

**REPORT OF THE BUSINESS COMMITTEE**  
**PROPOSAL TO CHANGE STANDING ORDERS**

**Introduction**

1. On 17<sup>th</sup> May, the Business Committee considered proposals to amend Standing Orders and introduce a replacement for Standing Order 19.

**Background**

2. The Standing Order (Annex A) and the associated Code of Practice (Annex B) reflect the following principles, as agreed by the Business Committee :

- that Members' special information rights and Fol requests are distinct routes for obtaining information
- that Ministers should make a commitment that their officials be as open and helpful as possible in response to MRS requests; that they will keep to deadlines agreed with MRS staff; that they will recognise that requests will be anonymous; that appropriate data bases and information sources will be shared, and all WAG publications will always be sent to the Members' Library
- that MRS be authorised to negotiate deadlines with Members, and that inquiries should be phrased as precisely as possible
- that requests from Committees for information should be dealt with in line with any deadline set by the Committee
- that the Table Office continues to take reasonable steps to ascertain whether information sought in draft questions is easily obtainable elsewhere
- that the cost limit for our answering WAQs be set at the same limit for Fol requests
- that there should be a new Code of Practice on Members' Access to Information.

**Recommendation**

3. The proposed revisions to Standing Orders and the associated Code of Practice were agreed by Business Committee on 17<sup>th</sup> May, 2005. The Assembly is invited to approve them.

**Chamber Secretariat**  
**June 2005**

**Members' Access to Documents**

19.1 A Member may inspect any documents in the possession or under the control of the Assembly which contain material relating to any proceedings of the Assembly which have taken place or are to take place.

19.2 Standing Order 19.1 shall not apply where:

(i) (in the case of documents in the possession or under the control of Ministers), either the First Minister or a Minister authorised by the First Minister for this purpose; or

(ii) (in the case of documents in the possession or under the control of the House Committee), the Presiding Officer

considers that one of the following exemptions referred to in the Code should apply:-

- (a) Formulation of government policy, etc – Section 35 of the Freedom of Information Act 2000 (“the 2000 Act”);
- (b) Effective conduct of public affairs – Section 36 of the 2000 Act;
- (c) Personal information – Section 40 of the 2000 Act & Part IV of the Data Protection Act 1998;
- (d) Information provided in confidence – Section 41 of the 2000 Act;
- (e) Legal professional privilege – Section 42 of the 2000 Act;
- (f) Commercial interests – Section 43 of the 2000 Act;
- (g) Prohibitions on disclosure – Section 44 of the 2000 Act; or
- (h) Any corresponding exception listed in Regulation 12 (5) of the Environmental Information Regulations 2004.

19.3 Standing Order 19.1 shall not apply where the document relates to proceedings of a committee (or a sub-committee of such a committee) which were not, or are not likely to be, held in public and the Member making the request is not a member of that committee.

19.4 A Member inspecting any document under this Standing Order shall not disclose to any person any information contained in the document which, in the opinion of the First Minister or a Minister authorised by the First Minister for this purpose or the Presiding Officer (as the case may be), is or may be exempt from disclosure to the public under the Code.

**Public Access to Documents**

19.5 Members of the public may on request inspect any documents in the possession or under the control of the Assembly which contain material relating to any proceedings of the Assembly which have taken place or are to take place, except where the document contains information which is exempt from disclosure to the public under the Code.

## **Rheol Sefydlog 19 - Archwilio Dogfennau'r Cynulliad**

### **Caniatáu i Aelodau weld Gwybodaeth**

19.1 Caiff Aelod archwilio unrhyw ddogfennau sydd ym meddiant neu dan reolaeth y Cynulliad sy'n cynnwys defnyddiau'n ymwneud â thrafodion y Cynulliad sydd wedi'u cynnal neu sydd i'w cynnal.

