Council and also the Leader of the majority political group(s).

The Leader remains in office until:

- they resign from the office;
- they are suspended from being a Councillor under Part III of the Local Government Act 2000 (although they may resume office at the end of the period of suspension);
- they are no longer a Councillor;
- the next local government election. The Council may remove the Leader from office at an earlier date, but only in the event of a vote of no confidence in the Leader or a change in political control of the Council.

The Leader's primary role is to steer the policies of the ruling Group through the Council.

The Leader appoints the Deputy Leader and the Executive (Cabinet) and advises Council at the Annual Meeting. With them, the Leader agrees the Council's Forward Plan which sets out when decisions are to be made by Cabinet.

In line with the Local Government and Elections (Wales) Act 2021, the Leader will also decide upon entitlement of job sharing for Cabinet Members and Committee Chairs to support diversity in local government democracy.



## 1.4 Councillor Job Roles (continued)

Introduction. Candidate and Elected Member Handbook 2022

### Chair or Vice-Chair of Committees, Groups and Panels

The role of every Chairperson is to provide confident and effective management of meetings to facilitate inclusivity, participation, and clear decision-making.

The various Job Descriptions and Person Specifications can be found in Section 24 of the Council's Constitution:

[https://www.valeofglamorgan.gov.uk/Documents/\\_Committee%20Reports/Committee%20Information/Constitution/June-2018/Section-24.pdf](https://www.valeofglamorgan.gov.uk/Documents/_Committee%20Reports/Committee%20Information/Constitution/June-2018/Section-24.pdf)

### Member Champions

Member Champions exist to provide a voice for traditionally underrepresented groups, or issues which need to be kept at the forefront of Council business, although they may not be the responsibility of any individual or committee.

Member Champions are Councillors who, in addition to their other Council responsibilities, make sure that the issue or group that they are championing are considered when Council policy is being developed and decisions are made.

The Leader appoints the Member Champions and advises Council at the Annual Meeting. The current list of Member Champions can be found on the Council's website:

[https://www.valeofglamorgan.gov.uk/Documents/\\_Committee%20Reports/Annual%20Meeting/2021/Executive-Arrangements.pdf](https://www.valeofglamorgan.gov.uk/Documents/_Committee%20Reports/Annual%20Meeting/2021/Executive-Arrangements.pdf)

### Outside Bodies & Organisations

Councillors also represent the Council at meetings of outside bodies and organisations.

Partnership working is a key ethos for the Vale of Glamorgan Council as a whole and therefore Councillor Representatives play an important role.

### Political Group Leaders

Political Group Leaders are nominated by and accountable to their political group. They provide political leadership and act as a political figurehead and spokesperson for their group.

They provide leadership in the constructive challenge of the Council's policies by providing strong, clear leadership in the co-ordination of alternative policies, strategies, and service delivery.

In line with the Local Government and Elections (Wales) Act 2021, Group Leaders have a duty to promote and maintain high standards of conduct by members of their group.





## 1.5 Councillor Role Description & Person Specification

Introduction: Candidate and Elected Member Handbook 2022

### Elected Member Role Description

An Elected Member (Councillor) is accountable to:

- The Full Council.
- To the electorate of their ward; and
- To the electorate of the Vale of Glamorgan as a whole.

A Councillor's purpose is to proactively represent and support communities:

- To represent ward interests.
- To be an advocate for the Council in the ward and communities they serve.
- To be a channel of communication to the community on Council strategies, policies, services, and procedures.
- To represent individual constituents and local organisations, undertaking casework on their behalf and serving all fairly and equally.
- To liaise with Executive (Cabinet) Members, other Council Members, Council Officers, and partner organisations to ensure that the needs of the local communities are identified, understood, and supported; and
- To promote tolerance and cohesion in local communities.

Councillors also make decisions and oversee the Council's performance:

- To participate in Full Council meetings, reaching and making informed and balanced decisions, and overseeing performance.
- To participate in informed and balanced decision-making on committees and panels to which they might be appointed.
- To adhere to the principles of democracy and collective responsibility in decision-making.
- To promote and ensure efficiency and effectiveness in the provision of Council and other public services.

Councillors are representatives of the Council:

- On local outside bodies as an appointee of the Council.
- To represent the Council on local partnership bodies, promoting common interest and co-operation for mutual gain.
- To represent and be an advocate for the Council on national bodies and at national events.

“...to ensure that the needs of the local communities are identified, understood, and supported...”

## 1.5 Councillor Role Description & Person Specification (continued)

### Introduction. Candidate and Elected Member Handbook 2022

It is essential that Councillors have regard to Internal Governance, Ethical Standards and Relationships:

- To promote and support good governance of the Council and its affairs.
- To provide community leadership and promote active citizenship.
- To promote and support open and transparent government.
- To support, and adhere to respectful, appropriate, and effective relationships with employees of the Council.
- To adhere to the Members' Code of Conduct, the Member/Officer Protocol, and the highest standards of behaviour in public office.

#### **A Councillor never stops learning and takes responsibility for their Personal and Role Development:**

- To participate in opportunities for Member Development provided for Members by the Authority.

A Councillor must be committed to the following values and principles of the Council which govern the conduct of Members of the Council:

- |                            |                                   |
|----------------------------|-----------------------------------|
| ● Selflessness.            | ● Objectivity in decision-making. |
| ● Honesty.                 | ● Equality and respect.           |
| ● Integrity and propriety. | ● Openness.                       |
| ● Duty to uphold the law.  | ● Accountability.                 |
| ● Stewardship.             | ● Leadership.                     |

#### **Elected Member Person Specification**

To fulfil their role as laid out above, an effective Councillor requires the following:

To represent and support communities:

- Good advocacy skills.
- Interpersonal skills.
- Integrity and the ability to set aside own views and act impartially.
- The ability to present relevant and well-reasoned arguments.
- Good communication skills.
- A pro-active attitude and willingness to design and/or contribute to solutions rather than simply signposting individuals.

When making decisions and overseeing Council performance:

- Knowledge and understanding of meetings law, rules, and conventions.
- An understanding of strategic, policy and service contexts for decisions.
- The ability to challenge ideas and contribute positively to policy development.



## 1.5 Councillor Role Description & Person Specification (continued)

### Introduction. Candidate and Elected Member Handbook 2022

When representing the Council:

- Good public speaking skills.
- Good presentation skills.
- The ability to persuade others and act with integrity.

To maintain high levels of Internal Governance, Ethical Standards and Relationships:

- An understanding of the roles of Officers, Members, and different agencies.
- Respect for, and desire to work with, different groups and individuals.
- Have knowledge and understanding of the Code of Conduct and Member/ Officer Protocol.
- A knowledge and commitment to the values of the Council.

To manage their own Personal and Role Development:

- An ability to assess personal and role development needs.
- Desire and skills to participate in development.

The Vale of Glamorgan Council made a Diversity in Democracy Declaration that was formally agreed on 26th July 2021. The declaration sets out the Council's public commitment to improving diversity in democracy, demonstrating an open and welcoming culture to all whilst promoting the highest standards of behaviour and conduct. A press release regarding the declaration can be found here:

[https://www.valeofglamorgan.gov.uk/en/our\\_council/press\\_and\\_communications/latest\\_news/2021/July/Vale-of-Glamorgan-Council-to-make-Diverse-Council-Declaration.aspx](https://www.valeofglamorgan.gov.uk/en/our_council/press_and_communications/latest_news/2021/July/Vale-of-Glamorgan-Council-to-make-Diverse-Council-Declaration.aspx)

Section 5 of the Local Government (Wales) Measure 2011 contains a requirement for Local Authorities to make provision, from April 2012, for each Councillor to make a voluntary Annual Report on their activities and to publish said reports.

Therefore, Councillors can present a report to the Head of Democratic Services that details the council and outside body positions the Councillor has held over the last municipal year as well as their constituency activity and achievements, learning and development and priorities for the year ahead.

A report template is available to Councillors on request from the Democratic & Scrutiny Services Team and previously published reports are available on the Council's website:

[https://www.valeofglamorgan.gov.uk/en/our\\_council/Council-Structure/councillors/Annual-Reports.aspx](https://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/councillors/Annual-Reports.aspx)



“...an open and welcoming culture to all whilst promoting the highest standards of behaviour and conduct.”

## 2.6 The Constitution

### Decision Making. Candidate and Elected Member Handbook 2022

The Vale of Glamorgan Council Constitution provides an important means of enabling councillors, officers, citizens, and stakeholders to understand how the Council makes decisions and who is responsible for those decisions.

It describes the various bodies that make up the Council, their functions, membership, and procedural rules so it is quite a lengthy document.

The aims of the Constitution are to:

- Enable the Council to provide clear leadership to the Community in partnership with citizens, businesses, and other organisations.
- Support the active involvement of citizens in the process of local authority decision-making.
- Help Councillors represent their constituents more effectively.
- Enable decisions to be taken efficiently and effectively.
- Create a powerful and effective means of holding decision-makers to public account.
- Ensure that no one will scrutinise a decision in which they are directly involved.
- Ensure that those responsible for decision-making are clearly identifiable to local people and that they explain the reasons for decisions; and
- Provide a means of improving the delivery of services to the community.

A hard copy of the Constitution is available for inspection at Council Offices and an electronic version is published on the Council's Website:

[https://www.valeofglamorgan.gov.uk/en/our\\_council/Council-Constitution.aspx](https://www.valeofglamorgan.gov.uk/en/our_council/Council-Constitution.aspx)

Once an Elected Member has signed their Declaration of Acceptance of Office, they will be presented with an electronic copy of the Constitution by the Council's Monitoring Officer; currently Mrs Debbie Marles. The full Constitution will be available to Councillors via the offline 'How To Guides' folder on their Council desktop (see section 5.32).

The Monitoring Officer has tried to make the Constitution as clear and as easy as possible to understand. Inevitably, individuals will have different views about what certain passages mean but Democratic Services Officers are available to discuss and advise on the Constitution as necessary (see contact details in section 1.1).

In response to provisions set out in the Local Government & Elections (Wales) Act 2021, Monitoring Officers across Local Authorities in Wales are developing a new Constitution Model and subsequent Reader Guide which will be available to Councillors in due course.







## 2.7 Full Council

### Decision Making. Candidate and Elected Member Handbook 2022

The Vale of Glamorgan Council has 54 Elected Members (Councillors), each representing an electoral division, or ward.

Therefore, Full Council is a formal meeting of all Councillors.

The Full Council is required by law to take certain important decisions, including setting the Council's budget and Council Tax and approving a number of key plans and strategies, which together form the Council's Policy Framework.

Other examples of Full Council business are:

- Adopting and changing the Council's Constitution.
- Appointing and removing the Leader in accordance with Standing Orders.
- Agreeing and/or amending the terms of reference for Committees, deciding on their composition, and making appointments to them. This includes Regulatory, Joint and Corporate Joint Committees as detailed in sections 9 and 10 of the Council's Constitution.
- Changing the name of the area or conferring the title of freedom of the County Borough; and
- All matters which by law must be reserved to the Council e.g. appointing the various Committees Chairs and Vice Chairs.

It is the responsibility of the Mayor to preside over meetings of the Full Council so that its business can be carried out fairly and efficiently and with regard to the rights of Councillors and the interests of the Community.

The Mayor, as Chair, ensures that the Council meeting is a forum for the debate of matters of concern to the local community and the place that Councillors, who are not on the Executive, are able to hold the Executive and Committee Chair to account.

During Full Council Meetings, Councillors are subject to certain rules of procedure and debate (see page 3.20).

As well as hearing questions raised by Councillors, Full Council also receives questions from, and provides answers to, the public in accordance with the Council's published procedure.

“...Full Council is a formal meeting of all Councillors.”

## 2.7 Full Council (continued)

### Decision Making. Candidate and Elected Member Handbook 2022

Anyone who is on the Vale of Glamorgan Electoral Register or is a Vale of Glamorgan Council taxpayer or non-domestic ratepayer may submit, in advance, a question at Full Council meetings in accordance with the Council's published procedure. Details of the procedure can be found on the Council's website:

[https://www.valeofglamorgan.gov.uk/en/our\\_council/Council-Structure/Public-Participation-at-Council-Meetings.aspx](https://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/Public-Participation-at-Council-Meetings.aspx)

Any Councillor may ask the Leader, the relevant Cabinet Member, or the Chair of a Committee any question without notice directly arising from a Cabinet or Committee report on the Full Council Agenda.

If a Councillor wishes to ask a question in relation to any matter that Full Council has powers or duties which affects the Vale of Glamorgan then they must submit their question at least a week in advance of the Full Council meeting.

Section 4 of the Council's Constitution sets out the function and processes for a Full Council meeting:

[https://www.valeofglamorgan.gov.uk/Documents/\\_Committee%20Reports/Committee%20Information/Constitution/June-2018/Section-4.pdf](https://www.valeofglamorgan.gov.uk/Documents/_Committee%20Reports/Committee%20Information/Constitution/June-2018/Section-4.pdf)

#### Co-Optees

As well as Councillors (who are elected to the Council by the general public), some Committees may also have co-opted members.

These are members of the public (lay members) appointed either by Full Council or because of relevant legislation that governs the particular Committee.

Co-opted members may also have a seat on a Committee to represent a certain outside organisation.

Some Co-opted members will have voting rights on a Committee where as others will not and the terms of reference for the Committee will set out if this is the case.





## 2.8 The Executive 'Cabinet'

Decision Making. Candidate and Elected Member Handbook 2022

The Executive is more commonly known as the Cabinet.

Cabinet consists of the Leader of the Council and at least two, but not more than nine, other Councillors appointed by the Leader.

The Leader decides the size and membership of Cabinet and the role and responsibilities of each Cabinet Member including which Cabinet Member will act as Deputy Leader in the Leader's absence.

Cabinet is appointed to carry out all of the Council's functions that are not the responsibility of any other part of the council together with making decisions within the budget and policy framework set by the Council.

Cabinet Meetings currently take place on a fortnightly basis.


Cabinet work to a Forward Work Programme (see page 2.11) that sets out reports that each Cabinet Member expects to come to the various Cabinet Meetings across the municipal year.

Prior to a Cabinet meeting taking place, the agenda is sent to all 54 Councillors.

All Councillors and Members of the Public are able to observe Cabinet Meetings unless the matter under consideration is deemed confidential. For confidential matters, the Members of the Public will be required to leave the meeting.

Following a Cabinet meeting, the decisions are recorded in the form of minutes. As soon as the minutes from the meeting are approved, they are sent to all 54 Councillors. Any Councillor then has the opportunity to "call-in" an item for further scrutiny (see page 2.13).

Cabinet is supported by a Cabinet Officer based within the Democratic Services Team.



"...making decisions within the budget and policy framework set by the Council."

## 2.9 Overview & Scrutiny

### Decision Making. Candidate and Elected Member Handbook 2022

The principle of the Cabinet style decision process adopted by the Vale of Glamorgan Council is that, by having a small number of Councillors responsible for decision-making, the decision-making process will be quicker, efficient and with increased accountability for those who make the decisions.

However, members of the public need to be assured that the small group of Cabinet Members are making decisions effectively and acting in the best interests of the local community they serve.

The Vale of Glamorgan Council currently has 5 Scrutiny Committees appointed to influence decisions that are taken by the Cabinet, to ensure that the views and needs of the community are considered:

- Corporate Performance & Resources.
- Environment & Regeneration.
- Healthy Living & Social Care.
- Homes & Safe Communities.
- Learning & Culture.

Holding the Cabinet to account can involve scrutinising Cabinet decisions at a number of different stages of the decision-making process: before decisions are made; before they are implemented and after they are implemented.

Holding the Cabinet to account shouldn't be about confrontation – it is more about non-Cabinet Members providing a "critical friend" challenge to the Cabinet and individual Cabinet Portfolio Holders. Scrutiny is not about challenging individuals or personalities but is about challenging decisions and securing improvement where possible.

Scrutiny Committees make 'recommendations' rather than 'resolutions' as they are not the senior decision-making body for the Council.

A protocol setting out the relationship between Cabinet and Scrutiny is available on the Council's Website:

[https://www.valeofglamorgan.gov.uk/Documents/\\_Committee%20Reports/Scrutiny%20information/Protocols/21-05-12-Scrutiny-and-Cabinet-Roles-and-Responsibilities-Cabinet-Approved-Version.pdf](https://www.valeofglamorgan.gov.uk/Documents/_Committee%20Reports/Scrutiny%20information/Protocols/21-05-12-Scrutiny-and-Cabinet-Roles-and-Responsibilities-Cabinet-Approved-Version.pdf)

Scrutiny Committee Meetings take place on a monthly basis (apart from August).

The law states that an agenda for every meeting must be published at least 3 clear working days prior to (and not including) the meeting date. The Vale of Glamorgan Council publishes an Agenda at least 5 clear days in advance of every meeting except for meetings where the public are able to register to speak when 6 clear days is provided.

After each meeting, both a Decision Notice and Meeting Minute must be published on the Council's website.

[https://www.valeofglamorgan.gov.uk/en/our\\_council/Council-Structure/minutes,\\_agendas\\_and\\_reports/minutes,\\_agendas\\_and\\_reports.aspx](https://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/minutes,_agendas_and_reports/minutes,_agendas_and_reports.aspx)



## 2.9 Overview & Scrutiny (continued)

### Decision Making. Candidate and Elected Member Handbook 2022

A Decision Notice must be available to the public within 7 working days of the meeting (including the day of the meeting) and sets out the following information:

- The names of the members who attended the meeting, and any apologies for absence.
- Any declarations of interest (see page 3.16).
- Any decision taken at the meeting, including the outcomes of any votes, but excluding anything relating to a decision taken when the meeting was not open to the public as it discloses confidential information.

The Meeting Minute also includes the points listed above as well as discussion had at the meeting. Meeting Minutes are published as soon as possible following the meeting.

Further details relating to Access To Information Procedure Rules for both Members of the Public and Councillors can be found at section 14 of the Council's Constitution:

[https://www.valeofglamorgan.gov.uk/Documents/\\_Committee%20Reports/Committee%20Information/Constitution/August-2021/Section-14.pdf](https://www.valeofglamorgan.gov.uk/Documents/_Committee%20Reports/Committee%20Information/Constitution/August-2021/Section-14.pdf)

All Councillors except Members of the Cabinet may be Members of the Scrutiny Committees.

Cabinet Members may attend Scrutiny Meetings on a regular basis to answer questions on decisions taken, or proposed to be taken, which fall within their Cabinet Portfolio.

Reports may be submitted to a Scrutiny Committee by one of the following routes:


- Report referred to a Scrutiny Committee by Cabinet for consideration;
- Report submitted directly to a Scrutiny Committee as part of its Forward Work Programme (see page 2.11);
- As a result of the Call In procedure (see page 2.13);
- As a result of a Request for Consideration item submitted by a Member (see page 2.14) or
- in the form of a reference from another Scrutiny Committee or other Committee.

As well as Scrutiny Committee Members and Cabinet Members, Senior Officers with responsibility for a service area for the subject of an agenda item under discussion will also attend Scrutiny Meetings to present an agenda item report and to answer questions or provide advice regarding operational aspects of a particular service. This will allow Members to question Officers on the likely impact of any decisions made by the Cabinet and for Members to gather a greater appreciation of reasons why a course of action was agreed upon. Members of a Scrutiny Committee can also question Officers about issues affecting the performance of a specific service and to ask for more detail around the level of resources available within that service area.

The role of the Senior Officer will be to assist the Committee through the provision of professional advice and to ensure access to relevant information and personnel. However, where the agenda item relates to a "Call-In" of a Cabinet decision, the relevant Cabinet Member will respond to questions in the first instance.



"...to answer questions or provide advice regarding operational aspects of a particular service."



## 2.9 Overview & Scrutiny (continued)

### Decision Making. Candidate and Elected Member Handbook 2022

As well as a formal Scrutiny Committee Meeting, a Scrutiny Committee may also choose to set-up a Task & Finish Working Group which allows members of the Scrutiny Committee to research and scrutinise a matter of community concern in more detail outside of the formal meeting setting. Once the members of the working group have concluded their work, they will present a report to the Scrutiny Committee who in turn may choose to make recommendations to Cabinet for consideration.

The Scrutiny Committees must report annually to Full Council on their work, with recommendations for their future Work Programmes and amended working methods if appropriate.

As well as the Scrutiny Annual Report, a Scrutiny Newsletter is published on a biannual basis and is sent to all stakeholders to inform them of Scrutiny Committee progress and upcoming points of interest being considered by the Committees. Previous Newsletter editions are available on the Council's website:

[https://www.valeofglamorgan.gov.uk/en/our\\_council/Council-Structure/scrutiny/scrutiny.aspx](https://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/scrutiny/scrutiny.aspx)

The Council recognises that members of the public can make an important contribution and be a valuable source of information. The Council therefore encourages the active participation of the public within the scrutiny process in the Vale.

A member of the public can engage with the Scrutiny process in the following ways:

- 1) register to speak at a Scrutiny Committee meeting,
- 2) send in written representations for Councillors to consider during a meeting,
- 3) submit a comment or question for a Scrutiny Committee's consideration in relation to an item on an already published meeting agenda,
- 4) submit a request for a topic to be considered at a future meeting of the relevant Scrutiny Committee in line with Council priorities.

A Guide to Public Speaking at Scrutiny Committee(s) is available on the Council's website:

[https://www.valeofglamorgan.gov.uk/Documents/\\_Committee%20Reports/Committee%20Information/Public-Speaking-Guides/21-07-26-%E2%80%93-Updated-Guide-for-Speaking-at-Scrutiny-Committees-as-approved-by-Full-Council-26-07-21.pdf](https://www.valeofglamorgan.gov.uk/Documents/_Committee%20Reports/Committee%20Information/Public-Speaking-Guides/21-07-26-%E2%80%93-Updated-Guide-for-Speaking-at-Scrutiny-Committees-as-approved-by-Full-Council-26-07-21.pdf)

The Scrutiny 'Comment' and 'Request for Consideration' Forms are also available on the Council's website:

[https://www.valeofglamorgan.gov.uk/en/our\\_council/Council-Structure/Public-Participation-at-Council-Meetings.aspx](https://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/Public-Participation-at-Council-Meetings.aspx)

Section 7 of the Council's Constitution provides more detail on the Council's Scrutiny Function:

[https://www.valeofglamorgan.gov.uk/Documents/\\_Committee%20Reports/Committee%20Information/Constitution/June-2018/Section-7.pdf](https://www.valeofglamorgan.gov.uk/Documents/_Committee%20Reports/Committee%20Information/Constitution/June-2018/Section-7.pdf)

## 2.10 Delegated Powers and Financial Procedure Rules

### Decision Making. Candidate and Elected Member Handbook 2022

The usual decision-making process for the Council, in the main, is via Cabinet and/or Full Council Meetings and those other committees who deal with for example Planning or Licensing matters, but there are certain circumstances that will allow a decision to be taken without the matter being presented to the above bodies in advance or at all:

#### Delegated Powers

The work of all Vale of Glamorgan Council staff and day to day running of the organisation is managed by the Council's Chief Officers.

Chief Officers are divided into Directors, Heads of Service and Operational Managers. As service managers they make recommendations to and are held accountable by Cabinet, Council and other relevant committees.

In order to provide a practical method of financial and operational management throughout the Council, Chief Officers have been given certain powers in the form of Officer Delegations.

These delegated powers are set out in Section 25 of the Council's Constitution and may from time to time be amended, added to or reduced in the interests of operational efficiency as determined by Cabinet:

[https://www.valeofglamorgan.gov.uk/Documents/\\_Committee%20Reports/Committee%20Information/Constitution/May-2020/20-05-26-Section-25.pdf](https://www.valeofglamorgan.gov.uk/Documents/_Committee%20Reports/Committee%20Information/Constitution/May-2020/20-05-26-Section-25.pdf)

#### Chief Executive's Emergency Powers

The Chief Executive has delegated powers to act on any matter which, in their opinion, requires immediate action and does not justify holding a special meeting of the body which would usually consider the matter, or, there is not enough time to hold a meeting because of the urgent nature.

The Chief Executive must consult with the appropriate Cabinet Member before using their emergency powers and if the matter involves the Council in additional financial commitments, they must also consult with the Leader, the Section 151 Officer and appropriate Chief Officer(s).

Following a decision being made under the Chief Executive's Emergency Powers, the decision must be reported to the next Cabinet or Full Council meeting as appropriate.

#### The Cabinet Urgent Decision Procedure

If a decision needs to be made quickly, and/or is subject to deadlines, and there is either:

- no time for the matter to go before a Scrutiny Committee for consideration before being presented to Cabinet for a decision; or





## 2.10 Delegated Powers and Financial Procedure Rules (continued)

Decision Making. Candidate and Elected Member Handbook 2022

- the matter needs to be referred to Full Council by Cabinet but there is no time for a Scrutiny meeting to be held to consider the matter in between the Cabinet meeting taking place and Full Council meeting being held;

then the Urgent Decision procedure may be used by Cabinet.

Because of the urgent nature of the item and that it is unable to be considered by the relevant Scrutiny Committee, the Chair (or the Vice-Chair) of the relevant Scrutiny Committee must agree that the decision is a matter of urgency and cannot be reasonably deferred before this procedure can be used.

For matters that contravene or amend the Council's budget and/or policy framework, a decision may only be treated as urgent if it is not practical to convene a meeting of the Full Council and the decision-taker will provide a full report to the next available Council meeting explaining the decision, the reasons for it and why the decision was treated as a matter of urgency.

All other instances of the Urgent Decision Procedure being used will be reported to Cabinet.

### Financial Procedure Rules

Details of the Council's Budget and Policy Framework Procedure Rules, Financial Procedure Rules, and Contract Procedure Rules, can be found at sections 15 – 17 of the Council's Constitution:

[https://www.valeofglamorgan.gov.uk/en/our\\_council/Council-Constitution.aspx](https://www.valeofglamorgan.gov.uk/en/our_council/Council-Constitution.aspx)





## 2.11 Forward Work Programmes

### Decision Making. Candidate and Elected Member Handbook 2022

Forward Work Programmes are a series of documents that list the subject matters of decisions that Full Council, Cabinet and Scrutiny Committees intend to take as well as when those matters will be discussed.

This scheduling in advance does not prevent urgent or unforeseen matters being considered.

Each of the aforementioned bodies are responsible for their own Work Programmes.

Annual Forward Work Programmes are prepared at the beginning of each Municipal Year and are supplemented by quarterly updated Work Programmes through the course of the year.

Cabinet work to an Annual Forward Work Programme so both Councillors and the General Public can see which Reports are expected to be presented to which Cabinet Meeting across the whole municipal year.

The Cabinet Forward Work Programme is a working document and is always subject to change based on changing priorities and meeting dates for Cabinet.

Therefore, the Cabinet Officer monitors the Annual Cabinet Forward Work Programme on a quarterly basis and produces a quarterly version of the Cabinet Forward Work Programme which is published on the Council's website alongside the Annual version.

Using the Cabinet Annual Forward Work Programme, each of the Council's Scrutiny Committees builds its own Annual Forward Work Programme that are also updated on a quarterly basis and published on the Council's website:

[https://www.valeofglamorgan.gov.uk/en/our\\_council/Council-Structure/scrutiny/scrutiny\\_committees.aspx](https://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/scrutiny/scrutiny_committees.aspx)

As well as service area specific/ one-off reports that fall under the remit of an individual scrutiny committee, all Scrutiny Forward Work Programmes also include the following reports on a regular basis:

- Budget Monitoring.
- Performance Management; and
- Scrutiny Recommendation Tracking and Work Programme Updates.

"...scheduling in advance does not prevent urgent or unforeseen matters being considered..."



## 2.12 Corporate Calendar of Meetings

### Decision Making. Candidate and Elected Member Handbook 2022

A Municipal Year runs from the 1st May to 30th April.

A Corporate Calendar of Meetings is published each year (usually January time) setting out the various committee meetings within the next municipal year starting in May.

There are three types of meeting:

- 1) Annual Meeting (please see page 1.3).
- 2) Ordinary Meetings – Meetings scheduled in advance of the municipal year as agreed by Cabinet and the relevant Committee Chair; and
- 3) Extraordinary Meetings – Meetings called on an ad hoc basis by the Committee Chair during the course of the municipal year.

Meetings are not usually held in the month of August or the two-week Easter academic holiday as these are considered recess periods.

The majority of meetings are held in the evening and the start time will be set out on the calendar.

Once the calendar has been agreed by Cabinet, it is emailed to all Elected Members and uploaded to the Council's Website:

[https://www.valeofglamorgan.gov.uk/en/our\\_council/Council-Structure/minutes,\\_agendas\\_and\\_reports/minutes,\\_agendas\\_and\\_reports.aspx](https://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/minutes,_agendas_and_reports/minutes,_agendas_and_reports.aspx)

The Corporate Calendar of Meetings is subject to any future changes in arrangements for meetings deemed appropriate by the Mayor of the Council or the relevant Committee Chair.

Not all Council bodies are reflected in the Corporate Calendar however, Democratic Services Officers will be able to advise on meeting dates as required (see contact details on page 1.1).





## 2.13 Call-In

### Decision Making. Candidate and Elected Member Handbook 2022

The Call-In process is the mechanism used by any Vale of Glamorgan Councillor to ask for the relevant Scrutiny Committee to review a decision made by Cabinet providing that the decision is not subject to:

- Implementation of the Urgent Decision Procedure (see page 2.10);
- If the decision is required to be ratified by Full Council, or
- If the matter has already been referred by Cabinet to a Scrutiny Committee for consideration.


When a decision is made by Cabinet, the decision (in the form of meeting minutes) will be published on the Council's website. This marks the start of the Call-In period when councillors have five working days, not including the publication date, to complete a Call-In Request Form.

If no Call-in requests are received by the end of the Call-In period then Cabinet's decision stands and Officers may act on the decision.

If a Call-In request is received during the Call-In period then it must first be accepted by the relevant Scrutiny Committee Chair as the relevant Scrutiny Committee will have the opportunity to discuss and evaluate the merits of the Cabinet decision. The relevant Scrutiny Committee must meet within twenty working days of receipt of the 'Call-In' request, not counting the month of August.

Unless there are extenuating circumstances, the relevant Cabinet Member would be expected to attend a Scrutiny Committee meeting when a 'Call-In' is being considered. It is accepted however, that Officers are often better placed to present greater detailed information that led up to the decision and this is deemed to be acceptable, although it should always be the decision-maker that is held to account.

The public are not able to Call-in a Cabinet decision, only Vale of Glamorgan Councillors, therefore the Call-In Request Forms are only available on the MemberNet section of StaffNet which is the Council's intranet system.



"...the opportunity to discuss and evaluate the merits of the Cabinet decision."

