APPENDIX 1.

A.4.7.3	**<u>Cadeirio'r Cyngor</u>** (a) Bydd y Cynghorydd a etholir yn flynyddol gan y Cyngor fel ei gadeirydd yn cael ei alw'n "Gadeirydd". (b) Bydd y Cadeirydd yn peidio â bod yn Gadeirydd os yw'n ymddiswyddo, yn cael ei ddiswyddo trwy bleidlais gan y Cyngor Llawn, yn peidio â bod yn Aelod o'r Cyngor, neu'n methu â gweithredu fel Aelod o'r Cyngor. Bydd yn parhau i weithredu fel Cadeirydd ar ôl etholiad nes bod ei olynydd wedi'i benodi. (c) <u>Y Prif Weithredwr fydd y Swyddog Priodol gerbron y sawl y bydd y Cadeirydd a'r Is Gadeirydd yn gwneud datganiad derbyn swydd yn unol ag Adran 83 o Ddeddf Llywodraeth Leol 1972</u>	**A. 4.7.3**	**<u>Chairing the Council</u>** (a) The Councillor elected annually by the Council as its chair will be called the "Chair". (b) The Chair will cease to be Chair if they resign, are dismissed by a vote of Full Council, cease to be a Member of the Council, or are unable to act as a Member of the Council. They continue to act as Chair after an election until their successor has been appointed. (c) <u>The Chief Executive shall be the Proper Officer before whom the Chairman and vice Chairman will make their declaration of acceptance of Office in accordance with Section 83 of the Local Government Act 1972</u>
B. 4.20.4	**<u>Rhybudd o Gynnig -Priodoldeb</u>** (i) Pe rhoddir rhybudd o gynnig sydd, ym marn y Swyddog Monitro, yn anghyfreithlon, allan o drefn, neu yn amhriodol bydd y Swyddog Monitro yn hysbysu'r Cadeirydd a'r Prif Weithredwr yn syth ac ni osodir y cynnig ar y rhaglen heb eu caniatâd, Pe gwneir hyn hysbysir yr aelod a gyflwynodd y rhybudd gan y Swyddog Monitro o'r penderfyniad. Petai modd diwygio'r cynnig er ei wneud yn briodol yna cynghorir yr aelod a'i gyflwynodd o hyn a chaiff gyfle i addasu'r rhybudd o gynnig.	**B.4.20.4**	**<u>Notice of Motion - Propriety</u>** (i) if notice is given of any motion that is, in the opinion of the Monitoring Officer, illegal, irregular or improper the Monitoring Officer shall immediately inform the Chairman and the Chief Executive and it shall not be placed on the agenda without their sanction. In this case the Monitoring Officer shall inform the member giving notice. If the motion can be amended so as to render it appropriate then the member giving notice shall be advised of this and given an opportunity to amend the notice of motion.

