

# Pecyn Dogfennau



DYDD LLUN, 4 TACHWEDD 2019

**PWYLLGOR AR Y CYD ERW  
Y COTHI, - CANOLFAN HALLIWELL CENTRE, UNIVERSITY OF WALES  
TRINITY ST DAVID, CARMARTHEN. SA31 3EP. AM 2.00 YP,  
AR DYDD GWENER, 8FED TACHWEDD, 2019**

## A G E N D A

1. YMDDIHEURIADAU AM ABSENOLDEB
2. DATGAN BUDDIANNAU PERSONOL
3. LLOFNODI YN COFNOD CYWIR COFNODION Y CYFARFOD A GYNHALIWYD AR 15FED GORFFENNAF 2019 3 - 10
4. TREFNIADAU LLYWODRAETHU 11 - 40
5. UNRHYW FATER ARALL Y GALL Y CADEIRYDD OHERWYDD AMGYLCHIADAU ARBENNIG, BENDERFYNU EI YSTYRIED YN FATER BRYS YN UNOL AG ADTRAN 100B(4)(B) DEDDF LLYWODRAETH LEOL 1972
6. GORCHYMYN I'R CYHOEDD ADAEL Y CYFARFOD  

WEDI YSTYRIED HOLL AMGYLCHIADAU'R ACHOS AC WEDI CYNNAL PRAWF BUDD Y CYHOEDD GALL YR PWYLLGOR AR Y CYD ERW FARNU NAD YW'R EITEMAU CANLYNOL I'W GYHOEDDI AM EI FOD YN CYNNWYS GWYBODAETH EITHRIEDIG FEL Y'I DIFFINNIR YM MHARAGRAFFAU 13 A 15 O RAN 4 O ATODLEN 12A I DDEDDF LLYWODRAETH LEOL 1972, FEL Y'I NEWIDIWYD GAN ORCHYMYN LLYWODRAETH LEOL (MYNEDIAD AT WYBODAETH) (AMRYWIO) (CYMRU) 2007.
7. STAFFIO/RECRIWTO RHEOLWR GYFARWYDDWR 41 - 56



Mae'r dudalen hon yn wag yn fwriadol



**Cyd-Bwyllgor ERW**  
**Dydd Llun, 15fed Gorffennaf, 2019**  
**Y Cothi, - Canolfan Halliwell Centre, University of Wales Trinity St David,**  
**Carmarthen. SA31 3EP.**  
**10.45 yb - 12.00 yp**

## YN BRESENNOL: Y Cyngorydd

E. ap Gwynn, R. Harris and R. Stewart

### 1. YMDDIHEURIADAU AM ABSENOLDEB

Derbyniwyd ymddiheuriadau am absenoldeb gan y Cyngorydd Emlyn Dole (Cygner Sir Caerfyrddin), y Cyngorydd Rob Jones (Cygner Castell-needd Port Talbot), y Cyngorydd Myfanwy Alexander (Cygner Sir Powys), Wendy Walters (Cygner Sir Caerfyrddin), Eifion Evans (Cygner Sir Ceredigion), Steven Phillips (Cygner Castell-needd Port Talbot), Ian Westley (Cygner Sir Penfro) a Chris Llewelyn (Cymdeithas Llywodraeth Leol Cymru).

### 2. ETHOL CADEIRYDD AC IS-GADEIRYDD. CADARNHAU PRIF WEITHREDWR ARWEINIOL

Cafwyd enwebiadau ar gyfer penodi'r Cyngorydd Ellen ap Gwynn yn Gadeirydd a'r Cyngorydd Emlyn Dole yn Is-gadeirydd y Cyd-bwyllgor.

Dyweddodd y Swyddog Monitro y byddai angen i'r Cyd-bwyllgor ailbenodi Mr Phil Roberts yn Brif Weithredwr Arweiniol yn ffurfiol ar ôl iddo ddychwelyd, ac nad oedd y cytundeb cyfreithiol yn nodi cyfnod yn y swydd ar gyfer y rôl hon.

Diolchodd y Cadeirydd i Mr Eifion Evans am ei waith yn ystod absenoldeb Mr Roberts.

#### PENDERFYNWYD YN UNFRYDOL

- 2.1. Benodi'r Cyngorydd Ellen ap Gwynn yn Gadeirydd y Cyd-bwyllgor am y ddwy flynedd sydd i ddod;
- 2.2. Penodi'r Cyngorydd Emlyn Dole yn Is-gadeirydd y Cyd-bwyllgor am y ddwy flynedd sydd i ddod;
- 2.3. Cadarnhau Mr Phil Roberts yn Brif Weithredwr Arweiniol.

### 3. DATGAN BUDDIANNAU PERSONOL



**Tudalen 3**

Ni ddatganwyd unrhyw fuddiannau personol yn y cyfarfod. Rhoddwyd gwybod i'r Cyd-bwyllgor bod ffurflenni datgan buddiant personol wedi'u dosbarthu yn y cyfarfod i Aelodau eu llenwi a'u dychwelyd.

**4. LLOFNODI YN COFNOD CYWIR COFNODION Y CYFARFOD A GYNHALIWYD AR 30 MAI 2019**

**PENDERFYNWYD Ilofnodi cofnodion y cyfarfod a gynhaliwyd ar 30 Mai 2019 gan eu bod yn gywir, yn amodol ar y newid canlynol:**

1. Ymddiheuriadau am Absenoldeb - Derbyniwyd ymddiheuriadau am absenoldeb gan y Cyngropydd Rob Stewart.

Roedd y Cyngropydd Rob Stewart wedi bod yn bresennol yn y cyfarfod.

**5. MATERION YN CODI O'R COFNODION (OS OES RHAI)**

**Cofnod Rhif 5 - Diweddariad ynghylch Recriwtio ERW**

Mewn ymateb i ymholiad, cafodd y Cyd-bwyllgor wybod nad oedd gweithdy mewn perthynas â recriwtio a'r gofyniad o ran yr iaith Gymraeg wedi'i gynnal eto. Gofynnodd y Pwyllgor i'r gweithdy gael ei drefnu'n fuan.