## 2.14 Requests for Consideration

### Decision Making. Candidate and Elected Member Handbook 2022

Section 62 of the Local Government (Wales) Measure 2011 requires the Council to put arrangements in place to enable all persons who live or work in the Vale of Glamorgan area to bring to the attention of the relevant Scrutiny Committee their views on any matter under consideration by the Committee. A Scrutiny Committee must also take into account any views brought to its attention by a member of the public.

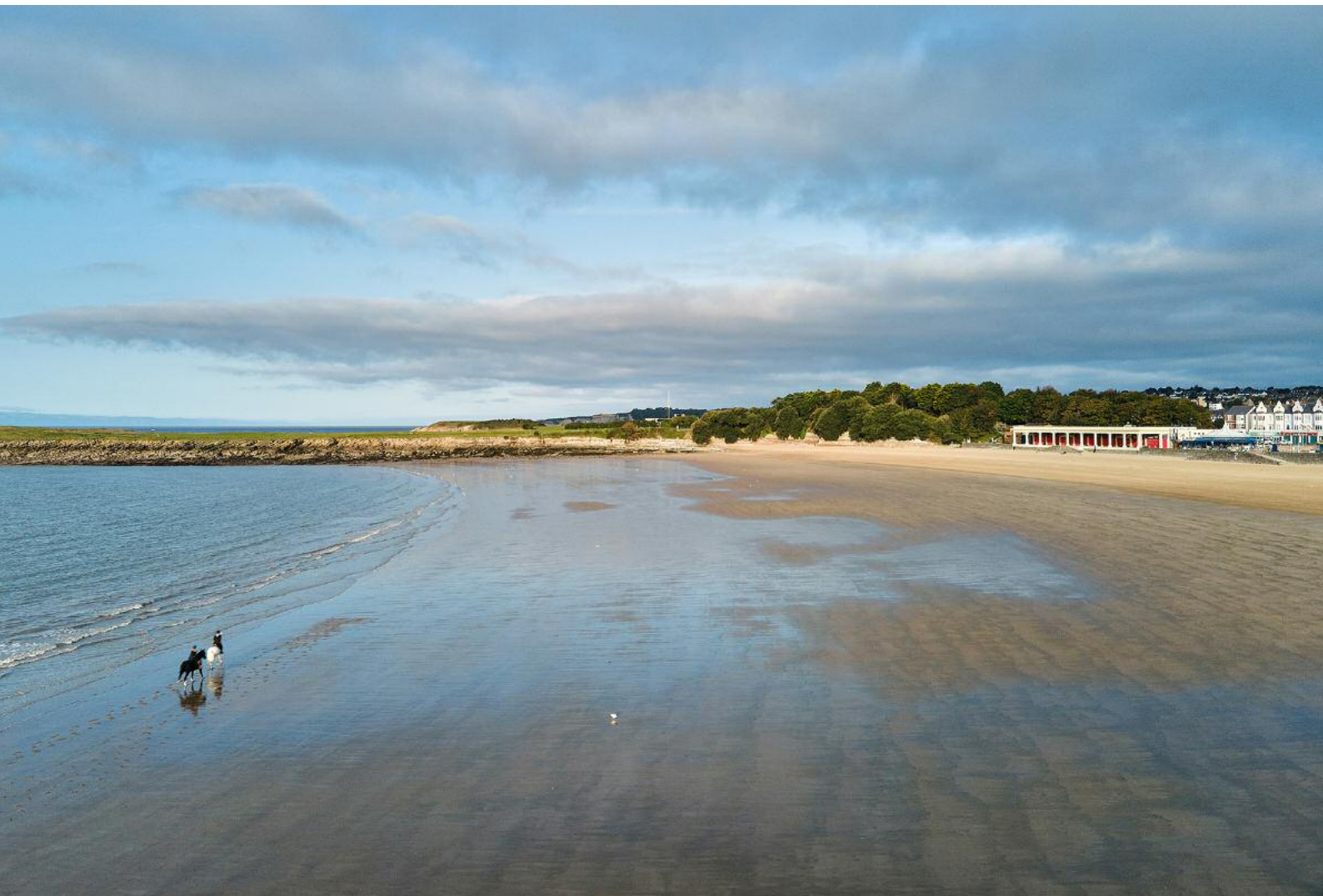
Therefore, **any** individual Vale of Glamorgan Councillor can ask for a specific issue or topic to be considered by the relevant Scrutiny Committee by completing a Request for Consideration Form that can be found on MemberNet.

Members of the Public are also able to engage with this process and can access the form via the following link (please also see section 2.9 'Overview & Scrutiny'):

[https://www.valeofglamorgan.gov.uk/en/our\\_council/Council-Structure/scrutiny/scrutiny.aspx](https://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/scrutiny/scrutiny.aspx)

All Requests for Consideration must be forwarded to the Democratic & Scrutiny Services Team who will share the request with the appropriate Director(s) required to prepare a report for consideration by the relevant Scrutiny Committee(s). A copy of the request will also be forwarded to the relevant Scrutiny Chair for information.

There is no time limit on when a request must be considered but the relevant Officers and Committee Chair will do all they can to ensure the request is presented to Committee as soon as possible.



## 3.15 Code of Conduct

### The Code of Conduct. Candidate and Elected Member Handbook 2022

Effective Local Government requires high standards of conduct to ensure that there is public confidence in the Council's work. Section 18 of the Vale of Glamorgan Council's Constitution sets out those standards, how to apply them and the potential consequences for Councillors if they do not adhere.

All Councillors must agree to follow the Vale of Glamorgan Code of Conduct as set out in the Council's Constitution.

Failure to undertake or observe the Code of Conduct could result in a Councillor being temporarily suspended, issued with a formal censure or removed from office.

Elected Members have a legal duty to act ethically and must have regard to the following principles:

- Selflessness
- Honesty
- Integrity and Propriety
- Duty to Uphold the Law
- Stewardship
- Objectivity in Decision Making
- Equality and Respect
- Openness
- Accountability
- Leadership



The General Rules an Elected Member needs to follow under the Code are as follows:

- Promote equality,
- Treat others with respect and consideration,
- Do not bully or harass people,
- Do not compromise the impartiality of officers,
- Do not disclose confidential information,
- Do not prevent access to information,
- Do not bring your office or authority into disrepute,
- Report breaches of the code to the Monitoring Officer,
- Report conduct believed or likely to involve criminal behaviour,
- Do not make vexatious complaints,
- Cooperate with investigations,
- Not use their position improperly,
- Do not misuse the authority's resources,
- Reach decisions objectively,
- Consider advice given by officers and provide reasons if you don't take it,
- Comply with the law and the authority's rules regarding expenses and
- Do not accept any gifts or hospitality (see page 3.17) that would place you under an obligation or seem to do so.

“Elected Members have a legal duty to act ethically...”

## 3.15 Code of Conduct (continued)

### The Code of Conduct. Candidate and Elected Member Handbook 2022

The Council also has a 'Standard of Conduct Expected by Members Protocol' which establishes the behaviour which is acceptable and unacceptable between Councillors. It sits alongside the Code and fills the gap between behaviour which possibly in itself is not serious, but creates unpleasantness between Members, and behaviour that is approaching the threshold and serious enough for the Public Services Ombudsman for Wales (see page 3.18) to hold an investigation.

#### Member & Officer Relations

Both Councillors and Officers are servants of the public, and they are indispensable to one another. But their responsibilities are distinct. Councillors are responsible to the electorate and serve only so long as their term of office lasts. Officers are responsible to the Council. Their job is to give advice to Councillors and the Council, and to carry out the Council's work under the direction and control of the Council, its committees and sub-committees.

Section 21 of the Council's Constitution sets out the Member & Officer Protocol that provides a set of principles to guide Members and Officers of the Council in their dealings with one another:

[https://www.valeofglamorgan.gov.uk/Documents/\\_Committee%20Reports/Committee%20Information/Constitution/May-2021/Section-21.pdf](https://www.valeofglamorgan.gov.uk/Documents/_Committee%20Reports/Committee%20Information/Constitution/May-2021/Section-21.pdf)

#### Standards Committee

The Council's Standards Committee has the following roles and functions:

- (a) promoting and maintaining high standards of conduct by Councillors,
- (b) assisting Councillors to observe the Members' Code of Conduct,
- (c) advising the Council on the adoption or revision of the Members' Code of Conduct,
- (d) monitoring the operation of the Members' Code of Conduct,
- (e) advising, training or arranging to train Councillors on matters relating to the Members' Code of Conduct,
- (f) granting dispensations (see page \*\*) to Councillors from requirements relating to interests set out in the Members' Code of Conduct,
- (g) dealing with any reports from a case tribunal or interim case tribunal, and any report from the Monitoring Officer on any matter referred to that officer by the Public Services Ombudsman,
- (h) the exercise of (a) to (g) above in relation to the Community Councils wholly or mainly in its area and the members of those Community Councils; and
- (i) overview of complaints handling and Ombudsman investigations.

Section 8 of the Council's Constitution sets out the full remit of the Standards Committee:

[https://www.valeofglamorgan.gov.uk/Documents/\\_Committee%20Reports/Committee%20Information/Constitution/May-2021/Section-8.pdf](https://www.valeofglamorgan.gov.uk/Documents/_Committee%20Reports/Committee%20Information/Constitution/May-2021/Section-8.pdf)



## 3.16 Declarations of Interests

### The Code of Conduct. Candidate and Elected Member Handbook 2022

The public must have confidence that Councillors are making decisions in their best interests and not their own. Therefore, if a Councillor has an interest, they must declare it.

An interest is any form of business or asset that could be perceived to influence a Councillor's decision.

Section 18 of the Council's Constitution sets out:

- the different types of interest,
- under what criteria an interest exists,
- the declaration process for Councillors,
- how interests must be registered prior to publication, and
- to what extent a councillor may participate in council business if they have an interest.

After each Local Government Election, the successful Elected Members will be asked to complete a Register of Interests Form that is then published on the Council's public website and remains on the website for the duration of the Councillor's term in office:

[https://www.valeofglamorgan.gov.uk/en/our\\_council/Council-Structure/councillors/Register-of-Members-Interests.aspx](https://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/councillors/Register-of-Members-Interests.aspx)

If a Councillor's business or assets change during their time as a councillor then they must complete a Change of Interest Form that is then published alongside their original Register of Interests Form on the Council's website.

If a Councillor needs advice on any matter that they think may constitute an interest, then they must contact the Council's Monitoring Officer.

Democratic & Scrutiny Services Officers, on behalf of the Monitoring Officer, may also offer advice on Member Interests during Committee Meetings. Councillors must declare their interest at a meeting as soon as they are aware that a matter is to be discussed and must complete the Declaration of Interest Form provided by Democratic Services.

Some Councillors are also Twin hatted Members i.e. they have also been elected to serve on a Town or Community Council and therefore they must have due regard to declarations of interests being a Member of both a Principal and Town and Community Council.



### 3.17 Registration of Gifts & Hospitality

The Code of Conduct. Candidate and Elected Member Handbook 2022

All Councillors must, within twenty-eight days of receiving any gift, hospitality, material benefit or advantage above £25 or totalling £100 over a year from a single source, provide written notification to the Council's Monitoring Officer.

A note will then be added to the Gift & Hospitality Register that is maintained by the Monitoring Officer.







### 3.18 Complaints

#### The Code of Conduct. Candidate and Elected Member Handbook 2022

Any person who wishes to lodge a complaint about a Vale of Glamorgan Service may do so via the Council's Corporate Compliments & Complaints Procedure as set out on the Council's website:

[https://www.valeofglamorgan.gov.uk/en/our\\_council/Complaints-and-Compliments.aspx](https://www.valeofglamorgan.gov.uk/en/our_council/Complaints-and-Compliments.aspx)

Councillors, when dealing with a constituent/ public complaint and if they are unable to resolve the matter themselves, should direct the individual to the above complaints procedure.

For complaints related to Vale of Glamorgan Councillors, the person may:

- Contact the Council's Monitoring Officer directly, or
- Contact the Public Service Ombudsman for Wales.

The Public Service Ombudsman for Wales is independent of the Vale of Glamorgan Council and has legal powers to look into complaints about public services and independent care providers in Wales. They also investigate complaints that members of local government bodies have broken their authority's code of conduct.

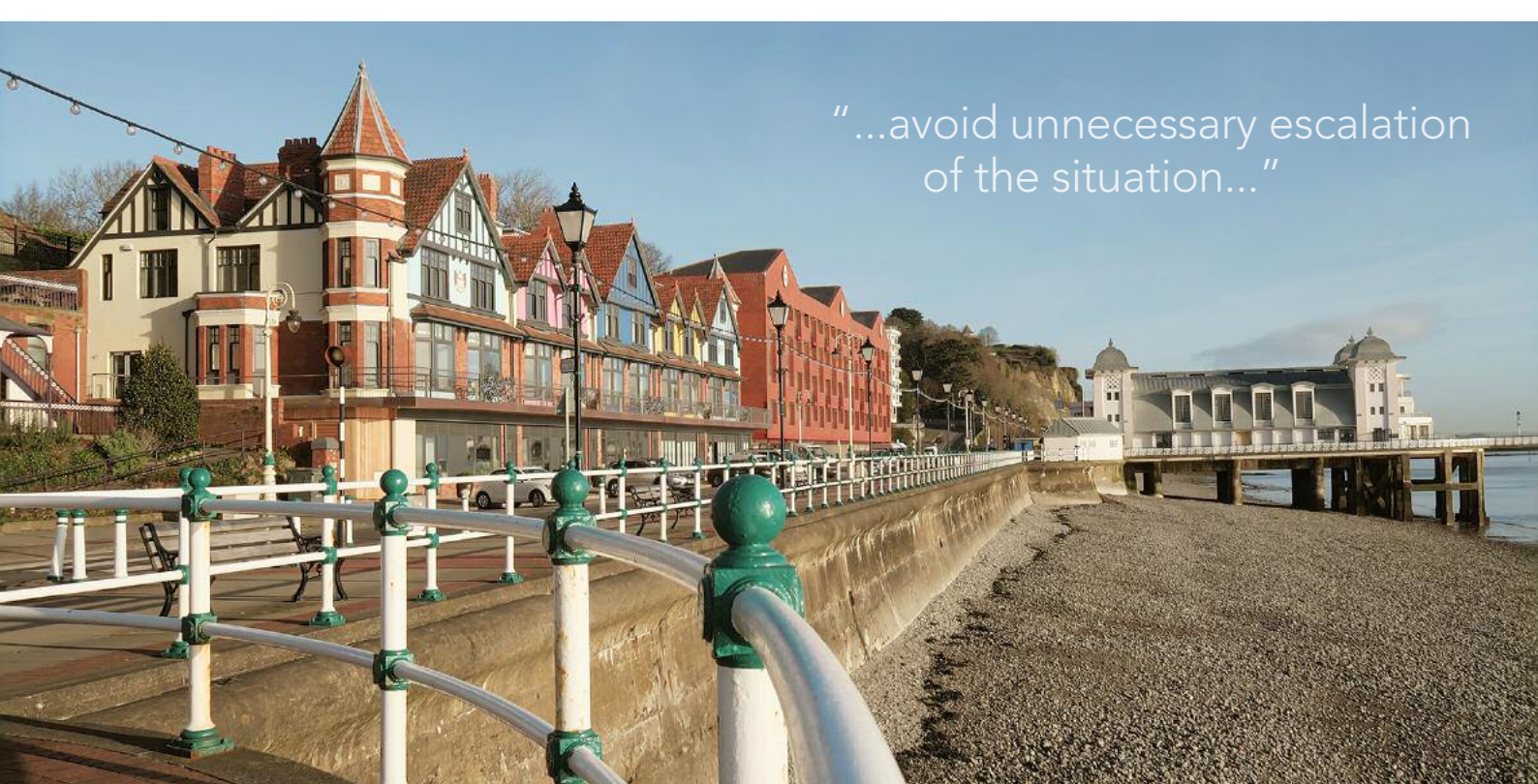
If the Ombudsman believes a complaint to be justified, then they will refer the complaint on to the Council's Standard's Committee or to a tribunal convened by the Adjudication Panel for Wales depending on the severity of the complaint.

For low level allegations of breaches of the Vale of Glamorgan Council's Code of Conduct made by a Councillor against a fellow Councillor, the Council has a Local Dispute Resolution Procedure overseen by the Council's Monitoring Officer. The key objectives of the Procedure are to:

- resolve allegations of breaches of the Code and Protocol locally and quickly,
- avoid unnecessary escalation of the situation which might impact on personal relationships within the Council and damage the Council's reputation, and
- avoid unnecessary involvement of the Ombudsman so that their resources are devoted to the investigation of more serious or repeated complaints.

The Local Dispute Resolution Procedure can be found in Section 18 of the Council's Constitution:

[https://www.valeofglamorgan.gov.uk/Documents/\\_Committee%20Reports/Committee%20Information/Constitution/May-2021/Section-18.pdf](https://www.valeofglamorgan.gov.uk/Documents/_Committee%20Reports/Committee%20Information/Constitution/May-2021/Section-18.pdf)



"...avoid unnecessary escalation of the situation..."

## 3.19 Member Attendance

### The Code of Conduct. Candidate and Elected Member Handbook 2022

Every Councillor is entitled to attend any formal meeting of the Council whether that be its Committees, sub-committees, or Cabinet.

A Councillor is entitled to attend any Committee Meeting but is not entitled to take part in proceedings, if they are not a member of the Committee, without the Committee's permission.

A Councillor cannot vote on a matter being considered by the Committee if they are not a member of the Committee or have declared a prejudicial interest (see section 3.16).

If a Councillor has failed to attend any meeting of the Council for six consecutive months, then they will cease to be an Elected Member of the Council.

Each Councillor has a dedicated Member Page on the Council's Website that includes their meeting attendance record for the Committee's they were appointed to at the Annual Meeting of the Council or following a change of political group representation on a Committee made at the request of the relevant group leader.

The Democratic & Scrutiny Services Officer present at each meeting will make a record of which Councillors are present, as well as any apologies for absence provided, and use that information to update the online member attendance records on a regular basis.

Meetings of the Council can be held face-to-face, remotely online or via a mixture of both (hybrid). Further details on how meetings are conducted can be found in the Council's 'Attendance at Local Authority Meetings Policy' that is available on the Council's website:

[https://www.valeofglamorgan.gov.uk/Documents/\\_Committee%20Reports/Remote-Procedures-COVID-19/21-04-27-Attendance-at-Local-Authority-Meetings.pdf](https://www.valeofglamorgan.gov.uk/Documents/_Committee%20Reports/Remote-Procedures-COVID-19/21-04-27-Attendance-at-Local-Authority-Meetings.pdf)

If held face-to-face, the majority of meetings take place at the Civic Office building in Barry Town Centre. There are several different meeting rooms in the building but the largest is the Council Chamber. In the Chamber Councillors will be required to use a microphone to ensure that all participants can hear you. There is also a hearing loop system available in the Council Chamber.

If held remotely, the meeting will take place on either the Microsoft Teams or CIVICO Platform. All Councillors will be provided with the minimum of a Council laptop and mobile phone to support them with carrying out their duties via Microsoft Office and accessing both platforms (see section 5.28).

For a hybrid meeting, some participants will be face-to-face in the same meeting room and some will be in a different location participating via an electronic device.



### 3.19 Member Attendance (continued)

The Code of Conduct. Candidate and Elected Member Handbook 2022

The majority of Council Meetings are live streamed via the CIVICO platform so that anyone can watch the meeting live at the time that the meeting takes place by clicking the appropriate hyperlink on the Council's Minutes, Agendas & Reports Webpage. However, meetings are also recorded for watching on demand at a later date. Recent on-demand recordings are available by clicking the appropriate link on the Council's CIVICO Homepage:

<https://civico.net/valeofglamorgan>


More historical recordings are available via the Democratic Services YouTube Channel:

<https://www.youtube.com/channel/UC1KDuJ63xoGQ0B8IKkclHNQ>

From the 1st of May 2022, for any meetings that are live streamed as required under the Local Government & Elections (Wales) Act 2021, it is a requirement of Councillors taking part to be seen on screen when actively participating during the course of the meeting.

Some meetings may involve confidential or exempt information and therefore these meetings are not recorded or live streamed. Confidential information on an agenda is referred to as 'Part Two' (Part II) information.

Members of the public can attend in person and observe Council meetings whilst they are taking place. The above Part II restrictions also apply and when such items are being discussed the public will be asked to leave the meeting by the Chair.



"...the public can attend in person and observe Council meetings whilst they are taking place..."

## 3.20 Rules of Debate

### The Code of Conduct. Candidate and Elected Member Handbook 2022

Section 4 of the Council's Constitution sets out the various rules of procedure and debate that Councillors must adhere to during Council Meetings such as:

- How to propose a topic for discussion (a motion) and vote during the meeting itself and in advance of the meeting,
- The different types of speeches, when to make them and for how long,
- How to amend, alter or withdraw a motion prior to a vote,
- How to conduct themselves during the meeting and address the Chair, and
- The different types of vote and the process for these.

All Councillors will be provided training on Rules of Debate as part of the Member Induction & Development Programme (see section 3.21).



## 3.21 Member Induction & Development Programme

### The Code of Conduct. Candidate and Elected Member Handbook 2022

The Council is committed to an ongoing programme of Member Development to support Councillors to meet their responsibilities and undertake their role(s) within the Council through-out their entire 5-year term.

Immediately following each Local Government Election, a Member Induction Event will take place, which will be followed by topic-specific development sessions on a range of relevant subject areas linked to the varying roles and responsibilities that Councillors will undertake.

Once an individual has been confirmed as a Candidate for the 2022 Local Government Election, they will receive an email/letter from the Head of Democratic Services asking them to book a space on one of the Council's Member Induction Events. This will ensure that all successful candidates have the dates/times of the integral event in their diaries in advance of the election and allow Council Officers to plan appropriately for the event taking place shortly after the election itself.

Some of the topic-specific development sessions will be open to all Councillors, and some will be related to membership of specific Committees (e.g. Planning / Licensing), albeit non-Committee Members will also be most welcome to attend.

The Council has determined that certain sessions will be essential (mandatory) for new and returning Councillors, either for all Councillors or those Councillors appointed to specific Committees.

**For Committees such as Planning and Licensing, Councillors will have to have attended the training in order to take their seat on the Committee.**

The Member Induction & Development Programme occurs over four phases:

- **Phase 1** This is the first two weeks following the Local Government Election but prior to the first Annual Meeting of the Council [May]. The Member Induction Event takes place during this phase as well as other introductory sessions.
- **Phase 2** This is a further two months [June and July] prior to the August Recess and the period when the first committee meetings take place.
- **Phase 3** This is a further four months [September – December] up until the end of the calendar year and covers the first six months of the municipal year since the Local Government Election.
- **Phase 4** This is an ongoing period of development until the next Local Government Election based on topics requested by Councillors.

Two sessions will be offered for each seminar topic, one daytime and one evening, to support Councillor availability, unless it's a session facilitated by an external presenter or not deemed necessary because of the low number of Councillors expected to attend.



## 3.21 Member Induction & Development Programme (continued)

### The Code of Conduct. Candidate and Elected Member Handbook 2022

Development sessions may be facilitated in a variety of ways. They may take place face-to-face in either a seminar or workshop style or be delivered remotely via a Microsoft Teams meeting. They may also be delivered in a self-study, remote learning style by way of an e-module.

Each Councillor will be provided with log-in credentials for the Council's online learning tool, iDev, at the Member Induction Event. If a Councillor is required to complete an e-module (either for the first time, or as a refresher course) then the module will be available on their iDev account for them to complete at their own convenience within a dedicated window of time.

Any resources provided during development sessions are either uploaded to MemberNet or stored on the Councillor's iDev account following the session for the Councillor to access at their own leisure.

Councillors will be offered specialist ICT advice and/or support as and when required through-out their term in office (see section 5.28).

Councillors will also be invited to attend essential Member EXPO events that take place twice a year. Member EXPOs are an excellent opportunity for Councillors to network with other Councillors and to receive up to date information from chief officers on matters impacting council services; both of which support Councillors to provide accurate advice and information to their ward constituents.

“Councillors will be offered specialist ICT advice and/or support as and when required...”



## 4.22 Salaries

### Member Remuneration. Candidate and Elected Member Handbook 2022

All Members of the Council receive a basic salary. This covers all Councillors' telephone, ICT and office costs and is reviewed annually by the Independent Remuneration Panel for Wales.

The Independent Remuneration Panel for Wales is responsible for determining the level of payments to elected members of councils, national park authorities and fire and rescue authorities in Wales. The Panel produces an annual report that states:

*“The Panel has consistently expressed its view that maintaining the democratic values of local governance cannot be cost free. Members of local authorities (including co-opted and appointed members) are there to represent the interests of local people, undertake the governance of local communities, and secure appropriate value for money public services for local tax-payers through effective scrutiny for which they are accountable to their community. These are significant and important tasks for members of the relevant authorities within the Panel’s remit. Payments to members are made available to encourage a diversity of willing and able people to undertake local governance through their elected, appointed or co-opted roles.”*

February 2021 Annual Report

When the Panel’s Annual Report is issued, the Council must comply with the statutory requirements and apply all the relevant determinations. The proper officer of the Council must put in place mechanisms for all eligible councillors to receive payments as determined by the Panel.

Levels of payments to which Councillors are entitled cannot be varied by a vote of Full Council.

Councillors who have a senior role will also receive a senior salary, also known as a Special Responsibility Allowance (SRA), that is inclusive of the basic salary. Senior Salaries are reviewed annually by the Independent Remuneration Panel for Wales. No Councillor can receive more than one Senior Salary.

All payments of Councillor salaries and allowances are made monthly by direct bank credit and are subject to the appropriate Tax and National Insurance deductions. Councillors will be asked to provide bank details at the Member Induction Event.

Any Councillor may elect to forgo any part of their salary entitlement by putting their election in writing to the Head of Democratic Services who will make the necessary arrangements.

If a Councillor is suspended or partially suspended from any responsibility in accordance with Part III of the Local Government Act 2000 or regulations made under that Part, the relevant part of any salary payable under the Council’s Member Allowance Scheme in respect to that responsibility will be suspended and in the case of an over-payment, paid back to the Council.



## 4.22 Salaries (continued)

### Member Remuneration. Candidate and Elected Member Handbook 2022

The Council is required to agree, publish, and maintain an annual Schedule of Member Remuneration. The latest schedule can be found via the following link:

[https://www.valeofglamorgan.gov.uk/en/our\\_council/Council-Structure/Schedule-of-Member-Remuneration.aspx](https://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/Schedule-of-Member-Remuneration.aspx)

The Schedule of Member Remuneration sets out details of the specific payments that it intends to make to Councillors and Co-opted Members in accordance with the levels of remuneration and allowances determined by the Independent Remuneration Panel for Wales. It provides details of the remuneration of Members through the payment of a Basic, Senior or Civic Salary and fees which are payable to Councillors and statutory Co-opted Members. The Schedule also provides details of the Care, Travel and Subsistence Allowances which apply.

Section 26 of the Council's Constitution sets out the details of the Council's Member Salary Scheme:

[https://www.valeofglamorgan.gov.uk/Documents/\\_Committee%20Reports/Committee%20Information/Constitution/May-2021/Section-26.pdf](https://www.valeofglamorgan.gov.uk/Documents/_Committee%20Reports/Committee%20Information/Constitution/May-2021/Section-26.pdf)







## 4.23 Allowances

### Member Remuneration. Candidate and Elected Member Handbook 2022

Councillors may claim Travel and/or Subsistence Allowances when they incur costs performing approved duties as a Member of the Council.

All claims made are published each year, for the previous municipal year, on the Council's website.

With regards to Travel, Councillors are requested to be mindful of choosing the most cost effective and environmentally friendly means of travel and encouraged to travel with other Councillors. For travel by car, motorcycle, or pedal cycle the (mileage claims) national rates for mileage are set by the Independent Remuneration Panel for Wales each year.

Subsistence allowances are payable when a Councillor performs duties outside the Vale of Glamorgan area and the rates are also set by the Independent Remuneration Panel for Wales each year. Councillors are advised to consult with the Democratic Services/Cabinet Office to take advantage of central booking arrangements when arranging overnight accommodation which has to be prior approved by the Chief Executive and the Leader of the Council via the submission of the appropriate form.

All claims must be accompanied by relevant receipts for all actual expenditure incurred and submitted to the relevant Officer within ninety days. For Cabinet Members the relevant Officer is the Cabinet Officer, for all other Members the relevant Officer is any Member of the Democratic & Scrutiny Services Team.

The exact rates are set out on the Travel and Subsistence Claim Form on the MemberNet Homepage as well as the latest Member Schedule of Remuneration on the Council's website.

If a Councillor is suspended or partially suspended from any responsibility in accordance with Part III of the Local Government Act 2000 or regulations made under that Part, the relevant part of any allowance payable under the Council's Member Allowance Scheme in respect to that responsibility will be suspended and in the case of an over-payment, paid back to the Council.

Co-opted Members may also claim an allowance. A Co-Opted Member is someone who is appointed to a committee or sub-committee and has voting rights but is not an Elected Member. Their payments are capped to ten full days per year (i.e 20 half days) for each committee to which they are co-opted and are made monthly by direct bank credit. Any Co-Opted Member may elect to forgo any part of their entitlement to an allowance or fee and will not be entitled to claim if they are suspended or partially suspended from any responsibility.

Section 26 of the Council's Constitution sets out the details of the Council's Member Allowance Scheme:

[https://www.valeofglamorgan.gov.uk/Documents/\\_Committee%20Reports/Committee%20Information/Constitution/May-2021/Section-26.pdf](https://www.valeofglamorgan.gov.uk/Documents/_Committee%20Reports/Committee%20Information/Constitution/May-2021/Section-26.pdf)

“...requested to be mindful of choosing the most cost effective and environmentally friendly means of travel ...”

## 4.24 Reimbursement of Costs of Care

### Member Remuneration. Candidate and Elected Member Handbook 2022

If a Councillor has needed to arrange care for a dependent child or adult so that they may carry out their official and approved duties as a Councillor, they can be reimbursed for the cost of that care.

A cost of care payment applies to care provided by informal or formal carers for the following:

- (a) dependent children up to the age of 15; or
- (b) children over the age of 15 and adults providing that the Councillor can demonstrate that the dependent individual requires supervision.

Payments will not be made:

- to more than one Councillor or Co-Opted Member in relation to the care of the same child or dependant for the same episode of care; or
- to someone who is a part of a Member's household.

All claims for the Reimbursement of Costs of Care should be made in writing to the Head of Democratic Services, detailing times, dates and reasons for claim by completing both the 'Reimbursement of Cost of Care Claim Form' and 'Costs of Care Receipt Form' available on MemberNet. Receipts are required from the carer for both informal and formal care arrangements.

### Family Absence

Councillors are entitled to a period of family absence, during which, if they satisfy the prescribed conditions, they are entitled to be absent from Council meetings.