	(ii) Er gwaethaf (i) osodir rhybuddion o gynnig ar y rhaglen a fyddai o'u mabwysiadu ym marn y Swyddog Monitro yn golygu penderfyniad anghyfreithiol neu arwain at gamweinyddu fel y'i diffinnir yn Adran 5 o Ddeddf Llywodraeth Leol a Thai 1989.		(ii) Notwithstanding (i) a notice of motion which, in the opinion of the Monitoring Officer would on being adopted mean an illegal decision or lead to maladministration as defined in Section 5 of The Local Government and Housing Act 1989 shall not be placed on the agenda.
C.9.12.3	**Cadeirio pwyllgorau ac is-bwyllgorau** (5) Ni chaiff yr un aelod wasanaethu fel cadeirydd neu is-gadeirydd mwy nag un pwyllgor. Ni fydd y ddarpariaeth hon yn rhwystro aelod sy'n gadeirydd neu is gadeirydd pwyllgor rhag cymryd y gadair mewn pwyllgor dan baragraff (2), na rhag gwasanaethu fel cadeirydd neu is gadeirydd y Pwyllgorau Trwyddedu Canolog a Thrwyddedu Cyffredinol ar yr un pryd. (6)(i) Ni chaniateir i aelod ddal swydd cadeirydd neu is-gadeirydd pwyllgor penodol am gyfnod o fwy na dwy flynedd ac eithrio aelod sydd wedi dal swydd fel cadeirydd yn ystod y cyfnod o flwyddyn ers y cyfarfod cyntaf ar ôl y Cyngor blynyddol blaenorol. (ii) Ni chaiff aelod a fu'n dal swydd cadeirydd pwyllgor penodol ers y cyfnod y cyfeirir ato o dan yr is-baragraff blaenorol ddal swydd is-gadeirydd y pwyllgor hwnnw yn ystod y flwyddyn ar ôl terfyniad ei swydd oni bai nad oedd y person hwnnw wedi dal swydd y Cadeirydd am y cyfnod hiraf a ganiateir o dan baragraff (6)(i) uchod. Gall ddal y swydd am gyfnod o flwyddyn ac fe'i cyfyngir i un eithriad yn unig.	**C.9.12.3**	**Chairing of committees and sub-committees** (5) No member shall serve as a chairman or vice chairman of more than one committee. This provision shall not prevent a member who is a chairman or the vice chairman of a committee from taking the chair of a committee under paragraph (2), nor from serving as the chairman or vice chairman of the Central Licencing Committee and the General Licencing Committee at the same time.. (6)(i) No member shall be permitted to hold office as chairman or vice-chairman of a committee for a period exceeding two years, with the exception of a member who has been in office as a chairman during the period of one year since the first meeting after the previous annual Council. (ii) A member who has held the office of chairman of a particular committee for the period referred to under the previous sub-paragraph cannot hold the office of vice-chairman of that committee during the year following the termination of his/her office, unless such person has not held the office of Chairman for the maximum period permitted under paragraph 6(i) above. The Office may be held for a period of one year and will be limited to one exception only.
CH.11.3.6	~~Swyddog Priodol ar gyfer Mynediad at Wybodaeth~~	**CH.11.3.6**	~~Proper Officer for Access to Information~~

	~~Bydd y Swyddog Monitro yn sicrhau bod penderfyniadau Gweithredol, ynghyd â'r rhesymau dros y penderfyniadau hynny, ac adroddiadau gan Swyddogion Perthnasol a phapurau cefndir ar gael yn gyhoeddus cyn gynted â phosibl.~~		~~The Monitoring Officer will ensure that Executive decisions, together with the reasons for those decisions and relevant Officer reports and background papers are made publicly available as soon as possible~~
CH. 14.12	**Gwahardd y Cyhoedd Rhag Cael Mynediad at Adroddiadau** Os yw'r ~~Pennaeth Gwasanaethau Democrataidd~~ Swyddog Monitro yn ystyried bod hynny'n briodol, caiff y Cyngor wahardd y cyhoedd rhag cael mynediad at adroddiadau sydd, yn ei farn ef/ei barn hi, yn ymwneud ag eitemau pryd, yn unol â Rheol14.10, y mae'n debygol na fydd y cyfarfod yn agored i'r cyhoedd. Bydd adroddiadau o'r fath yn cael eu marcio â'r geiriau "Nid i'w Gyhoeddi", ynghyd â chategori'r wybodaeth sy'n debygol o gael ei datgelu ac, os yw'n berthnasol, pam yr ystyrir ei bod er budd y cyhoedd i beidio â datgelu'r wybodaeth.	**CH. 14.12**	**Exclusion of Access by the Public to Reports** If the ~~Head of Democratic Services~~ Monitoring Officer thinks fit, the Council may exclude access by the public to reports which, in his or her opinion, relate to items during which, in accordance with Rule 14.10, the meeting is likely not to be open to the public. Such reports will be marked "Not for Publication", together with the category of information likely to be disclosed and if applicable, why it is in the public interest it is considered that the information should not be disclosed.
D.14.15.2	**Paratoi'r Cofnod Penderfyniadau** (a) Bydd y Pennaeth Gwasanaethau Democrataidd neu ei gynrychiolydd/chynrychiolydd ef/hi yn mynychu unrhyw gyfarfod o'r Cabinet, un o Bwyllgorau'r Cabinet neu Gydbwyllgor neu Is-gydbwyllgor lle y mae ei holl Aelodau yn Aelodau o weithrediaeth awdurdod lleol, a bydd yn llunio cofnod penderfyniadau cyn gynted ag sy'n rhesymol ymarferol ar ôl y cyfarfod. (b) Pan fydd Aelod unigol o'r Cabinet wedi gwneud Penderfyniad Gweithredol: (i) bydd yr Aelod hwnnw/honno, cyn gynted ag sy'n rhesymol ymarferol yn cyfarwyddo'r ~~Prif Weithredwr~~ Pennaeth Gwasanaethau Democrataidd i lunio cofnod	**D. 14.15.2**	**Preparing the Decision Record** (a) The Head of Democratic Services or his or her representative shall attend any meeting of the Cabinet, a Committee of the Cabinet or a Joint Committee or joint Sub-Committee where all its Members are Members of a local authority executive, and shall, as soon as reasonably practicable after the meeting, produce a decision record. (b) Where an individual Cabinet Member has made any Executive Decision: (i) that Member shall as soon as reasonably practicable instruct the ~~Chief Executive~~ Head of Democratic Services

