



Dinas a Sir Abertawe

## Cofnodion Cyfarfod y **Panel Perfformiad Craffu - Gwella Gwasanaethau a Chyllid**

Ystafell Bwyllgor 5, Neuadd y Ddinas, Abertawe

Dydd Llun, 16 Medi 2019 am 10.00 am

**Yn Bresennol:** Y Cyngorydd C A Holley (Cadeirydd) oedd yn llywyddu

**Y Cyngorydd(wyr)**

P Downing  
L James  
C E Lloyd

**Y Cyngorydd(wyr)**

R Francis-Davies  
M H Jones  
I E Mann

**Y Cyngorydd(wyr)**

P R Hood-Williams  
J W Jones

**Hefyd yn bresennol**

Robert Francis-Davies  
Clive Lloyd

Aelod y Cabinet dros Fuddsoddi, Adfywio a Thwristiaeth  
Aelod y Cabinet dros Drawsnewid Busnes a Pherfformiad  
(Dirprwy Arweinydd)

**Swyddog(ion)**

Kim Collis  
Bethan Hopkins  
Tracey McNulty  
Chris Williams

Archifydd Sirol  
Scrutiny Officer  
Head of Cultural Services  
Head of Commercial Services

**Ymddiheuriadau am absenoldeb**

Y Cyngorydd(wy): P K Jones, B J Rowlands a/ac D W W Thomas

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1 **Datgeliadau o fuddiannau personol a rhagfarnol.**

- Dim

2 **Gwahardd pleidleisiau Chwip a Datgan Chwipiau'r Pleidiau**

- Dim

3 **Cofnodion**

- Cymeradwywyd

4 **Cwestiynau gan y Cyhoedd**

- Dim

5 **Archifau**

- Y Gwasanaeth Archifau yw un o'r unig wasanaethau sy'n dal i fod yn dilyn ymwahaniad Gorllewin Morgannwg
- Mae'r gwasanaeth wedi'i leoli yng Nghanolfan Dinesig Abertawe ond mae cangen yng Nghastell-nedd
- Mae cyd-bwyllgor archifau sy'n ymgynghorol ac mae'r ffocws ar y gwasanaeth ei hun sy'n fuddiol iawn
- Mae'r gwasanaeth yn rhan o Wasanaethau Diwylliannol y cyngor
- Cwrdd â gweithwyr Castell-nedd Port Talbot bob chwarter
- Mae'r perthynas rhwng Abertawe a Chastell-nedd Port Talbot yn gweithio'n dda iawn
- Y gwasanaethau cyfreithiol sy'n rheoli'r cofnodion
- Mae gan Lywodraeth Cymru ofynion mewn perthynas â safonau achrediad ar gyfer archifau
- Mae'r archifau'n cynnal cofnodion Llys yr Ynadon ar ran Llywodraeth Ganolog
- Cofnodion sefydliadau ac unigolion yw archifau - gallant fod yn bwysig o ran gweinyddiaeth neu ddiwylliant
- Gwasanaeth hybrid yw'r archifau sy'n cyfuno pwysigrwydd cyfreithiol a diwylliannol
- Defnyddir yn rheolaidd gan y cyhoedd at ddibenion anghydfodau mewn perthynas â ffiniau
- Cofnodion o ffeithiau yw'r archifau, sy'n ddefnyddiol iawn mewn byd lle mae canfyddiadau o realiti'n gwrthdaro
- Mae hanner cofnodion yr archifau wedi'u rhoi
- Mae gwerth 2.5 filltir o silffoedd ar lawr isaf y Ganolfan Ddinesig
- Mae rhai eitemau o werth ac mae un casgliad sydd wedi'i gydnabod gan UNESCO
- Mae 95% yn llawn ond nid yw mewn sefyllfa i dderbyn casgliad mawr
- Mae perthynas gwaith ymarferol ar waith â'r brifysgol
- Nid oes modd digido'r cofnodion a chael gwared ar y dogfennau gwreiddiol - maent yn rhan o dreftadaeth pobl
- Yr awdurdod lleol sy'n gyfrifol am y casgliad ar ran y gymdeithas gyfan
- Mae'r amgylchedd storio'n hanfodol - mae'n rhaid i'r tymheredd a'r lleithder gael eu rheoli, gan ddiogelu yn erbyn llifogydd a thân. Mae pob un o'r rhain yn beryglon mawr
- Mae gan y brifysgol yr un gofynion storio a safonau â ni
- Dyma bymthegfed archif pwysicaf y DU - ar draws y DU mae'r ffigurau presenoldeb yn lleihau ac felly rydym wedi cynnal ein safle yn y DU am fod ein un ni hefyd wedi lleihau ar yr un raddfa.
- Mae pobl yn cael mynediad at wasanaethau ar-lein am fod yr wybodaeth sydd ar gael ar-lein yn cynyddu
- Mae'r gwasanaeth yn canolbwyntio ar gwsmeriaid ac mae'r ymatebion yn rhai o fodlonrwydd uchel
- Mae'r tîm hefyd yn cynnal sesiynau allgymorth mewn ysgolion, yn cynnig gwybodaeth ar gyfer cyfryngau cymdeithasol, digwyddiadau arbennig ac arddangosfeydd symudol
- Mae'r rhain yn hynod lwyddiannus ac ysbrydoledig

