Cyngor Sir
CEREDIGION
County Council

PWYLLGOR TROSOLWG A CHRAFFU CYMUNEDAU SY'N DYSGU
AELODAU CYFETHOLEDIG: RHIANT-LYWODRAETHWYR

DISGRIFIAD O'R RÔL

Yn gyffredinol, dylai Aelodau Cyfetholedig y Pwyllgorau Trosolwg a Chraffu:

- Fedru cynrychioli buddiannau'r bobl sy'n derbyn gwasanaethau y mae cyrff gwasanaeth cyhoeddus yn eu darparu neu'u comisiynu; a/neu
- Fedru cyfrannu gwybodaeth neu sgiliau arbenigol fel y gellir craffu ar y materion dan sylw yn drylwyr ac yn wrthrychol; a/neu
- Fod yn byw neu'n gweithio yn y Sir.

Mae aelod cyfetholedig yn rhywun (heblaw Cynghorydd) sy'n aelod o'r pwyllgor ac yn cymryd rhan weithredol a chyflawn yng ngwaith y Pwyllgor. Fel aelod o'r Pwyllgor Trosolwg a Chraffu Cymunedau sy'n Dysgu byddwch â'r hawl i bleidleisio ar faterion sydd a wnelont ag addysg.

Mae'r Pwyllgor Trosolwg a Chraffu Cymunedau sy'n Dysgu yn ymdrin â materion addysg, ysgolion a dysgu gydol oes. Mae'r Pwyllgor:

- yn cyfrannu at y drefn o lunio strategaethau a pholisïau'r Cyngor drwy eu hystyried cyn i'r Cabinet a'r Cyngor eu mabwysiadu
- yn craffu ar waith a phenderfyniadau'r Cabinet ym maes addysg.

Fe gewch chi fwy o wybodaeth ynglŷn â Throsolwg a Chraffu yma: http://www.ceredigion.gov.uk/Cymraeg/Eich-Cyngor/Cynghorwyr-a-Phwyllgorau/Trosolwg-a-Chraffu/Pages/default.aspx.

SWYDDOGAETHAU ALLWEDDOL

- Sicrhau y caiff anghenion defnyddwyr gwasanaethau a dinasyddion, eu safbwyntiau a'u profiadau eu cynrychioli yng ngwaith y Pwyllgor Trosolwg a Chraffu Cymunedau sy'n Dysgu fel y gellir gwella gwasanaethau lleol;

- Codi llais ar ran rhieni yn yr ardal heb berthyn i unrhyw blaid wleidyddol; mynegi i'r Cyngor y materion pennaf ym myd addysg sy'n pryderu rhieni disgyblion sy'n mynychu ysgolion a ariennir gan y Cyngor;

- Meithrin cyswllt â'r aelod arall sy'n cynrychioli rhieni-lywodraethwyr ar y Pwyllgor;

- Cyfrannu gwybodaeth a/neu sgiliau arbenigol i'r broses Graffu, a/neu gyflwyno elfen o herio o'r tu allan drwy gynrychioli'r cyhoedd;

- Meithrin diddordeb yn y Pwyllgor, y Ffrydiau Gwaith a'r Grwpiau Gorchwyl a Gorffen, bod yn bresennol yn y cyfarfodydd a chyfrannu;

- Adrodd yn ôl i rieni ynglŷn â thrafodaethau a phenderfyniadau'r Pwyllgor (gan ystyried a pharchu cyfrinachedd pan fydd hynny'n briodol);

- Meithrin perthynas dda ag aelodau eraill o'r Pwyllgor a Swyddogion;

- Cydymffurfio â'r rhannau perthnasol o Gyfansoddiad y Cyngor o ran rheolau a gweithdrefnau cyfarfodydd Pwyllgorau Trosolwg a Chraffu, a'r Côd Ymddygiad;

- Ceisio hybu ymwybyddiaeth, dealltwriaeth a diddordeb yng ngwaith y Pwyllgor Trosolwg a Chraffu Cymunedau sy'n Dysgu bob amser.

CYFRIFOLDEBAU ALLWEDDOL

Bydd disgwyl i Aelodau Cyfetholedig fod yn bresennol mewn o leiaf pedwar cyfarfod o'r Pwyllgor bob blwyddyn.

