

# Pecyn Dogfennau Cyhoeddus

Penallta House,  
Tredomen Park,  
Ystrad Mynach,  
Hengoed CF82 7PG

Ty Penallta,  
Parc Tredomen,  
Ystrad Mynach,  
Hengoed CF82 7PG



[www.caerphilly.gov.uk](http://www.caerphilly.gov.uk)  
[www.caerffili.gov.uk](http://www.caerffili.gov.uk)

Am unrhyw ymholiad yn ymwneud â'r agenda hwn cysylltwch â Emma Sullivan  
(Rhif Ffôn: 01443 864420 Ebst: [sullie@caerphilly.gov.uk](mailto:sullie@caerphilly.gov.uk))

**Dyddiad: Dydd Mercher, 6 Ebrill 2022**

Bydd y cyfarfod hwn yn cael ei recordio a bydd ar gael i'w weld trwy wefan y Cyngor, ac eithrio trafodaethau sy'n ymwneud ag eitemau cyfrinachol neu eithriedig. Felly, bydd delweddau/sain yr unigolion sy'n siarad yn ystod y Pwyllgor Cynllunio ar gael i'r cyhoedd trwy'r recordiad ar wefan y Cyngor: [www.caerffili.gov.uk](http://www.caerffili.gov.uk)

**Mae croeso i chi siarad Cymraeg yn y cyfarfod, mae angen rhybudd cyfnod lleiafswm o 3 diwrnod gwaith os ydych yn dymuno gwneud hynny..**

Annwyl Syr/Fadam,

Bydd cyfarfod y **Cyngor** yn cael ei gynnal trwy Microsoft Teams **Dydd Mawrth, 12fed Ebrill, 2022 am 5.00 pm** i ystyried materion a gynhwysir yn yr agenda canlynol.

Yr eiddoch yn gywir,

**Christina Harrhy**  
PRIF WEITHREDWR

## AGENDA

Tudalennau

- 1 I dderbyn ymddiheuriadau am absenoldeb
- 2 Cyhoeddiadau'r Maer.
- 3 I dderbyn deisebau o dan Reol Gweithdrefn 28(3).

A greener place Man gwyrddach



4 Cyflwyno Gwobrau.

5 Datganiadau o Ddiddordeb.

Atgoffi'r Cynghorwyr a Swyddogion o'u cyfrifoldeb personol i ddatgan unrhyw fuddiannau personol a/neu niweidiol mewn perthynas ag unrhyw eitem o fusnes ar yr agenda hwn yn unol â Deddf Llywodraeth Leol 2000, Cyfansoddiad y Cyngor a'r Cod Ymddygiad ar gyfer Cynghorwyr a Swyddogion.

I gymeradwyo a llofnodi'r cofnodion canlynol:-

- |   |  |       |
|---|--|-------|
| 6 | Cyngor 16eg Mawrth 2022.   | 1 - 4 |
| 7 | Cyngor 24eg Mawrth 2022.   | 5 - 8 |
| 8 | I dderbyn ac i ateb cwestiynau a dderbyniwyd o dan Reol Gweithdrefn 10(4). |       |

I dderbyn ac ystyried yr adroddiad(au) canlynol:-

- |    |   |         |
|----|---|---------|
| 9  | Rhaglen Sefydlu Aelodau 2022.   | 9 - 20  |
| 10 | Newidiadau i'r Protocol Absenoldeb Teuluol Ar Gyfer Aelodau Awdurdodau Lleol. | 21 - 28 |

### **Cylchrediad:**

Pob Aelod a Swyddog Priodol

### **SUT FYDDWN YN DEFNYDDIO EICH GWYBODAETH**

Bydd yr unigolion hynny sy'n mynychu cyfarfodydd pwyllgor i siarad/roi tystiolaeth yn cael eu henwi yng nghofnodion y cyfarfod hynny, weithiau bydd hyn yn cynnwys eu man gweithio neu fusnes a'r barnau a fynegir. Bydd cofnodion o'r cyfarfod gan gynnwys manylion y siaradwyr ar gael i'r cyhoedd ar wefan y Cyngor ar [www.caerffili.gov.uk](http://www.caerffili.gov.uk) ac eithrio am drafodaethau sy'n ymwneud ag eitemau cyfrinachol neu eithriedig.

Mae gennych nifer o hawliau mewn perthynas â'r wybodaeth, gan gynnwys yr hawl i gael mynediad at wybodaeth sydd gennym amdanoch a'r hawl i gwyno os ydych yn anhapus gyda'r modd y mae eich gwybodaeth yn cael ei brosesu.

Am wybodaeth bellach ar sut rydym yn prosesu eich gwybodaeth a'ch hawliau, ewch i'r [Hysbysiad Preifatrwydd Cyfarfodydd Pwyllgor Llawn](#) ar ein gwefan neu cysylltwch â Gwasanaethau Cyfreithiol drwy e-bostio [griffd2@caerffili.gov.uk](mailto:griffd2@caerffili.gov.uk) neu ffoniwch 01443 863028.



## CYNGOR

### COFNODION Y CYFARFOD EITHRIADOL A GYNHALIWDY DRWY MICROSOFT TEAMS NOS IAU 24 MAWRTH 2022 AM 5.00PM

YN BRESENNOL:

Y Cynghorydd C. Andrews – Maer

Y Cynghorwyr:

M. Adams, A. Angel, C. Bishop, C. Cuss, W. David, T.D. Davies, N. Dix, C. Elsbury, K. Etheridge, M. Evans, A. Farina-Childs C. Forehead, E. Forehead, A. Gair, N. George, C. Gordon, R. Gough, L. Harding, D. Havard, A. Hussey, V. James, G. Johnston, B. Jones, S. Kent, G. Kirby, A. Leonard, P. Leonard, P. Marsden, B. Miles, B. Owen, S. Morgan, T. Parry, L. Phipps, D. Preece, J. Pritchard, J. Ridgewell, J. Roberts, R. Saralis, J. Simmonds, E. Stenner, J. Taylor, C. Thomas, A. Whitcombe, R. Whiting, L. Whittle, T. Williams, W. Williams, B. Zaplatynski.

Ynghyd â:

Swyddogion: C. Harrhy (Prif Weithredwr), D. Street (Cyfarwyddwr Corfforaethol Gwasanaethau Cymdeithasol a Thai), L. Lane (Pennaeth Gwasanaethau Democraidaidd a Dirprwy Swyddog Monitro), L. Rawlins (Swyddog Cyswllt y Lluoedd Arfog), H. Lancaster (Uwch Swyddog Cyfathrebu), K. Peters (Rheolwr Polisi), E. Sullivan (Uwch Swyddog Gwasanaethau Pwyllgor)

#### YN CYNRYCHIOLI'R LLENG BRYDEINIG FRENHINOL:

M. Jones MBE, K. Terry, A. Williams, A. Lesley a G. Hill.

#### TREFNIADAU RECORDIO, FFILMIO A PHLEIDLEISIO

Atgoffodd y Prif Weithredwr bawb a oedd yn bresennol fod y cyfarfod yn cael ei ffilmio, ac na fyddai'n cael ei ffrydio'n fyw, ond y byddai recordiad ar gael yn dilyn y cyfarfod ar wefan y Cyngor – [Cliciwch Yma i'w Wyllo](#). Dywedodd y byddai penderfyniadau'n cael eu gwneud drwy Microsoft Forms.

#### 1. YMDDIHEURIADAU AM ABSENOLDEB

Cafwyd ymddiheuriadau am absenoldeb gan y Cynghorwyr J. Bevan, P. Bevan, A. Collis, S. Cook, D. Cushing, K. Dawson, M. Davies, J. Fussell, D. Hardacre, D. Harse, A. Higgs, M. James, C. Mann, G. Oliver, D. Poole, D. Price, M. E Sargent, J. Scriven, G. Simmonds, S. Skivens, J. Stone, a B. Zaplatynski ac R. Tranter (Pennaeth Gwasanaethau Cyfreithiol a Swyddog Monitro), R. Edmunds (Cyfarwyddwr Corfforaethol Addysg a Gwasanaethau Corfforaethol) ac M.S. Williams (Cyfarwyddwr Corfforaethol – Economi a'r Amgylchedd).

Wrth nodi'r ymddiheuriadau am absenoldeb, cyfeiriodd y Maer yn benodol at y rhai a dderbyniwyd gan y Cynghorydd Alan Higgs a'r Cynghorydd Colin Mann.

Gofynnwyd i'r Cyngor nodi bod y Cynghorydd Alan Higgs, Hyrwyddwr y Lluoedd Arfog yn sâl gyda Covid-19 ac felly na fyddai'n bresennol. Roedd y Cynghorydd Higgs wedi bod yn ddiflino yn ei gefnogaeth i'r Lluoedd Arfog yn ystod ei gyfnod fel Hyrwyddwr y Lluoedd Arfog ac roedd yn awyddus iawn i fod yn rhan o drafodion y noson hon.

Gofynnodd y Maer hefyd i'r Cyngor nodi bod y Cynghorydd Colin Mann, Arweinydd Grŵp Plaid Cymru yn mynychu angladd teuluol ac wedi mynegi ei siom am nad oedd yn gallu bod yn bresennol heno, ond byddai'r Cynghorydd John Taylor yn siarad ar ran Grŵp Plaid Cymru yn ddiweddarach.

## **2. DATGAN BUDDIANNAU**

Derbyniwyd Datganiadau o Fuddiant gan y Cynghorwyr K. Etheridge, D. Havard, A. Hussey a G. Johnston a ddatganodd fuddiant person mewn perthynas ag Eitem Rhif 3 ar yr Agenda – Dyfarnu Rhyddid Bwrdeistref Sirol Caerffili i'r Llang Brydeinig Frenhinol gan fod Aelodau o'r Llang Brydeinig Frenhinol yn bresennol. Gan fod hwn yn fuddiant personol yn unig, nid oedd yn ofynnol iddynt adael y cyfarfod ar gyfer Gwobr Rhyddid y Fwrdeistref.