- Mae'r tîm hefyd yn cyhoeddi cyhoeddiadau, y mae'r un diweddaraf yn canolbwyntio ar ail-adeiladu Abertawe'n dilyn y rhyfel
- Wedi anfon data at CIPFA ond nid yw'r cyngor bellach yn aelod o CIPFA oherwydd cyfyngiadau cyllideb
- Os yw'n derbyn eitemau bach yn unig, dim ond 5 mlynedd o le sydd ar ôl yn llawr isaf y Ganolfan Ddinesig
- Mae'r Ganolfan Ddinesig yn cael ei adolygu ar hyn o bryd ac mae'r Gwasanaethau Eiddo Corfforaethol yn ogystal â'r Gwasanaethau Diwylliannol yn edrych ar opsiynau'r archifau ar gyfer y dyfodol
- Maent yn ystyried adleoli er mwyn creu gwasanaeth mwy cynaliadwy ond mae'n rhaid cael storfa go iawn - mae hyn yn hanfodol ar gyfer cenedlaethau'r dyfodol ac yn unol â Deddf Llesiant Cenedlaethau'r Dyfodol 2015
- Mae angen cael amserlen go iawn a chynllunio er mwyn creu gwasanaeth archifau mwy cynaliadwy a chyhoeddus
- Nid oes angen i'r gwasanaeth fod yng nghanol y ddinas o reidrwydd - ond mae'n rhaid iddo gael yr amodau storio cywir
- Mae'n bosib mai adeilad wedi'i adeiladu'n bwrpasol yw'r unig opsiwn oherwydd y fanyleb adeiladu y mae ei hangen
- Ar hyn o bryd nid oes prosiect penodol neu amserlen ddynodedig er mwyn mynd i'r afael â'r broblem archifo - oherwydd cyfyngiadau cyllideb
- Mae angen cael cynllun go iawn os bydd y cyngor yn symud o'r Ganolfan Ddinesig
- Mae awgrymiadau o ran rhoi prosiect ar waith er mwyn dechrau archwilio a gwneud cais am gyllideb allanol nawr
- Mae angen i'r gwasanaeth archif a chefnogi fod yn yr un adeilad â'r dogfennau eu hunain
- Dim cwmplas i reoli'r adnodd hanes teulu ar-lein yn llwyr oherwydd y gost a'r seilwaith sydd eu hangen i lwytho'r holl wybodaeth ar-lein i ddechrau

## 6 Ffioedd

- Cadw'r cynnydd mewn ffioedd mor isel â phosib
- Bob amser yn chwilio am ffyrdd posib o greu mwy o incwm
- Mae gan y gwasanaethau cymdeithasol bolisi ar wahân a deddfwriaeth ar wahân sy'n rheoli eu ffioedd
- Mae pob adran yn gyfrifol am ei ffioedd a'i thaliadau ei hun
- Mae llawer o ddeddfwriaeth y mae angen ei hystyried pan fydd cyngor yn nodi ei ffioedd
- Trafodwyd ffioedd cychod a bydd ymateb y llynedd y Panel yn cael ei anfon
- Trafodwyd ffioedd angori'r marina - pwy sy'n meincodi'r gost hon Ydy'r ffioedd hyn wedi newid y strwythur talu am nad oes unrhyw wybodaeth ar gael ar gyfer 15/16, 16/17 a 17/18. - Gofyn am wybodaeth mewn llythyr
- Mae Abertawe'n dal i gynnig casgliad gwastraff gardd am ddim lle nad yw cynghorau eraill yn
- Nid yw treth y cyngor yn ddigon i dalu am bopeth
- Codi tâl yn fewnol – hyrwyddo dechrau deialog rhwng adrannau i ddatrys unrhyw faterion os ydynt yn codi
- Symud tuag at wasanaethau talu'n ddigidol er mwyn lleihau costau trafod

