

# Pecyn Dogfen Gyhoeddus



Swyddog Cyswllt:  
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At: Edward Michael Hughes (Cadeirydd)

Cynghorwyr: Patrick Heesom, Paul Johnson ac Arnold Woolley

## **Aelodau Cyfetholedig**

Robert Dewey, Jonathan Duggan-Keen, Phillipa Ann Earlam, Julia Hughes a  
Kenneth Harry Molyneux

30 Ionawr 2018

Annwyl Gynghorydd

Fe'ch gwahoddir i fynychu cyfarfod Pwyllgor Safonau a gynhelir yn 6.30 pm Dydd Llundun, 5ed Chwefror, 2018 yn Ystafell Bwyllgor Clwyd, Neuadd y Sir, Yr Wyddgrug CH7 6NA i ystyried yr eitemau canlynol

**Bydd y sesiwn hyfforddiant ar gyfer aelodau'r Pwyllgor Safonau yn cael ei chynnal o 6.00pm tan 6.30pm.**

## **R H A G L E N**

### **1 YMDDIHEURIADAU**

**Pwrpas:** I dderbyn unrhyw ymddiheuriadau.

### **2 DATGAN CYSYLLTIAD (GAN GYNNWYS DATGANIADAU CHWIPIO)**

**Pwrpas:** I dderbyn unrhyw ddatganiad o gysylltiad a chynghori'r Aelodau yn unol a hynny.

### **3 COFNODION (Tudalennau 3 - 8)**

**Pwrpas:** I gadarnhau, fel cofnod cywir gofnodion y cyfarfod ar 8 Ionawr 2018.

### **4 GODDEFEBAU**

**Pwrpas:** Derbyn unrhyw geisiadau am oddefebau.

**5 PROTOCOL CYFRYNGAU CYMDEITHASOL (Tudalennau 9 - 12)**

**Pwrpas:** I ystyried a oes yn rhaid i'r Cyngor fabwysiadu Protocol Cyfryngau Cymdeithasol neu a yw canllawiau Cymdeithas Llywodraeth Leol Cymru yn ddigonol.

**6 MANYLION YR HYFFORDDIANT A DDARPERIR AR GYFER CYNGHORAU TREF A CHYMUNED (Tudalennau 13 - 14)**

**Pwrpas:** Rhoi'r wybodaeth ddiweddaraf i'r Pwyllgor ar yr hyfforddiant a drefnwyd ac a ddarparwyd ar gyfer Cynghorwyr Tref a Chymuned, gan gynnwys y niferoedd a oedd yn bresennol.

**7 COD YMDDYGIAD LLYWODRAETHWYR YSGOL (Tudalennau 15 - 18)**

Bod yr Aelodau yn nodi'r adroddiad.

Bod yr Aelodau sy'n llywodraethwyr ysgol yn sicrhau eu bod yn ymwybodol o god ymddygiad eu hysgol.

**8 RHAGLEN GWAITH I'R DYFODOL (Tudalennau 19 - 20)**

**Pwrpas:** Er mwyn i'r Pwyllgor ystyried testunau i'w cynnwys ar y Rhaglen Gwaith i'r Dyfodol.

Yn gywir



Robert Robins  
Rheolwr Gwasanaethau Democraidd

# Eitem ar gyfer y Rhaglen 3

## PWYLLGOR SAFONAU 8 IONAWR 2018

Cofnodion o gyfarfod Pwyllgor Safonau Cyngor Sir y Fflint a gynhaliwyd yn Neuadd y Sir, Yr Wyddgrug ddydd Llun, 8 Ionawr 2018.

### **YN BRESENNOL: Edward Hughes (Cadeirydd)**

Y Cynghorwyr:

Paul Johnson ac Arnold Woolley

Aelodau Cyfetholedig:

Robert Dewey, Phillipa Earlam, Julia Hughes a Ken Molyneux

**YMDDIHEURIADAU:** Jonathan Duggan-Keen a'r Cyngorydd Patrick Heesom

### **HEFYD YN BRESENNOL:**

Swyddog Monitro, Dirprwy Swyddog Monitro a Swyddog Gwasanaethau Democrataidd

#### **44. DATGANIADAU CYSYLLTIAD (GAN GYNNWYS DATGANIADAU CHWIPIO)**

Ni dderbyniwyd dim.

