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Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr

Bridgend County Borough Council



Swyddfeydd Dinesig, Stryd yr Angel, Pen-y-bont, CF31 4WB / Civic Offices, Angel Street, Bridgend, CF31 4WB

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Annwyl Cyngorydd,

PWYLLGOR GWASANAETHAU DEMOCRATAIDD

Cynhelir Cyfarfod Pwyllgor Gwasanaethau Democrataidd Hybrid yn Siambr y Cyngor Swyddfeydd Dinesig, Stryd yr Angel, Pen-y-bont ar Ogwr, CF31 4WB ar **Dydd Iau, 13 Mehefin 2024 am 10:00.**

AGENDA

1. Ymddiheuriadau am absenoldeb
Derbyn ymddiheuriadau am absenoldeb gan Aelodau.
2. Datganiadau o Ddiddordeb
Derbyn datganiadau o ddiddordeb personol a rhagfarnol (os o gwbl) gan Aelodau / Swyddogion yn unol â darpariaethau'r Cod Ymddygiad Aelodau a fabwysiadwyd gan y Cyngor o 1 Medi 2008.
3. Cymeradwyaeth Cofnodion 3 - 14
I dderbyn am gymeradwyaeth y Cofnodion cyfarfod y 08 Chwefror 2024
4. Adroddiad Blynyddol y Pwyllgor Gwasanaethau Democrataidd 15 - 20
5. Diweddariad ar y Rhaglen Datblygu Aelodau 21 - 32
6. Rhaglen Gwaith i'r Dyfodol y Pwyllgor Gwasanaethau Democrataidd 33 - 38
7. Materion Brys
I ystyried unrhyw eitemau o fusnes y, oherwydd amgylchiadau arbennig y cadeirydd o'r farn y dylid eu hystyried yn y cyfarfod fel mater o frys yn unol â Rhan 4 (pharagraff 4) o'r Rheolau Trefn y Cyngor yn y Cyfansoddiad.

Nodyn: Bydd hwn yn gyfarfod Hybrid a bydd Aelodau a Swyddogion mynychu trwy Siambr y Cyngor, Swyddfeydd Dinesig, Stryd yr Angel, Pen-y-bont ar Ogwr / o bell Trwy Timau Microsoft. Bydd y cyfarfod cael ei recordio i'w drosglwyddo drwy wefan y Cyngor. Os oes gennych unrhyw gwestiwn am hyn, cysylltwch â cabinet_committee@bridgend.gov.uk neu ffoniwch 01656 643148 / 643694 / 643513 / 643696

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Cyfnwyd testun: Rhowch 18001 o flaen unrhyw un o'n rhifau ffon ar gyfer y gwasanaeth trosglwyddo testun

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Yn ddiffuant

K Watson

Prif Swyddog, Gwasanaethau Cyfreithiol a Rheoleiddio, AD a Pholisi Corfforaethol

Dosbarthiad:

Cynghorwyr

S Aspey

H T Bennett

P Ford

RM Granville

Cynghorwyr

D T Harrison

M L Hughes

RM James

I M Spiller

Cynghorwyr

T Thomas

G Walter

E D Winstanley

COFNODION CYFARFOD Y PWYLLGOR GWASANAETHAU DEMOCRATAIDD A GYNHALIUYD YN HYBRID YN SIAMBR Y CYNGOR - SWYDDFEYDD DINESIG, STRYD YR ANGEL, PEN-Y-BONT AR OGWR, CF31 4WB DDYDD IAU, 8 CHWEFROR 2024 AM 10:00

Yn Bresennol

E D Winstanley

Yn Bresennol yn Rhithiol

S Aspey
RM James
M Williams

RM Granville
R J Smith
P Ford

D T Harrison
I M Spiller
M Jones

M L Hughes
G Walter

Ymddiheuriadau am Absenoldeb

T Thomas

Swyddogion:

Laura Griffiths
Oscar Roberts
Nimi Chandrasena

Rheolwr Grŵp - Gwasanaethau Cyfreithiol a Democrataidd
Prentis Gweinyddu Busnes - Gwasanaethau Democrataidd
Swyddog Gwasanaethau Democrataidd

Gwahoddedigion

Cynghorydd Jane Gebbie
Cynghorydd Amanda Williams

Penodi Cadeirydd y Cyfarfod

Penderfyniad a Wnaed	Enwebwyd y Cynghorydd Ian Spiller yn Gadeirydd ar gyfer y cyfarfod penodol hwn. Fodd bynnag, cafwyd ail enwebiad o blaid y Cynghorydd Elaine Winstanley, ac fe wnaeth yr holl aelodau dderbyn hynny'n unfrydol oherwydd roedd y Cynghorydd Spiller yn profi anawsterau technegol.
Dyddiad y Gwnaed y Penderfyniad	8 Chwefror 2024

2. Ymddiheuriadau am Absenoldeb

Penderfyniad a Wnaed	Cynghorydd Tim Thomas
Dyddiad y Gwnaed y Penderfyniad	8 Chwefror 2024

3. Datgan Buddiannau

Penderfyniad a Wnaed	Dim
Dyddiad y Gwnaed y Penderfyniad	8 Chwefror 2024

4. Cymeradwyo'r Cofnodion

Penderfyniad a Wnaed	Y dylai cofnodion cyfarfod y Pwyllgor Gwasanaethau Democrataidd a gynhaliwyd ar 26/10/2023 gael eu cymeradwyo fel cofnod cywir.
Dyddiad y Gwnaed y Penderfyniad	8 Chwefror 2024

