

Disgrifiad Swydd

Teitl y Swydd	Swyddog Craffu a Safonau
Gwasanaeth	Gwasanaethau Democrataidd
Graddfa	9
Pwynt/iau Cyflog	24 - 26
Cyflog	£35,412 - £37,280
Pwrrpas y Swydd	Yn gyfrifol i'r Rheolwr Corfforaethol Gwasanaethau Democrataidd am gynorthwyo gyda darparu'r dyletswyddau a'r cyfrifoldebau statudol <u>a grybwyllir isod</u>*: a) darparu cymorth a chynghor mewn perthynas â swyddogaethau trosolwg a chraffu'r Cynghor i'r canlynol:- • pwyllgor neu bwyllgorau trosolwg a chraffu y Cynghor ac aelodau'r pwyllgorau hynny • pob aelod o'r Cynghor wrth gyflawni rôl aelod o'r Cynghor • aelodau'r weithrediaeth a'r swyddogion. Mae hyn yn cynnwys cefnogi a datblygu rôl pwyllgorau trosolwg a chraffu y Cynghor fel 'ffrind beirniadol' gyda'r nod o:- • cyfrannu at nod cyffredinol y Cynghor i wella safon ei wasanaethau i'w ddinasyddion yn barhaus fel darparwr uniongyrchol ac mewn partneriaeth â sefydliadau eraill; yn unol â chyfansoddiad y Cynghor a'r ddeddfwriaeth gyfredol a'r canllawiau statudol • datblygu'r swyddogaeth trosolwg a chraffu fel elfen bwysig o hunanasesu a hunanreoleiddio fel y nodir ym Mesur Llywodraeth Leol (Cymru) 2009 a Deddf Llywodraeth Leol ac Etholiadau (Cymru) 2021 • datblygu'r swyddogaeth trosolwg a chraffu fel elfen bwysig o waith Bwrdd Gwasanaethau Lleol Ceredigion a pharatoi a gweithredu'r Cynllun Integredig Sengl ar gyfer Ceredigion • datblygu'r swyddogaeth trosolwg a chraffu fel elfen bwysig o gynllunio cymunedol, gan gynnwys gwaith y Bwrdd Gwasanaethau Lleol a gweithio ar y cyd ag awdurdodau eraill. b) ymgymryd â'r rhaglen hyfforddi a datblygu ar gyfer aelodau c) cynorthwyo gyda hyrwyddo prosesau democrataidd y Cynghor. d) cynorthwyo'r Swyddog Monitro gyda swyddogaethau sy'n ymwneud â'r Pwyllgor Moeseg a Safonau e) unrhyw swyddogaethau eraill sy'n gyfatebol i'r rôl ar gais y Rheolwr Corfforaethol a'r Swyddog Arweiniol Corfforaethol, Gwasanaethau Democrataidd.

Lleoliad Gwaith Cytundebol	O bell / Penmorfa
Oriau Gwaith	37
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Rheolwr Corfforaethol Gwasanaethau Democrataidd
Cyfrifoldebau Goruchwylio / Rheoli	Dim
Atebolrwydd	Bydd angen i'r deiliad swydd ddefnyddio menter ei hun ar adegau er mwyn delio â phroblemau sy'n codi yn ystod y prosesau hyn, megis rheoli gofynion sy'n gwrthdaro gan y partïon dan sylw, er mwyn sicrhau bod adolygiadau yn mynd rhagddynt, yn cael eu cwblhau ar amser ac adroddiadau yn cael eu drafftio a'u cyflwyno i'r Cabinet neu'r Cyngor, mewn ymgynghoriad â'r Rheolwr Corfforaethol Gwasanaethau Democrataidd a Phennaeth y Gwasanaethau Democrataidd. Bydd deiliad y swydd yn cyfrannu at roi cyngor i Aelodau, y cyhoedd a sefydliadau, gan sicrhau drwy ymgynghori â'r Rheolwr Corfforaethol a Phennaeth y Gwasanaethau Democrataidd, os oes angen, bod y cyngor yn adlewyrchu'n gywir y gweithdrefnau fel y'u nodir yn y Cyfansoddiad, deddfwriaeth a chanllawiau statudol sy'n ymwneud â'r swyddogaeth trosolwg a chraffu. Bydd deiliad y swydd yn cynorthwyo'r Rheolwr Corfforaethol Gwasanaethau Democrataidd i weinyddu'r rhaglen. Codi ymwybyddiaeth o'r broses ymgysylltu democrataidd ac atebolrwydd yn gyffredinol.
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	Gwleidyddol gyfyngedig

Dyletswyddau a chyfrifoldebau

A1) Darparu cymorth i'r swyddogaeth trosolwg a chraffu -

Darparu fframwaith cymorth effeithiol ac effeithlon ar gyfer proses drosolwg a chraffu y Cyngor yn unol â'r ddeddfwriaeth berthnasol, canllawiau statudol a'r Cyfansoddiad.

