

# Gwasanaeth Cyfreithiol Legal Service

Rheolwr/ Manager - Iwan G. D. Evans

Gofynnwch am/Ask for: **Sion Huws**

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Ein Cyf / Our Ref: PDB/14/11/SH

Eich Cyf / Your Ref:



At: Clercod y Cynghorau Cymuned a Thref  
To: Clerks of Community/Town Councils

09/01/15

Annwyl Glerc,

Dear Clerk,

## Y Cod Ymddygiad i Aelodau

## The Code of Conduct for Members

Mae'r Pwyllgor Safonau yn awyddus i barhau i gynnis cymorth a chefnogaeth i gynghorau cymuned a thref ar faterion yn ymwneud â'r Cod Ymddygiad.

The Standards Committee is eager to continue to offer guidance and support to community and town councils on matters relating to the Code of Conduct.

Un ffordd y mae wedi gwneud hyn yn y gorffennol yw drwy drefnu sesiynau i aelodau a chlercod lle cyflwynir hyfforddiant gan y Swyddog Monitro a chyfreithwyr y Cyngor. Teimlir ei bod yn amserol cynnal sesiynau tebyg unwaith eto, ond mae'r Pwyllgor yn awyddus i sicrhau fod unrhyw gymorth sy'n cael ei gynnis yn cyfarch eich gofynion chi. Mae wedi gofyn i mi felly gysylltu i gael eich barn, fel cyngor, ar gynnwys a ffurf yr hyfforddiant a ellir ei gynnis.

One of the ways it has done this in the past is by arranging training sessions for members and clerks in which training is provided by the Monitoring Officer and solicitors from the Council. It is felt that such sessions should be arranged again, but the Committee is anxious to ensure that any assistance offered addresses your needs. It has therefore asked me to contact you for your views on the content and form of the training.

O'm safbwynt i, teimlaf y dylai unrhyw hyfforddiant ganolbwyntio ar y sefyllfaoedd 'go iawn' hynny yr ydych yn gorfod delio â nhw. Hoffwn felly awgrymu cynnal sesiynau/gweithdai i drafod y sefyllfaoedd hynny, lle gallwn gynnis cyngor ymarferol ar sut i fynd i'r afael â nhw.

From my point of view, I feel that any training should concentrate on those 'real life' situations that you have to deal with. I would therefore like to suggest holding sessions/workshops where those situations can be discussed, and where we can offer practical advice on how to tackle them.

Byddai'r drafodaeth yn cael ei arwain gan yr hyn yr hoffech chi ei drafod ond ar sail ein profiad o'r mathau o sefyllfaoedd y cawn gwestiynau yn eu cylch, awgrymaf y penawdau cyffredinol canlynol:

The discussion would be led by the issues you would like to raise but, on the basis of the kind of questions we are asked regularly, I would suggest the following general headings:



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- Buddiannau personol - pryd ddylai cynghorwyr adael a phryd mae'n iawn iddynt aros?
- Creu a chynnal diwylliant priodol. Rôl y Clerc a'r Aelod.
- Trafodaethau a phenderfyniadau – sut i sicrhau eu bod yn drefnus a phriodol ac na fyddant yn arwain at broblemau ymddygiad ?
- Goddefebau gan y Pwyllgor Safonau.
- Personal interests – when should councillors leave and when can they stay?
- Creating and maintaining the appropriate culture. The rôle of the Clerk and the Councillor.
- Discussions and decisions – how to ensure that they are orderly and properly conducted and that they do not lead to conduct problems?
- Dispensations by the Standards Committee.

Byddwn yn ddiolchgar o wybod os ydych yn cytuno gyda'r awgrym uchod neu os oes yna gymorth gwahanol neu ychwanegol y gallem ei gynnig.

I would be grateful to know if you agree with this suggestion or whether there is any different or additional assistance that we could offer.

Yn draddodiadol mae'r cyfarfodydd wedi eu cynnal gyda'r nos ym Mhwlheli, Dolgellau, Trawsfynydd a Chaernarfon (gan gynnwys sesiwn drwy'r Saesneg), ond eto hoffem gael eich barn chi am y trefniant yma.

In the past, meetings have been held in the evenings in Pwllheli, Dolgellau, Trawsfynydd and Caernarfon (including a session held in English), but again we would welcome your views on this arrangement.

Byddwn yn ddiolchgar iawn felly o glywed os ydych yn dymuno i ni gynnal sesiynau o'r fath, os oes cwestiynau neu faterion penodol yr hoffech i ni eu trafod ac os yw'r trefniadau arfaethedig yn dderbyniol.

I would therefore be very grateful to hear from you as to whether or not you would like us to arrange sessions on the Code of Conduct, if there are any particular issues or questions you would like to raise and if the proposed arrangements would be acceptable.

Yn gywir / Yours faithfully,

*pp.* **Iwan G D Evans**  
Swyddog Monitro / Monitoring Officer