When taking family absence, Councillors are entitled to retain their Basic Salary irrespective of their attendance record immediately preceding the commencement of the family absence.

A Senior Salary holder will be able to continue to receive their Senior Salary for the duration of the absence. If the Council agrees that it is necessary to make a substitute appointment to cover the family absence of a Senior Salary holder, the Councillor substituting will be eligible to be paid a Senior Salary.

When the Council agrees a paid substitution for family absence, it will notify the Independent Remuneration Panel within 14 days of the date of the decision of the details, including the particular post and the duration of the substitution.



## 5.25 ID & Access Card

### Resources. Candidate and Elected Member Handbook 2022

All Councillors will be issued with a photographic ID card and corporate lanyard during the Member Induction Event.

For new Councillors, the photograph on the card will be taken during the event itself. For returning Councillors, they may elect to use a previous photograph or have a new one taken.

The card is an access control card for Council buildings as well as the various printers (see section 5.29) located around the buildings.

Councillors must not, under any circumstance, lend their ID Card to any other person.

It is important, for the safety of all, that Councillors:

- have their own ID badge on display when entering and moving around Council buildings,
- do not let anyone enter the building or secure areas of the building with them unless the individual also has a Council ID,
- if they are working alone in the building after office hours, inform the building security officer via the main reception desk, and
- if they see someone they do not recognise in a secure area, do not approach them and inform the building security officer via the main reception desk.

Councillors must report their ID card lost, damaged or stolen, within 24 hours of discovery, so that a replacement may be issued by contacting the Democratic & Scrutiny Services Team.

All Councillors will be asked to complete an Equality & Diversity Survey during the Member Induction Event. This will allow the Democratic & Scrutiny Services Team to identify any building access or mobility needs that Councillors may have so that appropriate support and advice can be offered.



## 5.26 Travel to Council Premises

### Resources. Candidate and Elected Member Handbook 2022

On the 29th July 2019 the Council agreed to join with Welsh Government and other Councils across the UK in declaring a global 'climate emergency' and on the 26th July 2021 declared a Nature Emergency. The declarations were made in response to the findings of the Intergovernmental Panel on Climate Change (IPCC) report and the National Biodiversity Network (NBN) report in recognition of the inextricable link between climate change and the loss of biodiversity.

**Project Zero** is the Council's response to the climate emergency. It sets out the Council's commitment to reduce its own carbon emissions to net zero by 2030, but the ambition of Project Zero is wider than just reducing the Council's carbon emissions. It recognises the Council's role as a community leader and how through its policies and actions it can work with, support and influence others to make changes and consider their impact on the environment.

The Project Zero Challenge Plan details eighteen challenges framed around the need for the Council to demonstrate strong leadership, fulfil its responsibility to current and future generations and to make a difference to the environment now. Further details are available on the Council's website:

<https://www.valeofglamorgan.gov.uk/en/living/Climate-Change/Project-Zero.aspx>

### Walking, Cycling & Public Transport

The Vale of Glamorgan Council is working to promote and improve opportunities for active travel within the local authority area and further information such as Active Travel Maps are available to both Members of the Public and Councillors on the Council's website:

<https://www.valeofglamorgan.gov.uk/en/living/transportation/Active-Travel.aspx>

The Council also operates a Cycle2Work Scheme allowing Councillors to make savings on the cost of a new bike and accessories to keep fit, reduce stress, reduce travel expenditure, save time travelling and reduce carbon emissions. Further information on the scheme will be provided to Councillors at the start of their term in office.

The following journey planners may also assist Councillors with their travel arrangements:



TRAFNIDIAETH CYMRU  
TRANSPORT FOR WALES

<https://tfw.wales/plan-a-journey>



Cardiff bus  
bws Caerdydd

<https://www.cardiffbus.com/plan-a-journey>



## 5.26 Travel to Council Premises (continued)

Resources, Candidate and Elected Member Handbook 2022

### Car Parking

Car Parking is currently free and available at all three of the Council's largest office buildings for Councillors to attend meetings (if they choose to attend a meeting face-to-face):

Only the Civic Office Building in Barry has 10 designated parking spaces for Councillors however, these are on a first-come-first-serve basis.

All Car Parks are also used by Council Staff, therefore, parking may take longer during working hours than evenings and weekends.

### Useful Travel Information

Civic Offices	Dock Offices	The Alps
Holton Road Barry CF63 4RU	Subway Road Barry CF634RT	Alps Quarry Road Wenvoe CF5 6AA
<b>Opening Times:</b>	<b>Opening Times:</b>	<b>Opening Times:</b>
Monday - Friday: Weekends:	Monday - Friday: Weekends:	Monday - Friday: Weekends:
<b>Cardiff Bus Routes:</b>	<b>Cardiff Bus Routes:</b>	<b>Cardiff Bus Routes:</b>
93, 94, 95, 96A, 97A, 100 or 304.	88.	96, 96A
<b>Nearest Train Station:</b>	<b>Nearest Train Station:</b>	<b>Nearest Train Station:</b>
Barry Docks (BRD)	Barry Docks (BRD)	Not accessible by train.
<b>Other Facilities:</b>	<b>Other Facilities:</b>	<b>Other Facilities:</b>
<ul style="list-style-type: none"><li>● Bike Storage</li><li>● Showers</li><li>● Multiple occupancy car parking spaces</li></ul>		

## 5.27 Political Group Rooms

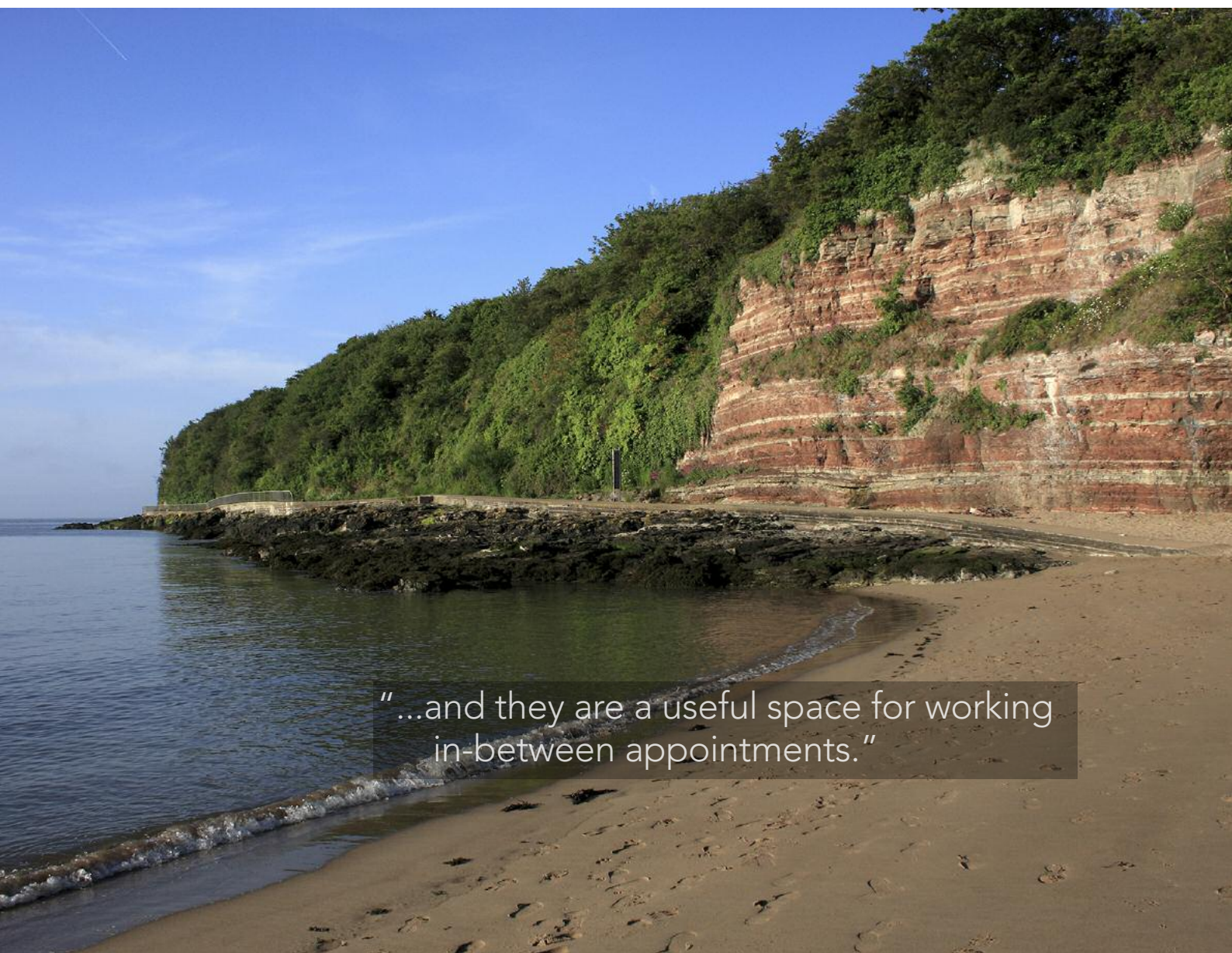
Resources. Candidate and Elected Member Handbook 2022

Each Political Group has a designated meeting room on the lower ground floor of the Civic Office building.

These rooms are accessed via the building's rear entrance using an ID Access Card (see section 5.25).

Councillors are free to use these rooms at all times when the Civic Office Building is open and they are a useful space for working in-between appointments.

A supply of Tea, Coffee and Soft Drinks is also available near to the group rooms for Councillor use.



"...and they are a useful space for working in-between appointments."

## 5.28 Council Equipment

### Resources. Candidate and Elected Member Handbook 2022

The Council provides Councillors with appropriate Microsoft Office 365 operated equipment to assist in undertaking their various roles and responsibilities:

- **Council Computer** – This is a portable laptop with the ability to connect to the Vale of Glamorgan network from home as well as in Council buildings.
- **Council Mobile Phone** – For making calls, sending text messages, and receiving Emails on the go. Councillors may also opt to have access to their Vale of Glamorgan emails on their personal mobile device if they would prefer to operate only one mobile phone and decline the Vale of Glamorgan mobile device.
- **Remote Meeting Headset** – Earphones and microphone to support councillors to hear and be heard clearly during remote meetings.

Equipment will be issued to Councillors as part of the Member Induction Event.

Other devices may be issued to Councillors, based on their individual support needs, as identified from their response to the Member Equality & Diversity Survey completed at their start of term.

Any devices issued remain the property of the Council and Councillors will be asked to return the equipment at the end of their term in office having accepted responsibility for the devices at the start of their term in office.

Council equipment and services must not be used for personal use or any activity not authorised as part of a Councillor's job description. Councillors must not remove Council information from the network and copy it to personal or non-Council owned equipment as this introduces a serious information loss and malware risk to the Council.

To access the Vale of Glamorgan network from home, Councillors will require a home broadband WiFi connection. Councillors are required to arrange and purchase their own broadband service independently, using a provider of their choosing, and are advised to source a super-fast broadband service.

All Councillors will be required to undertake in writing that they will observe and comply with the procedures and protocols set by the Council governing the use of their equipment; the ICT Code of Conduct. Councillors will be provided with a copy of the Code at the start of their term in office.

The Council's Digital Strategy to enable opportunities for improvement through the innovative use of ICT, now and in the future, as well as setting out the Council's vision for how it will leverage new technologies to continue to provide high quality priority services is available on the Council's website.

[https://www.valeofglamorgan.gov.uk/en/our\\_council/achieving\\_our\\_vision/Achieving-our-Vision.aspx](https://www.valeofglamorgan.gov.uk/en/our_council/achieving_our_vision/Achieving-our-Vision.aspx)

The Council's technical support service is called the ICT Service Desk and all Councillors will be provided with the contact details for this service as part of the Member Induction Event.

For informal discussions/meetings, Councillors will have use of Microsoft Teams and for formal meetings access to the Council's Hybrid Meeting Solution; CIVICO. Training on both these platforms will be provided to Councillors at the start of their term in office and ongoing support will be available on request via the Democratic & Scrutiny Services Team.



## 5.29 Universal Printing

### Resources. Candidate and Elected Member Handbook 2022

In 2018, the Council revised its print strategy to reduce printing waste and subsequent costs. This resulted in universal printers being placed in communal areas across the organisation and its office buildings. This move was also aligned to the Council's climate change challenge plan launched in 2021, 'Project Zero,' to adapt to and mitigate the impact of climate change.

The Council recognises that Councillors may be unable to work completely 'paper-free' however, does encourage individuals to work 'paper-less' where possible.

Therefore, all Councillors are automatically elected to receive meeting papers electronically, rather than in hard copy, but they may elect to have hard copies sent out to them in the post or delivered to their designated pigeonhole if required.

All Councillor laptops are set to the universal printers. This means that all documents sent to print will be held on the Councillor's print account for 48 hours until they reach any printer in the building to print the document.



"...encourage individuals to work 'paper-less' where possible."





## 5.30 Correspondence

Resources. Candidate and Elected Member Handbook 2022

### General Data Protection Regulation (GDPR) UK

The law on Data Protection changed on 25th May 2018. The General Data Protection Regulation (GDPR) UK is a new, Europe-wide law that superseded the UK Data Protection Act 1998 (DPA 1998).

The GDPR UK sets out requirements for how organisations will need to handle personal data. It has enhanced the rights of people whose data is held (known as data subjects in the Data Protection Act) and give them more control over what happens to their data. It also allows for financial penalties to be imposed on any organisation that breaches those rights or does not comply with the 'accountability principle' – which basically means that data controllers and data processors i.e. The Council and its Councillors need to put technical and organisational measures in place to protect the data they hold from loss, unauthorised access etc and to ensure the rights of data subjects are protected.

All Councillors must be registered as a Data Controller with the Information Commissioners Office (ICO) and pay a fee. The fee will be paid for by the Council and registration forms will be completed shortly after the election.

Councillors will:

- (1) Make use of personal data provided by the council in the same way as an officer of the council might make use of data. Council officers and its suppliers will be subject to the controls of GDPR UK.
- (2) Use personal case work material in their own right when they collect or are given personal data through communications with their residents.
- (3) Access, collect and deploy personal data through their political campaigning and activation – with or without the use of political agents or political parties if they represent one.

Therefore, as Data Controllers, Councillors must comply with the new GDPR UK requirements as follows:

- Keep a record of their processing activities, this is to show their compliance with the legislation.
- Give a more detailed Privacy Notice when they collect personal data.
- Tell data subjects of their rights.
- Have appropriate security measures in place to protect personal data they hold.
- Regularly review and delete 'old' data they no longer need; and
- Report any breaches to the ICO within 72 hours.

Councillors should only use their official Vale of Glamorgan email address to respond to resident enquiries. Every Councillor will have a corporate email signature that includes a hyperlink to the Council's Privacy Notice:

[https://www.valeofglamorgan.gov.uk/en/our\\_council/Website-Privacy-Notice.aspx](https://www.valeofglamorgan.gov.uk/en/our_council/Website-Privacy-Notice.aspx)

If Councillors have any queries or require advice regarding GDPR UK then they can email the Council's Data Protection Officer at: [DPO@valeofglamorgan.gov.uk](mailto:DPO@valeofglamorgan.gov.uk)



## 5.30 Correspondence (continued)

Resources. Candidate and Elected Member Handbook 2022

### Postal Service

In accordance with the Local Government & Elections (Wales) Act 2021 (Section 43), the Council has a duty to publish official addresses for each Elected Member, electronic and postal. Members not wishing to make their home address public (provided they satisfy the requirements of the Members' Code of Conduct) may utilise the Vale of Glamorgan Council's address.

### Welsh Language Standards

The Council is committed to the provision of an excellent service to Welsh speakers.

During 2015 it was issued with a legal Compliance Notice by the Welsh Commissioner specifying which Standards applied to the Council.

In order to achieve the 174 standards within the notice the Council developed a comprehensive Action Plan which is published on its website:

[https://www.valeofglamorgan.gov.uk/en/our\\_council/equalities/welsh-language-standards.aspx](https://www.valeofglamorgan.gov.uk/en/our_council/equalities/welsh-language-standards.aspx)



## 5.31 MemberNet

### Resources. Candidate and Elected Member Handbook 2022

The Council has its own intranet called StaffNet and it is the automatic search homepage on Councillor computers.

Therefore, it requires being connected to the Vale of Glamorgan system via an internet connection in order to use it.



From the StaffNet Homepage, Councillors can access documentation and Council Officer contact details that they will need to function as a Councillor.

A section of StaffNet is specifically tailored towards Councillors and is called MemberNet. The MemberNet intranet page includes important information, documents, and guidelines for Councillors to refer to at their convenience and is updated on a regular basis. Therefore, Councillors are required to visit MemberNet on a regular basis.



## 5.32 'How To' Desktop Guides

Resources. Candidate and Elected Member Handbook 2022

Every Councillor will have a 'How To Guides' document folder on their Vale of Glamorgan computer desktop:



This folder contains guides, instructions and policy documents to support Councillors with tackling any technical issues they may have when the ICT Service Desk is closed.

Because the folder is located on the desktop, Councillors can access and use the folder when working offline.



## 5.33 Committee Hub

### Resources. Candidate and Elected Member Handbook 2022

The Committee Hub is an electronic storage folder for all published meeting agendas.

A short cut to the Hub is available on Councillor desktops, on Vale of Glamorgan devices only, and updated after every agenda publication:



Councillors can access agendas in several ways:

- (1) Via the hyperlink included within the notification email they receive each time an agenda is published.
- (2) By clicking on the relevant Committee name in the Committee Hub on their desktop.
- (3) By visiting the Council's Minutes, Agendas & Reports public webpage; or
- (3) Receiving a hard copy of the papers in the post (if requested in advance).

Some Committees are locked down to certain individuals because of the confidential nature of the paperwork and therefore only the members of that particular Committee have access to view the relevant Part II papers via the Hub.

Any Councillor may request access to Part II information, if they do not already have access to it, by raising a formal request with Democratic & Scrutiny Services. These requests must then be assessed on a 'need-to-know' basis due to the confidential nature of the information.

Members of the public are not entitled to see Part II information. Therefore, the Committee Hub is the only way for Councillors to view Part II information other than in hard copy.

Councillors can also download the agenda from the Committee Hub on to their Vale of Glamorgan laptop. This can be useful if they wish to annotate the document in advance of the meeting based on their own thoughts/comments to raise and/or work offline during the meeting itself.



## 5.34 Officer Directory

### Resources. Candidate and Elected Member Handbook 2022

An Officer Directory is available to Councillors via MemberNet and the How to Guides Folder on their desktop.

Councillors will also have the opportunity to meet key Officers as part of the Member Induction Event to formally introduce themselves, open lines of communication and establish good working relationships.

The Directory helps Councillors to contact the right 'on-the-ground' Officer for their query whether that be for themselves or as part of their ward casework.

Councillors may also use the Council's corporate methods of raising queries with Officers as available to Members of the public, such as:

the **Report It** Webpage on the Council's website which allows individuals to report a wide variety of matters:

[https://www.valeofglamorgan.gov.uk/en/living/do\\_it\\_online/Report.aspx](https://www.valeofglamorgan.gov.uk/en/living/do_it_online/Report.aspx)

the **Contact Us** Webpage on the Council's website which provides the contact information for the Council's Contact One Vale (C1V) Call Centre and directions to council offices to raise a matter in person at reception:

[https://www.valeofglamorgan.gov.uk/en/our\\_council/Contact-Us.aspx](https://www.valeofglamorgan.gov.uk/en/our_council/Contact-Us.aspx)



## Councillors' Guide to 5.35 Health & Safety and Personal Wellbeing

Resources. Candidate and Elected Member Handbook 2022

The Vale of Glamorgan Council attributes the utmost importance to the health, safety and well-being of its councillors, employees and those for whom it provides a service.

Councillors have a responsibility to follow the health and safety arrangements as set out in the Council's Health, Safety & Well-Being Policy and to report any issues that would jeopardise the maintenance of a positive health and safety culture throughout the organisation.

The Policy Statement, as well as its various policy procedures are available to Councillors via the Human Resources and Organisational Development section of StaffNet and Councillors are encouraged to have regard to this in all aspects of their Council work.

### Physical Safety

An important role of a councillor is to keep in touch with their residents and communities. This includes helping individuals with any problems they might have. Often this extends beyond just the delivery of council services. These contacts are usually rewarding and non-adversarial. However, councillors can find themselves in a position where they need to manage angry and frustrated residents who often contact their elected representative when they feel that they have no other avenue to pursue. Often councillors will deal with constituents on a face-to-face basis when alone.

Most councillors will not experience any problems during their term(s) of office, but a little time given to the preparation and planning can reduce any risk.

Councillors are encouraged to:

- assess the risks to their person in carrying out their public duties,
- recognise potential danger from personal contact or internet / postal communication and take appropriate action, and
- be proactive in considering personal safety through, for instance, the purchase of a personal alarm, ensuring your partner, friend or relative has information on your activities, and ensuring your mobile telephone is charged.

The Local Government Association (LGA) in partnership with the Welsh Local Government Association (WLGA) has produced a Councillors' guide to handling intimidation, the purpose of which is to set out what personal safety and security measures a Councillor could take to prevent and deal with those rare circumstances when they might find themselves in situations where they are concerned for their safety.

The guide is not designed to alarm, but to suggest some steps a Councillor and their Council can undertake to protect them as a person in a public position, and how to respond should an incident occur.



## Councillors' Guide to 5.35 Health & Safety and Personal Wellbeing (continued)

Resources. Candidate and Elected Member Handbook 2022

### Online Safety

Social media is changing the way society communicates, the way it receives news and, increasingly, the way it thinks about itself and others.

Social media is transforming politics too; it makes politicians and public institutions more accessible, allows individuals to have their voices heard and helps share ideas or promote campaigns, potentially to millions, in an instant. It is a powerful tool that can do much good but, in the wrong hands, can cause harm too. The growth of online abuse or trolling is a concern, as is the mounting evidence that organisations or even foreign agencies can exploit social media or use 'fake news' to influence public opinion or even affect democratic contests.

Social media has therefore become a vital tool for councils and councillors to inform and engage with the communities they serve. Many councillors already use social media and many more are thinking about using it. Therefore, the Council offers a 'Personal Safety & Self-Care' Member Development Session that includes online safety.

The Welsh Local Government Association (WLGA) also offers guidance to councillors who are new to social media and some tips for those already using it. Social media is rapidly evolving, so the guidance offers a general overview, some key pointers and principles and references to step-by-step resources online:

<https://www.wlga.wales/SharedFiles/Download.aspx?pageid=62&fileid=344&mid=665>

### Personal Wellbeing

Councillors may use the Council's Employee Assistance Programme 'Care First' that offers Counselling, Information and Advice through three different services:

- 24/7 Online and Telephone Counselling Service.
- 'Zest,' an Application that teaches users coping mechanisms to handle situations life may throw their way; and
- 'Lifestyle,' an online resource providing advice, information, webinars and articles on health, fitness, finance, childcare and consumer rights.

Councillors will also have access to the Council's E-Learning Portal called 'iDev' and the variety of wellbeing courses and seminars offered free of charge via the portal.



"Social media is transforming politics..."



## 5.36 Glossary of Terms

### Candidate and Elected Member Handbook 2022

<b>Agenda</b>	A list of matters either in electronic or hard copy form to be discussed at a meeting.
<b>Annotate</b>	To add a short explanation or opinion to a text or drawing.
<b>Chair / Vice-Chair</b>	The gender-neutral role description for the person in charge of the meeting.
<b>Constituents</b>	A person who can vote in a particular area of the country.
<b>Constitution</b>	The set of political principles by which a state or organization is governed, especially in relation to the rights of the people it governs.
<b>Democratic</b>	Democratic is the adjective of Democracy: the belief in freedom and equality between people, or a system of government based on this belief, in which power is either held by elected representatives or directly by the people themselves.
<b>Desktop</b>	A view on a computer screen that contains icons (= small symbols or pictures) representing files, programs, and other features of the computer.
<b>Electoral Division/Ward</b>	One of the areas into which a Council area (Vale of Glamorgan) is divided, having its own elected political representative(s) for each ward for the purposes of an election.
<b>Electorate</b>	All the people who are allowed to vote.
<b>Forward Work Programme</b>	A schedule document that sets out the matters the Committee will consider in the future and when.
<b>Governance</b>	The way that organizations or countries are managed at the highest level, and the systems for doing this.
<b>Intranet</b>	A system of connected computers that works like the internet and allows people within an organization to communicate with each other and share information.
<b>Local Government</b>	The control and organization of towns and small areas, and the services they provide, by people who are elected by those living in the area.
<b>MemberNet</b>	The Councillor specific resource section of the Council's Intranet.
<b>Motion</b>	A formal suggestion made, discussed, and voted on at a meeting.
<b>Municipal Year</b>	The municipal year is a period used by local government in the United Kingdom. The municipal year usually begins in May and ends at the end of April each year.
<b>Offline</b>	(Of a computer) not connected to or directly controlled by a central system, or not connected to the internet.
<b>Part II</b>	"Part Two" information is confidential or exempt information not available to members of the public.
<b>Proper Officer</b>	An Officer designated to carry out a specific function provided for within the Council's Constitution. Unless stated otherwise, the "Proper Officer" is the Chief Executive.
<b>Scrutiny</b>	The careful and detailed examination of something in order to get information about it.
<b>Standing Orders</b>	Rules that say how an organization should organise its formal meetings (Council/committee).
<b>Summons</b>	The Agenda papers are sent to the Councillor by way of an invitation requesting that they attend the meeting.
<b>The Executive "Cabinet"</b>	The Cabinet, made up of the Leader of the Council and up to 9 other Councillors from the controlling political group(s), uses its Executive Powers to make most of the Council's decisions on services, functions and corporate management, including plans and strategies.

Cyngor Bro Morgannwg

# LLAWLYFR

## Ymgeiswyr ac Aelodau Etholedig 2022



# Cynnwys

Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

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# 1.1 Gwasanaethau Democrataidd a Chraffu

## Cyflwyniad. Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

Helo

Diolch am gymryd diddordeb yn ein Llawlyfr Ymgeiswyr ac Aelodau Etholedig.

Mae gan Aelodau Etholedig Llywodraeth Leol hawl i gymorth corfforaethol yn unol â gofynion Mesur Llywodraeth Leol (Cymru) 2011 ac mae isadran y Gwasanaethau Craffu ar gael i roi'r fath gymorth.

Mae'r Gwasanaethau Democrataidd a Chraffu'n rhan o Gyfarwyddiaeth y Adnoddau o fewn y Cyngor. Mae'r Is-adran yn cynnwys elfennau gwasanaeth penodol:

- Y Gwasanaethau Democrataidd a Chraffu
- Y Gwasanaeth Cofrestru
- Rheoli Cofnodion/Pridiannau Tir/yr Awdurdod Cofrestru Tir Comin; a
- Swyddogaethau'r Cabinet a'r Maer.

Mae'n gyfrifol am ddatblygu a chefnogi prosesau gwneud penderfyniadau effeithiol, swyddogaeth graffu'r Cyngor a threfniadau pwyllgorau yn ogystal â rhoi cyngor a chymorth i Aelodau Etholedig, sy'n cynnwys Cyfansoddiad y Cyngor, Cod Ymddygiad yr Aelodau, Datblygiad Aelodau a chefnogi swyddogaethau'r Cabinet a'r Maer.

Cydnabyddir bod y rhan fwyaf o'r wybodaeth a rennir ag Aelodau Etholedig hefyd yn berthnasol ac o ddiddordeb i Ymgeiswyr Etholiadol, felly mae'r wybodaeth yn y llawlyfr hwn wedi'i hysgrifennu gydag Ymgeiswyr Etholiadol ac Aelodau Etholedig eisoes mewn golwg.

Gobeithiwn fod yr wybodaeth a geir yma yn rhoi syniad realistig i chi fel darlennydd o rôl yr Aelod Etholedig a'r prosesau cymorth sydd ar waith i Aelodau Etholedig gyflawni eu cyfrifoldebau.

Mae'r Llawlyfr hwn hefyd yn helpu i baratoi Aelodau Etholedig ar gyfer Rhaglen Sefydlu a Datblygu Aelodau Gorfforaethol y Cyngor a fydd yn dechrau'n syth ar ôl eu hethol. Gall y Llawlyfr newid yn seiliedig ar ddiweddariadau i ddeddfwriaeth a pholisïau a chael ei ddiweddaru'n reolaidd pan fydd angen.

Mae croeso i chi gysylltu â ni os oes gennych gwestiynau.

### Swyddog Monitro/

#### Pennaeth y Gwasanaethau Democrataidd a Chyfreithiol

*Debbie Marles*

01446 709482

[DMarles@valeofglamorgan.gov.uk](mailto:DMarles@valeofglamorgan.gov.uk)

#### Pennaeth y Gwasanaethau Democrataidd

*Jeff Rees*

01446 709 413

[JERees@valeofglamorgan.gov.uk](mailto:JERees@valeofglamorgan.gov.uk)

#### Prif Swyddog y Gwasanaethau Democrataidd a Chraffu

*Karen Bowen*

01446 709 856

[KBowen@valeofglamorgan.gov.uk](mailto:KBowen@valeofglamorgan.gov.uk)



“...yn rhoi syniad realistig i chi fel darlennydd o rôl yr Aelod Etholedig...”



## 1.2 Cyfnod Swyddi

Cyflwyniad. Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

Mae'r Etholiad Llywodraeth Leol nesaf wedi'i drefnu ar gyfer 5 Mai, 2022.

Fel arfer, bydd unigolion sy'n cael eu hethol ar y pryd hwnnw yn aros yn eu swyddi am gyfnod o 5 mlynedd hyd nes y cynhelir Etholiad Llywodraeth Leol arall (yn 2027) neu eu bod yn ymddiswyddo o'u swyddi.

Ar ddechrau eu cyfnod 5 mlynedd, gofynnir i bob Aelod Etholedig (Cynghorydd) lofnodi Datganiad Derbyn Swydd yn y Digwyddiad Sefydlu Aelodau ym mhresenoldeb Prif Weithredwr y Cyngor, sef Mr Rob Thomas ar hyn o bryd.

Mae'r datganiad yn nodi y bydd unigolyn yn cyflawni dyletswyddau ei swydd yn briodol ac yn ffyddlon hyd eithaf ei farn a'i allu yn ogystal â dilyn Cod Ymddygiad Aelodau Bro Morgannwg (gweler adran 3).

Mae Aelod Etholedig yn swyddog cyhoeddus ac felly mae gan y Cyngor ddyletswydd i gyhoeddi gwybodaeth gyswllt ac unrhyw fuddiannau (gweler tudalen 3.16) a allai fod gan y Cynghorydd. Mae'r manylion hyn ar gael ar wefan y Cyngor.