	penderfyniadau; ac (ii) ni fydd y penderfyniad yn cael ei weithredu hyd nes y bydd y cofnod penderfyniadau hwnnw wedi'i lunio, yn amodol ar baragraff (c) isod. (c) Pan fydd y dyddiad y mae'n rhaid i Benderfyniad Gweithredol a wnaed gan Aelod unigol o'r Cabinet gael ei weithredu erbyn yn golygu bod cydymffurfio â 14.15.2(b) uchod yn anymarferol, gellir gweithredu'r penderfyniad os yw'r penderfynwr wedi cael cytundeb (i) Cadeirydd y Pwyllgor Craffu perthnasol; neu (ii) os nad oes unigolyn o'r fath neu os nad yw'r unigolyn hwnnw/honno'n gallu gweithredu, y Cadeirydd; neu (iii) os nad oes unrhyw un o'r uchod, yna'r Is-gadeirydd, bod angen gwneud y penderfyniad ar frys ac nad yw'n rhesymol ei ohirio. Ni fydd y weithdrefn galw i mewn yn Adran 7.25 yn berthnasol yn yr amgylchiadau yma.		to produce a decision record; and (ii) the decision shall not be implemented until that decision record has been produced, subject to paragraph (c) below. (c) Where the date by which an Executive Decision made by an individual Cabinet Member must be implemented makes compliance with 14.15.2 (b) above impracticable, the decision may be implemented if the decision maker has the agreement of (i) the Chair of the relevant Scrutiny Committees; or (ii) if there is no such person or that person is unable to act, the Chair; or (ii) if there is none of the above then the Vice Chair, that the making of the decision is urgent and cannot reasonably be deferred. The call in procedure in Section 7.25 will not apply in these circumstances.
DD.15.3.4	**Y Gyllideb** Yn syth wedi cyfarfod y Cabinet fe anofnir copi o'r cynnigion sydd i'w argymell i'r Cyngor ynghyd a chopi o'r gyllideb arfaethedig i bob aelod o'r Cyngor.	**DD. 15.3.4**	**Y Gyllideb** Immediately after the Cabinet meeting a copy of the proposals which are to be recommended to the Council together with a copy of the proposed Budget shall be sent to all members of the Council.
15.3.5	Ni chaiff y Cyngor ystyried unrhyw welliant i gynigion y Cabinet sydd i'w cynnig gan Aelod yng nghyfarfod y	**15.3.5**	An amendment to the Budget to be proposed by a Member may not be considered at a Council meeting

