

Meeting of:	Democratic Services Committee
Date of Meeting:	Monday, 17 July 2023
Relevant Scrutiny Committee:	All Scrutiny Committees
Report Title:	From Charter to Self-Assessment, the Evolution of the Wales Charter for Member Support and Development
Purpose of Report:	To seek the Committee's comments on the proposal by the WLGA to replace the existing Charter by a Voluntary Self-Assessment framework
Report Owner:	Jeff Rees, Head of Democratic Services
Responsible Officer:	Karen Bowen, Principal Democratic and Scrutiny Services Officer
Elected Member and Officer Consultation:	This is a county wide matter so no consultation has been undertaken
Policy Framework:	This is a matter for Executive decision
<p>Executive Summary:</p> <ul style="list-style-type: none"> • Some twenty years ago the Wales Charter for Member Support and Development was co-developed by the WLGA and Local Authorities. • As the local landscape has since changed the Charter has been reviewed and it has been recognised that a different framework is required which reflects a more progressive approach to sector led improvement, recent Welsh Government legislation, statutory and other guidance. • Appendix 1 section 5, to the report provides a framework based on suggested aims and principles which Councils are invited to comment upon. 	

Recommendations

1. That Committee's comments are sought on the WLGA proposal to replace the existing Wales Charter for Member Support and Development with a Councillor Support Self-Assessment Framework and the associated draft Principals as out in Appendix 1, Section 5 of the report.
2. Refer their comments to Cabinet, and if deemed appropriate, recommend the endorsement of the WLGA proposals for a Voluntary Self-Assessment Framework

Reason for Recommendations

1&2 Having regard to the consultation paper from the WLGA.

1. Background

- 1.1 A Wales Charter was developed over 20 years ago for Member Support and Development and was co-developed by the WLGA and Councils to:
 - provide a framework for good practice across Wales,
 - be an incentive for Councils to provide their Councillors with the support and development they needed, and
 - provide assurance to Councillors that they were being given the best support possible.
- 1.2 The majority of Councils, National Parks and Fire and Rescue Authorities were awarded the Charter, whilst others used it as a framework to identify good practice and check that they have effective support mechanisms in place Seeking Charter status was also voluntary.
- 1.3 Since the inception of the Charter, the local government landscape has changed significantly. The role of Councillors has become even more challenging and wide ranging. Resources are scarce and ways of working post Covid radically different. Councils now have more sophisticated and well-established approaches to Councillor support.
- 1.4 The Welsh Government (WG) has introduced legislation with statutory guidance for Councillors and Democratic Services. The improvement landscape has also evolved. In 2021-22 a new Improvement Programme was launched to support sector-led improvement across local government in Wales. Leaders and Chief Executives have expressed a commitment to sector-led improvement, underpinned by peer challenge, support and mutual aid.

2. Key Issues for Consideration

- 2.1 The Charter has recently been reviewed by the WLGA and Councils represented by their Heads of Democratic Services. Although it is recognised that Charter provided a framework for good practice, it is accepted that there is now a need for a different framework which reflects a more progressive approach to sector

led improvement, recent WG legislation, statutory and other guidance and which recognises the increasingly limited resources available in Councils.

- 2.2** The framework as proposed will be voluntary and proposed to be developed in accordance with the following principles the details for each element are set out in Appendix 1 (Section 5) to this report:-

1. Aims of the framework

2. Principles for development

3. Scope of the framework

4. Context

- 2.3** As referred to in the Appendix the framework will take account of, for example: the [Local Government and Elections \(Wales\) Act 2021](#), the [Electoral Administration and Reform White Paper](#), the [WLGA Exit Surveys](#), the [WG survey of councillors](#), the [Civility in public life initiative](#), the [WG Guidance for Principal Councils and the emerging local government improvement and self-assessment framework](#).
- 2.4** An example framework based on the proposed aims and principles is referred to in Appendix 1 with Councils being invited to comment on the framework as a shared, national foundation document that Councils can develop with their own approach to self-assessment recognising their local needs and priorities.
- 2.5** Committee is therefore requested to consider the framework at Appendix 1 and / or make any comments to Cabinet as considered appropriate.

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

- 3.1** The proposals within the framework including encouraging candidates to stand for election ensure that the Council continues to meet its statutory obligations and strategic aims and wellbeing objectives.

4. Climate Change and Nature Implications

- 4.1** None as a direct result of this report

5. Resources and Legal Considerations

Financial

- 5.1** The development of a framework is voluntary and work associated with it will need to be considered against existing priorities and resources.

Employment

5.2 None as a direct result of this report

Legal (Including Equalities)

5.3 None as a direct result of this report

6. Background Papers

From Charter to Self-Assessment, the Evolution of the Wales Charter for Member Support and Development

Consultation July 2023

Background

Twenty years ago, support and development for councillors in Wales was less well established than it is today. In 2002, the first improvement team at the WLGA (then Syniad), worked with every council and a cross party group of councillors to identify what further support and training opportunities councillors would find useful. Councils requested that good practice in this area should be agreed, described, and disseminated.

In response to this request, and in line with wider UK practice, the Wales Charter for Member Support and Development was co- developed by the WLGA and councils to:

- provide a framework for good practice across Wales,
- be an incentive for councils to provide their councillors with the support and development they needed, and
- provide assurance to councillors that they were being given the best support possible.

Over the last 20 years, the Charter has been further developed and instrumental in both enabling and recognising local good practice. The majority of councils, national parks and fire and rescue authorities have been awarded the Charter, whilst others have used it as a framework to identify good practice and check that they have effective support mechanisms in place.