**6. GOHEBIAETH**

**ESTYN**

Bu'r Cyd-bwyllgor yn ystyried dau lythyr a gyflwynwyd gan ESTYN. Nododd y llythyr cyntaf, dyddiedig 12 Mehefin 2019, yn dilyn y diweddariad ynghylch sefyllfa ERW, yr hoffai cynrychiolwyr ESTYN ymweld ag ERW a chyfarfod â nifer o gynrychiolwyr y Cyd-bwyllgor, ERW, yr Awdurdodau Lleol, y Grŵp Craffu a'r Bwrdd Penaethiaid. Rhoddwyd gwybod i'r Pwyllgor bod y cyfarfodydd wedi'u cynnal ar 24 a 25 Mehefin 2019 a bod ESTYN wedi anfon ail lythyr mewn ymateb, dyddiedig 28 Mehefin 2019. Roedd y llythyr yn cydnabod cyflawniadau o ran y strwythur staffio newydd ac yn cydnabod bod gwaith pellach yn mynd rhagddo mewn perthynas â threfniadau recriwtio, llywodraethu a rheoli perfformiad.

Diolchodd y Cadeirydd i bawb a oedd yn rhan o'r gwaith gydag ESTYN am eu cyfraniadau. Diolchodd hi hefyd i Mr Geraint Rees am ei arweinyddiaeth a'i waith mewn perthynas â diwygio ERW.

**Grŵp Cyngorwyr - Craffu ar ERW**

Bu'r Cyd-bwyllgor yn ystyried llythyr gan Gadeirydd y Grŵp Cyngorwyr - Craffu ar ERW, dyddiedig 24 Mehefin 2019. Dywedodd Cadeirydd y Cyd-bwyllgor y byddai llythyr ymateb yn cael ei anfon ar ôl y cyfarfod heddiw.

**PENDERFYNWYD**

**6.1. Nodi'r llythyrau gan ESTYN a'r Grŵp Cyngorwyr - Craffu ar ERW;**



**6.2. Gwneud trefniadau i anfon llythyr ymateb at y Grŵp Cynghorwyr - Craffu ar ERW.**

## **7. PAPURAU CYLLID AC AWDIT**

### **7.1. CYNLLUN AWDIT ERW GAN SWYDDFA AWDIT CYMRU AM 2018-19**

Bu'r Cyd-bwyllgor yn ystyried Cynllun Swyddfa Archwilio Cymru ERW ar gyfer 2018-19, a roddai'r wybodaeth ddiweddaraf am y gwaith a wnaed gan Swyddfa Archwilio Cymru i gyflawni ei dyletswyddau statudol.

#### **PENDERFYNWYD**

- 7.1.1. Cymeradwyo Cynllun Archwilio 2018-19 Swyddfa Archwilio Cymru;**
- 7.1.2. Cymeradwyo'r ffi archwilio, sef £13,000;**
- 7.1.3. Cytuno ar yr amserlen a nodwyd yn yr adroddiad;**
- 7.1.4. Cytuno ar gyfrifoldebau priodol a nodwyd yn yr adroddiad.**

### **7.2. ADRODDIAD ARCHWILIO MEWNOL CONSOFTIWM ERW 2018-19**

Bu'r Cyd-bwyllgor yn ystyried adroddiad a oedd yn manylu ar ganfyddiadau adolygiad archwilio mewnol o Gonsortiwm ERW 2018-19. Rhoddwyd gwybod i'r Cyd-bwyllgor bod yr adroddiad yn rhoi sicrwydd mewn perthynas ag effeithiolrwydd y trefniadau llywodraethu, rheolaeth fewnol, rheoli risg a rheolaeth ariannol sydd ar waith ar gyfer Consortiwm ERW. Roedd yr adroddiad yn cydnabod y gwelliannau a wnaed ac yn nodi meysydd ar gyfer gwaith pellach. Ynghlwm wrth yr adroddiad yr oedd cynllun gweithredu a oedd yn manylu ar sut y byddid yn mynd i'r afael â'r meysydd hyn.

**PENDERFYNWYD nodi Adroddiad Archwilio Mewnol 2018-19.**

### **7.3. BARN SICRWYDD FLYNYDDOL PENNAETH ARCHWILIO MEWNOL CONSOFTIWM ERW AR GYFER 2018-19**

Cafodd y Cyd-bwyllgor adroddiad ar Farn Sicrwydd Flynyddol Pennaeth Archwilio Mewnol 2018-19 ynghylch effeithlonrwydd trefniadau llywodraethu, rheoli mewnol, rheoli risgiau a rheolaeth ariannol ERW.

Rhoddwyd gwybod i'r Cyd-bwyllgor bod yr adroddiad wedi'i lunio yn unol â Safonau Archwilio Mewnol y Sector Cyhoeddus.

**PENDERFYNWYD nodi'r adroddiad.**

### **7.4. DATGANIAD LLYWODRAETHU BLYNYDDOL 2018-19**

Cafodd y Cyd-bwyllgor adroddiad ynghylch canfyddiadau'r adolygiad blynnyddol o drefniadau llywodraethu ar gyfer Consortiwm ERW 2018-19. Rhoddwyd gwybod i'r Cyd-bwyllgor bod yr adolygiad wedi nodi dau Fater Llywodraethu Sylweddol mewn



perthynas ag adolygu a diweddaru Cytundeb Cyfreithiol ERW a'r model cyllido diwygiedig, a 6 blaenoriaeth ar gyfer gwella.

Mewn ymateb i ymholiad, dywedwyd wrth y Cyd-bwyllgor ei bod yn dderbyniol i Aelodau anfon dirprwyon. Awgrymwyd y gallai adolygiad o'r Cytundeb Cyfreithiol ystyried a ddylai cynrychiolwyr Awdurdod Lleol, heblaw am Arweinwyr, megis deiliaid portffolios, gael eu hystyried yn Aelodau'r Cyd-bwyllgor. Fodd bynnag, byddai angen canllawiau gan Lywodraeth Cymru ynghylch hyn. Rhoddwyd gwybod i'r Pwyllgor bod Llywodraeth Cymru wedi ystyried aelodaeth y Cyd-bwyllgor mewn darn darn rhagarweiniol o waith, ond y byddai'n well aros i Bapur Gwyn Llywodraeth Cymru ynghylch gwaith rhanbarthol yn y dyfodol a chyfansoddiad Cyd-bwyllgorau statudol gael ei gyhoeddi yn yr hydref.

