TAFLEN BENDERFYNIAD AELOD CABINET
CABINET MEMBER'S DECISION NOTICE

PWNC/SUBJECT:

Addasu Cynllun Dirprwy Swyddogion yn dilyn ail strwythuro Adrannau Adnoddau Dynol a Strategol a Gwella Democratiaeth a Chyfreithiol a newidiadau i swyddogaethau y Prif Swyddog Cyllid

Amending the Officers Scheme of Delegation following the re-structuring of the Human Resources and Strategic and Improvement Departments and changes to the responsibilities of the Head of Finance

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AELOD CABINET/CABINET MEMBER : Y Cynghorydd Dyfed W Edwards

PENDERFYNIAD/DECISION

Addasu Cynllun Dirprwyo Swyddogion drwy ddirprwyo'r Swyddogaethau a Ddirprwyir gan y Cabinet i Bennaeth Cefnogaeth Corfforaethol yn unol ag Atodiad 1 a Phennaeth Cyllid yn unol ag Atodiad 2..

To amend the Scheme of Delegation to Officers by delegating the functions delegated by the Cabinet to the Head of Corporate Support in accordance with Appendix 1 and the Head of Finance in accordance with Appendix 2

YSTYRIAETHAU PERTHNASOL/ RELEVANT CONSIDERATIONS

Mae'r newidiadau o natur cynnal a chadw yn dilyn yr ail strwythuro ac yn gweithredu i gwblhau'r newidiadau sydd eisoes wedi digwydd.

The changes are of a housekeeping nature following the re-structuring and effected to complete the changes which have already been implemented.

BARN Y SWYDDOGION STATUDOL/VIEWS OF STATUTORY OFFICERS

1. Y Prif Weithredwr/Chief Executive:-

Mae'r newidiadau hyn yn fater o dacluso i adlewyrchu newidiadau strwythurol diweddar. Nid oes gennyf unrhyw beth i' w ychwanegu i hynny.

These changes are a matter of tidying up to reflect recent structural changes. I have nothing to add to that.

2. Swyddog Monitro/ Monitoring Officer:-

Awdur y Daflen

Author of the Notice

3. Prif Swyddog Cyllid/Chief Finance Officer:-

Rwy'n cefnogi'r penderfyniad er mwyn sicrhau eglurder ar y swyddogaethau sy'n cael eu dirprwyo i swyddogion, ac rwy'n credu fod y newidiadau yma'n ffurfioli a thacluso'r newidiadau yn unol â phenderfyniadau blaenorol.

I support the decision in order to ensure clarity of the functions being delegated to officers and I believe that these amendments formalise and tidy the changes in accordance with preceding decisions.

BARN YR AELOD LLEOL/VIEW OF LOCAL MEMBER

Dim yn fater lleol

Not a local matter

LLOFNOD /SIGNED Dyfed Wyn Edwards

DYDDIAD/DATE Mai 14 2015

Atodiadau/*Attachments*

Addasiadau i'r Cynllun
Revisions to the Scheme

ATODIAD 1 /APPENDIX 1

3. PENNAETH CEFNOGAETH CORFFORAETHOL

Yn y "Cynllun Dirprwyo i Bwyllgorau" yn Atodiad 1 i Adran 13 o'r Cyfansoddiad, nodir lle mae swyddogaethau nad ydynt yn gyfrifoldeb i'r Weithrediaeth wedi eu dirprwyo i Brif Swyddogion. Lle nad oes prif swyddog wedi ei enwi yn y ddogfen honno nid yw'r pŵer wedi ei ddirprwyo, ond yn hytrach fe'i cedwir gan y pwyllgor.

Swyddogaethau a ddirprwyir gan y Cyngor

3.1 Gweithredu fel Pennaeth y Gwasanaethau Democrataidd

3.2 Yr hawl i awdurdodi aelodau i fynychu seminarau neu gynadleddau allanol nad ydynt ar y rhestr gymeradwy

3.3 Penderfynu ar ran y cyflogwr ar gam 1 o unrhyw apêl dan drefn datrys anghydfod y Cynllun Pensiwn Llywodraeth Leol.

Swyddogaethau a ddirprwyir gan y Cabinet

3.4 Gweithredu ar sail dydd i ddydd ac o fewn y cynllun yn y meysydd canlynol :-

- Rhaglen Wella
- Blaenoriaethau
- Trosolwg polisi
- Cynllun Integredig Sengl
- Caffael
- Craffu
- Ymchwil
- Diogelwch Cymunedol
- Gwasanaeth democrataidd.
- Cynllun Cydraddoldeb
- Cynllun Iaith
- Cyfieithu

- Cyfathrebu Mewnol ac Allanol
- Cefnogaeth Cabinet
- Amodau a thelerau gwaith
- Cysylltiadau diwydiannol
- Hyfforddi a datblygu staff
- Y drefn recriwtio a phenodi
- Cyfrifoldebau'r cyflogwr mewn perthynas ag iechyd a diogelwch.
- Argraffu

3.5 Yr hawl i roi caniatâd dan Adran 30 Deddf Ymddygiad Gwrthgymdeithasol 2003 (y defnydd o orchmynion gwasgaru).

3.6 Gweithredu pwerau'r Cyngor dan Ddeddf Llywodraeth Leol 1972 a Deddf Llywodraeth Leol a Thai 1989 mewn perthynas â phenodi aelodau i wasanaethu ar bwyllgorau.