## **3. DYFARNU RHYDDID BWRDEISTREF SIROL CAERFFILI I'R LLENG BRYDEINIG FRENHINOL**

Croesawodd y Maer Mr K. Terry, Cynrychiolydd Cyngor Aelodaeth y Llang Brydeinig Frenhinol ar gyfer Cymru, Mr Alan Williams o Ardal De Ddwyrain Cymru, Mr M. Jones MBE, Cadeirydd Sir Gwent a Mr. G. Hill i'r noson arbennig hon.

Anerchodd y Maer y Cyngor a chynrychiolwyr y Llang Brydeinig Frenhinol a gofynnodd i'r Cyngor nodi bod y Llang Brydeinig Frenhinol y llynedd wedi cyrraedd carreg filltir bwysig yn eu hanes nodedig wrth ddatlu eu canmlwyddiant swyddogol.

Yn ystod y 100 mlynedd diwethaf maent wedi adeiladu gwaddol parhaus drwy ddarparu cymorth amhrisiadwy i'n Lluoedd Arfog ar hyd a lled y DU. Mynegodd y Maer ei balchder o allu mynychu Dathliadau'r Lluoedd Arfog ar draws y fwrdeistref sirol a gwelodd yn uniongyrchol y rhan annatod a chwaraeir gan y Llang Brydeinig yn y digwyddiadau hyn.

Ar ran y Cyngor a'r holl drigolion ar draws Bwrdeistref Sirol Caerffili, diolchodd i'r Llang Brydeinig am eu cefnogaeth ddiflino, eu hymroddiad a'u hymdrechion codi arian rhagorol a oedd wedi bod o fudd i gynifer dros y ganrif ddiwethaf.

Roedd yn anrhydedd i'r Maer roi Rhyddid Bwrdeistref Sirol Caerffili i'r Llang Brydeinig Frenhinol ac roedd hi'n siŵr bod pob Aelod o'r Awdurdod hwn yn cytuno bod hyn yn gydnabyddiaeth briodol o'r cyfraniad rhagorol a wnânt i'n cymdeithas bob dydd.

Yna cyflwynodd y Maer Arweinydd y Cyngor, y Cynghorydd Philippa Marsden. Ategodd yr Arweinydd y geiriau a'r teimladau a fynegwyd a chytunodd fod hyn yn wir yn deyrnged briodol i'r sefydliad gwych hwn ac yn llwyr gefnogi rhoi'r anrhydedd fawreddog hon. Mae'r Llang Brydeinig wedi bod yn bresenoldeb calonogol cyson i gynifer o bobl dros y ganrif ddiwethaf ac roedd yn siŵr y byddent yn parhau i fod felly am lawer mwy o flynyddoedd i ddod, gan gynnig yr un lefel anhygoel o gefnogaeth i'r bobl hynny sydd ei hangen fwyaf.

Cyfeiriodd yr Arweinydd at rôl bwysig canghennau lleol a diolchodd yn arbennig i Mr Ken Terry am ei ran yn Nathliadau Diwrnod y Lluoedd Arfog dros y blynyddoedd, ni fyddai'r digwyddiadau hyn wedi bod yn bosibl heb ei gefnogaeth a'i arweiniad.

Yna cyflwynodd y Maer y Prif Weithredwr, Mrs Christina Harrhy. Diolchodd y Prif Weithredwr i'r Maer a'r Arweinydd am fynegi'n berffaith y fraint a'r balchder i'r Cyngor wrth roi'r anrhydedd hon i'r Llang Brydeinig Frenhinol. Roedd y gefnogaeth y maent yn ei rhoi i gyn-filwyr a'u teuluoedd yn amhrisiadwy. Mae gwasanaethau fel y Llang Brydeinig yn chwarae rhan ganolog o ran sicrhau bod hawliau Cymuned y Lluoedd Arfog yn cael eu diogelu a'u bod yn flaenllaw o ran darparu cymorth a chefnogaeth i'r rhai sydd wedi ymladd drosom ni a'n rhyddid. Roedd hyn yn ymddangos yn arbennig o ingol heddiw wrth i ni weld delweddau erchyll y rhyfel yn Wcráin.

Mynegodd y Prif Weithredwr gymaint o anrhydedd oedd gweld yr ymdrech enfawr sy'n digwydd yn lleol i godi arian, a'r cynllunio manwl sy'n digwydd bob blwyddyn ar gyfer digwyddiadau'r Cadoediad mewn cynifer o'n trefi. Mynegodd hefyd ei balchder yn nhrigolion y fwrdeistref sydd mor gefnogol i bob un o'r achosion hyn.

Dymunodd y Prif Weithredwr lwyddiant parhaus i'r Llang Brydeinig Frenhinol ac nid oedd amheuaeth ganddi y byddent yn parhau i ffynnu am y 100 mlynedd nesaf a thu hwnt a chynigiodd ei llongyfarchiadau o waelod calon am yr anrhydedd haeddiannol hon.

Galwodd y Maer ar y Cynghorydd John Taylor ar ran Grŵp Plaid Cymru. Trosglwyddodd y Cynghorydd Taylor ymddiheuriadau'r Cynghorydd Mann am fethu â bod yn bresennol heno ac ategodd sylwadau'r Maer, yr Arweinydd a'r Prif Weithredwr. Diolchodd y Cynghorydd Taylor ar ran Grŵp Plaid Cymru i'r Llang Brydeinig Frenhinol am bopeth a wnânt i gefnogi ein cyn-filwyr am y cymorth y maent yn ei roi i Gymuned y Lluoedd Arfog, eu hymdrechion elusennol ac am yr ymdrechion anhygoel a wnânt bob blwyddyn i goffáu Diwrnod y Cadoediad.

Yna galwodd y Maer ar y Cynghorydd Kevin Etheridge ar ran y Grŵp Annibynnol. Mynegodd y Cynghorydd Etheridge, ar ran ei Grŵp, ei falchder a'i fraint o allu anrhydeddu'r Llang Brydeinig Frenhinol gyda'r wobwr uchaf y gallai'r Cyngor ei rhoi.

I dderbyn Gwobr Rhyddid y Fwrdeistref, galwodd y Maer ar Mr Ken Terry, Cynrychiolydd Cymru ar Gyngor Aelodaeth y Llang Brydeinig Frenhinol.

Mynegodd Mr Terry fel un o drigolion Bwrdeistref Sirol Caerffili a Chynrychiolydd Cymru i'r Llang Brydeinig Frenhinol ei bleser o allu derbyn anrhydedd mor fawreddog ar ran yr Elusen.

Mae gan y Llang Brydeinig berthynas waith gref a chyfeillgarwch hirsefydlog gyda Chyngor Bwrdeistref Sirol Caerffili, sydd wedi bod yn wirioneddol ganmoladwy am sicrhau bod personél lleol y lluoedd arfog, cyn-filwyr a'u teuluoedd yn cael y cymorth sydd ei angen arnynt. Gan weithio gyda'n gilydd mae Caerffili a'r Llang Brydeinig wedi dathlu, coffáu a chofio cyfraniad ein lluoedd arfog mewn rhyfeloedd ac mewn dyletswyddau heddwch ledled y byd.

Esboniodd Mr Terry fod y Llang wedi'i ffurfio yn sgil y rhyfel mwyaf dinistriol yr oedd y byd erioedd wedi'i weld ac wedi dwyn ynghyd bedwar sefydliad cyn-filwyr o dan un ymbarél. Cododd yr Apêl Pabi gyntaf un yn ôl ym mis Tachwedd 1921 £106,000, a fyddai'n cyfateb i tua £5.3 miliwn heddiw. Ers hynny, mae Apêl y Pabi wedi bod yn gyfle blynyddol i gymunedau ddangos eu cefnogaeth.

Mae pobl Bwrdeistref Sirol Caerffili yn gefnogwyr anhygoel i gymunedau'r lluoedd arfog a mynegodd Mr Terry ei ddiolch diffuant am eu cefnogaeth barhaus.

Nododd y Cyngor sut roedd y Llang Brydeinig Frenhinol wedi atgyfnerthu eu nodau elusennol o ran lles, ymgyrchu a chofio dros y 100 mlynedd diwethaf. Ymateb yn genedlaethol i tua 100,000 o geisiadau bob blwyddyn a gwario £1 miliwn bob wythnos ar ofal, gyda phob un yn arwain at ganlyniadau sy'n newid bywydau'r unigolyn neu'r teulu hwnnw. Dros y ddwy flynedd ddiwethaf mae'r Llang Brydeinig wedi cefnogi ymateb y cenhedloedd i Covid-19 drwy adeiladu ysbytai dros nos, rhedeg canolfannau brechu, cefnogi criwiau ambiwlans a chynnal argaeledd offer PPE.

Wrth i'r Lleng Brydeinig Frenhinol nesáu at eu pen-blwydd yn 101 oed, mae'n llawn sylweddoli nad yw eu gwaith ar ben eto, bydd yr elusen yn barod i barhau i ddwyn llywodraethau i gyfrif ac i gamu i mewn a chefnogi lle mae angen yn y byd a byddai'n parhau i gynnal digwyddiadau cofio er lles cymdeithasol sy'n berthnasol i bob cymuned. Mae'r Elusen yn barod am yr heriau sy'n dod i'r amlwg yn ystod y can mlynedd nesaf.