### **PENDERFYNWYD cymeradwyo Datganiad Llywodraeth Blynnyddol ar gyfer 2018/19.**

#### **7.5. DATGANIAD O GYFRIFON ERW AR GYFER 2018-19**

Bu'r Cyd-bwyllgor yn ystyried Datganiad Cyfrifon ERW ar gyfer 2018-19 a oedd ynglwm wrth Archwiliad Swyddfa Archwilio Cymru o Ddatganiadau Ariannol Safon Ryngwladol ar Archwilio (ISA) 260. Rhoddwyd gwybod i'r Pwyllgor bod y Datganiad Cyfrifon wedi'i gyhoeddi'n ddrafft ar 30 Mai 2019. Roedd cyfraniad un Awdurdod Lleol a oedd heb gael ei gyflwyno wedi'i dderbyn erbyn hyn ond nid oedd y Datganiad Cyfrifon wedi'i addasu i adlewyrchu hyn gan nad oedd y swm wedi'i ystyried yn un sylweddol. Nid oedd Barn Sicrwydd Flynyddol Pennaeth Archwilio Mewnol ERW wedi nodi unrhyw faterion rheoli mewnol sylweddol a fyddai'n effeithio ar y Datganiad Cyfrifon.

O ran adroddiad Swyddfa Archwilio Cymru, rhoddwyd gwybod i'r Cyd-bwyllgor bod yr holl argymhellion ar ddiwedd yr adroddiad wedi'u derbyn. Rhestrwyd y dogfennau oedd yn weddill ar gyfer cwblhau'r gwaith archwilio ym Mharagraff 7 a gofynnwyd i'r Aelodau ddychwelyd ffurflenni datgan buddiant yn fuan.

#### **PENDERFYNWYD**

- 7.5.1. Cymeradwyo Datganiad Cyfrifon ERW ar gyfer 2018-19;**
- 7.5.2. Bod Datganiad Cyfrifon ERW ar gyfer 2018-19 yn cael ei lofnodi gan Gadeirydd Cyd-bwyllgor ERW a Swyddog Adran 151 ERW.**

#### **7.6. DIWEDDARIAD ARIANNOL ERW 2019-20**

Cafodd y Cyd-bwyllgor y wybodaeth ddiweddaraf am sefyllfa ariannol ERW ar gyfer 2019-20 ar 31 Mai 2019. Roedd yr adroddiad yn rhoi'r wybodaeth ddiweddaraf am y meysydd canlynol:

- Cyllideb 2019-20 y Tîm Canolog
- Cytundebau Lefel Gwasanaeth
- Dyraniadau Grant 2019-20

- Grantiau 2019-20
- Grant Gwella Ysgolion y Consortia Rhanbarthol
- Blaenorriaethau Cynllun Busnes ERW 2019-20:
  - Cwricwlwm ac Asesu
  - Datblygu'r Proffesiwn
  - Arweinyddiaeth
  - Gwella Ysgolion
  - Ysgolion Cryf a Chynhwysol
- Risgiau
- Cronfeydd wrth gefn

Rhoddwyd gwybod i'r Pwyllgor bod gwall bach yn yr adroddiad mewn perthynas â'r dyddiad y cymeradwywyd cyllideb 2019-20. Cymeradwywyd y gyllideb mewn egwyddor yng nghyfarfod y Cyd-bwyllgor a gynhaliwyd ar 3 Ebrill 2019. O ran y cronfeydd wrth gefn, rhoddwyd gwybod i'r Pwyllgor, er bod y cronfeydd wrth gefn wedi'u defnyddio yn ystod blynnyddoedd blaenorol, nad oedd bwriad i wneud hynny yn 2019-20. Roedd gwaith yn cael ei wneud ar y model cyllido ar gyfer y dyfodol.

Codwyd nifer o ymholiadau a sylwadau ynghylch yr adroddiad, gan gynnwys y canlynol:

- Awgrymwyd bod angen adolygu Cytundebau Lefel Gwasanaeth oherwydd anghysondebau.
- Codwyd ymholiad ynghylch y risgiau yn sgil gostyngiadau posibl yn swm y cyllid grant yn y dyfodol. Rhoddwyd gwybod i'r Pwyllgor bod y gwaith yn mynd rhagddo ar gadernid hirdymor y trefniadau cyllid a staffio ac y byddai'r mater yn cael sylw mewn gweithdy yn ddiweddarach yr wythnos hon.

## PENDERFYNWYD

**7.6.1. Cymeradwyo'r diwygiadau i Gyllideb y Tîm Ganolog fel y manylwyd arnynt yn yr adroddiad;**

**7.6.2. Bod y Cyd-bwyllgor, y Bwrdd Gweithredol a'r Swyddog Adran 151 yn parhau i lunio'r model ariannol a chyllido ar gyfer 2020-21 a'r tu hwnt.**

## 7.7. SWYDDOGAETH CYLLID ERW

Estynnodd y Swyddog Adran 151 ddymuniadau gorau i Mr Ian Eynon ar ei ymddeoliad ac i Ms Katie Morgan a fyddai'n gadael ERW i ddechrau swydd newydd. Diolchodd y Cyd-bwyllgor i'r ddau am eu cyfraniadau.

Ystyriodd y Cyd-bwyllgor a ddylai Cyngor Sir Penfro barhau i gyflawni swyddogaeth cyllid ERW yn y dyfodol. Rhoddwyd gwybod i'r Pwyllgor bod Cyngor Sir Penfro wrthi'n cyflwyno cyfriflyfr ariannol newydd ac y byddai angen ychwanegu manylion yr holl ysgolion yn rhanbarth ERW at y system newydd. Byddai hyn ond yn gost effeithiol pe byddai Cyngor Sir Penfro yn parhau i gyflawni swyddogaeth cyllid ERW yn y dyfodol.



**PENDERFYNWYD bod Cyngor Sir Penfro yn parhau i gyflawni swyddogaeth cyllid ERW.**

## 8. APWYNTIO RHEOLWR GYFARWYDDWR DROS DRO

Bu'r Cyd-bwyllgor yn ystyried adroddiad ynghylch penodi Rheolwr Gyfarwyddwr dros dro ar gyfer ERW. Dywedodd y Cadeirydd y byddai Mr Geraint Rees yn gadael ERW a diolchodd iddo am ei gyfraniad. Dywedodd y Cyfarwyddwr Arweiniol fod Mr Morgan wedi gweithio fel Ymgyng'horydd Her a Phennaeth Addysg ledled Sir Gaerfyrddin a Sir Benfro yn flaenorol, a bod y Bwrdd Penaethiaid yn cefnogol i'w benodi. Byddai cyflog y secondiad o fewn yr ystod cyflog y cytunwyd arni ar gyfer deiliad parhaol y swydd yn y strwythur diwygiedig.