19.2 Ni fydd Rheol Sefydlog 19.1 yn berthnasol os:

(i) (yn achos dogfennau sydd ym meddiant neu dan reolaeth Gweinidogion) bydd Prif Weinidog Cymru neu Weinidog a awdurdodir gan Brif Weinidog Cymru at y diben hwn; neu

(ii) (yn achos dogfennau sydd ym meddiant neu dan reolaeth Pwyllgor y Ty), y Llywydd

yn ystyried bod un o'r eithriadau a ganlyn, y cyfeirir ato yn y Cod, yn berthnasol:-

- (a) Llundio polisi llywodraeth, etc - Adran 35 o Ddeddf Rhyddid Gwybodaeth 2000 ("Deddf 2000");
- (b) Cynnal materion cyhoeddus yn effeithiol - Adran 36 o Ddeddf 2000;
- (c) Gwybodaeth bersonol - Adran 40 o Ddeddf 2000 a Rhan IV o Ddeddf Diogelu Data 1998;
- (ch) Gwybodaeth a roddwyd yn gyfrinachol - Adran 41 o Ddeddf 2000;
- (d) Braint y proffesiwn cyfreithiol – Adran 42 o Ddeddf 2000;
- (dd) Buddiannau masnachol - Adran 43 o Ddeddf 2000;
- (e) Gwybodaeth y gwaharddwyd ei datgelu - Adran 44 o Ddeddf 2000;
- (f) Unrhyw eithriadau cyfatebol a restrir yn Rheoliad 12(5) o Reoliadau Gwybodaeth Amgylcheddol 2004.

19.3 Ni fydd Rheol Sefydlog 19.1 yn berthnasol os bydd dogfen yn ymwneud â thrafodion pwyllgor (neu un o is-bwyllgorau pwyllgor o'r fath) na chawsant, neu nad ydynt yn debygol o gael, eu cynnal yn gyhoeddus ac os nad yw'r Aelod sy'n gwneud y cais yn aelod o'r pwyllgor hwnnw.

19.4 Ni chaiff Aelod sy'n archwilio unrhyw ddogfen o dan y Rheol Sefydlog hon ddatgelu i unrhyw un arall unrhyw wybodaeth a gynhwysir yn y ddogfen sydd neu a all fod, ym marn Prif Weinidog Cymru neu Weinidog a awdurdodir gan Brif Weinidog Cymru at y diben hwnnw neu'r Llywydd (yn ôl fel y digwydd), wedi'i heithrio rhag ei datgelu i'r cyhoedd o dan y Cod hwn.

### **Caniatáu i'r Cyhoedd weld Dogfennau**

19.5 Caiff y cyhoedd archwilio unrhyw ddogfennau sydd ym meddiant neu o dan reolaeth y Cynulliad sy'n cynnwys defnyddiau'n ymwneud ag unrhyw drafodion y Cynulliad sydd wedi'u cynnal neu a gaiff eu cynnal, ac eithrio pan fydd y ddogfen yn

cynnwys gwybodaeth sydd wedi'i heithrio rhag ei datgelu i'r cyhoedd o dan y Cod hwn.

## **Annex B**

### **MEMBERS' ACCESS TO INFORMATION - CODE OF PRACTICE**

#### **Purpose**

1. This Code deals with Assembly Members' access to information held by the Assembly. It is issued for use by Members, staff of the Welsh Assembly Government and staff of the Assembly Parliamentary Service (APS), after agreement in the Business Committee.

#### **Background**

2. The Freedom of Information Act 2000 (Fol) came fully into force on 1st January 2005. Members, like any other citizens, can use the Act's provisions to secure access to information held by any public authority, of which the Assembly is one.
3. The Assembly adopted a Code of Practice on public access to information in December 2004 ("the Access to Information Code"). The Access to Information Code gives certain commitments which go beyond Fol rights. Again Members, like other citizens, can use the Access to Information Code.
4. Members by right of their membership of the Assembly have four principal means of obtaining access to Assembly information. These are:
  - by writing to Ministers<sup>1</sup>
  - by using the Members' Research Service (MRS) - who may, in turn, approach others (including Welsh Assembly Government officials) to provide the information required to respond to the Member's inquiry;
  - by channelling their request through Assembly committees of which they are members;
  - by use of Assembly questions

In the rest of this Code, these means of obtaining information are referred to as "Members' special information rights".

5. This Code refers to "Ministers". But the House Committee has an equivalent status, and it should be understood that references in this Code to Ministers are intended to encompass references to the House Committee.

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<sup>1</sup> "Writing" includes communication by e-mail, telephone etc

## Issues

### (a) Relationship between Fol and Members' special information rights

6. While nothing inhibits Members from using Fol<sup>2</sup>, it is in the interests of both Ministers and Members that Members' special information rights deliver them the information they require in as many cases as possible.
7. The Presiding Officer and Business Committee have taken the view that a distinction can be drawn between Members' requests using their special information rights, and requests under Fol. In their view, Members have rights beyond those of other citizens in respect of the institution of which they are Members.