Diolchodd Mr Terry ar ran y Lleng Brydeinig Frenhinol i Gaerffili am yr anrhydedd fawreddog hon.

Yna, gwahoddodd y Maer yr Aelodau a oedd am wneud sylwadau i nodi a chyflwyno sylwadau.

Ategodd yr Aelodau'r sylwadau a wnaed gan ddiolch i Mr Terry a'i gydweithwyr am fynychu a chofnodi eu diolch i wirfoddolwyr a weithiodd mor ddiflino i wneud casgliadau a threfnu digwyddiadau. Roedd Aelod hefyd am gofnodi ei ddiolch i'r Cyngor am ymgymryd â gwaith rheoli Digwyddiad Sul y Cofio pan gamodd Heddlu Gwent yn ôl. Roedd yr Aelod hefyd yn cydnabod y gwaith a wnaed gan y Cyngor yn glanhau cofebau ac pharatoi'r ffyrdd.

Diolchodd Mr.M. Jones MBE ar ran y Lleng Brydeinig Frenhinol, i'r Aelodau am eu geiriau caredig a chynigiodd wahoddiad agored i bawb fynychu digwyddiad penllanw dathliadau'r canmlwyddiant a gynhelir ym Mharc Waun Fawr ar 14 Mai 2022. Byddai'r prynhawn yma o gerddoriaeth a dathlu yn cynnwys 'Y Caniad Encil' gan y Gwarchodlu Brenhinol Cymreig.

Mynegodd yr Aelodau eu balchder aruthrol o fod yn bresennol ar yr achlysur pwysig hwn, gan anrhydeddu'r sefydliad anhygoel hwn a'r gwaith eithriadol y mae'n ei wneud, a oedd yn arbennig o arwyddocaol ar hyn o bryd gyda'r rhyfel yn Wcráin.

Cofnododd cynghorwyr a oedd hefyd yn Aelodau o'r Lleng Brydeinig Frenhinol eu diolch i'r Cyngor am gydnabod gwaith y Lleng a chydnabu hefyd aberth y dynion a'r menywod yn ein lluoedd arfog. Talodd yr Aelodau eu parch at y rhai a wasanaethodd ac sy'n gwasanaethu'r wlad hon mor ddewr ar hyn o bryd.

Mynegodd Aelod ei falchder personol o allu ymweld â milwyr yn Afghanistan a dywedodd wrth y Cyngor sut yr oedd personél sy'n gwasanaethu wedi siarad yn uchel eu parch am y Lleng Brydeinig Frenhinol. Cyfeiriodd yr Aelod at y gwaith a wnaed gan ffrind Mrs Hilda Jenkins yn cefnogi cyn-filwyr ein lluoedd arfog ac er cof am hyn roedd yn falch iawn o chwarae rhan mewn anrhydeddu'r Lleng Brydeinig Frenhinol am eu holl waith clodwiw ledled y fwrdeistref sirol.

Cyhoeddodd y Maer, wrth gloi'r trafodion, yn ffurfiol fod y Lleng Brydeinig Frenhinol wedi'i derbyn fel Rhyddfreinwyr Anrhydeddus Bwrdeistref Sirol Caerffili.

Daeth y cyfarfod i ben am 17.35pm.

Wedi'i gymeradwyo fel cofnod cywir ac yn amodol ar unrhyw ddiwygiadau neu gywiriadau y cytunir arnynt ac a gofnodir yng nghofnodion y cyfarfod a gynhelir ar 12 Ebrill 2022, fe'u llofnodwyd gan y Maer.

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MAER



## CYNGOR

### COFNODION Y CYFARFOD EITHRIADOL A GYNHALIWDY DRWY MICROSOFT TEAMS NOS IAU 24 MAWRTH 2022 AM 5.00PM

YN BRESENNOL:

Y Cynghorydd C. Andrews – Maer

Y Cynghorwyr:

M. Adams, A. Angel, C. Bishop, C. Cuss, W. David, T.D. Davies, N. Dix, C. Elsbury, K. Etheridge, M. Evans, A. Farina-Childs C. Forehead, E. Forehead, A. Gair, N. George, C. Gordon, R. Gough, L. Harding, D. Havard, A. Hussey, V. James, G. Johnston, B. Jones, S. Kent, G. Kirby, A. Leonard, P. Leonard, P. Marsden, B. Miles, B. Owen, S. Morgan, T. Parry, L. Phipps, D. Preece, J. Pritchard, J. Ridgewell, J. Roberts, R. Saralis, J. Simmonds, E. Stenner, J. Taylor, C. Thomas, A. Whitcombe, R. Whiting, L. Whittle, T. Williams, W. Williams, B. Zaplatynski.

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Swyddogion: C. Harrhy (Prif Weithredwr), D. Street (Cyfarwyddwr Corfforaethol Gwasanaethau Cymdeithasol a Thai), L. Lane (Pennaeth Gwasanaethau Democraidaidd a Dirprwy Swyddog Monitro), L. Rawlins (Swyddog Cyswllt y Lluoedd Arfog), H. Lancaster (Uwch Swyddog Cyfathrebu), K. Peters (Rheolwr Polisi), E. Sullivan (Uwch Swyddog Gwasanaethau Pwyllgor)

#### YN CYNRYCHIOLI'R LLENG BRYDEINIG FRENHINOL:

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#### 1. YMDDIHEURIADAU AM ABSENOLDEB

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Gofynnwyd i'r Cyngor nodi bod y Cynghorydd Alan Higgs, Hyrwyddwr y Lluoedd Arfog yn sâl gyda Covid-19 ac felly na fyddai'n bresennol. Roedd y Cynghorydd Higgs wedi bod yn ddiflino yn ei gefnogaeth i'r Lluoedd Arfog yn ystod ei gyfnod fel Hyrwyddwr y Lluoedd Arfog ac roedd yn awyddus iawn i fod yn rhan o drafodion y noson hon.

Gofynnodd y Maer hefyd i'r Cyngor nodi bod y Cynghorydd Colin Mann, Arweinydd Grŵp Plaid Cymru yn mynychu angladd teuluol ac wedi mynegi ei siom am nad oedd yn gallu bod yn bresennol heno, ond byddai'r Cynghorydd John Taylor yn siarad ar ran Grŵp Plaid Cymru yn ddiweddarach.

## **2. DATGAN BUDDIANNAU**

Derbyniwyd Datganiadau o Fuddiant gan y Cynghorwyr K. Etheridge, D. Havard, A. Hussey a G. Johnston a ddatganodd fuddiant person mewn perthynas ag Eitem Rhif 3 ar yr Agenda – Dyfarnu Rhyddid Bwrdeistref Sirol Caerffili i'r Llang Brydeinig Frenhinol gan fod Aelodau o'r Llang Brydeinig Frenhinol yn bresennol. Gan fod hwn yn fuddiant personol yn unig, nid oedd yn ofynnol iddynt adael y cyfarfod ar gyfer Gwobr Rhyddid y Fwrdeistref.

## **3. DYFARNU RHYDDID BWRDEISTREF SIROL CAERFFILI I'R LLENG BRYDEINIG FRENHINOL**

Croesawodd y Maer Mr K. Terry, Cynrychiolydd Cyngor Aelodaeth y Llang Brydeinig Frenhinol ar gyfer Cymru, Mr Alan Williams o Ardal De Ddwyrain Cymru, Mr M. Jones MBE, Cadeirydd Sir Gwent a Mr. G. Hill i'r noson arbennig hon.

Anerchodd y Maer y Cyngor a chynrychiolwyr y Llang Brydeinig Frenhinol a gofynnodd i'r Cyngor nodi bod y Llang Brydeinig Frenhinol y llynedd wedi cyrraedd carreg filltir bwysig yn eu hanes nodedig wrth ddatlu eu canmlwyddiant swyddogol.

Yn ystod y 100 mlynedd diwethaf maent wedi adeiladu gwaddol parhaus drwy ddarparu cymorth amhrisiadwy i'n Lluoedd Arfog ar hyd a lled y DU. Mynegodd y Maer ei balchder o allu mynychu Dathliadau'r Lluoedd Arfog ar draws y fwrdeistref sirol a gwelodd yn uniongyrchol y rhan annatod a chwaraeir gan y Llang Brydeinig yn y digwyddiadau hyn.

Ar ran y Cyngor a'r holl drigolion ar draws Bwrdeistref Sirol Caerffili, diolchodd i'r Llang Brydeinig am eu cefnogaeth ddiflino, eu hymroddiad a'u hymdrechion codi arian rhagorol a oedd wedi bod o fudd i gynifer dros y ganrif ddiwethaf.

Roedd yn anrhydedd i'r Maer roi Rhyddid Bwrdeistref Sirol Caerffili i'r Llang Brydeinig Frenhinol ac roedd hi'n siŵr bod pob Aelod o'r Awdurdod hwn yn cytuno bod hyn yn gydnabyddiaeth briodol o'r cyfraniad rhagorol a wnânt i'n cymdeithas bob dydd.

Yna cyflwynodd y Maer Arweinydd y Cyngor, y Cynghorydd Philippa Marsden. Ategodd yr Arweinydd y geiriau a'r teimladau a fynegwyd a chytunodd fod hyn yn wir yn deyrnged briodol i'r sefydliad gwych hwn ac yn llwyr gefnogi rhoi'r anrhydedd fawreddog hon. Mae'r Llang Brydeinig wedi bod yn bresenoldeb calonogol cyson i gynifer o bobl dros y ganrif ddiwethaf ac roedd yn siŵr y byddent yn parhau i fod felly am lawer mwy o flynyddoedd i ddod, gan gynnig yr un lefel anhygoel o gefnogaeth i'r bobl hynny sydd ei hangen fwyaf.

