

Public Document Pack

Democratic Services Committee

Meeting Venue

**Committee Room A - County Hall,
Llandrindod Wells, Powys**

Meeting date

Monday, 3 July 2017

Meeting time

2.30 pm



County Hall
Llandrindod Wells
Powys
LD1 5LG

For further information please contact

Carol Johnson

01597 826206

carol.johnson@powys.gov.uk

27 June, 2017

AGENDA

1.	APOLOGIES FOR ABSENCE
-----------	------------------------------

To receive apologies for absence.

2.	MINUTES OF PREVIOUS MEETING
-----------	------------------------------------

To authorise the Chair to sign the minutes of the previous meeting of the Committee as a correct record.

(Pages 3 - 4)

3.	DECLARATIONS OF INTEREST
-----------	---------------------------------

To receive and consider declarations of interests from Members relating to items to be considered on the agenda.

4.	MATTERS RELATING TO DEMOCRATIC SERVICES ISSUES
-----------	---

To consider the report from the Head of Democratic Services.

(Pages 5 - 50)

This page is intentionally left blank

**MINUTES OF A MEETING OF THE DEMOCRATIC SERVICES COMMITTEE HELD
AT COUNCIL CHAMBER - COUNTY HALL, LLANDRINDOD WELLS, POWYS ON
TUESDAY, 21 FEBRUARY 2017**

PRESENT

County Councillor S C Davies (Chair)

County Councillors E M Jones, L V Corfield, D Bailey, G R Banks, J C Holmes and M J Jones

1.	APOLOGIES FOR ABSENCE	DSC7-2017
-----------	------------------------------	------------------

Apologies for absence were received from County Councillors G J Bowker and D R Price and County Councillor P.J. Ashton who was on other Council business.

2.	MINUTES OF PREVIOUS MEETING	DSC8-2017
-----------	------------------------------------	------------------

The Chair was authorised to sign the minutes of the meeting held on 23rd January, 2017 as a correct record.

3.	DECLARATIONS OF INTEREST	DSC9-2017
-----------	---------------------------------	------------------

There were no declarations of interest.

4.	MATTERS RELATING TO THE CONSTITUTION	DSC10-2017
-----------	---	-------------------

The Committee noted the Wales Audit Office [WAO] review of the Council's governance and financial resilience undertaken at the end of 2016. The Committee was advised that the WAO had strongly recommended that the current involvement of scrutiny, Scrutiny Chairs and Group Leaders was too cumbersome and added no value to the Cabinet's decision making process. The WAO recommended that the Constitution be reviewed.

As a result of discussions between the Chairs of the Scrutiny and Democratic Services Committees with the Leader and representatives of the Cabinet urgent changes to Sections 5 and 7 of the Constitution were required. These together with changes to Sections 4 and 12 of the Constitution, which have already been revised as part of the current ongoing review of the Constitution were recommended to the Committee.

The Committee considered the amendments to the Constitution and the following was noted [the numbering relates to the specific Section in the Constitution]:

Section 4

4.23 – delete the reference “or by CD”

4.24.1 – “A member of the Cabinet cannot preside at a meeting on the Council” – this was required by law but had been omitted from the last version of the Constitution.

4.30.1 – where a question relates to an urgent matter is has to be given to the Monitoring Officer by 5p.m. on the day prior to the meeting. This was the practice of the Council but had been omitted from the last version of the Constitution.

4.42.1 – officers would check the reference to 16See Rule 2.7.2

4.55 – include that “a Member should indicate a point of order to the Chair by standing up.”

4.81.2 – this had been omitted from the last version of the Constitution.

Section 5

5.21.1 to 5.21.3.3 – this separated the right to attend Cabinet meetings from the right to speak at Cabinet meetings

5.22.14 – the WAO had recommended the development of a Forward Work Programme by the Cabinet.

5.26 – as recommended by the WAO a Scrutiny Chair may speak only to present a scrutiny report to the Cabinet.

Section 7

7.4 – The areas of responsibility of the two Scrutiny Committees was considered and some questions were raised about the proposed split and that leisure should remain with adult social care. It was noted that the Scrutiny Chairs had agreed this split but the issues raised would be discussed with them again.

7.20 – reference to scrutiny Working Groups would be added to this section.

7.37.3 – as a result of the previous changes to the size of scrutiny committees 4 members can request a “call-in”.

RESOLVED:	Reason for decision:
<p>That the Democratic Services Committee recommends to Council that:</p> <ul style="list-style-type: none"> i. Sections 4, 5 and 12 of the Constitution be approved with immediate effect and that ii. Section 7 of the Constitution be approved for implementation from 8th May, 2017. 	To update Sections of the Constitution in response to the WAO review of the Council's governance arrangements and as part of the ongoing review of the Constitution.

County Councillor S C Davies (Chair)

CYNGOR SIR POWYS COUNTY COUNCIL

Democratic Services Committee
3rd July, 2017

REPORT BY: **Head of Democratic Services**

SUBJECT: **Matters relating to Democratic Services issues**

REPORT FOR: **Decision, Information and Discussion**

1. Democratic Services Committee [DSC] function and work to date

The DSC was established in July 2012. The functions of the Committee were confirmed at its first meeting and are detailed in **Appendix A**.

To progress the work of the Committee, two Working Groups were established, which report to the DSC:

- Constitution Working Groups – to review and develop the Constitution on an ongoing basis and meets only when required.
- Member Development Working Group – to develop the Member Development Programme and support information for members and undertake any work delegated to it by the DSC. This Working Group meets every 2 months.

Over the last five years the DSC has undertaken a range of work including the following:

- Review of the Constitution and introduction of the New Model Constitution for Welsh Authorities
- Wales Charter for Member Support and Development - collation of information to support the application for the award of the Charter in 2011 and the renewal in 2015

Development of:

- Blogging and Social Network Policy
- Protocol on Civic and Executive matters
- Member Support Agreement
- Members' role descriptions, competencies and personal specifications
- Annual Member Development Programme and monitoring feedback from development sessions
- Members' Induction information Pack and Induction Programme

Managed the introduction of:

- Members' Annual Reports
- Personal Development Reviews for Members in receipt of Senior Salaries

The Work Programme for the Committee is considered in Item 3 below.

There is a need to review the Terms of Reference of the Committee to clarify which decisions the Committee will take and those matters that need to be referred to the Council for determination. This will require an amendment to the Council's Constitution. It would also be appropriate to review the role and responsibilities of the Committee to identify if any items need to be added or any deleted from the Terms of Reference.

RECOMMENDATION	Reason for Recommendation:
To review the role and responsibilities of the Committee and the Terms of Reference of the Committee to clarify which decisions the Committee will take and those matters that need to be referred to the Council for determination and make appropriate amendments to the Council's Constitution.	To ensure the Terms of Reference and the Council's Constitution are reviewed to reflect the current and future role of the Democratic Services Committee.

2. Appointment of Working Groups

The Committee is asked to re-constitute the current Working Groups i.e. Constitution Working Group and Member Development Working Group and to consider if any new working groups are needed. The Chair and Vice Chair will automatically be members of the Working Groups. The Working Groups are politically balanced.

RECOMMENDATION	Reason for Recommendation:
<ol style="list-style-type: none"> 1. To appoint Members to the Constitution Working Group and Member Development Working Group. 2. To identify and set terms of reference for any new Working Groups 	<ol style="list-style-type: none"> 1. To establish a Constitution Working Group and Member Development Working Group of five Members each (comprising representatives of each of the political groups) plus the Chair and Vice Chair. 2. To establish, as required, other politically balanced Working Groups of five Members each (comprising representatives of each of the political groups) plus the Chair and Vice Chair

3. Work Programme

The following issues have been brought forward from the previous Council and/or identified by officers which need to be considered by the Committee:

- Public Participation at Council meetings – a trial was undertaken in January 2017 –see Section 4 below
- Annual Improvement Letter – only issues relating to Members in the Letter will be brought to the Committee

- Audit Committee request re considering adding times for agenda items to agendas
- Member Development Strategy – review
- Member Development Charter – resubmission for the Charter before the end of 2017
- Timing of Meetings – Members Survey – Spring 2018 to influence the 2019 diary which will be produced approved by Council in the autumn of 2018
- Constitution – ongoing review by the Constitution Working Group with recommendations to the Committee
- Member Development Programme – review of the Induction Programme and development of the ongoing Development Programme by the Member Development Working Group with recommendations to the Committee.

Issues identified by members:

- Explore the development of a Town and Community Council Charter. For example, when a member of a Town and Community Council contacts Powys, officers respond to these queries. Should the Council as the first point of contact have a Charter that directs them to their County Councillor instead?
- The role of other DSCs in Wales to see what they are doing
- Looking at reviewing the level of Members' Support when we are looking at the Charter renewal application
- Council Agendas – consider the possibility of Opposition Day Debates – i.e. a debate on issues triggered by opposition groups. Consider the possibility of Opposition Leader's questions to the Leader i.e. political questions between leaders
- Reviewing how the Council can progress towards being an organisation that is representative of its electorate.
- Inviting school councils to attend Shire Meetings to engage with them, to allow them to bring issues to the Council and to promote what school councils are doing locally.

The Committee is asked to consider the above and have an initial discussion clarifying the issues raised and the intended outcome as a result of the Committee considering the issues, prior to adding these to the Work Programme.

Members are asked to ensure that they feedback issues discussed at the DSC to their Groups and also to bring any issues to the DSC via the Chair or officers for consideration.

It should be noted where policies are reviewed or developed the DSC will seek views from the Political Groups prior to final consideration.

RECOMMENDATION	Reason for Recommendation:
To agree a Work Programme for the ensuing year[s] and agree lead	To agree a Work Programme.

members and note the work to be progressed by the Working Groups.	
--	--

4. Public Participation at Council meetings – review of the trial

As a result of a motion and debate at Council on 20th January 2016 it was resolved:

1. to empower the Democratic Services Committee to look at ways in which public participation operates successfully across Wales.
2. to explore options for introducing public participation and make proposals aimed at introducing a system to allow members of the public to contribute in council meetings.

A review was undertaken of what happens in Councils in Wales and it was established that 11 of the 22 County Councils allow public questions at Council meetings. One authority also allows public questions at Cabinet meetings. Two of the three National Park Authorities [NPAs] allow public questions at authority meetings.

A draft protocol was developed and considered by Council in October 2016. Following debate and acknowledging some concerns, Council adopted the draft protocol and agreed that prior to its full implementation the protocol be trialled at one meeting of the Council on 26th January 2017 and then the draft protocol and process be reviewed by the DSC. The Protocol **[Appendix B]** and the information which was placed on the Council's website **[Appendix C]** are attached.

A press release was published on 15 December, 2016 and was used by all local papers (County Times, Mid Wales Journal & Brecon and Radnor) and local online news sites between 16 and 28 December, 2016. The release was made during this period as questions had to be submitted by 5 January, 2017. The issue was also promoted in the Leader's local newspaper column.