Since the inception of the Charter, the local government landscape has changed significantly. The role of councillors has become even more challenging and wide ranging. Resources are scarce and ways of working post Covid radically different. Councils now have more sophisticated and well-established approaches to councillor support. The Welsh Government has introduced legislation with statutory guidance for councillors and democratic services. The improvement landscape has also evolved. In 2021-22 a new Improvement Programme was launched to support sector-led improvement across local government in Wales. Leaders and chief executives have expressed a commitment to sector-led improvement, underpinned by peer challenge, support and mutual aid.

Against this backdrop, the Charter has been reviewed by the WLGA and councils represented by their Heads of Democratic Services. We recognise that although the Charter provided a framework for good practice, impetus for, and recognition of councillor support in the past, there is now a need for a different framework which reflects a more progressive approach to sector led improvement, recent WG legislation, statutory and other guidance and which recognises the increasingly limited resources available in councils.

A Councillor Support Self-Assessment Framework.

Proposal

We propose that the existing Charter be replaced by a voluntary self-assessment framework that focusses on the support provided for councillors to deliver the outcomes needed by their communities. The framework aims to cover all aspects of good practice in councillor support. However, as priorities and resources differ between councils, it would be for councils to decide locally how much of the framework to use and which sections should be prioritised.

The framework would be developed according to the following principles:

1. Aims of the framework

- To provide assurance to councils that councillors are provided with the support, information, guidance, and development needed to enable them to secure the best possible outcomes for their communities.
- To provide an ambitious but pragmatic national framework of good practice which recognises legislative requirements, statutory and other guidance, the expressed needs of councillors and widely accepted examples of what works.

2. Principles for development

- To develop the framework collaboratively with councils, WLGA and other stakeholders to ensure that it meets needs and reflects national aspirations.
- To develop a framework which works with the wider programme for improvement and self-assessment in Wales with a potential to develop as part of the peer review programme if required. Councils may decide that this self-assessment should be led by democratic services committees.
- To develop a framework that reflects the needs of all councillors regardless of political party or independent status.
- To provide opportunities for practice sharing between councils.

3. Scope of the framework

The framework would cover:

- support and development for councillors in the widest sense to incorporate support provided by the whole council. Including, but not limited to, for example, democratic services, legal, digital, communications, learning and development teams, and directorates in their support for scrutiny, the executive and frontline councillors,
- the needs of all councillors before election, as new members and as experienced politicians,
- all councillor roles both within the council and in the community,
- the personal and 'professional' support to councillors within the influence of councils and
- the expectations placed on councils, officers, and councillors themselves.

4. Context

The framework will take account of, for example: the [Local Government and Elections \(Wales\) Act 2021](#), the [Electoral Administration and Reform White Paper](#), the [WLGA Exit Surveys](#), the [WG survey of councillors](#), the [Civility in public life initiative](#), the WG [Guidance for Principal Councils](#) and the emerging local government improvement and self-assessment framework.

5. An example framework for discussion

The framework below is based on the proposed aims and principles and offered as a starting point for discussions between all stakeholders. Councils are invited to comment on the suitability of the framework as a shared, national foundation document that councils can use to develop their own approach to self-assessment recognising their local needs and priorities.

Democracy	Outcomes sought: <ul style="list-style-type: none"> • People are encouraged and enabled to stand for office. • Councillors understand their role and undertake it effectively and ethically. • Councillors can participate equally in council business. • Councillors are provided with the support, information, and resources they need. • Councillors represent the diversity of the people they serve. • Councillors are safe and protected from harm.
Theme	Questions to ask
Candidates and prospective candidates	<p>Does the council provide comprehensive information to prospective and official candidates about the role of the councillor, the council and any associated responsibilities and benefits?</p> <p>Are the approaches to the outreach to and information for prospective candidates made according to the need to encourage diversity in candidates and informed by the council's Diversity Declaration?</p> <p>Does the council signpost prospective candidates to information provided by the WG, WLGA, Electoral Commission and other organisations providing information for candidates?</p> <p>Do councillors, the council and local parties promote fair and respectful campaigning initiatives?</p> <p>Are prospective candidates informed about support for standing such as the Access to Elected Office fund?</p> <p>Are prospective candidates informed of the expectations placed on them to take part in induction and continuing professional development some of which will be mandatory?</p>

<p>Councillors understand their role, responsibilities, and accountabilities.</p>	<p>Are all councillors, when elected or when being selected for a specialist position, provided with information and guidance about all aspects of their role?</p> <p>Are all members provided with a competency framework to understand the skills and knowledge required of councillors?</p> <p>Have role descriptions (see WLGA models for examples) been formally adopted by the council and agreed by individual councillors?</p> <p>Have councillors serving on outside bodies been provided with:</p> <ul style="list-style-type: none"> • guidance on their role and responsibilities, • legal information such as their accountabilities and interests, • an explanation of the expectations placed on them by their nominating council, • requirements for communication with and reporting back from the outside body?
<p>Standards of conduct</p>	<p>Do all councillors understand their responsibilities in adhering to the local code of conduct? Have they received local guidance and any information provided by the Public Services Ombudsman for Wales?</p> <p>Do standards committees and chairs understand their particular roles and responsibilities?</p> <p>Do political group leaders promote and maintain high standards of conduct and cooperate with the standards committee?</p> <p>Have all councillors formally committed to undertake all aspects of their role with civility and respect towards each other, the public and officers in all settings and media?</p> <p>Are instances of bullying, harassment and intimidation dealt with quickly and effectively?</p>
<p>The constitution</p>	<p>Do all councillors understand the constitution including:</p> <ul style="list-style-type: none"> • the roles, responsibilities, and limits to the roles of committees, • the role of individual councillors and officers, • councillor /officer protocols, • meeting practice, • standing orders, • rules of debate, • public engagement, • roles on the council where councillor training is deemed mandatory?
<p>Officer support</p>	<p>Does every committee, panel, forum etc. have an appropriate level of officer support?</p> <p>Are councillors supported adequately in their collaborative and joint work with other councils or organisations, for example on corporate joint committees?</p> <p>Are councillors supported in their community and case work?</p>