#### **45. COFNODION**

Cyflwynwyd cofnodion y cyfarfod a gynhaliwyd ar 4 Rhagfyr 2017.

Fel mater o gywirdeb, nodwyd fod y cyfarfod wedi ei gynnal yn Neuadd Y Sir.

##### Materion yn Codi

Ar gofnod rhif 37, cadarnhawyd fod llythyr o ddiolch wedi ei anfon at Noelle Jones am ei chyfranogiad ar y panel cyfweld.

Ar gofnod rhif 38, roedd y Swyddog Monitro wedi ei gynghori y byddai cyfarfod nesaf Fforwm Safonau Gogledd Cymru yn debyg o gael ei gynnal gan Gyngor Gwynedd yn hytrach na Sir y Fflint. Byddai'n ceisio cadarnhad ac yn adrodd yn ôl i'r Pwyllgor.

Ar gofnod rhif 39, roedd crynodeb o'r pwyntiau a godwyd yn ystod y drafodaeth wedi ei gytuno gyda'r Cadeirydd a'r Is-Gadeirydd a byddai'n cael ei gylchredeg i'r Pwyllgor.

### **PENDERFYNWYD:**

Yn amodol ar y newid uchod, cymeradwyo'r cofnodion fel cofnod cywir a'u llofnodi gan y Cadeirydd.

## 46. GODDEFEBAU

Gofynnwyd i'r Pwyllgor ystyried cais am oddefeb a gyflwynwyd gan y Cynghorydd Sir Christine Jones oedd am siarad yn y Pwyllgor Cynllunio ar gais rhif 057808 oedd yn ymwneud â chodi chwe annedd. Fel aelod o'r Pwyllgor Cynllunio, roedd wedi datgan cysylltiad personol a chysylltiad sy'n rhagfarnu gan fod safle'r cais wedi ei leol y tu ôl i'w chartref. Fel arfer byddai'r cais am gymeradwyo materion a gadwyd yn ôl yn cael eu trin drwy Bwerau Dirprwyedig a roddwyd i'r Prif Swyddog, fodd bynnag roedd cryfder barn gyhoeddus ar y cais yn golygu y byddai o bosib angen i'r Pwyllgor Cynllunio ei ystyried.

Eglurodd y Dirprwy Swyddog Monitro y cynghorwyd Aelodau i ofyn i Aelod arall o'r Pwyllgor Cynllunio weithredu fel Aelod ward ar eu rhan mewn achosion o'r fath, a bod y Cynghorydd Ian Dunbar wedi ei holi yn yr achos hwn. Byddai hawl gan y Cynghorydd Jones i siarad am dri munud (yr un fath ag aelodau o'r cyhoedd) ond roedd yn ceisio goddefeb am bum munud, sef yr un fath ag Aelodau'r Pwyllgor. Roedd y Dirprwy Swyddog Monitro wedi cynghori'r Cynghorydd Jones i wneud cais i siarad am y ddau funud ychwanegol a fyddai'n rhoi digon o amser ac a oedd yn unol â'r amser a roddwyd yn flaenorol i Aelodau eraill.

Eglurwyd bod y cais cynllunio eisoes wedi derbyn cymeradwyaeth amlinellol. Ar y cam hwnnw, roedd y Cynghorydd Jones wedi gofyn i siarad yn y Pwyllgor Cynllunio am bum munud ac i wneud sylwadau llafar ac ysgrifenedig i swyddogion ar y mater. Fodd bynnag, ar 8 Rhagfyr 2014, penderfynodd y Pwyllgor Safonau ddyfarnu goddefeb i siarad am dri munud yn unig, y teimlent oedd yn ddigonol. Nid oedd y cais am oddefeb i gyfathrebu gyda swyddogion bellach yn berthnasol gan fod hyn bellach yn cael ei ganiatáu o dan y cod ymddygiad.

Cyfeiriodd y Cynghorydd Arnold Woolley at bwysigrwydd cysondeb wrth wneud penderfyniadau ar geisiadau goddefeb.