The public could submit questions in writing or via the email address publicquestions@powys.gov.uk. Via the email address one question was received for a Portfolio Holder and a response was provided in writing on the Council Agenda on 26th January, 2017. The Member of public, who submitted the question, attended the Council meeting and asked a supplementary question to which the Portfolio Holder provided a response. This individual welcomed the opportunity to ask a question and was content with the process for submitting a question and the arrangements for attending the meeting.

As indicated above Council asked that the pilot be reviewed. During Council's debate on this issue in October 2016 the following comments/issues were raised – the comments following each are provided to assist the DSC in considering these:

- A number of members expressed concern that the range of people able to ask questions was too broad and that it should be limited to people living in Powys

- the draft Protocol states: "...1.4 Any person (other than Members) who resides, works or studies in the area of the Council may ask a question of those listed under Rule 1.3...".
- Members also asked about the procedure for rejecting questions and for answering supplementary questions –
 - the draft Protocol states "... 1.7.1 The Chair of the Council may reject a question if it..." and identifies 14 reasons for rejecting a question. The Chair would discuss submitted questions with the Solicitor to the Council. The questioner would be advised whether the question was accepted and if it was on the next agenda or put onto a waiting list or whether it was rejected and the reason for this. The draft Protocol 1.17 – 1.26 refers to the process for Supplementary questions.
- Members did not want the system to discriminate against people who lived far from Llandrindod Wells and for every resident to have the opportunity to put a supplementary question whether or not they could attend the meeting.
 - The draft Protocol only allows for a questioner to ask a supplementary question if they attend the meeting. Therefore the Committee could consider whether it would accept a supplementary question, to be submitted via letter or email, once the Agenda has been published. This could be read out by an officer/or local member on behalf of the questioner at the Council meeting and for this to be answered by the relevant Member. As Council meetings are webcast the questioner, if they have access to the internet, could see the response to their supplementary question, without them needing to attend County Hall.

RECOMMENDATION	Reason for Recommendation:
That the Committee reviews the draft Protocol for Public Participation at Council meetings and recommends to Council whether or not such public participation should be adopted by the Council, subject to any further reviews.	To review the draft Protocol as required by Council taking into account the pilot undertaken in January 2017.

5. Business and calling cards

The Member Support Agreement was considered by the Committee on 27th January, 2017. This included the issuing of business and calling cards to Members. The Committee decided:

“that individual Members requiring business and/or calling cards cover the cost of production and use the agreed Council template as from 8th May, 2017”.

This decision was based on a recommendation of the Member Development Working Group which considered that as not all Members used such cards

and the Members should be making budget reductions themselves any business / calling cards required should be at the cost of the Member themselves and they should also use the standard template for these cards.

The Committee's decision was included in the revised Member Support Agreement which was circulated to all new Members in the Induction Pack. Since May 2017 a few Members have asked for a supply of business / calling cards and have paid for the production of those cards. A comment has been received from a Cabinet Member that business cards should be provided for Cabinet Members. The Chief Executive has therefore asked the Committee to reconsider its decision of January, 2017.

To assist this process, a copy of the information provided to the Member Development Working Group in February, 2016 is attached as **Appendix D**.

RECOMMENDATION	Reason for Recommendation:
That the Committee reaffirm / amend its decision regarding the production of calling / business cards for Members.	To review the Committee's decision taken in January, 2017.

Contact Officer Name:	Tel:	Email:
Wyn Richards, Head of Democratic Services	01597 826375	Wyn.richards@powys.gov.uk

Appendix A

Functions of the Democratic Services Committee agreed July 2012

The Local Government Measure 2011 provides that the Democratic Services Committee should undertake the following functions:

- (a) designate the officer who is to be the Head of Democratic Services (HDS) following advice from the Chief Executive.
- (b) consider any report or recommendation from the HDS within 3 months
- (c) review the adequacy of provision by the authority of staff, accommodation and other resources to discharge the democratic services functions based on reports from the head of Democratic Services.
- (d) make reports and recommendations to the Council in relation to such provision (the Measure requires the DSC to furnish all non committee members with a copy)
- (e) The Measure stipulates that the DSC must have regard to ministerial guidance.

Additional Roles:

- Assisting in the improvement of the scrutiny and non-executive role acting as a catalyst for improving the relationship between the Executive and Scrutiny;
- Consideration of issues arising from the Annual Improvement Letter in relation to the operation of the executive, scrutiny and committees generally including member support and development;
- Review of Committee structures;
- Undertake the role of the current Member Development Working Group in driving forward the Member Development project and programme;
- Revisions to the Constitution;

Suggested that 4 meetings of the committee be set in the diary annually. Some of the work above e.g. Member Development might be undertaken by Member and Officer Working Groups which could meet as and when required.

Appendix B

Powys County Council – Protocol for Public Participation at Council Meetings

Time Allocated for Supplementary Public Questions:

- 1.1 A maximum of 20 minutes will be allowed for the section of the agenda dealing with public questions during Ordinary Full Council meetings only.
- 1.2 The public question session will be undertaken as the first substantial item of business at the beginning of an Ordinary meeting of the Full Council.
- 1.3 Questions can only be addressed to the following:
 - (a) A Cabinet Member;
 - (b) A Chair of a Committee (excluding the Planning, Taxi Licensing and Rights of Way Committee and the Licensing Act 2003 Committee).
- 1.4 Any person (other than Members) who resides, works or studies in the area of the Council may ask a question of those listed under Rule 1.3 above at Ordinary Meetings of the Full Council.

Public Consent:

- 1.5.1 As Full Council meetings are webcast and agendas of Council are open to the public (except for the consideration of confidential information), **any person submitting a question will (in submitting the question) be deemed to have given their consent to take part in a meeting which is being broadcast to the public and any information submitted will be made public on the Council's website.**
- 1.5.2 If the person submitting a question is under 18 years old, then the consent of a parent, guardian or any person with parental responsibility will be required for the person submitting a question to be able to attend the meeting which is being webcast.

Notice and Number of Questions:

- 1.6.1 A question may only be asked if notice has been given by delivering it in writing or by electronic mail to the Solicitor to the Council by no later than 5pm, 10 Working Days before the day of the meeting. Each question must give the name and address of the questioner (otherwise it will be rejected) and must specify the person to whom it is to be put (by name or title). The name of the person only will be published on the agenda of the Council meeting. A guidance note will be available to assist requestors as to which Member(s) their question should be directed.
- 1.6.2 At any one Full Council meeting no person may submit more than 1 question. Each element of multi-part questions will be treated as a separate question.
- 1.6.3 A person may only submit 2 written questions in total during a Council year (May to April)
- 1.6.4 Where a question is accepted for inclusion on an agenda of a Full Council meeting, the requestor will be notified of the date and time that their question will be considered by the Full Council, and they will be invited to

attend that meeting. Expenses will not be paid to any requestor for attending a Council meeting.

Scope of Questions:

1.7.1 The Chair of the Council may reject a question if it:

- (i) is not about a matter for which the County Council has responsibility / powers or duties or which affects the County; and / or
- (ii) is defamatory, frivolous or offensive; and / or
- (iii) is substantially the same as a question which has been considered at a meeting of the Council in the past six months (including questions raised by Members and answered); and / or
- (iv) requires the disclosure of confidential or exempt information; and / or
- (v) relates to a complaint (complaints should be presented through the Council's complaints procedure); and / or
- (vi) relates to a matter which is the subject of legal or enforcement proceedings or an appeal to a court or tribunal or to a Government Minister or the National Assembly or an investigation by the Local Government Ombudsman; and / or
- (vii) relates to a Regulatory Decision or a specific application for permission, a licence, consent, approval or registration, or any enforcement action relating to such a matter; and / or
- (viii) relates to a decision which has been made by the Council in exercise of its regulatory functions in respect of which there are legal rights of redress; and / or
- (ix) relates to the activities and aims of a political party or organisation; and / or
- (x) relates to an individual / group / business or the questioner's own particular circumstances (where the Council's complaints process should be utilised); and / or
- (xi) relates to the personal circumstances or conduct of any officer and Councillor or conditions of service of individual employees; and / or
- (xii) is a statement or otherwise and is not a genuine enquiry; and / or
- (xiii) would require the expenditure of a disproportionate amount of time, money or effort to prepare the answer; and / or
- (xiv) relates to a local matter that has no wider significance to the County, in which case the question will be forwarded to the local County Councillor.

- 1.7.2 The ruling of the Chair in the above matters shall be final.
- 1.7.3 Responses to rejected questions will be dealt with in accordance with Rule 1.12 below.

Order of Questions:

- 1.8 Questions will be asked in the order in which notice of them was received, except that the Chair may group together similar questions. The Chair has discretion to vary the order in which questions are asked.

Recording of Questions:

- 1.9 The Solicitor to the Council will make a record of each question received and a copy of the questions to be asked at a meeting will be open to public inspection and circulated to Members prior to the meeting.
- 1.10 A copy of the question will be sent to the Councillor to whom it is to be put.
- 1.11 A copy of the written response to the question submitted will be open to public inspection and circulated to Members prior to the meeting.
- 1.12 Rejected questions will not be open for inspection. The person whose question is rejected will be advised in writing of the decision to reject the question together with the reasons the question was rejected.
- 1.13 Any accepted questions which are not included on the next available Full Council agenda for consideration will be placed on the following available Full Council agenda unless the requestor has indicated that the question no longer needs to be asked.
- 1.14 All questions accepted will receive a written response whether the requestor attends a Full Council meeting or not. All questions receiving a response will be included in the calculation towards the total number of questions which can be asked in a year in Rule 1.6.3)

Process for Initial Questions Submitted and Accepted:

- 1.15 A question which has been submitted in writing will be recorded on the agenda together with a written response. Therefore there will be no requirement for the requestor to read out the question at the meeting or for the person responding to read out their response.
- 1.16 There will be no discussion / debate on any answer given.

Process for Supplementary Public Questions at the Meeting:

- 1.17 A questioner whose question is on the agenda may attend the meeting and also ask 1 supplementary question without notice to the Member who has replied to the original question.
- 1.18 Prior to asking the supplementary question, a person who has been invited to the meeting will sit in the public gallery until they are called by the Chair of the Council.
- 1.19 When invited by the Chair, the person to ask the supplementary question will move to the seat allocated for this purpose where a microphone will be available.
- 1.20 The maximum time limit for asking a supplementary question to be asked will be 1 minute.
- 1.21 A supplementary question must relate to the original question or the answer given, and the Chair may reject a supplementary question on any of

the grounds set out in Rule 1.7.1. However the supplementary question may require more than 1 Cabinet Member to respond where the question relates to multiple Portfolio Holder responsibilities.

- 1.22 The person responding to the supplementary question will have a maximum of 4 minutes to respond. If more than 1 Member responds to the question the Chair has discretion to extend the time taken for the response.
- 1.23 If the questioner is absent from the meeting then the original question and response will be noted and there will be no opportunity for the questioner to ask a supplementary question at a later time.
- 1.24 If the Councillor to whom the question has been put is unable to attend the meeting, the response to the supplementary question will be by means of a written answer.
- 1.25 Any supplementary question not asked because of insufficient time, will be answered in writing with a copy of the answer included in the minutes.
- 1.26 Once the person has completed their 1 supplementary question and received the response they will move to the public gallery or leave the meeting room.