Diweddariad Gweithgor y Porth Cynghorwyr

Penderfyniad a Wnaed	<p>Fe wnaeth y Rheolwr Grŵp - Gwasanaethau Cyfreithiol a Democrataidd groesawu'r Dirprwy Arweinydd, y Cynghorydd Jane Gebbie a'r Cynghorydd Amanda Williams, oedd yn wahoddedigion ar gyfer yr eitem benodol hon, a hysbysodd y pwyllgor eu bod yn bresennol.</p> <p>Aeth hi ati i gyflwyno'r adroddiad, a diben hynny oedd rhoi diweddariad i'r Pwyllgor ynghylch gwaith Gweithgor y Porth Cynghorwyr, i'w nodi gan y Pwyllgor, yn cynnwys camau gweithredu yn deillio o'r cyfarfod diweddaraf.</p> <ul style="list-style-type: none">• Fe wnaeth y Cadeirydd wahodd sylwadau gan y Cynghorydd Walter, Cadeirydd y gweithgor. <p>Dywedodd Cadeirydd y gweithgor ei fod yn credu fod yr adroddiad yn grynoded cynhwysfawr iawn/ Dywedodd, wrth gwrdd â swyddogion yn ystod y tri neu bedwar cyfarfod, y cafwyd rhywfaint o herio cadarn, ac mewn ymateb i hynny, cafwyd esboniadau manwl mewn perthynas â materion a amlygwyd.</p> <p>Dywedodd ei fod yn credu bod y gweithgor wedi gwneud eu gorau glas gan ystyried y cyfyngiadau o ran adnoddau, yn adnoddau ariannol a dynol, felly nid oedd ganddo unrhyw beth arall i'w ychwanegu.</p> <ul style="list-style-type: none">• Nododd aelod ei fod yntau hefyd yn aelod o'r gweithgor, ac nad oedd y system Porth yn berffaith o bell ffordd, ond honno oedd yr unig system a oedd ar gael ac roedd angen i ddefnyddwyr sicrhau eu bod yn manteisio'n llawn ar y defnydd ohoni at y diben gofynnol. Dywedodd ei fod wedi sylwi ar rywfaint o adborth; o ran unrhyw achosion yr oedd wedi'u cyflwyno lle cawsant eu hailddyranu ac roedd wedi cael gwybod yn rheolaidd am yr hyn a oedd yn gadarnhaol i'w nodi. Crybwyllodd fod Swyddogion wedi gohebu oddi allan i'r Porth sawl gwaith trwy e-bostio, ac roedd yr aelodau wedi cadw'r ymatebion hynny a'u hail-fewnbynnu i'r porth er mwyn sicrhau bod yr holl ohebiaeth gysylltiedig yn cael ei chadw yn yr un lle. Dywedodd nad oedd unrhyw gydberthynas rhwng y Porth a gwefan y Cyngor a fyddai'n hwyluso'r aelodau i ddeall beth fyddai'r ffordd orau o gyflwyno achos.• Dywedodd un aelod ei fod wedi sylwi ar rywbeth a allai fod yn gyfyngiad ariannol oherwydd nid oedd yn gwybod a oedd Granicus, yr oedd ei enw i'w weld ar gornel chwith isaf y system Porth, wedi darparu "cynnyrch parod" i'r Awdurdod a'r Awdurdod wedi talu am hynny, a holodd faint o
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reolaeth oedd gan yr Awdurdod a pha un ai a oedd y datblygwyr yn gallu diwygio rhai o'r agweddau a oedd yn achosi anawsterau i'r aelodau.

Awgrymodd y gellid gwneud gwelliannau i'r rhyngwyneb defnyddiwr a allai ddiddymu'r ddolen yr oedd defnyddwyr fel pe tai yn llywio o'i chwmpas. Gofynnodd a allai'r gweithgor ymchwilio i'r cyfyngiadau ariannol hyn oherwydd roedd yn ansicr ai cyfrifoldeb Granicus neu gyfrifoldeb tîm mewnol oedd y costau yn ymwneud â gwelliannau.

Ymatebodd y Rheolwr Grŵp - Gwasanaethau Cyfreithiol a Democrataidd ei bod hi wedi cael ar ddeall mai cynnyrch parod oedd hynny a ddefnyddid mewn awdurdodau lleol eraill, yn Lloegr o bosibl ond nid yng Nghymru.

Dywedodd mai'r ddealltwriaeth oedd y byddai cost yn gysylltiedig ag unrhyw newidiadau/gwelliannau oherwydd byddai hynny'n golygu y byddai gwaith y byddai'n rhaid i Granicus ei gyflawni.

- Holodd yr un aelod a oedd modd cael gweld y contract rhwng y Cyngor a Granicus ac a ellid rhoi manylion y costau i'r pwyllgor.

Cadarnhaodd y Rheolwr Grŵp - Gwasanaethau Cyfreithiol a Democrataidd y buasai'n caffael y wybodaeth y gofynnwyd amdani a'i rhannu trwy'r Pwyllgor.

- Holodd aelod am wybodaeth yn yr adroddiad ynghylch Cytundebau Lefel Gwasanaeth, gan ofyn a oedd data meysydd gwasanaethau unigol cyfredol mewn perthynas â Chytundebau Lefel Gwasanaeth ar gael cyn gwneud unrhyw newidiadau arfaethedig i'r Cytundebau Lefel Gwasanaeth hyn. Dywedodd fod angen deall a yw'r hyn a gynigir yn ymarferol ac yn bwriadu darparu gwasanaeth sy'n realistig.

Ymatebodd y Rheolwr Grŵp - Gwasanaethau Cyfreithiol a Democrataidd trwy ddweud nad oedd ganddi'r data cyfredol am Gytundebau Lefel Gwasanaeth, ond nododd ei bod hi'n deall fod mwyafrif yr oedi yn digwydd yn cymunedau. Roedd hi'n derbyn y byddai'n ddoeth sicrhau bod y pwyllgor yn cael y data presennol er mwyn iddynt ystyried y newidiadau arfaethedig i'r CLG. Atgoffodd y pwyllgor mai dim ond rhai o'r meysydd gwasanaethau oedd yn ceisio estyniad y tu hwnt i'r CLG presennol o 10 diwrnod.

- Dywedodd y Dirprwy Arweinydd ei bod yn aelod o'r Cabinet oedd yn dychwelyd a'i bod yn gyfarwydd â'r system atgyfeirio aelodau a ddefnyddiwyd yn flaenorol (OTRS). Felly, o safbwynt y

cabinet, cafwyd anawsterau gwirioneddol â'r porth ac roedd hyn wedi'i gyfleu yng ngweithgor y Porth. Yn gadarnhaol, dywedodd ei bod credu bod y swyddogaeth "rhoi gwybod amdano" yn ardderchog, yn enwedig yn sgil y ffaith y gallai unrhyw aelod o'r cyhoedd ei ddefnyddio o ble bynnag yr oeddent yn rhoi gwybod.

Dywedodd ei bod yn cael anawsterau sylweddol wrth ddefnyddio'r "System Borth" oherwydd y cyfyngiadau ar ei nodweddion.

Cywirodd y Dirprwy Arweinydd sylw blaenorol a wnaed oherwydd roedd dwy system cyfeirio aelodau; y Porth oedd un ac OTRS oedd y llall, a oedd yn cael ei ddefnyddio ar y pryd i reoli cyfeiriadau Aelodau Senedd Cymru/ASau a Gohebiaeth y Cabinet â phartïon allanol. Dywedodd ei bod yn gallu cyfeirio atgyfeiriad at fwy nag un unigolyn a mwy nag un adran yn achos OTRS.

Dywedodd y Dirprwy Arweinydd nad oedd y Porth yn addas i reoli atgyfeiriadau cymhleth ac roedd ganddi bryderon sylweddol ynghylch mynd yn groes i ofynion GDPR wrth ddefnyddio'r Porth, er bod swyddogion wedi cynnig sicrwydd.

Dywedodd y Dirprwy Arweinydd fod yr holl aelodau yn gweithredu yn rhinwedd bod yn wleidyddion. Roedd agweddau gwleidyddol ar yr ymatebion amrywiol y gellid gorfod eu hanfon. Dywedodd fod rheswm bwriadol am hynny. Roedd hynny oherwydd roedd angen iddi sicrhau bod y Cyngor yn cadw at ofynion polisi. Pe bai anhawster yn codi, sut ddylai aelodau ymchwilio i hynny cyn darparu ymateb priodol.

Bwriad y Cabinet ac Aelodau' oedd datrys materion yn brydlon ac yn briodol oherwydd hynny fyddai'r gynrychiolaeth orau i'r Awdurdod.