Mae'r dyletswyddau'n cynnwys:

- Cefnogi'r broses o adnabod, gydag aelodau etholedig ac uwch swyddogion, cyfleoedd ar gyfer gwelliannau a datblygiadau darparu gwasanaethau drwy adolygiadau gan y pwyllgorau trosolwg a chraffu.
- Darparu cymorth a chefnogaeth i gadeiryddion y pwyllgorau trosolwg a chraffu i sicrhau gweithrediad effeithiol ac effeithlon y swyddogaeth trosolwg a chraffu, ac yn benodol:
 - i. Cynllunio a chydlynu adolygiadau drwy ddefnyddio dogfennau cwmpasu

- ii. Ymgymryd â chymorth ymchwiliol ar gyfer adolygiadau, gan gynnwys unrhyw ymchwil a dadansoddiadau perthnasol
 - iii. Hwyluso cyfarfodydd gan gynnwys gwneud trefniadau i unigolion a chynrychiolwyr sefydliadau ddarparu tystiolaeth; ac i gysylltu â chydweithwyr yn yr Adran Gwasanaethau Democrataidd yn hyn o beth
 - iv. Coladu, cynhyrchu a chyhoeddi agendâu'r Pwyllgor
 - v. Cydlynu camau gweithredu sy'n deillio o gyfarfodydd, yn ystod ac ar ôl adolygiadau
 - vi. Cynhyrchu adroddiadau sy'n deillio o adolygiadau i'w hadrodd i'r Cabinet a'r Cyngor
 - vii. Cynorthwyo gyda'r cyfraniadau a wneir gan Bwyllgorau Trosolwg a Chraffu i ddatblygu ac adolygu polisi.
- Gweithio'n agos gyda chydweithwyr yn y gwasanaethau Partneriaeth Gorfforaethol a Pherfformiad er mwyn cydlynu gwaith y pwyllgorau trosolwg a chraffu gyda nodau a thargedau cyffredinol Cynllun Corfforaethol, Cynllun Amcanion Gwelliannau a Chofrestr Risg y Cyngor a'r Cynllun Integredig Sengl.
 - Cynorthwyo i ddatblygu cydweithrediad ag awdurdodau eraill, gan gynnwys cyd-bwyllgorau craffu yn ôl a phryd bo'r angen, er mwyn craffu ar waith Bwrdd Gwasanaethau Lleol Ceredigion, yn unol â'r Mesurau a'r canllawiau statudol.
 - Helpu i adeiladu trefniadau gwaith effeithiol gydag aelodau'r weithrediaeth, swyddogion a sefydliadau partner er mwyn ennyn ymddiriedaeth a pharch cyfatebol ac i hyrwyddo ymgysylltu a chyfranogiad gweithredol yn y broses graffu.
 - Cynorthwyo gyda'r weinyddiaeth i ddelio ag unrhyw benderfyniadau gweithredol a alwyd i mewn gan bwyllgorau trosolwg a chraffu.
 - Cynorthwyo gyda'r weinyddiaeth i ddelio ag unrhyw *alwadau am weithredu* gan *gyngorydd* a weithredir gan aelodau.

A2) cynorthwyo gyda darparu cyngor ar faterion llywodraethu –

Mae'r dyletswyddau'n cynnwys cynorthwyo'r Rheolwr Corfforaethol Gwasanaethau Democrataidd i roi cyngor ac arweiniad i:-

- a) Cadeiryddion ac Aelodau ar reolau gweithdrefnol Democrataidd penodol o'r Cyfansoddiad sy'n ymwneud â'r swyddogaeth trosolwg a chraffu yn unol â:
 - Rheolau Gweithdrefnau'r Cyngor a'r Pwyllgorau / Rheolau Sefydlog
 - Rheolau Trosolwg a Chraffu
 - Y weithdrefn Galw i mewn
 - Rheolau Mynediad at Wybodaeth
- b) Cynghorwyr anweithredol yn gyffredinol ar swyddogaeth trosolwg a chraffu.