7 **Gwahardd y Cyhoedd.**

8 **Ffioedd**

- Trafodwyd yr eitemau eithriedig

9 **Cynllun Gwaith 2019/20**

- Adroddiadau cwmpasu'r Adolygiad Comisiynu Posib i'w cyflwyno i'r panel
- Mae'n bosib y bydd diweddariad arall ar gyfer Adolygiad Comisiynu wedi'i gwblhau mewn cyfarfod yn y dyfodol

**Llythyr at Aelod y Cabinet - Trawsnewid Busnes a Pherfformiad**

**Llythyr at Aelod y Cabinet - Buddsoddi, Adfywio a Thwristiaeth**

Daeth y cyfarfod i ben am 11.40am

**Cadeirydd**



**To/  
Councillor Clive Lloyd  
Cabinet Member for Business  
Transformation and Performance**

**BY EMAIL**

*Please ask for:  
Gofynnwch am:*

*Direct Line:  
Llinell Uniongyrchol:*

*e-Mail  
e-Bost:*

*Date  
Dyddiad:*

**Overview & Scrutiny**

**01792 636292**

**scrutiny@swansea.gov.uk**

**24<sup>th</sup> September 2019**

**Summary:** This is a letter from the Service Improvement and Finance Performance Panel to the Cabinet Member for Business Transformation and Performance following the meeting of the Panel on 16<sup>th</sup> September 2019. The letter concerns the report on Charges.

Dear Councillor Lloyd,

On the 16<sup>th</sup> September 2019, the Panel met to discuss Charges.

The Panel are grateful to all who attended to provide information and answer questions. The Panel do have some thoughts and observations to share with you.

The report we received was extremely thorough and we appreciate the effort that went into compiling it. From a scrutiny perspective we found it helpful to have an overview contained within the written report which could then highlight any major changes which need to be brought to our attention. Spreadsheets can be provided on an exceptional basis if there is anything the Panel needs to see.

You told us how each department is responsible for their own fees and charges and any increase is kept as reasonable as possible. We heard there is a lot of legislation which needs to be considered when a Council sets charges. You also explained social services have a separate policy and separate legislation which covers its charges.

We heard how the commercial team are always looking for new ways to produce additional income.

We were told how Council Tax does not cover all of the expenses the Council has so there has to be ways to cover costs. You told us how Swansea still does not charge for garden waste collection when other Councils do.

**OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU**

**SWANSEA COUNCIL / CYNGOR ABERTAWE**

**GUILDHALL, SWANSEA, SA1 4PE / NEUADD Y DDINAS, ABERTAWE, SA1 4PE**

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I dderbyn yr wybodaeth hon mewn fformat arall neu yn Gymraeg, cysylltwch â'r person uchod  
To receive this information in alternative format, or in Welsh please contact the above

We discussed the issue of Marina Berthing Fees and we would like to know who this cost is benchmarked with? Can you also tell us have the fees changed payment structure as there is no information available for 15/16, 16/17 and 17/18. If so, can you provide us the previous payment information?

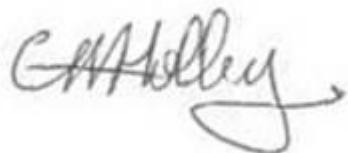
We have asked previously about the effectiveness of internal charging and you assured us that there is an open dialogue between departments to resolve any issues if they arise. We hope this continues to make this process as efficient as possible.

You said that there will be a move toward digitising payment services going forward to reduce transaction costs. Whilst simplifying services is important, we hope that there is consideration of the people using them as not everyone is computer literate. We also want to see reasonableness applied, for example, automatically generated letters, for tiny amounts (£1 for example) are reviewed before they are sent to assess the cost/benefit ratio.

We would be grateful if you could respond to the following question by 15<sup>th</sup> October 2015 and welcome any thoughts you may have.

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Yours sincerely,



**Councillor Chris Holley**  
**Convener, Service Improvement and Finance Scrutiny Performance Panel**  
✉ [cllr.chris.holley@swansea.gov.uk](mailto:cllr.chris.holley@swansea.gov.uk)



**To/  
Councillor Robert Francis-Davies  
Cabinet Member for Investment,  
Regeneration and Tourism**

**BY EMAIL**

*Please ask for:  
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*Direct Line:  
Llinell Uniongyrchol:*

*e-Mail  
e-Bost:*

*Date  
Dyddiad:*

**Overview & Scrutiny**

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**1<sup>st</sup> October 2019**

**Summary:** This is a letter from the Service Improvement and Finance Performance Panel to the Cabinet Member for Investment, Regeneration and Tourism following the meeting of the Panel on 16<sup>th</sup> September 2019. The letter concerns the report on Archives.