	Cyngor, oni bai y rhoddwyd rhybudd ysgrifenedig neu drwy ohebiaeth electroneg o eiriad arfaethedig y gwelliant wedi ei lofnodi gan y cynigydd i'r Pennaeth Cyllid, o leiaf dau ddiwrnod clir cyn dyddiad cyfarfod y Cyngor. Ni fydd gwelliant o'r fath ond yn dderbyniol os yw'n cynnig cyllideb sy'n balansio incwm cyffredinol gyda gwariant am y flwyddyn. Gall ef/hi hefyd gyflwyno adroddiad		unless at least 2 clear days' notice in writing or by electronic mail of the proposed wording , signed by the proposer has been given to the Head of Finance. Such an amendment will only be acceptable if it proposes a budget which balances general income with expenditure for the year. He/She may present a report.
15.3.5 Amgen	*Ni chaiff y Cyngor ystyried unrhyw welliant i gynigion y Cabinet sydd i'w cynnig gan Aelodau yng nghyfarfod y Cyngor, onibai y gall y cynigydd dangos i fodlonrwydd y Prif Swyddog Cyllid fod y gwelliant yn cynnig cyllideb sy'n balansio incwm cyffredinol gyda gwariant am y flwyddyn.*	***15.3.5 Alternative***	*An amendment to the Budget to be proposed by a Member may not be considered at a Council meeting unless it can be demonstrated by the proposer to the satisfaction of the Head of Finance that the amendment proposes a budget which balances general income with expenditure for the year.*

E. 7.3	Pwyllgor Craffu Cymunedau		E. 7.3	Communities Scrutiny Committee	
	Pwyllgor ac Aelodaeth	**Rôl a Chwmpas**		**Committee and Membership**	**Role and Scope**
	Pwyllgor Craffu Cymunedau 18 Aelod	Craffu ar faterion yn ymwneud a gwasanaethau i'r gymuned ehangach megis: • Amgylchedd • Trafnidiaeth a Chludiant Cymunedol • Gwastraff ac Ail Gylchu • Lleihau ôl-troed Carbon • Cynllun Datblygu Lleol • Bwrdd Gwasanaethau Cyhoeddus • ~~Gwasanaethau i Gwsmeriaid~~		Communities Scrutiny Committee 18 members	To scrutinise matters relating to services for the wider community such as: • Environment • Transportation and Community Transport • Waste and Re-Cycling • Carbon Footprint Reduction • Local Development Plan • Public Services Board • ~~Customer Services~~

PWYLLGOR ARCHWILIO A LLYWODRAETHU	**AUDIT AND GOVERNANCE COMMITTEE**
(iv) ystyried sylwadau a phryderon am wasanaethau unigol ar lefel sirol, ar sail adroddiadau gan y swyddogion o'r Cyngor, y Comisiwn Archwilio neu'r Archwiliwr Dosbarth a monitro ymateb a gweithrediad ar argymhellion neu ganfyddiadau'r adroddiadau. (v) adolygu a chraffu ar faterion yn ymwneud â gweithrediad mewnol y Cyngor megis strategaethau corfforaethol, partneriaethau, ymgysylltu , trawsnewid busnes, trefniadau effeithlonrwydd gweithlu a'r swyddogaethau a gyflawnir gan yr Adran Gyllid, yr Adran Gefnogaeth Gorfforaethol a'r Tîm Arweinyddiaeth..	(i) to consider observations and concerns on individual services at a county level, on the basis of reports by Council officers, the Audit Commission or the District Auditor and monitor the response and actions on the recommendations and findings. (ii) Review and scrutinise matters relating to the councils internal operation such as corporate strategies, partnerships, engagement, business transformation and workforce efficiency arrangements and the functions carried out by the Finance Department, Corporate Support Department and Leadership team.