A3) cynorthwyo gyda gweinyddu'r rhaglen hyfforddi a datblygu aelodau

Cynorthwyo'r Rheolwr Corfforaethol Gwasanaethau Democrataidd i weinyddu'r rhaglen hyfforddi a datblygu ar gyfer aelodau, gan gynnwys:

- cynhyrchu cynllun gweithredu yn seiliedig ar Siarter Datblygu Aelodau CLILC
- trefnu a chydlynu sesiynau hyfforddi a datblygu yn unol â'r cynllun
- hwyluso'r adolygiadau blynyddol o anghenion hyfforddi aelodau.

B) cynorthwyo i hyrwyddo ymgysylltu ac atebolrwydd democrataidd ledled y Sir drwy gyfathrebu'n uniongyrchol gydag aelodau'r cyhoedd, cyrff cyhoeddus eraill, cynghorau tref a chymuned, CLILC, cymdeithasau lleol.

Mae'r dyletswyddau'n cynnwys codi ymwybyddiaeth y cyhoedd am graffu yn unol â chanllawiau statudol, gan gynnwys:

- amlygu swyddogaethau trosolwg a chraffu yn gyffredinol, gan gynnwys drwy dudalennau ar wefan y Cyngor
- gwahodd aelodau o'r cyhoedd i gyfranogi er mwyn adnabod materion i'w craffu ac i gyflwyno tystiolaeth fel rhan o adolygiad
- cysylltu â chynghorau tref a chymuned a'r trydydd sector.

A4) cynorthwyo'r Swyddog Monitro gyda swyddogaethau sy'n ymwneud â'r Pwyllgor Moeseg a Safonau

Mae'r dyletswyddau'n cynnwys:

- cynghori Aelodau ynghylch y Cod Ymddygiad
- trefnu a chlacio cyfarfodydd safonau
- paratoi adroddiadau ar newidiadau cyfreithiol a chyfraith-achos ar gyfer y Pwyllgor Moeseg a Safonau a chynghori yn gyffredinol
- darparu hyfforddiant i Aelodau ar y Cod a Moeseg a Safonau
- paratoi taflenni cynsail a monitro cysondeb penderfyniadau gollyngiad
- cynorthwyo'r Swyddog Monitro i baratoi gohebiaeth ar gyfer cwynion Cod Ymddygiad a anfonir i'r Ombwdsmon
- cyhoeddusrwydd, a diweddarau gwefan y Cyngor
- ystyried eitemau i'w cynnwys ar yr agenda
- paratoi canllawiau, cyflwyniadau pwerbwynt ac ati
- hysbysebu a phrosesu recriwtio ar gyfer swyddi gwag i'r Pwyllgor Moeseg a Safonau
- diweddarau'r Cod Ymddygiad o bryd i'w gilydd
- cysylltu â Swyddogion Safonau'r Awdurdodau eraill, aelodau ac ati

Manyleb Personol

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Gradd neu gymhwyster cyfatebol neu brofiad sy'n berthnasol i'r rôl	
Sgiliau Ieithyddol Cymraeg	Gwranddo/Siarad: Lefel 5 Darllen: Lefel 4 Ysgrifennu: Lefel 4	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd: ar apwyntiad
Sgiliau Ieithyddol Saesneg	Gwranddo/Siarad: Lefel 5 Darllen: Lefel 5 Ysgrifennu: Lefel 5	Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd: ar apwyntiad
Sgiliau Ymarferol / Personol	Y gallu i gyfathrebu'n effeithiol a bod yn rhagweithiol wrth weithio gyda chadeiryddion pwyllgorau, Cyfarwyddwyr Corfforaethol a Swyddogion Arweiniol Corfforaethol i hwyluso gwaith pwyllgorau trosolwg a chraffu. Yr angen i weithio gyda goruchwyliaeth gyfyngedig a dadansoddi a gwerthuso gwybodaeth a ddarperir gan eraill i'w gyflwyno i aelodau a phwyllgorau er mwyn cynorthwyo adolygiadau craffu ac ymchwiliadau. Yr angen i ddehongli a chymhwyso'r gofynion Cyfansoddiad y Cyngor, deddfwriaeth a chanllawiau statudol, gydag arweiniad cyfyngedig. Gweithio i safonau uchel cyson a therfynau amser, i ddangos gwytnwch a phroffesiynoldeb, gan gynnal perfformiad effeithiol mewn sefyllfaoedd dan bwysau. Yr angen ymarfer ymwybyddiaeth wleidyddol a dealltwriaeth o'r cwestiynau a'r gofynion amrywiol a gwrthdaro gan Aelodau Etholedig, gan gynnwys Arweinydd y Cyngor, Aelodau'r Cabinet, Cadeiryddion Pwyllgorau ac Aelodau anweithredol, gan drin pob Aelod yn deg ac mewn modd priodol. Defnyddio sgiliau TGCh ym mhob agwedd o'r gwaith, gan gynnwys defnyddio pecynnau Microsoft – Word, Excel, Powerpoint; Meddalwedd gwe a systemau rheoli cyfarfodydd hybrid. Gweithio mewn tîm, gan gynnwys darparu cymorth i gydweithwyr. Mae angen adeiladu perthynas waith gadarnhaol a chynhyrchiol gydag amrywiaeth o unigolion ledled y Cyngor.	
Profiad Hanfodol	Profiad o weithio i lywodraeth leol, sector gyhoeddus neu sefydliad arall aml-swyddogaeth cymhleth.	
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Bydd deilydd y swydd yn cael ei (h)annog i ymgymryd â phob cymhwyster perthnasol.	