Cyfeiriodd y Dirprwy Arweinydd at yr 'opsiwn ailgyfeirio' o fewn y system Porth, gan nodi nad oedd unrhyw berchnogaeth. Fel enghraifft, pe bai angen cyfraniadau gan ddwy adran, dywedodd y gallai gael ei gyfeirio at un yn unig yn y porth.

Yna, roedd disgwyl i swyddog yn yr adran gyntaf ysgwyddo cyfrifoldeb a pherchnogaeth i'w gyfeirio at yr adran nesaf. Dywedodd nad oedd y swyddogaeth hon yn gweithio'n dda iawn oherwydd nid oedd swyddogion yn deall pen pellaf y system Porth.

Yn ychwanegol, nid oedd yn ymddangos bod unrhyw berchnogaeth ar ôl i atgyfeiriad gael ei ailgyfeirio. Cyfeiriodd y Dirprwy Arweinydd at OTRS, a ddefnyddiwyd yn flaenorol gan yr holl aelodau ac a oedd yn cael ei ddefnyddio ar y pryd gan y Cabinet ar atgyfeiriadau at Aelodau

Senedd Cymru/ASau ac atgyfeiriadau allanol, gan nodi bod ystod o atgyfeiriadau allanol at lawer o asiantaethau ac roeddent oll yn cael eu cofnodi, ac roedd data gohebiaeth at bob parti yn cael eu cadw o dan un rhif system atgyfeirio unigryw.

Cymharodd y nodwedd hon â'r Porth gan nodi nad oedd nodwedd o'r fath yn bosibl oherwydd pan fyddai atgyfeiriad wedi'i anfon at un derbynnydd ac wedi'i gau oherwydd roedd eu tasg unigol wedi'i chwblhau, roedd yr atgyfeiriad yn dal i fod ar gau i bob parti.

Dywedodd y gellid ailagor achos yn OTRS pe bai hynny'n ofynnol yn sgil uwchgyfeirio materion neu yn sgil y ffaith na lwyddodd yr atebion y gwnaethant eu cynnig.

Dywedodd y Dirprwy Arweinydd fod swyddogaeth 'Cyfuno' yn bosibl yn OTRS ond nid oedd hynny'n bosibl yn y Porth.

Fel enghraifft, dywedodd y gellid anfon copi at Aelodau sy'n perthyn i'r un ward ynghylch yr un mater, ac er mwyn osgoi dyblygu ar gyfer Aelodau a Meysydd Gwasanaethau, roedd yr atgyfeiriadau hyn fel arfer yn cael eu huno yn OTRS; nid oedd y nodwedd hon yn bosibl yn y Porth.

Dywedodd y Dirprwy Arweinydd fod angen trafodaeth ehangach ynghylch y system gweithredu.

Dywedodd fod y Porth yn dibynnu ar allu swyddogion i ddeall a gweithrediadau cyfarwyddiaethau eraill yn ogystal â gweithrediadau eu hadran eu hunain yn yr un system.

- Cyfeiriodd Aelod at y drafodaeth ar Gytundebau Lefel Gwasanaeth a dywedodd fod y gweithgor wedi nodi bod rhai atgyfeiriadau yn fwy o anghenraid nag eraill ac na fyddai'r Cytundebau Lefel Gwasanaeth mwyaf yn addas yn yr achosion hyn. Awgrymwyd bod yr anghenraid yn cael ei grybwyll yn nheitl yr atgyfeiriad.
- Dywedodd y Cyngorydd A Williams, yn dilyn sylwadau a wnaed gan y Dirprwy Arweinydd yn flaenorol, fod nifer o faterion wedi'u codi yn eu cyfarfodydd Arweinwyr Grwpiau mewn perthynas â'r System Borth. Fel enghraifft, dywedodd fod atgyfeiriadau ar y system Porth yn cael eu cau heb roi rheswm a bod cais wedi'i wneud i ychwanegu rheswm dros gau.
Dywedodd fod aelodau'n dueddol o gofnodi mater fel atgyfeiriad ar y system Porth yn hytrach nag 'Rhoi gwybod am' oherwydd maent atebol i'r cyhoedd ac ar y pryd, nid oeddent yn cael atebion y gallent eu rhannu wedi hynny. Dywedodd y Cyngorydd Williams eu bod wedi cael gwybod bod

	<p>anawsterau technegol wrth ddarparu atebion a bod yr Arweinwyr Grwpiau wedi cyflwyno awgrymiadau y gobeithiai gael diweddariad arnynt yng nghyfarfod nesaf yr Arweinydd Grŵp.</p> <p>Gadawodd y Gwahoddedigion y cyfarfod.</p> <p>PENDERFYNWYD: Cytunwyd y dylai'r Pwyllgor:</p> <p>a) Nodwyd y diweddariad a ddarparwyd yn yr adroddiad ar waith Gweithgor y Porth Cynghorwyr;</p> <p>b) Cynnig sylwadau am yr amseroedd ymateb arfaethedig oedd wedi'u cynnwys yn Atodiad A;</p> <p>c) Cynnig unrhyw sylwadau, ymholiadau neu awgrymiadau ynghylch y Porth Cynghorwyr yr hoffent i'r Gweithgor eu hystyried ymhellach fel rhan o'u gwaith.</p>
<p>Dyddiad y Gwnaed y Penderfyniad</p>	<p>8 Chwefror 2024</p>

6. Diweddariad am y Rhaglen Datblygu Aelodau

<p>Penderfyniad a Wnaed</p>	<p>Fe wnaeth y Rheolwr Grŵp - Gwasanaethau Cyfreithiol a Democraidd gyflyno adroddiad, a'i ddiben oedd:</p> <p>a) Rhoi diweddariad i'r Pwyllgor ynghylch cyflawni Rhaglen Hyfforddi a Datblygu Aelodau'r Cyngor a gweithgareddau cysylltiedig;</p> <p>b) Gofyn i'r Pwyllgor hefyd nodi unrhyw bynciau ychwanegol i'w cynnwys yn y Rhaglen Datblygu Aelodau.</p> <p>Dywedodd fod aelodau a swyddogion wedi anfon ceisiadau am hyfforddiant yn rheolaidd, ac roedd hynny wedi'i groesawu ac anogid hynny oherwydd roedd yn galluogi targedu'r rhaglen at anghenion penodol.</p> <p>Wrth drafod presenoldeb, rhoddodd y Rheolwr Grŵp - Gwasanaethau Cyfreithiol a Democraidd ddiweddariad llafar i'r pwyllgor i'w hysbysu bod cywiriad i Atodiad B i gadarnhau bod y Cynghorydd M Williams wedi bod yn bresennol yn y sesiwn hyfforddi ynghylch Diogelu Data ar 15/09/23.</p> <p>Dywedodd y Rheolwr Grŵp - Gwasanaethau Cyfreithiol a Democraidd bod nifer o gwestiynau wedi'u</p>
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codi ynghylch a oedd amgylchiadau lle y gallai Aelodau gael eu heithrio rhag gorfod mynychu rhai o'r modiwlau hyfforddi e-ddysgu neu sesiynau hyfforddi lle'r oedd dyblygu. Cadarnhaodd y byddai'r Rheolwr Gwasanaethau Democrataidd yn gofyn i'r Tîm Dysgu a Datblygu am arweiniad ynghylch hyfforddiant oedd yn cael ei ystyried yn orfodol.