	<p>Are all councillors provided with the information and research they are entitled to according to the requirements of the statutory guidance issued under section 8 (1A) of the Local Government Wales Measure 2011.</p> <p>i.e. All councillors are proactively and also in response to specific requests, provided with information, data, briefing and training relating to their decision making, committee work and community and casework.</p> <p>This service is:</p> <ul style="list-style-type: none"> • provided equitably to all members according to a published protocol which includes standards and response times, • exclusive of information for party political use, • provided confidentially where necessary and with due regard to data protection and other information law, • undertaken by the council or external agencies, • proportionate and provided within available resources. <p>Democratic services committees ensure that the service is effective and adequately resourced.</p> <p>Do overview and scrutiny committees have dedicated support from officers who can provide impartial research, support, and advice?</p> <p>Has the nature of any support information including research services has been clearly publicised and explained to all councillors?</p>
<p>Equality of access</p>	<p>Are the arrangements made for the business of the council flexible and do they enable councillors to participate fully regardless of personal circumstances?</p> <p>Do meeting times, modes and venues reflect the expressed needs of councillors as closely as possible?</p> <p>Do councillors have equal access to meetings regardless of any protected characteristics?</p> <p>Do the arrangements for multi-location meetings meet the needs of councillors?</p> <p>Are councillors and other meeting participants able to use both Welsh and English in meetings?</p> <p>Do council recess times reflect the needs of councillors with, for example, caring responsibilities?</p> <p>Are job share arrangements for cabinet members supported so that the workload is clear and appropriate?</p> <p>Are occasional physical spaces available for informal meetings on request?</p>
<p>Support for councillors' rights, safety, and wellbeing</p>	<p>Are councillors provided with guidance on their rights and benefits. For example, salaries, family absence, job sharing for members of the executive/cabinet, allowances, tax and benefits, pensions, indemnities, data protection and freedom of information?</p> <p>Are councillors actively encouraged to take up the salaries and allowances they are entitled to and is foregoing allowances and salaries actively discouraged?</p> <p>Does the council have an informal duty of care in place which demonstrates a proactive commitment to protecting councillors' health and wellbeing? Is this recorded and</p>

	<p>available for members to view? Does it set out the nature of any support available to councillors for example counselling and health checks and those responsible for helping councillors access this support?</p> <p>Are councillors provided with guidance on maintaining their wellbeing and personal safety? For example, lone working, bullying and harassment?</p> <p>Does the council act proactively to support councillors who experience bullying and harassment, including liaison with the police if appropriate?</p>
Diversity	<p>Has the council's Diversity Declaration been agreed by the Full Council? Is it monitored?</p> <p>Does the Diversity Declaration set out the actions that the council takes to ensure that councillors from underrepresented groups are actively encouraged to stand and given positions of responsibility wherever possible?</p> <p>Are councillors with special access requirements supported in their work in the council and community?</p>
Digital	<p>Have all councillors been provided with the equipment or funding to buy equipment, software, apps and connectivity required to undertake their role in the council offices, at home and when travelling in the council area?</p> <p>Does this include smart phones and laptops/tablets?</p> <p>Has full training been provided in the use of equipment and packages? Is technical support available?</p> <p>Are councillors sufficiently supported in their attendance at multilocation meetings?</p> <p>Are councillors supported in the use of social media through guidance on its use and online safety?</p>

Community	<p>Outcomes sought:</p> <ul style="list-style-type: none"> • Councillors lead, represent, advocate for, and enable their communities. • Councillors make sure that local resources are available and maximised. • Councillors encourage citizen participation and innovation. • Councillors work with communities to make them sustainable and resilient.
Theme	Questions to ask
Public awareness	<p>Does the council ensure that the public understand the role and responsibilities of councillors and of local MSs', MPs and community and town councillors?</p> <p>Do people know which tier of representative should be contacted for different local issues?</p> <p>Does the council publicise and promote the value of councillors to the community?</p>

Communities contacting councillors	<p>Are systems in place for local residents and community groups to contact their local ward councillor, and/or councillors with specific roles, if appropriate?</p> <p>Are these systems and standards for their application clearly articulated and publicised to the public and councillors?</p>
Surgeries and community meetings	<p>Is the support provided by the council for councillors to organise surgeries and community meetings adequate?</p> <p>Do the relevant officers attend community meetings when requested by councillors where appropriate?</p> <p>Is the extent of the support available to councillors clearly articulated to all councillors?</p>
Community engagement, leadership, and co-production	<p>Are councillors informed, supported and resourced to enable their communities to be sustainable and resilient through, for example:</p> <ul style="list-style-type: none"> • formal and informal community consultation • joint working with community leaders to meet needs at a local level, • co-production with local people of policies and actions which lead to successful communities? <p>Is this support for councillors clearly articulated to all councillors?</p>
Casework support	<p>Are adequate systems in place to support councillors in their casework?</p> <p>Is this support:</p> <ul style="list-style-type: none"> • provided equitably to all members according to a published protocol, • exclusive of party-political activities, • provided confidentially where necessary and with due regard to data protection and other information law, • proportionate and provided within available resources. <p>Are councillors provided with guidance on managing casework. Through, for example casework management systems?</p>
Oversight and safety	<p>Does the council have clear protocols in place for protecting the personal safety and wellbeing of councillors which are clearly articulated to councillors and the public?</p> <p>Are the expectations and access of the community managed so that councillors are not contacted inappropriately?</p> <p>Are councillors provided with information and guidance on managing their relationships with the public and maintaining appropriate boundaries?</p>