[https://www.valeofglamorgan.gov.uk/cy/our\\_council/Council-Structure/councillors/Councillors.aspx](https://www.valeofglamorgan.gov.uk/cy/our_council/Council-Structure/councillors/Councillors.aspx)

“...yn cyflawni dyletswyddau ei swydd yn briodol ac yn ffyddlon hyd eithaf ei farn a'i allu...”

## 1.3 Y Cyfarfod Blynyddol

Cyflwyniad. Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

Mae'r Cyfarfod Blynyddol (a adwaenir yn ffurfiol fel y Cyfarfod Cyffredinol Blynyddol) yn nodi dechrau pob blwyddyn y Cyngor.

Mewn blwyddyn pan fo etholiad Cynghorwyr cyffredin, cynhelir y Cyfarfod Blynyddol o fewn un diwrnod ar hugain i ymddeoliad y Cynghorwyr sy'n gadael. Mewn unrhyw flwyddyn arall, cynhelir y Cyfarfod Blynyddol ym mis Mawrth, mis Ebrill neu fis Mai.

Y Cyfarfod Blynyddol fydd y cyfarfod cyntaf gyda'r Cyngor Llawn (pob un o'r 54 cynghorydd) yn bresennol.

Bydd gan gynghorwyr sedd a meicroffon penodedig a byddant yn cael eu grwpio yn ôl eu pleidiau gwleidyddol. Gofynnir iddynt ddatgan eu bod yn bresennol yn ystod yr alwad gofrestr ar ddechrau'r cyfarfod trwy sefyll am ennyd pan fydd y Prif Weithredwr yn galw eu henwau.

Bydd eitemau agenda'r cyfarfod yn canolbwyntio ar bennu rolau unigol, aelodaeth pwyllgorau a dyddiadau cyfarfodydd y Cyngor Llawn yn y dyfodol, felly mae'n gyfarfod pwysig i nodi flwyddyn y Cyngor sydd i ddod. Ceir enghraifft o'r agenda yma:

[https://www.valeofglamorgan.gov.uk/cy/our\\_council/Council-Structure/minutes,\\_agendas\\_and\\_reports/agendas/Annual-Meeting/21-05-10.aspx](https://www.valeofglamorgan.gov.uk/cy/our_council/Council-Structure/minutes,_agendas_and_reports/agendas/Annual-Meeting/21-05-10.aspx)

Bydd y Maer sy'n gadael yn agor ac yn cadeirio'r cyfarfod nes trosglwyddo i'r Maer newydd ei ethol yn ystod y sesiwn.

Mae rhai prosesau a rheolau y mae'r aelodau'n cadw atynt yn ystod cyfarfodydd y Cyngor Llawn a gelwir y rhain yn Rheolau Sefydlog. Nodir y rhain yn adran pedwar Cyfansoddiad y Cyngor:

[https://www.valeofglamorgan.gov.uk/Documents/\\_Committee%20Reports/Committee%20Information/Constitution/June-2018/Section-4.pdf](https://www.valeofglamorgan.gov.uk/Documents/_Committee%20Reports/Committee%20Information/Constitution/June-2018/Section-4.pdf)

Bydd sesiwn hyfforddi 'Rheolau Dadlau' yn cael ei chynnig i bob Aelod Etholedig fel rhan o'r Rhaglen Sefydlu a Datblygu Aelodau (gweler tudalen 3.21).

“...cynhelir y Cyfarfod Blynyddol o fewn un diwrnod ar hugain i ymddeoliad y Cynghorwyr sy'n gadael.”



## 1.4 Rolau Cyngorwyr

### Cyflwyniad. Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

Mae'r Cyngor yn cynnwys 54 o gynghorwyr a etholir bob pum mlynedd fel arfer.

Mae pob Cynghorydd yn atebol yn ddemocrataidd i drigolion ei adran etholiadol (ward) yn ogystal â phawb sy'n byw ym Mro Morgannwg.

Dyletswydd bennaf cynghorwyr yw gwasanaethu'r holl gymuned, ond mae ganddynt ddyletswydd arbennig i'w hetholwyr, gan gynnwys y rhai na wnaethant bleidleisio drostynt.

Yn ogystal â bod yn Aelod Ward Lleol, gall Aelodau Etholedig feddu ar rolau eraill hefyd fel rhan o swyddogaethau ehangach y Cyngor:

#### Y Maer

Rhaid i'r Maer fod yn Aelod Etholedig o'r Cyngor. Fe'i etholir i'w swydd yng Nghyfarfod Blynyddol y Cyngor ym mis Mai ac mae ei flwyddyn yn y swydd yn rhedeg hyd at fis Mai y flwyddyn ganlynol.

Mae'r Maer neu'r Faeres yn gwisgo cadwyni'r swydd wrth fynd i ddigwyddiadau ar ran y Cyngor.

Rôl weithdrefnol y Maer yw llywyddu yn ystod prif gyfarfodydd y Cyngor a gynhelir o leiaf bum gwaith y flwyddyn. Os nad yw'n bresennol mewn unrhyw gyfarfod o'r Cyngor, yna mae'n rhaid i'r Dirprwy Faer lywyddu. Nodir dyletswyddau'r Maer yng nghyfarfodydd y Cyngor yn Neddf Llywodraeth Leol 1972 ac maent yn cynnwys y gofyniad i ddefnyddio ail bleidlais neu bleidlais fwrw pan fo angen.

Mae gan y Maer rôl seremonïol hefyd lle mae'n gweithredu fel llysgennad i'r Cyngor.

#### Yr Arweinydd

Yr Arweinydd yw pennaeth gwleidyddol y Cyngor a hefyd Arweinydd y grŵp(iau) gwleidyddol mwyafrifol.

Mae'r Arweinydd yn parhau yn ei swydd tan:

- y bydd yn ymddiswyddo o'r swydd;
- y bydd yn cael ei atal rhag bod yn Gynghorydd neu'n Arweinydd neu'n aelod o'r Cabinet dan Ran III o Ddeddf Llywodraeth Leol 2000 (er y gallai ailgydio yn y swydd ar ddiwedd y cyfnod hwnnw);
- nad yw'n Gynghorydd mwyach;
- yr etholiad llywodraeth leol nesaf. Gall y Cyngor symud yr Arweinydd o'i swydd yn gynharach, ond dim ond os bydd pleidlais o ddiffyg hyder yn yr Arweinydd neu newid i reolaeth wleidyddol y Cyngor.

Prif rôl yr Arweinydd yw llywio polisïau'r Grŵp rheoli trwy'r Cyngor.

Mae'r Arweinydd yn penodi'r Dirprwy Arweinydd a'r Weithrediaeth (Cabinet) ac yn cynghori'r Cyngor yn y Cyfarfod Blynyddol. Gyda hwy, mae'r Arweinydd yn cytuno ar Flaengynllun y Cyngor sy'n nodi pryd y bydd penderfyniadau'n cael eu gwneud gan y Cabinet.

Yn unol â Deddf Llywodraeth Leol ac Etholiadau (Cymru) 2021, bydd yr Arweinydd hefyd yn penderfynu ar hawl i rannu swyddi ar gyfer Aelodau'r Cabinet a Chadeiryddion Pwyllgorau er mwyn cefnogi amrywiaeth mewn democratiaeth llywodraeth leol.



## 1.4 Rolau Cynghorwyr (Parhau)

Cyflwyniad. Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

### Cadeirydd neu Is-gadeirydd Pwyllgorau, Grwpiau a Phaneli

Rôl pob Cadeirydd yw rheoli cyfarfodydd yn hyderus ac yn effeithiol i hwyluso cynhwysiant, cyfranogiad a gwneud penderfyniadau eglur.

Nodir y Disgrifiadau Swydd a'r Manylebau Person amrywiol yn adran 24 Cyfansoddiad y Cyngor:

[https://www.valeofglamorgan.gov.uk/Documents/\\_Committee%20Reports/Committee%20Information/Constitution/June-2018/Section-24.pdf](https://www.valeofglamorgan.gov.uk/Documents/_Committee%20Reports/Committee%20Information/Constitution/June-2018/Section-24.pdf)

### Hyrwyddwyr Aelodau

Mae Hyrwyddwyr Aelodau yn bodoli i roi llais i grwpiau sydd fel arfer heb ddigon o gynrychiolaeth, neu faterion y mae angen eu cadw ar flaen busnes y Cyngor, er efallai nad ydynt yn gyfrifoldeb i unrhyw unigolyn neu bwyllgor.

Mae Hyrwyddwyr Aelodau yn Gynghorwyr sydd, yn ogystal â'u cyfrifoldebau eraill yn y Cyngor, yn sicrhau bod y mater neu'r grŵp y maent yn ei hyrwyddo yn cael eu hystyried pan fydd polisi'r Cyngor yn cael ei ddatblygu a bydd penderfyniadau'n cael eu gwneud.

Mae'r Arweinydd yn penodi'r Hyrwyddwyr Aelodau ac yn rhoi gwybod i'r Cyngor am hynny yn y Cyfarfod Blynnyddol. Mae'r rhestr gyfredol o Hyrwyddwyr Aelodau i'w gweld ar wefan y Cyngor:

[https://www.valeofglamorgan.gov.uk/Documents/\\_Committee%20Reports/Annual%20Meeting/2021/Executive-Arrangements.pdf](https://www.valeofglamorgan.gov.uk/Documents/_Committee%20Reports/Annual%20Meeting/2021/Executive-Arrangements.pdf)

### Cyrff a Sefydliadau Allanol

Mae cyngorwyr hefyd yn cynrychioli'r Cyngor mewn cyfarfodydd cyrff a sefydliadau allanol.

Mae gweithio mewn partneriaeth yn ethos allweddol i Gyngor Bro Morgannwg yn gyffredinol ac felly mae Cynrychiolwyr y Cyngorwyr yn chwarae rhan bwysig.

### Arweinwyr Grwpiau Gwleidyddol

Caiff Arweinwyr Grwpiau Gwleidyddol eu henwebu gan eu grwpiau gwleidyddol ac maent yn atebol i'w grwpiau gwleidyddol. Maent yn arwain eu grwpiau'n wleidyddol ac yn gweithredu fel arweinydd gwleidyddol a llefarydd ar ran eu grwpiau.

Maent yn rhoi arweiniad wrth herio polisiau'r Cyngor yn adeiladol trwy arwain yn gryf ac yn bendant y gwaith o gydlyn polisiau, strategaethau a gwasanaethau amgen.

Yn unol â Deddf Llywodraeth Leol ac Etholiadau (Cymru) 2021, mae gan Arweinwyr Grŵp ddyletswydd i hyrwyddo a chynnal safonau ymddygiad uchel gan aelodau o'u grwpiau.







## 1.5 Disgrifiad Rôl a Manyleb Person Cynghorydd Cyflwyniad, Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

### Disgrifiad Rôl Aelod Etholedig

Mae Aelod Etholedig (Cynghorydd) yn atebol i:

- Y Cyngor Llawn.
- Etholwyr ei ward; ac
- Etholwyr Bro Morgannwg yn gyffredinol.

Diben Cynghorydd yw cynrychioli a chefnogi cymunedau yn rhagweithiol:

- Cynrychioli buddion y ward.
- Bod yn eiriolwr dros y Cyngor yn y ward a'r cymunedau y mae'n eu gwasanaethu.
- Cyfathrebu â'r gymuned ar strategaethau'r Cyngor, ei bolisiau, ei wasanaethau a'i weithdrefnau.
- Cynrychioli etholwyr unigol a sefydliadau lleol, cynnal gwaith achos ar eu rhan a gwasanaethu pawb yn deg ac yn gyfartal.
- Cysylltu ag Aelodau Gweithredol (y Cabinet), Aelodau eraill o'r Cyngor, Swyddogion y Cyngor a sefydliadau partner i sicrhau bod anghenion cymunedau lleol yn cael eu nodi, eu deall a'u cefnogi; a
- Hyrwyddo goddefgarwch a chydlynid mewn cymunedau lleol.

Mae Cynghorwyr hefyd yn gwneud penderfyniadau ac yn goruchwyllo perfformiad y Cyngor:

- Cymryd rhan mewn cyfarfodydd Cyngor Llawn, cyrraedd a gwneud penderfyniadau call a chytbwys, a goruchwyllo perfformiad.
- Helpu i wneud penderfyniadau call a chytbwys ar bwyllgorau a phaneli y gallent fod yn rhan ohonynt o bosibl.
- Glynu at egwyddorion democratiaeth a chyfrifoldeb ar y cyd wrth wneud penderfyniadau.
- Hyrwyddo a sicrhau effeithlonrwydd ac effeithiolrwydd yn narpariaeth gwasanaethau'r cyngor a gwasanaethau cyhoeddus eraill.

Mae Cynghorwyr yn cynrychioli'r Cyngor:

- Ar gyrff allanol lleol fel penodai'r Cyngor.
- Ar gyrff partneriaeth lleol, gan hyrwyddo diddordeb cyffredin a chydweithredu er budd pawb.
- Ar gyrff cenedlaethol ac mewn digwyddiadau cenedlaethol, ac yn eiriolwr i'r Cyngor yn y rhain hefyd.

“...i sicrhau bod anghenion cymunedau lleol yn cael eu nodi, eu deall a'u cefnogi...”

## 1.5 Disgrifiad Rôl a Manyleb Person Cyngorydd (parhau)

### Cyflwyniad. Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

Mae'n hanfodol bod Cyngorwyr yn ystyried Llywodraethu Mewnol, Safonau Moesegol a Pherthnasoedd i:

- Hyrwyddo a chefnogi llywodraethu da'r Cyngor a'i waith.
- Cynnig arweinyddiaeth gymunedol a hyrwyddo dinasyddiaeth weithgar.
- Hyrwyddo a chefnogi llywodraeth agored a thryloyw.
- Cefnogi, a glynu wrth, berthnasau parchus, priodol ac effeithiol gyda chyflogeion y Cyngor.
- Glynu wrth God Ymddygiad Aelodau, Protocol Aelodau/Swyddogion a'r safonau ymddygiad uchaf mewn swydd gyhoeddus.

### Nid yw Cyngorydd byth yn rhoi'r gorau i ddysgu ac mae'n cymryd cyfrifoldeb am ei Ddatblygiad Personol a'i Rôl i:

- Gymryd rhan mewn cyfleoedd Datblygu Aelodau a ddarperir i Aelodau gan yr Awdurdod.

Rhaid i Gyngorydd fod yn ymrwymedig i werthoedd ac egwyddorion canlynol y Cyngor sy'n rheoli ymddygiad Aelodau'r Cyngor:

- Anhunanoldeb.
- Gonestrywydd.
- Uniondeb a phriodoldeb.
- Dyletswydd i gynnal y gyfraith.
- Stiwardiaeth.
- Gwrthrychedd wrth wneud penderfyniadau.
- Cydraddoldeb a pharch.
- Didwylledd.
- Atebolrwydd.
- Arweinyddiaeth.

### Manyleb Person Aelod Etholedig

Er mwyn cyflawni ei rôl fel y nodir uchod, mae angen y canlynol ar Gyngorydd effeithiol:

Wrth gynrychioli a chefnogi cymunedau:

- Sgiliau eiriolaeth da.
- Sgiliau rhyngpersonol.
- Uniondeb a'r gallu i roi ei farn ei hun i'r naill ochr a gweithredu'n ddiuedd.
- Y gallu i gyflwyno dadleuon perthnasol a rhesymegol.
- Sgiliau cyfathrebu da.
- Agwedd a pharodrwydd rhagweithiol i ddylunio a/neu gyfrannu at atebion yn hytrach nag atgyfeirio unigolion yn unig.

Wrth wneud penderfyniadau a goruchwyllo perfformiad y Cyngor:

- Gwybodaeth a dealltwriaeth o'r gyfraith, rheolau a chonfensiynau cyfarfodydd.
- Dealltwriaeth o gyd-destunau strategol, polisi a gwasanaethau ar gyfer penderfyniadau.
- Y gallu i herio syniadau a chyfrannu'n gadarnhaol at ddatblygu polisi.



## 1.5 Disgrifiad Rôl a Manyleb Person Cynghorydd (parhau)

Cyflwyniad. Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

Wrth gynrychioli'r Cyngor:

- Sgiliau siarad cyhoeddus da.
- Sgiliau cyflwyno da.
- Y gallu i berswadio eraill a gweithredu'n onest.

Er mwyn cynnal lefel uchel o Lywodraethu Mewnol, Safonau Moesegol a Pherthnasau:

- Dealltwriaeth o rolau Swyddogion, Aelodau ac asiantaethau gwahanol.
- Parch at wahanol grwpiau ac unigolion, ac awydd i weithio gyda nhw.
- Gwybodaeth a dealltwriaeth o'r Cod Ymddygiad a Phrotocol Aelodau/Swyddogion.
- Gwybodaeth ac ymrwymiad i werthoedd y Cyngor.

Er mwyn rheoli ei Ddatblygiad Personol a'i Rôl ei hunan:

- Gallu asesu anghenion datblygu personol a'r rôl.
- Awydd a sgiliau i gymryd rhan mewn datblygiad.

Gwnaeth Cyngor Bro Morgannwg Ddatganiad Amrywiaeth mewn Democratiaeth y cytunwyd arno'n ffurfiol ar 26 Gorffennaf 2021. Mae'r datganiad yn nodi ymrwymiad cyhoeddus y Cyngor i wella amrywiaeth mewn democratiaeth, gan ddangos diwylliant agored a chroesawgar i bawb wrth hyrwyddo safonau ymddygiad o'r safon uchaf. Mae datganiad i'r wasg ynglŷn â'r datganiad i'w weld yma:


[https://www.valeofglamorgan.gov.uk/cy/our\\_council/press\\_and\\_communications/latest\\_news/2021/July/Vale-of-Glamorgan-Council-to-make-Diverse-Council-Declaration.aspx](https://www.valeofglamorgan.gov.uk/cy/our_council/press_and_communications/latest_news/2021/July/Vale-of-Glamorgan-Council-to-make-Diverse-Council-Declaration.aspx)

Mae Adran 5 o Fesur Llywodraeth Leol (Cymru) 2011 yn cynnwys gofyniad i Awdurdodau Lleol wneud darpariaeth, o fis Ebrill 2012, i bob Cynghorydd wneud Adroddiad Blynyddol gwirfoddol ar ei weithgareddau, a chyhoeddi'r adroddiadau dan sylw.

Felly, gall Cynghorwyr gyflwyno adroddiad i'r Pennaeth Gwasanaethau Democratiaidd sy'n manylu ar y swyddi yn y cyngor a gyda chyrrff allanol y mae'r Cynghorydd wedi'u dal dros y flwyddyn ddinesig ddiwethaf yn ogystal â'i weithgarwch a'i gyflawniadau etholaethol, ei ddysgu a'i ddatblygu a'i flaenoriaethau ar gyfer y flwyddyn i ddod.

Mae templed adroddiad ar gael i Gynghorwyr ar gais gan y Tîm Gwasanaethau Democratiaidd a Chraffu ac mae adroddiadau a gyhoeddwyd yn flaenorol ar gael ar wefan y Cyngor:

[https://www.valeofglamorgan.gov.uk/cy/our\\_council/Council-Structure/councillors/Annual-Reports.aspx](https://www.valeofglamorgan.gov.uk/cy/our_council/Council-Structure/councillors/Annual-Reports.aspx)



"...diwylliant agored a chroesawgar i bawb wrth hyrwyddo safonau ymddygiad o'r safon uchaf."

## 2.6 Y Cyfansoddiad

### Gwneud Penderfyniadau. Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

Mae Cyfansoddiad Cyngor Bro Morgannwg yn cynnig dull pwysig o alluogi cynghorwyr, swyddogion, dinasyddion a rhanddeiliaid i ddeall sut mae'r Cyngor yn gwneud penderfyniadau a phwy sy'n gyfrifol am y penderfyniadau hynny.

Mae'n disgrifio'r amrywiol gyrff sy'n rhan gyfansoddiad y Cyngor, eu swyddogaethau, aelodaeth, a rheoliadau gweithdrefnol ac felly mae'n ddogfen eithaf hir.

Diben y Cyfansoddiad yw:

- Galluogi'r Awdurdodi i roi arweinyddiaeth glir i'r gymuned mewn partneriaeth â dinasyddion, busnesau a sefydliadau eraill.
- Cefnogi'r gwaith o gynnwys dinasyddion yn y broses o wneud penderfyniadau awdurdod lleol.
- Helpu Cynghorwyr i gynrychioli eu hetholwyr yn fwy effeithiol.
- Galluogi penderfyniadau i gael eu gwneud yn effeithlon ac effeithiol.
- Creu ffordd effeithiol o ddwyn y rhai sy'n gwneud penderfyniadau i gyfrif yn gyhoeddus.
- Sicrhau na fydd unrhyw un yn adolygu neu'n craffu ar benderfyniad y buont yn rhan uniongyrchol ohono.
- Sicrhau bod y rhai sy'n gyfrifol am wneud penderfyniad yn adnabyddadwy i bobl leol a'u bod yn esbonio'r rhesymau dros y penderfyniad; a
- Darparu ffyrdd o wella'r gwaith o ddarparu gwasanaethau i'r gymuned.

Mae copi caled o'r Cyfansoddiad ar gael i'w archwilio yn Swyddfeydd y Cyngor ac mae fersiwn electronig ohono wedi'i gyhoeddi ar wefan y Cyngor:

[https://www.valeofglamorgan.gov.uk/cy/our\\_council/Council-Constitution.aspx](https://www.valeofglamorgan.gov.uk/cy/our_council/Council-Constitution.aspx)

Unwaith y bydd Aelod Etholedig wedi llofnodi ei Ddatganiad Derbyn Swydd, caiff ei gyflwyno â chopi electronig o'r Cyfansoddiad gan Swyddog Monitro'r Cyngor; sef Mrs Debbie Marles ar hyn o bryd. Bydd y Cyfansoddiad llawn ar gael i Gynghorwyr drwy'r ffolder 'How to Guides' all-lein ar fwrdd gwaith y Cyngor (gweler tudalen 5.32).

Mae'r Swyddog Monitro wedi ceisio gwneud y Cyfansoddiad mor glir a hawdd â phosibl i'w ddeall. Yn anochel, bydd pobl yn dehongli ystyr rhai rhannau yn wahanol ond mae Swyddogion y Gwasanaethau Democrataidd ar gael i drafod a chynnig cyngor ar y Cyfansoddiad fel bo angen (gweler y manylion cyswllt ar dudalen 1.1).

Mewn ymateb i'r darpariaethau a nodir yn Neddf Etholiadau Llywodraeth Leol (Cymru) 2021, mae Swyddogion Monitro ar draws Awdurdod Lleol yng Nghymru wrthi'n llunio Model Cyfansoddiadol newydd Chanllaw i Ddarllenwyr dilynol a fydd ar gael i Gynghorwyr maes o law.





## 2.7 Cyngor Llawn

### Gwneud Penderfyniadau: Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

Mae gan Gyngor Bro Morgannwg 54 o Aelodau Etholedig (Cynghorwyr), y mae pob un ohonynt yn cynrychioli adran etholiadol, neu ward.

Felly, mae'r Cyngor Llawn yn gyfarfod ffurfiol o'r holl Gynghorwyr.

Yn ôl y gyfraith mae angen y Cyngor Llawn i wneud rhai penderfyniadau pwysig, gan gynnwys pennu cyllideb y Cyngor a'r Dreth Gyngor a chymeradwyo nifer o gynlluniau a strategaethau allweddol, sydd gyda'i gilydd yn ffurfio Fframwaith Polisi'r Cyngor.

Dyma enghreifftiau eraill o fusnes y Cyngor Llawn:

- Mabwysiadu a newid Cyfansoddiad y Cyngor.
- Penodi a diswyddo'r Arweinydd yn unol â'r Rheolau Sefydlog.
- Dod i gytundeb ynghylch a/neu ddiwygio Cylch Gorchwyl Pwyllgorau, penderfynu ar eu cyfansoddiad a phenodi pobl i wasanaethu arnynt. Mae hyn yn cynnwys Cyd-bwyllgorau Corfforaethol, Rheoleiddio, ac ar y Cyd fel y nodir yn adrannau 9 a 10 o Gyfansoddiad y Cyngor.
- Newid enw'r ardal neu ddyfarnu teitl rhyddid y Fwrdeistref Sirol;
- Pob mater sydd, yn ôl y gyfraith, i gael ei gadw ar gyfer y Cyngor e.e. penodi Cadeiryddion ac Is-gadeiryddion y Pwyllgorau amrywiol.

Cyfrifoldeb y Maer yw llywyddu yn ystod cyfarfodydd y Cyngor Llawn fel bod modd cyflawni ei fusnes yn deg ac yn effeithlon gan ystyried hawliau'r Cynghorwyr a budd y gymuned.

Mae'r Maer, fel Cadeirydd, yn sicrhau bod cyfarfod y Cyngor yn fforwm ar gyfer trafod materion sy'n peri pryder i'r gymuned leol a'r lle y gall Cynghorwyr, nad ydynt yn rhan o'r Weithrediaeth, ddwyn y Weithrediaeth a Chadeiryddion y Pwyllgorau i gyfrif.

Yn ystod Cyfarfodydd Llawn y Cyngor, mae Cynghorwyr yn gorfod dilyn rheolau gweithdrefn a dadlau penodol (gweler tudalen 3.20).

Yn ogystal â chlywed cwestiynau a godwyd gan Gynghorwyr, mae'r Cyngor Llawn hefyd yn derbyn cwestiynau gan y cyhoedd, ac yn rhoi atebion iddynt, yn unol â gweithdrefn gyhoeddedig y Cyngor.

“...mae'r Cyngor Llawn yn gyfarfod ffurfiol o'r holl Gynghorwyr.”

## 2.7 Cyngor Llawn (parhau)

### Gwneud Penderfyniadau. Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

Gall unrhyw un sydd ar Gofrestr Etholiadol Bro Morgannwg neu sy'n drethdalwr neu'n drethdalwr annomestig i Gyngor Bro Morgannwg gyflwyno, ymlaen llaw, gwestiwn yng nghyfarfodydd y Cyngor Llawn yn unol â gweithdrefn gyhoeddus y Cyngor. Mae manylion y weithdrefn i'w gweld ar wefan y Cyngor:

[https://www.valeofglamorgan.gov.uk/cy/our\\_council/Council-Structure/Public-Participation-at-Council-Meetings.aspx](https://www.valeofglamorgan.gov.uk/cy/our_council/Council-Structure/Public-Participation-at-Council-Meetings.aspx)

Caiff unrhyw Gynghorydd ofyn unrhyw gwestiwn heb rybudd i'r Arweinydd, yr Aelod Cabinet perthnasol neu Gadeirydd Pwyllgor sy'n deillio'n uniongyrchol o adroddiad gan y Cabinet neu'r Pwyllgor ar Agenda'r Cyngor Llawn.

Os yw Cynghorydd yn dymuno gofyn cwestiwn mewn perthynas ag unrhyw fater y mae gan y Cyngor Llawn bwerau neu ddyletswyddau sy'n effeithio ar Fro Morgannwg, yna rhaid iddo gyflwyno ei gwestiwn o leiaf wythnos cyn cyfarfod y Cyngor Llawn.

Nodir y rhain yn adran pedwar Cyfansoddiad y Cyngor:

[https://www.valeofglamorgan.gov.uk/Documents/\\_Committee%20Reports/Committee%20Information/Constitution/June-2018/Section-4.pdf](https://www.valeofglamorgan.gov.uk/Documents/_Committee%20Reports/Committee%20Information/Constitution/June-2018/Section-4.pdf)

### Aelodau Cyfetholedig

Yn ogystal â Chynghorwyr (sy'n cael eu hethol i'r Cyngor gan y cyhoedd), efallai y bydd gan rai Pwyllgorau aelodau Cyfetholedig hefyd.

Mae'r rhain yn aelodau o'r cyhoedd (aelodau lleig) a benodir naill ai gan y Cyngor Llawn neu oherwydd deddfwriaeth berthnasol sy'n llywodraethu'r Pwyllgor penodol.

Gall aelodau cyfetholedig hefyd fod â sedd ar Bwyllgor i gynrychioli sefydliad allanol penodol.

Bydd gan rai aelodau Cyfetholedig hawliau pleidleisio ar Bwyllgor lle na fydd gan eraill a bydd y cylch gorchwyl ar gyfer y Pwyllgor wedi'i nodi yn yr achos hwn.



## 2.8 Y 'Cabinet' Gweithredol

### Gwneud Penderfyniadau. Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

Mae'r Bwrdd Gweithredol yn cael ei adnabod yn fwy cyffredin fel y Cabinet.

Mae'r Cabinet yn cynnwys Arweinydd y Cyngor ac o leiaf ddau, ond dim mwy na naw, o Gyngorwyr eraill, a benodir gan yr Arweinydd.

Mae'r Arweinydd yn penderfynu ar faint ac aelodaeth y Cabinet a rôl a chyfrifoldebau pob Aelod Cabinet, gan gynnwys pa Aelod Cabinet fydd yn gweithredu fel Dirprwy Arweinydd yn absenoldeb yr Arweinydd.

Penodir y Cabinet i gyflawni holl swyddogaethau'r Cyngor nad ydynt yn gyfrifoldeb i unrhyw ran arall o'r cyngor ynghyd â gwneud penderfyniadau o fewn y fframwaith cyllideb a pholisi a bennwyd gan y Cyngor.

Cynhelir Cyfarfodydd y Cabinet bob pythefnos ar hyn o bryd.