Cyfeiriodd yr Arweinydd at rôl bwysig canghennau lleol a diolchodd yn arbennig i Mr Ken Terry am ei ran yn Nathliadau Diwrnod y Lluoedd Arfog dros y blynyddoedd, ni fyddai'r digwyddiadau hyn wedi bod yn bosibl heb ei gefnogaeth a'i arweiniad.



Yna cyflwynodd y Maer y Prif Weithredwr, Mrs Christina Harrhy. Diolchodd y Prif Weithredwr i'r Maer a'r Arweinydd am fynegi'n berffaith y fraint a'r balchder i'r Cyngor wrth roi'r anrhydedd hon i'r Llang Brydeinig Frenhinol. Roedd y gefnogaeth y maent yn ei rhoi i gyn-filwyr a'u teuluoedd yn amhrisiadwy. Mae gwasanaethau fel y Llang Brydeinig yn chwarae rhan ganolog o ran sicrhau bod hawliau Cymuned y Lluoedd Arfog yn cael eu diogelu a'u bod yn flaenllaw o ran darparu cymorth a chefnogaeth i'r rhai sydd wedi ymladd drosom ni a'n rhyddid. Roedd hyn yn ymddangos yn arbennig o ingol heddiw wrth i ni weld delweddau erchyll y rhyfel yn Wcráin.

Mynegodd y Prif Weithredwr gymaint o anrhydedd oedd gweld yr ymdrech enfawr sy'n digwydd yn lleol i godi arian, a'r cynllunio manwl sy'n digwydd bob blwyddyn ar gyfer digwyddiadau'r Cadoediad mewn cynifer o'n trefi. Mynegodd hefyd ei balchder yn nhrigolion y fwrdeistref sydd mor gefnogol i bob un o'r achosion hyn.

Dymunodd y Prif Weithredwr lwyddiant parhaus i'r Llang Brydeinig Frenhinol ac nid oedd amheuaeth ganddi y byddent yn parhau i ffynnu am y 100 mlynedd nesaf a thu hwnt a chynigiodd ei llongyfarchiadau o waelod calon am yr anrhydedd haeddiannol hon.

Galwodd y Maer ar y Cynghorydd John Taylor ar ran Grŵp Plaid Cymru. Trosglwyddodd y Cynghorydd Taylor ymddiheuriadau'r Cynghorydd Mann am fethu â bod yn bresennol heno ac ategodd sylwadau'r Maer, yr Arweinydd a'r Prif Weithredwr. Diolchodd y Cynghorydd Taylor ar ran Grŵp Plaid Cymru i'r Llang Brydeinig Frenhinol am bopeth a wnânt i gefnogi ein cyn-filwyr am y cymorth y maent yn ei roi i Gymuned y Lluoedd Arfog, eu hymdrechion elusennol ac am yr ymdrechion anhygoel a wnânt bob blwyddyn i goffáu Diwrnod y Cadoediad.

Yna galwodd y Maer ar y Cynghorydd Kevin Etheridge ar ran y Grŵp Annibynnol. Mynegodd y Cynghorydd Etheridge, ar ran ei Grŵp, ei falchder a'i fraint o allu anrhydeddu'r Llang Brydeinig Frenhinol gyda'r wobr uchaf y gallai'r Cyngor ei rhoi.

I dderbyn Gwobr Rhyddid y Fwrdeistref, galwodd y Maer ar Mr Ken Terry, Cynrychiolydd Cymru ar Gyngor Aelodaeth y Llang Brydeinig Frenhinol.

Mynegodd Mr Terry fel un o drigolion Bwrdeistref Sirol Caerffili a Chynrychiolydd Cymru i'r Llang Brydeinig Frenhinol ei bleser o allu derbyn anrhydedd mor fawreddog ar ran yr Elusen.

Mae gan y Llang Brydeinig berthynas waith gref a chyfeillgarwch hirsefydlog gyda Chyngor Bwrdeistref Sirol Caerffili, sydd wedi bod yn wirioneddol ganmoladwy am sicrhau bod personél lleol y lluoedd arfog, cyn-filwyr a'u teuluoedd yn cael y cymorth sydd ei angen arnynt. Gan weithio gyda'n gilydd mae Caerffili a'r Llang Brydeinig wedi dathlu, coffáu a chofio cyfraniad ein lluoedd arfog mewn rhyfeloedd ac mewn dyletswyddau heddwch ledled y byd.

Esboniodd Mr Terry fod y Llang wedi'i ffurfio yn sgil y rhyfel mwyaf dinistriol yr oedd y byd erioedd wedi'i weld ac wedi dwyn ynghyd bedwar sefydliad cyn-filwyr o dan un ymbarél. Cododd yr Apêl Pabi gyntaf un yn ôl ym mis Tachwedd 1921 £106,000, a fyddai'n cyfateb i tua £5.3 miliwn heddiw. Ers hynny, mae Apêl y Pabi wedi bod yn gyfle blynyddol i gymunedau ddangos eu cefnogaeth.

Mae pobl Bwrdeistref Sirol Caerffili yn gefnogwyr anhygoel i gymunedau'r lluoedd arfog a mynegodd Mr Terry ei ddiolch diffuant am eu cefnogaeth barhaus.

Nododd y Cyngor sut roedd y Llang Brydeinig Frenhinol wedi atgyfnerthu eu nodau elusennol o ran lles, ymgyrchu a chofio dros y 100 mlynedd diwethaf. Ymateb yn genedlaethol i tua 100,000 o geisiadau bob blwyddyn a gwario £1 miliwn bob wythnos ar ofal, gyda phob un yn arwain at ganlyniadau sy'n newid bywydau'r unigolyn neu'r teulu hwnnw. Dros y ddwy flynedd ddiwethaf mae'r Llang Brydeinig wedi cefnogi ymateb y cenhedloedd i Covid-19 drwy adeiladu ysbytai dros nos, rhedeg canolfannau brechu, cefnogi criwiau ambiwlans a chynnal argaeledd offer PPE.

Wrth i'r Lleng Brydeinig Frenhinol nesáu at eu pen-blwydd yn 101 oed, mae'n llawn sylweddoli nad yw eu gwaith ar ben eto, bydd yr elusen yn barod i barhau i ddwyn llywodraethau i gyfrif ac i gamu i mewn a chefnogi lle mae angen yn y byd a byddai'n parhau i gynnal digwyddiadau cofio er lles cymdeithasol sy'n berthnasol i bob cymuned. Mae'r Elusen yn barod am yr heriau sy'n dod i'r amlwg yn ystod y can mlynedd nesaf.

Diolchodd Mr Terry ar ran y Lleng Brydeinig Frenhinol i Gaerffili am yr anrhydedd fawreddog hon.

Yna, gwahoddodd y Maer yr Aelodau a oedd am wneud sylwadau i nodi a chyflwyno sylwadau.

Ategodd yr Aelodau'r sylwadau a wnaed gan ddiolch i Mr Terry a'i gydweithwyr am fynychu a chofnodi eu diolch i wirfoddolwyr a weithiodd mor ddiflino i wneud casgliadau a threfnu digwyddiadau. Roedd Aelod hefyd am gofnodi ei ddiolch i'r Cyngor am ymgymryd â gwaith rheoli Digwyddiad Sul y Cofio pan gamodd Heddlu Gwent yn ôl. Roedd yr Aelod hefyd yn cydnabod y gwaith a wnaed gan y Cyngor yn glanhau cofebau ac pharatoi'r ffyrdd.

Diolchodd Mr.M. Jones MBE ar ran y Lleng Brydeinig Frenhinol, i'r Aelodau am eu geiriau caredig a chynigiodd wahoddiad agored i bawb fynychu digwyddiad penllanw dathliadau'r canmlwyddiant a gynhelir ym Mharc Waun Fawr ar 14 Mai 2022. Byddai'r prynhawn yma o gerddoriaeth a dathlu yn cynnwys 'Y Caniad Encil' gan y Gwarchodlu Brenhinol Cymreig.

Mynegodd yr Aelodau eu balchder aruthrol o fod yn bresennol ar yr achlysur pwysig hwn, gan anrhydeddu'r sefydliad anhygoel hwn a'r gwaith eithriadol y mae'n ei wneud, a oedd yn arbennig o arwyddocaol ar hyn o bryd gyda'r rhyfel yn Wcráin.

Cofnododd cyngorwyr a oedd hefyd yn Aelodau o'r Lleng Brydeinig Frenhinol eu diolch i'r Cyngor am gydnabod gwaith y Lleng a chydnabu hefyd aberth y dynion a'r menywod yn ein lluoedd arfog. Talodd yr Aelodau eu parch at y rhai a wasanaethodd ac sy'n gwasanaethu'r wlad hon mor ddewr ar hyn o bryd.

Mynegodd Aelod ei falchder personol o allu ymweld â milwyr yn Afghanistan a dywedodd wrth y Cyngor sut yr oedd personél sy'n gwasanaethu wedi siarad yn uchel eu parch am y Lleng Brydeinig Frenhinol. Cyfeiriodd yr Aelod at y gwaith a wnaed gan ffrind Mrs Hilda Jenkins yn cefnogi cyn-filwyr ein lluoedd arfog ac er cof am hyn roedd yn falch iawn o chwarae rhan mewn anrhydeddu'r Lleng Brydeinig Frenhinol am eu holl waith clodwiw ledled y fwrdeistref sirol.

Cyhoeddodd y Maer, wrth gloi'r trafodion, yn ffurfiol fod y Lleng Brydeinig Frenhinol wedi'i derbyn fel Rhyddfreinwyr Anrhydeddus Bwrdeistref Sirol Caerffili.

Daeth y cyfarfod i ben am 17.35pm.