Learning	Outcome sought: Councillors have the skills and knowledge to deliver what local people need.
Themes	Questions to ask
The Councillor Development Strategy	Does the council have an effective and defined approach to councillor development which includes the expressed needs of every councillor and the needs of the organisation and community?
Personal development reviews	Does the council provide all councillors with useful personal support and development reviews undertaken by people competent to do so?
A learning and development Programme.	Does the council have an annual learning and development programme fully promoted to councillors? Can all councillors access the programme equally? Is the programme regularly monitored, evaluated, and updated? Are councillors able to identify positive outcomes from the training such as improved understanding and performance and specific outcomes for the community?
Induction	Are all new or returning councillors provided with a comprehensive, prioritised, multi session, programme of induction which enables councillors to participate effectively during their first year of office?
Quality of development	Do councillors believe that the learning activities are sufficiently stimulating, relevant and provided in progressive and appropriate styles? Does the council have a systematic and effective approach to commissioning, developing, delivering, and evaluating its training and development activities?
Participation	Do councillors attend all the development opportunities that are relevant to them? Is any non-participation addressed?
Learning from others	Do councillors participate in shared regional and national development opportunities? Are councillors encouraged and supported to collaborate with other councils and national bodies to act as political peers, mentors and in networks to share approaches to the role of councillor, identify good practice and to contribute to sector led improvement?

O Siarter i Hunanasesiad, Datblygiad Siarter Cymru ar gyfer Cefnogi a Datblygu Aelodau

Ymgynghoriad mis Gorffennaf 2023

Cefndir

Ugain mlynedd yn ôl, roedd cefnogaeth a datblygiad i gynghorwyr yng Nghymru yn llai sefydledig nag y mae heddiw. Yn 2002, bu tîm gwella cyntaf CLILC (Syniad bryd hynny) yn gweithio gyda phob cyngor a grŵp trawsbleidiol o gynghorwyr i nodi pa gymorth pellach a chyfleoedd hyfforddi a fyddai'n ddefnyddiol i gynghorwyr. Dywedodd y cynghorau y dylid cytuno ar arferion da yn y maes hwn, eu disgrifio, a'u lledaenu.

Mewn ymateb i'r cais hwn, ac yn unol ag arfer ehangach y DU, cafodd Siarter Cymru ar gyfer Cynorthwyo a Datblygu Aelodau ei datblygu ar y cyd gan CLILC a chynghorau i:

- ddarparu fframwaith arfer da ar draws Cymru,
- bod yn gymhellant i gynghorau roi'r gefnogaeth a'r datblygiad angenrheidiol i'w cynghorwyr, a
- rhoi sicrwydd i gynghorwyr eu bod yn cael y gefnogaeth orau bosibl.

Dros yr 20 mlynedd diwethaf, mae'r Siarter wedi'i datblygu ymhellach ac mae'n allweddol o ran galluogi a chydabod arfer da lleol. Mae mwyafrif y cynghorau, parciau cenedlaethol ac awdurdodau tân ac achub wedi cael y Siarter, tra bod eraill wedi ei defnyddio fel fframwaith i nodi arfer da a gwirio bod ganddynt fecanweithiau cefnogi effeithiol ar waith.

Ers cychwyn y Siarter, mae tirwedd llywodraeth leol wedi newid yn sylweddol. Mae rôl cynghorwyr wedi dod yn fwy heriol ac amrywiol fyth. Mae adnoddau'n brin ac mae'r ffyrdd o weithio ar ôl Covid yn dra gwahanol. Mae gan gynghorau bellach ddulliau mwy soffistigedig a sefydledig o roi cefnogaeth i gynghorwyr. Mae Llywodraeth Cymru wedi cyflwyno deddfwriaeth gyda chanllawiau statudol i gynghorwyr a gwasanaethau democrataidd. Mae'r dirwedd wella hefyd wedi datblygu. Yn 2021-22 lanswyd Rhaglen Wella newydd i gefnogi gwelliant a arweinir gan y sector ar draws llywodraeth leol yng Nghymru. Mae arweinwyr a phrif weithredwyr wedi mynegi ymrwymiad i welliant a arweinir gan y sector, wedi'i ategu gan her, cefnogaeth a chymorth cydfuddiannol gan gyfoedion.

Yn y cyd-destun hwn, adolygwyd y Siarter gan CLILC a chynghorau a gynrychiolir gan eu Penaethiaid Gwasanaethau Democrataidd. Er bod y Siarter wedi darparu fframwaith ar gyfer arfer da, ysgogiad a chydabyddiaeth o gefnogaeth i gynghorwyr yn y gorffennol, rydym yn cydnabod bod bellach angen fframwaith gwahanol sy'n adlewyrchu dull mwy blaengar o wella a arweinir gan y sector, deddfwriaeth ddiweddar Llywodraeth Cymru, canllawiau statudol a chanllawiau eraill sy'n cydnabod yr adnoddau cynyddol gyfyngedig sydd ar gael gan gynghorau.

Fframwaith Hunanasesu Cefnogi Cynghorwyr.

Cynnig

Rydym yn cynnig y dylid disodli'r Siarter bresennol gan fframwaith hunanasesu gwirfoddol sy'n canolbwyntio ar y gefnogaeth a ddarperir i gynghorwyr gyflawni'r canlyniadau sydd eu hangen ar eu cymunedau. Nod y fframwaith yw ymdrin â phob agwedd ar arfer da o ran cefnogi cynghorwyr. Fodd bynnag, gan fod blaenoriaethau ac adnoddau'n amrywio rhwng cynghorau, mater i gynghorau'n lleol fyddai faint o'r fframwaith i'w ddefnyddio a pha adrannau y dylid eu blaenoriaethu.

