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Memorandum of Understanding

WLGA and One Voice Wales

October 2024

Memorandum of Understanding

This Memorandum of Understanding is a statement of the working relationship and partnership between One Voice Wales and the Welsh Local Government Association. It sets out how both organisations will work together and with their membership to promote and support local democracy and public services.

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Introduction

The Welsh Local Government Association and One Voice Wales agreed on a Memorandum of Understanding in 2013 in order to promote partnership and co-operation between the two statutory sectors of local government in Wales.

The Welsh Local Government Association represents the interests of the unitary authorities in Wales, having the role to promote better local government and to support authorities in the development of policies and priorities which will improve public services and democracy.

The Welsh Local Government Association represents all 22 unitary councils in Wales and the three fire and rescue authorities and the three national park authorities are associate members. One Voice Wales represents the interests of the community and town councils in Wales, being the body recognised by the Welsh Government to promote local democracy and deliver services by these bodies at a community level.

One Voice Wales comprises a network of over 670 member councils and in turn, over 7350 individual councillors. These member councils make up over 92% of the community and town councils in Wales, and the sector itself covers the vast majority of the country, with very few areas not covered by these local councils.

The Welsh Local Government Association and One Voice Wales will work together to promote local democracy and sustainable public services in Wales and encourage partnership and mutual support amongst their member authorities.

They will:

- respect the mutual commitment to delivering the best outcomes for local communities.
- understand the different frameworks, structures and constraints in which the respective tiers of local government have to operate.
- recognise the changing political, legislative and financial context in which the agenda for local democracy and public services is driving forward.
- identify areas for improvement across the sectors in order to maximise the use of resources and to avoid unnecessary duplication of functions in the delivery of quality services.
- identify areas of joint work, where capacity and resources can be effectively coordinated to deliver complementary activity (such as member development) or specific policy or project work.

Principles

The Welsh Local Government Association and One Voice Wales will work in partnership based on the following key principles:

- to demonstrate mutual respect and understanding of each organisation and their membership's circumstances, perspectives and priorities.
- to engage in meaningful communication and liaison between each other on behalf of the two respective sectors.
- to manage expectations and to set realistic and proportionate responses to any emerging challenges, priorities or proposals for joint activity.
- to agree manageable timescales for any necessary changes in the work or in the culture of relationships planned as a result of this partnership.
- to share relevant information and good practice as a means of enhancing the effectiveness of each other's operations which will be to the overall benefit of communities and towns throughout Wales.

Partnership

The membership of the Welsh Local Government Association and One Voice Wales meets through the statutory Partnership Council.

The leadership of the Welsh Local Government Association and One Voice Wales will also meet on a bilateral basis biannually to discuss areas of mutual interest, to consider strategic issues regarding local government and to agree to an ongoing programme of joint activity.

The Chief Executives and/or other officials will meet regularly and will be in ongoing dialogue regarding sharing intelligence and policy initiatives as well as managing any programme of joint activity.

Joint Work

A programme of joint work will be considered and agreed annually at the beginning of each financial year, to identify common policy interests and agree complementary or joint activities or project work. The programme of activity will be agreed at a bilateral meeting of the two organisations' leadership.

To support the joint working arrangements, there will be 2 leadership meetings and 3 officer meetings each year.

The specifics of any programme of joint work will be agreed annually, but may include the following exemplars:

- development of charters and communication and consultation between member councils,
- protocols and relationships between elected members,
- promoting collaboration and joint work within and between the tiers of local government
- seeking to avoid duplication of service delivery and explore delegation and devolution of services and associated funding or financial considerations for councils.

In addition to working in harmony and respecting and supporting each other's agendas, the Welsh Local Government Association and One Voice Wales will also seek ways of working closer together and of developing potential joint projects or other partnership activities.

An example might be working together to develop new training programmes for member councils.

Set out below are some examples of joint work already being undertaken and/or planned for 2024/25.