### (b) Dealing with Members' Special Information Rights

#### Writing to Ministers

8. By no means all letters from Members to Ministers seek information - many press for action, make complaints or suggest ideas. However, many letters do seek information. In these cases, the Business Committee has agreed that Ministers should, wherever possible, deal with the letter more quickly than Fol or the Access to Information Code would require. This means Ministers must acknowledge Members' letters within 5 working days and must either send a substantive response within 15 working days or explain why there are exceptional circumstances (for example, the need to seek information from third parties) why they cannot do so. If the letter would qualify as a request for information under section 1 of Fol<sup>3</sup>, Ministers must ensure that, as a minimum, they comply with Fol in replying to it. Section 1(1) of Fol must be complied with by the twentieth working day following the date of the receipt of the letter, except where the public interest test has to be applied, in which case there is no time limit other than what is reasonable in the circumstances.
9. If the letter would not qualify as a request for information under section 1 of Fol, Ministers should still comply with paragraph 1.5 of the Ministerial Code. This means they should be as open as possible with the Member, refusing to provide information only when disclosure would not be in the public interest. They should reply to the letter within the same timescales as set out in paragraph 8 of this Code.

#### MRS Requests

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<sup>2</sup> For the purposes of this paper, Fol requests include requests submitted under the Access to Information Code

<sup>3</sup> That is, in this context, if it asks for information, recorded in any form, which is held by or on behalf of Ministers

10. MRS works within the APS. It offers a confidential research service to Members. Members expect their anonymity to be respected with any third party (including the Welsh Assembly Government) with whom MRS has to deal in gathering any necessary information. For the service to be effective, it is essential for replies to be prompt.

11. Welsh Assembly Government officials must have regard to the Ministerial Code, especially paragraphs 1.5, 8.1 and 8.3 in responding to MRS requests. The First Minister has said that he would expect them to be as open and helpful as possible in response to these requests; and that they will endeavour to keep to deadlines mutually agreed with MRS staff (these will vary according to the needs of the Member, but will often be shorter than the eight days allowed for replies to written questions). It must also be recognised by Welsh Assembly Government officials that the requests will be anonymous; that appropriate databases and information sources will be shared, and that all Welsh Assembly Government publications must always be sent to the Members' Library.
12. From the MRS side, they will negotiate appropriate, realistic and specific deadlines with Members, following discussions with any third party, including Welsh Assembly Government staff, whom they need to consult. MRS staff will also seek to obtain as much background information as possible from Members so that enquiries are phrased as precisely as possible and unnecessary work avoided.

### **Committee Requests**

13. When information is sought by a Committee, it is a request formally endorsed by a group of Members with a responsibility either under the Government of Wales Act 1998 or the Standing Orders for aspects of the Assembly's business. Such requests must be dealt with seriously and promptly by Welsh Assembly Government officials in accordance with paragraphs 8.1 and 8.3 of the Ministerial Code. In all but exceptional circumstances agreed with the Committee Clerk, responses will be required one week before the next Committee meeting.

### **Assembly Questions (AQs)**

14. For the purpose of this paper, AQs will be regarded as written AQs (WAQs). Though the same rules apply to oral AQs, oral AQs are not normally used as means of obtaining information. Answers to AQs are given within 5 to 8 working days. The Table Office (a unit of staff within APS) is responsible for receiving questions from Members, and for enforcing the rules which apply to them.
15. Three of the rules which apply to questions are that they:

- must not raise issues too large to be dealt with in an answer to a question
  - must not seek information on matters of past history for the purpose of argument
  - must not seek information which Members can easily obtain of their own accord or through other sources.
16. These rules are enforced with a light touch, with the benefit of any doubt always going to the Member.
  17. The third rule cited (readily available information/information obtainable from another source) is invoked when the Table Office is aware that information is easily obtainable. On occasions, the Table Office may consult MRS to ascertain whether information is obtainable readily. MRS might in some cases need to consult Welsh Assembly Government officials. Speed of response is vital.
  18. The figure for the cost limit for answering questions has been aligned with the limit for answering FoI requests without charge (currently £600).
  19. When the answer to an AQ requires the publication of large amounts of material, the Record of Proceedings will not normally publish any material which would take up more than two A4 pages. If it is decided that more information than can be published on two A4 pages should be released, that information should be placed in the Members' Library in Cardiff Bay and the Library at Cathays Park. The answer to the AQ should record this fact. Where it is possible to link any information electronically, the Record will publish the link. In exceptional circumstances, the Presiding Officer may authorise the publication in the Record of Proceedings of material beyond two A4 pages in answer to a written question.