Dear Councillor Francis-Davies,

On the 16<sup>th</sup> September 2019, the Panel met to discuss the Archives Service.

The Panel are grateful to all who attended to provide information and answer questions. The Panel do have some thoughts and observations to share with you.

We heard how archives is one of the few services that survived the break up of West Glamorgan. We were told the Archive Service is based in Civic Centre in Swansea with a branch in Neath and the service comes under Cultural Services. We heard how there 2.5 miles of shelves of filing in the Civic Basement with some high value items and one collection recognised by UNESCO.

You told us that there is an Advisory Joint Archive Committee and the focus of the group is on the service which is very positive. We heard how the relationship with colleagues in Neath Port Talbot was very good and quarterly meetings take place to discuss any issues.

We were told that Archives is a hybrid of legal services and cultural services. It stores records of institutions such as Magistrates Court records and minutes but also individual items of historical or cultural significance. Because Archives are a records of fact, they are particularly important to maintain, and can be used for a range of research and queries such as boundary disputes.

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We heard how Welsh Government has requirements relating to Archive storage standards. The environment is essential and there must be protection against humidity, water damage and fire. You explained how we have an ongoing relationship with the University to share some of the storage requirements. We were assured that the University and anywhere else who stores archives have to meet the same storage standards.

We asked about the capacity of the current Archive Service and were told that currently the storage space is 95% full and there is no capacity currently to accept a major collection. Many items which need archiving are now digitally stored such as Magistrates Court records but others cannot be made digital and we need to keep items of historical and cultural importance.

You told us how we have approximately the 15<sup>th</sup> busiest archive service in Wales and although attendance figures are declining, user figures are maintaining as people access online services in line with the expansion of online information. This is very encouraging and shows the public continue to be interested in archives.

It was interesting to hear that half of the records within the Archive Service have been donated and it is important to note that we as a Council are the custodians of these works on behalf of the public. It was pleasing to hear that the service is very customer focused with very high satisfaction responses from the public which demonstrates the passion and knowledge of the team. We were told that the team undertakes outreach in schools, cascades information on social media and runs special events and portable exhibitions and publications. It is most impressive that one of these exhibitions was recognised by the National Assembly. It is encouraging that the team try to recognise issues of both local and national importance such as the post-war rebuild of Swansea and the suffragette movement. We look forward to seeing more of these inspiring works in the future.

We discussed the future prospects of the Archive Service and you told us that Civic Centre and its future are under ongoing review by Corporate Property. As a result, the future venues for the Archives Service is under constant consideration. We heard how a relocation would not necessarily be negative but the new venue would have to create sustainable storage and meet the correct requirements.

The future venue need not be in the City Centre but a purpose built building may be the only solution due to the strict physical requirements of the rooms (e.g. no mains water pipes can run over the top of the buildings). We also feel that the archives themselves and the team who support this service should be in the same building so members of the public can have support to access the resource. This also fits in with requirements under the Well-being of Future Generations Act 2015.

We are concerned about the pace at which the future of the Archives Service is being addressed. Although we were told about an officers working group, which is continuously looking at potential options, we feel there should be a dedicated team of people looking at the issue. A plan and timescale needs to be put in place to deal with the relocation of the Archive Service and an established project board could start to research and apply for external grant funding to support this. If a decision is



made about Civic Centre, there may not be adequate time to find a suitable venue for archives and this may jeopardise the future of the service.

We would like to see a working group be established now to explore funding applications and potential venues ahead of any decisions being made on the future of Civic Centre. Can you let us know your thoughts on this?

We would be grateful if you could respond to this letter by 22<sup>nd</sup> October 2019 and welcome any thoughts you may have.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'CHolley', with a stylized flourish at the end.

**Councillor Chris Holley**  
**Convener, Service Improvement and Finance Scrutiny Performance Panel**  
✉ [cllr.chris.holley@swansea.gov.uk](mailto:cllr.chris.holley@swansea.gov.uk)



**To/  
Councillor Robert Francis-Davies  
Cabinet Member for Investment,  
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The Panel are grateful to all who attended to provide information and answer questions. The Panel do have some thoughts and observations to share with you.

We heard how archives is one of the few services which survived the beak up of West Glamorgan. We were told the Archive Service is based in Civic Centre in Swansea with a branch in Neath and the service comes under Cultural Services. We heard how there 2.5 miles of shelves of filing in the Civic Basement with some high value items and one collection recognised by UNESCO.

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