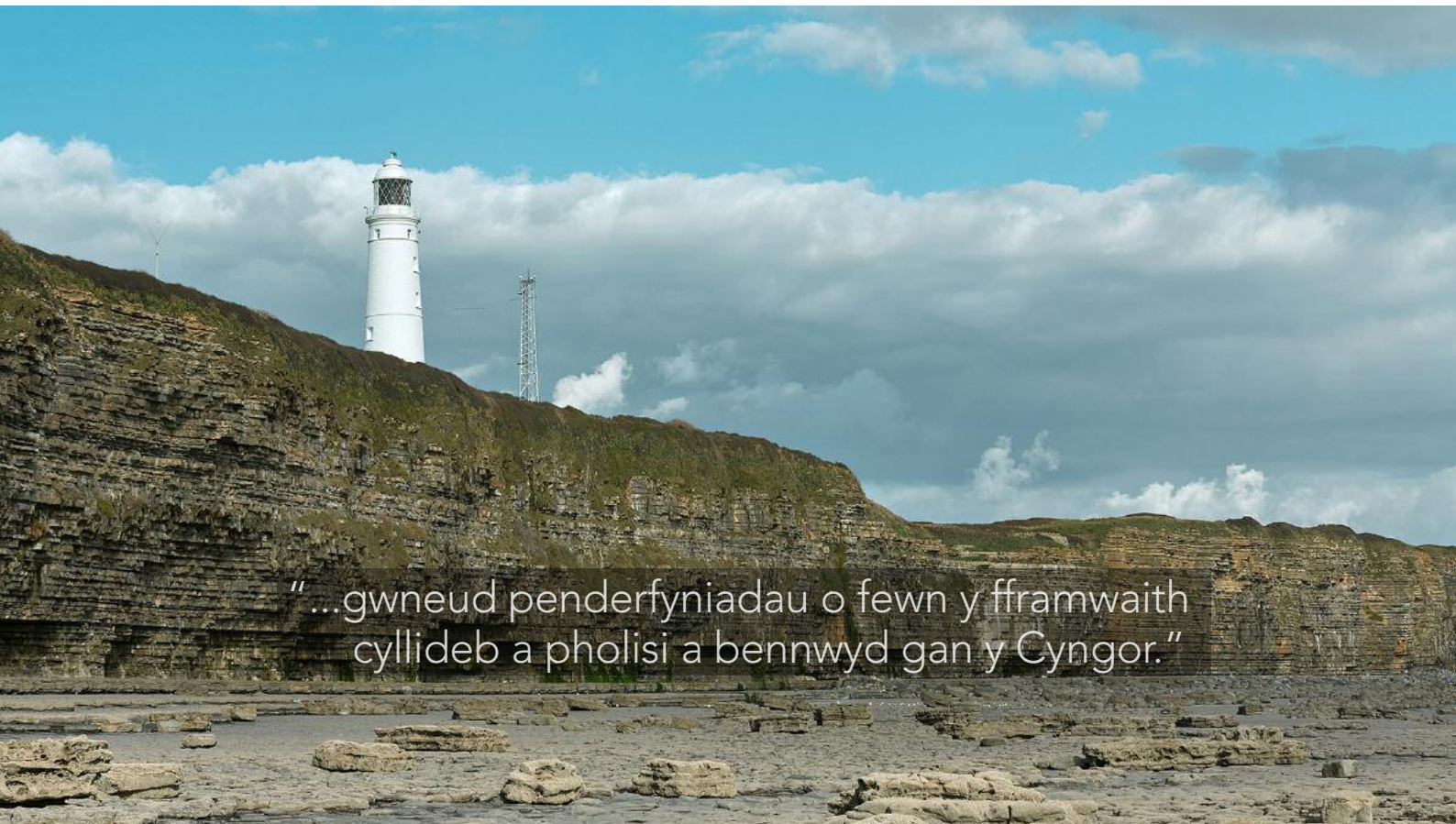
Mae'r Cabinet yn gweithio i Flaenraglen Waith (gweler tudalen 2.11) sy'n nodi adroddiadau y mae pob Aelod Cabinet yn disgwyl eu gweld yn y gwahanol gyfarfodydd Cabinet ar draws y flwyddyn ddinesig.

Cyn cynnal cyfarfod o'r Cabinet, anfonir yr agenda at bob un o'r 54 cyngorydd.

Gall yr holl Gyngorwyr ac Aelodau'r Cyhoedd arsylwi cyfarfodydd y Cabinet oni bai bod y mater dan sylw yn cael ei ystyried yn gyfrinachol. Ar gyfer materion cyfrinachol, bydd yn ofynnol i Aelodau'r Cyhoedd adael y cyfarfod.

Yn dilyn cyfarfod o'r Cabinet, cofnodir y penderfyniadau ar ffurf cofnodion. Cyn gynted ag y caiff cofnodion y cyfarfod eu cymeradwyo, cânt eu hanfon at bob un o'r 54 cyngorydd. Yna caiff unrhyw Gyngorydd gyfle i "alw i mewn" eitem i'w harchwilio ymhellach (gweler tudalen 2.13).

Cefnogir y Cabinet gan Swyddog Cabinet sydd wedi'i leoli o fewn y Tîm Gwasanaethau Democrataidd.



"...gwneud penderfyniadau o fewn y fframwaith cyllideb a pholisi a bennwyd gan y Cyngor."

## 2.9 Trosolwg a Chraffu

### Gwneud Penderfyniadau. Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

Egwyddor y broses benderfynu dull Cabinet a fabwysiadwyd gan Gyngor Bro Morgannwg yw, trwy wneud nifer bach o Gynghorwyr yn gyfrifol am wneud penderfyniadau, y bydd y broses o wneud penderfyniadau yn gyflymach, yn effeithlon ac yn fwy atebol i'r rhai sy'n gwneud y penderfyniadau.

Fodd bynnag, mae angen sicrhau aelodau o'r cyhoedd bod y grŵp bach o Aelodau'r Cabinet yn gwneud penderfyniadau'n effeithiol ac yn gweithredu er lles gorau'r gymuned leol y maent yn ei gwasanaethu.

Ar hyn o bryd mae gan Gyngor Bro Morgannwg 5 Pwyllgor Craffu wedi'u penodi i ddylanwadu ar benderfyniadau a weir gan y Cabinet, er mwyn sicrhau bod barn ac anghenion y gymuned yn cael eu hystyried:

- Perfformio Corfforaethol ac Adnoddau
- Yr Amgylchedd ac Adfywio
- Byw'n Iach a Gofal Cymdeithasol
- Tai a Chymunedau Diogel
- Dysgu a Diwylliant

Gall dwyn y Cabinet i gyfrif olygu craffu ar benderfyniadau'r Cabinet ar nifer o wahanol gamau yn y broses gwneud penderfyniadau: cyn gwneud penderfyniadau, cyn iddynt gael eu gweithredu ac ar ôl iddynt gael eu gweithredu.

Ni ddylai dwyn y Cabinet i gyfrif fod yn ymwneud â herio – mae'n ymwneud yn fwy ag Aelodau nad ydynt yn rhan o'r Cabinet yn rhoi her "cyfaill beirniadol" i'r Cabinet a Deiliaid Portffolio unigol y Cabinet. Nid yw craffu'n ymwneud â herio unigolion na phersonoliaethau ond mae'n ymwneud â herio penderfyniadau a sicrhau gwelliant lle bo hynny'n bosibl.

Mae Pwyllgorau Craffu yn gwneud 'argymhellion' yn hytrach na 'phenderfyniadau' gan nad hwy yw uwch gorff penderfynu'r Cyngor.

Mae protocol sy'n nodi'r berthynas rhwng y Cabinet a Chraffu ar gael ar wefan y Cyngor:

[https://www.valeofglamorgan.gov.uk/Documents/\\_Committee%20Reports/Scrutiny%20information/Protocols/21-05-12-Scrutiny-and-Cabinet-Roles-and-Responsibilities-Cabinet-Approved-Version-Welsh.pdf](https://www.valeofglamorgan.gov.uk/Documents/_Committee%20Reports/Scrutiny%20information/Protocols/21-05-12-Scrutiny-and-Cabinet-Roles-and-Responsibilities-Cabinet-Approved-Version-Welsh.pdf)

Cynhelir Cyfarfodydd y Pwyllgor Craffu bob mis (ar wahân i fis Awst).

Mae'r gyfraith yn nodi bod yn rhaid cyhoeddi agenda ar gyfer pob cyfarfod o leiaf 3 diwrnod gwaith clir cyn (a heb gynnwys) dyddiad y cyfarfod. Mae Cyngor Bro Morgannwg yn cyhoeddi Agenda o leiaf 5 diwrnod clir cyn pob cyfarfod ac eithrio cyfarfodydd lle gall y cyhoedd gofrestru i siarad pan, yn yr achos hwnnw, rhoddir 6 diwrnod clir.

Ar ôl pob cyfarfod, rhaid cyhoeddi Hysbysiad o Benderfyniad a Chofnod Cyfarfod ar wefan y Cyngor.

[https://www.valeofglamorgan.gov.uk/cy/our\\_council/Council-Structure/minutes,\\_agendas\\_and\\_reports/minutes,\\_agendas\\_and\\_reports.aspx](https://www.valeofglamorgan.gov.uk/cy/our_council/Council-Structure/minutes,_agendas_and_reports/minutes,_agendas_and_reports.aspx)





## 2.9 Trosolwg a Chraffu (parhau)

### Gwneud Penderfyniadau. Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

Rhaid i Hysbysiad o Benderfyniad fod ar gael i'r cyhoedd o fewn 7 diwrnod gwaith i'r cyfarfod (gan gynnwys diwrnod y cyfarfod) a nodi'r wybodaeth ganlynol:

- Enwau'r aelodau a ddaeth i'r cyfarfod, ac unrhyw ymddiheuriadau am absenoldeb.
- unrhyw fuddiannau a ddatganwyd (gweler tudalen 3.16).
- unrhyw benderfyniad a wnaed yn y cyfarfod, gan gynnwys canlyniadau unrhyw bleidleisiau, ond heb gynnwys unrhyw beth sy'n ymwneud â phenderfyniad a wnaed pan nad oedd y cyfarfod yn agored i'r cyhoedd am ei fod yn datgelu gwybodaeth gyfrinachol.

Mae Cofnod y Cyfarfod hefyd yn cynnwys y pwyntiau a restrir uchod yn ogystal â thrafodaeth a gafodd yn y cyfarfod. Cyhoeddir Cofnodion y Cyfarfod cyn gynted â phosibl yn dilyn y cyfarfod.

Ceir rhagor o fanylion am Reolau Gweithdrefn Mynediad at Wybodaeth ar gyfer Aelodau'r Cyhoedd a Chynghorwyr yn adran 14 o Gyfansoddiad y Cyngor:

[https://www.valeofglamorgan.gov.uk/Documents/\\_Committee%20Reports/Committee%20Information/Constitution/August-2021/Section-14.pdf](https://www.valeofglamorgan.gov.uk/Documents/_Committee%20Reports/Committee%20Information/Constitution/August-2021/Section-14.pdf)

Gall pob cynghorydd, ac eithrio aelodau'r Cabinet, fod yn aelodau o'r Pwyllgor Craffu.

Gall Aelodau'r Cabinet fynychu Cyfarfodydd Craffu yn rheolaidd i ateb cwestiynau am benderfyniadau a wneir, neu y bwriedir eu gwneud, sydd yn unol â'u Portffolio Cabinet.

Gellir cyflwyno adroddiadau i Bwyllgor Craffu trwy un o'r llwybrau canlynol:

- Adroddiad a gyfeiriwyd at Bwyllgor Craffu gan y Cabinet i'w ystyried;
- Adroddiad a gyflwynwyd yn uniongyrchol i Bwyllgor Craffu fel rhan o'i Flaenraglen Waith (gweler tudalen 2.11);
- O ganlyniad i'r weithdrefn 'Galw i Mewn' (gweler tudalen 2.13);
- O ganlyniad i eitem "Cais am Ystyriaeth" a gyflwynwyd gan Aelod (gweler tudalen 2.14) neu
- ar ffurf cyfeiriad gan Bwyllgor Craffu arall neu Bwyllgor arall.

Yn ogystal ag Aelodau'r Pwyllgor Craffu ac Aelodau'r Cabinet, bydd Uwch Swyddogion sy'n gyfrifol am faes gwasanaeth ar gyfer pwnc eitem ar yr agenda sy'n cael ei thrafod hefyd yn mynychu Cyfarfodydd Craffu i gyflwyno adroddiad eitem ar yr agenda ac i ateb cwestiynau neu i roi cyngor ynghylch agweddau gweithredol ar wasanaeth penodol. Bydd hyn yn galluogi Aelodau i holi Swyddogion am effaith debygol unrhyw benderfyniadau a wneir gan y Cabinet ac i Aelodau gasglu mwy o ddealltwriaeth ynghylch y rhesymau pam y cytunwyd ar gamau gweithredu. Bydd aelodau Pwyllgor Craffu hefyd yn gallu holi Swyddogion am faterion sy'n effeithio ar berfformiad gwasanaeth penodol ac i ofyn am ragor o fanylion am yr adnoddau sydd ar gael yn y gwasanaeth hwnnw.

Rôl yr Uwch Swyddog fydd cynorthwyo'r Pwyllgor trwy ddarparu cyngor proffesiynol a sicrhau mynediad i wybodaeth a phersonél perthnasol. Fodd bynnag, pan fo'r eitem agenda yn ymwneud â "Galw i Mewn" ar gyfer penderfyniad gan y Cabinet, bydd yr Aelod Cabinet perthnasol yn ymateb i gwestiynau yn y lle cyntaf.



“...i ateb cwestiynau neu i roi cyngor ynghylch agweddau gweithredol ar wasanaeth penodol.”

## 2.9 Trosolwg a Chraffu (parhau)

Gwneud Penderfyniadau. Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

Yn ogystal â Chyfarfod Pwyllgor Craffu ffurfiol, gall Pwyllgor Craffu hefyd ddewis sefydlu Gweithgor Gorchwyl a Gorffen sy'n galluogi aelodau'r Pwyllgor Craffu i ymchwilio a chraffu ar fater sy'n peri pryder i'r gymuned yn fanylach y tu allan i ffiniau'r cyfarfod ffurfiol. Unwaith y bydd aelodau'r gweithgor wedi cwblhau eu gwaith, byddant yn cyflwyno adroddiad i'r Pwyllgor Craffu a allai yn ei dro ddewis gwneud argymhellion i'r Cabinet i'w hystyried.

Rhaid i Bwyllgorau Craffu adrodd yn flynyddol i'r Cyngor am eu gwaith a chyflwyno argymhellion ar gyfer rhaglenni gwaith i'r dyfodol a diwygio dulliau gweithredu os yw'n briodol.

Yn ogystal â'r Adroddiad Blynyddol Craffu, cyhoeddir Cylchlythyr Craffu ddwywaith y flwyddyn ac fe'i hanfonir at yr holl randdeiliaid i'w hysbysu o gynnydd y Pwyllgor Craffu a'r pwyntiau o ddiddordeb sy'n cael eu hystyried gan y Pwyllgorau ar hyn o bryd. Mae cylchlythyrau blaenorol ar gael ar wefan y Cyngor:

[https://www.valeofglamorgan.gov.uk/cy/our\\_council/Council-Structure/scrutiny/scrutiny.aspx](https://www.valeofglamorgan.gov.uk/cy/our_council/Council-Structure/scrutiny/scrutiny.aspx)

Mae'r Cyngor yn cydnabod y gall aelodau o'r cyhoedd wneud cyfraniad pwysig a bod yn ffynhonnell werthfawr o wybodaeth. Felly, mae'r Cyngor yn annog y cyhoedd i gymryd rhan weithredol ym mhroses graffu'r Fro.

Gall aelod o'r cyhoedd ymgysylltu â'r broses Graffu yn y ffyrdd canlynol:

- 1) cofrestru i siarad mewn cyfarfod Pwyllgor Craffu,
- 2) anfon sylwadau ysgrifenedig at Gynghorwyr eu hystyried yn ystod cyfarfod,
- 3) cyflwyno sylw neu gwestiwn i'w ystyried gan Bwyllgor Craffu mewn perthynas ag eitem ar agenda cyfarfod sydd eisoes wedi'i chyhoeddi,
- 4) cyflwyno cais i ystyried pwnc mewn cyfarfod o'r Pwyllgor Craffu perthnasol yn y dyfodol yn unol â blaenoriaethau'r Cyngor.

Mae Canllaw i Siarad Cyhoeddus yn y Pwyllgor(au) Craffu ar gael ar wefan y Cyngor:

[https://www.valeofglamorgan.gov.uk/Documents/\\_Committee%20Reports/Committee%20Information/Public-Speaking-Guides/21-07-26-%20Updated-Guide-for-Speaking-at-Scrutiny-Committees-as-approved-by-Full-Council-26-07-21-Welsh.pdf](https://www.valeofglamorgan.gov.uk/Documents/_Committee%20Reports/Committee%20Information/Public-Speaking-Guides/21-07-26-%20Updated-Guide-for-Speaking-at-Scrutiny-Committees-as-approved-by-Full-Council-26-07-21-Welsh.pdf)

Mae Ffurflenni 'Sylwadau' a 'Cais am Ystyriaeth' Craffu hefyd ar gael ar wefan y Cyngor:

[https://www.valeofglamorgan.gov.uk/cy/our\\_council/Council-Structure/Public-Participation-at-Council-Meetings.aspx](https://www.valeofglamorgan.gov.uk/cy/our_council/Council-Structure/Public-Participation-at-Council-Meetings.aspx)

Mae Adran 7 o Gyfansoddiad y Cyngor yn rhoi mwy o fanylion am Swyddogaeth Graffu'r Cyngor:

[https://www.valeofglamorgan.gov.uk/Documents/\\_Committee%20Reports/Committee%20Information/Constitution/June-2018/Section-7.pdf](https://www.valeofglamorgan.gov.uk/Documents/_Committee%20Reports/Committee%20Information/Constitution/June-2018/Section-7.pdf)

## 2.10 Pwerau Dirprwyedig a Rheolau Gweithdrefn Ariannol

Gwneud Penderfyniadau. Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

Y broses gwneud penderfyniadau arferol ar gyfer y Cyngor, ar y cyfan, yw drwy Gyfarfodydd y Cabinet a/neu'r Cyngor Llawn a'r pwyllgorau eraill hynny sy'n ymdrin â materion Cynllunio neu Drwyddedu, er enghraifft, ond mae rhai amgylchiadau a fydd yn caniatáu i benderfyniad gael ei wneud heb i'r mater gael ei gyflwyno i'r cyrff uchod ymlaen llaw neu o gwbl:

### Pwerau Dirprwyedig

Caiff gwaith holl staff Cyngor Bro Morgannwg a gweithrediad beunyddiol y sefydliad ei reoli gan Brif Swyddogion y Cyngor:

Mae'r Prif Swyddogion wedi'u rhannu'n Gyfarwyddwyr, Penaethiaid Gwasanaeth a Rheolwyr Gweithredol. Fel rheolwyr gwasanaeth maent yn gwneud argymhellion i'r Cabinet, y Cyngor a phwyllgorau perthnasol eraill ac yn atebol iddynt.

Er mwyn darparu dull ymarferol o reoli ariannol a gweithredol ledled y Cyngor, mae Prif Swyddogion wedi cael pwerau penodol ar ffurf Dirprwyaethau Swyddogion.

Nodir y pwerau dirprwyedig hyn yn Adran 25 o Gyfansoddiad y Cyngor a gellir eu diwygio, ychwanegu atynt, neu eu lleihau o bryd i'w gilydd er budd effeithlonrwydd gweithredol fel y'u pennwyd gan y Cabinet:

[https://www.valeofglamorgan.gov.uk/Documents/\\_Committee%20Reports/Committee%20Information/Constitution/May-2020/20-05-26-Section-25.pdf](https://www.valeofglamorgan.gov.uk/Documents/_Committee%20Reports/Committee%20Information/Constitution/May-2020/20-05-26-Section-25.pdf)

### Pwerau Brys y Prif Weithredwr

Mae gan y Prif Weithredwr bwerau dirprwyedig i weithredu ar unrhyw fater sydd, yn ei farn ef/hi, yn gofyn am weithredu ar unwaith ac nad yw'n cyfiawnhau cynnal cyfarfod arbennig o'r corff a fyddai fel arfer yn ystyried y mater, neu, nid oes digon o amser i gynnal cyfarfod oherwydd y natur frys.

Mae'n rhaid i'r Prif Weithredwr ymgynghori â'r Aelod Cabinet priodol cyn defnyddio ei bwerau brys ac os yw'r mater yn ymwneud â'r Cyngor mewn ymrwymadau ariannol ychwanegol, mae'n rhaid iddo/iddi hefyd ymgynghori â'r Arweinydd, y Swyddog Adran 151 a'r Prif Swyddog(ion) priodol.

Yn dilyn penderfyniad sy'n cael ei wneud o dan Bwerau Brys y Prif Weithredwr, mae'n rhaid rhoi gwybod am y penderfyniad i gyfarfod nesaf y Cabinet neu'r Cyngor Llawn fel y bo'n briodol.

### Y Cabinet Gweithdrefn Penderfyniadau Brys

Os oes angen gwneud penderfyniad yn gyflym, a/neu'n ddarostyngedig i derfynau amser, a bod naill ai:

- dim amser i'r mater fynd gerbron Pwyllgor Craffu i'w ystyried cyn ei gyflwyno i'r Cabinet am benderfyniad; neu



## 2.10 Pwerau Dirprwyedig a Rheolau Gweithdrefn Ariannol (parhau)

Gwneud Penderfyniadau Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

- bod angen i'r mater gael ei gyfeirio at y Cyngor Llawn gan y Cabinet ond nid oes amser i gynnal cyfarfod Craffu i ystyried y mater rhwng cyfarfod y Cabinet yn cael ei gynnal a chyfarfod y Cyngor Llawn yn cael ei gynnal;

yna caiff y Cabinet ddefnyddio'r weithdrefn Penderfyniadau Brys.

Oherwydd natur frys yr eitem a gan na all y Pwyllgor Craffu perthnasol ei hystyried, mae'n rhaid i Gadeirydd (neu Is-gadeirydd) y Pwyllgor Craffu perthnasol gytuno bod y penderfyniad yn fater o frys ac na ellir ei ohirio'n rhesymol cyn y gellir defnyddio'r weithdrefn hon.

Ar gyfer materion sy'n groes i gyllideb a/neu fframwaith polisi'r Cyngor neu'n eu diwygio, dim ond os nad yw'n ymarferol cynnull cyfarfod o'r Cyngor Llawn y gellir trin penderfyniad a bydd y sawl sy'n gwneud y penderfyniad yn darparu adroddiad llawn i gyfarfod nesaf y Cyngor sydd ar gael yn esbonio'r penderfyniad, y rhesymau drosto a pham y cafodd y penderfyniad ei drin fel mater o frys.

Bydd pob achos arall o'r Weithdrefn Penderfyniadau Brys sy'n cael ei defnyddio yn cael ei adrodd i'r Cabinet.

### Rheolau Gweithdrefn Ariannol

Ceir manylion Rheolau Gweithdrefn Fframwaith Polisi a Chyllideb y Cyngor, Rheolau Gweithdrefn Ariannol a Rheolau Gweithdrefn Contract, yn adrannau 15 – 17 o Gyfansoddiad y Cyngor:

[https://www.valeofglamorgan.gov.uk/cy/our\\_council/Constitution.aspx](https://www.valeofglamorgan.gov.uk/cy/our_council/Constitution.aspx)



"...bydd y sawl sy'n gwneud y penderfyniad yn darparu adroddiad llawn i gyfarfod nesaf y Cyngor sydd ar gael yn esbonio'r penderfyniad..."

## 2.11 Blaenraglenni Gwaith

Gwneud Penderfyniadau. Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

Mae Blaenraglenni Gwaith yn gyfres o ddogfennau sy'n rhestru pynciau'r penderfyniadau y mae'r Cyngor Llawn, y Cabinet a'r Pwyllgorau Craffu yn bwriadu eu gwneud, yn ogystal â phryd y trafodir y materion hynny.

Nid yw'r amserlennu hwn ymlaen llaw yn atal materion brys neu anragweladwy rhag cael eu hystyried.

Mae pob un o'r cyrff uchod yn gyfrifol am eu Rhaglenni Gwaith eu hunain.

Paratoir Blaenraglenni Gwaith Blynyddol ar ddechrau pob Blwyddyn y Cyngor ac fe'u hategir gan Raglenni Gwaith chwarterol wedi'u diweddaru drwy gydol y flwyddyn.

Mae'r Cabinet yn gweithio i Flaenraglen Waith Flynyddol fel y gall Cyngorwyr a'r Cyhoedd weld pa Adroddiadau y disgwylir iddynt gael eu cyflwyno i ba Gyfarfod Cabinet ar draws blwyddyn gyfan y Cyngor.

Mae Blaenraglen Waith y Cabinet yn ddogfen waith ac mae bob amser yn destun newid yn seiliedig ar flaenoriaethau newidiol a dyddiadau cyfarfodydd y Cabinet.

Felly, mae Swyddog y Cabinet yn monitro Blaenraglen Waith Flynyddol y Cabinet bob chwarter ac yn cynhyrchu fersiwn chwarterol o Flaenraglen Waith y Cabinet a gyhoeddir ar wefan y Cyngor ochr yn ochr â'r fersiwn Flynyddol.

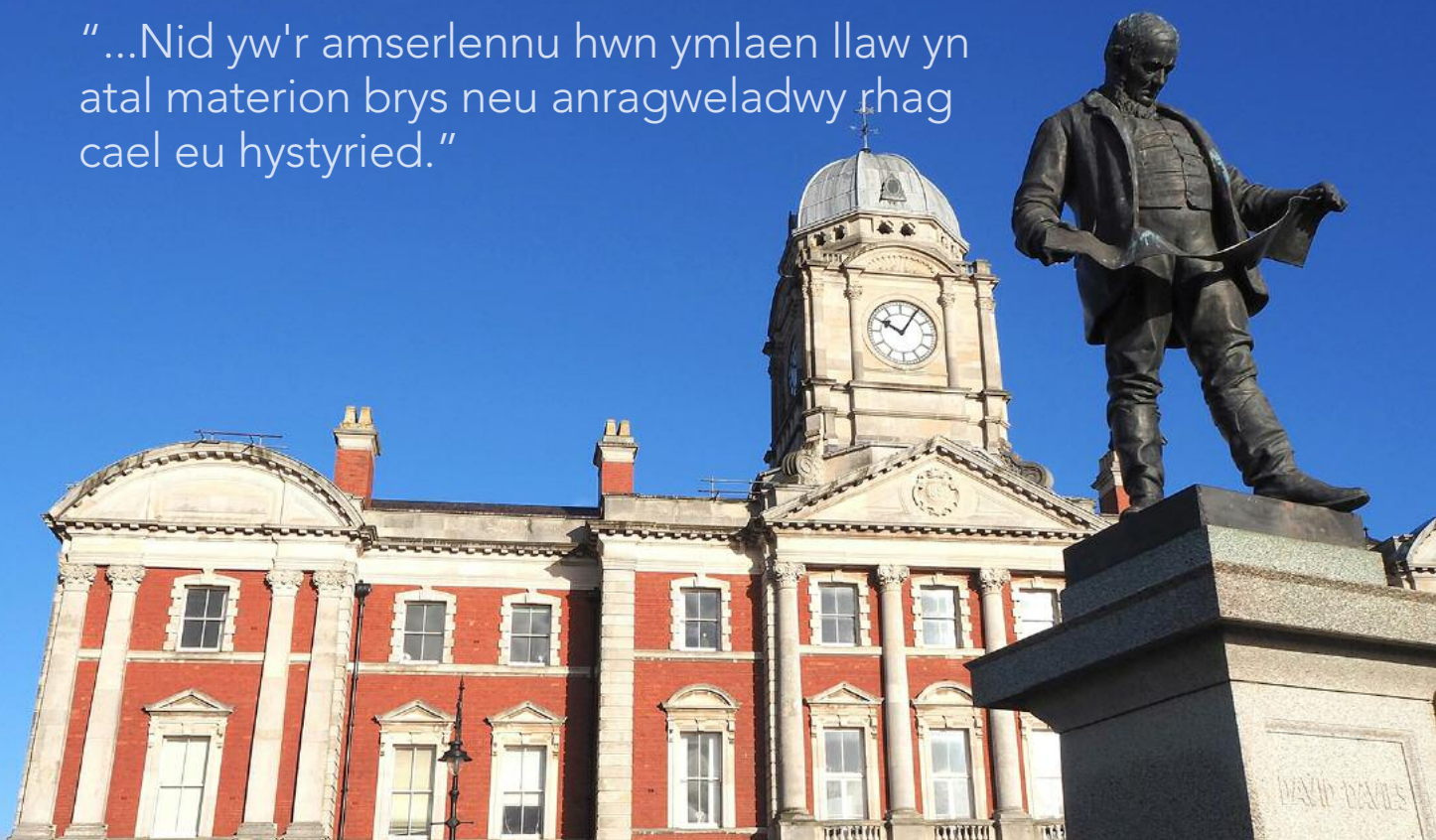
Gan ddefnyddio Blaenraglen Waith Flynyddol y Cabinet, mae pob un o Bwyllgorau Craffu'r Cyngor yn adeiladu ei Flaenraglen Waith Flynyddol ei hun sydd hefyd yn cael ei diweddaru bob chwarter a'i chyhoeddi ar wefan y Cyngor:

[https://www.valeofglamorgan.gov.uk/cy/our\\_council/Council-Structure/scrutiny/scrutiny\\_committees.aspx](https://www.valeofglamorgan.gov.uk/cy/our_council/Council-Structure/scrutiny/scrutiny_committees.aspx)

Yn ogystal ag adroddiadau penodol/untro y maes gwasanaeth sy'n dod o dan gylch gwaith pwyllgor craffu unigol, mae'r holl Flaenraglenni Gwaith Craffu hefyd yn cynnwys yr adroddiadau canlynol yn rheolaidd:

- Monitro'r Gyllideb
- Rheoli Perfformiad, a
- Tracio Argymhellion Craffu a Diweddariadau Rhaglenni Gwaith.

"...Nid yw'r amserlennu hwn ymlaen llaw yn atal materion brys neu anragweladwy rhag cael eu hystyried."



## 2.12 Calendr Corfforaethol Cyfarfodydd

Gwneud Penderfyniadau. Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

Mae Blwyddyn y Cyngor yn ymestyn o 1 Mai i 30 Ebrill.

Cyhoeddir Calendr Corfforaethol o Gyfarfodydd bob blwyddyn (mis Ionawr fel arfer) sy'n nodi'r gwahanol gyfarfodydd pwyllgor o fewn blwyddyn nesaf y Cyngor sy'n dechrau ym mis Mai.

Mae tri math o gyfarfod:

- 1) Cyfarfod Blyneddol (gweler tudalen 1.3).
- 2) Cyfarfodydd Cyffredin – Cyfarfodydd a drefnwyd cyn y flwyddyn ddinesig fel y cytunwyd gan y Cabinet a Chadeirydd perthnasol y Pwyllgor; a
- 3) Chyfarfodydd Eithriadol – Cyfarfodydd a elwir ar sail ad hoc gan Gadeirydd y Pwyllgor yn ystod blwyddyn y cyngor.

Ni chynhelir cyfarfodydd fel arfer ym mis Awst na gwyliau academiaidd pythefnos y Pasg gan fod y rhain yn cael eu hystyried yn gyfnodau'r toriad.

Cynhelir y rhan fwyaf o'r cyfarfodydd gyda'r nos a bydd yr amser cychwyn yn cael ei nodi ar y calendr.