Yn dilyn ymholiad gan Mr Rob Dewey, eglurwyd bod y tir - nad oedd dan berchnogaeth y Cynghorydd Jones - y tu ôl i'w heiddo. Mynegodd Mr. Dewey bryder am ddyfarnu goddefeb, oherwydd agosrwydd safle'r cais a mynegodd ei fwriad i ymwrthod rhag pleidleisio.

Awgrymodd Ms. Julia Hughes y dylid cymharu gyda cheisiadau llwyddiannus eraill er mwyn sefydlu cysaill ar agosrwydd at safle'r cais. Eglurodd Swyddogion na ddylai hyn fod yn ffactor wrth wneud penderfyniadau gan fod gofoddeb wedi ei ddyfarnu i Aelodau yn y gorffennol, pan mai nhw oedd yn berchen ar safle'r cais dan sylw. Gallai'r Pwyllgor gael ei arwain gan gynseiliau ond rhaid ystyried pob cais ar ei rinweddau ei hun. Mewn ymateb i sylwadau pellach, eglurwyd mai dewis Aelodau oedd ceisio goddefeb yn Sir y Fflint os oeddynt am fynychu'r cyfarfod er mwyn cynorthwyo'r drafodaeth.

Yn dilyn trafodaeth, siaradodd Mr Ken Molyneux o blaid dyfarnu goddefeb i'r Cynghorydd Jones siarad am bum munud yn y Pwyllgor Cynllunio ar y mater cyn gadael yr ystafell. O'i roi i bleidlais, cytunwyd ar y cynnig.

Eglurodd y Swyddog Monitro fod yr oddefeb yn gymwys am 12 mis a byddai'n cynnwys materion yr oedd yn ei ystyried yn debyg i gais 057808.

**PENDERFYNWYD:**

Caniatáu gofeddeb i'r Cynghorydd Christine Jones o dan baragraffau (d) ac (f) o Reoliadau'r Pwyllgor Safonau (Caniatáu Gofeddebau) (Cymru) 2001 i siarad am bum munud fel Aelod Lleol yn y Pwyllgor Cynllunio ar gais cynllunio 057808, neu unrhyw gais sydd, ym marn y Swyddog Monitro, yn debyg. Mae'r Cynghorydd Jones i adael y cyfarfod ar ôl siarad, cyn trafodaeth a phleidlais ar y cais. Mae'r oddefeb i'w rhoi am 12 mis, gan ddod i ben ar 8 Ionawr 2019.

**47. ADOLYGIAD O GODAU A PHROTOCOLAU**

Cyflwynodd y Swyddog Monitro adroddiad i ystyried amserlen er mwyn adolygu'r codau a phrotocolau o fewn Cyfansoddiad y Cyngor oedd o dan gylch gwaith y Pwyllgor. Rhannwyd amserlen ddrafft, gan gydnabod y gellid bod angen adolygu eto fel bo'n angenrheidiol.

Cyfeiriodd y Cynghorydd Paul Johnson at y protocol ar gynhyrchu newyddlenni cynghorwyr a dywedodd y dylid canolbwyntio mwy ar y risgiau sydd ynghlwm â defnyddio'r cyfryngau cymdeithasol. Yn ystod y drafodaeth, cytunodd y Swyddog Monitro i gylchredeg canllawiau a gyhoeddwyd gan Gymdeithas Llywodraeth Leol Cymru a threfnu eitem ar gyfer yr agenda yn y dyfodol er mwyn trafod hyn mewn mwy o fanylder.

Penderfynodd y Pwyllgor ar eglurder yr adroddiad, yn amodol ar newid gwall teipograffyddol a'r eitem yn y dyfodol ar ddefnydd o'r cyfryngau cymdeithasol.

**PENDERFYNWYD:**

- (a) Mabwysiadu'r amserlen ar gyfer adolygu codau a phrotocolau; a
- (b) Rhoi eitem ar ddefnydd cynghorwyr o'r cyfryngau cymdeithasol ar y Rhaglen Gwaith i'r Dyfodol wedi cylchredeg canllawiau Cymdeithas Llywodraeth Leol Cymru .