Fel arfer mae'r Pwyllgor Trosolwg a Chraffu Cymunedau sy'n Dysgu'n cwrdd chwe gwaith y flwyddyn am 9.30a.m./10a.m. o bell trwy fideo-gynhedledda neu yn Siambr y Cyngor, Neuadd Cyngor Ceredigion, Penmorfa, Aberaeron yn ystod yr wythnos waith (gallwch weld amserlen gyfarfodydd yma:
Cyngor Sir Ceredigion Browse meetings - Pwyllgor Trosolwg a Chraffu Cymunedau sy'n Dysgu

CYFRIFOLDEBAU

- Bod yn bresennol mewn cyfarfodydd ffurfiol o'r Pwyllgor Trosolwg a Chraffu Cymunedau sy'n Dysgu y cawsoch eich penodi iddo;

- Bod yn bresennol mewn cyfarfodydd ychwanegol a sesiynau casglu tystiolaeth, gan gynnwys cyfarfodydd Ffrydiau Gwaith, Grwpiau Gorchwyl a Gorffen ac ymweliadau safle;

- Paratoi ar gyfer pob cyfarfod drwy ddarllen yr agenda a'r papurau ac unrhyw wybodaeth ychwanegol fel eich bod yn gyfarwydd â'r materion dan sylw. Cyn y cyfarfod, ystyried pa gwestiynau yr hoffech chi ofyn i'r Aelod Cabinet, Swyddogion ac yn y blaen;

- Yn y cyfarfodydd bydd arnoch angen gwrando'n astud, gofyn cwestiynau mewn modd nad yw'n barnu, parchu cyfrinachedd a helpu'r Pwyllgor i lunio argymhellion ymarferol ar gyfer gwella gwasanaethau;

- Herio perfformiad y gwasanaethau o safbwynt pobl leol;

- Cyfrannu at ddatblygiad y Pwyllgor Trosolwg a Chraffu Cymunedau sy'n Dysgu;

- Cymryd rhan mewn unrhyw hyfforddiant, sesiynau datblygu a gweithdai eraill er mwyn meithrin eich dealltwriaeth o flaenoriaethau allweddol a chynlluniau'r Gwasanaethau Dysgu;

- Dilyn y datblygiadau diweddaraf o ran y materion allweddol hynny sydd o fewn cylch gwaith y Pwyllgor Trosolwg a Chraffu Cymunedau sy'n Dysgu, a'u cadw mewn cof wrth graffu ar wasanaethau a llunio argymhellion ar gyfer gwella;

- Cyfrannu at sicrhau proses benderfynu agored, atebol a thryloyw yng Nghyngor Sir Ceredigion.

RHINWEDDAU SY'N OFYNNOL

- Medru cyfrannu at waith y Pwyllgor Trosolwg a Chraffu Cymunedau sy'n Dysgu yn gyffredinol drwy ddadlau achosion, cyfrannu gwybodaeth leol ac esbonio materion sy'n peri pryder i bobl leol;

- Diddordeb brwd a gwirioneddol mewn gwella gwasanaethau cyhoeddus er lles pobl leol;

- Medru cyfathrebu'n effeithiol a meithrin cysylltiadau da ag aelodau eraill a swyddogion;

- Parch at gyfrinachedd;

- Medru ymdrin â materion sensitif mewn modd diplomatig;

- Parchu safbwyntiau pobl eraill ac ystyried materion yn deg a heb farnu;

- Medru datrys problemau ac ymchwilio i ddulliau newydd o weithio a fydd yn gwella gwasanaethau;

- Diddordeb mewn llywodraeth leol, ac yn enwedig addysg;

- Ymwybyddiaeth o'r blaenoriaethau pennaf yn y Sir, a'r amrywiaeth o asiantaethau sy'n darparu gwasanaethau i bobl leol (gan gynnwys y sectorau preifat a gwirfoddol).

- Angen llawer iawn o sensitifrwydd a phwyll.

- Medru bod yn bresennol yng nghyfarfodydd y Pwyllgor, a gynhelir fel arfer yn y bore.