Unwaith y bydd y Cabinet wedi cytuno ar y calendr, caiff ei e-bostio at yr holl Aelodau Etholedig a'i lanlwytho i Wefan y Cyngor:

[https://www.valeofglamorgan.gov.uk/cy/our\\_council/Council-Structure/minutes,\\_agendas\\_and\\_reports/minutes,\\_agendas\\_and\\_reports.aspx](https://www.valeofglamorgan.gov.uk/cy/our_council/Council-Structure/minutes,_agendas_and_reports/minutes,_agendas_and_reports.aspx)

Mae Calendr Corfforaethol y Cyfarfodydd yn amodol ar unrhyw newidiadau yn y trefniadau yn y dyfodol ar gyfer cyfarfodydd a ystyrir yn briodol gan Faer y Cyngor neu Gadeirydd perthnasol y Pwyllgor.

Nid yw holl gyrff y Cyngor yn cael eu hadlewyrchu yn y Calendr Corfforaethol, fodd bynnag, bydd Swyddogion y Gwasanaethau Democraidd yn gallu rhoi cyngor ar ddyddiadau cyfarfodydd yn ôl y gofyn (gweler y manylion cyswllt ar dudalen 1.1).



## 2.13 Galw i Mewn

### Gwneud Penderfyniadau. Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

Y broses Galw i Mewn yw'r mecanwaith a ddefnyddir gan unrhyw Gyngorydd Bro Morgannwg i ofyn i'r Pwyllgor Craffu perthnasol adolygu penderfyniad a wnaed gan y Cabinet ar yr amod nad yw'r penderfyniad yn ddarostyngedig i:

- Weithredu'r Weithdrefn Penderfyniadau Brys (gweler tudalen 2.10);
- Os oes angen i'r penderfyniad gael ei gadarnhau gan y Cyngor Llawn, neu
- Os yw'r mater eisoes wedi'i gyfeirio gan y Cabinet at Bwyllgor Craffu i'w ystyried.

Pan wneir penderfyniad gan y Cabinet, bydd y penderfyniad (ar ffurf cofnodion cyfarfod) yn cael ei gyhoeddi ar wefan y Cyngor. Mae hyn yn nodi dechrau'r cyfnod Galw i Mewn pan fydd gan gyngorwyr bum diwrnod gwaith, heb gynnwys y dyddiad cyhoeddi, i gwblhau Ffurflen Gais Galw i Mewn.

Os na dderbynnir ceisiadau Galw i Mewn erbyn diwedd y cyfnod Galw i Mewn, yna mae penderfyniad y Cabinet yn sefyll a gall Swyddogion weithredu ar y penderfyniad.

Os derbynnir cais Galw i Mewn yn ystod y cyfnod Galw i Mewn yna rhaid i Gadeirydd y Pwyllgor Craffu perthnasol ei dderbyn i ddechrau, gan y bydd y Pwyllgor Craffu perthnasol yn cael cyfle i drafod a gwerthuso rhinweddau penderfyniad y Cabinet. Rhaid i'r Pwyllgor Craffu perthnasol gyfarfod o fewn ugain diwrnod gwaith ar ôl derbyn y cais 'Galw i Mewn', heb gyfrif mis Awst.

Oni bai bod amgylchiadau esgusodol, byddai disgwyl i'r Aelod Cabinet perthnasol fynychu cyfarfod y Pwyllgor Craffu pan fydd cais 'Galw i Mewn' yn cael ei ystyried. Derbynnir, fodd bynnag, fod Swyddogion mewn sefyllfa well yn aml i gyflwyno gwybodaeth fanylach a arweiniodd at y penderfyniad ac ystyrir bod hyn yn dderbyniol, er mai'r sawl sy'n gwneud penderfyniadau ddylai gael ei ddal i gyfrif bob amser.

Nid yw'r cyhoedd yn gallu galw i mewn benderfyniad gan y Cabinet, dim ond Cyngorwyr Bro Morgannwg, felly dim ond ar adran MemberNet o StaffNet - system mewnruwyd y Cyngor - y mae'r Ffurflenni Cais Galw i Mewn ar gael.



"...yn cael cyfle i drafod a gwerthuso rhinweddau penderfyniad y Cabinet."

## 2.14 Ceisiadau í'w Hystyried

Gwneud Penderfyniadau. Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

Mae Adran 62 Mesur Llywodraeth Leol (Cymru) 2011 yn ei gwneud yn ofynnol i'r Cyngor roi trefniadau ar waith i alluogi pawb sy'n byw neu'n gweithio yn ardal Bro Morgannwg i ddwyn i sylw'r Pwyllgor Craffu perthnasol eu barn ar unrhyw fater sy'n cael ei ystyried gan y Pwyllgor. Rhaid i Bwyllgor Craffu hefyd ystyried unrhyw farn a ddygir i'w sylw gan aelod o'r cyhoedd.

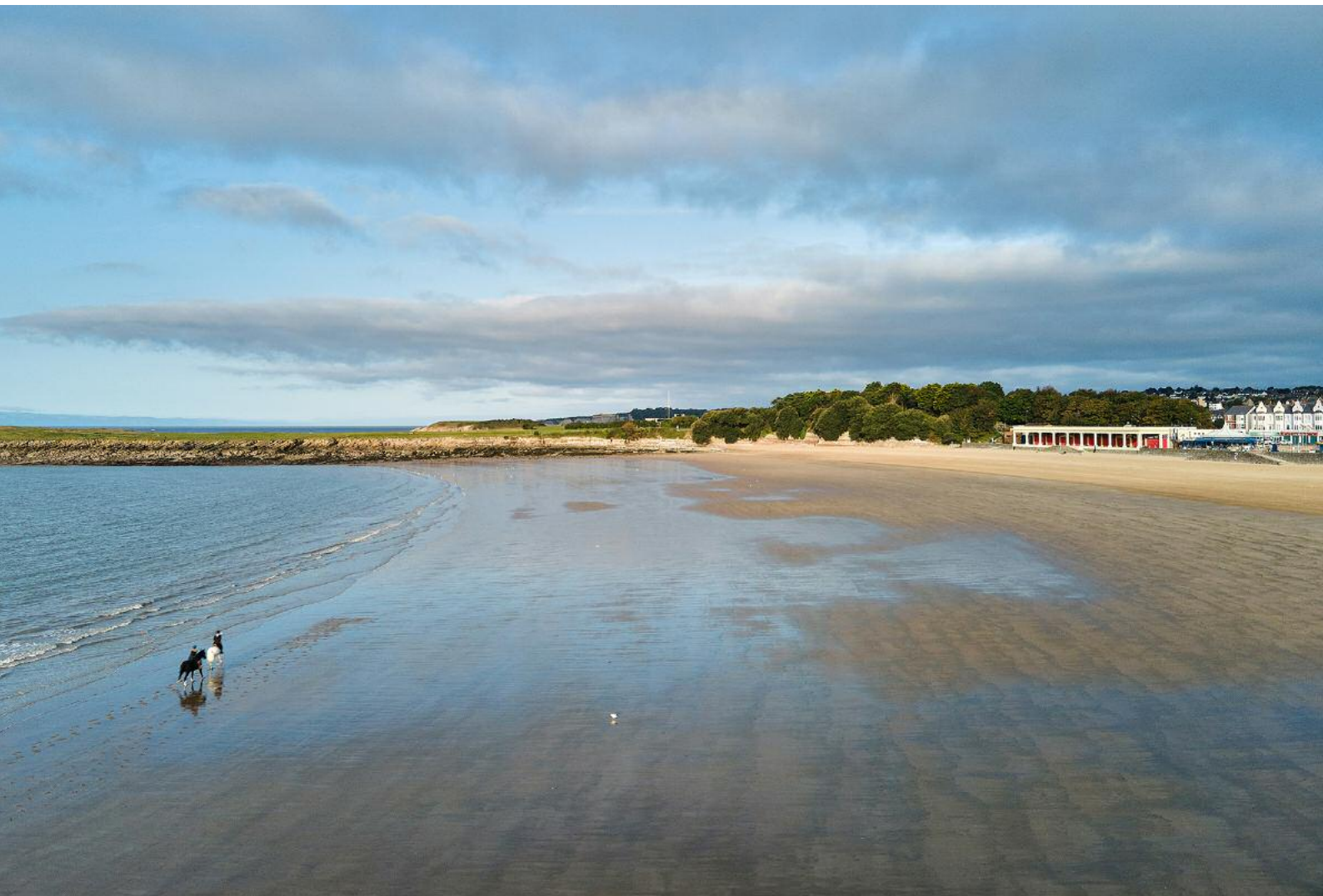
Felly gall **unrhyw** Gynghorydd unigol Bro Morgannwg ofyn i'r Pwyllgor Craffu perthnasol ystyried mater neu bwnc penodol drwy lenwi Ffurflen Gais am Ystyriaeth sydd i'w gweld ar MemberNet.

Gall aelodau'r Cyhoedd hefyd ymgysylltu â'r broses hon a gallant gael mynediad i'r ffurflen drwy'r ddolen ganlynol (gweler hefyd y dudalen \*\* 'Trosolwg a Chraffu'):

[https://www.valeofglamorgan.gov.uk/cy/our\\_council/Council-Structure/scrutiny/scrutiny.aspx](https://www.valeofglamorgan.gov.uk/cy/our_council/Council-Structure/scrutiny/scrutiny.aspx)

Rhaid anfon pob Cais am Ystyriaeth at y Tîm Gwasanaethau Democraataidd a fydd yn rhannu'r cais gyda'r Cyfarwyddydd(ion) priodol sydd eu hangen i baratoi adroddiad i'w ystyried gan y Pwyllgor(au) Craffu perthnasol. Bydd copi o'r cais hefyd yn cael ei anfon at y Cadeirydd Craffu perthnasol er gwybodaeth.

Nid oes terfyn amser ar ba bryd y mae'n rhaid ystyried cais ond bydd y Swyddogion perthnasol a Chadeirydd y Pwyllgor yn gwneud popeth o fewn eu gallu i sicrhau bod y cais yn cael ei gyflwyno i'r Pwyllgor cyn gynted â phosibl.





## 3.15 Cod Ymddygiad

### Cod Ymddygiad. Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

Mae Llywodraeth Leol effeithiol yn gofyn am safonau ymddygiad uchel i sicrhau bod y cyhoedd â ffydd yng ngwaith y Cyngor. Mae Adran 18 o Gyfansoddiad Cyngor Bro Morgannwg yn nodi'r safonau hynny, sut i'w cymhwyso a'r canlyniadau posibl i Gynghorwyr os nad ydynt yn glynu wrthynt.

Rhaid i bob Cynghorydd gytuno i ddilyn Cod Ymddygiad Bro Morgannwg fel y nodir yng Nghyfansoddiad y Cyngor.

Gallai methu â dilyn y Cod Ymddygiad neu fethu cadw wrtho arwain at atal Cynghorydd o'i waith dros dro, ceryddu Cynghorydd yn ffurfiol neu ddiswyddo Cynghorydd.

Mae gan Aelodau Etholedig ddyletswydd gyfreithiol i weithredu'n foesebol a rhaid iddynt roi sylw i'r egwyddorion canlynol:

- Anhunanoldeb
- Gonestrwydd
- Uniondeb a Phriodoldeb
- Dyletswydd i gynnal y gyfraith
- Stiwardiaeth
- Gwrthrychedd wrth wneud penderfyniadau
- Cydraddoldeb a pharch
- Bod yn agored
- Atebolrwydd
- Arweinyddiaeth



Mae'r Rheolau Cyffredinol y mae angen i Aelod Etholedig eu dilyn dan y Cod fel a ganlyn:

- Hyrwyddo cydraddoldeb,
- Trin pobl eraill gyda pharch a'u hystyried,
- Peidio â bwlio nac aflonyddu ar bobl,
- Peidio â chyfaddawdu didueddrwydd swyddogion,
- Peidio â datgelu gwybodaeth gyfrinachol,
- Peidio ag atal mynediad at wybodaeth,
- Peidio â dwyn anfri ar eich swyddfa neu'ch awdurdod,
- Rhoi gwybod am achosion o dorri'r cod i'r Swyddog Monitro,
- Rhoi gwybod am ymddygiad y credir ei fod yn cynnwys ymddygiad troseddol neu sy'n debygol o'i gynnwys,
- Peidio â gwneud cwynion blinderus,
- Cydweithredu ag ymchwiliadau,
- Peidio â defnyddio eu safle'n amhriodol,
- Peidio â chamddefnyddio adnoddau'r awdurdod,
- Gwneud penderfyniadau'n wrthrychol,
- Ystyried cyngor a roddir gan swyddogion a rhoi rhesymau am beidio â'i gymryd,
- Cydymffurfio â'r gyfraith a rheolau'r awdurdod ynghylch treuliau a
- Peidio â derbyn unrhyw roddion neu letygarwch (gweler tudalen 3.17) a fyddai'n eich rhoi o dan rwymedigaeth neu'n ymddangos fel pe baent yn gwneud hynny.

“Mae gan Aelodau Etholedig ddyletswydd gyfreithiol i weithredu'n foesebol...”

## 3.15 Cod Ymddygiad

### Cod Ymddygiad. Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

Mae gan y Cyngor hefyd 'Brotocol Safon Ymddygiad a Ddisgwylir gan Aelodau' sy'n nodi'r ymddygiad sy'n dderbyniol ac yn annerbyniol rhwng Cynghorwyr. Mae'n sefyll ochr yn ochr â'r Cod ac yn llenwi'r bwlch rhwng ymddygiad nad yw ynddo'i hun yn ddifrifol o bosibl, ond sy'n creu amgylchedd annymunol rhwng Aelodau, ac ymddygiad sy'n agosáu at y trothwy ac sy'n ddigon difrifol i Ombwdsmon Gwasanaethau Cyhoeddus Cymru (gweler tudalen 3.18) gynnal ymchwiliad.

#### Cysylltiadau Aelodau a Swyddogion

Mae Cynghorwyr a Swyddogion yn weision i'r cyhoedd, ac maent yn angenrheidiol i'w gilydd. Ond mae eu cyfrifoldebau'n wahanol. Mae cynghorwyr yn atebol i'r etholwyr ac maent ond yn gwasanaethu cyhyd ag y bydd eu cyfnod yn y swydd yn para. Mae swyddogion yn atebol i'r Cyngor. Maent yn rhoi cyngor i Gynghorwyr a'r Cyngor ac yn cyflawni gwaith y Cyngor dan gyfarwyddyd a rheolaeth y Cyngor, ei bwyllgorau a'i is-bwyllgorau.

Mae Adran 21 o Gyfansoddiad y Cyngor yn nodi'r Protocol Aelodau a Swyddogion sy'n cynnig cyfres o egwyddorion i arwain Aelodau a Swyddogion y Cyngor wrth ddelio â'i gilydd:

[https://www.valeofglamorgan.gov.uk/Documents/\\_Committee%20Reports/Committee%20Information/Constitution/May-2021/Section-21.pdf](https://www.valeofglamorgan.gov.uk/Documents/_Committee%20Reports/Committee%20Information/Constitution/May-2021/Section-21.pdf)

#### Y Pwyllgor Safonau

Mae gan Bwyllgor Safonau'r Cyngor y rolau a'r swyddogaethau canlynol:

- (a) hyrwyddo a chynnal safonau ymddygiad uchel Cynghorwyr,
- (b) cynorthwyo'r Cynghorwyr i lynu wrth God Ymddygiad yr Aelodau,
- (c) cynghori'r Cyngor ar fabwysiadu neu adolygu Cod Ymddygiad yr Aelodau,
- (d) monitro'r gwaith o weithredu Cod Ymddygiad yr Aelodau,
- (e) cynghori, hyfforddi neu drefnu i hyfforddi Cynghorwyr ar faterion yn ymwneud â Chod Ymddygiad yr Aelodau,
- (f) rhoi eithriadau (gweler tudalen \*\*) i Gynghorwyr o ofnion sy'n ymwneud â buddiannau a nodir yng Nghod Ymddygiad yr Aelodau,
- (g) ymdrin ag unrhyw adroddiadau o dribiwnlys achos neu dribiwnlys achos dros dro, ac unrhyw adroddiad gan y Swyddog Monitro ar unrhyw fater a gyfeirir at y swyddog hwnnw gan yr Ombwdsmon Gwasanaethau Cyhoeddus,
- (h) cyflawni (a) i (g) uchod mewn perthynas â Chynghorau Cymunedol yn gyfan gwbl neu'n bennaf yn ei ardal ac aelodau'r Cynghorau Cymunedol hynny; a
- (i) throsolwg o ymdrin â chwynion ac ymchwiliadau'r Ombwdsmon.

Mae adran 8 o Gyfansoddiad y Cyngor yn nodi cylch gorchwyl llawn y Pwyllgor Safonau:

[https://www.valeofglamorgan.gov.uk/Documents/\\_Committee%20Reports/Committee%20Information/Constitution/May-2021/Section-8.pdf](https://www.valeofglamorgan.gov.uk/Documents/_Committee%20Reports/Committee%20Information/Constitution/May-2021/Section-8.pdf)



## 3.16 Datgan Buddiannau

### Cod Ymddygiad. Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

Rhaid i'r cyhoedd fod yn hyderus bod Cynghorwyr yn gwneud penderfyniadau er lles y cyhoedd ac nid er eu budd eu hunain. Felly, os oes gan Gynghorydd fuddiant, rhaid iddo ei ddatgan.

Buddiant yw unrhyw fath o fusnes neu ased y gellid ystyried ei fod yn dylanwadu ar benderfyniad Cynghorydd.

Mae Adran 18 Cyfansoddiad y Cyngor yn nodi:

- y mathau gwahanol o fuddiannau,
- o dan ba feini prawf y mae buddiannau'n bodoli,
- y broses ddatgan ar gyfer Cynghorwyr,
- sut y mae'n rhaid cofrestru buddiannau cyn cyhoeddi ac
- i ba raddau y gall cynghorydd gymryd rhan ym musnes y cyngor os oes ganddo fuddiant.

Ar ôl pob Etholiad Llywodraeth Leol, gofynnir i'r Aelodau Etholedig llwyddiannus lenwi Ffurflen Cofrestr Buddiannau a gyhoeddir wedyn ar wefan gyhoeddus y Cyngor ac sy'n parhau ar y wefan drwy gydol cyfnod y Cynghorydd yn y swydd:

[https://www.valeofglamorgan.gov.uk/cy/our\\_council/Council-Structure/councillors/Register-of-Members-Interests.aspx](https://www.valeofglamorgan.gov.uk/cy/our_council/Council-Structure/councillors/Register-of-Members-Interests.aspx)

Os bydd busnes neu asedau Cynghorydd yn newid yn ystod ei gyfnod fel cynghorydd, yna rhaid iddo lenwi Ffurflen Newid Buddiant a gyhoeddir wedyn ochr yn ochr â'u Ffurflen Cofrestr Buddiannau wreiddiol ar wefan y Cyngor.

Os oes angen cyngor ar Gynghorydd ar unrhyw fater y mae'n credu allai fod yn fuddiant, yna rhaid i'r Cynghorydd gysylltu â Swyddog Monitro'r Cyngor.

Gall Swyddogion Gwasanaethau Democraidd, ar ran y Swyddog Monitro, hefyd gynnig cyngor ar Fuddiannau Aelodau yn ystod Cyfarfodydd Pwyllgor. Rhaid i gynghorwyr ddatgan eu diddordeb mewn cyfarfod cyn gynted ag y byddant yn ymwybodol bod mater i'w drafod a rhaid iddynt gwblhau'r Ffurflen Datgan Buddiannau a ddarperir gan y Gwasanaethau Democraidd.

Mae rhai Cynghorwyr hefyd wedi'u hethol i wasanaethu ar Gyngor Tref neu Gymuned yn ogystal, ac felly mae'n rhaid iddynt roi sylw dyledus i ddatganiadau o fuddiannau fel Aelod o Brif Gyngor a Chyngor Tref a Chymuned.



## 3.17 Cofrestru Rhoddion a Lletygarwch

Cod Ymddygiad. Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

Rhaid i bob Cyngorydd, o fewn wyth diwrnod ar hugain o dderbyn unrhyw rodd, lletygarwch, budd materol neu fantais dros £25 neu gyfanswm o £100 dros flwyddyn o un ffynhonnell, roi hysbysiad ysgrifenedig i Swyddog Monitro'r Cyngor.

Yna bydd nodyn yn cael ei ychwanegu at y Gofrestr Rhoddion a Lletygarwch a gedwir gan y Swyddog Monitro.



## 3.18 Cwynion

Cod Ymddygiad. Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

Gall unrhyw berson sy'n dymuno cyflwyno cwyn am Wasanaeth Bro Morgannwg wneud hynny drwy Weithdrefn Canmol a Chwyno Corfforaethol y Cyngor fel y nodir ar wefan y Cyngor:

[https://www.valeofglamorgan.gov.uk/cy/our\\_council/Complaints-and-Compliments.aspx](https://www.valeofglamorgan.gov.uk/cy/our_council/Complaints-and-Compliments.aspx)

Dylai cynghorwyr, wrth ddelio â chwyn gan etholwr/y cyhoedd gyfeirio'r unigolyn at y weithdrefn gwyno uchod os na allant ddatrys y mater eu hunain.

Ar gyfer cwynion sy'n ymwneud â Chynghorwyr Bro Morgannwg, gall y person:

- Gysylltu â Swyddog Monitro'r Cyngor yn uniongyrchol, neu
- Gysylltu ag Ombwdsmon Gwasanaethau Cyhoeddus Cymru

Mae Ombwdsmon Gwasanaethau Cyhoeddus Cymru yn annibynnol ar Gyngor Bro Morgannwg ac mae ganddo bwerau cyfreithiol i ymchwilio i gwynion am wasanaethau cyhoeddus a darparwyr gofal annibynnol yng Nghymru. Maen nhw hefyd yn ymchwilio i gwynion bod aelodau o gyrff llywodraeth leol wedi torri cod ymddygiad eu hawdurdod.


Os yw'r Ombwdsmon o'r farn bod cyfiawnhad dros gŵyn, yna byddant yn cyfeirio'r gŵyn at Bwyllgor Safonau'r Cyngor neu at dribiwnlys wedi ei gynnull gan Banel Dyfarnu Cymru yn dibynnu ar ddifrifoldeb y gŵyn.

Ar gyfer cyhuddiadau lefel isel yn ymwneud ag achosion o dorri Cod Ymddygiad Cyngor Bro Morgannwg a wneir gan Gynghorydd yn erbyn Cynghorydd arall, mae gan y Cyngor Weithdrefn Datrys Anghydfodau Lleol dan oruchwyliaeth Swyddog Monitro'r Cyngor. Prif amcanion y weithdrefn yw:

- datrys honiadau o dorri'r Cod a Phrotocol yn lleol ac yn gyflym,
- osgoi dwysáu'r sefyllfa'n ddiangen a allai effeithio ar berthnasoedd personol o fewn y Cyngor a niweidio enw da'r Cyngor,
- osgoi cynnwys yr Ombwdsmon yn ddiangen fel bod eu hadnoddau'n cael eu neilltuo i ymchwilio i gwynion mwy difrifol neu sydd wedi eu haildrodd.

Mae manylion ynghylch y Weithdrefn Datrys Anghydfodau Lleol yn Adran 18 Cyfansoddiad y Cyngor:

[https://www.valeofglamorgan.gov.uk/Documents/\\_Committee%20Reports/Committee%20Information/Constitution/May-2021/Section-18.pdf](https://www.valeofglamorgan.gov.uk/Documents/_Committee%20Reports/Committee%20Information/Constitution/May-2021/Section-18.pdf)



"...osgoi dwysáu'r sefyllfa'n ddiangen..."

## 3.19 Presenoldeb Aelodau

### Cod Ymddygiad. Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

Mae gan bob Cynghorydd hawl i fynychu unrhyw gyfarfod ffurfiol o'r Cyngor boed hynny'n Bwyllgorau, is-bwyllgorau neu'n Gabinet.

Mae gan Gynghorydd hawl i fynychu unrhyw Gyfarfod Pwyllgor ond nid oes ganddo hawl i gymryd rhan mewn trafodion, os nad yw'n aelod o'r Pwyllgor, heb ganiatâd y Pwyllgor.

Ni all Cynghorydd bleidleisio ar fater sy'n cael ei ystyried gan y Pwyllgor os nad yw'n aelod o'r Pwyllgor neu wedi datgan buddiant rhagfarnus (gweler tudalen \*\*).

Os yw Cynghorydd wedi methu â mynychu unrhyw gyfarfod o'r Cyngor am chwe mis yn olynol, yna bydd yn peidio â bod yn Aelod Etholedig o'r Cyngor.

Mae gan bob Cynghorydd Dudalen Aelod benodedig ar wefan y Cyngor sy'n cynnwys eu cofnod presenoldeb ar gyfer y Pwyllgor y cawsant eu penodi iddo yng Nghyfarfod Blynyddol y Cyngor neu ar ôl newid cynrychiolaeth grwpiau gwleidyddol ar Bwyllgor a wnaed ar gais arweinydd y grŵp perthnasol.

Bydd y Swyddog Gwasanaethau Democraidd sy'n bresennol ym mhob cyfarfod yn gwneud cofnod o ba Gynghorwyr sy'n bresennol, yn ogystal ag unrhyw ymddiheuriadau a roddir dros absenoldeb, ac yn defnyddio'r wybodaeth honno i ddiweddarau cofnodion ar-lein presenoldeb aelodau yn rheolaidd.

Gellir cynnal cyfarfodydd y Cyngor wyneb yn wyneb, o bell ar-lein neu drwy gyfuniad o'r ddau (hybrid). Ceir rhagor o fanylion am sut y cynhelir cyfarfodydd yn 'Polisi Presenoldeb mewn Cyfarfodydd Awdurdodau Lleol' y Cyngor sydd ar gael ar wefan y Cyngor:

[https://www.valeofglamorgan.gov.uk/Documents/\\_Committee%20Reports/Remote-Procedures-COVID-19/21-04-27-Attendance-at-Local-Authority-Meetings-WELSH.pdf](https://www.valeofglamorgan.gov.uk/Documents/_Committee%20Reports/Remote-Procedures-COVID-19/21-04-27-Attendance-at-Local-Authority-Meetings-WELSH.pdf)

Pan fo cyfarfodydd yn cael eu cynnal wyneb yn wyneb, cynhelir y rhan fwyaf o'r cyfarfodydd yn adeilad y Swyddfa Ddinesig yng Nghanol Tref y Barri. Mae sawl ystafell gyfarfod wahanol yn yr adeilad ond y fwyaf yw Siambr y Cyngor. Yn y Siambr bydd gofyn i chi ddefnyddio microffon i sicrhau y gall pawb sy'n cymryd rhan eich clywed. Mae system dolen clyw hefyd ar gael yn Siambr y Cyngor.

Os caiff ei gynnal o bell, cynhelir y cyfarfod naill ai ar y Microsoft Teams neu Lwyfan CIVICO. Bydd pob Cynghorydd yn derbyn o leiaf gliniadur a ffôn symudol gan y Cyngor i'w cefnogi i gyflawni eu dyletswyddau drwy Microsoft Office a chael mynediad i'r ddau lwyfan (gweler tudalen 5.28).

Ar gyfer cyfarfod hybrid, bydd rhai cyfranogwyr wyneb yn wyneb yn yr un ystafell gyfarfod a bydd rhai mewn lleoliad gwahanol yn cymryd rhan drwy ddyfais electronig.



## 3.19 Presenoldeb Aelodau (parhau)

Cod Ymddygiad. Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

Mae'r rhan fwyaf o Gyfarfodydd y Cyngor yn cael eu ffrydio'n fyw drwy lwyfan CIVICO fel y gall unrhyw un wyllo'r cyfarfod yn fyw ar yr adeg y cynhelir y cyfarfod drwy glicio ar y hyperddolen briodol ar y Tudalen Gwe Cofnodion, Agendâu ac Adroddiadau'r Cyngor. Fodd bynnag, mae cyfarfodydd hefyd yn cael eu recordio i'w gwyllo ar alw yn ddiweddarach. Mae recordiadau diweddar ar gael ar alw drwy glicio ar y ddolen briodol ar Hafan CIVICO y Cyngor:

<https://civico.net/valeofglamorgan>


Mae recordiadau mwy hanesyddol ar gael drwy Sianel YouTube y Gwasanaethau Democrataidd:

<https://www.youtube.com/channel/UC1KDuJ63xoGQ0B8IKklHNQ>

O 1 Mai 2022, ar gyfer unrhyw gyfarfodydd sy'n cael eu ffrydio'n fyw, fel sy'n ofynnol o dan Ddeddf Lywodraeth ac Etholiadau Lleol (Cymru) 2021, rhaid i Gynghorwyr sy'n cymryd rhan gael eu gweld ar y sgrin wrth gymryd rhan weithredol yn ystod cyfarfod.

Gall rhai cyfarfodydd gynnwys gwybodaeth gyfrinachol neu eithriedig ac felly nid yw'r cyfarfodydd hyn yn cael eu recordio na'u ffrydio'n fyw. Cyfeirir at wybodaeth gyfrinachol ar agenda fel gwybodaeth 'Rhan Dau' (Rhan II).

Gall aelodau o'r cyhoedd fynychu'n bersonol ac arsylwi cyfarfodydd y Cyngor tra byddant yn cael eu cynnal. Mae'r cyfyngiadau Rhan II uchod hefyd yn berthnasol a phan fydd eitemau o'r fath yn cael eu trafod, gofynnir i'r cyhoedd adael y cyfarfod gan y Cadeirydd.



"Gall aelodau o'r cyhoedd fynychu'n bersonol ac arsylwi cyfarfodydd y Cyngor tra byddant yn cael eu cynnal."

## 3.20 Rheolau Trafod

Cod Ymddygiad. Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

Mae Adran 4 Cyfansoddiad y Cyngor yn nodi'r gwahanol reolau gweithdrefn a'r rheolau trafod y mae'n rhaid i Gynghorwyr gadw atynt yn ystod Cyfarfodydd y Cyngor megis:

- Sut i gynnig pwnc i'w drafod (cynnig) a phleidleisio yn ystod y cyfarfod ei hun a chyn y cyfarfod,
- Y gwahanol fathau o areithiau, pryd i'w gwneud ac am ba hyd,
- Sut i ddiwygio, newid neu dynnu cynnig yn ôl cyn pleidlais,
- Sut i ymddwyn yn ystod y cyfarfod ac annerch y Cadeirydd, a'r
- gwahanol fathau o bleidlais a'r broses ar gyfer y rhain.

Bydd pob Cynghorydd yn cael hyfforddiant ar Reolau Trafod fel rhan o'r Rhaglen Sefydlu a Datblygu Aelodau (gweler tudalen 3.21).





## 3.21 Rhaglen Sefydlu a Datblygu Aelodau

Cod Ymddygiad. Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

Mae'r Cyngor wedi ymrwymo i raglen barhaus o Ddatblygu Aelodau i gefnogi Cynghorwyr i gyflawni eu cyfrifoldebau ac ymgymryd â'u rôl/rolau o fewn y Cyngor drwy gydol eu tymor o 5 mlynedd.