**48. CYFLWYNIAD A HYFFORDDIANT AR GYFER Y PWYLLGOR SAFONAU**

Cyflwynodd y Swyddog Monitro adroddiad i ystyried anghenion hyfforddiant a datblygu aelodau'r Pwyllgor, yr oedd rhai ohonynt wedi ymuno yn ystod blwyddyn bresennol y Cyngor.

Awgrymodd Ms. Julia Hughes hyfforddiant ar God Ymddygiad Aelodau. Cyfeiriodd at gylch gwaith y Pwyllgor a gofynnodd sut gallai aelodau fod yn sicr o'r hyfforddiant a roddir i gynrychiolwyr eglwys a rhieni-lywodraethwyr ar gynnal y safonau. Byddai'r Swyddog Monitro yn ceisio cadarnhad ar y cymorth hwn oedd yn cael ei ddarparu gan y portffolio Addysg ac Ieuenctid. Awgrymodd Ms. Hughes bod y Pwyllgor yn ystyried manylion rhaglenni hyfforddiant a lefelau presenoldeb, yn arbennig o ystyried y pryderon am ystadegau presenoldeb hyfforddi cynrychiolwyr

cyngorau tref a chymuned. Cyfeiriodd ar yr arfer yng Nghyngor Sir Ddinbych i aelodau annibynnol y Pwyllgor Safonau fynychu cyngorau tref a chymuned yn eu tro. Hyrwyddwyd hyn fel peirianwaith cefnogaeth i arsylwi ac adrodd yn ôl i'r Pwyllgor am y canfyddiadau, ac i amlygu gwaith y ddwy ochr.

Siaradodd Mr. Rob Dewey o blaid mabwysiadu trefniadau tebyg yn Sir y Fflint, fel y gwnaeth y Cyngorydd Paul Johnson a ddywedodd y byddai angen hyfforddiant er mwyn galluogi aelodau'r Pwyllgor i gyflawni'r rôl hon.

Awgrymodd Arnold Woolley y dylid ymgynghori a chynghorau tref a chymuned yn y man cyntaf. Dywedodd y dylid sefydlu'r rheswm dros ddiffyg mynychu sesiynau hyfforddi er mwyn canfod ffordd ymlaen.

Wedi trafodaeth, cytunodd y Swyddog Monitro i ysgrifennu at gynghorau tref a chymuned er mwyn ceisio barn ar (i) ymagwedd gyson ar gyfer yr ymweliadau a (ii) rhesymau posib dros ddiffyg presenoldeb mewn sesiynau hyfforddi. Byddai'r ymatebion yn cael eu hadrodd yn ôl i gyfarfod yn y dyfodol.

O safbwynt Cod Ymddygiad Aelodau, eglurodd y Swyddog Monitro y gellid gwahanu hyfforddiant ar amrywiol agweddau ar draws gwahanol gyfarfodydd, gan gynnwys safon Sir y Fflint a'r gwahaniaethau lleol i'r model cenedlaethol.

Cytunwyd y byddai'n well rhoi hyfforddiant at Gynllun Indemniad y Cyngor ar adeg pan oedd fwyaf o'i angen, oherwydd y nifer isel o wrandawiadau. Awgrymodd y Swyddog Monitro sesiwn hyfforddi i ddarparu trosolwg o egwyddorion cyfiawnder cenedlaethol..

### **PENDERFYNWYD:**

- (a) Darparu hyfforddiant ar draws cyfarfodydd yn y dyfodol i gynnwys elfennau o God Ymddygiad Aelodau: Safonau Sir y Fflint a gwahaniaethau lleol i'r model cenedlaethol, yn ogystal â throsolwg o egwyddorion cyfiawnder cenedlaethol;
- (b) Rhannu gwybodaeth ar hyfforddiant a chanllawiau Cod Ymddygiad gyda chynrychiolwyr eglwys a rhieni-lywodraethwyr Addysg ac Ieuenctid er mwyn rhoi sicrwydd i'r Pwyllgor; a
- (c) Bod y Swyddog Monitro i ysgrifennu at gynghorau tref a chymuned er mwyn ceisio barn ar (i) ymagwedd gyson ar gyfer yr ymweliadau a (ii) rhesymau posib dros ddiffyg presenoldeb mewn sesiynau hyfforddi. Byddai'r ymatebion yn cael eu hadrodd yn ôl i gyfarfod yn y dyfodol.