Wedi'i gymeradwyo fel cofnod cywir ac yn amodol ar unrhyw ddiwygiadau neu gywiriadau y cytunir arnynt ac a gofnodir yng nghofnodion y cyfarfod a gynhelir ar 12 Ebrill 2022, fe'u llofnodwyd gan y Maer.

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MAER



## COUNCIL – 12<sup>TH</sup> APRIL 2022

**SUBJECT: MEMBERS INDUCTION 2022**

**REPORT BY: CORPORATE DIRECTOR EDUCATION AND CORPORATE SERVICES**

### **1. PURPOSE OF REPORT**

- 1.1 The report outlines the proposed induction programme for newly elected and returning Councillors following the local government elections in May 2022.

### **2. SUMMARY**

- 2.1 The work of a Councillor is complex and challenging and the political, legislative and local landscape in which they work is changing constantly. Communities have high expectations of their elected representatives from the day of their election and throughout their period of office. It is therefore essential to be able to quickly and successfully navigate the different aspects of local government. This report outlines the importance of induction and presents a draft induction programme for approval.
- 2.2 The Induction Programme and considered by the Democratic Services Committee at its meeting on the 17<sup>th</sup> March 2022 who unanimously recommended its approval to Council.
- 2.3 Members of the Democratic Services Committee requested that further detail be included in the description of the 17<sup>th</sup> May 2022 Seminar – Member Support and Working in a Digital Environment to clearly outline the subjects being covered and this has been updated in the programme attached at Appendix 1.
- 2.4 Since the programme was considered by the Democratic Services Committee the order of two planned sessions have been changed to facilitate a request from the Head of Housing for a special meeting of the Housing and Regeneration Scrutiny Committee on Thursday 9<sup>th</sup> June 2022. To ensure that the Scrutiny Committee Members appointed at the AGM receive this mandatory training prior to this meeting, the Introduction to Scrutiny Induction Session will be brought forward to the 6<sup>th</sup> June 2022 and the Equalities and Diversity Induction Session will now take place on the 13<sup>th</sup> June 2022 (subject to confirmation from the facilitator).

### **3. RECOMMENDATIONS**

#### 3.1 That Council: -

- (i) Note the comments of the Democratic Services Committee; and
- (ii) Approve the Updated Member Induction Programme 2022 (Appendix 1).

### **4. REASONS FOR THE RECOMMENDATIONS**

- 4.1 To support newly elected and returning Councillors understand their roles and responsibilities as elected Members

### **5. THE REPORT**

- 5.1 An induction programme is an important development opportunity as it enables Councillors to quickly become familiar with how the council works, the rules and procedures under which it operates and the complexities of the elected member role.
- 5.2 The proposed induction programme (Appendix 1) will be delivered over the first few months of the new Council term and will provide Members with an opportunity to clearly establish their roles and responsibilities and to build positive working relationships with Officers from the outset. The programme has been designed to highlight key council information and its policies and procedures which should enable Councillors to actively and rapidly participate in the business of council, increasing their confidence in their ability to make informed and effective decisions from the start of their term of office. The draft Induction Programme has been informed by the [WLGA Competency Framework](#) and will also tie into the wider Members Training and Development Programme that will run for a 2-year period following the election.
- 5.3 To support the induction programme an electronic Members Information Pack will also be produced and will include a timetable of meetings, links to core policies and procedures, frequently asked questions and useful contact numbers and will be distributed to Members when they sign the Acceptance of Office register and collect their IT Equipment. Paper copies will also be made available on request. It is also proposed to circulate a copy of the Induction Programme as agreed by Council to prospective candidates in advance of the elections as an awareness raising exercise.

#### **Overview of the Induction Programme**

##### **Presentation and Directorate Show Case 'Your Council'**

- 5.4 The programme will commence on Tuesday, 10<sup>th</sup> May 2021 with a 'Directorate Show Case' Exhibition and Presentation. Our aim is to add additional value to the Show Cases and Induction Training Sessions by providing a live event to those Members wishing to connect remotely. However, the provision of the live event connection will depend on the progress of the refit of the Penallta House meeting rooms required to facilitate the provision of multi-location meetings. The Presentation from the Chief Executive will provide an overview of the key roles and functions of the Council, its Officers and Members, which will include organisational values and behaviours. The Show Cases will provide Members with the opportunity to find out more about the Councils' services and meet Senior Officers as well as other Councillors. Corporate Directors and Heads of Service will be in attendance and provide Members with

useful point of contact information and an organisational chart of their service area.

Each meeting room will host a Corporate Directorate, where the services provided will be highlighted, Rhymney Room will host Corporate Services and Education, the Sirhowy Room will host the Economy and Environment Directorate and the Ebbw Room will host Social Services and Housing.

As we need to plan these activities now but cannot know the position in terms of COVID 19 in May 2022, it is felt that the Showcase Exhibition as run in 2017 would not be appropriate to duplicate given continuing uncertainties. The proposed committee room 'Show Case' set up also helps to support staff that maybe utilising the agile working hubs throughout the day as it would minimise disruption this area of the building.

### **Mandatory Induction**

- 5.5 The Mandatory Induction seminars presented are considered to be essential and encompass Members' statutory responsibilities and regulatory committee membership. These seminars will include Code of Conduct and Governance Arrangements, Information Governance and Data Protection, Licensing and Planning and Equalities and Diversity and will be delivered before the full committee cycle begins.

### **Recommended Induction**

- 5.6 The Recommended Induction seminars presented are considered to be important but not essential and include Smart and Safe Working Practices, which will look at Social Media and managing an on-line presence and hints, tips on working safely in the community and help provided to support mental health and work life balance; Introduction to Finance which will explain where the Council gets its funding and help Members to understand financial terminology, budget setting and medium term financial planning.

Part of the feedback that we received on the 2017 Induction Programme was that Members felt there was not enough information on the different directorates and how they worked. We have taken these comments on board and have incorporated a series of Introductory Sessions that will be facilitated by each Corporate Director and will provide Members with more detail on that Directorate's areas of responsibility, projects and plans coming forward.

The Recommended Induction programme also includes a series of mini 'Introduction to Committee' training sessions. All new Councillors, along with the committee membership, will be encouraged to attend these sessions which will explain the terms of reference for that committee, introduce them to the Officers they are likely to see on a regularly basis and take them through any decision-making considerations or appeal processes that they need to take into account. Newly elected Members will also be encouraged to attend and observe meetings if possible as an induction activity.

### **5.7 Wider Induction Process**

As the end of the year progresses Members Seminars will incorporate topics that will introduce Partnership organisations such as the Gwent Public Services Board, and

the Aneurin Bevan University Health Board and will also inform Members of their commitments as part of their wider Councillor role such as Violence Against Women, Domestic Abuse and Sexual Violence and Unconscious Bias and Protected Characteristics.

- 5.8 It should be noted that there may need to be minor date and or facilitator changes to the attached induction programme, and the subsequent Members Support and Development Programme depending on facilitator availability. Where such changes are required, we will notify Members in advance.

### **After Induction - Training Needs Analysis – Requested Training**

- 5.9 During December 2022-January 2023 a training needs analysis questionnaire will be compiled and distributed. Members' responses will be analysed and from this the 2023-2025 Members Support and Development Programme will be developed which will be presented to the Democratic Services Committee for approval prior to its recommendation to Council.
- 5.10 We will continue to offer a mix of tutor led training sessions physical and online sessions, e-learning modules and seminars. As always, we will continue to support Members individual training requests within budgetary constraints.

### **5.11 Conclusion**

The proposed induction programme will provide the best footing possible for newly elected Councillors as well as updating and informing returning Councillors. Allowing them to embrace roles and responsibilities with confidence and hit the ground running.

## **6. ASSUMPTIONS**

- 6.1 No assumptions have been made.

## **7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT**

- 7.1 The Induction Programme 2022 forms part of the Council's commitment to Diversity in Democracy as it has been developed in line with the Diversity in Democracy Action Plan by providing training opportunities via multiple media and at staggered times. Sessions have been designed to ensure that Councillors are valued, developed and supported.

[Link to Integrated Impact Assessment](#)

## **8. FINANCIAL IMPLICATIONS**

- 8.1 Costs associated with the Induction Programme will be met from the Council's existing Members' training budget provisions

## **9. PERSONNEL IMPLICATIONS**

- 9.1 The administration of the programme means additional tasks for the Democratic Services staff, but these will be met through existing budgets.

## **10. CONSULTATIONS**

- 10.1 The Democratic Services Committee considered Members Induction Programme at its meeting on the 17<sup>th</sup> March 2022. The views of the Committee are outlined below.
- 10.2 A Member requested that further detail be included in the description of the induction session on Member Support and Working in a Digital Environment to better reflect the topics being covered. It was felt that this session would be of particular importance to newly elected Councillors, the Member expressed the opinion that this session should be mandatory. The Senior Committee Services Officer confirmed that she would update the programme in line with the Members comments and provided a more in-depth description of the areas that would be covered.
- 10.3 Concerns were raised with regard to connectivity issues and what actions could be taken to resolve the ongoing problems, reference was also made to the age of some of the CCBC routers and their reliability. Officers were aware of a work being done by IT Services into Wi-Fi provision and would make further enquiries on behalf of the Committee. The Committee noted that the upgraded meeting room hardware and new webcasting software might assist, however individual broadband speeds and usage and the impact on connectivity quality would be very difficult to consistently mitigate. The Officer explained that this was due a variety of factors, for example, higher general demand for broadband in evenings, more than one user within a household streaming at the same time as a meeting, area coverage by a particular provider etc. A Member who had opted to use his own broadband provider and access CCBC via vpn commented on the reliability of this method of connection and advised that he had never experienced any connectivity issues.
- 10.4 The Democratic Services Committee fully supported the Induction Programme and emphasised that Members should make every effort attend the sessions. A Member referred to the poor attendance levels at a previously arranged training session, which had been very interesting and hoped to see this improve, given the efforts of Democratic Services staff and Facilitators in providing the sessions.