Answers:

- 1.27 An answer may take the form of:
 - (i) A direct oral answer; or
 - (ii) Where the desired information is in a publication of the Council or other published work, a reference to that publication; or
 - (iii) Where a reply cannot conveniently be provided orally, a written answer circulated later to the questioner, with a copy of the response being circulated to all Councillors.
- 1.28 A person to whom a question is addressed may decline to answer provided that they state the reason for declining to answer.
- 1.29 There will be no discussion / debate on any answer given.

Record of Debate:

- 1.30 Questions asked under this protocol and the replies to the questions will be recorded in the minutes of the meeting.
- 1.31 The essence of supplementary questions and responses will be recorded but supplementary questions and answers do not have to be recorded verbatim.

Cyngor Sir Powys – Protocol ar gyfer Cyfranogiad y Cyhoedd yng Nghyfarfodydd y Cyngor.

Amser ar gyfer Cwestiynau Atodol gan y Cyhoedd:

- 1.1 Caniateir uchafswm o 20 munud ar gyfer y rhan o'r agenda sy'n delio â chwestiynau gan y cyhoedd yng nghyfarfodydd Llawn Cyffredin y Cyngor yn unig.
- 1.2 Cynhelir y sesiwn cwestiynau cyhoeddus fel yr eitem fusnes sylweddol lawn ar ddechrau cyfarfod Cyffredin o'r Cyngor Llawn.
- 1.3 Gellir cyfeirio cwestiynau i'r canlynol yn unig:
 - (a) Aelod o'r Cabinet;
 - (b) Cadeirydd Pwyllgor (ac eithrio'r Pwyllgor Cynllunio, Trwyddedu Tacsis a Hawliau Tramwy a Phwyllgor Deddf Drwyddedu 2003).
- 1.4 Gall unrhyw berson (ar wahân i Aelodau) sy'n byw, gweithio neu'n astudio yn ardal y Cyngor ofyn cwestiwn i'r rhai a restrir o dan Reol 1.3 uchod yng Nghyfarfodydd Cyffredin y Cyngor Llawn.

Cydsyniad y Cyhoedd:

- 1.5.1 Oherwydd bod cyfarfodydd y Cyngor Llawn yn cael eu gwe-ddarlledu ac agendâu'r Cyngor ar gael i'r cyhoedd (ac eithrio wrth ystyried gwybodaeth gyfrinachol), **cymerir y bydd unrhyw berson sy'n cyflwyno cwestiwn (wrth gyflwyno'r cwestiwn) wedi cydsynio i gymryd rhan mewn cyfarfod sy'n cael ei we-ddarlledu i'r cyhoedd ac y bydd unrhyw wybodaeth a gyflwynir yn cael ei chyhoeddi ar wefan y Cyngor.**
- 1.5.2 Os yw'r person sy'n cyflwyno cwestiwn dan 18 oed, yna bydd angen i riant, gwarcheidwad, neu unrhyw un sydd â chyfrifoldeb rhiant dros y person sy'n cyflwyno'r cwestiwn, gydsynio iddynt fynychu'r cyfarfod sy'n cael ei we-ddarlledu.

Rhybudd a Nifer y Cwestiynau:

- 1.6.1 Gellir ond gofyn cwestiwn lle mae rhybudd wedi'i gyflwyno naill ai'n ysgrifenedig drwy lythyr neu'n electronig drwy e-bost i Gyfreithiwr y Cyngor erbyn 5pm, deg Diwrnod Gwaith cyn diwrnod y cyfarfod fan bellaf. Rhaid i bob cwestiwn roi enw a chyfeiriad y sawl sy'n gofyn y cwestiwn (neu bydd yn cael ei wrthod) a rhaid iddo nodi'r person y gofynnir y cwestiwn iddynt (enw neu deitl). Dim ond enw'r person fydd yn cael ei gyhoeddi ar agenda cyfarfod y Cyngor. Bydd nodyn cyfarwyddyd ar gael i gynorthwyo cwestiynwyr ynghylch pa Aelod(au) y dylid cyfeirio eu cwestiwn atynt.
- 1.6.2 Mewn unrhyw gyfarfod o'r Cyngor Llawn, ni all person gyflwyno mwy nag un cwestiwn. Bydd pob elfen o gwestiynau amlran yn cael eu trin fel cwestiwn ar wahân.
- 1.6.3 Dim ond dau gwestiwn ysgrifenedig mewn un flwyddyn Gyngor (rhwng Mai ac Ebrill) y gall person ei gyflwyno.
- 1.6.4 Lle derbynir cwestiwn i'w gynnwys ar agenda cyfarfod o'r Cyngor Llawn, bydd y cwestiynwr yn cael ei hysbysu o'r dyddiad a'r amser y bydd y Cyngor Llawn yn ystyried eu cwestiwn, ac yn cael eu gwahodd i fynychu'r cyfarfod

hwnnw. Ni thelir costau i unrhyw gwestiynwr am fynychu unrhyw un o gyfarfodydd y Cyngor.

Cwmpas y Cwestiynau:

1.7.1 Gall Cadeirydd y Cyngor wrthod cwestiwn os:

- (i) nad yw'n ymwneud â mater lle mae gan y Cyngor Sir gyfrifoldeb / pwerau neu ddyletswyddau drosto neu sy'n effeithio ar y Sir; a / neu
 - (ii) yw'n ddifriol, gwacsaw neu'n sarhaus; a / neu
 - (iii) yw'n fwy neu lai'r un fath â chwestiwn a ystyriwyd mewn cyfarfod o'r Cyngor yn y chwe mis blaenorol (gan gynnwys cwestiynau a godwyd gan Aelodau ac a atebwyd); a / neu
 - (iv) oes angen datgelu gwybodaeth gyfrinachol neu exempt; a / neu
 - (v) yw'n ymwneud â chŵyn (dylid cyflwyno cwynion drwy weithdrefn cwynion y Cyngor); a / neu
 - (vi) yw'n ymwneud â mater sy'n destun achos cyfreithiol neu orfodaeth neu'n apêl i lys neu dribiwnlys neu i Weinidog o'r Llywodraeth neu'r Cynulliad Cenedlaethol neu ymchwiliad gan yr Ombwdsmon Llywodraeth Leol; a / neu
 - (vii) yw'n ymwneud â Phenderfyniad Rheoliadol neu'n gais penodol am ganiatâd, trwydded, cydsyniad, cymeradwyaeth neu gofrestriad, neu unrhyw gamau gorfodi'n ymwneud â mater o'r fath; a / neu
 - (viii) yw'n ymwneud â phenderfyniad a wnaed gan y Cyngor wrth ymarfer ei swyddogaethau rheoliadol a lle mae hawliau unioni cyfreithiol yn ei gyswilt; a / neu
 - (ix) yw'n ymwneud â gweithgareddau ac amcanion plaid neu fudiad gwleidyddol; a / neu
 - (x) yw'n ymwneud ag unigolyn / grŵp / busnes neu amgylchiadau penodol y cwestiynwr ei hun (lle dylid dilyn proses gwynion y Cyngor); a / neu
 - (xi) yw'n ymwneud ag amgylchiadau personol neu ymddygiad unrhyw swyddog a Chynghorydd neu amodau gwasanaeth gweithwyr unigol; a / neu
 - (xii) yw'n ddatganiad, neu fel arall, ac nid yn ymholiad gwirioneddol; a / neu
 - (xiii) byddai angen gwario swm anghymesur o amser, arian neu ymdrech yn paratoi'r ateb; a / neu
 - (xiv) yw'n ymwneud â mater lleol heb unrhyw arwyddocâd ehangach i'r Sir, lle byddai'r cwestiwn felly'n cael ei basio ymlaen i'r Cynghorydd Sir lleol.

- 1.7.2 Bydd penderfyniad y Cadeirydd yn y materion uchod yn derfynol.
- 1.7.3 Ymdrinnir ag atebion i gwestiynau a wrthodir yn unol â Rheol 1.12 isod.

Trefn y Cwestiynau:

- 1.8 Bydd cwestiynau'n cael eu gofyn yn y drefn y derbyniwyd rhybudd ar eu cyfer, er bod y Cadeirydd yn gallu grwpio cwestiynau tebyg gyda'i gilydd. Mae gan y Cadeirydd ddisgresiwn i amrywio'r drefn y gofynnir cwestiynau.

Cofnodi Cwestiynau:

- 1.9 Bydd Cyfreithiwr y Cyngor yn cofnodi pob cwestiwn a dderbynir a bydd copi o'r cwestiynau sydd i'w gofyn mewn cyfarfod ar gael i'w archwilio gan y cyhoedd ac yn cael ei gylchredeg i'r Aelodau cyn y cyfarfod.
- 1.10 Bydd copi o'r cwestiwn yn cael ei anfon i'r Cynghorydd y gofynnir y cwestiwn iddynt.
- 1.11 Bydd copi o'r ateb ysgrifenedig i'r cwestiwn a gyflwynir ar gael i'w archwilio gan y cyhoedd ac yn cael ei gylchredeg i'r Aelodau cyn y cyfarfod.
- 1.12 Ni fydd cwestiynau a wrthodir ar gael i'w harchwilio. Hysbysir y person y wrthodir eu cwestiwn yn ysgrifenedig o'r penderfyniad i wrthod y cwestiwn, gan roi'r rhesymau pam y gwrthodwyd y cwestiwn.
- 1.13 Bydd unrhyw cwestiynau a dderbynir nad ydynt yn cael eu cynnwys ar agenda'r cyfarfod Cyngor Llawn nesaf am ystyriaeth yn cael eu rhoi ar agenda'r cyfarfod Cyngor Llawn nesaf oni bai fod y cwestiynwr wedi nodi nad oes angen gofyn y cwestiwn mwyach.
- 1.14 Bydd pob cwestiwn a dderbynir yn derbyn ateb ysgrifenedig p'un ai y bydd y cwestiynwr yn mynchu cyfarfod y Cyngor Llawn neu beidio. Bydd pob cwestiwn sy'n derbyn ateb yn cael eu cynnwys yn y cyfrifiad tuag at gyfanswm y cwestiynau y gellir eu gofyn mewn blwyddyn o dan Reol 1.6.3.

Y Broses ar gyfer Cwestiynau Gwreiddiol a Gyflwynir ac a Dderbynir:

- 1.15 Bydd cwestiwn a gyflwynwyd yn ysgrifenedig yn cael ei gofnodi ar yr agenda ynghyd ag ateb ysgrifenedig. Felly ni fydd angen i'r cwestiynwr ddarllen y cwestiwn yn y cyfarfod, ac ni fydd raid i'r person sy'n ateb ddarllen eu hateb ychwaith.
- 1.16 Ni fydd unrhyw drafodaeth / dadl ar unrhyw ateb a roddir.