Dywedodd y byddai gohebiaeth hefyd yn cael ei hanfon at yr holl Aelodau yn dweud y byddai'r tîm gwasanaethau democrataidd yn cynnal sesiynau personol i alluogi Aelodau i ddod i gael cymorth i lywio neu gwblhau'r modiwlau hyfforddi e-ddysgu.

Dywedodd, mewn cyfarfod diweddar o'r Pwyllgor Llywodraethu ac Archwilio a gynhaliwyd ym mis Tachwedd 2023, wrth ystyried adroddiad monitro ynghylch cwynion corfforaethol, bod aelodau'r pwyllgor hwnnw wedi dwyn sylw at y ffaith y byddant weithiau'n profi problemau ynghylch y pwnc wrth ymgysylltu â'u hetholwyr lleol.

Felly, argymhellodd y Pwyllgor Llywodraethu ac Archwilio y gallai'r Aelodau elwa o bosibl trwy gael rhywfaint o hyfforddiant ychwanegol ynghylch ymdrin â chwynion, ac efallai rhai sefyllfaoedd heriol yn ymwneud ag etholwyr mewn perthynas â'r broses trin cwynion honno Roedd hyn wedi'i ychwanegu at gofnod gweithredu'r pwyllgor Llywodraethu ac Archwilio a gafodd ei ystyried gan y pwyllgor ym mis Ionawr eleni ac a gyflwynwyd i'r Pwyllgor Gwasanaethau Democrataidd i ystyried a ddylid ei gynnwys yn y dyfodol.

Aeth y Rheolwr Grŵp - Gwasanaethau Cyfreithiol a Democrataidd drwy'r ystadegau presenoldeb ar gyfer modiwlau e-ddysgu gorfodol ac atgoffodd yr Aelodau yr adroddwyd i'r Pwyllgor Archwilio yn ystod archwiliad mewnol y byddai Aelodau Etholedig yn cael eu hannog a'u hatgoffa i gwblhau'r holl fodiwlau dysgu yn ymwneud â'u cod ymddygiad a'r holl fodiwlau dysgu gorfodol.

Anogodd yr Aelodau i ailymweld â'r wefan e-ddysgu honno ac ymgymryd â'r modiwlau ychwanegol hynny.

- Mynegodd Aelod bryderon ynghylch dyblygu sesiynau datblygu aelodau a dywedodd fod dyblygu o'r fath yn effeithio ar amser aelodau a swyddogion. Cyfeiriodd at enghreifftiau megis hyfforddiant Diogelu a hyfforddiant tref 20 munud yr oedd aelodau eisoes wedi'i gwblhau fel rhan o sesiynau hyfforddi/briffio eraill.

Awgrymodd y posibilrwydd o anfon nodiadau atgoffa achlysurol ynghylch hyfforddiant gorfodol at aelodau er mwyn annog aelodau i ymgymryd â'r rhain.

Holodd hefyd, ynghylch Ymwybyddiaeth o'r Gymraeg, a oedd hi'n ofynnol i'r aelodau hynny oedd wedi'u haddysgu yng Nghymru ac a oedd â chymhwyster TGAU Cymraeg ymgymryd â'r hyfforddiant.

Ymatebodd y Rheolwr Grŵp - Gwasanaethau Cyfreithiol a Democrataidd i ddweud y byddai ei sylwadau'n cael eu bwydo'n ôl i'r Adran Dysgu a Datblygu i gael cyngor ynghylch pa un ai a ellir caniatáu eithriadau dan amgylchiadau o'r fath.

- Croesawodd Aelod yr awgrym i gynnig sesiwn i aelodau lle gellid cynnig cymorth iddynt lywio modiwlau e-ddysgu. Holodd hefyd am y posibilrwydd o gysylltu eu cyfarfodydd un i un gydag Arweinwyr Grwpiau sy'n gyfystyr â rhyw fath o werthusiad.
- Cytunodd Aelod arall â'r awgrym o gael cymorth i lywio modiwlau e-ddysgu oherwydd ystyriai nad oedd y system yn hawdd ei defnyddio ar y pryd.
- Awgrymodd aelod y dylai aelodau gael calendr apwyntiadau â rhybudd neu nodyn atgoffa mwy gweledol ynghylch sesiynau hyfforddi gorfodol. Awgrymodd y dylid uwchgyfeirio'r mater os na ymgwymerir â hyfforddiant wedi hynny. Awgrymodd hefyd y dylai'r tîm Gwasanaethau Democraidd ymgynghori ag aelodau cyn trefnu hyfforddiant oherwydd tueddai aelodau i flaenoriaethu eu cyfarfodydd mewn perthynas â'u ward yn hytrach na hyfforddiant i aelodau.
- Dywedodd y Cadeirydd y byddai'n well ganddi pe bai hyfforddiant yn cael ei drefnu ar un diwrnod o'r wythnos yn hytrach na'i gynnal yma ac acw ar draws yr wythnos oherwydd byddai hyn yn galluogi rheoli amserlenni personol yn well.
- Awgrymodd aelod y posibilrwydd o gategoreiddio hyfforddiant, er enghraifft yn ddewisol neu'n orfodol, er mwyn iddynt allu blaenoriaethu yn unol â hynny a sicrhau ei bod yn haws iddynt fynychu sesiynau.

Ymatebodd y Rheolwr Grŵp - Gwasanaethau Cyfreithiol a Democraidd gan ddatgan y gallai rhai o'r sesiynau, pe caent eu recordio, gael eu cadw ar y wefan fel y gallai'r aelodau eu gwylio eto. Dywedodd y byddai hi'n trafod â'r Adran Dysgu a Datblygu i weld a ellid cynnwys amser yn gwylio sesiynau yn y presenoldeb.

- Cytunodd yr Aelodau, mewn ymateb i argymhelliad y Pwyllgor Llywodraethu ac Archwilio, y byddent yn elwa o gael sesiwn hyfforddi i ddysgu sut i ymdrin â chwynion, yn enwedig rhai anodd a blinderus.
- Holodd aelod pam oedd meysydd gwasanaethau wedi rhoi'r gorau i hysbysu cwsmeriaid am waith sydd i'w gynnal yn eu wardiau penodol oherwydd gallai gwybodaeth am y gweithiau hyn gynorthwyo aelodau wrth ymdrin â phreswylwyr. Cyfeiriodd at enghraifft o aelod oedd wedi cael camdriniaeth ar-lein mewn perthynas â hyn. Cadarnhaodd yr aelod ei fod wedi dwyn hyn at sylw'r Aelod perthnasol o'r Cabinet.