Having fully considered the report it was moved and seconded that the Democratic Services Committee recommended that Council approve the Members Induction Programme 2022 and by way of Microsoft Forms this was unanimously agreed.

RECOMMENDED that Council approve the Members Induction Programme 2022.

## **11. STATUTORY POWER**

- 11.1 Local Government Act 2001

Author: Emma Sullivan (Senior Committee Services Officer)  
sullie@caerphilly.gov.uk

Consultees: C. Harrhy (Chief Executive)

D. Street (Corporate Director Social Services and Housing)  
R. Edmunds (Corporate Director Education and Corporate Services)  
M.S. Williams (Corporate Director Economy and Environment)  
R. Tranter (Head of Legal Services and Monitoring Officer)  
L. Lane (Deputy Monitoring Officer and Head of Democratic Services)  
S. Harris (Head of Financial Services and Section 151 Officer)  
Councillor P. Marsden (Leader of Council)  
Councillor C. Mann (Leader of Plaid Cymru Group)  
Councillor K. Etheridge (Leader of Independents Group)  
Councillor M. James (Chair Democratic Services Committee)  
Councillor G. Kirby (Vice Chair Democratic Services Committee)  
Democratic Services Committee

Appendices:

Appendix 1 Updated Induction Programme 2022

Background Papers:

[WLGA Competency Framework](#)



## INDUCTION EVENTS TIMETABLE 2022

DATE AND TIME	EVENT
5th May	Local County Borough Council Elections
Monday, 9th May 9.30am – 12.30pm 1.30pm – 4.30pm 5.30pm – 7:30pm	<b>ALL ELECTED MEMBERS</b> Signing Register/Collection of Members Packs/Photographs/HR and Salaries and Wages, distribution of IT Equipment (process will take approximately 30 minutes) – morning and afternoon sessions for building orientation and tour of Penallta House Offices
Tuesday, 10th May  4.00pm Market Place offered  5.00pm Presentation  6.00pm – 7.00pm Market Place	<b>Presentation and Directorate Showcase 'Your Council' – Christina Harray, Dave Street, Richard Edmunds, Mark S. Williams, S. Harris and Heads of Service.</b>  Presentation by the Chief Executive on the key services provided by Council, organisational values and behaviours which will be held in the Council Chamber, Penallta House in person and by Live Event (offered as a choice to returning Members).  Directorate Show Case set up will be held in the Rhymney (Corporate Services and Education), Sirhowy (Economy and Environment) and Ebbw (Social Services and Housing) Rooms by Directorate with an integrated simultaneous Multi-Locational Event. This will provide Members with the opportunity to find out more about the Council's services and meet senior officers and other Councillors.
Wednesday, 11th May  2.00pm and 5.00pm	<b>All Members Seminar - Code of Conduct and Governance Arrangements (Mandatory – combined with Live Event) - Rob Tranter/Lisa Lane/Gareth Jenkins (Safeguarding/Corporate Parenting)</b>  Presentation to explain: <ul style="list-style-type: none"> <li>• Councillor role and responsibilities</li> <li>• Decision Making and Council Governance Structures</li> <li>• Code of Conduct</li> <li>• Overview of the Council's Constitution</li> <li>• Rules of Debate</li> <li>• Corporate Parenting/Safeguarding Policy</li> </ul> Held in the Council Chamber, Penallta House and via Microsoft Teams
Thursday, 12 <sup>th</sup> May  2.00pm and 5.00pm	<b>All Members Seminar - Meeting Participation – Conduct and Etiquette — Lisa Lane/Rob Tranter/Cath Forbes-Thompson, Emma Sullivan (Recommended – combined with Live Event)</b>  To include training on Speaking at Meetings, Respect and Conduct, Motions and Amendments and Webcasting, Meeting Recordings Dos and Don'ts for physical and multilocational meetings
Monday, 16th May	<b>All Members Seminar – Information Governance and Data Protection (Mandatory – combined with Live Event) – Carl Evans (Information Governance)</b>

<p>2.00pm and 5.00pm</p>	<p>Presentation to explain:</p> <ul style="list-style-type: none"> <li>• the requirements of data protection legislation and the penalties if data protection rights are not upheld, including the risk of up to £500,000 fines for mishandling of information.</li> <li>• how to handle information safely and effectively, and to comply with your data protection and freedom of information legal obligations, to protect the Council, the public, and yourselves.</li> </ul> <p>Held in the Council Chamber, Penallta House and Online Live Event</p>
<p>Tuesday, 17<sup>th</sup> May</p> <p>2.00pm and 5.00pm</p>	<p><b>All Members Seminar – Member Support and Working in a Digital Environment – Mark Cooper, Michelle Riley, Emma Sullivan, Lisa Lane, Cath Forbes-Thompson (Recommended combined with Live Event)</b></p> <p>To include training on Microsoft Office, Meeting Requests, Mod. Gov. Meeting Packs, Members Portal, Services Requests and Multi-Location Meetings, CCBC Website, meeting the Democratic Services Team, Points of Contact, Equipment Support and Stationery Request.</p> <p>Members will be taken through the use of Outlook, finding information on the CCBC Website, using the Members Portal for service requests, sources of information and alerts, accessing Committee Documents and how to use zoom functions, search pdfs, changing backgrounds and screen brightness for ease of use and hints and tips for working well digitally.</p>
<p>Wednesday, 18<sup>th</sup> May</p> <p>5.00pm</p>	<p><b>All Members Seminar – Smart and Safe Working Practices – IT, Communications Unit and Head of People Services, Health and Safety – CCBC Officers/WLGA/Gwent Police (Recommended Combined with Live Event)</b></p> <p>The presentations to explain:</p> <ul style="list-style-type: none"> <li>• How to work safely in the community</li> <li>• Organising and holding ward surgeries</li> <li>• Using Social Media/Social Media Policy</li> <li>• Managing your on-line presence</li> <li>• Stress Management, Personal Resilience and Work Life Balance</li> </ul> <p>Held in the Council Chamber, Penallta House and Online Live Event.</p>
	<p style="text-align: center;"><b>ANNUAL GENERAL MEETING OF COUNCIL</b> The Council Chamber, Penallta House</p>
<p>Monday 23<sup>rd</sup> May</p> <p>5.00pm</p>	<p><b>All Members Seminar (Recommended) – An introduction to Social Services and Housing Directorate</b></p> <p><b>Corporate Director for Social Services and Housing/ Assistant Directors/Chief Housing Officer</b></p> <p>Presentation on the Directorate Areas of Responsibility, Chief Officers, Projects and Plans and the role of the Elected Member within this area (Corporate Parenting, Safeguarding, Reporting and Supporting, Scrutiny - Housing and Regeneration Scrutiny Committee &amp; Social Services Scrutiny Committee)</p>

	<p>Communications Unit to provide a short video clip.</p> <p>Held in the Council Chamber, Penallta House and Online Live Event</p>
<p>Tuesday 24<sup>th</sup> May</p> <p>5.00pm</p>	<p><b>All Members Seminar (Recommended) – An introduction to Education and Corporate Services Directorate</b></p> <p><b>Corporate Director for Education and Corporate Services/Heads of Service/Chief Education Officer</b></p> <p>Presentation on the Directorate Areas of Responsibility, Chief Officers, Projects and Plans and the roles of the Elected Member within this area (21<sup>st</sup> Century Schools, Education Attainment, Education Admissions and Appeals, Finance, Performance, IT and Customer Services, Licensing &amp; Trading Standards, Transformation, Scrutiny – Education Scrutiny Committee and Policy and Resources Scrutiny Committee)</p> <p>Communication Unit to provide a video clip.</p> <p>Held in the Council Chamber, Penallta House and Online Live Event</p>
<p>Wednesday 25<sup>th</sup> May</p> <p>5.00pm</p>	<p><b>All Members Seminar (Recommended) – An Introduction to Economy and Environment Directorate</b></p> <p><b>Corporate Director for Economy and Environment</b></p> <p>Presentation on the Directorate Areas of Responsibility, Chief Officers, Projects and Plans and the roles of the Elected Member within this area (Regeneration, Waste, Engineering, Parks, Highways, Civil Parking, Town Centres, Business Development, Scrutiny – Housing and Regeneration Scrutiny Committee, Environment and Sustainability Scrutiny Committee and Policy and Resources Scrutiny Committee.</p> <p>Communications Unit to provide video clip.</p> <p>Held in the Council Chamber, Penallta House and Online Live Event</p>
<p>Thursday, 26<sup>th</sup> May</p> <p>5.00pm</p>	<p><b>All Members Seminar (To Include Lay Members of Governance and Audit Committee) – Introduction to Finance, Governance and Audit</b></p> <p><b>(Mandatory for Members of the Governance and Audit Committee – Recommended to Newly Appointed Councillors)</b></p> <p>Presentation will explain:</p> <ul style="list-style-type: none"> <li>• Where the Council gets its funding and how it is spent</li> <li>• Understanding Financial Terminology</li> <li>• Budget setting and medium-term financial planning</li> <li>• The role of the Governance and Audit Committee</li> </ul> <p>Held in the Council Chamber, Penallta House and Online Live Event</p>
<p><b>MEETING CYCLE BEGINS</b></p>	