**PENDERFYNWYD bod Mr Andi Morgan yn cael ei benodi'n Rheolwr Gyfarwyddwr Dros Dro ERW tan 31 Rhagfyr 2019.**

## 9. DIWEDDARIAD AR STAFF A CYLLIDO'R STRWYTHUR

Cafodd y Cyd-bwyllgor adroddiad ynghylch y cynnydd a wnaed o ran trefniadau staffio a chyllido ar gyfer strwythur ERW. Dywedodd Mr Geraint Rees fod deuddeg o bobl wedi'u penodi i weithio ar y cwricwlwm newydd ledled y rhanbarth cyfan. Roedd penodiadau wedi'u gwneud mewn perthynas â phynciau Saesneg, Mathemateg, Gwyddoniaeth a'r Dyniaethau ond roedd penodiadau ym meysydd Technoleg, Ieithoedd Modern a Chelf Mynegiannol heb eu gwneud o hyd. Dywedodd Mr Rees y byddai'r penodiadau newydd yn darparu sylfaen gadarn ar gyfer symud ERW yn ei flaen.

Gwnaed nifer o sylwadau a oedd yn croesawu cynnydd ynghylch y strwythur newydd. Awgrymwyd bod y Cyd-bwyllgor yn cael ysgrifau portread gan gynnwys cefndir a lluniau o'r staff newydd eu penodi.

**PENDERFYNWYD bod yr adroddiad yn cael ei dderbyn.**

## 10. COFNOD RISG

Bu'r Cyd-bwyllgor yn ystyried adroddiad ynghylch y risgiau systemig a oedd yn wynebu Consortiw ERW a'i Awdurdodau Lleol cyfansoddol. Rhoddwyd gwybod i'r Pwyllgor bod y model ar gyfer asesu risgiau wedi'i newid ar y cyd â swyddogion o Gyngor Sir Penfro. Dywedwyd wrth y Pwyllgor hefyd y rhoddwyd sylw i'r risgiau blaenorol mewn perthynas â'r diffyg staff parhaol a'r gweithle ar gyfer y tîm canolog a bod modd lleihau Risg Ganolog 2 (Methu â chydymffurfio â Chynllun Gweithredu ESTYN) yn dilyn gohebiaeth gan ESTYN a drafodwyd dan Eitem 6 (Gohebiaeth).

Mewn ymateb i ymholiad ynghylch risgiau cysylltiedig â chyllid, dywedodd Mr Rees mai cyfrifoldeb pob Awdurdod Lleol oedd ffynhonnell cyllid Awdurdod Lleol a bod angen i bob partner sicrhau bod ei amodau grant yn cael eu cyflawni. Awgrymwyd, o ystyried yr oedi o ran yr Adolygiad Cynhwysfawr o Wariant, y dylai



(*NODER: MAE'R COFNODION HYN YN AMODOL AR GAEL EU CADARNHAU GAN Y PWYLLGOR YN EI GYFARFOD NESAF*)

Awdurdodau Lleol cyfansoddol yn y Consortwm gymryd camau i bwysleisio'r anawsterau sy'n gysylltiedig â grantiau un flwyddyn.

**PENDERFYNWYD bod yr adroddiad yn cael ei dderbyn.**

**11. UNRHYW FATER ARALL Y GALL Y CADEIRYDD OHERWYDD  
AMGYLCHIADAU ARBENNIG, BENDERFYNU EIYSTYRIED YN FATER BRYS  
YN UNOL AG ADRAN 100B(4)(B) DEDDF LLYWODRAETH LEOL 1972**

Nododd y Cadeirydd nad oedd unrhyw eitemau busnes eraill y dylid eu hystyried fel mater o frys.

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**CADEIRYDD**

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**DYDDIAD**



**Powys**  
Tudalen 9

Mae'r dudalen hon yn wag yn fwriadol

## CYD-BWYLLGOR ERW

### 8 TACHWEDD 2019

#### Trefniadau Llywodraethu

**Diben: Cyflwyno'r trefniadau llywodraethu arfaethedig i'r Cyd-bwyllgor**

#### **ARGYMHELLION/PENDERFYNIADAU ALLWEDDOL SY'N OFYNNO:**

**Bod y Cyd-bwyllgor yn cytuno ar y strwythur llywodraethu diwygiedig arfaethedig**

#### **RHESYMAU:**

**Yn dilyn y broses Adolygu a Diwygio, mae angen diwygio'r trefniadau llywodraethu i adlewyrchu'r newidiadau gofynnol.**

Awdur yr Adroddiad:	Teitl:	Rhif Ffôn:
Kate Evan-Hughes	Cyfarwyddwr Arweiniol	e-bost: <a href="mailto:kate.evan-hughes@pembrokeshire.gov.uk">kate.evan-hughes@pembrokeshire.gov.uk</a>



# **EXECUTIVE SUMMARY**

## **ERW JOINT COMMITTEE**

### **Governance Arrangements**

#### **BRIEF SUMMARY OF PURPOSE OF REPORT**

**Following the implementation of the review and reform programme, it is appropriate that the governance arrangements for ERW are reviewed. The attached report provides a proposed governance arrangement.**

**If Joint Committee approve the proposed governance structure a subsequent report will be provided by the monitoring officer detailing any legal implications and changes required to the ERW Legal Agreement.**

#### **OPTIONS AVAILABLE AND THEIR PROS AND CONS**

- 1. Adopt the proposed governance arrangements**
- 2. Not adopt the proposed governance arrangements**

DETAILED REPORT ATTACHED?	YES
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## IMPLICATIONS

Policy, Crime & Disorder and Equalities	Legal	Finance	Risk Management Issues	Staffing Implications
NONE	YES	NONE	NONE	NONE
<p><b>1. Legal</b> <b>If adopted changes to the Legal Agreement will be required in line with the new governance arrangements</b></p>				

## CONSULTATIONS

N/A

### Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

**THESE ARE DETAILED BELOW**

Title of Document	File Ref No.	Locations that the papers are available for public inspection
N/A	N/A	N/A



Mae'r dudalen hon yn wag yn fwriadol

# Proposed Governance Arrangements ERW

September 2019

## Our governance model is as follows:

- The **Joint Committee** meets termly to agree the strategy and business plan, agrees and monitors budget and performance.
- The **Advisory Board** reviews and challenges progress once a term.
- The **Management Board** (Directors of Education and ERW Managing Director) meet monthly and have a strategic decision making role – decisions will be reported to the Joint Committee.
- The **Strategic Groups** meet monthly to monitor the implementation of the business plans and oversee funding delegated to the strategic groups
- The **Headteacher group** meets half termly to inform regional strategy and advocate on behalf of schools
- The **Trade Union Reference Group** meets half termly to discuss and inform regional policies relating to HR issues, and where relevant make recommendations to policy development
- The **Scrutiny Councillor Group** meets bi annually to monitor performance, contribute to policy development and review and investigate matters which affect the Councils they represent. Another function of the Scrutiny group is holding the Joint Committee to account by examining and questioning their decisions.
- The **SLT** develops draft strategies and approaches to meet WG priorities and grant requirements. The

**SLT** report to each authority's Scrutiny Committee at least annually with an annual performance report.

- The **Operations Group** meets fortnightly with a focus on operational performance and strategy.