	<p>Cytunai aelod arall fod y canlyniadau a brofir gan aelodau sy'n cynrychioli ward yn sgil y ffaith nad yw meysydd gwasanaethau yn rhoi'r wybodaeth ddiweddaraf iddynt hefyd wedi achosi problemau yn ei ward ef.</p> <p><u>PENDERFYNWYD:</u> Cytunodd y Pwyllgor i:</p> <p>a) Nodi'r adroddiad a'i atodiadau a'r gwelliant llafar i Atodiad B;</p> <p>b) Nodi unrhyw bynciau datblygu Aelodau neu friffiau i'w cynnwys yn y Rhaglen Datblygu Aelodau a'u blaenoriaethu'n briodol.</p>
<p>Dyddiad y Gwnaed y Penderfyniad</p>	<p>8 Chwefror 2024</p>

7. Blaenraglen Waith y Pwyllgor Gwasanaethau Democraidd

<p>Penderfyniad a Wnaed</p>	<p>Cyflwynwyd yr adroddiad gan y Rheolwr Grŵp – Gwasanaethau Cyfreithiol a Democraidd a phwrpas yr adroddiad oedd cyflwyno Blaenraglen Waith (FWP) arfaethedig i'r Pwyllgor Gwasanaethau Democraidd i'w hystyried a'i datblygu ymhellach.</p> <ul style="list-style-type: none"> • Holodd aelod ynglŷn â'r posibilrwydd o adolygu'r Cyfansoddiad fel rhan o FWP y pwyllgor ar sail trafodaethau hanesyddol. <p>Ymatebodd y Rheolwr Grŵp - Gwasanaethau Cyfreithiol a Democraidd trwy ddweud nad oedd adolygu'r Cyfansoddiad yn un o swyddogaethau'r Pwyllgor Gwasanaethau Democraidd a bod y Cyfansoddiad yn cyfeirio'n benodol at sut y gellir gwneud newidiadau, yn benodol, yn dilyn cynnig gan y Swyddog Monitro. Pan gynhaliodd y Pwyllgor adolygiad llawn o'r Cyfansoddiad yn flaenorol, roedd hynny'n dilyn cyflwyno Deddf Llywodraeth Leol ac Etholiadau (Cymru) 2021 a chytunwyd y byddai'r Cyngor hwn yn mabwysiadu Cyfansoddiad Enghreifftiol Cymru Gyfan gan ei addasu'n lleol ar gyfer Pen-y-bont ar Ogwr. Cytunwyd ar y pryd y byddai Gweithgor yn cael ei sefydlu trwy gyfrwng y pwyllgor i adolygu'r Cyfansoddiad yn llawn. Dywedodd wrth y Pwyllgor fod y Swyddog Monitro wedi cael rhagor o welliannau awgrymedig ynghylch y Cyfansoddiad ac roedd wrthi'n ystyried y gwelliannau hynny ar y pryd.</p> <p>Dywedodd fod hynny'n orchwyl hir iawn y dylid ei chynnal ar adegau priodol, ac ychwanegodd na fyddai'n ymarferol mynd ati i adolygu'r Cyfansoddiad yn flynyddol oherwydd y cyfyngiadau ar</p>
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	<p>adnoddau swyddogion ac Aelodau. Cadarnhaodd fod croeso i aelodau anfon adborth a sylwadau ynghylch y newidiadau awgrymedig i'r Cyfansoddiad at y Swyddog Monitro, a byddai'r Swyddog Monitro wedi hynny yn gallu cynnig arweiniad i'r pwyllgor ynghylch sefydlu gweithgor arall. Yn dilyn trafodaethau, nododd yr Aelodau nad oedd adolygu'r Cyfansoddiad yn rhan o'u cylch gorchwyl, ond fe wnaethant argymhell y dylai'r Swyddog Monitro ystyried sefydlu Gweithgor Arall i adolygu'r Cyfansoddiad.</p> <p><u>PENDERFYNWYD:</u> Ystyriodd yr Aelodau y Flaenraglen Waith ddrafft arfaethedig ar gyfer y Pwyllgor Gwasanaethau Democraidd a oedd wedi'i chynnwys yn Atodiad A ac fe wnaethant gynnig sylwadau neu awgrymiadau rhagor o eitemau i'w hystyried gan y Pwyllgor yn ei gyfarfodydd yn y dyfodol.</p> <p>Argymhellodd y pwyllgor y dylai'r Swyddog Monitro ystyried sefydlu Gweithgor trwy gyfrwng y Pwyllgor i adolygu'r Cyfansoddiad.</p>
Dyddiad y Gwnaed y Penderfyniad	8 Chwefror 2024

8. Eitemau Brys

Penderfyniad a Wnaed	Dim
Dyddiad y Gwnaed y Penderfyniad	8 Chwefror 2024

I arsylwi rhagor o drafod a ddigwyddodd ynghylch yr eitemau uchod, cliciwch ar y ddolen [hon](#)

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Meeting of:	DEMOCRATIC SERVICES COMMITTEE
Date of Meeting:	13 JUNE 2024
Report Title:	DEMOCRATIC SERVICES COMMITTEE ANNUAL REPORT
Report Owner / Corporate Director:	HEAD OF DEMOCRATIC SERVICES
Responsible Officer:	RACHEL KEEPINS DEMOCRATIC SERVICES MANAGER
Policy Framework and Procedure Rules:	There is no effect upon the Policy Framework and Procedure Rules
Executive Summary:	<p>The Local Government (Wales) Measure 2011 requires the Democratic Services Committee (DSC) to make a report at least annually to the Council covering the following areas:</p> <ul style="list-style-type: none"> • The Membership of the DSC • Dates of meetings of the DSC • DSC Terms of Reference • Activities of the DSC for the period May 2023 to May 2024 • The Structure of the Democratic Services Team covering May 2023 to May 24

1. Purpose of Report

- 1.1 To provide the Democratic Services Committee with the Annual Report for the period May 2023 to May 2024. The report outlines the work of the Committee during that period.

2. Background

- 2.1 The Local Government (Wales) Measure 2011 requires each council to establish a Democratic Services Committee. The Measure prescribes the functions of the committee and requires the committee to make a report at least annually to the Council.

- 3.2 The Democratic Services Committee cannot discharge any other functions or perform any dual role.

3. Current situation / proposal

- 3.1 Councillor Tim Thomas was elected Chair of the Democratic Services Committee at the Annual Meeting of Council in May 2023.
- 3.2 The Committee is serviced by the Democratic Services Manager. The role also has the responsibility of being the Head of Democratic Services.

Membership of the Democratic Services Committee

- 3.3 The Membership of the Democratic Services Committee for the period May 2023 to May 2024 is as follows:

Councillor	Councillor
Cllr Tim Thomas (Chair)	Cllr Malcolm James
Cllr Steven Easterbrook	Cllr Rob Smith
Cllr Paula Ford	Cllr Ian Spiller
Cllr Richard Granville	Cllr Graham Walter
Cllr David Harrison	Cllr Elaine Winstanley
Cllr Martin Hughes	

Dates of the Democratic Services Committee Meetings

- 3.4 The Committee met on the following dates during the period May 2023 to May 2024:
- 8 June 2023
 - 16 October 2023
 - 8 February 2024

Democratic Services Committee Terms of Reference

- 3.5 The remit of the Democratic Services Committee is set out under the Local Government (Wales) Measure 2011 and is:
- Designate an officer as the Head of Democratic Services;
 - Review the adequacy of provision by the Authority of staff, accommodation and other resources to discharge Democratic Services functions;
 - Make reports and recommendations to the Authority in relation to such provision;
 - At the request of the Authority review any matter relevant to the support and advice available to members of the Council, and the terms and conditions of office of those members.
- 3.6 There is also a Sub-Committee of the Democratic Services Committee which consists of a Panel to deal with Member family absence under the Family Absence for Members of Local Authorities (Wales) Regulations 2013.