WLGA and One Voice Wales Agreed Areas of Mutual Interest and Joint Working 2024/26:

- Work together on actions arising from the Democratic Health Task and Finish Group (due later 2024).
- Work together on actions arising from the Cabinet Secretary's programme on tackling abuse in politics.
- Continued joint work on:
  - the Community and Town Council Digital Health Programme.
  - the Local Places for Nature programme.
  - National Training and Advisory Group (NTAG) which includes WLGA representation.
  - OVW National Awards Scheme.
  - Climate Strategy panel.
  - Resourceful Community Partnership.
- Collaboration and Partnering - a joint seminar to share practice; joint letter from the Leader of WLGA and Chair of OVW encouraging collaboration; OVW having a conference spot at the WLGA annual conference in 2024 to highlight the role of Community and Town Councils in delivering sustainable place-based services and to launch a refreshed MoU.
- Further discussions on:
  - the role of Community and Town Councils and place-based services.
  - the development of Charters between the two tiers.
  - addressing election costs for Community and Town Councils.
  - the Community Asset Transfer agenda in light of the Ministerial Commission in 2024-25 and re-worked Ystadau Cymru sub-groups.
  - relationships between County Councillors and Community Councillors on the ground.
  - encouraging more commonality in the approach to community boundary reviews and WLGA and OVW working together on the provision of support for councils affected by boundary reviews.
  - WLGA working with OVW to encourage the creation of councils in those areas not having the benefit of a local council.
  - opportunities for further joint working on existing areas of interest for both organisations and members, for example, the cost-of-living crisis. WISERD (support for strong liaison between local government and Welsh academia); Code of Conduct Training for UA's by OVW; Annual Conference; promoting vacancies for Community and Town Council Clerks, procurement of services from local authorities e.g. legal advice and IT.

CLILC ac Un Llais Cymru Meysydd o Ddiddordeb a Chydweithio y cytunwyd arnynt 2024/26:

- Cydweithio ar gamau gweithredu sy'n deillio o'r Grŵp Tasg a Gorffen Iechyd Democrataidd (i'w gyhoeddi yn ddiweddarach yn 2024).
- Cydweithio ar gamau gweithredu sy'n deillio o raglen Ysgrifennydd y Cabinet ar fynd i'r afael â cham-drin ym maes gwleidyddiaeth.
- Parhau i weithio ar y cyd ar:
  - Raglen Iechyd Digidol Cyngor Tref a Chymuned.
  - rhaglen Lleoedd Lleol ar gyfer Natur.
  - Grŵp Hyfforddi a Chynghori Cenedlaethol sy'n cynnwys cynrychiolwyr CLILC.
  - Cynllun Gwobrau Cenedlaethol Un Llais Cymru.
  - Panel Strategaeth yr Hinsawdd.
  - Partneriaeth Cymunedau Dyfeisgar.
- Cydweithio a Gweithio mewn Partneriaeth - seminar ar y cyd i rannu arfer; llythyr ar y cyd gan Arweinydd CLILC a Chadeirydd Un Llais Cymru yn annog cydweithio; Un Llais Cymru yn cael safle cynadledda yng nghynhadledd flynyddol CLILC yn 2024 i dynnu sylw at rôl Cynghorau Tref a Chymuned o ran darparu gwasanaethau cynaliadwy yn seiliedig ar leoedd ac i lansio Memorandwm Cyd-ddealltwriaeth ar ei newydd wedd.
- Trafodaethau pellach ar:
  - rôl Cynghorau Tref a Chymuned a gwasanaethau'n seiliedig ar le.
  - datblygu Siarteri rhwng y ddwy haen.
  - mynd i'r afael â chostau etholiadol ar gyfer Cynghorau Tref a Chymuned.
  - rhaglen Trosglwyddo Asedau Cymunedol yn sgil y Comisiwn Gweinidogol yn 2024-25, ac is-grwpiau Ystadau Cymru wedi'u hadfer.
  - perthnasoedd rhwng Cynghorwyr Sir a Chynghorwyr Cymuned ar lawr gwlad.
  - annog mwy o faterion cyffredin yn y dull o adolygu ffiniau cymunedol, a CLILC ac Un Llais Cymru i gydweithio ar sicrhau cefnogaeth i gynghorau yr effeithir arnynt gan adolygiadau ffiniau.
  - CLILC yn gweithio gydag Un Llais Cymru i annog y gwaith o greu cynghorau yn yr ardaloedd hynny nad ydynt yn elwa o gyngor lleol.
  - cyfleoedd ar gyfer cydweithio pellach ar feysydd diddordeb presennol ar gyfer sefydliadau ac aelodau, er enghraifft, yr argyfwng costau byw. WISERD (cefnogi cyswllt cryf rhwng llywodraeth leol a byd academaidd Cymru); Hyfforddiant ar y Cod Ymddygiad gan Un Llais Cymru; Cynhadledd Flynyddol; hyrwyddo lleoedd gwag ar gyfer Clercod Cynghorau Tref a Chymuned, caffael gwasanaethau gan awdurdodau lleol e.e. cyngor cyfreithiol a TG.