## Decision Making Relationships

## Recommendation / Consultative

### ERW Joint Committee

Leaders or Portfolio Leads,

In attendance - Chief Executives, Lead Director, Managing Director, Section 151

### ERW Advisory Board

termly meeting

### ERW Management Board

Directors of Education / Managing

Director - monthly meetings

### ERW Scrutiny Councillor Group

Chair and Vice Chair of each constituent  
Local Authority

### ERW Strategy Groups

ERW SLT, 1 x Director of Education, 2x LA Officers, 3 x Headteachers/Practitioners

### ERW Headteacher Reference Group

### ERW Senior Leadership Team

ERW Managing Director / ERW Heads of Service

### ERW Trade Union Reference Group

### ERW Operations Group

Principal ChAds / ERW Senior Leadership Team

## **Advisory Board**

# **ERW Joint Committee**

## **ERW Advisory Board**

1 x representative of the Joint Committee

1 x Welsh Government nominee

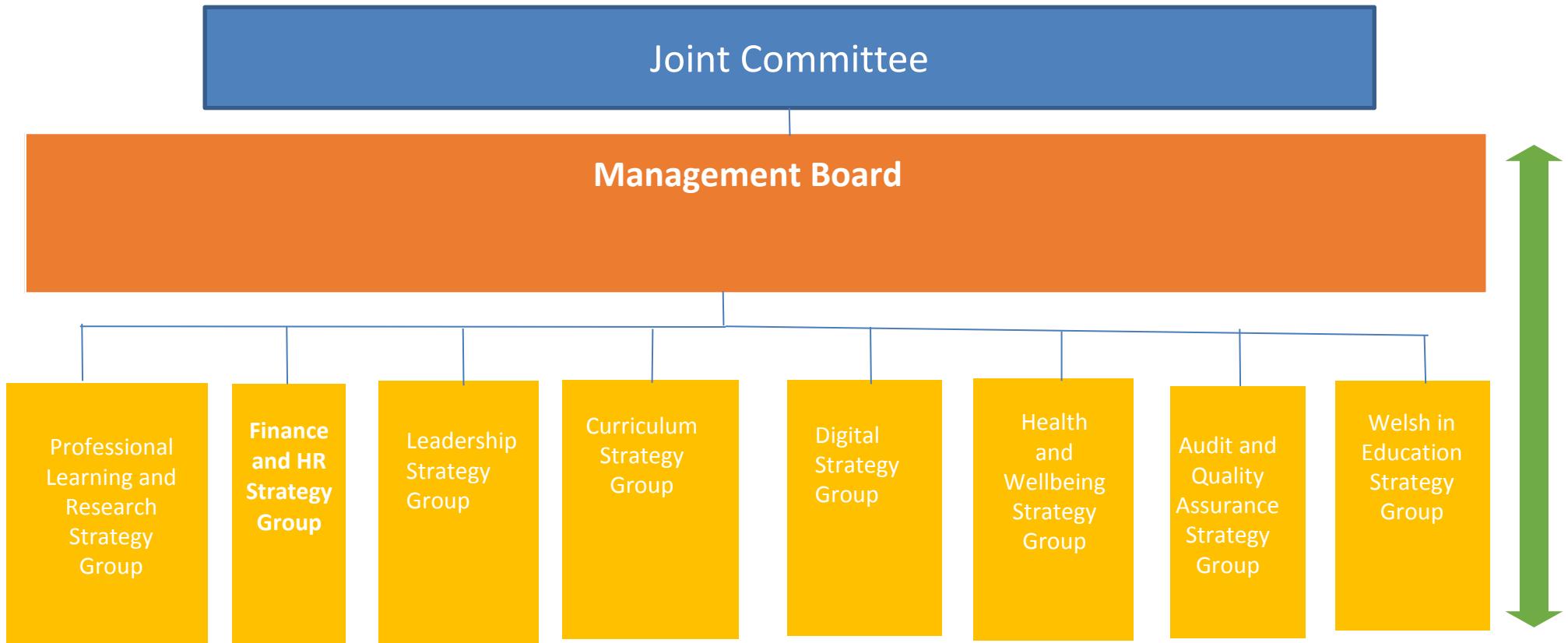
1x Estyn representative

5 x independent individuals approved by JC recognised for their experience of leading in education and expertise in corporate governance including representation from HEI

2 x Headteacher representative (Nominated by HT Group)

Directors/Chief Education Officers and Managing Director to attend to present reports. Other officers to attend as and when required to present reports.

## Business Planning and Evaluation



## ERW JOINT COMMITTEE

### JOINT COMMITTEE MEMBERSHIP

- The membership of the joint committee is set out below
- The quorum necessary for a joint committee meeting shall be five voting (5) members of the joint committee.
- The agreement will also provide for the attendance of a deputy if required.

Voting Members	Officer Members –Non Voting
6 x Education Portfolio Members / Council Leaders ( <i>one from each LA</i> )	6 x Chief Executives ( <i>one from each LA</i> ) 1 x Lead Education Director
Co-opted Non-voting Members*	Officers in Attendance
1 x Diocese Representative 1 x Primary Schools Representative 1 x Secondary Schools Representative 1 x Special Schools Representative 1 x Welsh Government 1x WLGA 1 x Estyn	1x Legal Representative 1x S151 Representative Monitoring Officer Head of Internal Audit (as required)

Headteacher User Group nominates a Secondary, Primary, Special Headteacher representative to take the respective seats on the Joint Committee

A body may nominate a Deputy to attend the Joint Committee on behalf of a member in the following circumstances:

- a. to take the place of a member of the Joint Committee;
- b. where the member is unable to attend the whole meeting; and
- c. if the member has notified the Chairman in advance of the relevant meeting.

A Deputy shall only have the right to speak and where relevant vote at that meeting of the Committee or Sub Committee and no other function or appointment including appointments to Working Groups will be applicable to them when acting as a Deputy.