3.7 Penderfynu ar geisiadau ailraddio (i'w weithredu trwy'r gyfundrefn arfarnu swyddi).

3.8 Bod yn swyddog priodol ar gyfer llofnodi ceisiadau am wiriad gyda'r Biwro Cofnodion Troseddol.

3. Head of Corporate Support

In the "Scheme of Delegation to Committees" in Appendix 3 to Section 13 of the Constitution, it is noted where functions that are not the responsibility of the Executive have been delegated to Chief Officers. Where no chief officer has been named in that document, the power has not been delegated rather it has been reserved by the committee.

Functions delegated by the Council

3.1 To act as Head of Democratic Services.

3.2 The right to authorise members to attend seminars or outside conferences that are not on the approved list.

3.3 To determine, on behalf of the employer, stage 1 of an appeal under the internal dispute resolution procedure of the Local Government Pension Scheme.

Functions delegated by the Cabinet

3.4 To act on a day to day basis and within the scheme in the following areas:-

- Improvement Programme
- Priorities
- Policy overview
- Single Integrated Plan
- Procurement
- Scrutiny
- Research
- Community Safety
- Democratic service
- Equality plan.
- Language policy.
- Translation
- Internal and External Communications
- Cabinet Support
- Work terms and conditions

- Industrial relations
- Staff training and development
- Recruitment and appointment procedure
- Employer's responsibility relating to health and safety matters
- Printing

3.5 To be the proper officer for signing applications for checks with the Criminal Records Bureau.

3.6 To decide on re-grading applications (to be discharged through the job evaluation procedure).

3.7 The right to give consent under Section 30 of the Anti-social Behaviour Act 2003 (the use of dispersal orders).

3.8 To exercise the Council's powers under the Local Government Act 1972 and the Local Government and Housing Act 1989 in relation to appointing members to serve on committees.

5. Pennaeth Cyllid

Yn y "Cynllun Dirprwyo i Bwyllgorau" yn Atodiad 1 i Adran 13 o'r Cyfansoddiad, nodir lle mae swyddogaethau nad ydynt yn gyfrifoldeb i'r Weithrediaeth wedi eu dirprwyo i Brif Swyddogion. Lle nad oes prif swyddog wedi ei enwi yn y ddogfen honno nid yw'r pŵer wedi ei ddirprwyo, ond yn hytrach fe'i cedwir gan y pwyllgor.

Swyddogaethau a ddirprwyir gan y Cyngor

5.1 Bod y swyddog priodol at bwrpas Adran 151 Deddf Llywodraeth Leol l972 ac Adran 114 Deddf Cyllid Llywodraeth Leol l988.

Swyddogaethau a ddirprwyir gan y Cabinet

5.2 Gweithredu ar sail dydd i ddydd ac o fewn y cynllun yn y meysydd canlynol:-

- Archwilio Mewnol
- Cyfrifeg a **Chyllidebu**
- Rheolaeth Risg ac Yswiriant
- Y Cynllun Pensiwn a'r Gronfa Bensiwn (**gan gynnwys y strategaeth fuddsoddi**)
- Rheolaeth Trysorlys (buddsoddiadau'r **Cyngor**)
- Treth y Cyngor a Threthi Annomestig
- Budd-daliadau Tai a Gostyngiadau Treth Cyngor
- Taliadau
- Incwm a Chredydwyr
- Cyflogau
- Technoleg Gwybodaeth

5.3 Bod y swyddog priodol at ddibenion Adran 115 ac 146 Deddf Llywodraeth Leol 1972.

5.4 Hawl i lofnodi tystysgrif fod contractau yn cydymffurfio â Deddf Llywodraeth Leol (Cytundebau) 1997.

5.5 Awdurdodi dileu dyledion hyd at y symiau a nodir yn y Rheolau Gweithdrefn Ariannol.

5.6 Bod y Swyddog Awdurdodi ar gyfer dibenion Deddf Rheoleiddio Pwerau Ymchwilio 2000 a caiff awdurdodi swyddogion eraill o fewn y gwasanaeth i fod yn Swyddog Awdurdodi yn yr un modd.

5. Head of Finance Department

In the "Scheme of Delegation to Committees" in Appendix 3 to Section 13 of the Constitution, it is noted where functions that are not the responsibility of the Executive have been delegated to Chief Officers. Where no chief officer has been named in that document, the power has not been delegated rather it has been reserved by the committee.

Functions Delegated by Council

5.1 To be the proper officer for the purpose of Section 151 Local Government Act 1972 and Section 114 of the Local Government Finance Act 1988.

Functions Delegated by Cabinet

5.2 To act on a day to day basis and within the scheme in the following areas:-

- Internal Audit
- Accountancy and **Budgeting**
- Risk Management and Insurance
- The Pension Scheme and the **(**Pension Fund **including the investment strategy)**
- Treasury Management (the **Councils** investments)
- Council Tax and Non-domestic Rates
- Housing Benefits and Council Tax Reductions
- Payments
- Income and creditors
- Payroll
- Information Technology.

5.3 To be the proper officer for the purposes of Section 115 and 146 of the Local Government Act 1972.

5.4 The right to sign a certificate that contracts comply with the Local Government (Contracts) Act 1997.

5.5 To authorise the write-off of debts up to the amounts noted in the Financial Procedure Rules.

5.6 To be the Authorising Officer for the purposes of the Regulation of Investigatory Powers Act 2000 and may authorise other officers within their service similarly to be an Authorised Officer.