Y Broses i'r Cyhoedd gael gofyn Cwestiynau Atodol yn y Cyfarfod:

- 1.17 Gall cwestiynwr gyda chwestiwn ar yr agenda fynychu'r cyfarfod a gall hefyd ofyn un cwestiwn atodol heb roi rhybudd i'r Aelod(au) wnaeth ateb y cwestiwn gwreiddiol.
- 1.18 Cyn gofyn y cwestiwn atodol, bydd y person sydd wedi'i wahodd i'r cyfarfod yn eistedd yn yr oriel gyhoeddus hyd nes y gelwir hwynt gan Gadeirydd y Cyngor.
- 1.19 Ar wahoddiad y Cadeirydd, bydd y person sydd am ofyn y cwestiwn hwn yn symud i'r sedd a neilltuwyd ar gyfer y pwrrpas hwn, lle bydd meicroffon ar gael.
- 1.20 Rhoddir dim mwy na munud ar gyfer gofyn cwestiwn atodol.
- 1.21 Rhaid i gwestiwn atodol ymwneud â'r cwestiwn gwreiddiol, neu'r ateb iddo, a gall y Cadeirydd wrthod cwestiwn atodol ar unrhyw un o'r seiliau a nodir yn Rheol 1.7.1. Fodd bynnag, efallai y bydd angen i fwy nag un Aelod o'r

- Cabinet ateb y cwestiwn atodol lle mae'r cwestiwn yn ymwneud â chyfrifoldebau nifer o Ddalwyr Portffolio.
- 1.22 Bydd gan y person sy'n ateb y cwestiwn atodol bedwar munud ar y mwyaf i roi ateb. Os bydd mwy nag un Aelod yn ateb y cwestiwn, mae gan y Cadeirydd ddisgresiwn i roi mwy o amser i ymateb.
 - 1.23 Os yw'r cwestiynwr yn absennol o'r cyfarfod, bydd y cwestiwn gwreiddiol a'r ateb yn cael eu nodi a bydd cyfle i'r cwestiynwr ofyn cwestiwn atodol rhwbyrdd eto.
 - 1.24 Os nad yw'r Cyngor y gofynnir y cwestiwn iddynt yn gallu bod yn bresennol yn y cyfarfod, bydd yr ateb i'r cwestiwn atodol ar ffurf ateb ysgrifenedig.
 - 1.25 Bydd unrhyw gwestiwn atodol na chaiff ei ofyn oherwydd prinder amser yn cael ei ateb yn ysgrifenedig gyda chopi o'r ateb yn cael ei gynnwys yn y cofnodion.
 - 1.26 Unwaith y bydd y person wedi gorffen gofyn ei un cwestiwn atodol, a chael ateb, bydd yn symud i'r oriel gyhoeddus neu'n gadael yr ystafell gyfarfod.

Atebion:

- 1.27 Gall ateb fod ar ffurf:
 - (i) Ateb llafar uniongyrchol; neu
 - (ii) Lle mae'r wybodaeth sydd ei hangen mewn cyhoeddiad gan y Cyngor, neu mewn cyhoeddiad arall, drwy gyfeirio at y cyhoeddiad hwnnw; neu
 - (iii) Lle nad yw rhoi ateb llafar yn gyfleus, drwy ateb ysgrifenedig wedi'i gylchredeg wedyn i'r cwestiynwr gyda chopi o'r ateb yn cael ei gylchredeg i'r holl Gynghorwyr.
- 1.28 Gall person y gofynnir cwestiwn iddynt wrthod rhoi ateb ar yr amod eu bod yn rhoi rheswm dros wrthod ateb.
- 1.29 Ni fydd unrhyw drafodaeth / dadl ar unrhyw ateb a roddir.

Cofnod o'r Drafodaeth:

- 1.30 Bydd cwestiynau a ofynnir o dan y protocol hwn, a'r atebion iddynt, yn cael eu cofnodi yng nghofnodion y cyfarfod.
- 1.31 Bydd hanfod y cwestiynau atodol a'u hatebion yn cael ei gofnodi ond nid oes raid cofnodi cwestiynau atodol a'u hatebion air am air.

Public Participation at Council meetings

Powys County Council has agreed to trial at its meeting on 26th January 2017 a section on the agenda for questions from members of the public.

If you are interested in putting a question to this Full Council meeting, please read the following information.

Who can ask a question? Anyone, other than a member of the Council, who lives, works or studies in the area of the Council may ask a question.

I am under 18 years old, can I ask a question? Yes, you can ask a question. However, your parent, guardian or any person with parental responsibility will need to give written consent for you to attend the meeting which is being webcast [see **Are meetings webcast?** below].

Who can I put questions to? Questions can only be made to:

- A Cabinet Member or
- A Chair of a Committee [excluding the Planning, Taxi Licensing and Rights of Way Committee and the Licensing Act 2003 Committee].

The names of the Members holding the above positions and their areas of responsibilities is detailed in Appendix 1 attached.

How do I get a question onto the Agenda? A question must be delivered by electronic mail or in writing to the Solicitor to the Council by no later than 5pm, 10 Working Days before the day of the Council meeting.

For the Council meeting on 26th January 2017 the deadline is therefore 5 p.m. on 11th January 2017. You must provide your name and address (otherwise your question will be rejected) and must say the person to whom it is to be put (by name or title). If you work or study in the County, but live outside it, please provide the name and address of your place of work or study [otherwise your question will be rejected].

The Email address is: publicquestions@powys.gov.uk

The postal address is: Public Participation Scheme, Solicitor to the Council, Chief Executive Dept; County Hall, Spa Road East, Llandrindod Wells, Powys LD1 5LG

How many questions can I ask? At any one Full Council meeting you can only submit one question. Each element of multi-part questions will be treated as a separate question. During a Council year [May to April] any one person can only submit 2 written questions in total.

Will a question be automatically accepted for inclusion on an agenda? No, the Chair of Council may reject a question. Questions are restricted to matters relating to Powys and/or the services provided by the Council. Appendix 2 gives the reasons for rejecting a question. The ruling of the Chair in this matter is final. If your

question is rejected you will be advised in writing of this decision and the reason. Rejected questions will not be open for public inspection.

Will I be told if my question is included on the agenda? Yes, you will be advised that your question is on the Agenda and be told the date and time of the meeting. Your name will be published with your question. The response from the Member to whom the question was put will also be included on the Agenda. You will also be sent details of the procedures which will be followed at the Council meeting.

Can I attend the meeting? Yes, you can attend the meeting and will have the opportunity to ask a supplementary question, relating to your original question. A verbal response will be provided if possible. You will have a minute to ask the supplementary question and the member responding will have four minutes to answer.

Will the Council pay my costs for attending? The Council will not cover your costs for attending the meeting.

What happens if the Council receives too many questions to include on an agenda? Questions will be included on Full Council Agendas in the order in which they were received. However, the Chair may group together similar questions and has the discretion to vary the order in which they are asked.

A maximum of 4 questions will be included on an Agenda. If your question is accepted but not included on the next Full Council agenda, due to the number of accepted questions received, it will be placed on the following available Full Council agenda unless you indicate that the question no longer needs to be asked.

How do I access the Agenda? All Agendas are published on the Council website www.powyscouncil.gov.uk or via the following link

<http://powys.moderngov.co.uk/mgCalendarMonthView.aspx?GL=1&bcr=1>

Are meetings webcast? Yes, all Council meetings are webcast. **You should note** that by submitting a question you will be deemed to have given your consent to take part in a meeting which is being webcast to the public and any information submitted will be made public on the Council's website.

Where are Council meetings held? Meetings are held at the Authority's Headquarters at County Hall, Spa Road East, Llandrindod Wells, Powys LD1 5LG

Is there parking? Parking is limited at County Hall, but there is parking available in car parks in the town or in the surrounding streets.

I would like to speak in Welsh, can I do so? Yes, the Authority welcomes speakers in English or Welsh. However, if you wish to speak in Welsh, please let us know when you submit your question. This will enable us to advise the translator for the meeting.

Is there anything else I should tell you to assist you?: If your question is included on an Agenda we will ask you if you have a disability which you think may affect your ability to access the meeting room etc, so that we can meet your individual needs.

The Protocol for Public Participation at Council Meetings is available on the Council's website.

Appendix 1

Powys County Council
Cabinet [Portfolio Holders and responsibilities] and
Committee Chairs

Portfolio Holders [22/12/16]:

Portfolio & Portfolio Holders	Portfolio Responsibilities
Leader County Councillor Barry Thomas	LSB Chair Change Programme Business Manager Organisational development and partnership support (Shared with designated Portfolio holder) One Powys Plan To appoint and remove individuals to the Cabinet and to allocate Cabinet Portfolios. To determine any amendments to the content of Portfolios of individual Cabinet Members and to determine the scope of delegation of individual Cabinet Members. Partnership Management Risk Management
Portfolio Holder for Education County Councillor Arwel Jones	Education Special Educational Needs Exclusions Attendance Education other than at school Looked after children English as an additional language Migrant and Traveller Children Admissions Behaviour management

	<p>Complementary education</p> <p>Education Psychology</p> <p>Monitoring, challenging and supporting schools and providing intervention when necessary</p> <p>Support for teaching and learning</p> <p>Support for leadership and management including governance</p> <p>Provision of and support for use of data</p> <p>Early years education</p> <p>Welsh Medium/ Bilingual Education</p> <p>Welsh Education scheme</p> <p>14-19 Learning Pathways</p> <p>Basic skills strategic intervention programme</p> <p>Workforce remodelling</p> <p>School Organisation Review</p> <p>Post 16 Education</p> <p>School Transport Policy</p> <p>Lifelong Learning (adult continuing education incl. Welsh for Adults)</p> <p> Welsh Language</p>
<p>Deputy Leader</p> <p>Portfolio Holder for Commissioning, Procurement and Children's Services</p> <p>County Councillor Graham Brown</p>	<p>Commissioning</p> <p>Procurement</p> <p>Change Champion</p> <p>Libraries</p> <p>Culture</p> <p>Libraries (Public Library Service & Schools Library Service)</p> <p>Arts and Culture (Theatres, Galleries, Museums, Arts Strategy, Arts Development, Theatr Powys / Powys Dance)</p> <p>Youth Service</p> <p>YFC</p>

	<p>Leisure</p> <p>Leisure (Recreation and Leisure policy, Leisure and Sports Centres, Outdoor Pursuits Centres, Indoor Bowling Centre, Sports Development (Generic Sports Development, Sports Specific Sports Development – Football, Rugby, Cricket, Netball, Hockey, Disability Sport) Outdoor Recreation (Parks and Open Spaces, Playgrounds, Sports Pitches – Bowls, Football, Rugby)</p> <p>Town and Community Councils</p> <p>Children's Services</p> <ul style="list-style-type: none"> Lead Member for Children Partnership Coordination Youth Offending Service Child Protection Commissioning and Policy for Children's Services Powys Executive Safeguarding Group Safeguarding Children with Disabilities including Residential Respite Unit Family Placement Teams Children's Social Work Teams Children and Young People's Partnership Childcare Adoption Fostering Leaving Care Out of Hours Service Corporate Parenting Looked after Children
Deputy Leader	Finance Welfare Reform