Egwyddorion

Bydd Cymdeithas Llywodraeth Leol Cymru ac Un Llais Cymru yn gweithio mewn partneriaeth ar sail yr egwyddorion allweddol canlynol:

- dangos parch a dealltwriaeth o bob sefydliad ac o amgylchiadau, safbwyntiau a blaenoriaethau eu haelodaeth.
- cyfathrebu a chydgysylltu'n ystyrlon ar ran y ddau sector priodol.
- rheoli disgwyliadau a phennu ymatebion realistig a chymesur i unrhyw heriau, blaenoriaethau neu gynigion sy'n dod i'r amlwg ar gyfer gweithgarwch ar y cyd.
- cytuno ar amserlenni hylaw ar gyfer unrhyw newidiadau angenrheidiol yn y gwaith neu yn y diwylliant o berthnasoedd sydd wedi'u cynllunio o ganlyniad i'r bartneriaeth hon.
- rhannu gwybodaeth berthnasol ac arfer da fel modd o wella effeithiolrwydd gweithrediadau, a fydd o fudd cyffredinol i gymunedau a threfi ledled Cymru.

Partneriaeth

Mae aelodau Cymdeithas Llywodraeth Leol Cymru ac Un Llais Cymru yn cyfarfod drwy'r Cyngor Partneriaeth statudol.

Bydd arweinwyr Cymdeithas Llywodraeth Leol Cymru ac Un Llais Cymru hefyd yn cyfarfod ddwywaith y flwyddyn i drafod meysydd o ddiddordeb, i ystyried materion strategol ynghylch llywodraeth leol ac i gytuno ar raglen barhaus o weithgarwch ar y cyd.

Bydd y Prif Weithredwyr a/neu swyddogion eraill yn cyfarfod yn rheolaidd a byddant yn cynnal deialog barhaus ynghylch rhannu gwybodaeth a mentrau polisi, yn ogystal â rheoli unrhyw raglen o weithgarwch ar y cyd.

Gwaith ar y Cyd

Bydd rhaglen o waith ar y cyd yn cael ei hystyried a chytuno arni'n flynyddol ar ddechrau pob blwyddyn ariannol. Bydd yn nodi buddiannau polisi cyffredin gan gytuno ar weithgareddau neu waith prosiect ategol neu ar y cyd. Cytunir ar y rhaglen weithgarwch mewn cyfarfod dwyochrog o arweinwyr y ddau sefydliad.

I gefnogi'r trefniadau cydweithio, bydd 2 gyfarfod arweinyddiaeth a 3 chyfarfod swyddog bob blwyddyn.

Cytunir yn flynyddol ar fanylion unrhyw raglen o gydweithio, ond gall gynnwys yr enghreifftiau canlynol:

- datblygu siarteri gan gyfathrebu ac ymgynghori rhwng aelod-gynghorau,
- protocolau a chysylltiadau rhwng aelodau etholedig,
- hyrwyddo gwaith ar y cyd a chydweithio o fewn haenau llywodraeth leol a rhyngddynt
- ceisio osgoi dyblygu darpariaeth gwasanaeth ac archwilio i ddirprwyo a datganoli gwasanaethau ac ystyriaethau ariannol cysylltiedig ar gyfer cynghorau.

Yn ogystal â gweithio'n gytûn a pharchu a chefnogi rhaglenni ei gilydd, bydd Cymdeithas Llywodraeth Leol Cymru ac Un Llais Cymru hefyd yn chwilio am ffyrdd o gydweithio'n agosach gan ddatblygu prosiectau ar y cyd posibl neu weithgareddau partneriaeth eraill.