Monday, 30 <sup>th</sup> May  2.00pm and 5.00pm	<b>All Members Seminar – Planning (Mandatory for Members of the Planning Committee – Appointed at AGM and Recommended to Newly Appointed Councillors)</b>  Background and introduction to the Council’s Planning responsibilities.  Held in the Council Chamber, Penallta House and Online Live Event.
Wednesday, 1 <sup>st</sup> June  2.00pm and 5.00pm	<b>All Members Seminar – Licensing (Mandatory for Member of the Licensing Committees and Recommended to Newly Elected Councillors)</b>  Background and introduction to the Council’s Licensing and Trading Standards responsibilities  Held in the Council Chamber, Penallta House and Online Live Event.
Monday 6 <sup>th</sup> June  5.00pm	<b>All Members Seminar - Welcome to Scrutiny – C. Forbes-Thompson/Mark Jacques</b>  <b>(Mandatory for Scrutiny Members appointed at AGM – Recommended for all Other Councillors)</b>  A guide to Scrutiny and your role as an elected Member.  Held in the Council Chamber, Penallta House and Online Live Event
Tuesday, 7 <sup>th</sup> June  5.00pm	COUNCIL
Wednesday, 8 <sup>th</sup> June  4.00pm – 5.00pm Formal Meeting	<b>INTRODUCTION TO THE PLANNING COMMITTEE (30 MINS) – FOLLOWED BY THE FORMAL PLANNING COMMITTEE AT 5.00PM</b>  <b>(Mandatory for Planning Committee Members)</b>
Thursday, 9 <sup>th</sup> June  10.00am	TAXI AND GENERAL LICENSING SUB COMMITTEE MEETING
Monday, 13 <sup>th</sup> June  5.00pm	<b>All Members Seminar – Equalities and Diversity</b>  <b>(Mandatory For All Members)</b>  Held in the Council Chamber, Penallta House and Online Live Event
Tuesday, 14 <sup>th</sup> June  1.00pm – 2.00pm	<b>INTRODUCTION TO THE GOVERNANCE AND AUDIT COMMITTEE (30 MINS) – FOLLOWED BY THE FORMAL MEETING AT 2.00PM</b>  <ul style="list-style-type: none"> <li>• Terms of Reference for the Committee</li> <li>• Asking Questions</li> <li>• Meeting Procedures and Voting</li> </ul> Held in the Sirhowy Room, Penallta House.
Monday, 20 <sup>th</sup> June	<b>All Members Seminar – Gwent Police and Crime Commissioner</b>

5.00pm	<p><b>(Recommended to All Members)</b></p> <p>Members will be introduced to and receive a presentation from the Office of the Gwent Police and Crime Commissioner.</p> <p>Held in the Chamber at Penallta House</p>
Monday, 11 <sup>th</sup> July 5.00pm	<p><b>All Members Seminar (Recommended) – Gwent Police</b></p> <p><b>(Recommended to All Members)</b></p> <p>Members will receive a presentation from the Chief Constable for Gwent Police.</p> <p>Held in the Chamber Penallta House</p>
	AUGUST RECESS
Monday 19 <sup>th</sup> September 5.00pm	<p><b>Member Training – Chairing Skills in a Multi-Locational Environment</b></p> <p>Members will receive training on how to Chair a multi-location meeting effectively, the role of the Chair, preparation, best practice and managing a successful meeting.</p> <p><b>(Highly Recommended for Newly Appointed Chairs, Those Chairing Multi-Locational Meetings for the first time and Those with an interest in Chairing Meetings).</b></p>
Monday 10 <sup>th</sup> October 5.00pm	<p><b>All Members Seminar (Mandatory) – Violence Against Women, Domestic Abuse and Sexual Violence</b></p>
Monday 14 <sup>th</sup> November 5.00pm	<p><b>All Members Seminar (Mandatory) –Unconscious Bias and Protected Characteristics - Shiny Red Apple (Anna Morgan Facilitator)</b></p>

- The provision of a simultaneous live event will depend on the progress of the refit of Penallta House meeting rooms to support multi-locational meeting requirements.

Gadewir y dudalen hon yn wag yn fwriadol



## COUNCIL - 12<sup>TH</sup> APRIL 2022

**SUBJECT: CHANGES TO THE FAMILY ABSENCE PROTOCOL FOR MEMBERS OF LOCAL AUTHORITIES**

**REPORT BY: HEAD OF DEMOCRATIC SERVICES AND DEPUTY MONITORING OFFICER**

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### 1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to advise Council of the changes to the Family Absence Protocol for Members of Local Authorities which increases the amount of paid absence a member is entitled to in respect of adoption leave and to seek approval from Council to incorporate the amended Protocol within the Constitution.

### 2. SUMMARY

- 2.1 To ask Council to note the changes to the period of adopter's absence for members as a result of the Local Government and Elections Wales Act 2021 and to authorise the Head of Legal Services and Monitoring Officer to incorporate the amended Protocol within the Constitution.

### 3. RECOMMENDATIONS

Council is asked

- 3.1 To note the content of the report and the changes made to the Family Absence for members of Local Authorities Protocol as set out in Appendix 1 and
- 3.2 To authorise the Head of Legal Services and Monitoring Officer to amend the Constitution by substituting the existing Protocol with the amended version attached.

### 4. REASONS FOR THE RECOMMENDATIONS

- 4.1 To give effect to the changes made to adopter's absence for members.

## **5. THE REPORT**

- 5.1 At its meeting on 17<sup>th</sup> March 2022, the Democratic Services Committee considered and noted the following background information and changes to the Family Absence Protocol for Members of Local Authorities.
- 5.2 By way of background Part 2 of the Local Government Wales Measure 2011 introduced a new entitlement to family absence for Councillors subject to prescribed conditions being met which were set out in The Family Absence for Members of Local Authorities (Wales) Regulations 2013 (the 2013 Regulations). The regulations limited the maximum period of absence that could be taken for each of the five types of family absence: maternity absence, newborn absence, adopters' absence, new adoption absence and parental absence.
- 5.3 The Council adopted a Family Absence for Members of Local Authorities Protocol which is contained within Part 5 of the Constitution and a copy of which is attached at Appendix 1.
- 5.4 In more recent times Councils and the Welsh Local Government Association made representations for the regulations to be brought up to date. In response Welsh Government undertook consultation at the end of 2020 seeking views on the proposal to increase the period of adopter's absence from 2 to 26 weeks which was unanimously supported to those who responded to the consultation.
- 5.5 As a result the changes were brought about by the Local Government and Elections Wales Act 2021 (the Act) which removed the limitations on the maximum absence periods enabling them to be set at any level through new regulations.
- 5.6 The Family Absence for Members of Local Authorities (Wales) (Amendment) Regulations 2021 updated the 2013 Regulations to include specific provisions relating to adopters' absence increasing it from 2 to 26 weeks thus mirroring the period of absence for maternity leave. This will enable biological and adoptive parents to take the same amount of family absence to enable them to provide a supportive and nurturing environment for their children in the early stages of developing relationships and bonding. This is an important equality and diversity reform for local elected members.
- 5.7 The entitlement arises at the physical date of placement of the child with the member for adoption. It is the actual date of placement of the child, which is important for the start of this absence, not the date of placement according to any legal document. No evidence of adoption is required from the member in order to be entitled to a period of adopter's absence. Multiple children adopted at the same time would not enable a member to take multiple periods of adopter's absence.
- 5.8 A member who satisfies prescribed conditions as to their relationship with another person who is adopting a child as set out in the protocol may take two weeks new adoption absence. A member is not entitled to take adopter's and new adoption absence in relation to the same child. Multiple children adopted at the same time would not enable a member to take multiple periods of new adoption absence. If a member jointly adopts a child with another member, one member may elect to be the child's adopter for the purposes of the Regulations and would be entitled to a period of adopter's absence. The other member would not be entitled to a period of adopter's absence but would be entitled to a period of new adoption absence.



- 5.9 The regulations make a number of changes for adopter's leave similar arrangements to those already in operation regarding maternity leave and include the following

Prescribes conditions a member must satisfy in order to be eligible for adopter's absence and procedures for varying the start date and duration of absence.

Provides that the period of adopter's absence is 26 weeks (subject to a member giving notice under the new regulation 14) and makes provision about the period of absence in situations where more than one child is adopted as part of the same arrangement.

Prescribes the period within which adopter's absence must start and that a member may choose the date on which the adopter's absence starts.

Prescribes how a member may bring a period of adopter's absence to an end.

Makes applicable to adopter's absence the same procedure for determining whether a member may undertake certain duties during their adopter's absence as applies to members wishing to undertake certain duties on maternity absence

#### 5.10 **Conclusion**

Council is asked to note the content of the report and the updated provisions included in the Family Absence Protocol in red at Appendix 1 and to authorise the Head of Legal Services and Monitoring Officer to amend the Constitution to incorporate the updated Protocol.

### **6. ASSUMPTIONS**

- 6.1 The changes reflect the legislative requirements and as such no assumptions are necessary within this report.

### **7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT**

- 7.1 As the report reflects statutory changes no Integrated Impact Assessment is necessary.

### **8. FINANCIAL IMPLICATIONS**

- 8.1 The report of the Independent Remuneration Panel for Wales includes provision for family absence whereby an elected member on a basic salary or a senior salary holder is eligible, they will continue to receive their salary for the duration of the absence. It is a matter for Council to decide whether to make a substitute and must follow the provisions in the IRP report and the budgetary provision will be considered as and when necessary.

### **9. PERSONNEL IMPLICATIONS**

- 9.1 There are no personnel implications arising from this report.

## **10. CONSULTATIONS**

- 10.1 This report represents statutory changes however a copy of the report has been provided to the consultees below.