Portfolio Holder for Finance County Councillor Wynne Jones	<p>Consultee on all grants made to individuals by portfolio holders</p> <p>Income and awards</p> <p>Pensions</p> <p>Performance</p> <p>Business Services</p> <ul style="list-style-type: none"> Employment Services Business Support <p>Member Development & Support</p> <p>Legal Services</p> <p>Scrutiny Services</p> <p>Democratic Services</p> <p>Electoral Registration and Elections</p> <p>Communications</p>
Portfolio Holder for Adult Services County Councillor Stephen Hayes	<p>Adult Social Care</p> <p>Lead on Strategic Social Services</p> <p>Mental Health</p> <p>Older People</p> <p>Disabled People</p> <p>Learning Disabilities</p> <p>Carers Services</p> <p>Substance Misuse</p> <p>(Operational services covers both care management and provider services)</p> <p>Commissioning and Contracting</p>

	<p>Adult Social Services Policy Interpretation and Development.</p> <p>Domiciliary Care</p> <p>Health and Well Being</p> <p>Health Intervention Programme, Exercise on Prescription, Cardiac Rehabilitation).</p> <p>Health, Social Care and Well-Being Partnership</p> <p>Older Persons Champion</p>
Portfolio Holder for Regeneration and Planning County Councillor Tony Thomas	<p>Planning</p> <p>Development Management and Planning Control.</p> <p>Enhancement of Conservation Areas.</p> <p>Listed Building control and advice.</p> <p>Built Heritage Conservation grants.</p> <p>Designation and safeguarding of trees the subject of Tree Preservation Orders.</p> <p>Planning Enforcement.</p> <p>Building Control, including health and safety of buildings, dangerous structures.</p> <p>Street naming and numbering service</p> <p>Development and Planning Policy, input into regional planning policy development.</p> <p>Minerals and Waste Planning.</p> <p>Designation</p> <p>Land Drainage associated with planning and land use</p> <p>Regeneration</p> <p>Community Regeneration</p> <p>Community Enablement Fund/Welsh Church Acts</p> <p>Communities First</p> <p>Business Services</p> <p>Business Grants</p>

	<p>Business Advice.</p> <p>Opportunity Wales and other contracts</p> <p>Tourism</p> <p>Tourist Information Service</p> <p> </p> <p>Europe</p> <p>European funds</p> <p>Powys Regeneration Partnership</p> <p>European policy</p> <p>External funding</p> <p> </p> <p>Economic Development</p> <p> </p> <p>Land Charges</p> <p>Village Halls</p> <p> </p> <p>Affordable Housing</p> <p> </p> <p>Central Wales In Collaboration (Deputy to the Portfolio Holder for Highways)</p> <p> </p> <p>ICT</p> <p>Central / Corporate Services</p> <p>Organisational development and partnership support Statistics and Analysis Research</p> <p>Design and Print</p>
<p>Portfolio Holder for Highways</p> <p>County Councillor John Brunt</p>	<p>Highways</p> <p>Transport Planning and Policy</p> <p>Traffic management</p> <p>Road safety</p> <p>Development Control</p> <p>Transport Co-ordination</p>

	<p>Highway asset Management</p> <p>Network management</p> <p>TRACC</p> <p>Highways Engineering Design – Contract, Procurement, Administration & Supervision</p> <p>Highways Maintenance (Technical Advice).</p> <p>Highways Maintenance Operations (e.g. Winter Maintenance).</p> <p>Fleet Management (including Fuel Management).</p> <p>Car parks</p> <p>Trunk Road Agency</p> <p>Statutory Compliance</p> <p>Building Maintenance Operations</p> <p>Servicing Contracts and testing</p> <p>Street Cleaning</p> <p>Public Conveniences</p> <p>Grounds Maintenance</p> <p>Markets</p> <p>Land Drainage</p> <p>Central Wales In Collaboration</p>
<p>Portfolio Holder for Environment and Sustainability</p> <p>County Councillor John Powell</p>	<p>County Farms Estate</p> <p>Waste Management</p> <p>Refuse Collection</p> <p>Environmental Health</p> <p>Trading Standards</p> <p>Emergency Planning</p>

	<p>Community Safety</p> <p>Woodland Management</p> <p>Landscape Design</p> <p>Countryside Services (Countryside Rights of Way, Maintenance, Open Access, Biodiversity, Coed Cymru, Commons Registration, National Trails).</p> <p>Sustainability</p> <p>Climate Change & Sustainable Development</p> <p>Sustainability, Green Dragon and Carbon Management</p> <p>Sustainability Strategy</p> <p>Central Wales In Collaboration</p> <p>Human Resources</p> <p>Human Resources Strategy, Advice and Policy Development</p> <p>Organisational Development (Equalities, Training, Pay and Policy)</p> <p>Occupational Health and Safety</p> <p>Powys Training</p> <p>Corporate Policy</p> <p>Equalities</p>
Portfolio Holder for Property, Buildings and Housing County Councillor Rosemarie Harris	Property and Assets Catering and Cleaning Workshops Building Design Gypsies & Travellers Archives Ombudsman

	<p>Members' Standards and Ethical Issues</p> <p>Coroner's Service</p> <p>Customer Services</p> <p>Complaints Management</p> <p>Information Management & Compliance</p> <p>Registration of Births, Deaths and Marriages</p> <p>Central Wales In Collaboration (Deputy to the Portfolio Holder for Environment and Sustainability)</p> <p>Welsh Housing Quality Standard</p> <p>Housing</p> <ul style="list-style-type: none"> Public Sector Housing (landlord function) Supporting People Homelessness Private Sector Housing
--	--

Committee Chairs [06/12/16]

Committee and Chair	Committee's Responsibilities
Audit Committee County Councillor John Morris	Considers matters relating to the finances of the Council, including approving the statement of accounts, internal audit and Welsh Audit Office reports, risk management and internal control and performance monitoring.
Democratic Services Committee County	Considers the staff and resources concerning the democratic services functions and review the adequacy of provision by the authority of staff, accommodation and other resources to discharge the democratic services functions.

Councillor Sandra Davies	
Employment and Appeals Committee County Councillor Michael Williams	Responsible for short listing the Head of Paid Service, Strategic Directors and Directors and the short listing and appointment of Heads of Service. The Committee is also responsible for hearing and determining all types of appeals, relating to staffing and where there is a requirement for the involvement of Members and where statute does not provide for a different bespoke type of arrangement.
People Scrutiny Committee County Councillor David Jones	Considers matters relating to Services for People.
Pensions and Investment Committee County Councillor Tony Thomas	Consider all functions relating to local government pensions.
Place Scrutiny Committee County Councillor Kelvyn Curry	Considers matters relating to Buildings, Infrastructure and Environment including Crime and Disorder

Appendix 2

Extract from Powys County Council – Protocol for Public Participation at Council Meetings [October 2016]

Reasons for rejecting questions

1.7.1 The Chair of the Council may reject a question if it:

- (xv) is not about a matter for which the County Council has responsibility / powers or duties or which affects the County; and / or
- (xvi) is defamatory, frivolous or offensive; and / or
- (xvii) is substantially the same as a question which has been considered at a meeting of the Council in the past six months (including questions raised by Members and answered); and / or
- (xviii) requires the disclosure of confidential or exempt information; and / or
- (xix) relates to a complaint (complaints should be presented through the Council's complaints procedure); and / or
- (xx) relates to a matter which is the subject of legal or enforcement proceedings or an appeal to a court or tribunal or to a Government Minister or the National Assembly or an investigation by the Local Government Ombudsman; and / or
- (xxi) relates to a Regulatory Decision or a specific application for permission, a licence, consent, approval or registration, or any enforcement action relating to such a matter; and / or
- (xxii) relates to a decision which has been made by the Council in exercise of its regulatory functions in respect of which there are legal rights of redress; and / or
- (xxiii) relates to the activities and aims of a political party or organisation; and / or
- (xxiv) relates to an individual / group / business or the questioner's own particular circumstances (where the Council's complaints process should be utilised); and / or
- (xxv) relates to the personal circumstances or conduct of any officer and Councillor or conditions of service of individual employees; and / or
- (xxvi) is a statement or otherwise and is not a genuine enquiry; and / or
- (xxvii) would require the expenditure of a disproportionate amount of time, money or effort to prepare the answer; and / or

(xxviii) relates to a local matter that has no wider significance to the County, in which case the question will be forwarded to the local County Councillor.

1.7.2 The ruling of the Chair in the above matters shall be final.

Cyfranogiad y Cyhoedd yng Nghyfarfodydd y Cyngor

Yn ei gyfarfod ar 26 Ionawr 2017, mae Cyngor Sir Powys wedi cytuno i dreialu rhan ar yr agenda ar gyfer cwestiynau gan aelodau o'r cyhoedd.

Os oes gennych ddiddordeb mewn cyflwyno cwestiwn yn y cyfarfod hwn o'r Cyngor Llawn, dylech ddarllen y wybodaeth ganlynol.

Pwy sy'n gallu gofyn cwestiwn? Gall unrhyw un, heblaw aelod o'r Cyngor, sy'n byw, gweithio neu'n astudio yn ardal y Cyngor, ofyn cwestiwn.

Rwyf o dan 18 oed, alla i ofyn cwestiwn? Cewch, gallwch ofyn cwestiwn. **Fodd bynnag**, bydd angen i'ch rhiant, gwarcheidwad neu unrhyw berson gyda chyfrifoldeb rhiant, fod wedi rhoi caniatâd ysgrifenedig i chi fynychu'r cyfarfod sy'n cael ei wederdarlleu [gweler **Ydy cyfarfodydd yn cael eu gwe-ddarlledu?** isod].

I bwy alla i ofyn cwestiynau? Gallwch ofyn cwestiynau dim ond i:

- Aelod o'r Cabinet; neu
- Cadeirydd Pwyllgor (ac eithrio'r Pwyllgor Cynllunio, Trwyddedu Tacsis a Hawliau Tramwy a Phwyllgor Deddf Drwyddedu 2003).

Mae enwau'r Aelodau sy'n dal y swyddi uchod, a'u cyfrifoldebau, yn Atodiad 1.

Sut ydw i'n cael cwestiwn ar yr Agenda? Rhaid i chi gyflwyno cwestiwn naill ai'n ysgrifenedig drwy lythyr neu drwy e-bost yn electronig i Gyfreithiwr y Cyngor erbyn 5pm, deg Diwrnod Gwaith cyn diwrnod y cyfarfod fan bellaf.

Ar gyfer cyfarfod y Cyngor ar 26 Ionawr 2017, y terfyn amser felly yw 5pm ar 11 Ionawr 2017. Rhaid i chi roi eich enw a'ch cyfeiriad (neu bydd eich cwestiwn yn cael ei wrthod fel arall) a rhaid i chi ddweud i bwy yr ydych yn gofyn y cwestiwn (enw neu deitl). Os ydych yn gweithio neu'n astudio yn y Sir, ond yn byw y tu allan i'r Sir, rhowch enw a chyfeiriad eich man gwaith neu astudiaeth [neu fel arall bydd eich cwestiwn yn cael ei wrthod].