Un enghraifft bosibl fyddai cydweithio i ddatblygu rhaglenni hyfforddi newydd ar gyfer aelod-gynghorau.

Isod, nodir rhai enghreifftiau o waith ar y cyd sydd eisoes yn cael ei wneud a/neu sydd yn yr arfaeth ar gyfer 2024/25.

Memorandwm o Ddealltwriaeth

Mae'r Memorandwm o Ddealltwriaeth hwn yn ddatganiad o'r berthynas waith a'r bartneriaeth rhwng Un Llais Cymru a Chymdeithas Llywodraeth Leol Cymru. Mae'n nodi sut y bydd y ddau sefydliad yn gweithio gyda'i gilydd a chyda'u haelodaeth i hyrwyddo a chefnogi democratiaeth leol a gwasanaethau cyhoeddus.

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Cyhoeddwyd: Tachwedd 2013 (fersiwn 1)
Hydref 2024 (fersiwn 2)

Hawlfraint: Cymdeithas Llywodraeth Leol Cymru

Cyflwyniad

Cytunodd Cymdeithas Llywodraeth Leol Cymru ac Un Llais Cymru ar Femorandwm o Ddealltwriaeth yn 2013 er mwyn hybu partneriaeth a chydweithrediad rhwng y ddau sector statudol o lywodraeth leol yng Nghymru.

Mae Cymdeithas Llywodraeth Leol Cymru yn cynrychioli buddiannau awdurdodau unedol Cymru, ac mae ganddi rôl i hyrwyddo gwell llywodraeth leol a chefnogi awdurdodau i ddatblygu polisïau a blaenoriaethau a fydd yn gwella gwasanaethau cyhoeddus a democratiaeth.

Mae Cymdeithas Llywodraeth Leol Cymru yn cynrychioli pob un o'r 22 cyngor unedol yng Nghymru ac mae'r tri awdurdod tân ac achub a'r tri awdurdod parc cenedlaethol yn aelodau cyswllt. Mae Un Llais Cymru yn cynrychioli buddiannau cynghorau cymuned a thref Cymru, sef y corff a gydnabyddir gan Lywodraeth Cymru i hyrwyddo democratiaeth leol a darparu gwasanaethau gan y cyrff hyn ar lefel gymunedol.

Mae Un Llais Cymru yn cynnwys rhwydwaith o dros 670 o gynghorau sy'n aelodau ac yn eu tro, dros 7350 o gynghorwyr unigol. Mae'r aelod-gynghorau hyn yn cyfrif am dros 92% o'r cynghorau cymuned a thref yng Nghymru, ac mae'r sector ei hun yn cwmpasu mwyafrif helaeth y wlad. Ychydig iawn o ardaloedd sydd ddim yn dod o dan y cynghorau lleol hyn.

Bydd Cymdeithas Llywodraeth Leol Cymru ac Un Llais Cymru yn cydweithio i hyrwyddo democratiaeth leol a gwasanaethau cyhoeddus cynaliadwy yng Nghymru, gan annog partneriaeth a chefnogaeth ar y cyd ymhlith eu haelod-awdurdodau.

Byddant yn:

- parchu'r ymrwymiad ar y cyd i gyflawni'r canlyniadau gorau i gymunedau lleol.
- deall y gwahanol fframweithiau, strwythurau a chyfyngiadau y mae'n rhaid i'r gwahanol haenau o lywodraeth leol weithredu oddi mewn iddynt.
- cydnabod y cyd-destun gwleidyddol, deddfwriaethol ac ariannol cyfnewidiol y mae'r rhaglen ar gyfer democratiaeth leol a gwasanaethau cyhoeddus yn ei llywio.
- nodi meysydd i'w gwella ar draws y sectorau er mwyn gwneud y defnydd gorau o adnoddau ac osgoi dyblygu swyddogaethau'n ddiangen wrth ddarparu gwasanaethau o safon.
- nodi meysydd o waith ar y cyd, lle gellir cydgysylltu capasiti ac adnoddau'n effeithiol i gyflawni gweithgarwch ategol (fel datblygu aelodau) neu waith polisi neu brosiect penodol.

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Memorandwm o Ddealltwriaeth

CLILC ac Un Llais Cymru

Hydref 2024