**(c) Standing Order 19**

20. SO 19 deals with a subset of information - documents containing material relating to proceedings of the Assembly - and makes provision for the "inspection" of such documents by the public and by Members. These provisions are necessary because of sections 70 (4) and 71 (2) of the Government of Wales Act. The Standing Order is set out at Annex A.
21. It should be noted that not all the exemptions listed in the Access to Information Code may be invoked when a Member seeks to inspect a document.

**(d) Code of Practice on the Provision of Information to Assembly Members**

22. The Business Committee recommends that the Code of Practice on the Provision of Information to Assembly Members agreed on 19 May 1999 be rescinded.

**(e) Further Information**

**Members or APS Staff seeking further information should contact the APS Access to Information Adviser on 029 2089889**

**WELSH ASSEMBLY GOVERNMENT staff should contact the Plenary Business Unit or the Access to Information Unit, depending on the issue.**

**This Code was agreed by the Assembly on [date]**



## **YR AELODAU'N CAEL GWELD GWYBODAETH – CÔD YMARFER**

### **Diben**

1. Mae'r Côt hwn yn ymwneud ag Aelodau'r Cynulliad yn cael gweld gwybodaeth sydd gan y Cynulliad. Ar ôl ei gytuno yn y Pwyllgor Busnes, bydd ar gael i'w defnyddio gan yr Aelodau, staff Llywodraeth y Cynulliad Cenedlaethol a staff Gwasanaeth Seneddol y Cynulliad (GSC).

### **Cefndir**

2. Daeth y Ddeddf Rhyddid Gwybodaeth 2000 (Fol) i rym yn llawn ar 1 Ionawr 2005. Gall Aelod, fel unrhyw ddinesydd arall, fanteisio ar ddarpariaethau'r Ddeddf i gael gweld gwybodaeth sydd gan unrhyw awdurdod cyhoeddus, a'r Cynulliad yn un ohonynt.
3. Yn Rhagfyr 2004 mabwysiadodd y cynulliad Gôt Ymarfer ar Ganiatàu i'r Cyhoedd Weld Gwybodaeth. Mae'r Côt hwn yn cynnwys rhai ymrwymadau sydd yn mynd yn bellach na hawliau'r Fol. Unwaith eto, gall Aelod, fel unrhyw ddinesydd, ddefnyddio'r Côt hwn.
4. Yn rhinwedd eu swyddi fel Aelodau'r Cynulliad, mae gan yr Aelodau bedair prif ffordd o gael gweld gwybodaeth y Cynulliad, sef:
  - ysgrifennu at Weinidogion<sup>4</sup>
  - defnyddio Gwasanaeth Ymchwil yr Aelodau (GPYA) – fydd o bosibl, yn ei dro, yn troi at eraill (gan gynnwys swyddogion Llywodraeth Cynulliad Cymru) i ddarparu'r wybodaeth angenrheidiol yn ymateb i ymholiad yr Aelod.;
  - cyfeirio'u ymholiad drwy bwyllgorau'r Cynulliad y maent yn aelodau ohonynt;
  - defnyddio cwestiynau'r Cynulliad

Yng ngweddill y Côt cyfeirir at y dulliau uchod o gael gwybodaeth fel, "Hawliau arbennig yr Aelodau ar wybodaeth".

5. Mae'r Côt hwn yn cyfeirio at "Weinidogion". Ond mae Pwyllgor y Ty yn gydradd â'r Gweinidogion, a dylid deall pan fydd y Côt yn cyfeirio at Weinidogion ei fod â'r bwriad hefyd o gynnwys Pwyllgor y Ty.

### **Materion**

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<sup>4</sup> Mae 'Ysgrifennu' yn cynnwys cyfathrebu drwy e-bost, ffôn ayb.