Activities of the Democratic Services Committee for the period May 2023 to May 2024

- 3.7 **Member Annual Report Process** - Following a review of the Elected Member Annual Report Process in June 2023, templates and guidance were issued to all Members and 39 were received, translated and published on the Council's website. The report template has been reissued and Members are encouraged to complete and return them by 30th June 2024 for translating and publishing by 1st September 2024.
- 3.8 **Member Development** - On the subject of Member Development, regular updates have been received by the Committee who have provided valuable comments and suggestions. These include a request for further exploration into the methods of delivery and timing of training, particularly in relation to the future Member Induction. In-person support sessions were also proposed to assist Members to access their e-learning training and also the suggestion to survey all members on what topics they would like to include in their training programme. As referenced in the Member Development Update report of 13th June 2024, a survey is proposed for all Members to seek views on numerous aspects of the Member Development Programme to help inform it going forward, and sessions are currently being arranged with the Learning and Development and Democratic Services teams to support any members in undertaking their e-learning.
- 3.9 Many of these suggestions above followed the Committee's consideration of the Welsh Government Statutory and Non-Statutory Guidance for Principal Councils in Wales at its October 2023 meeting, where Members also made proposals relating to Member privacy as well as some for improved collaboration and methods of engagement for Scrutiny. It is further proposed that consideration be given to the development of a Member Research Protocol later in the year.
- 3.10 **Multi-location Meetings Policy and Elected Member Personal Safety Protocol** - At its meeting in October 2023 the Committee undertook a review of the Council's Multi-location Meetings Policy and received a draft of the Council's Elected Member Personal Safety Protocol. On the former, the Committee were very supportive of keeping cameras on in meetings and recommended as such to Full Council when the review was presented in November 2023. Members highlighted that this was particularly significant when it came to contributing to discussions and important meetings involving votes. This was an issue of transparency and accountability.
- 3.11 As part of the review of the Multi-location Meetings Policy the Committee also briefly discussed the flexible nature of hybrid meetings and whether some committees could go fully remote by default, with specific exceptions, broadly supporting the practice followed by Rhondda Cynon Taff County Borough Council, where Members were canvassed in advance about whether they would be attending a meeting in person or remotely. The recommendation was presented to full Council on 15th May 2024 for consideration but not approved.
- 3.12 Following the Committee's consideration of the draft Elected Member Personal Safety Protocol, which was developed in consultation with the Corporate Health and Safety Unit and Officers from South Wales Police, the protocol was presented and approved by Council in March 2024 and is now available on the Council's intranet site.

- 3.13 **Independent Remuneration Panel for Wales Draft Annual Report 2024/25 and the Councillor Portal Working Group** – the Committee considered the draft Independent Remuneration Panel for Wales Draft Annual Report 2024/25 and provided feedback to the Panel and has also undertaken work via a small Working Group on the Councillor Portal, providing regular feedback to the Committee on this. The Portal Working Group was established to take forward the development of the Member Portal, and throughout 2023/24 has met on four separate occasions where a series of issues and actions were created, discussed and monitored at each meeting of the Group.
- 3.14 As part of this work, recommendations were presented that highlighted the need to develop dashboards within the Portal in order for both Members and Officers to monitor referrals effectively and improve response rates with a specific recommendation for dedicated staff within the Communities Directorate to assist with Member referrals. Unfortunately, as reported in October 2023, due to the financial constraints across the Authority it was concluded by the Committee that there was a need to address what realistically could go forward in terms of the Portal and these recommendations may not be able to be progressed at this time. However, there was general agreement that issues with member referrals, especially the timeliness of responses, needed to be addressed. At a further meeting in February 2024 the Committee considered an update from the Working Group and Members expressed concerns about the financial constraints related to the Portal against the corresponding need for it to be developed further. Whilst Members agreed the ‘Report it’ function of the Portal was an excellent and positive development, there were still issues that needed resolving in relation to Member Referrals and without further investment this would not be possible.
- 3.15 At its meeting in November 2023 the Working Group agreed to meet again in approximately 6 months, to enable time for further work to be undertaken by the Experience and Improvement team. The Group is scheduled to meet again in June 2024 and, at the request of the Committee, will consider the financial constraints and what potential there is for any further development.

Democratic Services Team for the period May 2023 to May 2024

- 3.16 The current structure for the Democratic Services Team is set out below:
- Democratic Services Manager (with the statutory post of Head of Democratic Services)
 - Senior Democratic Services Officer – Committees
 - Democratic Services Officer – Committees (Vacancy)
 - Democratic Services – Technical Support Officer
 - Senior Democratic Services Officer – Scrutiny
 - Scrutiny Officer x 2
 - Senior Democratic Services Officer – Support
 - Democratic Services Assistant
 - Democratic Services Officer – Support
 - Democratic Services Officer – Leadership, Members and Mayoral
 - Chauffeur
 - Business Administrative Apprentice

3.17 The Local Government (Wales) Measure 2011 places the responsibility on the Authority itself to ensure that the Head of Democratic Services (HDS) is provided with sufficient staff, accommodation and other resources as are, in the Council's opinion, sufficient to allow the HDS's functions to be discharged. The Democratic Services team have worked tirelessly to ensure that all of the expected outcomes have been achieved despite a number of vacancies and the service being required to find savings as part of the Medium Term Financial Strategy.

4. Equality implications (including Socio-economic Duty and Welsh Language)

4.1 The protected characteristics identified within the Equality Act, Socio-economic Duty and the impact on the use of the Welsh Language have been considered in the preparation of this report. As a public body in Wales the Council must consider the impact of strategic decisions, such as the development or the review of policies, strategies, services and functions. It is considered that there will be no significant or unacceptable equality impacts as a result of this report.

5. Well-being of Future Generations Implications and Connection to Corporate Well-being Objectives

5.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there is no significant or unacceptable impact upon the achievement of well-being goals/objectives as a result of this report.

6. Climate Change Implications

6.1 There are no climate change implications as a result of this report.

7. Safeguarding and Corporate Parent Implications

7.1 There are no safeguarding or corporate parent implications as a result of this report.

8. Financial Implications

8.1 There are no financial implications arising from this report. There are no specific costs associated with the running of this Committee other than those involved in the cost of administration of this and other Council functions within the democratic process.