## **11. STATUTORY POWER**

- 11.1 Local Government and Elections Wales Act 2021 and The Family Absence for Members of Local Authorities (Wales) (Amendment) Regulations 2021

Author: Lisa Lane Head of Democratic Services and Deputy Monitoring Officer

Consultees: Councillor Colin Gordon Cabinet Member for Corporate Services  
Christina Harray, Chief Executive  
Dave Street Corporate Director Social Services and Housing  
Richard (Ed) Edmunds Corporate Director Education & Corporate Services  
Mark S Williams Corporate Director Economy and Environment  
Robert Tranter Head of Legal Services & Monitoring Officer  
Stephen Harris Head of Financial Services & Section 151 Officer

## **PROTOCOL FAMILY ABSENCE FOR MEMBERS OF LOCAL AUTHORITIES**

### **1. BACKGROUND**

1.1 The Family Absence for Members of Local Authorities (Wales) Regulations 2013 **as amended by the Family Absence for Members of Local Authorities (Wales) Regulations 2021** create an entitlement of Members to the following types of Family Absence:

(a) **Maternity Absence** – Available to pregnant Members who can take an absence period of up to a maximum of 26 weeks.

(b) **Newborn Absence** – Available to a Member who is married to, the civil partner or partner of a child's mother and expects to have responsibility for the upbringing of the child. Up to two consecutive weeks are available to be taken within 56 days of a child's birth.

(c) **Adopter's Absence** – Available to a Member who adopts a child **who can take an absence period of up to a maximum of 26 weeks. ~~Up to two consecutive weeks are available to be taken within 56 days of a child being adopted.~~ Where more than one child is placed with the member as part of the same arrangement, a member is entitled to adopter's absence only in respect of the first child placed with the member for adoption.**

(d) **New Adoption Absence** – Available to a Member who is married to, the civil partner or partner of a person adopting a child and expects to have responsibility for the upbringing of the child. Up to two consecutive weeks are available to be taken within 56 days of a child being adopted.

(e) **Parental Absence** – Available to a Member who has or expects to have responsibility for the care of a child and does not satisfy the criteria for Maternity Absence, Newborn Absence, Adopters Absence or New Adoption Absence. Up to 90 days can be taken in a single or a series of absences from the date a councillor assumes responsibility for the care of a child under the age of 14 and ends 1 year later.

2. Members can claim a period of Family Absence by satisfying the following requirements:

#### **2.1 Maternity Absence**

(a) No later than 15 weeks before the expected week of childbirth or, if that is not practical, as soon as reasonably practical, a Member must give written notice to the Head of Democratic Services of:

- a. The Member's pregnancy.
- b. The expected week of childbirth.
- c. The date on which the Member intends the maternity absence will start.
- d. The duration of the period of maternity absence. The period of absence will be 26 weeks unless the Member specifies a shorter period of time.

(b) A Member can vary the period of absence by giving the Head of Democratic Services a new start date at least one week before the intended start date or at least one week before the new start date or, if that is not reasonably practicable, as soon as possible. Regardless,

Maternity Absence will start automatically on the day after childbirth, if the baby is born before the date specified by the Member.

(c) A Member must provide a certificate from a registered medical practitioner or midwife stating the expected week of childbirth if requested to do so by the Head of Democratic Services.

(d) A Member can vary the duration of Maternity Absence by giving the Head of Democratic Services written notice of the new duration by giving at least one week notice before the expected end of the absence or, at least one week before the intended new end of the period of absence or, if that is not practical, as soon as is reasonably practical.

(e) Maternity Absence may begin between the start of the 11th week before the expected childbirth and the day after childbirth occurs.

(f) Although a Member can choose the day on which their maternity absence starts, if a member is absent from a meeting during the 4 week period before the start of the expected childbirth due wholly or partly to pregnancy, the Maternity Absence will begin on the day after the meeting from which the Member was absent.

(g) A Member may cancel Maternity Absence at anytime before the start of Maternity Absence by giving written notice to the Head of Democratic Services.

## **2.2 Newborn Absence**

(a) A Member must give the Head of Democratic Services written notice of the date the Member intends the period of Newborn Absence to start. The period of absence will be 2 consecutive weeks unless the Member specifies a shorter period of time.

(b) Newborn Absence may be taken between the day of childbirth and 56 days after that date.

(c) A Member may cancel Newborn Absence at anytime before the start of Newborn Absence by giving written notice to the Head of Democratic Services.

## **2.3 Adopter's Absence**

(a) A Member must give the Head of Democratic Services written notice of the date the Member intends the period of Adopter's Absence to start ***and the duration of the period of adopter's absence the member intends to take if less than 26 weeks. Adopters' absence may begin either on the day on which the child is placed with the member for adoption or on any of the 14 days preceding that day and a member can chose the start date within these parameters. The period of absence will be 2 consecutive weeks unless the Member specifies a shorter period of time. The period of adopter's absence will be 26 weeks unless the member gives written notice that the period of adopter's absence will be shorter than 26 weeks.***

***(b) A Member can vary the start date of the Adopter's Absence by giving the Head of Democratic Services written notice of the new start date at least one week before the original start date or at least one week before the new start date whichever is the earlier or, if that is not reasonably practicable, as soon as is reasonably practicable.***

***c) A Member can vary the duration of Adopter's Absence by giving the Head of Democratic Services written notice of the new duration at least one week before the expected end of the absence originally notified by the member or, at least one week before the new intended end of the period of absence whichever is the earlier or, if that is not practical, as soon as is reasonably practical.***

***(d) A Member may bring the period of adopter's absence to an end earlier that notified above by notifying the Head of Democratic Services in writing of their intention to do so at least 7 days before their return.***

**(e) A Member may cancel a period of Adopter's Absence at any time before the start of Adopter's Absence by giving written notice to the Head of Democratic Services**

#### **2.4 New Adoption Absence**

- (a) A Member must give the Head of Democratic Services written notice of the date the Member intends the period of Adopter's Absence to start. The period of absence will be 2 consecutive weeks unless the Member specifies a shorter period of time.
- (b) New Adopter's Absence may be taken between the date on which a child is placed with the adopter and 56 days after that date.
- (c) A Member may cancel New Adopter's Absence at anytime before the start of New Adopter's Absence by giving written notice to the Head of Democratic Services.

#### **2.5 Parental Absence**

- (a) A Member must give the Head of Democratic Services written notice of:-
  - a. Their intention to take parental Absence.
  - b. The date on which the Member intends the Parental Absence will start.
  - c. The duration of the period of Parental Absence.
  - d. Whether the absence is intended to be taken as a single period or as a series of absences. Where Parental Absence is to be taken in a series of absences, a Member must give the Head of Democratic Services advance written notice of the intended start date and duration of each period of parental Absence.
- (b) If requested to do so, a Member must give the Head of Democratic Services evidence in relation to the extent that they have responsibility for the child.
- (c) The period of absence will be up to 90 days which can be taken in a single or a series of absences from the date a councillor assumes responsibility for the care of a child under the age of 14 and ends 1 year later.
- (d) A Member may cancel Parental Absence at anytime before the start of Parental Absence by giving written notice to the Head of Democratic Services.
- (e) A Member may bring any period of Parental Absence to an end earlier than intended by notifying the Head of Democratic Services in writing of their intention.

#### **2.6 Records and Notification of Family Absence**

- (a) The Head of Democratic Services will keep a record of all notifications and periods of maternity absence, parental absence, newborn absence, adopters' absence and new adoption absence (collectively referred to as family absence) taken and will inform the Mayor, Leaders of each political group and Chair of Democratic Services Committee of all periods of family absence.

#### **2.7 Cancellation of Family Absence by Council**

- (a) If the Head of Democratic Services suspects that a Member is not entitled to the family absence as notified, he/she may cancel or end a Member's family absence if he/she is of the view that the Member is not entitled to such absence in accordance with the Regulations.
- (b) A Members remuneration will be withheld if a Member does not return from family absence by the date determined in paragraph (c) below.
- (c) In the event of a decision by the Head of Democratic Services to cancel the Family Absence he/she shall notify the Mayor of his intention to cancel and thereafter give written notice to the Member of the decision to cancel or bring to an end the period of family absence and the date from which the Member must return from family absence.

## **2.8 Members right to Appeal against Cancellation of Family Absence**

(a) A Member may within 28 days of being notified by the Head of Democratic Services that a period of family absence being cancelled or ended, complain in writing to the Head of Democratic Services regarding the cancellation.

(b) The Head of Democratic Services will refer any complaint received under para (a) above to the Panel constituted in accordance with the Family Absence for Members of Local Authorities (Wales) Regulations 2013 who will determine the complaint made.

(c) The Panel may:-

- Confirm the decision of the Head of Democratic Services; or
- Substitute its own decision as to the Member's entitlement to family absence in accordance with the Regulations.

## **2.9 Members request to perform duties/attend meetings during a period of Family Absence**

(a) Any Member on Family Absence may subject to paragraph (b) and (e) below:-

(i) Attend any meeting or perform any duty associated with being a councillor within specific dates.

(b) The Member must obtain the permission of the Mayor (or Deputy in his or her absence) before attending any meeting or exercising any duty.

(c) In seeking permission the Member will (if able) specify start and finish dates in any application to suspend Family Absence.

(d) The Mayor will inform Leaders of each political group of the Council before granting permission under paragraph (b) above.

(e) A Member may complain in writing to the Head of Democratic Services regarding a refusal under paragraph (b) above.

(f) The Head of Democratic Services will refer a complaint under para (e) above to the Mayor of the Council.

(g) A Panel constituted in accordance with the Family Absence For Members of Local Authorities (Wales) Regulations 2013 will determine a complaint made under paragraph (e) above.

(h) The Panel may: -

- Confirm the decision of the Mayor of the Council (or Deputy in his or her absence); or
- Substitute its own decision as to the Member attending any meeting or performing any duty.