Yn syth ar ôl pob Etholiad Llywodraeth Leol, cynhelir Digwyddiad Sefydlu Aelodau, a fydd yn cael ei ddilyn gan sesiynau datblygu pwnc-benodol ar ystod o feysydd pwnc perthnasol sy'n gysylltiedig â'r rolau a'r cyfrifoldebau amrywiol y bydd Cynghorwyr yn ymgymryd â hwy.

Unwaith y bydd unigolyn wedi'i gadarnhau fel Ymgeisydd ar gyfer Etholiad Llywodraeth Leol 2022, bydd yn derbyn e-bost/llythyr gan Bennaeth y Gwasanaethau Democraidd yn gofyn iddo gadw lle yn un o Ddigwyddiadau Sefydlu Aelodau'r Cyngor. Bydd hyn yn sicrhau bod gan bob ymgeisydd llwyddiannus ddyddiadau/amseroedd y digwyddiad hanfodol hwn yn eu dyddiaduron cyn yr etholiad ac yn caniatáu i Swyddogion y Cyngor gynllunio'n briodol ar gyfer y digwyddiad, a gynhelir yn fuan ar ôl yr etholiad ei hun.

Bydd rhai o'r sesiynau datblygu pwnc-benodol yn agored i bob Cynghorydd, a bydd rhai'n gysylltiedig ag aelodau Pwyllgorau penodol (e.e. Cynllunio / Trwyddedu), er y byddai croeso mawr i Aelodau nad ydynt yn Aelodau o'r Pwyllgor hefyd.

Mae'r Cyngor wedi penderfynu y bydd rhai sesiynau yn hanfodol (gorfodol) ar gyfer Cynghorwyr newydd a rhai sy'n dychwelyd, naill ai ar gyfer pob Cynghorydd neu'r Cynghorwyr hynny a benodir i Bwyllgorau penodol.

**Ar gyfer Pwyllgorau fel Cynllunio a Thrwyddedu, bydd yn rhaid i Gynghorwyr fod wedi mynychu'r hyfforddiant er mwyn cymryd eu sedd ar y Pwyllgor.**

Mae'r Rhaglen Sefydlu a Datblygu Aelodau yn digwydd dros bedwar cam:

- **Phase 1** Dyma'r bythefnos gyntaf yn dilyn yr Etholiad Llywodraeth Leol ond cyn Cyfarfod Blyneddol cyntaf y Cyngor [Mai]. Cynhelir y Digwyddiad Sefydlu Aelodau yn ystod y cam, hwn yn ogystal â sesiynau rhagarweiniol eraill.
- **Phase 2** Deufis arall [Mehefin a Gorffennaf] cyn Toriad Awst a'r cyfnod pan gynhelir y cyfarfodydd pwyllgor cyntaf.
- **Phase 3** Pedwar mis arall [Medi – Rhagfyr] hyd at ddiwedd y flwyddyn galendr - mae'n cwmpasu chwe mis cyntaf y flwyddyn ddinesig ers yr Etholiad Llywodraeth Leol.
- **Phase 4** Mae hwn yn gyfnod datblygu parhaus tan yr Etholiad Llywodraeth Leol nesaf yn seiliedig ar bynciau y mae'r Cynghorwyr yn gofyn amdanynt.

Cynigir dwy sesiwn ar gyfer pob pwnc seminar, un yn ystod y dydd ac un gyda'r nos, i sicrhau bod y Cynghorwyr ar gael, oni bai ei bod yn sesiwn a hwylusir gan gyflwynydd allanol neu fod ddim angen gwneud hynny oherwydd y nifer isel o Gynghorwyr y disgwylir iddynt fod yn bresennol.



## 3.21 Rhaglen Sefydlu a Datblygu Aelodau (parhau)

Cod Ymddygiad. Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

Gellir hwyluso sesiynau datblygu mewn amrywiaeth o ffyrdd. Gallant ddigwydd wyneb yn wyneb, naill ai mewn seminar neu weithdy, neu gael eu cyflwyno o bell drwy gyfarfod Microsoft Teams. Gellir eu cyflwyno hefyd mewn steil hunan-astudio, dysgu o bell ar ffurf e-fodiwl.

Bydd pob Cynghorydd yn cael manylion mewngofnodi ar gyfer offeryn dysgu ar-lein y Cyngor, iDev, yn y Digwyddiad Sefydlu Aelodau. Os oes angen i Gynghorydd gwblhau e-fodiwl (naill ai am y tro cyntaf neu fel cwrs gloywi), bydd y modiwl ar gael ar ei gyfrif iDev i'w gwblhau yn ei amser ei hun o fewn cyfnod penodol o amser.

Caiff unrhyw adnoddau a ddarperir yn ystod sesiynau datblygu naill ai eu lanlwytho i MemberNet neu eu storio ar gyfrif iDev y Cynghorydd yn dilyn y sesiwn er mwyn i'r Cynghorydd allu cael mynediad iddynt yn ei amser ei hun.

Bydd Cynghorwyr yn cael cynnig cyngor a/neu gymorth TGCh arbenigol yn ôl yr angen drwy eu cyfnod yn y swydd (gweler tudalen \*\*).

Bydd Cynghorwyr hefyd yn cael eu gwahodd i fynychu digwyddiadau arddangos hanfodol i Aelodau sy'n digwydd ddwywaith y flwyddyn. Mae arddangosiadau Aelodau yn gyfle gwych i Gynghorwyr rwydweithio â Chynghorwyr eraill a chael y wybodaeth ddiweddaraf gan brif swyddogion am faterion sy'n effeithio ar wasanaethau'r cyngor; mae'r ddau beth yma'n helpu Cynghorwyr i ddarparu cyngor a gwybodaeth gywir i'w hetholwyr ward.

“Bydd Cynghorwyr yn cael cynnig cyngor a/neu gymorth TGCh arbenigol yn ôl yr angen...”



## 4.22 Cyflogau

### Taliadau Cydnabyddiaeth i Aelodau. Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

Mae holl Aelodau'r Cyngor yn cael cyflog sylfaenol. Mae hyn yn cwmpasu costau ffôn, TGCh a swyddfa'r holl Gynghorwyr ac mae'n cael ei adolygu'n flynyddol gan Banel Annibynnol Cymru ar Gydabyddiaeth Ariannol.

Mae Panel Annibynnol Cymru ar Gydabyddiaeth Ariannol yn gyfrifol am bennu lefel y taliadau i aelodau etholedig cynghorau, awdurdodau parciau cenedlaethol ac awdurdodau tân ac achub yng Nghymru. Mae'r Panel yn llunio adroddiad blynyddol sy'n nodi:

*"Mae'r Panel wedi mynegi'n gyson na all cynnal gwerthoedd democrataidd llywodraethu lleol fod yn rhad ac am ddim. Mae aelodau awdurdodau lleol (gan gynnwys aelodau cyfetholedig a phenodedig) yno i gynrychioli buddiannau pobl leol, i lywodraethu cymunedau lleol, ac i sicrhau gwasanaethau cyhoeddus gwerth am arian priodol i drethdalwyr lleol drwy brosesau craffu effeithiol y maent yn atebol i'w cymuned amdanynt. Mae'r rhain yn dasgau sylweddol a phwysig i aelodau'r awdurdodau perthnasol o fewn cylch gwaith y Panel. Mae taliadau i aelodau ar gael i annog amrywiaeth o bobl barod a galluog i gyflawni llywodraethu lleol drwy eu rolau etholedig, penodedig neu gyfetholedig."*

Adroddiad Blynyddol Chwefror 2021

Pan gyhoeddir Adroddiad Blynyddol y Panel, rhaid i'r Cyngor gydymffurfio â'r gofynion statudol a chymhwyso'r holl benderfyniadau perthnasol. Rhaid i swyddog priodol y Cyngor roi mecanweithiau ar waith i bob cynghorydd cymwys gael taliadau fel y'u pennir gan y Panel.

Ni ellir amrywio lefelau'r taliadau y mae gan Gynghorwyr hawl iddynt drwy bleidlais gan y Cyngor Llawn.

Bydd cynghorwyr sydd ag uwch rôl hefyd yn cael cyflog uwch, a elwir hefyd yn Lwfans Cyfrifoldeb Arbennig (LCA), sy'n cynnwys y cyflog sylfaenol. Mae Panel Annibynnol Cymru ar Gydabyddiaeth Ariannol yn adolygu Uwch Gyflogau bob blwyddyn. Ni all unrhyw Gynghorydd gael mwy nag un Uwch Gyflog.

Telir yr holl gyflogau a lwfansau i Gynghorwyr (gweler tudalen 4.22/23) yn fisol drwy gredyd banc uniongyrchol ac maent yn ddarostyngedig i'r didyniadau Treth ac Yswiriant Gwladol priodol. Gofynnir i Gynghorwyr gyflwyno manylion banc yn y Digwyddiad Sefydlu Aelodau.

Caiff unrhyw Gynghorydd ddewis ildio unrhyw ran o'i hawl i gyflog drwy ysgrifennu at Bennaeth y Gwasanaethau Democrataidd a fydd yn gwneud y trefniadau angenrheidiol.

Os caiff Cynghorydd ei atal dros dro neu ei atal yn rhannol o unrhyw gyfrifoldeb yn unol â Rhan III Deddf Llywodraeth Leol 2000 neu reoliadau a wneir dan y Rhan honno, bydd y rhan berthnasol o unrhyw gyflog sy'n daladwy dan Gynllun Lwfans Aelodau'r Cyngor mewn perthynas â'r cyfrifoldeb hwnnw yn cael ei hatal dros dro ac yn achos gorddaliad, ei thalu'n ôl i'r Cyngor.



## 4.22 Cyflogau (parhau)

### Taliadau Cydnabyddiaeth i Aelodau. Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

Mae angen i'r Cyngor gytuno ar Ddatganiad Cydnabyddiaeth Ariannol i Aelodau flynyddol, ei gyhoeddi a'i gynnal. Mae'r datganiad diweddaraf i'w weld drwy'r ddolen ganlynol:

[https://www.valeofglamorgan.gov.uk/cy/our\\_council/Council-Structure/member\\_re-muneration.aspx](https://www.valeofglamorgan.gov.uk/cy/our_council/Council-Structure/member_re-muneration.aspx)

Mae'r Datganiad Cydnabyddiaeth Ariannol i Aelodau yn nodi manylion taliadau penodol y mae'n bwriadu eu cyflwyno i Aelodau Etholedig ac Aelodau Cyfetholedig yn unol â'r lefelau taliadau a lwfansau cydnabyddiaeth a benderfynir gan Banel Annibynnol Cymru ar Gydabyddiaeth Ariannol. Mae'n nodi sut y caiff Aelodau gydnabyddiaeth ariannol drwy dalu Cyflog Sylfaenol, Uwch Gyflog neu Gyflog Dinesig a fffioedd sy'n daladwy i Gynghorwyr ac Aelodau Cyfetholedig statudol. Mae'r Datganiad hefyd yn rhoi manylion y Lwfansau Gofal, Teithio a Chynhaliath sy'n gymwys.

Mae adran 26 Cyfansoddiad y Cyngor yn nodi manylion Cynllun Cyflog Aelodau'r Cyngor:

[https://www.valeofglamorgan.gov.uk/Documents/\\_Committee%20Reports/Committee%20Information/Constitution/May-2021/Section-26.pdf](https://www.valeofglamorgan.gov.uk/Documents/_Committee%20Reports/Committee%20Information/Constitution/May-2021/Section-26.pdf)





## 4.23 Lwfansau

Taliadau Cydnabyddiaeth i Aelodau. Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

Gall cynghorwyr hawlio Lwfansau Teithio a/neu Gynhaliaeth pan fyddant yn ysgwyddo costau wrth gyflawni dyletswyddau cymeradwy fel Aelod o'r Cyngor.

Cyhoeddir yr holl hawliadau a wneir bob blwyddyn, ar gyfer y flwyddyn ddinesig flaenorol, ar wefan y Cyngor.

O ran Teithio, gofynnir i Gynghorwyr fod yn ymwybodol o ddewis y dulliau teithio mwyaf cost-effeithiol ac ecogyfeillgar ac fe'u hanogir i deithio gyda Chynghorwyr eraill. Ar gyfer teithio mewn car, beic modur, neu feic pedal, mae'r cyfraddau cenedlaethol (hawliadau milltired) ar gyfer milltired yn cael eu pennu gan Banel Annibynnol Cymru ar Gydnabyddiaeth Ariannol bob blwyddyn.

Mae lwfansau cynhaliaeth yn daladwy pan fydd Cynghorydd yn cyflawni dyletswyddau y tu allan i ardal Bro Morgannwg a phennir y cyfraddau hefyd gan Banel Annibynnol Cymru ar Gydnabyddiaeth Ariannol bob blwyddyn. Cynghorir cynghorwyr i ymgynghori â'r Gwasanaethau Democrataidd/Swyddfa'r Cabinet i fanteisio ar drefniadau archebu canolog wrth drefnu llety dros nos y mae'n rhaid i'r Prif Weithredwr ac Arweinydd y Cyngor ei gymeradwyo ymlaen llaw drwy gyflwyno'r ffurflen briodol.

Rhaid i bob hawliad gyd-fynd â derbynebaw perthnasol ar gyfer yr holl wariant gwirioneddol a ysgwyddir a'u cyflwyno i'r Swyddog perthnasol o fewn naw deg diwrnod. I Aelodau Cabinet y swyddog perthnasol i'r yw Swyddog y Cabinet. I'r Aelodau eraill, y swyddog perthnasol yw unrhyw Aelod o'r Tîm Gwasanaethau Democrataidd.

Mae'r union gyfraddau wedi'u nodi ar y Ffurflen Hawlio Teithio a Chynhaliaeth ar Hafan MemberNet yn ogystal â'r Rhestr Taliadau Cydnabyddiaeth Aelodau ddiweddaraf ar wefan y Cyngor.

Os caiff Cynghorydd ei atal dros dro neu ei atal yn rhannol o unrhyw gyfrifoldeb yn unol â Rhan III Deddf Llywodraeth Leol 2000 neu reoliadau a wneir dan y Rhan honno, bydd y rhan berthnasol o unrhyw lwfans sy'n daladwy dan Gynllun Lwfans Aelodau'r Cyngor mewn perthynas â'r cyfrifoldeb hwnnw yn cael ei hatal dros dro ac yn achos gordaliad, yn cael ei thalu'n ôl i'r Cyngor.

Gall Aelodau Cyfetholedig hefyd hawlio lwfans. Aelod Cyfetholedig yw rhywun a benodir i bwyllgor neu is-bwyllgor ac sydd â hawliau pleidleisio ond nad yw'n Aelod Etholedig. Caiff y taliadau eu capio i ddeg diwrnod llawn y flwyddyn (h.y. 20 hanner diwrnod) ar gyfer pob pwyllgor y caiff ei gyfethol iddo ac fe'u gwneir yn fisol drwy gredyd banc uniongyrchol. Caiff unrhyw Aelod Cyfetholedig ddewis hepgor unrhyw ran o'i hawl i gael lwfans neu ffi ac ni fydd ganddo hawl i hawlio os caiff ei atal dros dro neu ei atal yn rhannol o unrhyw gyfrifoldeb.

Mae adran 26 Cyfansoddiad y Cyngor yn nodi manylion Cynllun Lwfans Aelodau'r Cyngor:

[https://www.valeofglamorgan.gov.uk/Documents/\\_Committee%20Reports/Committee%20Information/Constitution/May-2021/Section-26.pdf](https://www.valeofglamorgan.gov.uk/Documents/_Committee%20Reports/Committee%20Information/Constitution/May-2021/Section-26.pdf)

“...gofynnir i Gynghorwyr fod yn ymwybodol o ddewis y dulliau teithio mwyaf cost-effeithiol ac ecogyfeillgar ...”

## 4.24 Ad-dalu Costau Gofal

### Taliadau Cydnabyddiaeth i Aelodau. Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

Os oes angen i Gyngorydd drefnu gofal ar gyfer plentyn neu oedolyn dibynnol fel y gall gyflawni ei ddyletswyddau swyddogol a chymeradwy fel Cyngorydd, gellir ei ad-dalu am gost y gofal hwnnw.

Mae taliad cost gofal yn berthnasol i ofal a ddarperir gan ofalwyr anffurfiol neu ffurfiol ar gyfer y canlynol:

- (a) plant dibynnol hyd at 15 oed; neu
- (b) plant dros 15 oed ac oedolion ar yr amod y gall y Cyngorydd ddangos bod angen goruchwyliaeth ar yr unigolyn dibynnol.

Ni wneir taliadau:

- i fwy nag un Cyngorydd neu Aelod Cyfetholedig mewn perthynas â gofal yr un plentyn neu ddibynnydd ar gyfer yr un cyfnod o ofal; neu
- i rywun sy'n rhan o aelwyd Aelod.

Dylid gwneud pob cais am Ad-daliad Costau Gofal yn ysgrifenedig i'r Pennaeth Gwasanaethau Democraidd, gan nodi amseroedd, dyddiadau a rhesymau dros hawlio drwy gwblhau'r 'Ffurflen Hawlio Ad-daliad Costau Gofal' a 'Ffurflen Derbynebaw Costau Gofal' sydd ar gael ar MemberNet. Rhaid dangos derbynebaw gan y gofalwr ar gyfer trefniadau gofal ffurfiol ac anffurfiol.

### Absenoldeb Teuluol

Mae gan gynghorwyr hawl i gyfnod o absenoldeb teuluol, ac os ydynt yn bodloni'r amodau rhagnodedig, mae ganddynt hawl i fod yn absennol o gyfarfodydd y Cyngor.

Yn ystod cyfnodau o absenoldeb teulu, mae gan Gynghorwyr hawl i barhau i dderbyn Cyflog Sylfaenol waeth beth oedd eu cofnod presenoldeb yn ystod y cyfnod yn syth cyn yr absenoldeb teulu.

Bydd deiliad swydd â chyflog uwch yn gallu parhau i dderbyn ei uwch gyflog drwy gydol yr absenoldeb. Os yw'r Cyngor yn cytuno ei bod hi'n angenrheidiol penodi rhywun i gyflenwi yn ystod cyfnod absenoldeb teulu deiliad swydd â Chyflog Uwch, bydd y Cyngorydd sy'n cyflenwi'n gymwys am Gyflog Uwch.

Pan mae'r Cyngor yn cytuno i dalu am gyflenwi yn ystod absenoldeb am resymau teuluol, bydd yn rhoi gwybod i'r Panel Annibynnol ar Gydabyddiaeth Ariannol 14 diwrnod wedi dyddiad penderfynu ar y manylion, yn cynnwys enw'r swydd benodol a chyfnod y cyflenwi.



## 5.25 Cardiau Adnabod a Mynediad

### Adnoddau. Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

Bydd pob Cynghorydd yn derbyn cerdyn adnabod ffotograffig a chortyn corfforaethol yn ystod Digwyddiad Sefydlu'r Aelodau.

Ar gyfer Cyngorwyr newydd, bydd y llun ar y cerdyn yn cael ei dynnu yn ystod y digwyddiad ei hun. Ar gyfer Cyngorwyr sy'n dychwelyd, gallant ddewis defnyddio ffotograff blaenorol neu dynnu un newydd.

Mae'r cerdyn yn gerdyn rheoli mynediad ar gyfer adeiladau'r Cyngor yn ogystal â'r gwahanol beiriannau argraffu (gweler tudalen 5.29) sydd wedi'u lleoli o amgylch yr adeiladau.

Rhaid i gynghorwyr beidio, o dan unrhyw amgylchiadau, roi benthyc eu Cerdyn Adnabod i unrhyw berson arall.

Mae'n bwysig, er diogelwch pawb, fod Cyngorwyr:

- yn arddangos eu bathodyn adnabod eu hunain wrth gyrraedd a symud o fewn adeiladau'r Cyngor,
- yn peidio â gadael i unrhyw un fynd i mewn i adeilad neu rannau diogel o'r adeilad gyda nhw oni bai bod gan yr unigolyn gerdyn adnabod y Cyngor hefyd,
- os ydynt yn gweithio ar eu pennau eu hunain yn yr adeilad ar ôl oriau swyddfa, yn rhoi gwybod i'r swyddog diogelwch adeiladau drwy brif ddesg y dderbynfa,
- os ydynt yn gweld rhywun nad ydynt yn ei adnabod mewn man diogel, peidio â mynd atynt, a rhoi gwybod yn lle i'r swyddog diogelwch adeiladu drwy brif ddesg y dderbynfa.

Rhaid i gynghorwyr roi gwybod os yw eu cerdyn adnabod wedi'i gollu, ei ddifrodi neu ei ddwyn, o fewn 24 awr i sylweddoli hynny, fel y gellir rhoi un newydd, drwy gysylltu â'r Gwasanaethau Democraidd.

Gofynnir i bob Cynghorydd gwblhau Arolwg Cydraddoldeb ac Amrywiaeth yn ystod y Digwyddiad Sefydlu Aelodau. Bydd hyn yn galluogi'r Tîm Gwasanaethau Democraidd i nodi unrhyw anghenion mynediad neu symudedd a allai fod gan Gyngorwyr a chynnig cymorth a chyngor priodol.



## 5.26 Teithio i Safle Cyngor

### Adnoddau. Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

Ar 29 Gorffennaf 2019 cytunodd y Cyngor i ymuno â Llywodraeth Cymru a Chynghorau eraill ledled y DU i ddatgan 'argyfwng hinsawdd' byd-eang ac ar 26 Gorffennaf 2021 datganwyd Argyfwng Natur. Gwnaed y datganiadau mewn ymateb i ganfyddiadau adroddiad y Panel Rhynglywodraethol ar Newid yn yr Hinsawdd (IPCC) ac adroddiad y Rhwydwaith Bioamrywiaeth Cenedlaethol (NBN) i gydnabod y cysylltiad anorfod rhwng newid yn yr hinsawdd a cholli bioamrywiaeth.

**Prosiect Sero** yw ymateb y cyngor i'r argyfwng hwn o ran y newid yn yr hinsawdd. Maen nodi ymrwymiad y Cyngor i leihau ei allyriadau carbon i sero net erbyn 2030, ond mae uchelgais Prosiect Sero yn ehangach na lleihau allyriadau carbon y Cyngor yn unig. Mae'n cydnabod rôl y Cyngor fel arweinydd cymunedol a sut y gall weithio gydag eraill, eu cefnogi a'u dylanwadu drwy ei bolisiau a'i gamau gweithredu i wneud newidiadau ac ystyried eu heffaith ar yr amgylchedd.

Mae'r Cynllun Her Prosiect Sero yn manylu ar ddeunaw her sy'n seiliedig ar yr angen i'r Cyngor ddangos arweinyddiaeth gref, cyflawni ei gyfrifoldeb i genedlaethau'r presennol a chenedlaethau'r dyfodol a gwneud gwahaniaeth i'r amgylchedd yn awr. Mae rhagor o fanylion ar gael ar wefan y Cyngor:

<https://www.valeofglamorgan.gov.uk/cy/living/Climate-Change/Project-Zero.aspx>

### Cerdded, Beicio a Thrafnidiaeth Gyhoeddus

Mae Cyngor Bro Morgannwg yn gweithio i hyrwyddo a gwella cyfleoedd ar gyfer teithio llesol yn ardal yr awdurdod lleol ac mae rhagor o wybodaeth fel Mapiau Teithio Llesol ar gael i Aelodau'r Cyhoedd a Chynghorwyr ar wefan y Cyngor:

<https://www.valeofglamorgan.gov.uk/cy/living/transportation/Active-Travel.aspx>

Mae'r Cyngor hefyd yn gweithredu Cynllun Beicio i'r Gwaith sy'n caniatáu i Gynghorwyr wneud arbedion ar gost beic ac ategolion newydd i gadw'n heini, lleihau straen, lleihau gwariant ar deithio, arbed amser teithio a lleihau allyriadau carbon. Bydd rhagor o wybodaeth am y cynllun yn cael ei rhoi i Gynghorwyr ar ddechrau eu tymor yn y swydd.

Gall y cynllunwyr teithiau canlynol hefyd gynorthwyo Cynghorwyr gyda'u trefniadau teithio:



TRAFNIDIAETH CYMRU  
TRANSPORT FOR WALES

<https://trc.cymru/cynllunio-taith>



Cardiff bus  
bws Caerdydd

<https://www.cardiffbus.com/plan-a-journey>





## 5.26 Teithio i Safle Cyngor (parhau)

Adnoddau. Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

### Parcio Ceir

Mae Parcio Ceir am ddim ar hyn o bryd ac mae ar gael ym mhob un o dri adeilad swyddfa mwyaf y Cyngor i Gynghorwyr fynychu cyfarfodydd (os ydynt yn dewis mynychu cyfarfod wyneb yn wyneb):

Dim ond Adeilad y Swyddfa Ddinesig yn y Barri sydd â 10 lle parcio dynodedig i Gynghorwyr, fodd bynnag, mae'r rhain ar sail y cyntaf i'r felin.

Mae'r holl Feysydd Parcio hefyd yn cael eu defnyddio gan Staff y Cyngor, felly gall parcio gymryd mwy o amser yn ystod oriau gwaith na gyda'r nos ac ar benwythnosau.

### Gwybodaeth Ddefnyddiol am Deithio

Swyddfeydd Dinesig	Swyddfeydd y Dociau	Yr Alpau
Heol Holton Y Barri CF63 4RU	Subway Road Y Barry CF634RT	Alps Quarry Road Gwenfô CF5 6AA
<b>Oriau Agor:</b>	<b>Oriau Agor:</b>	<b>Oriau Agor:</b>
Dydd Llun – dydd Gwener:	Dydd Llun – dydd Gwener:	Dydd Llun – dydd Gwener:
Penwythnosau:	Penwythnosau:	Penwythnosau:
<b>Llwybrau Bws Caerdydd:</b>	<b>Llwybrau Bws Caerdydd:</b>	<b>Llwybrau Bws Caerdydd:</b>
93, 94, 95, 96A, 97A, 100 neu 304.	88.	96, 96A
<b>Yr Orsaf Drenau Agosaf:</b>	<b>Yr Orsaf Drenau Agosaf:</b>	<b>Yr Orsaf Drenau Agosaf:</b>
Dociau'r Barri (BRD)	Dociau'r Barri (BRD)	Ddim ar gael ar y trêrn.
<b>Cyfleusterau eraill:</b>	<b>Cyfleusterau eraill:</b>	<b>Cyfleusterau eraill:</b>
<ul style="list-style-type: none"><li>● Storio Beiciau</li><li>● Cawodydd</li><li>● manau parcio aml-feddiannaeth</li></ul>		

## 5.27 Ystafelloedd Grwpiau Gwleidyddol

Adnoddau. Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

Mae gan bob Grŵp Gwleidyddol ystafell gyfarfod ddynodedig ar lawr gwaelod isaf adeilad y Swyddfa Ddinesig.

Mae mynediad i'r ystafelloedd hyn drwy fynedfa gefn yr adeilad gan ddefnyddio Cerdyn Adnabod a Mynediad (gweler tudalen 5.25).

Mae croeso i gynghorwyr ddefnyddio'r ystafelloedd hyn pryd bynnag y bydd Adeilad y Swyddfa Ddinesig ar agor ac maen nhw'n fannau defnyddiol ar gyfer gweithio rhwng apwyntiadau.

Mae cyflenwad o De, Coffi a Diodydd Meddal hefyd ar gael ger ystafelloedd y grwpiau ar gyfer Cynghorwyr.



“...ar agor ac maen nhw'n fannau defnyddiol ar gyfer gweithio rhwng apwyntiadau.”

## 5.28 Offer y Cyngor

### Adnoddau. Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

Mae'r Cyngor yn darparu offer priodol a weithredir gan Microsoft Office 365 i Gynghorwyr er mwyn eu helpu i ymgymryd â'u rolau a'u cyfrifoldebau amrywiol:

- **Cyfrifiadur y Cyngor** – Gliniadur cludadwy yw hwn a all gysylltu â rhwydwaith Bro Morgannwg o gartref yn ogystal ag yn adeiladau'r Cyngor.
- **Ffôn Symudol y Cyngor** – Ar gyfer gwneud galwadau, anfon negeseuon testun, a derbyn E-byst wrth fynd. Efallai y bydd cynghorwyr hefyd yn dewis cael mynediad i'w negeseuon e-bost Bro Morgannwg ar eu dyfais symudol bersonol os byddai'n well ganddynt weithredu un ffôn symudol yn unig a gwrthod dyfais symudol Bro Morgannwg.
- **Clustffonau Cyfarfod o Bell** – Clustffonau a meicroffon i gefnogi cynghorwyr i glywed a chael eu clywed yn glir yn ystod cyfarfodydd o bell.

Bydd offer yn cael ei roi i Gynghorwyr fel rhan o'r Digwyddiad Sefydlu Aelodau.

Gellir rhoi dyfeisiau eraill i Gynghorwyr, yn seiliedig ar eu hanghenion cymorth unigol, fel y nodwyd o'u hymateb i Arolwg Cydraddoldeb ac Amrywiaeth yr Aelodau wedi'i gwblhau ar ddechrau'r tymor.

Mae unrhyw ddyfeisiau a osodir yn parhau i fod yn eiddo i'r Cyngor a gofynnir i Gynghorwyr ddychwelyd yr offer ar ddiwedd eu tymor yn y swydd ar ôl derbyn cyfrifoldeb am y dyfeisiau ar ddechrau eu tymor yn y swydd.

Ni ddylid defnyddio offer a gwasanaethau'r Cyngor at ddefnydd personol nac unrhyw weithgaredd nad yw wedi'i awdurdodi fel rhan o ddisgrifiad swydd cynghorydd. Rhaid i gynghorwyr beidio â thynnu gwybodaeth y Cyngor o'r rhwydwaith a'i chopio i offer personol neu offer nad yw'n eiddo i'r Cyngor gan fod hyn yn cyflwyno risg ddifrifol o golli gwybodaeth a chamweddau i'r Cyngor.

Er mwyn cael mynediad i rwydwaith Bro Morgannwg o gartref, bydd angen cysylltiad WiFi band eang cartref ar Gynghorwyr. Mae'n ofynnol i gynghorwyr drefnu a phrynu eu gwasanaeth band eang eu hunain yn annibynnol, gan ddefnyddio darparwr o'u dewis, ac fe'u cynghorir i ddod o hyd i wasanaeth band eang cyflym iawn.

Bydd yn ofynnol i bob Cynghorydd ymrwymo'n ysgrifenedig y bydd yn arsylwi ac yn cydymffurfio â'r gweithdrefnau a'r protocolau a bennir gan y Cyngor sy'n llywodraethu'r defnydd o'i offer; y Cod Ymddygiad TGCh. Bydd Cynghorwyr yn cael copi o'r Cod ar ddechrau eu tymor yn y swydd.