Y cyfeiriad e-bost yw: publicquestions@powys.gov.uk

Y cyfeiriad post yw: Cynllun Cyfranogiad Cyhoeddus, Cyfreithiwr y Cyngor, Adran y Prif Weithredwr, Neuadd y Sir, Llandrindod, Powys LD1 5LG.

Faint o gwestiynau alla i ei ofyn? Dim ond un cwestiwn y gallwch ei ofyn mewn unrhyw gyfarfod o'r Cyngor Llawn. Bydd pob elfen o gwestiynau aml-ran yn cael eu trin fel cwestiwn ar wahân. Yn ystod blwyddyn Gyngor [Mai i Ebrill] dim ond dau gwestiwn ysgrifenedig y gall un person ei ofyn.

A fydd cwestiwn yn cael ei dderbyn yn awtomatig i'w gynnwys ar yr agenda?

Na fydd, gall Cadeirydd y Cyngor wrthod cwestiwn. Cyfyngir cwestiynau i faterion sy'n ymwneud â Phowys a / neu'r gwasanaethau sy'n cael eu darparu gan y Cyngor. Mae Atodiad 2 yn rhoi'r rhesymau dros wrthod cwestiwn. Mae penderfyniad y Cadeirydd ar y mater yn derfynol. Os gwrrthodir eich cwestiwn byddwch yn cael gwybod drwy lythyr o'r penderfyniad hwn a'r rheswm drosto. Ni fydd cwestiynau a wrthodir ar gael i'w harchwilio gan y cyhoedd.

A fyddaf yn cael gwybod os bydd fy nghwestiwn ar yr agenda? Byddwch, cewch w wybod y bydd eich cwestiwn ar yr Agenda ynghyd â dyddiad ac amser y cyfarfod. Bydd eich enw'n cael ei gyhoeddi gyda'ch cwestiwn. Bydd ymateb yr Aelod y gofynnir y cwestiwn iddynt hefyd yn cael ei gynnwys ar yr Agenda. Byddwn hefyd yn anfon y manylion am y gweithdrefnau sydd i'w dilyn yng nghyfarfod y Cyngor atoch.

Alla i fynychu'r cyfarfod? Gallwch, gallwch fynychu'r cyfarfod a bydd gennych gyfle i ofyn cwestiwn atodol sy'n berthnasol i'ch cwestiwn gwreiddiol. Bydd ateb llafar yn cael ei roi lle bo hynny'n bosib. Bydd gennych funud i ofyn y cwestiwn atodol a bydd gan yr Aelod sy'n ymateb bedwar munud i ateb.

A fydd y Cyngor yn talu fy nghostau am fynychu? Na, ni fydd y Cyngor yn talu am eich costau am fynychu'r cyfarfod.

Beth sy'n digwydd os yw'r Cyngor yn derbyn gormod o gwestiynau i'w cynnwys ar agenda? Bydd cwestiynau'n cael eu cynnwys ar agenda'r Cyngor Llawn yn y drefn y cawsant eu derbyn, er gall y Cadeirydd grwpio cwestiynau tebyg gyda'i gilydd gyda disgrifiwn hefyd i amrywio'r drefn y gofynnir cwestiynau.

Bydd uchafswm o bedwar cwestiwn yn cael eu cynnwys ar Agenda. Os derbynir eich cwestiwn ond nid yw'n cael ei gynnwys ar agenda'r Cyngor Llawn nesaf, oherwydd nifer y cwestiynau derbyniol a ddaeth i law, fe'i rhoddir ar agenda'r Cyngor Llawn nesaf oni fyddwch yn dweud nad oes angen gofyn y cwestiwn mwyach.

Sut ydw i'n cael gafael ar yr Agenda? Cyhoeddir pob Agenda ar wefan y Cyngor yn www.powyscc.gov.uk neu drwy'r ddolen ganlynol

<http://powys.moderngov.co.uk/mgCalendarMonthView.aspx?GL=1&bcr=1&LLL=1>

Ydy cyfarfodydd yn cael eu gwe-ddarlledu? Ydynt, mae pob cyfarfod o'r Cyngor yn cael ei we-ddarlledu. **Dylech nodi** drwy gyflwyno cwestiwn y cymerwn y byddwch wedi rhoi eich caniatâd i gymryd rhan mewn cyfarfod sy'n cael ei we-ddarlledu i'r cyhoedd ac y bydd unrhyw wybodaeth a gyflwynir yn cael ei chyhoeddi ar wefan y Cyngor.

Lle y cynhelir cyfarfodydd y Cyngor? Cynhelir y cyfarfodydd ym Mhencadlys yr Awdurdod yn Neuadd y Sir, Llandrindod, Powys LD1 5LG.

A oes lle parcio? Mae parcio'n brin yn Neuadd y Sir ond mae lle parcio ar gael ym meysydd parcio'r dref neu yn y strydoedd cyfagos.

Hoffwn siarad yn Gymraeg, alla i wneud hynny? Cewch, mae'r Awdurdod yn croesawu siarad yn Gymraeg neu yn Saesneg. Fodd bynnag, os ydych am siarad yn Gymraeg, a fydddech gystal â rhoi gwybod i ni wrth gyflwyno eich cwestiwn. Byddwn yna'n gallu rhoi gwybod i gyfieithydd y cyfarfod.

A oes unrhyw beth arall y dylwn sôn wrthych amdano i'ch helpu? Os bydd eich cwestiwn ar yr Agenda, byddwn yn gofyn i chi a oes gennych anabledd a allai effeithio ar eich gallu i gyrraedd yr ystafell gyfarfod etc, fel y gallwn ateb eich anghenion.

Mae'r Protocol ar gyfer Cyfranogiad y Cyhoedd yng Nghyfarfodydd y Cyngor ar gael ar wefan y Cyngor.

Atodiad 1

Cyngor Sir Powys Cabinet [Dalwyr Portffolio a'u cyfrifoldebau] a Chadeiryddion Pwyllgorau

Dalwyr Portffolio [22/12/16]:

Portffolio a Dalwyr Portffolio	Cyfrifoldebau'r Portffolio
Yr Arweinydd Y Cynghorydd Barry Thomas	Cadeirydd y Bwrdd Gwasanaethau Lleol. Rhaglen Newid. Rheolwr Busnes. Datgblygiad sefydliadol a chymorth partneriaeth (wedi'i rannu gyda Daliwr Portffolio dynodedig). Cynllun Powys Yn Un. Penodi i'r Cabinet a thynnu oddi ar y Cabinet a dyrannu Portffolios y Cabinet. Penderfynu ar unrhyw ddiwygiadau i gynnwys Portffolios Aelodau. Cabinet unigol ynghyd â sgôp dirprwyo Aelodau Cabinet unigol. Rheoli Partneriaethau. Rheoli Risg.
Daliwr y Portffolio Addysg Y Cynghorydd Arwel Jones	Addysg Anghenion Addysgol Arbennig. Gwaharddiadau. Presenoldeb. Addysg heblaw yn yr ysgol. Plant sy'n derbyn gofal. Saesneg fel iaith ychwanegol. Plant Mudol a Theithiol. Derbyn i ysgolion. Rheoli ymddygiad. Addysg gyflenwol. Secioleg Addysgol. Monitro, herio a chefnogi ysgolion ac ymyrryd lle bo angen. Cymorth ar gyfer addysgu a dysgu. Cymorth i'r arweinwyr a'r rheolwyr, gan gynnwys llywodraethu. Darparu data a chefnogi'r defnydd o ddata. Addysg blynnyddoedd cynnar. Addysg cyfrwng Cymraeg / ddwyieithog. Cynllun Addysg Gymraeg. Llwybrau Dysgu 14-19. Rhaglen ymyrraeth strategol sgiliau sylfaenol. Ailwampio'r gweithlu. Adolygu Trefniadaeth Ysgolion. Addysg Ôl-16. Polisi Cludiant Ysgol. Dysgu Gydol Oes (addysg barhaus i oedolion gan gynnwys Cymraeg i Oedolion). Yr iaith Gymraeg.

<p>Dirprwy Arweinydd</p> <p>Daliwr y Portffolio Comisiynu, Caffael a Gwasanaethau Plant</p> <p>Y Cynghorydd Graham Brown</p>	<p>Comisiynu. Caffael. Pencampwr Newid.</p> <p>Llyfrgelloedd. Diwylliant. Llyfrgelloedd (y Gwasanaeth Llyfrgelloedd Cyhoeddus a'r Gwasanaeth Llyfrgelloedd Ysgol). Celfyddyddau a Diwylliant (Theatrau, Orielau, Amgueddfeydd, Strategaeth Gelfyddyddau, Datblygu'r Celfyddyddau, Theatr Powys / Dawns Powys). Y Gwasanaeth Ieuencid. Clybiau Ffermwyr Ifanc.</p> <p>Hamdden. Hamdden (Polisi Hamdden, Canolfannau Hamdden a Chwaraeon, Canolfannau Gweithgareddau Awyr Agored, Canolfan Bowlio Dan Do, Datblygu Chwaraeon (Chwaraeon yn Gyffredinol, Chwaraeon Penodol – Pêl-droed, Rygbi, Criced, Pêl-rwyd, Hoci, Chwaraeon Anabledd), Hamdden Awyr Agored (Parciau a Mannau Agored, Meysydd Chwarae, Caeau Chwaraeon – Bowliau, Pêl-droed a Rygbi).</p> <p>Cynghorau Tref a Chymuned.</p> <p>Gwasanaethau Plant. Aelod Arweiniol ar gyfer Plant. Cydgyssylltu Partneriaethau. Gwasanaeth Troseddwyr Ifanc. Amddiffyn Plant. Comisiynu a'r Polisi Gwasanaethau Plant. Grŵp Diogelu Gweithredol Powys. Diogelu. Plant gydag Anableddau gan gynnwys yr Uned Seibiant Preswyl. Timau Lleoli Teuluoedd. Timau Gwaith Cymdeithasol Plant. Y Bartneriaeth Plant a Phobl Ifanc. Gofal Plant. Mabwysiadu. Maethu. Gadael Gofal. Gwasanaeth y Tu Allan i Oriau. Rhianta Corfforaethol. Plant sy'n Derbyn Gofal.</p>
<p>Dirprwy Arweinydd</p> <p>Daliwr y Portffolio Cyllid</p> <p>Y Cynghorydd Wynne Jones</p>	<p>Cyllid. Diwygio Lles. Un o'r ymgryngoreion ar bob grant a wneir i unigolion gan ddalwyr portffolios.</p> <p>Incwm a Dyfarniadau. Pensiynau.</p> <p>Perfformiad.</p>