HAWLIAU PLEIDLEISIO

Mae'r Aelodau Cyfetholedig statudol ar y Pwyllgor Trosolwg a Chraffu Cymunedau sy'n Dysgu yn meddu ar hawliau i bleidleisio ar faterion sydd a wnelont ag addysg.

TÂL

Telir y swm sydd wedi'i bennu gan Banel Annibynnol Cymru ar Gydnabyddiaeth Ariannol. Yn 2022/23, y tâl am ddiwrnod (dros bedair awr) yw £210, a thelir £105 am hanner diwrnod (hyd at bedair awr). Telir costau teithio ar gyfradd o 45c y filltir.

CYFNOD YN Y SWYDD

Rhagwelir y byddwch yn aelod o'r Pwyllgor am gyfnod o pump blynedd ar ôl cael eich penodi.

CYMHWYSTER

Nid yw'r bobl ganlynol yn gymwys i gynrychioli rhieni-lywodraethwyr ar y Pwyllgor:

- Rhywun sy'n gweithio yng Ngwasanaethau Dysgu Cyngor Sir Ceredigion;
- Rhywun sy'n gweithio mewn ysgol a ariennir gan Gyngor Sir Ceredigion (gan gynnwys athrawon ac aelodau eraill o staff);
- Cynghorwyr Sir Ceredigion;
- Rhywun sydd eisoes yn cynrychioli rhieni-lywodraethwyr gyda Chyngor Sir Ceredigion neu awdurdod arall, os byddai cyfnod y swydd yn gorgyffwrdd â chyfnod y swydd hon.

GWEITHDREFN

- Cyn ichi ddechrau fel aelod cyfetholedig, bydd arnoch angen llofnodi'r Côd Ymddygiad i Aelodau:
- Y Cod - Cyngor Sir Ceredigion
- Bydd arnoch angen llenwi ffurflen Cofrestru Buddiannau hefyd

- Mae'n rhaid i bob aelod cyfetholedig gydymffurfio â Chyfansoddiad y Cyngor o ran y rheolau a'r gweithdrefnau ar gyfer Pwyllgorau Trosolwg a Chraffu: Cyfansoddiad y Cyngor - Cyngor Sir Ceredigion
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- Efallai y bydd arnoch angen datgelu buddiannau personol neu fuddiannau sy'n rhagfarnu mewn cysylltiad â rhai eitemau ar agendâu cyfarfodydd y Pwyllgor.

Cyngor Sir
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County Council

LEARNING COMMUNITIES OVERVIEW AND SCRUTINY COMMITTEE
CO-OPTED MEMBERS: PARENT GOVERNORS

ROLE DESCRIPTION

As a general rule, Overview and Scrutiny Co-opted Members should be able to:

- Represent the interests of the population that receive services provided by or commissioned by public service providers; and/or
- Contribute expert knowledge or skills that will lead to a rigorous and objective scrutiny of the issues under review; and/or
- Live or work in the County.

A co-opted member is someone (other than a Councillor) who is a member of the committee and takes full and active part in the work of the committee. As a member of the Learning Communities Overview and Scrutiny Committee you will have voting rights in relation to education matters.

The Learning Communities Overview and Scrutiny Committee deals with education matters, schools and lifelong learning. The Committee:

- contributes to the process of preparing strategies and policies by the Council by considering them prior to their adoption by the Cabinet and the Council
- scrutinises the work and the decisions of the Cabinet in the education field.

Further information relating to Overview and Scrutiny can be accessed at https://www.ceredigion.gov.uk/English/Your-Council/Councillors-Committees/Overview-and-Scrutiny/Pages/default.aspx

KEY ROLES

- To ensure the needs, views and experience of service users and citizens are represented in the work of the Learning Communities Overview and Scrutiny Committee as a means to the improvement of local services;

- To act as a non-party political voice for parents in the area; representing to the Council the main education issues which concern parents of pupils in schools maintained by the Council;

- To liaise with the other parent governor representative on the Learning Communities Overview and Scrutiny Committee;

- To bring specialist knowledge and/or skills to the Scrutiny process and/or to bring an element of external challenge by representing the public;

- To take an interest in, attend and contribute to the Committee, Workstreams and Task and Finish Groups;

- Feed back the discussions and decisions of the Committee relating to education to parents (having due regard and respect for confidentiality when required);

- To establish good relations with other members of the Committee and Officers;

- To abide by the relevant sections of the Council's Constitution in relation to the rules and procedures for Overview and Scrutiny Committee proceedings and the Code of Conduct;

- At all times seek to promote awareness, understanding and interest in the work of the Learning Communities Overview and Scrutiny Committee.