### JOINT COMMITTEE TERMS OF REFERENCE AND DELEGATED FUNCTIONS

The Inter Authority Agreement defines the governance arrangements for the Joint Committee, including its Terms of Reference and Delegated Powers. In doing so it also identifies which matters are specifically to the individual partner authorities to determine.

The terms of reference and delegated powers of the Joint Committee are:

To promote joint working in the delivery of the Service through:

- facilitating constructive partnership working;
- engaging with key interested bodies and stakeholders when appropriate; and
- carrying out such other activities calculated to facilitate, or which are conducive to the successful delivery of the Service; and
- to oversee the management of the Service and ensure that the Service is provided and performs in accordance with the expectations of the Partner Authorities Inter Authority Agreement and agreed Annual Business Plan;
- to approve the budget for the Service on an annual basis';
- to approve the business plan for the Service on an annual basis;
- to monitor and manage the risks associated with the Service;
- to approve the staff structure of the Service;
- to appoint the Managing Director of the Service;
- to decide on disciplinary action against the Managing Director; and
- where required, to determine or arrange for the determination of appeals in relation to Human Resources matters.
- Receiving / approving the Statement of Accounts
- Receiving / approving ISA260 report
- Receiving / approving Head of Internal audit annual assurance opinion, internal audit plan and report
- Receiving / approving Annual Governance Statement
- To approve strategies and policies upon recommendation from the Management Board

The following matters are specifically reserved for individual Cabinet decision:

- approval of inter-Council partnership governance arrangements;
- increase of budget over agreed Council contributions;
- procuring the necessary audit and assurance checks; and
- termination of the Partnership.

## ERW Advisory Board

### Membership

5 Experts appointed by the Joint Committee:	
1 x Education Portfolio Holder (Lead for Region)	
6 LA Directors	
ERW Managing Director & members of Senior Leadership Team (as required)	

### Terms of Reference

#### Purpose

- To provide strategic advice and challenge to ERW acting as a critical friend and sounding board regarding policies and proposals, informing the policy and strategic priorities.
- As experts in their own fields, to provide advice, support, scrutiny and challenge to ERW to secure the effective delivery of the objectives of ERW
- Constructively challenge and contribute to the development of strategy to enable the organisation to achieve its goals;
- Consider and make recommendations to the joint committee in relation to the annual Business Plan;
- Monitor and review the performance of management in meeting assigned goals and objectives and monitor the reporting of performance;
- Report termly to the joint committee.

#### Constitution

- The Advisory Board is expected to be made up of representatives from across education and wider sectors.
- An independent chair (not local authority or ERW employee) will chair meetings.
- Secretariat will be provided by the Carmarthenshire County Council.
- This Advisory Board is **not accountable** for the performance, policies, financial or other management affairs of ERW.

## **ERW MANAGEMENT BOARD- DRAFT**

The **ERW MANAGEMENT BOARD** will be a key driver in ensuring that ERW succeeds in its core business of creating a consistently high performing schools across the region with every school a good school offering high standards of teaching under high quality leadership resulting in all learners achieving their maximum potential.

The **MANAGEMENT BOARD**'s main function is to ensure that the Joint Committee's decisions are actioned, that ERW's policies and strategies reflect current priorities, efficiency is promoted and effective partnership working with external bodies is encouraged.

### **Membership**

Local Authority- Directors/Chief Education Officers	6
ERW Managing Director	1
ERW Finance Officer( <i>as and when required</i> )	1
Monitoring Officer / HR Lead ( <i>as and when required</i> )	2
Others ( <i>as and when required</i> )	

### **General Principles**

1. The **ERW Management Board** will play a key role in improving ERW's services by providing strong leadership to advise the Joint Committee and ensure that their decisions are actioned and delivered.
2. The **ERW Management Board** will be proactive and innovative.
3. The **ERW Management Board** will constructively challenge and contribute to the development of strategy to enable the organisation to achieve its goals in relation to:
  - *Improving the quality of leadership and its impact on outcomes;*
  - *Improving the quality of teaching and learning experiences and its impact on outcomes*
  - *Reducing the impact of poverty on attainment, support vulnerable learners and ensure all learners reach their potential*
  - *Delivering high quality and bespoke support, challenge and intervention to schools*
  - *Maintaining an effective and efficient organisation to support ERW's core business*
4. The **ERW Management Board** will consider and make recommendations to the Joint Committee in relation to ERW's services and Business Plan ensuring it is costed and affordable.
5. The **ERW Management Board** will monitor and review the performance of management in meeting assigned goals and objectives and monitor the reporting of performance

6. The **ERW Management Board** will enable the participation of external organisations and partners in consideration of issues that may impact upon the delivery of ERW and regional priorities.
7. The **ERW Management Board** will assist the Joint Committee in the development, monitoring and review of policy and report regularly to the Joint Committee on progress.

### **Operational Issues**

1. The Management **Board** will meet on a monthly basis at Y Llwyfan unless previously agreed that an alternative venue is appropriate
2. Agenda and papers will be shared at least one calendar week before the meeting.
3. If any member is not able to attend they should ensure an appropriate substitute is in attendance who is able to make decisions on behalf of their local authority
4. The monthly agenda will include the following-
  - *Examine how well ERW is performing- monitor progress against the Business Plan and the performance of services and functions.*
  - *Scrutinise financial planning and accountability and any proposed revenue budget strategy.*
  - *Hold the Managing Director and Senior ERW Officers to account for agreed actions and seek to promote open and transparent decision-making.*
  - *Consider the Managing Director's monthly report.*
5. The Management Board will co-construct the annual Business Plan, including the individual appendices to identify specific requirements at individual LA Level;
6. The Management Board will monitor progress against the priorities and outcomes identified in the Business Plan on a regular basis;
7. The Management Board will have arrangements in place to make sure that financial controls and systems are robust;
8. The Management Board will provide professional advice to the joint committee with regard to the appointment of the Managing Director;
9. The Management Board will report to the joint committee termly
10. In decision making the Management Board will endeavour to make unanimous decisions however if this is unattainable, where there is no unanimous decision, the majority decision will be supported but exceptions to unanimity, will be reported to the Joint Committee

## **Finance and Human Resources Strategy group**

### **Purpose**

To oversee the formation and application of Finance and Human Resources Strategy, Business Plans, all ERW finance and human resources Policies and Procedures, report related risks to the Joint Committee as appropriate.