	<p>Gwasanaethau Busnes. Gwasanaethau Cyflogaeth. Cymorth i Fusnesau.</p> <p>Datblygu a Chymorth i Aelodau. Gwasanaethau Cyfreithiol. Gwasanaethau Craffu. Gwasanaethau Democraidd. Cofrestru Etholiadol ac Etholiadau.</p> <p>Cyfathrebu.</p>
Daliwr y Portffolio Gwasanaethau i Oedolion Y Cynghorydd Stephen Hayes	<p>Gofal Cymdeithasol i Oedolion.</p> <p>Aelod Arweiniol Gwasanaethau Cymdeithasol Strategol.</p> <p>Iechyd Meddwl. Pobl Hŷn. Pobl Anabl. Anableddau Dysgu. Gwasanaethau i Ofalwyr. Camddefnyddio Sylweddau. (Mae'r gwasanaethau gweithredol yn cynnwys rheoli gofal a darparwyr gofal). Contractio a Chomisiynu. Dehongli a Datblygu Polisi Gwasanaethau Cymdeithasol i Oedolion. Gofal Cartref. Iechyd a Lles. Y Rhaglen Ymyrraeth Iechyd, Ymarfer Corff ar Bresgripsiwn, Adferiad y Galon).</p> <p>Y Bartneriaeth Iechyd, Gofal Cymdeithasol a Lles.</p> <p>Pencampwr Pobl Hŷn.</p>
Daliwr y Portffolio Adfywio a Chynllunio Y Cynghorydd Tony Thomas	<p>Cynllunio.</p> <p>Rheoli Datblygu a Rheoli Cynllunio. Gwella Ardaloedd Cadwraeth. Cyngor a Rheoli Adeiladau Rhestredig. Grantiau Cadwraeth ar gyfer y Dreftadaeth Adeiledig. Dynodi a diogelu coed sy'n destun Gorchymyn Diogelu Coed. Gorfodi Cynllunio. Rheoli Adeiladu, gan gynnwys iechyd a diogelwch adeiladau a strwythurau peryglus. Gwasanaeth enwi a rhifo strydoedd. Polisi Datblygu a Chynllunio, mewnbwn i ddatblygiad y polisi cynllunio rhanbarthol. Cynllunio Mwynau a Gwastraff. Dynodi. Draenio Tir yn gysylltiedig â chynllunio a defnyddio tir.</p> <p>Adfywio. Adfywio Cymunedau.</p>

	<p>Y Gronfa Galluogi Cymunedau / Deddfau Eglwysi Cymru. Cymunedau'n Gyntaf. Gwasanaethau Busnes. Grantiau Busnes. Cyngor i Fusnesau. Cyfle Cymru a chontractau eraill. Twristiaeth. Gwasanaethau Gwybodaeth i Dwristiaid.</p> <p>Ewrop. Cronfeydd Ewropeaidd. Partneriaeth Adfywio Powys. Polisi Ewropeaidd. Cyllid Allanol.</p> <p>Datblygu Economaidd.</p> <p>Pridiannau Tir. Neuaddau Pentref.</p> <p>Tai Fforddiadwy.</p> <p>Cydweithrediad Canolbarth Cymru (Dirprwy Ddaliwr y Portffolio Priffyrrd).</p> <p>TGCh. Gwasanaethau Canolog / Corfforaethol. Datblygu sefydliadol a chymorth partneriaeth. Ystadegau ac Ymchwil Ddadansoddol.</p> <p>Dylunio ac Argraffu.</p>
Ddaliwr y Portffolio Priffyrrd Y Cynghorydd John Brunt	Priffyrrd. Cynllunio a Pholisi Trafnidiaeth. Rheoli Traffig. Diogelwch Ffyrdd. Rheoli Datblygu. Cydgyssylltu Trafnidiaeth. Rheoli Asedau Priffyrrd. Rheoli'r Rhwydwaith. TRACC. Dylunio Peirianneg Priffyrrd – Contractau, Caffael, Gweinyddu a Goruchwyllo. Cynnal a Chadw Priffyrrd (Cyngor Technegol). Gwaith Cynnal a Chadw Priffyrrd (e.e. dros y gaeaf). Rheoli Fflyd (gan gynnwys Rheoli Tanwydd). Meysydd Parcio. Yr Asiantaeth Cefnffyrrd. Cydymffurfio Statudol. Gwaith Cynnal a Chadw Adeiladau. Contractau Gwasanaethu a Phrofi Cerbydau. Glanhau Strydoedd. Toiledau Cyhoeddus. Cynnal a Chadw Tir.

	<p>Marchnadoedd. Draenio Tir.</p> <p>Cydweithrediad Canolbarth Cymru.</p>
Daliwr y Portffolio Amgylchedd a Chynaliadwyedd Y Cyngorydd John Powell	<p>Ystad Ffermydd Sirol.</p> <p>Rheoli Gwastraff. Casglu Sbwriel.</p> <p>Iechyd yr Amgylchedd.</p> <p>Safonau Masnach.</p> <p>Cynllunio Argyfwng. Diogelwch Cymunedol.</p> <p>Rheoli Coetiroedd. Dylunio Tirlun.</p> <p>Gwasanaethau Cefn Gwlad (Hawliau Tramwy yng nghefn gwlad, Cynnal a Chadw, Mynediad Agored, Bioamrywiaeth, Coed Cymru, Cofrestru Tir Comin, Llwybrau Cenedlaethol).</p> <p>Cynaliadwyedd. Newid Hinsawdd a Datblygu Cynaliadwy. Cynaliadwyedd, y Ddraig Werdd a Rheoli Carbon. Y Strategaeth Gynaliadwyedd.</p> <p>Cydweithrediad Canolbarth Cymru. Adnoddau Dynol. Y Strategaeth Adnoddau Dynol, Cyngor a Datblygu Polisi. Datblygu Sefydladol (Cydraddoldeb, Hyfforddiant, Cyflogau a Pholisi). Iechyd Galwedigaethol a Diogelwch. Hyfforddiant Powys. Polisi Corfforaethol. Cydraddoldeb.</p>
Daliwr y Portffolio Eiddo, Adeiladau a Thai Y Cyngorydd Rosemarie Harris	<p>Eiddo ac Asedau. Arlwyo a Glanhau. Gweithdai. Dylunio Adeiladau. Sipsiwn a Theithwyr.</p> <p>Archifau.</p> <p>Ombwdsmon. Safonau Aelodau a Materion Moesegol. Gwasanaeth y Crwner.</p> <p>Gwasanaethau Cwsmeriaid. Rheoli Cwynion. Rheoli Gwybodaeth a Chydymffurfio. Cofrestru Genedigaethau, Marwolaethau a Phriodasau.</p>

	<p>Cydweithrediad Canolbarth Cymru (Dirprwy Ddaliwr y Portffolio Amgylchedd a Chynaliadwyedd).</p> <p>Safon Ansawdd Tai Cymru.</p> <p>Tai.</p> <p>Tai Sector Cyhoeddus (swyddogaeth landlord).</p> <p>Cefnogi Pobl.</p> <p>Digartrefedd.</p> <p>Tai Sector Preifat.</p>
--	---

Cadeiryddion Pwyllgorau [06/12/16]

Pwyllgor a Chadeirydd	Cyfrifoldebau'r Pwyllgor
Pwyllgor Archwilio Y Cynghorydd John Morris	Ystyried materion yn ymwneud â sefyllfa ariannol y Cyngor, gan gynnwys cymeradwyo datganiadau cyfrifon, adroddiadau gan yr archwiliwyr mewnol a Swyddfa Archwilio Cymru, rheoli risg a rheolaeth fewnol, a monitro perfformiad.
Pwyllgor Gwasanaethau Democraidd Y Cynghorydd Sandra Davies	Ystyried y staff a'r adnoddau sy'n ymwneud â'r swyddogaethau gwasanaethau democraidd ac adolygu pa mor ddigonol yw'r ddarpariaeth gan yr awdurdod o staff, llety ac adnoddau eraill sydd eu hangen i gyflawni swyddogaethau gwasanaethau democraidd.
Pwyllgor Cyflogaeth ac Apêl Y Cynghorydd Michael Williams	Yn gyfrifol am lunio rhestr fer ar gyfer Pennaeth y Gwasanaeth Cyflogedig, y Cyfarwyddwyr Strategol a'r Cyfarwyddwyr, ac am lunio rhestr fer a phenodi'r Pennaethiaid Gwasanaeth. Mae'r Pwyllgor hefyd yn gyfrifol am wrando a phenderfynu pob math o apêl yn ymwneud â staffio a lle mae'n ofynnol i Aelodau gael eu cynnwys a lle nad oes darpariaeth statudol ar gyfer trefniant gwahanol a phwrpasol.
Pwyllgor Craffu Pobl Y Cynghorydd David Jones	Yn ystyried materion yn ymwneud â Gwasanaethau i Bobl.
Pwyllgor Pensiynau a Buddsoddi Y Cynghorydd Tony Thomas	Yn ystyried yr holl swyddogaethau'n ymwneud â phensiynau llywodraeth leol.
Pwyllgor Craffu Lle	Yn ystyried materion yn ymwneud ag Adeiladau, Seilwaith a'r Amgylchedd, gan gynnwys Troseddu ac Anrhefn.

Y Cyngorydd Kelvyn Curry	
---	--

Dyfyniad o Brotocol Cyngor Sir Powys ar Gyfranogiad y Cyhoedd yng Nghyfarfodydd y Cyngor [Hydref 2016]

Rhesymau dros wrthod cwestiynau

1.7.1 Gall Cadeirydd y Cyngor wrthod cwestiwn os:

- (xxix) nad yw'n ymwneud â mater lle mae gan y Cyngor Sir gyfrifoldeb / pwerau neu ddyletswyddau drosto neu sy'n effeithio ar y Sir; a / neu
- (xxx) yw'n ddifriol, gwacsaw neu'n sarhaus; a / neu
- (xxxi) yw'n fwy neu lai'r un fath â chwestiwn a ystyriwyd mewn cyfarfod o'r Cyngor yn y chwe mis blaenorol (gan gynnwys cwestiynau a godwyd gan Aelodau ac a atebwyd); a / neu
- (xxxii) oes angen datgelu gwybodaeth gyfrinachol neu esempt; a / neu
- (xxxiii) yw'n ymwneud â chŵyn (dylid cyflwyno cwynion drwy weithdrefn gwynion y Cyngor); a / neu
- (xxxiv) yw'n ymwneud â mater sy'n destun achos cyfreithiol neu orfodaeth neu'n apêl i lys neu dribiwnlys neu i Weinidog o'r Llywodraeth neu'r Cynulliad Cenedlaethol neu ymchwiliad gan yr Ombwdsmon Llywodraeth Leol; a / neu
- (xxxv) yw'n ymwneud â Phenderfyniad Rheoliadol neu gais penodol am ganiatâd, trwydded, cydsyniad, cymeradwyaeth neu gofrestriad, neu unrhyw gamau gorfodi'n ymwneud â mater o'r fath; a / neu
- (xxxvi) yw'n ymwneud â phenderfyniad a wnaed gan y Cyngor wrth ymarfer ei swyddogaethau rheoliadol a lle mae hawliau unioni cyfreithiol yn ei gyswilt; a / neu
- (xxxvii) yw'n ymwneud â gweithgareddau ac amcanion plaid neu fudiad gwleidyddol; a / neu
- (xxxviii) yw'n ymwneud ag unigolyn / grŵp / busnes neu amgylchiadau penodol y cwestiynwr ei hun (lle dylid dilyn proses gwynion y Cyngor); a / neu
- (xxxix) yw'n ymwneud ag amgylchiadau personol neu ymddygiad unrhyw swyddog a Chynghorydd neu amodau gwasanaeth gweithwyr unigol; a / neu
- (xli) yw'n ddatganiad, neu fel arall, ac nid yn ymholiad gwirioneddol; a / neu
- (xli) byddai angen gwario swm anghymesur o amser, arian neu ymdrech yn paratoi'r ateb; a / neu

(xlvi) yw'n ymwneud â mater lleol heb unrhyw arwyddocad ehangach i'r Sir,
lle byddai'r cwestiwn felly'n cael ei basio ymlaen i'r Cynghorydd Sir
lleol.