KEY ACCOUNTABILITIES

Co-opted Members will be expected to attend a minimum of four committee meetings per year.

The Learning Communities Overview and Scrutiny Committee usually meets 6 times a year at 9.30a.m/10a.m. held remotely via video-conference or at the Council Chamber, Neuadd Cyngor Ceredigion, Penmorfa, Aberaeron on a week-day (the schedule of meetings is available at:
Ceredigion County Council Browse meetings - Learning Communities Overview and Scrutiny Committee
).

RESPONSIBILITIES

- Attend formal meetings of the Learning Communities Overview and Scrutiny Committee to which you have been appointed;

- Attend additional meetings and evidence gathering sessions such as Workstreams, Task and Finish Groups and site visits;

- Prepare for each meeting by reading the agenda papers and additional information to familiarise yourself with the issue under scrutiny. Prior to the meeting consider the questions you may wish to put to the Cabinet Member, Officers etc.;

- At the meetings you will need to listen carefully, ask questions in a way which is non-judgmental, respect confidentiality and help the Committee to make practical suggestions for improvements in the services;

- Challenge the performance of services from the perspective of local people;

- Contribute to the development of the Learning Communities Overview and Scrutiny Committee;

- Attend any training and development events and other workshops to develop your understanding of the key priorities and initiatives with respect to Learning Services

- Keep abreast of the key issues for those services which are within the remit of the Learning Communities Overview and Scrutiny Committee and bear these in mind when scrutinising services and making recommendations for improvement;

- Contribute to achieving an open, accountable and transparent decision-making process at Ceredigion County Council.

REQUIRED COMPETENCIES

- Be able to contribute to the work of the Learning Communities Overview and Scrutiny Committee as a whole in terms of debate, local knowledge and insight into issues of local concern;

- A keen and genuine interest in achieving improvements in public services for local people;

- The ability to communicate effectively and build good relations with other members and officers;

- A respect for confidentiality;

- The ability to deal with issues of a sensitive nature in a diplomatic manner;

- To respect the views of others and consider issues in a fair and non-judgemental way;

- The ability to problem-solve and look for innovative new ways of working that will achieve improvements in services;

- An interest in local government and in particular education;

- An awareness of the key priorities for the County and the range of agencies involved in providing services to local people (including the private and voluntary sectors).

- The need for a high degree of sensitivity and discretion.

- The requirement to attend Committee meetings, which are usually held in the mornings.

VOTING RIGHTS

The statutory Education Co-optees on the Learning Communities Overview and Scrutiny Committee have voting rights in relation to education matters.

REMUNERATION

A fee as prescribed by Independent Remuneration Panel for Wales will be paid. For 2022/23, the daily fee is £210 (over 4 hours) and £105 for half a day (up to 4 hours). Travelling costs incurred will be reimbursed at 45p per mile.

TERM OF OFFICE

It is anticipated that the period of the appointment would be for a period of 5 years from the date of appointment.

ELIGIBILTY

The following persons are not eligible to stand as parent governor representatives:

- Employees in the education services of Ceredigion County Council;

- Employees of schools maintained by Ceredigion County Council (including teachers, non-teaching and other staff);

- Ceredigion County Council Councillors;

- Existing parent governor representatives in Ceredigion County Council or another authority, if their current term of office would overlap with the term of office of the vacancy.

PROCEDURE

- Before taking up your appointment as a co-optee, you will need to sign up to the Council's Members' Code of Conduct
- Ethics and Standards Code of - Ceredigion County Council

- You will also need to complete a Register of Interests form

- All co-opted members must abide by the Council's Constitution in terms of rules and procedures for Overview and Scrutiny Committee proceedings:
The Council's Constitution - Ceredigion County Council
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- You may need to declare a personal or prejudicial interest in specific agenda items.