### **49. RHAGLEN GWAITH I'R DYFODOL**

O ganlyniad i drafodaeth gynharach, yr eitemau i'w rhoi ar y rhaglen oedd:

- Defnydd cynghorwyr o'r cyfryngau cymdeithasol.
- Hyfforddiant atgoffa yn cynnwys elfennau o God Ymddygiad Aelodau.
- Eglurder ar hyfforddiant a chanllawiau Cod Ymddygiad i gynrychiolwyr eglwys a rhieni-lywodraethwyr.

- Ymatebion gan gynghorau tref a chymuned ar yr ymweliadau arfaethedig a rhesymau posib dros ddiffyg presenoldeb mewn sesiynau hyfforddi.

Yn dilyn awgrymiadau gan Ms. Julia Hughes, cytunodd y Swyddog Monitro i drefnu crynodeb o gwynion Cod Ymddygiad (natur a lefel honiadau) fel eitem sefydlog ar yr agenda. Byddai eitem ar wersi a ddysgwyd o Lyfr Achosion Ombwdsmon Gwasanaethau Cyhoeddus Cymru hefyd yn cael ei drefnu ddwywaith y flwyddyn.

Mewn ymateb i ymholiad gan y Cynghorydd Paul Johnson, eglurwyd y byddai Cofnod o Ofeddebau yn cael ei gyhoeddi ar y wefan (o dan ddolen 'Agendau, Adroddiadau, a Chofnodion' ar adran y Cyngor a Democratiaeth).

### **PENDERFYNWYD:**

Diweddarau'r Rhaglen Gwaith i'r Dyfodol.

### **50. AELODAU O'R WASG A'R CYHOEDD YN BRESENNOL**

Nid oedd unrhyw aelodau o'r cyhoedd na'r wasg yn bresennol.

(Dechreuodd y cyfarfod am 6pm a daeth i ben am 7.45pm)

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**Cadeirydd**

Mae'r dudalen hon yn wag yn bwrpasol



# Eitem ar gyfer y Rhaglen 5



## STANDARDS COMMITTEE

<b>Date of Meeting</b>	Monday, 5 February 2018
<b>Report Subject</b>	Social Media Protocol
<b>Report Author</b>	Chief Officer Governance

### EXECUTIVE SUMMARY

The code of conduct does not contain any specific provision relating to the use of social media however it does contain obligations on:

- treating people with respect
- compliance with equalities legislation; and
- not bringing one's council or position into disrepute
- use of council resources for party political purposes

These provisions only apply where a member is acting in an official capacity and so purely private use of social media does not fall within the ambit of the code.

To date the Council has not adopted a separate social media protocol, and has instead circulated to members the guidance published by WLGA which addresses the issues raised by social media clearly and comprehensively. That guidance is 4 years old. The WLGA is currently reviewing the guidance and is open to comments on how it might be improved or updated.

### RECOMMENDATIONS

1	That the Committee continues to rely on the WLGA social media guidance
2	That the Committee submits any suggestions for updating or improving the guidance to the WLGA.

## **REPORT DETAILS**

<b>1.00</b>	<b>HOW THE CODE APPLIES TO SOCIAL MEDIA</b>
1.01	<p>The code only applies to Members who are acting in an official capacity. This includes acting or giving the impression of acting in the role of Member. Thus if a Member mentions public issues or Council activity on social media then those comments are likely to be perceived as having been made in an official capacity. Purely personal use of social media, especially where visibility is closed and not public (e.g. limited to friends only on Facebook), will fall outside the ambit of the code.</p>
1.02	<p>The code of conduct does not specifically include any obligations in relation to social media. At their essence social media are simply means of mass communication and so the following obligations in the code are potentially relevant:</p> <ul style="list-style-type: none"><li>• Paragraph 4(a) have due regard to the need for equality of opportunity</li><li>• Paragraph 4(b) show respect and consideration for others</li><li>• Paragraph 5(a) do not disclose confidential information</li><li>• Paragraph 6(1)(a) not to bring office or authority into disrepute</li></ul>
1.03	<p>The WLGA published a very clear and comprehensive guide to social media that was circulated to all Members when it was published and circulated to members of the committee. The guidance contains:</p> <ul style="list-style-type: none"><li>• A short explanation of the different social media</li><li>• A positive explanation of the benefits of using social media</li><li>• Guidance on style and “do’s and don’ts”</li><li>• Guidance on possible code issues</li><li>• Commentary on predetermination</li><li>• A reminder not to use council IT equipment for party political purposes</li></ul>
1.04	<p>The WLGA guidance is now four years old. The WLGA is currently considering updating and refreshing it. Members may wish to comment on ways in which the guidance could be updated or improved. For example it does not give any advice on how Members can look after their own safety and well-being on social media.</p>