1.7.2 Bydd penderfyniad y Cadeirydd yn y materion uchod yn derfynol.



Chief Executive and Member Services (CEMS)

**Member Development
Working Group
29th February 2016**

Member Support/ Materials for Members

1. Background

Guidance has never been provided to members to outline what they can expect in terms of the production of printed materials e.g. business cards, newsletters etc. The absence of clear guidance has, on occasion, caused issues for the Member Support Team in determining what is fair and appropriate in terms of meeting member requests. The Member Development Group asked for a review of current practice.

2. Current Position

Over time members have come to expect support in terms of the following:

Area	Detail
Promotional Materials:	
Business Cards	template provided, no restriction on quantity
Calling Cards	template provided, no restriction on quantity
Annual Reports	template provided – published on the internet
Copying:	
Newsletters	quantities vary, no restriction on quantity
Letters to Residents	quantities vary, no restriction on quantity
Postage to Residents	quantities vary, quantity comes up as an issue
Typing:	
Typing of Letters and Reports	Quantities vary – note: must relate to Council business
In general terms all other requests are considered however it becomes very difficult to look to provide support in areas which are new or where there have not been requests before.	

3. Existing Guidance

- a. **Constitution** - there are no requirements under the Constitution to provide such support, however, there's an expectation from members that requests for support would be met positively
- b. **Members Charter** - there are no specific requirements in Member Charter guidance to provide administrative support, however, when the Authority was applying for its charter the support provided outside of the committee structure was a very strong feature which contributed to the Authority achieving its status
- c. **The Independent Remuneration Panel** – there are recognitions in annual reports from 2011-12 onwards that authorities should provide support to meet member needs. The most recent being (extract from the 2015/16 annual report):

***Determination 6:** The Panel has determined that each authority, through its Democratic Services Committee, must ensure that all its members are given as much support as is necessary to enable them to fulfil their duties effectively. All elected members should be provided with adequate telephone and email facilities and electronic access to appropriate information.*

***Determination 7:** The Panel has determined that such support should be without cost to the individual member. Deductions must not be made from members' salaries by the respective authority as a contribution towards the cost of support which the authority has decided necessary for the effectiveness and/or efficiency of members.*

4. Options

- Option 1 –** continue with the status quo i.e. do nothing and continue with the ad hoc arrangements in the absence of any formal agreement
- Option 2 –** agree a formal set of standards to provide clarity and fairness

5. Recommendation

At the meeting on 6th November, 2015 the Member Development Working Group agreed the following:

The Working Group noted the Options and agreed in principle that Guidance should be agreed to ensure that a fair support system for Members was introduced and supported officers in their ability to respond to requests.

The MDWG is asked to consider the details provided in Appendix 1 and 2 [details in relation to the costs of providing calling cards to dwellings (1 per household) as per the most recent numbers on the electoral roll have been provided for reference purposes]. The MDWG should note that as there is no budget to cover any future costs a “growth bid” for resources will need to be made.

The MDWG is asked to:

- i) consider the details provided in Appendix 1 and 2 regarding options and costs
- ii) recommend to the Democratic Services Committee a way forward and if the provision of cards is supported, to advise the DSC that a “growth bid” will need to be developed.

Note:

Where templates are provided they will be used and no other formats will be accepted for business cards, calling cards, annual reports and letters.

Templates to be developed if the recommendation is approved.

- a. Business Cards
- b. Calling Cards
- c. Letters

[Annual Reports – already agreed]

Appendix 1

Recommendation for the relevant Committee for adoption:

Issue	Recommendation
Newsletters	Members arrange for their own newsletter production, copying and distribution and not to engage Member Support in any part of the process i.e. it would not be a function undertaken by member support
Business Cards	<p>Officers from Member Support to provide proofs using the standard template and to arrange for final copying.</p> <p>Options:</p> <p>To provide soon after the Council election then upon request thereafter</p> <p>For members to meet the full costs</p> <p>For members to be provided with an initial supply after the election and to pay for additional cards as required</p> <p>Cost: £2.40 per 100 cards (A4 sheet on colour, 24 p per sheet, 10 cards per sheet)</p>
Calling Cards	<p>Officers from Member Support to provide proofs and arrange for final copying:</p> <p>Options:</p> <p>To provide soon after the Council election then upon request thereafter</p> <p>For members to meet the full costs</p> <p>For members to be provided with an initial supply after the election and to pay for additional cards as required</p> <p>Cost: £6 per 100 cards – (A4 sheet on colour, 24p per sheet, 4 cards per sheet)</p> <p>Distribution of Calling Cards – its proposed that distribution should be determined by members i.e. officers would not distribute and the Council would not meet any associated costs i.e. postage</p>
Annual Reports (Requirement for the Authority to provide resource to support reporting)	Member Support officers to provide support in terms of production and to publish on the internet. No hard copies will be provided
Letters	To be typed upon request, no bulk copying or postage to be paid for by Member Support (up to 10 copies can be provided)

Appendix

2011 Ward	Households	6 p per calling card	Total - 1 Card Per Ward Per Election Period	Business Card - 0.024 per card	Total - 1 Card Per Electoral Period
Aber-craf	643	0.06	£38.58	0.024	£15.43
Banwy	428	0.06	£25.68	0.024	£10.27
Beguildy	604	0.06	£36.24	0.024	£14.50
Berriew	593	0.06	£35.58	0.024	£14.23
Blaen Hafren	951	0.06	£57.06	0.024	£22.82
Bronllys	554	0.06	£33.24	0.024	£13.30
Builth	1,118	0.06	£67.08	0.024	£26.83
Bwlch	440	0.06	£26.40	0.024	£10.56
Caersws	1,032	0.06	£61.92	0.024	£24.77
Churchstoke	695	0.06	£41.70	0.024	£16.68
Crickhowell	1,232	0.06	£73.92	0.024	£29.57
Cwm-twrch	866	0.06	£51.96	0.024	£20.78
Disserth and Trecoed	608	0.06	£36.48	0.024	£14.59
Dolforwyn	816	0.06	£48.96	0.024	£19.58
Felin-f'ch	546	0.06	£32.76	0.024	£13.10
Forden	598	0.06	£35.88	0.024	£14.35
Glantwymyn	890	0.06	£53.40	0.024	£21.36
Glasbury	1,009	0.06	£60.54	0.024	£24.22
Guilsfield	1,005	0.06	£60.30	0.024	£24.12
Gwernyfed	623	0.06	£37.38	0.024	£14.95
Hay	828	0.06	£49.68	0.024	£19.87
Kerry	838	0.06	£50.28	0.024	£20.11
Knighton	1,392	0.06	£83.52	0.024	£33.41
Llanafanfawr	597	0.06	£35.82	0.024	£14.33
Llanbadarn Fawr	483	0.06	£28.98	0.024	£11.59
Llanbrynmair	397	0.06	£23.82	0.024	£9.53
Llandinam	587	0.06	£35.22	0.024	£14.09
Llandrindod East/Llandrindod West	671	0.06	£40.26	0.024	£16.10
Llandrindod North	901	0.06	£54.06	0.024	£21.62
Llandrindod South	1,011	0.06	£60.66	0.024	£24.26
Llandrinio	867	0.06	£52.02	0.024	£20.81
Llandysilio	769	0.06	£46.14	0.024	£18.46
Lanelwedd	519	0.06	£31.14	0.024	£12.46
Llanfair Caereinion	728	0.06	£43.68	0.024	£17.47
Llanfihangel	440	0.06	£26.40	0.024	£10.56
Llanfyllin	675	0.06	£40.50	0.024	£16.20
Llangattock	432	0.06	£25.92	0.024	£10.37
Llangors	440	0.06	£26.40	0.024	£10.56
Llangunllo	534	0.06	£32.04	0.024	£12.82
Llangynidr	426	0.06	£25.56	0.024	£10.22

Llanidloes	1,416	0.06	£84.96	0.024	£33.98
Llanrhaeadr-ym-Mochnant/Llansilin	971	0.06	£58.26	0.024	£23.30
Llansantffraid	828	0.06	£49.68	0.024	£19.87
Llanwddyn	444	0.06	£26.64	0.024	£10.66
Llanwrtyd Wells	838	0.06	£50.28	0.024	£20.11
Llanyre	511	0.06	£30.66	0.024	£12.26
Machynlleth	1,033	0.06	£61.98	0.024	£24.79
Maescar/Llywel	750	0.06	£45.00	0.024	£18.00
Meifod	535	0.06	£32.10	0.024	£12.84
Montgomery	603	0.06	£36.18	0.024	£14.47
Nantmel	621	0.06	£37.26	0.024	£14.90
Newtown Central	1,333	0.06	£79.98	0.024	£31.99
Newtown East	970	0.06	£58.20	0.024	£23.28
Newtown Llanllwchaiarn North	1,093	0.06	£65.58	0.024	£26.23
Newtown Llanllwchaiarn West	817	0.06	£49.02	0.024	£19.61
Newtown South	802	0.06	£48.12	0.024	£19.25
Old Radnor	678	0.06	£40.68	0.024	£16.27
Presteigne	1,241	0.06	£74.46	0.024	£29.78
Rhayader	987	0.06	£59.22	0.024	£23.69
Rhiwcynon	892	0.06	£53.52	0.024	£21.41
St. David Within	742	0.06	£44.52	0.024	£17.81
St. John	1,475	0.06	£88.50	0.024	£35.40
St. Mary	1,418	0.06	£85.08	0.024	£34.03
Talgarth	737	0.06	£44.22	0.024	£17.69
Talybont-on-Usk	837	0.06	£50.22	0.024	£20.09
Tawe-Uchaf	895	0.06	£53.70	0.024	£21.48
Trewern	556	0.06	£33.36	0.024	£13.34
Welshpool Castle	734	0.06	£44.04	0.024	£17.62
Welshpool Gunelog	1,210	0.06	£72.60	0.024	£29.04
Welshpool Llanerchyddol	1,011	0.06	£60.66	0.024	£24.26
Ynyscedwyn	957	0.06	£57.42	0.024	£22.97
Yscir	432	0.06	£25.92	0.024	£10.37
Ystradgynlais	1,192	0.06	£71.52	0.024	£28.61
Totals	58,345	0.06	£3,500.70	0.024	£1,400.28