9. Recommendation

9.1 To receive and note the Annual Report for submission to Council for information.

Background documents

None

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Meeting of:	DEMOCRATIC SERVICES COMMITTEE
Date of Meeting:	13 JUNE 2024
Report Title:	MEMBER DEVELOPMENT PROGRAMME UPDATE
Report Owner / Corporate Director:	HEAD OF DEMOCRATIC SERVICES
Responsible Officer:	RACHEL KEEPINS DEMOCRATIC SERVICES MANAGER
Policy Framework and Procedure Rules:	There is no effect upon Policy Framework and Procedure Rules
Executive Summary:	<ul style="list-style-type: none"> • It is the role of the Democratic Services Committee to develop a Member support and development strategy and ensure Members have access to a reasonable level of training and development and sufficient budget to do so. • This report provides an update on the Member Development Programme since February 2024 and sets out the process for informing and planning the future programme including Member Performance and Development Reviews. • Members are also asked to put forward suggestions for inclusion in the programme and prioritise accordingly.

1. Purpose of Report

1.1 The purpose of this report is to:

- a) Provide the Committee with an update on the delivery of the Council's Member Training and Development Programme and related activities;
- b) Request the Committee to identify any further topics for inclusion in the Member Development Programme.

2. Background

2.1 Following the Local Government (Wales) Measure 2011, local authorities were directed to place more emphasis on Member Development. Members are

encouraged to identify their own development needs and participate fully in learning and development activities.

2.2 Under the Council's Constitution part of the role description of a Member on the Democratic Services Committee is:

- developing the Authority's member support and development strategy;
- ensuring that members have access to a reasonable level of training and development as described in the member development strategy and the Wales Charter for Member Support and Development;
- ensuring that the budget for member development is sufficient;
- ensuring that members have access to personal development planning and annual personal development reviews.

3. Current situation / proposal

3.1 **Appendix A** details the training and development sessions that have taken place as part of the Member Development Programme since last reported to the Democratic Services Committee on 8th February 2024.

3.2 Training requests continue to be regularly forthcoming from both Members and Officers which has been extremely welcomed and encouraged as it enables the programme to be specifically targeted to needs. Examples of this include 'Personal Safety for Members' and 'Anti Racism' training, both of which have been requested by Members and also 'Local Government Finance' following the 2023-24 Budget consultation process.

Development Control Committee Training Sessions

3.3 The following Development Control Committee training sessions have been provided since the last update to the Committee:

- 22nd February 2024 - Green Infrastructure Statements
- 6th March 2024 - Local Development Plan (training extended to all members)
- 15th May 2024 - Glamorgan Gwent Archaeological Trust

Council Briefings

3.4 The following Local Authority partners have also attended Full Council meetings to provide update briefings to all Members on the services they deliver:

- 17th April 2024 – Bridgend Association of Voluntary Organisations

Future Member Development and Member Personal Development Reviews

3.5 Attached at **Appendix B** is a schedule for continued training over the next few months. The Council's Complaints Procedure and Department for Work and Pensions briefing are examples of training requested for Members by the

Governance and Audit Committee. 'Climate Change', 'The New Estyn Inspection Framework' and 'Safeguarding' training have been requested by officers to update Members on changes and assist them in their various roles and responsibilities.

E-Learning

- 3.6 In addition to Member Development sessions Members are also asked to undertake several e-learning modules via the online Learning and Development website. These e-learning courses have been devised by the Council for all staff and Members to support their learning and development needs and gives Members the opportunity to undertake this learning remotely at a convenient time at their own pace.
- 3.7 The following mandatory courses below have been previously provided:
- Corporate Induction
 - UK General Data Protection Regulation (GDPR)
 - Display Screen Equipment
 - Fire Safety Awareness
 - ICT Code of Conduct
 - Safeguarding Children and Adults
 - Violence Against Women, Domestic Abuse and Sexual Violence
 - New - Introduction to Equality and Diversity; and
 - New - Welsh Language Awareness.
- 3.8 At the time of drafting this report, 35 Members have accessed the Learning and Development site and commenced their e-learning modules but only 8 Members have completed all nine mandatory modules with 14 having completed the initial seven as listed above.
- 3.9 It is worth noting that following an internal Elected Members Audit, undertaken in 2022/23, one of the recommendations from the report which was subsequently reported to the Governance and Audit Committee stated:
- 'All elected Members are encouraged and reminded to complete their Code of conduct and mandatory e-learning modules training.'***
- 3.10 Members are therefore encouraged to re-visit the e-learning website and undertake these additional modules if not yet completed.

Learning and Development Website

- 3.11 All Members have been provided with the link to the Learning and Development website with instructions on how to access the e-learning training. The review of the Member Learning and Development site by the Democratic Services team is unfortunately on hold and whilst it is hoped that this can be developed in the near future, this will depend on resources available.

Member Development Survey

- 3.12 Following the local government elections in May 2022, a survey was undertaken to determine the timings of Member Development activities. This is soon to be

repeated, however it is planned that this survey will ask for more detail from Members on their views on past and future training. Suggested areas for consideration include:

- The frequency of training sessions;
- Preferred methods and format for training;
- Quality of training information provided;
- Satisfaction over topic choices.

3.13 The survey will also be used as an opportunity to ask all Members for suggested topics for future training and could also seek their views on how well-informed they feel over a list of prescribed subjects which might help identify key areas where further development is required.

4. Equality implications (including Socio-economic Duty and Welsh Language)

4.1 The protected characteristics identified within the Equality Act, Socio-economic Duty and the impact on the use of the Welsh Language have been considered in the preparation of this report. As a public body in Wales the Council must consider the impact of strategic decisions, such as the development or the review of policies, strategies, services and functions. It is considered that there will be no significant or unacceptable equality impacts as a result of this report.

5. Well-being of Future Generations Implications and Connection to Corporate Well-being Objectives

5.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there is no significant or unacceptable impact upon the achievement of well-being goals/objectives as a result of this report.

6. Climate Change Implications

6.1 There are no climate change implications as a result of this report.

7. Safeguarding and Corporate Parent Implications

7.1 There are no safeguarding or corporate parent implications as a result of this report.

8. Financial Implications

8.1 Elected Member learning and development is resourced from the allocated Member Development budget. Reasonable allocation will be made as part of the annual budget round and applied with regard to the corporate needs of the Authority. The Head of Democratic Services will monitor appropriate spend on the budget. In-house training will be provided by Directorates if the topic relates to their service areas. The costs for this type of event will be met from within Directorate budgets and not from the Member Development budget.

9. Recommendations

9.1 The Committee is recommended to:

- a) Note the report and appendices;
- b) Identify any additional Member development topics or briefings for inclusion in the Member Development Programme and prioritise them accordingly; and
- c) Identify any further aspects for inclusion in the Member Development Survey.