Byddai'r fframwaith yn cael ei ddatblygu yn unol â'r egwyddorion canlynol:

1. Nodau'r fframwaith

- Rhoi sicrwydd i gynghorau bod cynghorwyr yn cael y gefnogaeth, y wybodaeth, yr arweiniad a'r datblygiad sydd eu hangen i'w galluogi i sicrhau'r canlyniadau gorau posibl i'w cymunedau.
- Darparu fframwaith cenedlaethol uchelgeisiol ond pragmatig o arfer da sy'n cydnabod gofynion deddfwriaethol, canllawiau statudol a chanllawiau eraill, yr anghenion a fynegwyd gan gynghorwyr ac enghreifftiau a dderbynnir yn gyffredinol o'r hyn sy'n gweithio.

2. Egwyddorion ar gyfer datblygu

- Datblygu'r fframwaith ar y cyd â chynghorau, CLILC a budd-ddeiliaid eraill i sicrhau ei fod yn diwallu anghenion ac yn adlewyrchu dyheadau cenedlaethol.
- Datblygu fframwaith sy'n gweithio gyda'r rhaglen ehangach ar gyfer gwella a hunanasesu yng Nghymru, gyda'r potensial i'w ddatblygu fel rhan o'r rhaglen adolygu gan gymheiriaid os oes angen. Efallai y bydd cynghorau'n penderfynu y dylai'r hunanasesiad hwn gael ei arwain gan bwyllgorau gwasanaethau democrataidd.
- Datblygu fframwaith sy'n adlewyrchu anghenion pob cynghorydd waeth beth fo'i blaid wleidyddol neu statws annibynnol.
- Darparu cyfleoedd ar gyfer rhannu arferion rhwng cynghorau.

3. Cwmpas y fframwaith

Byddai'r fframwaith yn cwmpasu:

- cefnogaeth a datblygiad i gynghorwyr yn yr ystyr ehangaf i ymgorffori cefnogaeth gan y cyngor cyfan. Gan gynnwys, ond heb fod yn gyfyngedig i, er enghraifft, gwasanaethau democrataidd, timau cyfreithiol, digidol, cyfathrebu, dysgu a datblygu, a chyfarwyddiaethau yn eu cefnogaeth ar gyfer craffu, y bwrdd gweithredol a chynghorwyr rheng flaen,
- anghenion pob cynghorydd cyn etholiad, fel aelodau newydd ac fel gwleidyddion profiadol,
- holl rolau cynghorydd yn y cyngor ac yn y gymuned,
- cefnogaeth bersonol a 'phroffesiynol' i gynghorwyr o fewn dylanwad cynghorau a'r
- disgwyliadau a osodir ar gynghorau, swyddogion, a chynghorwyr eu hunain.

4. Cyd-destun

Bydd y fframwaith yn ystyried, er enghraifft: [Deddf Llywodraeth Leol ac Etholiadau \(Cymru\) 2021](#), y [Papur Gwyn ar Weinyddu a Diwygio Etholiadol](#), [Arolygon Ymadael CLILC](#), [arolwg Llywodraeth Cymru o gynghorwyr](#), [Menter Gwarineb mewn bywyd cyhoeddus](#), [Canllawiau LIC ar gyfer Prif Gyngorau](#) a'r fframwaith gwella a hunanasesu llywodraeth leol sy'n dod i'r amlwg.

5. Fframwaith enghreifftiol ar gyfer trafodaeth

Mae'r fframwaith isod yn seiliedig ar y nodau a'r egwyddorion arfaethedig ac yn cael ei gynnig fel man cychwyn ar gyfer trafodaethau rhwng yr holl fudd-ddeiliaid. Gwahoddir cynghorau i roi sylwadau ar addasrwydd y fframwaith fel dogfen sylfaen genedlaethol ar y cyd, y gall cynghorau ei defnyddio i ddatblygu eu dull eu hunain o hunanasesu gan gydnabod eu hanghenion a'u blaenoriaethau lleol.

Democratiaeth	Canlyniadau a geisir: <ul style="list-style-type: none">• Mae pobl yn cael eu hannog a'u galluogi i sefyll fel cynghorwyr.• Mae cynghorwyr yn deall eu rôl ac yn ei chyflawni'n effeithiol ac yn foesegol.• Gall cynghorwyr gymryd rhan gyfartal ym musnes y cyngor.• Mae cynghorwyr yn cael y gefnogaeth, y wybodaeth, a'r adnoddau sydd eu hangen arnynt.• Mae cynghorwyr yn cynrychioli amrywiaeth y bobl y maent yn eu gwasanaethu.• Mae cynghorwyr yn ddiogel ac yn cael eu hamddiffyn rhag niwed.
Thema	Cwestiynau i'w gofyn
Ymgeiswyr a darpar ymgeiswyr	<p>A yw'r cyngor yn darparu gwybodaeth gynhwysfawr i ddarpar ymgeiswyr ac ymgeiswyr swyddogol am rôl y cynghorydd, y cyngor ac unrhyw gyfrifoldebau a buddion cysylltiedig?</p> <p>A yw'r ymagweddau at allgymorth i ddarpar ymgeiswyr a'r wybodaeth ar eu cyfer yn cael eu gwneud yn unol â'r angen i annog amrywiaeth mewn ymgeiswyr ac yn cael eu llywio gan Ddatganiad Amrywiaeth y cyngor?</p> <p>A yw'r cyngor yn cyfeirio darpar ymgeiswyr at wybodaeth a ddarperir gan LIC, CLILC, y Comisiwn Etholiadol a sefydliadau eraill sy'n darparu gwybodaeth i ymgeiswyr?</p> <p>A yw cynghorwyr, y cyngor a phleidiau lleol yn hyrwyddo mentrau ymgyrchu teg a pharchus?</p> <p>A yw darpar ymgeiswyr yn cael gwybod am gefnogaeth ar gyfer sefyll, fel y gronfa Mynediad i Swyddi Etholedig?</p> <p>A yw darpar ymgeiswyr yn cael gwybod am y disgwyliadau a osodir arnynt i gymryd rhan mewn cyfnod sefydlu a</p>