Mae Strategaeth Ddigidol y Cyngor i alluogi cyfleoedd i wella drwy ddefnyddio TGCh yn arloesol, nawr ac yn y dyfodol, yn ogystal â nodi gweledigaeth y Cyngor ar sut y bydd yn ysgogi technolegau newydd i barhau i ddarparu gwasanaethau blaenoriaeth o ansawdd uchel ar gael ar wefan y Cyngor.

[https://www.valeofglamorgan.gov.uk/cy/our\\_council/achieving\\_our\\_vision/Achieving-our-Vision.aspx](https://www.valeofglamorgan.gov.uk/cy/our_council/achieving_our_vision/Achieving-our-Vision.aspx)

Gelwir gwasanaeth cymorth technegol y Cyngor yn Ddesg Gymorth TGCh a bydd pob Cynghorydd yn cael manylion cyswllt y gwasanaeth hwn fel rhan o'r Digwyddiad Sefydlu Aelodau.

Ar gyfer trafodaethau/cyfarfodydd anffurfiol, bydd Cynghorwyr yn defnyddio Microsoft Teams ac ar gyfer cyfarfodydd ffurfiol bydd ganddynt fynediad i Ateb Cyfarfod Hybrid y Cyngor; CIVICO. Darperir hyfforddiant ar y ddau blatfform hyn i Gynghorwyr ar ddechrau eu tymor yn y swydd a bydd cymorth parhaus ar gael ar gais drwy'r Tîm Gwasanaethau Democraidd.



## 5.29 Argraffu Cyffredinol

### Adnoddau. Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

Yn 2018, diwygiodd y Cyngor ei strategaeth argraffu i leihau gwastraff argraffu a chostau dilynol. Arweiniodd hyn at roi argraffwyr cyffredinol mewn ardaloedd cymunedol ar draws y sefydliad a'i adeiladau swyddfa. Roedd y cam hwn hefyd yn cyd-fynd â chynllun her newid yn yr hinsawdd y Cyngor a lansiodd yn 2021, 'Prosiect Sero,' i addasu i effaith newid yn yr hinsawdd a'i lliniaru.

Mae'r Cyngor yn cydnabod efallai na fydd Cynghorwyr yn gallu gweithio'n gwbl 'ddi-bapur' fodd bynnag, mae'n annog unigolion i weithio'n 'ddi-bapur' lle bo hynny'n bosibl.

Felly, caiff pob Cynghorydd ei ethol yn awtomatig i dderbyn papurau cyfarfod yn electronig, yn hytrach nag ar ffurf copi caled, ond gallant ddewis cael copïau caled wedi'u hanfon atynt yn y post neu eu dosbarthu i'w cloerau dynodedig os oes angen.

Mae holl liniaduron y Cynghorwyr wedi'u gosod i'r argraffwyr cyffredinol. Mae hyn yn golygu y bydd yr holl ddogfennau a anfonir i'w hargraffu yn cael eu cadw ar gyfrif argraffu'r Cynghorydd am 48 awr nes iddynt gyrraedd unrhyw argraffydd yn yr adeilad i argraffu'r ddogfen.



"...annog unigolion i weithio'n 'ddi-bapur' lle bo hynny'n bosibl."

## 5.30 Gohebiaeth

Adnoddau. Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

### Rheoliad Diogelu Data Cyffredinol y DU (GDPR)

Newidiodd y gyfraith ar Ddiogelu Data ar 25 Mai 2018. Mae Rheoliad Diogelu Data Cyffredinol (GDPR) y DU yn gyfraith newydd ledled Ewrop a ddisodlodd Ddeddf Diogelu Data 1998 y DU (DDD 1998).

Mae GDPR y DU yn nodi'r gofynion o ran sut y bydd angen i sefydliadau ymdrin â data personol. Mae wedi cynyddu hawliau pobl y cedwir eu data (a elwir yn wrthrychau data yn y Ddeddf Diogelu Data) ac yn rhoi mwy o reolaeth iddynt dros yr hyn sy'n digwydd i'w data. Mae hefyd yn caniatáu i gosbau ariannol gael eu gosod ar unrhyw sefydliad sy'n torri'r hawliau hynny neu nad yw'n cydymffurfio â'r 'egwyddor atebolrwydd' – sy'n golygu yn y bôn bod angen i reolwyr data a phroseswyr data h.y. y Cyngor a'i Gynghorwyr roi mesurau technegol a sefydliadol ar waith i ddiogelu'r data sydd ganddynt rhag colled, mynediad heb awdurdod ac ati ac i sicrhau bod hawliau gwrthrychau data yn cael eu diogelu.

Rhaid i bob Cynghorydd gael ei gofrestru fel Rheolwr Data gyda Swyddfa'r Comisiynydd Gwybodaeth a thalu ffi. Bydd y Cyngor yn talu am y ffi a bydd ffurflenni cofrestru yn cael eu cwblhau yn fuan ar ôl yr etholiad.

Bydd Cynghorwyr yn:

- (1) Defnyddio data personol a ddarperir gan y cyngor yn yr un modd ag y byddai swyddogion y cyngor yn defnyddio data. Bydd swyddogion y Cyngor a'i gyflenwyr yn ddarostyngedig i reolaethau GDPR y DU.
- (2) Defnyddio deunydd gwaith achos personol yn ei fraint ei hun pan fyddant yn casglu neu'n cael data personol drwy gyfathrebu â'u preswylwyr.
- (3) Cael mynediad at, casglu a defnyddio data personol drwy eu hymgyrchu a'u actifadaeth wleidyddol – gyda neu heb ddefnyddio asiantau gwleidyddol neu bleidiau gwleidyddol os ydynt yn cynrychioli un.

Felly, fel Rheolwyr Data, rhaid i Gynghorwyr gydymffurfio â gofynion newydd GDPR y DU fel a ganlyn:

- Cadw cofnod o'u gweithgareddau prosesu, er mwyn dangos eu bod yn cydymffurfio â'r ddeddfwriaeth.
- Rhoi Hysbysiad Preifatrwydd manylach pan fyddant yn casglu data personol.
- Sôn wrth wrthrychau data am eu hawliau.
- Bod â mesurau diogelwch priodol ar waith i ddiogelu data personol sydd ganddynt.
- Adolygu a dileu 'hen' ddata nad oes ei angen arnynt mwyach; a
- Rhoi gwybod am unrhyw achosion o dorri'r ddeddfwriaeth i'r Comisiynydd Gwybodaeth o fewn 72 awr.

Dim ond i ymateb i ymholiadau preswylwyr y dylai cynghorwyr ddefnyddio eu cyfeiriad e-bost Bro Morgannwg swyddogol . Bydd gan bob Cynghorydd lofnod e-bost corfforaethol sy'n cynnwys hyperdolen at Hysbysiad Preifatrwydd y Cyngor:

[https://www.valeofglamorgan.gov.uk/cy/our\\_council/Website-privacy-notice.aspx](https://www.valeofglamorgan.gov.uk/cy/our_council/Website-privacy-notice.aspx)

Os oes gan Gynghorwyr unrhyw ymholiadau neu os oes angen cyngor arnynt ynglŷn â GDPR y DU yna gallant e-bostio: [DPO@valeofglamorgan.gov.uk](mailto:DPO@valeofglamorgan.gov.uk)



## 5.30 Gohebiaeth (parhau)

Adnoddau. Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

### Gwasanaethau Post

Yn unol â Deddf Llywodraeth Leol ac Etholiadau (Cymru) 2021 (Adran 43), mae gan y Cyngor ddyletswydd i gyhoeddi cyfeiriadau swyddogol ar gyfer pob Aelod Etholedig, yn rhai electronig a phost. Gall Aelodau nad ydynt yn dymuno gwneud eu cyfeiriad cartref yn gyhoeddus (ar yr amod eu bod yn bodloni gofynion Cod Ymddygiad yr Aelodau) ddefnyddio cyfeiriad Cyngor Bro Morgannwg.

### Safonau'r Gymraeg

Mae'r Cyngor wedi ymrwymo i ddarparu gwasanaeth rhagorol i siaradwyr Cymraeg.

Yn y2015, cafodd Hysbysiad Cydymffurfio cyfreithiol gan Gomisiynydd y Gymraeg yn nodi pa Safonau sy'n berthnasol i'r Cyngor.

Er mwyn cyflawni'r 174 o safonau o fewn yr hysbysiad, datblygodd y Cyngor Gynllun Gweithredu cynhwysfawr sydd wedi ei gyhoeddi ar ei wefan:

[https://www.valeofglamorgan.gov.uk/cy/our\\_council/equalities/Welsh-Language-Standards.aspx](https://www.valeofglamorgan.gov.uk/cy/our_council/equalities/Welsh-Language-Standards.aspx)



## 5.31 MemberNet

### Adnoddau. Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

Mae gan y Cyngor ei fewnrwyd ei hun o'r enw StaffNet a dyma'r hafan chwilio awtomatig ar gyfrifiaduron Cynghorwyr.

Felly, mae angen ei fod wedi ei gysylltu â system Bro Morgannwg drwy gysylltiad â'r rhyngwyd i'w ddefnyddio.



O Hafan StaffNet, gall Cynghorwyr gael gafael ar y dogfennau a manylion cyswllt y Swyddogion y Cyngor, y bydd eu hangen arnynt i weithredu fel Cynghorydd.

Mae adran o StaffNet wedi'i theilwra'n benodol tuag at Gynghorwyr ac fe'i gelwir yn MemberNet. Mae tudalen mewnwyd MemberNet yn cynnwys gwybodaeth, dogfennau a chanllawiau pwysig i Gynghorwyr gyfeirio atynt pan fo'n gyfleus iddynt a chaiff ei ddiweddarau'n rheolaidd. Felly, mae'n ofynnol i Gynghorwyr ymweld â MemberNet yn rheolaidd.



## 5.32 Canllawiau Bwrdd Gwaith 'Sut i'

Adnoddau. Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

Bydd gan bob Cyngorydd ffolder dogfennau 'Canllawiau Sut i' ar fwrdd gwaith eu cyfrifiadur Bro Morgannwg:



Mae'r ffolder hon yn cynnwys canllawiau, cyfarwyddiadau a dogfennau polisi i gefnogi Cynghorwyr i fynd i'r afael ag unrhyw faterion technegol a allai fod ganddynt pan fo'r Ddesg Gwasanaeth TGCh ar gau.

Gan fod y ffolder ar y bwrdd gwaith, gall Cynghorwyr gael mynediad i'r ffolder a'i defnyddio wrth weithio all-lein.





## 5.33 Hyb y Pwyllgorau

Adnoddau. Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

Mae Hyb y Pwyllgorau yn ffolder storio electronig ar gyfer pob agenda cyfarfod sydd wedi eu cyhoeddi.

Mae llwybr byr i'r Hyb ar gael ar fwrdd gwaith Cyngorwyr, ar ddyfeisiau Bro Morgannwg yn unig, ac fe'i diweddarir ar ôl i agendâu gael eu cyhoeddi:



Gall cyngorwyr gael mynediad at agendâu mewn sawl ffordd:

- (1) Drwy'r hyperddolen sydd wedi'i chynnwys yn yr e-bost hysbysu a gânt bob tro y cyhoeddir agenda.
- (2) Drwy glicio ar enw'r Pwyllgor perthnasol yn Hyb y Pwyllgorau ar eu bwrdd gwaith.
- (3) Drwy ymweld â thudalen gwe Cofnodion, Agendâu ac Adroddiadau'r Cyngor; neu
- (3) Drwy dderbyn copi caled o'r papurau yn y post (os gofynnir amdanynt ymlaen llaw).

Mae rhai Pwyllgorau wedi'u cloi i rai unigolion oherwydd natur gyfrinachol y gwaith papur ac felly dim ond aelodau'r Pwyllgor penodol hwnnw fydd â mynediad i weld y papurau Rhan II perthnasol drwy'r Hyb.

Caiff unrhyw Gynghorydd ofyn am fynediad i wybodaeth Rhan II, os nad oes ganddynt fynediad iddi eisoes, drwy godi cais ffurfiol gyda'r Gwasanaethau Democrataidd. Yna, rhaid asesu'r ceisiadau hyn ar sail 'angen gwybod' oherwydd natur gyfrinachol y wybodaeth.

Nid oes gan aelodau o'r cyhoedd hawl i weld gwybodaeth Rhan II. Felly, Hyb y Pwyllgorau yw'r unig ffordd i Gynghorwyr weld gwybodaeth Rhan II ar wahân i gopi caled.

Gall cyngorwyr hefyd lawrlwytho'r agenda o Hwb y Pwyllgorau i'w gliwiadur Bro Morgannwg. Gall hyn fod yn ddefnyddiol os ydynt am anodi'r ddogfen cyn cyfarfod yn seiliedig ar eu barn/sylwadau eu hunain i godi a/neu weithio all-lein yn ystod y cyfarfod ei hun.



## 5.34 Cyfeiriadur Swyddogion

### Adnoddau. Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

Mae Cyfeiriadur Swyddogion ar gael i Gynghorwyr drwy MemberNet a'r Ffolder Canllawiau Sut i ar eu bwrdd gwaith.

Bydd cynghorwyr hefyd yn cael cyfle i gwrdd â Swyddogion allweddol fel rhan o'r Digwyddiad Sefydlu Aelodau i'w cyflwyno eu hunain yn ffurfiol, creu llinellau cyfathrebu a sefydlu perthynas waith dda.

Mae'r Cyfeiriadur yn helpu Cynghorwyr i gysylltu â'r Swyddog 'llawr gwlad' cywir ynghylch eu hymholiad boed ar eu rhan ei hunain neu'n rhan o waith achos eu ward.

Gall cynghorwyr hefyd ddefnyddio dulliau corfforaethol y Cyngor o godi ymholiadau gyda Swyddogion fel sydd ar gael i Aelodau'r cyhoedd, megis:

Tudalen gwe **Rhoi gwybod** ar wefan y Cyngor sy'n caniatáu i unigolion adrodd am amrywiaeth eang o faterion:

[https://www.valeofglamorgan.gov.uk/cy/living/do\\_it\\_online/Report.aspx](https://www.valeofglamorgan.gov.uk/cy/living/do_it_online/Report.aspx)

Tudalen gwe **Cysylltu â Ni** ar wefan y Cyngor sy'n darparu'r wybodaeth gyswllt ar gyfer Canolfan Alwadau Cyswllt Un Fro (C1V) y Cyngor a chyfarwyddiadau i swyddfeydd y cyngor i godi mater yn bersonol yn y dderbynfa:

[https://www.valeofglamorgan.gov.uk/cy/our\\_council/Contact-Us.aspx](https://www.valeofglamorgan.gov.uk/cy/our_council/Contact-Us.aspx)



## Canllaw i Gynghorwyr 5.35 ar Iechyd a Diogelwch a Lles Personol

Adnoddau. Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

Mae Cyngor Bro Morgannwg yn rhoi'r pwys mwyaf ar iechyd, diogelwch a lles ei gynghorwyr, gweithwyr a'r rheiny y mae'n darparu gwasanaeth iddynt.

Mae gan gynghorwyr gyfrifoldeb i ddilyn y trefniadau iechyd a diogelwch fel y nodir ym Mholisi Iechyd, Diogelwch a Lles y Cyngor ac i adrodd am unrhyw faterion a fyddai'n peryglu cynnal diwylliant iechyd a diogelwch cadarnhaol ledled y sefydliad.

Mae'r Datganiad Polisi, yn ogystal â'i weithdrefnau polisi amrywiol, ar gael i Gynghorwyr drwy adran Adnoddau Dynol a Datblygu Sefydliadol StaffNet ac anogir Cynghorwyr i roi sylw i hyn ym mhob agwedd ar eu gwaith Cyngor.

### Diogelwch Corfforol

Rhan bwysig o waith cynghorwyr yw cadw mewn cysylltiad â'u trigolion a'u cymunedau. Mae hyn yn cynnwys helpu unigolion ag unrhyw broblemau a allai fod ganddynt. Yn aml, mae hyn yn ymestyn y tu hwnt i ddarpariaeth gwasanaethau'r cyngor yn unig. Mae'r cysylltiadau hyn fel arfer yn rhoi boddhad ac nid ydynt yn cynnwys gwrthdaro. Fodd bynnag, gall cynghorwyr eu canfod eu hunain mewn sefyllfaoedd lle mae angen iddynt reoli trigolion dig a rhwystredig sy'n aml yn cysylltu â'u cynrychiolwyr etholedig pan fyddant yn teimlo nad oes ganddynt unrhyw lwybr arall i'w ddilyn. Yn aml bydd cynghorwyr yn delio ag etholwyr wyneb yn wyneb pan fyddant ar eu pennau eu hunain.

Ni fydd y rhan fwyaf o gynghorwyr yn cael unrhyw broblemau yn ystod eu tymor/tymhorau yn y swydd, ond gall neilltuo ychydig o amser i baratoi a chynllunio leihau unrhyw risg.

Anogir cynghorwyr i:

- asesu'r risgiau i'w person wrth gyflawni eu dyletswyddau cyhoeddus,
- adnabod perygl posibl o gyswllt personol neu gyfathrebu ar y rhyngwyd / drwy'r post a chymryd camau priodol, a
- bod yn rhagweithiol wrth ystyried diogelwch personol drwy, er enghraifft, brynu larwm personol, sicrhau bod gan eich partner, ffrind neu berthynas wybodaeth am eich gweithgareddau, a sicrhau bod eich ffôn symudol wedi ei wefru.

Mae'r Gymdeithas Llywodraeth Leol (LGA) mewn partneriaeth â Chymdeithas Llywodraeth Leol Cymru (CLILC) wedi cynhyrchu Canllaw i Gynghorwyr wrth ymdrin â bygythiadau, gyda'r nod o egluro pa fesurau diogelwch personol y gallai Cynghorydd eu cymryd i atal a delio â'r amgylchiadau prin hynny pan allent eu canfod eu hunain mewn sefyllfaoedd lle maent yn pryderu am eu diogelwch.

Nid yw'r canllaw wedi'i gynllunio i ddychryn, ond i awgrymu rhai camau y gall Cynghorydd a'u Cyngor eu rhoi ar waith i'w diogelu fel person mewn sefyllfa gyhoeddus, a sut i ymateb pe bai digwyddiad yn digwydd.



## Canllaw i Gynghorwyr 5.35 ar Iechyd a Diogelwch a Lles Personol (continued)

Adnoddau. Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

### Diogelwch Ar-lein

Mae'r cyfryngau cymdeithasol yn newid y ffordd mae cymdeithas yn cyfathrebu, y ffordd y mae'n derbyn newyddion ac, yn gynyddol, y ffordd y mae'n meddwl amdani ei hun ac eraill.

Mae'r cyfryngau cymdeithasol yn trawsnewid gwleidyddiaeth hefyd; mae'n gwneud gwleidyddion a sefydliadau cyhoeddus yn fwy hygyrch, yn caniatáu i unigolion roi llais i'w barn a helpu i rannu syniadau neu hyrwyddo ymgyrchoedd, i filiynau o bosibl, ar unwaith. Mae'n arf pwerus sy'n gallu gwneud llawer o les ond, yn y dwylo anghywir, gall achosi niwed hefyd. Mae twf cam-drin neu drolio ar-lein yn bryder, fel y mae'r dystiolaeth gynyddol y gall sefydliadau neu hyd yn oed asiantaethau tramor fanteisio ar y cyfryngau cymdeithasol neu ddefnyddio 'newyddion ffug' i ddylanwadu ar farn y cyhoedd neu hyd yn oed effeithio ar gystadlaethau democrataidd.

Felly, mae'r cyfryngau cymdeithasol wedi dod yn arf hanfodol i gynghorau a chynghorwyr hysbysu ac ymgysylltu â'r cymunedau y maent yn eu gwasanaethu. Mae llawer o gynghorwyr eisoes yn defnyddio'r cyfryngau cymdeithasol ac mae llawer mwy yn ystyried eu defnyddio. Felly, mae'r Cyngor yn cynnig Sesiwn Datblygu Aelodau o'r enw 'Diogelwch a Hunanofal' sy'n cynnwys diogelwch ar-lein.

Mae Cymdeithas Llywodraeth Leol Cymru (CLILC) hefyd yn cynnig arweiniad i gynghorwyr sy'n newydd i'r cyfryngau cymdeithasol a rhai awgrymiadau i'r rhai sydd eisoes yn eu defnyddio. Mae'r cyfryngau cymdeithasol yn esblygu'n gyflym, felly mae'r canllawiau'n cynnig trosolwg cyffredinol, ambell awgrym ac egwyddor allweddol a chyfeiriadau at adnoddau cam wrth gam ar-lein:

<https://www.wlga.wales/SharedFiles/Download.aspx?pageid=62&mid=665&fileid=345>

### Lles Personol

Gall cynghorwyr ddefnyddio'r Rhaglen Cymorth Cyflogeion 'Care First' sy'n cynnig Cwnsela, Gwybodaeth a Chyngor drwy dri gwasanaeth gwahanol:

- Gwasanaeth Cwnsela Ar-lein a Dros y Ffôn 24/7.
- 'Zest,' Rhaglen sy'n dysgu defnyddwyr i ymdopi â sefyllfaoedd a alla godi mewn bywyd; a
- 'Lifestyle,' adnodd ar-lein sy'n cynnig cyngor, gwybodaeth, gweminarau ac erthyglau ar iechyd, ffitrwydd, cyllid, gofal plant a hawliau defnyddwyr.

Bydd gan gynghorwyr hefyd fynediad i Borthol E-Ddysgu'r Cyngor o'r enw 'iDev' a'r amrywiaeth o gyrsiau a seminarau lles a gynigir am ddim drwy'r porthol.



"Mae'r cyfryngau cymdeithasol yn trawsnewid gwleidyddiaeth hefyd..."

## 5.36 Rhestr Termau

Llawlyfr Ymgeiswyr ac Aelodau Etholedig 2022

<b>Agenda</b>	Rhestr o faterion naill ai ar ffurf electronig neu gopi caled i'w trafod mewn cyfarfod.
<b>Anodi</b>	I ychwanegu esboniad byr neu farn i destun neu luniad.
<b>Cadeirydd / Is-gadeirydd</b>	Y disgrifiad rôl niwtral o ran y rhywiau ar gyfer y person â chyfrifoldeb dros y cyfarfod.
<b>Etholwyr</b>	Person sy'n gallu pleidleisio mewn ardal benodol o'r wlad.
<b>Cyfansoddiad</b>	Y set o egwyddorion gwleidyddol a ddefnyddir i lywodraethu talaith neu sefydliad, yn arbennig mewn perthynas â hawliau 'r bobl y mae'n eu llywodraethu.
<b>Democrataidd</b>	Democrataidd yw ansoddair Democratiaeth: y gred yn y rhyddid a'r cydraddoldeb rhwng pobl, neu system lywodraeth sy'n seiliedig ar y gred hon, lle mae pŵer naill ai'n cael ei gynnal gan gynrychiolwyr etholedig neu'n uniongyrchol gan y bobl eu hunain.
<b>Cyfrifiadur</b>	Golwg ar sgrin cyfrifiadur sy'n cynnwys eiconau (= symbolau bach neu ddarluniau) sy'n cynrychioli ffeiliau, rhaglenni, a nodweddion eraill o'r cyfrifiadur.
<b>Adran Etholiadol/Ward</b>	Un o ardaloedd ardal gyffredinol Cyngor (Bro Morgannwg), sydd â'i chynrychiolydd/wyr gwleidyddol etholedig ei hun ar gyfer pob ward at ddibenion etholiad.
<b>Etholaeth</b>	Yr holl bobl sy'n cael pleidleisio.
<b>Blaenraglen Waith</b>	Dogfen atodlen sy'n nodi'r materion y bydd y Pwyllgor yn eu hystyried yn y dyfodol a phryd.
<b>Llywodraethiant</b>	Y ffordd y mae sefydliadau neu wledydd yn cael eu rheoli ar y lefel uchaf, a'r systemau ar gyfer gwneud hyn.
<b>Mewnrwyd</b>	System o gyfrifiaduron cysylltiedig sy'n gweithio fel y rhyngwrwyd ac sy'n caniatáu i bobl o fewn sefydliad gyfathrebu â'i gilydd a rhannu gwybodaeth.
<b>Llywodraeth Leol</b>	Rheolaeth a threfniant trefi ac ardaloedd bach, a'r gwasanaethau maen nhw'n eu darparu, gan bobl sy'n cael eu hethol gan y rhai sy'n byw yn yr ardal.
<b>MemberNet</b>	Adran adnoddau Cyngorwyr ar Fewnrwyd y Cyngor.
<b>Cynnig</b>	Awgrym ffurfiol sy'n cael ei wneud, ei drafoda'i bleidleisio mewn cyfarfod.
<b>Blwyddyn y Cyngor</b>	Mae'r flwyddyn ddinesig yn gyfnod a ddefnyddir gan lywodraeth leol yn y Deyrnas Unedig. Mae'r flwyddyn ddinesig fel arfer yn dechrau ym mis Mai ac yn dod i ben ddiwedd mis Ebrill bob blwyddyn.
<b>All-lein</b>	(Cyfrifiadur) ddim wedi'i gysylltu i neu'n cael ei reoli'n uniongyrchol gan system ganolog, neu ddim wedi'i gysylltu i'r rhyngwrwyd.
<b>Rhan II</b>	Mae gwybodaeth "Rhan Dau" yn wybodaeth gyfrinachol neu eithriedig nad yw ar gael i aelodau'r cyhoedd.
<b>Swyddog Priodol</b>	Swyddog a ddynodwyd i gyflawni swyddogaeth benodol a ddarperir o fewn Cyfansoddiad y Cyngor. Oni nodir yn wahanol, y "Swyddog Priodol" yw'r Prif Weithredwr.
<b>Craffu</b>	Archwiliad gofalus a manwl o rywbeth er mwyn cael gwybodaeth amdano.
<b>Archebion Sefydlog</b>	Rheolau sy'n dweud sut y dylai sefydliad drefnu ei gyfarfodydd ffurfiol (Cyngor/ pwyllgor).
<b>Gwŷs</b>	Anfonir papurau'r Agenda at y Cynghorydd drwy wahoddiad yn gofyn iddo fynychu'r cyfarfod.
<b>Y Weithrediaeth "Y Cabinet"</b>	Mae'r Cabinet yn cynnwys Arweinydd y Cyngor a hyd at 9 cynghorydd arall o'r grŵp/-grwpiau gwleidyddol sy'n rheoli, ac mae'n defnyddio ei Bwerau Gweithredol i wneud y rhan fwyaf o benderfyniadau'r Cyngor ar wasanaethau, swyddogaethau a rheoli corfforaethol, gan gynnwys cynlluniau a strategaethau

# Project Brief

## Aim:

To produce a Corporate Candidate & Elected Member's Handbook that is relevant, up-to-date, easy to read and useful to Election Candidates, Newly Elected Members and Returning Members that collates the already existing electronic and paper resources available in time for the Local Government Elections in May 2022.

## Reasoning:

Members require corporate support in line with the requirements of the Local Government (Wales) Measure 2011.

It is recognised that the majority of information shared with Elected Members is also relevant and of interest to Election Candidates.

Information that is easily available and understandable is beneficial to both Returning and Newly Elected Members, on a day-to-day basis, to support them to fulfil their role.

Accurate and comprehensive information provides the reader with a realistic idea of the Elected Member role and the support processes in place for Elected Members to meet their responsibilities.

## Link to the Wales Audit Office Review Action Plan:

**Proposal for Improvement 1: Skills and Development** - The Council should further consider the skills and training that Scrutiny Members may need to better prepare them for current and future challenges and develop and deliver an appropriate training programme.

**Action Point 3** - Informed by the Member Development Review process, undertake a Training Needs Analysis for Members to inform the Council's Organisational Development requirements to support Members in the aspects of the Member Competency Framework and to include specific scrutiny elements relating to:

- Questioning skills;
- Chairing skills;
- Scrutiny of budgets;
- Business case scrutiny (to include options appraisal, financial analysis, commercial arrangements for instance);
- **Tools and mechanisms available to Members to fulfil their roles** (i.e. the call-in process and requests for consideration etc.);
- Public Engagement in scrutiny and decision making.

## Resources

Local Government & Elections (Wales) Act 2021

Vale of Glamorgan Constitution

Vale of Glamorgan Public Website

Vale of Glamorgan StaffNet (MemberNet)

Vale of Glamorgan Cabinet and Scrutiny Roles & Responsibilities Protocol

Vale of Glamorgan 2017 Member Development Training Material

Vale of Glamorgan Member Schedule of Remuneration

Vale of Glamorgan ICT Code of Conduct

Vale of Glamorgan GDPR Privacy Notice

Vale of Glamorgan Care First Services

IRPW: February 2021 Annual Report

WLGA Council: Diversity in Democracy 2021 Report

WLGA Social Media A Guide for Councillors

Democratic & Scrutiny Services Officer Knowledge / Discussions with Members

## Assessment Questions:

1. Is this the right section of the Handbook to mention this? Would the information sit better somewhere else?
2. Is there too much information for the reader? Does the reader need to know that at this point in time? 'Keep It Simple Stupid' (K.I.S.S).
3. Is the language used plain and understandable? (Glossary).

## Project Timeline

*\*Subject to change following consideration by the Monitoring Officer, Democratic Services Committee and Cabinet.\**

- **By 28<sup>th</sup> June '21:**
  - 1) Finish writing content, consult with DSSOs and tweak draft content as appropriate.
  - 2) Present Draft content to Monitoring Officer, possible presentation to Senior Leadership Team.
  - 3) Produce as Appendix for Democratic Services Committee report (agenda send-out Monday 5<sup>th</sup> July).
- **12<sup>th</sup> July '21** – Present draft (word document) version of Handbook to the Democratic Services Committee for Elected Member input/endorsement.
- **July/August '21** - Tweak draft content as per Member Comments and further Officer consultation. Send finalised English content for Welsh Translation. Send both English and Welsh content for Graphics.
- **August/Sept '21** – Present graphic version to Cabinet for approval.
- **Dec '21** – Consult with the Electoral Registration Department on how the Handbook may be included within Election Candidate Packs taking in to account key candidate nomination dates as set by the Electoral Commission. Consideration given to reduce printing costs!
- **Mar '22:**
  - Handbook provided (ideally electronically) to potential Candidates attending the 'Becoming a Councillor' Open Day Events.
  - Handbook is emailed to all confirmed Election Candidates and provided as hard copy on request. Small supply print exercise undertaken – probably external supplier to ensure quality.
- **May '22** – Election and subsequent Member Induction & Development Programme for Councillors begins:
  1. Handbook re-sent via email to all Elected Members as part of Member Induction Event;
  2. Handbook uploaded to MemberNet;
  3. Handbook uploaded to Offline 'How To' Folder available on Member Desktops;
  4. Handbook uploaded to Public Website.
  5. Handbook uploaded to Member Committee Hub