<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	None associated with this report.

<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
3.01	None.

<b>4.00</b>	<b>RISK MANAGEMENT</b>
4.01	The purpose of social media guidance is to enable Councillors to benefit from the use of social media whilst minimising the associated risks such as reputational damage, breaching the code of conduct.

<b>5.00</b>	<b>APPENDICES</b>
5.01	None.

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	<p>WLGA Social Media Guidance -  <a href="http://www.wlga.wales/SharedFiles/Download.aspx?pageid=62&amp;mid=665&amp;fileid=344">http://www.wlga.wales/SharedFiles/Download.aspx?pageid=62&amp;mid=665&amp;fileid=344</a></p> <p><b>Contact Officer:</b> Gareth Owens, Chief Officer Governance  <b>Telephone:</b> 01352 702344  <b>E-mail:</b> <a href="mailto:gareth.legal@flintshire.gov.uk">gareth.legal@flintshire.gov.uk</a></p>

<b>7.00</b>	<b>GLOSSARY OF TERMS</b>
7.01	<p><b>Welsh Local Government Association (WLGA)</b> represents the interests of local government and promotes local democracy in Wales. It represents the 22 local authorities in Wales and the 3 fire and rescue authorities and 3 national park authorities are associate members.</p> <p>The WLGA's primary purposes are to promote better local government and its reputation and to support authorities in the development of policies and priorities which will improve public services and democracy.</p>

Mae'r dudalen hon yn wag yn bwrpasol

# Eitem ar gyfer y Rhaglen 6



## STANDARDS COMMITTEE

<b>Date of Meeting</b>	Monday, 5 February 2018
<b>Report Subject</b>	Training for Town and Community Councillors
<b>Report Author</b>	Chief Officer (Governance)

### EXECUTIVE SUMMARY

This report is to advise the Committee of the level of attendance by Town and Community Councillors at training events that have been delivered regarding conduct and good governance of Town and Community Councillors and Councils, following the elections in 2017.

### RECOMMENDATIONS

1	To put the slides produced for the training that was delivered to new and returning Town and Community Councillors, and a link to the Public Service Ombudsman for Wales' (PSOW) video about his role in relation to matters of Councillor conduct, on the Council's website, so that they can be viewed by Town and Community Councillors.
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### REPORT DETAILS

<b>1.00</b>	
1.01	Four training events, aimed at informing or reminding new and returning Town and Community Councillors about the Members' Code of Conduct and principles of good governance, were organised for Town and Community Councillors on the 25 <sup>th</sup> and the 30 <sup>th</sup> May 2017, the 1 <sup>st</sup> June 2017, and the 14 <sup>th</sup> of September 2017.
1.02	Attendance lists for the training sessions show the total attendance for all four sessions was 63, with 59 of the attendees being Town or Community Councillors. There are 34 Town and Community Councils and 441 Town and Community Councillors in total within Flintshire. This means the total turnout (assuming that all members attending did sign the attendance sheet) was around 13% of the total number of Town and Community Councillors in Flintshire.

1.03	It may be helpful for Town and Community Councillors to be able to access the training slides used for the training in the event they have been unable to attend the training, or for those Members who wish to refresh themselves on certain matters that were covered in the training sessions. This may assist in more Councillors benefitting from the training.
1.04	The PSOW recorded a video (which is available via YouTube) to inform Town and Community Councillors and County Councillors about his role regarding the conduct of Councillors, and it may also be useful to provide a link to this video on the Council's website so that this can be viewed by Town and Community Councillors.