	datblygiad proffesiynol parhaus, y bydd rhai ohonynt yn orfodol?
Mae cynghorwyr yn deall eu rôl, eu cyfrifoldebau a'u hatebolrwydd.	<p>A yw pob cynghorydd, pan gaiff ei ethol neu wrth gael ei ddewis ar gyfer swydd arbenigol, yn cael gwybodaeth ac arweiniad am bob agwedd ar ei rôl?</p> <p>A yw pob aelod yn cael fframwaith cymhwysedd i ddeall y sgiliau a'r wybodaeth sydd eu hangen ar gynghorwyr?</p> <p>A yw disgrifiadau rôl (gweler modelau CLLC am enghreifftiau) wedi cael eu mabwysiadu'n ffurfiol gan y cyngor a chynghorwyr unigol wedi cytuno arnynt?</p> <p>A yw cynghorwyr sy'n gwasanaethu ar gyrff allanol wedi cael:</p> <ul style="list-style-type: none"> • arweiniad ar eu rôl a'u cyfrifoldebau, • gwybodaeth gyfreithiol megis eu hatebolrwydd a buddiannau, • esboniad o'r disgwyliadau a osodir arnynt gan eu cyngor enwebu, • gofynion ar gyfer cyfathrebu â'r corff allanol ac adrodd yn ôl oddi wrtho?
Safonau Ymddygiad	<p>A yw'r holl gynghorwyr yn deall eu cyfrifoldebau o ran cadw at y cod ymddygiad lleol? A ydynt wedi cael canllawiau lleol ac unrhyw wybodaeth gan Ombwdsmon Gwasanaethau Cyhoeddus Cymru?</p> <p>A yw pwyllgorau safonau a chadeiryddion yn deall eu rolau a'u cyfrifoldebau penodol?</p> <p>A yw arweinwyr grwpiau gwleidyddol yn hyrwyddo ac yn cynnal safonau uchel o ymddygiad ac yn cydweithredu â'r pwyllgor safonau?</p> <p>A yw'r holl gynghorwyr wedi ymrwymo'n ffurfiol i ymgymryd â phob agwedd ar eu rôl gyda chwarteisi a pharch tuag at ei gilydd, y cyhoedd a swyddogion ym mhob lleoliad a chyfrwng?</p> <p>A yw achosion o fwlio, aflonyddu a bygwth yn cael eu trin yn gyflym ac yn effeithiol?</p>
Y Cyfansoddiad	<p>A yw pob cynghorydd yn deall y cyfansoddiad, gan gynnwys:</p> <ul style="list-style-type: none"> • rolau, cyfrifoldebau, a chyfyngiadau i rolau pwyllgorau, • rôl cynghorwyr a swyddogion unigol, • protocolau cynghorwyr / swyddogion, • arfer o ran cyfarfodydd, • archebion sefydlog, • rheolau trafodaeth, • ymgysylltu â'r cyhoedd, • rolau yn y cyngor lle bernir bod hyfforddiant cynghorwyr yn orfodol?

<p>Cefnogaeth i Swyddogion</p>	<p>A oes gan bob pwyllgor, panel, fforwm ac ati lefel briodol o gefnogaeth i swyddogion?</p> <p>A yw cynghorwyr yn cael eu cefnogi'n ddigonol yn eu gwaith cydweithredol a gwaith ar y cyd â chynghorau neu sefydliadau eraill, er enghraifft ar gydbwyllgorau corfforaethol?</p> <p>A yw cynghorwyr yn cael eu cefnogi yn eu cymuned a'u gwaith achos?</p> <p>A yw'r holl gynghorwyr yn cael y wybodaeth a'r ymchwil y mae ganddynt hawl i'w cael yn unol â gofynion y canllawiau statudol a gyhoeddwyd o dan adran 8 (1A) Mesur Llywodraeth Leol Cymru 2011.</p> <p>h.y. Mewn ymateb i geisiadau penodol ac yn rhagweithiol, mae'r holl gynghorwyr yn cael gwybodaeth, data, briiff a hyfforddiant yn ymwneud â'u penderfyniadau, gwaith pwyllgor, gwaith cymunedol a gwaith achos. Mae'r gwasanaeth hwn yn:</p> <ul style="list-style-type: none"> • darparu'n deg i bob aelod yn unol â phrotocol a gyhoeddwyd, sy'n cynnwys safonau ac amseroedd ymateb, • eithrio gwybodaeth at ddefnydd plaid wleidyddol, • darparu'n gyfrinachol lle bo angen a chan roi sylw dyledus i gyfraith diogelu data a chyfraith gwybodaeth arall, • cael ei gyflawni gan y cyngor neu asiantaethau allanol, • gymesur ac yn cael ei ddarparu o fewn yr adnoddau sydd ar gael. <p>Mae pwyllgorau gwasanaethau democrataidd yn sicrhau bod y gwasanaeth yn effeithiol a bod ganddo adnoddau digonol.</p> <p>A yw pwyllgorau trosolwg a chraffu yn cael cymorth penodol gan swyddogion a all ddarparu ymchwil, cefnogaeth a chyngor diduedd?</p> <p>A yw natur unrhyw wybodaeth gefnogol, gan gynnwys gwasanaethau ymchwil, wedi cael cyhoeddusrwydd clir a'i hesbonio i bob cynghorydd?</p>
<p>Mynediad cyfartal</p>	<p>A yw'r trefniadau a wneir ar gyfer busnes y cyngor yn hyblyg ac a ydynt yn galluogi i gynghorwyr gyfranogi'n llawn waeth beth fo'u hamgylchiadau personol?</p> <p>A yw amseroedd, dulliau a lleoliadau cyfarfodydd yn adlewyrchu'r anghenion a fynegir gan gynghorwyr cymaint â phosibl?</p> <p>A yw cynghorwyr yn cael mynediad cyfartal i gyfarfodydd heb ystyried unrhyw nodweddion gwarchoddedig?</p> <p>A yw'r trefniadau ar gyfer cyfarfodydd aml-leoliad yn diwallu anghenion cynghorwyr?</p> <p>A yw cynghorwyr a chyfranogwyr eraill y cyfarfodydd yn gallu defnyddio'r Gymraeg a'r Saesneg mewn cyfarfodydd?</p> <p>A yw amseroedd egwyl cynghorau yn adlewyrchu anghenion cynghorwyr sydd, er enghraifft, â chyfrifoldebau gofalu?</p> <p>A yw trefniadau rhannu swydd ar gyfer aelodau cabinet yn cael eu cefnogi fel bod y llwyth gwaith yn glir ac yn briodol?</p> <p>A oes manau wyneb yn wyneb ar gael yn achlysurol ar gyfer cyfarfodydd anffurfiol ar gais?</p>