Dymunol	
Cymwysterau / Hyfforddiant	3 mlynedd mewn llywodraeth leol neu sector gyhoeddus
Sgiliau Ymarferol / Personol	

Job Description

Post Name	Scrutiny and Standards Officer
Service	Democratic Services
Grade	9
Spinal Point/s	24-26
Salary	£35,412 - £37,280
Job Purpose	Responsible to the Corporate Manager Democratic Services for assisting with the provision of the under-mentioned <u>statutory duties and responsibilities</u>*: a) providing support and advice in respect of the Council's overview and scrutiny functions to:- - the Council's overview and scrutiny committee or committees and the members of those committees - each member of the Council in carrying out the role of member of the Council - the members of the executive and officers. This involves supporting and developing the role of the Council's overview and scrutiny committees as a 'critical friend' with the aim of:- - contributing to the overall aim of the Council to continually improve the standard of its services to its citizens both as a direct provider and in partnership with other organisations; in accordance with the Council's constitution and current legislation and statutory guidance - developing the overview and scrutiny function as an important component of self-assessment and self-regulation as set out in the Local Government (Wales) Measure 2009 and the Local Government and Elections (Wales) Act 2021 - developing the overview and scrutiny function as an important element of the work of the Ceredigion Local Service Board and the preparation and implementation of the Single Integrated Plan for Ceredigion - developing the overview and scrutiny function as an important component of community planning, including the work of the Local Service Board and collaborative working with other authorities. b) undertaking the training and development programme for members c) assisting with the promotion of the Council's democratic processes.

	d) assist the Monitoring Officer with functions relating to the Ethics and Standards Committee e) any other functions that are remunerate to the role at the request of the Corporate Manager and the Corporate Lead Officer for Democratic Services.
Contractual Work Location/Base	Remote / Penmorfa
Hours of Work	37
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	Corporate Manager Democratic Services
Supervisory/Managerial Responsibilities	None
Accountability	The post-holder will need to use own initiative at times in order to deal with problems arising during these processes, such as managing the conflicting demands of the parties involved, in order to ensure reviews proceed, are completed on time and reports drafted and presented to Cabinet or Council, in consultation with the Corporate Manager Democratic Services and the Head of Democratic Services. The post--holder will contribute to the giving of advice to Members, the public and organisations, ensuring by way of consultation with the Corporate Manager Democratic Services and the Head of Democratic Services, if necessary, that the advice correctly reflects procedures as laid down in the Constitution, legislation and statutory guidance relating to the overview and scrutiny function. The post-holder will assist the Corporate Manager Democratic Services with the administration of the programme. Raise awareness about the democratic engagement and Accountability process generally.
Contractual Terms Associated with the Post	Politically Restricted
Duties and Responsibilities	
A1) The provision of <u>support</u> to the overview and scrutiny function - Delivering an effective and efficient support framework for the overview and scrutiny process of the Council in accordance with the relevant legislation, statutory guidance and the Constitution. The duties involve:	