### **Membership**

Title	Name
1 x Director of Education	
1 x Lead Finance Officer	
1 x Lead HR Officer	
3 x Headteacher	

**Relevant ERW officers will attend as required to present papers**

**Frequency of Meetings – Half termly**

### **Duties**

To monitor and recommend actions to the Joint Committee in respect of:

- Finance and HR strategy
- Assess the impact of policy and ensure they are addressed in financial and HR planning
- Assess financial risks and risk management arrangements
- Approve business cases for investment and delegation of grant funding to schools and local authorities
- Approve business cases for recruitment for the ERW structure
- Review annual efficiency programmes, ensure sound governance arrangements are in place, monitor progress in delivering agreed savings and any remedial action taken to deal with variances
- Review spending against planned programme of expenditure and ensure that there is robust control of expenditure and of variations to the agreed plan
- Approve changes to Employment Policies
- Approve Training and Workforce Development plans
- Approve Equality and Diversity strategies
- Monitor actions arising from Staff Attitude Surveys and Audits
- Changes to pay and conditions for ERW staff, within nationally agreed frameworks
- Changes to HR policies relating to ERW staff

### **Reporting Arrangements**

The Group will report its recommendations and decisions to the full Joint Committee and Management Board through the circulation of its minutes.

## **Professional Learning and Research Strategy Group**

### **Purpose**

To oversee the formation and application of Business Plans, relevant Policies and Procedures, report related risks to the ERW Management Board as appropriate.

### **Membership**

Title	Name
1 x Director of Education	
1 x Lead Finance Officer	
1 x Lead HR Officer	
3 x Headteacher	

### **Frequency of Meetings – Half termly**

**Chair** – To be decided by the group

### **Duties**

To monitor and recommend actions to the Joint Committee in respect of:

- Relevant business plan
- Assess the impact of policy and ensure any shortcomings are addressed
- Assess financial risks and risk management arrangements
- Approve business cases for investment and devolution of grant funding to schools, in line with the budget delegated to them by the Management Group and ERW business plan and report to management group on all expenditure
- Review spending against planned programme of expenditure and ensure that there is robust control of expenditure and of variations to the agreed plan
- Monitor feedback from all stakeholders relevant to the strategy group focus

### **Reporting Arrangements**

The group will report its recommendations and decisions to the Management group through the circulation of its minutes and exception reporting by the Director attending the group.

## **Leadership Strategy Group**

### **Purpose**

To oversee the formation and application of Business Plans, Policies and Procedures, report related risks to the ERW Management Board as appropriate.

### **Membership**

Title	Name
1 x Director of Education	
1 x Lead Finance Officer	
1 x Lead HR Officer	
3 x Headteacher	

### **Frequency of Meetings – Half termly**

**Chair** – To be decided by the group

### **Duties**

To monitor and recommend actions to the Joint Committee in respect of:

- Relevant business plan
- Assess the impact of policy and ensure they are addressed
- Act as a point of contact for the Leadership Academy
- Assess financial risks and risk management arrangements
- Approve business cases for investment and devolution of grant funding to schools, in line with the budget delegated to them by the Management Group and ERW business plan and report to management group on all expenditure
- 
- Review spending against planned programme of expenditure and ensure that there is robust control of expenditure and of variations to the agreed plan
- Monitor feedback from all stakeholders relevant to the strategy group focus

### **Reporting Arrangements**

The Group will report its recommendations and decisions to the Management group through the circulation of its minutes and exception reporting by the Director attending the group.

## **Curriculum Strategy Group**

### **Purpose**

To oversee the formation and application of Business Plans, Policies and Procedures, report related risks to the ERW Management Board as appropriate.

### **Membership**

Title	Name
1 x Director of Education	
1 x Lead Finance Officer	
1 x Lead HR Officer	
3 x Headteacher	

**Frequency of Meetings** – Half termly

**Chair** – To be decided by the group

### **Duties**

To monitor and recommend actions to the Joint Committee in respect of:

- Relevant business plan
- Assess the impact of policy and ensure they are addressed
- Assess financial risks and risk management arrangements
- Approve business cases for investment and devolution of grant funding to schools, in line with the budget delegated to them by the Management Group and ERW business plan and report to management group on all expenditure
- Review spending against planned programme of expenditure and ensure that there is robust control of expenditure and of variations to the agreed plan
- Monitor feedback from all stakeholders relevant to the strategy group focus

### **Reporting Arrangements**

The group will report its recommendations and decisions to the Management group through the circulation of its minutes and exception reporting by the Director attending the group.

## **Skills Strategy Group**

### **(Literacy Numeracy and Digital)**

#### **Purpose**

To oversee the formation and application of Business Plans, Policies and Procedures, report related risks to the ERW Management Board as appropriate.

#### **Membership**

Title	Name
1 x Director of Education	
1 x Lead Finance Officer	
1 x Lead HR Officer	
3 x Headteacher	

**Frequency of Meetings – Half termly**

**Chair** – To be decided by the group

#### **Duties**

To monitor and recommend actions to the Joint Committee in respect of:

- Relevant business plan
- Assess the impact of policy and ensure they are addressed
- Assess financial risks and risk management arrangements
- Approve business cases for investment and devolution of grant funding to schools, in line with the budget delegated to them by the Management Group and ERW business plan and report to management group on all expenditure
- Review spending against planned programme of expenditure and ensure that there is robust control of expenditure and of variations to the agreed plan
- Monitor feedback from all stakeholders relevant to the strategy group focus

#### **Reporting Arrangements**

The group will report its recommendations and decisions to the Management group through the circulation of its minutes and exception reporting by the Director attending the group.

## **Health and Wellbeing Strategy Group**

### **Purpose**

To oversee the formation and application of Business Plans, Policies and Procedures, report related risks to the ERW Management Board as appropriate.

### **Membership**

Title	Name
1 x Director of Education	
1 x Lead Finance Officer	
1 x Lead HR Officer	
3 x Headteacher	

**Frequency of Meetings – Half termly**

**Chair** – To be decided by the group

### **Duties**

To monitor and recommend actions to the Joint Committee in respect of:

- Relevant business plan
- Assess the impact of policy and ensure they are addressed
- Assess financial risks and risk management arrangements
- Approve business cases for investment and devolution of grant funding to schools, in line with the budget delegated to them by the Management Group and ERW business plan and report to management group on all expenditure
- Review spending against planned programme of expenditure and ensure that there is robust control of expenditure and of variations to the agreed plan
- Monitor feedback from all stakeholders relevant to the strategy group focus

### **Reporting Arrangements**

The group will report its recommendations and decisions to the Management group through the circulation of its minutes and exception reporting by the Director attending the group.