Background documents

None

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BRIDGEND COUNTY BOROUGH COUNCIL

MEMBER INDUCTION AND DEVELOPMENT PROGRAMME 2024/25

Date and Time	Delivery	Facilitator	Development Session
05/02/2024 11:30-13:00	Hybrid	External Facilitator	Cardiff Capital Region briefing (All Members)
05/02/2024 2.30-4.00pm	In Person	Swansea University & Community Safety	StreetSnap Training for Councillors (All Members)
14/02/2024 14:00-16:00	Microsoft Teams	Climate Change Response Manager	Invasive Non Native Species (All Members)
19/02/2024 16:00-18:00	Council Chamber	Chief Officer - Legal & Regulatory Services, HR & Corporate Policy	Code of Conduct for Community Councils
07/03/2024 10:00-12:00	Microsoft Teams	WLGA	Anti Racism (limited numbers)
18/03/2024 3pm-4pm	Microsoft Teams	South Wales Police	Personal Safety Presentation (All Members)

22/04/2024 10:00-12:00	In person	Experience Team / Democratic Services	New Member Portal Training Specific Members
03/05/2024 10am-11:30am	Hybrid	WLGA	Local Government Finance (All Members)
13/05/2024 10am-12noon	Council Chamber	Chief Officer - Legal & Regulatory Services, HR & Corporate Policy	Member Code of Conduct Training / Refresher (For newly Elected Member / All Members)
30/05/2024 14:00-15:00	Hybrid	Sustainable Food Co-ordinator Partnership & CSP Manager	Sustainable food (All Members)

*Please note that these sessions are subject to change.

*Refresher training will be provided for all essential topics as appropriate.

Education Sessions

Social Services Sessions

Appendix B

Future Member Development

Date and Time	Delivery	Facilitator	Development Session
13/06/2024	Hybrid	Representatives from Department for Work and Pensions	Department for Work and Pensions Councillor Briefing (All Members)
Rescheduled – Dates TBC	In Person	WLGA	Media Training – Cabinet (Leader & Cabinet only)
June 2024 – Date TBC	TBC	Democratic Services	Delegated Powers Training (Cabinet Members)
TBC	TBC	<u>Barod Cymru</u>	Personal Safety - Drug/alcohol guidance for Elected Members (All Members)
TBC	TBC	Climate Change Response Manager	Climate Change and Flooding (All Members)
TBC	TBC	Democratic Services Corporate Training	E-Learning Drop in Sessions (All Members)

TBC	Microsoft Teams	HR/Learning & Development	Equality & Unconscious Bias Training 12 Members – workshop on Teams (several sessions)
TBC	TBC	Corporate Director - Education, Early Years & Young People Scrutiny	New ESTYN Inspection Framework (All Members)
TBC	Hybrid	Corporate Director Social Services and Wellbeing	Safeguarding Training (All Members)
TBC	TBC	ICT	Bridgemaps (All Members)
TBC	TBC	Consultation Engagement and Equalities Manager	SEP Objectives (All Members)
TBC	TBC	Information and Data Protection Officer	Complaints procedure (All Members)
TBC	TBC	WLGA	Cabinet & CMB Development (For Cabinet Members)

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Meeting of:	DEMOCRATIC SERVICES COMMITTEE
Date of Meeting:	13 JUNE 2024
Report Title:	DEMOCRATIC SERVICES COMMITTEE FORWARD WORK PROGRAMME
Report Owner / Corporate Director:	HEAD OF DEMOCRATIC SERVICES
Responsible Officer:	RACHEL KEEPINS DEMOCRATIC SERVICES MANAGER
Policy Framework and Procedure Rules:	There is no effect upon the Policy Framework or Procedure Rules.
Executive Summary:	<ul style="list-style-type: none"> • The Local Government (Wales) Measure 2011, requires local authorities to appoint a Democratic Services Committee to oversee the Democratic Services functions of the Council, ensure that the work is adequately resourced and report to full Council accordingly. • This report sets out the Committee’s remit and proposes items for its Forward Work Programme for the year. • The forward work programme is flexible and could be subject to change at each Committee meeting.

1. Purpose of Report

- 1.1 The purpose of this report is to present Members with a proposed Forward Work Programme (FWP) for the Democratic Services Committee for consideration and further development.

2. Background

- 2.1 The Local Government (Wales) Measure 2011, Part 1, Chapter 2, requires local authorities to appoint a Democratic Services Committee to oversee the Democratic Services functions of the Council, ensure that the work is adequately resourced and report to full Council accordingly.
- 2.2 As stated in the Council’s Constitution, the Democratic Services Committee have the following functions:

1. To review the adequacy of provision of staff, accommodation, and other resources to discharge democratic services functions, and
2. To make reports and recommendations to Council, at least annually, in relation to such provision.
3. At the request of the Council, review any matter relevant to the support and advice available to members of the Council, and the terms and conditions of office of those members.
4. To make reports and recommendations to the Council following a review.

2.3 In addition to this, as a member of the Democratic Services Committee, the role includes, (but is not exclusive to):

- a) developing the Authority's member support and development strategy;
- b) ensuring that members have access to a reasonable level of training and development as described in the member development strategy and the Wales Charter for Member Support and Development;
- c) ensuring that the budget for member development is sufficient;
- d) ensuring that members have access to personal development planning and annual personal development reviews.
- e) promoting and supporting good governance by the Council.
- f) understanding the respective roles of members, officers and external parties operating within the Democratic Services Committee's area of responsibility.

3. Current situation / proposal

- 3.1 Attached at **Appendix A** is a draft FWP for the Democratic Services Committee for 2024-25.
- 3.2 Reports such as the Independent Remuneration Panel for Wales Draft Annual Report and the Democratic Services Committee Annual Report will be regular items for the Committee to consider each year, as will Member Development updates.
- 3.3 It is for Members to consider whether there are any other items they wish to add to their FWP considering the role and remit of the Committee. This can then be revisited at each meeting so that Members have the opportunity to amend or add to the FWP throughout the year.

4. Equality implications (including Socio-economic Duty and Welsh Language)

- 4.1 The protected characteristics identified within the Equality Act, Socio-economic Duty and the impact on the use of the Welsh Language have been considered in the preparation of this report. As a public body in Wales the Council must consider the impact of strategic decisions, such as the development or the review of policies, strategies, services and functions. It is considered that there will be no significant or unacceptable equality impacts as a result of this report.

5. Well-being of Future Generations Implications and Connection to Corporate Well-being Objectives

5.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there is no significant or unacceptable impact upon the achievement of well-being goals/objectives as a result of this report.

6. Climate Change Implications

6.1 There are no climate change implications as a result of this report.

7. Safeguarding and Corporate Parent Implications

7.1 There are no safeguarding or corporate parent implications as a result of this report.

8. Financial Implications

8.1 There are no financial implications arising from this report.

9. Recommendation

9.1 Members are requested to consider the proposed draft Forward Work Programme for the Democratic Services Committee attached at **Appendix A** and provide any comment or suggestions for further items for the Committee to consider at its future meetings.

Background documents

None

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**DEMOCRATIC SERVICES COMMITTEE FORWARD WORK PROGRAMME
2024/25**

Date of meeting	Item	Invitees/Further Detail
21 November 2024	Independent Remuneration Panel for Wales Draft Annual Report 2025/26	
	Member Portal Working Group Update	
	Member Research Protocol	Final version of WLGA protocol and the Council's draft protocol
	Member Development Programme Update	To include information resulting from the Member survey

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