<p>Cefnogaeth ar gyfer hawliau, diogelwch a lles cynghorwyr</p>	<p>A roddir arweiniad i gynghorwyr ar eu hawliau a'u buddion? Er enghraifft, cyflogau, absenoldeb teuluol, rhannu swydd ar gyfer aelodau'r pwyllgor gwaith / cabinet, lwfansau, treth a budd-daliadau, pensiynau, indemniadau, diogelu data a rhyddid gwybodaeth?</p> <p>A yw cynghorwyr yn cael eu hannog yn frwd i gymryd y cyflogau a'r lwfansau y mae ganddynt hawl iddynt, a'u hannog i beidio â chymryd y lwfansau a'r cyflogau blaenorol?</p> <p>A oes gan y cyngor ddyletswydd gofal anffurfiol ar waith sy'n dangos ymrwymiad rhagweithiol i ddiogelu iechyd a lles cynghorwyr? A oes cofnod ohono ac a yw ar gael i aelodau ei weld? A yw'n nodi natur unrhyw gefnogaeth sydd ar gael i gynghorwyr, er enghraifft cwnsela a gwiriadau iechyd, a'r rhai sy'n gyfrifol am helpu cynghorwyr i gael mynediad at y gefnogaeth hon?</p> <p>A roddir arweiniad i gynghorwyr ar gynnal eu lles a'u diogelwch personol? Er enghraifft, gweithio ar eich pen eich hun, bwlio ac aflonyddu.</p> <p>A yw'r cyngor yn gweithredu'n rhagweithiol i gefnogi cynghorwyr sy'n cael profiad o fwlio ac aflonyddu, gan gynnwys cysylltu â'r heddlu os yw'n briodol?</p>
<p>Amrywiaeth</p>	<p>A yw Datganiad Amrywiaeth y cyngor wedi'i gytuno gan y Cyngor Llawn? A yw'n cael ei fonitro?</p> <p>A yw'r Datganiad Amrywiaeth yn nodi'r camau y mae'r cyngor yn eu cymryd i sicrhau bod cynghorwyr o grwpiau heb gynrychiolaeth ddigonol yn cael eu hannog i sefyll a chael swyddi cyfrifol lle bynnag y bo modd?</p> <p>A yw cynghorwyr â gofynion mynediad arbennig yn cael eu cefnogi yn eu gwaith yn y cyngor a'r gymuned?</p>
<p>Digidol</p>	<p>A yw pob cynghorydd wedi cael yr offer neu'r cyllid i brynu'r offer, meddalwedd, apiau a'r cysylltedd sydd eu hangen i gyflawni eu rôl yn swyddfeydd y cyngor, gartref ac wrth deithio yn ardal y cyngor?</p> <p>A yw'n cynnwys ffonau clyfar a gliniaduron/tailedi?</p> <p>A ddarparwyd hyfforddiant llawn ar ddefnyddio offer a phecynnau? A oes cymorth technegol ar gael?</p> <p>A yw cynghorwyr yn cael digon o gefnogaeth i fynd i gyfarfodydd aml-leoliad?</p> <p>A yw cynghorwyr yn cael eu cefnogi i ddefnyddio cyfryngau cymdeithasol drwy ganllawiau ar sut i'w defnyddio a diogelwch ar-lein?</p>