## **Welsh in Education Strategy Group**

### **Purpose**

To oversee the formation and application of Business Plans, Policies and Procedures, report related risks to the ERW Management Board as appropriate.

### **Membership**

Title	Name
1 x Director of Education	
1 x Lead Finance Officer	
1 x Lead HR Officer	
3 x Headteacher	

### **Frequency of Meetings – Half termly**

**Chair** – To be decided by the group

### **Duties**

To monitor and recommend actions to the Joint Committee in respect of:

- Relevant business plan
- Assess the impact of policy and ensure they are addressed
- Assess financial risks and risk management arrangements
- Approve business cases for investment and devolution of grant funding to schools, in line with the budget delegated to them by the Management Group and ERW business plan and report to management group on all expenditure
- Review spending against planned programme of expenditure and ensure that there is robust control of expenditure and of variations to the agreed plan
- Monitor feedback from all stakeholders relevant to the strategy group focus

### **Reporting Arrangements**

The group will report its recommendations and decisions to the Management group through the circulation of its minutes and exception reporting by the Director attending the group.

## **ERW Senior Leadership Team**

### **Purpose**

- To work respond to directives from the **Joint Committee/Management Board**
- To support schools and local authorities in their efforts to:
  - improve learner outcomes for all young people;
  - ensure the delivery of high quality teaching and learning; and
  - support and empower school leaders to better lead their schools.
- To develop ERW's strategies, Plans, Policies and Procedures in respect to School Improvement and in response to Welsh Government requirement/grant conditions.

### **Membership**

Title	Name
Managing Director	
Heads of Service	
Other ERW or LA employees as to be co-opted required	

**Frequency of Meetings** – weekly with a focus on operational performance and strategy

### **Duties**

To develop strategies, plans and policies and to monitor performance and progress in respect to:

- Improving the quality of leadership and its impact on outcomes;
- Improving the quality of teaching and learning experiences and its impact on outcomes
- Reducing the impact of poverty on attainment, support vulnerable learners and ensure all learners reach their potential
- Delivering high quality and bespoke support, challenge and intervention to schools
- Maintaining an effective and efficient organisation to support ERW's core business
- Schools Causing Concern
- Curriculum development
- Workforce development
- Utilising Welsh Government funding

### **Reporting Arrangements**

The Group will report its recommendations and decisions to the Management Board via the MD and ERW's Core team.

## **ERW Operations Group**

### **Purpose**

To work with and support ERW's core team by contributing to the development of ERW's strategies, Plans, Policies and Procedures.

### **Membership**

Title	Name
6 x Principal Challenge Advisors	
ERW Managing Director (or nominee)	
Other ERW or LA employees e.g. HoS to be co-opted as required and at the determination of the LA	

**Frequency of Meetings** – monthly with a focus on strategic development and operational performance.

### **Duties**

To develop strategies, plans and policies and to monitor performance and progress in respect to:

- Improving the quality of leadership and its impact on outcomes;
- Improving the quality of teaching and learning experiences and its impact on outcomes
- Reducing the impact of poverty on attainment, support vulnerable learners and ensure all learners reach their potential
- Delivering high quality and bespoke support, challenge and intervention to schools
- Maintaining an effective and efficient organisation to support ERW's core business
- Schools Causing Concern
- Curriculum development
- Workforce development
- Utilising Welsh Government funding

### **Reporting Arrangements**

The Group will report its recommendations and decisions to the Management Board via the MD and ERW's Core team

## ERW Meeting Schedule

<b>Budgeting and Preparation Meetings</b>
<i>(Details on timings available on admin calendar, and calendar invites for Lead Officers)</i>
16 <sup>th</sup> September, 2019 (PM)
11 <sup>th</sup> November, 2019 (PM)
13 <sup>th</sup> January, 2020 (PM)
24 <sup>th</sup> February, 2020 (PM)
27 <sup>th</sup> April, 2020 (PM)
8 <sup>th</sup> June, 2020 (PM)

<b>Strategy Group Meetings</b>
<i>(Details on timings available on admin calendar, and calendar invites for attendees)</i>
26 <sup>th</sup> September, 2019 (AM)
13 <sup>th</sup> + 15 <sup>th</sup> November, 2019 (AM)
16 <sup>th</sup> + 17 <sup>th</sup> January, 2020 (AM)
27 <sup>th</sup> + 28 <sup>th</sup> February, 2020 (AM)
30th April + 1 <sup>st</sup> May, 2020(AM)
11 <sup>th</sup> + 12 <sup>th</sup> June, 2020 (AM)

<b>Senior Challenge Adviser Network Meetings</b>
10:00 am, 13 <sup>th</sup> September, 2019
1:00 pm, 22 <sup>nd</sup> November, 2019
10:00 am, 24 <sup>th</sup> January, 2020
1:00 pm, 13 <sup>th</sup> March, 2020
10:00 am, 7 <sup>th</sup> May, 2020
1:00 pm, 26 <sup>th</sup> June, 2020

<b>School Performance Team Meetings</b>
<i>(Details on timings to be discussed with Senior ChAds)</i>
21 <sup>st</sup> October, 2019
9 <sup>th</sup> December, 2019
10 <sup>th</sup> February, 2020
23 <sup>rd</sup> March, 2020
18 <sup>th</sup> May, 2020
6 <sup>th</sup> July , 2020

<b>Headteacher Board Meetings</b>
1:30 pm 4 <sup>th</sup> October, 2019
10:00 am 22 <sup>nd</sup> November, 2019
13:30 pm 31 <sup>st</sup> January, 2020
10:00 am 13 <sup>rd</sup> March, 2020
13:30 pm 15 <sup>th</sup> May, 2020
10:00 am 16 <sup>th</sup> July , 2020

<b>Trade Union Meetings</b>
11:00 am, 29 <sup>th</sup> November 2019
11:00 am, 20 <sup>th</sup> March 2020
11:00 am, 19 <sup>th</sup> June 2020

<b>ERW Director Meetings</b>
1:30 pm, 20 <sup>th</sup> September 2019
10:00 am, 25 <sup>th</sup> October 2019
1:30 pm, 15 <sup>th</sup> November 2019
10:00 am, 13 <sup>th</sup> December 2019
1:30 pm, 17 <sup>th</sup> January 2020
1:30 pm, 28 <sup>th</sup> February 2020
10:00 am, 27 <sup>th</sup> March 2020
1:30pm, 1 <sup>st</sup> May 2020
1:30 pm, 12 <sup>th</sup> June 2020
10:00 am, 10 <sup>th</sup> July 2020

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