<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	None

<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
3.01	N/A

<b>4.00</b>	<b>RISK MANAGEMENT</b>
4.01	N/A

<b>5.00</b>	<b>APPENDICES</b>
5.01	N/A

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	<p>The training slides used for Training Town and Community Councillors in 2017.</p> <p>The PSOW's video for new and returning Members.</p> <p><b>Contact Officer:</b> Matthew Georgiou, Deputy Monitoring Officer  <b>Telephone:</b> 01352 702330  <b>E-mail:</b> <a href="mailto:matthew_georgiou@flintshire.gov.uk">matthew_georgiou@flintshire.gov.uk</a></p>

<b>7.00</b>	<b>GLOSSARY OF TERMS</b>
7.01	PSOW – Public Services Ombudsman for Wales

# Eitem ar gyfer y Rhaglen 7



## STANDARDS COMMITTEE

<b>Date of Meeting</b>	Monday, 5 February 2018
<b>Report Subject</b>	Code of Conduct for School Governors
<b>Report Author</b>	Chief Officer (Governance)

### EXECUTIVE SUMMARY

To inform Members on what is advised in respect of a code of conduct for school governors and the availability of training and support.

### RECOMMENDATIONS

1	That Members note the report.
2	That Members who are themselves school governors ensure they are aware of their school's own code of conduct.

### REPORT DETAILS

<b>1.00</b>	<b>Explaining a Code of Conduct for School Governors</b>
1.01	Governors of schools in Wales are responsible for the conduct of the school with a view to promoting high standards of educational achievement. In order that governing bodies may discharge their responsibilities and duties effectively and efficiently, governing bodies are required to agree a Code of Conduct.
1.02	A model code of conduct for governing bodies is available from Governors Wales, the national support body for school governors in Wales.
1.03	In adopting a code of conduct, a governing body should consider the following content:

- ensure that their actions reflect the considered, best interests of the school and its pupils;
- attend governing body meetings regularly;
- on appointment / election attend induction training, data training and chair training (for chairs only) provided by the Local Authority, if the criteria set out in *The Government of Maintained Schools (Training Requirements for Governors) (Wales) Regulations 2013* applies;
- on appointment / election, familiarise themselves with work of the school and keep this knowledge up to date;
- maintain their knowledge of current education policy, regulations and guidance and extend their skills by participating in training programmes including whole governing body training and other events;
- demonstrate a commitment to equality of opportunity and reflect this in developing and applying the policies the school is required to have in respect of sex, sexual orientation, marital or civil partner status, gender reassignment, race, religion or belief, disability or age (as defined in the Equality Act 2010);
- act as a critical friend towards those with professional responsibilities in the school, bearing in mind the governing body's own responsibility to promote high standards of educational achievement;
- be conscious of, and act within, the limits of the responsibilities of the governing body and when necessary, seek and give due consideration to professional information, advice and guidance;
- respect the responsibility of the head teacher for the day-to-day decisions in the management of the school;
- observe collective responsibility by supporting, once determined by democratic means, the decisions of the governing body;
- respect the governing body's right to deem certain matters to be confidential, restricting discussion of such matters, whether inside or outside governing body meetings, solely to governor colleagues and in appropriate cases solely to discussion within governing body committees;
- develop with colleagues on the governing body, a clear vision for the school;



	<ul style="list-style-type: none"> <li>➤ focus their contribution to governing body decisions upon what is in the best interests of pupils, and be conscious that the welfare of pupils should always come first in terms of child protection, health and safety and helping each child to develop their full potential;</li> <li>➤ encourage and participate in systems which provide for open and effective communication, helping to establish a clear vision of the school's development;</li> <li>➤ be aware that all governors are equal and respect others' views and behave accordingly in dealings with governor colleagues;</li> <li>➤ be aware of their accountability to parents and others in the local community and seek to devise effective dialogue with all those interested in the conduct and standards of the school;</li> <li>➤ observe all protocols and procedures agreed by the governing body;</li> <li>➤ be open, honest, objective, fair and impartial and prepared to confront the personal prejudices that may hinder informed decision-making including conflicts of interest.</li> <li>➤ With the rise in popularity of social networking sites such as Facebook and Twitter, governors should remember that they are a representative of the governing body and part of a corporate body. It is therefore sensible for governors to maintain a certain level of separation on social networking sites, as this may create a conflict / difficult situation in the future;</li> </ul>
1.04	<p>In accordance with <i>The Government of Maintained Schools (Training Requirements for Governors) (Wales) Regulations 2013</i>, the Authority provides access to on-line training and a termly training programme for governors. The statutory scope and content of the training includes reference to the Seven principles of Public Life/Principles of Conduct.</p>
1.05	<p>In accordance with <i>The Government of Maintained Schools (Training Requirements for Governors) (Wales) Regulations 2013</i>, governing bodies are required to suspend /remove any governor who has not completed the statutory training within the require timeframe.</p> <p>The Authority has not been made aware of any governor who has been suspended by their governing body for failing to complete the statutory training.</p>