<p>Cymuned</p>	<p>Canlyniadau a geisir:</p> <ul style="list-style-type: none"> • Mae cynghorwyr yn arwain, cynrychioli, eirioli dros, a galluogi eu cymunedau. • Mae cynghorwyr yn sicrhau bod adnoddau lleol ar gael ac yn cael eu defnyddio i'r eithaf.
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	<ul style="list-style-type: none"> • Mae cynghorwyr yn annog cyfranogiad dinasyddion ac arloesi. • Mae cynghorwyr yn gweithio gyda chymunedau i'w gwneud yn gynaliadwy ac yn wydn.
Thema	Cwestiynau i'w gofyn
Ymwybyddiaeth y cyhoedd	<p>A yw'r cyngor yn sicrhau bod y cyhoedd yn deall rôl a chyfrifoldebau cynghorwyr ac ASau lleol, ASau a chynghorwyr tref a chymuned?</p> <p>A yw pobl yn gwybod pa haen o gynrychiolwyr y dylid cysylltu â nhw ar gyfer gwahanol faterion lleol?</p> <p>A yw'r cyngor yn rhoi cyhoedduswydd i'r cynghorwyr ac yn hyrwyddo eu gwerth i'r gymuned?</p>
Cymunedau yn cysylltu â chynghorwyr	<p>A oes systemau ar waith i drigolion lleol a grwpiau cymunedol gysylltu â'u cynghorydd ward lleol, a/neu gynghorwyr â rolau penodol, os yw'n briodol?</p> <p>A yw'r systemau a'r safonau hyn ar gyfer eu cymhwyso wedi'u mynegi'n glir a'u cyhoeddi i'r cyhoedd a chynghorwyr?</p>
Cymorthfeydd a chyfarfodydd cymunedol	<p>A yw'r gefnogaeth a ddarperir gan y cyngor i gynghorwyr drefnu cymorthfeydd a chyfarfodydd cymunedol yn ddigonol?</p> <p>A yw'r swyddogion perthnasol yn mynd i gyfarfodydd cymunedol ar gais cynghorwyr lle y bo'n briodol?</p> <p>A yw maint y gefnogaeth sydd ar gael i gynghorwyr wedi'i fynegi'n glir i bob cynghorydd?</p>
Ymgysylltiad, arweinyddiaeth a chyd-gynhyrchu yn y gymuned	<p>A yw cynghorwyr yn cael eu hysbysu, eu cefnogi ac yn cael adnoddau i alluogi eu cymunedau i fod yn gynaliadwy ac yn wydn drwy, er enghraifft:</p> <ul style="list-style-type: none"> • ymgynghoriad cymunedol ffurfiol ac anffurfiol • cydweithio gydag arweinwyr cymunedol i ddiwallu anghenion ar lefel leol, • cyd-gynhyrchu polisïau a chymau gweithredu sy'n arwain at gymunedau llwyddiannus gyda phobl leol? <p>A yw'r gefnogaeth hon ar gyfer cynghorwyr wedi'i mynegi'n glir i bob cynghorydd?</p>
Cefnogaeth gwaith achos	<p>A oes systemau digonol ar waith i gefnogi cynghorwyr yn eu gwaith achos?</p> <p>A yw'r gefnogaeth hon yn:</p> <ul style="list-style-type: none"> • darparu'n deg i bob aelod yn unol â phrotocol a gyhoeddwyd, • eithrio gweithgareddau plaid wleidyddol, • darparu'n gyfrinachol lle bo angen a chan roi sylw dyledus i gyfraith diogelu data a chyfraith gwybodaeth arall, • gymesur ac yn cael ei ddarparu o fewn yr adnoddau sydd ar gael. <p>A roddir arweiniad i gynghorwyr ar reoli gwaith achos? Drwy systemau rheoli gwaith achos, er enghraifft.</p>

Goruchwyliaeth a diogelwch	<p>A oes gan y cyngor brotocolau clir ar waith ar gyfer sicrhau diogelwch personol a lles cynghorwyr, ac sydd wedi'u mynegi'n glir i gynghorwyr a'r cyhoedd?</p> <p>A yw disgwyliaethau a hygyrchedd y gymuned yn cael eu rheoli fel na chysylltir â chynghorwyr yn amhriodol?</p> <p>A roddir gwybodaeth ac arweiniad i gynghorwyr ar reoli eu perthynas â'r cyhoedd a chynnal ffiniau priodol?</p>
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Dysgu	Canlyniad a geisir: Mae gan gynghorwyr y sgiliau a'r wybodaeth i ddarparu'r hyn sydd ei angen ar bobl leol.
Themâu	Cwestiynau i'w gofyn
Strategaeth Datblygu Cynghorwyr	A oes gan y cyngor ddull effeithiol a diffiniedig o ddatblygu cynghorwyr, sy'n cynnwys yr anghenion a fynegwyd gan bob cynghorydd ac anghenion y sefydliad a'r gymuned?
Adolygiadau Datblygiad Personol	A yw'r cyngor yn darparu cefnogaeth bersonol ddefnyddiol i bob cynghorydd ac adolygiadau datblygu a gynhelir gan bobl sy'n gymwys i wneud hynny?
Rhaglen Dysgu a Datblygu	<p>A oes gan y cyngor raglen ddysgu a datblygu flynyddol sy'n cael ei hyrwyddo'n llawn i gynghorwyr?</p> <p>A all pob cynghorydd gael mynediad cyfartal at y rhaglen?</p> <p>A yw'r rhaglen yn cael ei monitro, ei gwerthuso a'i diweddarau'n rheolaidd?</p> <p>A yw cynghorwyr yn gallu nodi canlyniadau cadarnhaol o'r hyfforddiant, fel gwell dealltwriaeth a pherfformiad a chanlyniadau penodol i'r gymuned?</p>
Rhaglen Sefydlu	A yw pob cynghorydd newydd neu gynghorydd sy'n dychwelyd yn cael rhaglen sefydlu gynhwysfawr, aml-sesiwn, wedi'i blaenoriaethu, sy'n galluogi i gynghorwyr gyfranogi'n effeithiol yn ystod eu blwyddyn gyntaf yn y swydd?
Ansawdd Datblygiad	<p>A yw cynghorwyr yn credu bod y gweithgareddau dysgu yn ddigon ysgogol, perthnasol ac wedi'u darparu mewn arddulliau blaengar a phriodol?</p> <p>A oes gan y cyngor ddull systematig ac effeithiol o gomisiynu, datblygu, darparu a gwerthuso ei weithgareddau hyfforddi a datblygu?</p>
Cyfranogiad	<p>A yw cynghorwyr yn manteisio ar yr holl gyfleoedd datblygu sy'n berthnasol iddynt?</p> <p>A roddir sylw i unrhyw ddiffyg cyfranogiad?</p>
Dysgu oddi wrth eraill	<p>A yw cynghorwyr yn cymryd rhan mewn cyfleoedd datblygu rhanbarthol a chenedlaethol a rennir?</p> <p>A gaiff cynghorwyr eu hannog a'u cefnogi i gydweithio â chynghorau eraill a chyrrff cenedlaethol i weithredu fel cymheiriaid gwleidyddol, mentoriaid ac mewn rhwydweithiau i rannu ymagweddau at rôl cynghorydd, nodi arfer da a chyfrannu at welliant a arweinir gan y sector?</p>