- Supporting the process of identifying, with elected members and senior officers, opportunities for service delivery improvements and developments by way of reviews by the overview and scrutiny committees.
- Providing assistance and support to the chairs of the overview and scrutiny committees to ensure the effective and efficient operation of the overview and scrutiny function, and in particular:
 - viii. To plan and co-ordinate reviews by way of the use of scoping documents
 - ix. To undertake investigative support for reviews, including any relevant research and analysis
 - x. To facilitate meetings including making arrangements for individuals and representatives of organisations to provide evidence; and to liaise with colleagues in the Democratic Services Section in this regard
 - xi. To collate, produce and publish Committee agendas
 - xii. To coordinate actions arising from meetings, during and after reviews
 - xiii. To produce reports emanating from reviews for reporting to Cabinet and Council
 - xiv. To assist with the contribution made by Overview and Scrutiny Committees to policy development and review.
- To work closely with colleagues in the Corporate Partnership and Performance services in order to coordinate the work of the overview and scrutiny committees with the overall aims and targets of the Council's Corporate Plan, Improvements Objectives Plan and Risk Register and the Single Integrated Plan.
- To assist with the development of collaboration with other authorities, including joint scrutiny committees as and when required, in order to scrutinise the work of the Ceredigion Local Services Board, in accordance with the Measures and statutory guidance.
- To help build effective working arrangements with the members of the executive, officers and partner organisations in order to engender mutual trust and respect and to promote active engagement and participation in the scrutiny process.
- To assist with the administration for dealing with any executive decisions called-in by overview and scrutiny committees.
- To assist with the administration for dealing with any *councillor calls for action* initiated by members.

A2) assisting with the provision of advice on governance matters –

The duties involve assisting the Corporate Manager in giving advice and guidance to:-

- c) Chairmen and Members on certain democratic procedural rules in the Constitution relating to the overview and scrutiny function in accordance with:
 - The Council and Committees Procedure Rules / Standing Orders
 - Overview and Scrutiny Rules
 - The Call-in procedure
 - Access to Information Rules
- d) non-executive Councillors generally on the overview and scrutiny function.

A3) assisting with the administration of the member training and development programme

To assist the Corporate Manager Democratic Services with the administration of the training and development programme for members, including:

- producing an action plan based on the WLGA Members Development Charter
- arranging and coordinating training and development sessions in accordance with the plan
- facilitating the annual reviews of members training needs.

B) assisting with the promotion of democratic engagement and accountability

throughout the County by way of direct communication with the members public, other public bodies, town and community councils, WLGA, local associations.

The duties include raising public awareness about scrutiny in accordance with statutory guidance, including:

- publicising the overview and scrutiny function generally, including by way of pages on the Council's website
- inviting participation from members of the public in identifying matters for scrutiny and to submit evidence as part of a review
- liaising with town and community councils and the third sector.

A4) assist the Monitoring Officer with functions relating to the Ethics and Standards Committee

The duties include:

- advising Members on the Code of Conduct
- organizing and clerking standards meetings
- preparing reports on legal and case-law changes for the Ethics and Standards Committee and advising generally
- providing training to Members on the Code and Ethics and Standards
- preparing precedent sheets and monitoring consistency of dispensation decisions
- assisting the Monitoring Officer with the preparation of correspondence for Code of Conduct complaints sent to Ombudsman
- publicity, and updating the Council's website
- considering items for the inclusion on the agenda
- preparation of guidance, powerpoint presentations etc
- advertising and processing recruitment for vacancies to the Ethics and Standards Committee
- updating the Code of Conduct from time to time
- liaising with other Authorities Standards Officers, members etc

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	Degree or equivalent qualification or experience relevant to the role	
Welsh Linguistic Skills	Listening/Speaking: Level 5 Reading: Level 4 Writing: Level 4	The Welsh linguistic skills noted are required on appointment
English Linguistic Skills	Listening/Speaking: Level 5 Reading: Level 5 Writing: Level 5	The English linguistic skills noted are required on appointment
Practical and personal skills	The ability to communicate effectively and be pro-active in working with committee chairmen, Corporate Directors and Corporate Lead Officers to facilitate the work of overview and scrutiny committees. Need to work with limited supervision and analyse and evaluate information provided by others in order to present to members and committees in order to assist scrutiny reviews and investigations. Need to interpret and apply the requirements the Council's Constitution, legislation and statutory guidance, with limited guidance. Working to constant high standards and time-scales, to demonstrate resilience and professionalism, maintaining effective performance in pressurised situations. Need to exercise political awareness and an understanding of the varying and conflicting queries and demands from Elected Members, including the Leader of the Council, Cabinet Members, Chairs of Committees and non-executive Members, treating all Members equitably and in an appropriate manner. Use of ICT skills in all aspects of the work, including use of Microsoft packages – Word, Excel, Powerpoint; web software and hybrid meeting management systems. Team working, including providing support to colleagues. Needs to build a positive and productive working relationship with a variety of individuals throughout the Council.	
Required Experience	Experience of working in Local Government, public sector or other complex multi-function organisation	
Training/education required to be undertaken for the post/worked towards	The post-holder will be encouraged to undertake all relevant qualifications.	

Desirable	
Qualifications / Training	3 years in local government or public sector.
Practical / Personal Skills	