<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	None arising from this report

<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
3.01	None arising from this report

<b>4.00</b>	<b>RISK MANAGEMENT</b>
4.01	None arising from this report

<b>5.00</b>	<b>APPENDICES</b>
5.01	None

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	<p><a href="http://www.governorswales.org.uk">www.governorswales.org.uk</a></p> <p><b>Contact Officer:</b> Kim Brookes, Senior Manager Business Change &amp; Support  <b>Telephone:</b> 01352 704025  <b>E-mail:</b> <a href="mailto:k.brookes@flintshire.gov.uk">k.brookes@flintshire.gov.uk</a></p>

<b>7.00</b>	<b>GLOSSARY OF TERMS</b>
7.01	None

**FLINTSHIRE COUNTY COUNCIL – STANDARDS COMMITTEE – FORWARD WORK PROGRAMME**

<b>Date of Meeting</b>	<b>Topic</b>	<b>Notes/Decision/Action</b>
<b>June 2018</b>	<ul style="list-style-type: none"> <li>• Training</li> <li>• Dispensations</li> <li>• Review of the Members' Code of Conduct</li> </ul>	To review the Members' Code of Conduct as part of the Committee's programme of review of the Council's Constitution
<b>May 2018</b>	<ul style="list-style-type: none"> <li>• Training</li> <li>• Dispensations</li> </ul>	
<b>April 2018</b>	<ul style="list-style-type: none"> <li>• Training</li> <li>• Dispensations</li> <li>• Update on Members' Annual Reports</li> </ul>	To consider a template annual report to be circulated to members in May
<b>March 2018</b>	<ul style="list-style-type: none"> <li>• Training</li> <li>• Dispensations</li> <li>• North Wales Standards Forum</li> </ul>	To discuss items for the agenda for the North Wales Standards Forum to be held in May 2018 and hosted by the Council
<b>February 2018</b>	<ul style="list-style-type: none"> <li>• Training</li> <li>• Dispensations</li> <li>• Social Media Protocol</li>   <li>• Training Governors on the Code of Conduct</li>   <li>• Details of Training for Town and Community Councillors</li> </ul>	<p>To consider whether the Council needs to adopt a Social Media Protocol or whether the Guidance issued by WLGA is sufficient</p> <p>That Members who are themselves school governors ensure they are aware of their school's own code of conduct.</p> <p>To update the Committee on the training arranged and provided for Town and Community Councillors, including numbers in attendance.</p>

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Date of Meeting	Topic	Notes/Decision/Action
<b>January 2018</b>	<ul style="list-style-type: none"> <li>• Training</li> <li>• Dispensations</li> <li>• Review of Constitution</li>   <li>• One Voice Wales (?)</li> </ul>	<p>To set a new programme for the rolling review of the document</p> <p>OVW may wish to discuss the committee's work with town and community councils and the role of their representative</p>
<b>December 2017</b>	<ul style="list-style-type: none"> <li>• Training</li> <li>• Dispensations</li> <li>• NW Standards Forum</li> <li>• Appointment of independent member</li> <li>• Case tribunal decision</li> </ul>	<p>Sentencing guidelines from the Adjudication Panel for Wales and examples from the PSOW's case book to form part of future training session(s)</p> <p>Report back from Vice Chair</p> <p>Results of panel interviews</p> <p>Report of decision on former Councillor Halford</p>