**(a) Y Berthynas rhwng Fol a Hawliau arbennig yr Aelodau ar wybodaeth**

6. Er nad oes neb yn rhwystro Aelodau rhag defnyddio Fol<sup>5</sup>, mae hi er budd y Gweinidogion a'r Aelodau hwythau mai drwy Hawliau Arbennig yr Aelodau ar Wybodaeth y maent yn cael yr wybodaeth angenrheidiol y rhan amlaf o ddigon.
7. Mae'r Llywydd a'r Pwyllgor Busnes wedi penderfynu bod modd gwahaniaethu rhwng ceisiadau'r Aelodau drwy ddefnyddio'u hawliau arbennig ar wybodaeth, a cheisiadau o dan Fol. Yn eu barn hwy, mae gan yr Aelodau hawliau amgenach na rhai dinasyddion cyffredin yn rhinwedd y sefydliad y maent yn Aelodau ohono.

**(b) Ymwneud â Hawliau Arbennig yr Aelodau ar Wybodaeth**

**Ysgrifennu at Weinidogion**

8. Nid pob llythyr, o bell ffordd, gan Aelod at Weinidog sydd yn gofyn am wybodaeth – bydd lawer yn pwysu am weithredu, yn cwyno neu'n awgrymu syniadau. Fodd bynnag, bydd llawer yn gofyn am wybodaeth. Yn yr achosion hyn mae'r Pwyllgor Busnes wedi cytuno y dylai'r Gweinidogion, lle mae hyn yn bosibl, roi sylw i'r llythyr mewn llai o amser nag y mae gofynion Fol neu'r Côt Ymarfer yn ei bennu. Golyga hyn fod yn rhaid i Weinidogion gydnabod llythyr gan Aelod cyn pen 5 diwrnod gwaith a'u bod yn gorfod anfon ateb sylweddol cyn pen 15 diwrnod gwaith neu'n gorfod egluro paham y mae'r amgylchiadau (ee yr angen am holi trydydd parti) yn eu rhwystro rhag gwneud hyn. Os yw'r llythyr yn gymwys i fod yn gais dan adran 1 Fol<sup>6</sup>, mae'n rhaid i Weinidogion sicrhau eu bod o leiaf yn gweithredu'n unol â Fol wrth ei ateb. Rhaid cydymffurfio ag Adran 1(1) Fol erbyn yr ugeinfed diwrnod gwaith sy'n dilyn y dyddiad y derbyniwyd y llythyr, heblaw am yr achosion hynny pan fo prawf lles y cyhoedd yn berthnasol. Ar adegau felly, nid oes terfyn amser ar wahân i'r hyn a ystyrir yn rhesymol dan yr amgylchiadau.
9. Os nad yw'r llythyr yn gymwys i fod yn gais dan adran 1 Fol, dylai Gweinidogion gydymffurfio â pharagraff 1.5 yn y Côt i Weinidogion. Mae hyn yn golygu y dylent fod mor agored â phosibl â'r Aelod, gan wrthod darparu'r wybodaeth yn unig mewn achosion pan na fyddai'r datgelu er lles y cyhoedd. Dylent ateb y llythyr oddi mewn i'r un ffiniau amser a welir ym mharagraff 8 y Côt.

**Ceisiadau GPYA**

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<sup>5</sup> At ddibenion y papur hwn, mae ceisiadau Fol yn cynnwys ceisiadau a anfonwyd dan y Côt Hawl i Weld Gwybodaeth

<sup>6</sup> Hynny yw, yn y cyd-destun hwn, os yw'n gofyn am wybodaeth, sydd wedi'i chofnodi ar unrhyw ddull, ac sy'n cael ei chadw gan Weinidogion neu ar eu rhan.

10. Mae GPYA yn gweithio oddi mewn i GSC. Mae'n cynnig gwasanaeth ymchwil cyfrinachol i'r Aelodau. Mae'r Aelodau'n disgwyl na ddatgelir eu henwau wrth i'r GPYA drafod ag unrhyw drydydd parti (gan gynnwys Llywodraeth Cynulliad Cymru) wrth gasglu'r wybodaeth angenrheidiol. I sicrhau bod y gwasanaeth yn effeithiol mae'n rhaid wrth atebion prydlon.

11. Mae'n rhaid i swyddogion Llywodraeth Cynulliad Cymru weithredu'n unol â Chôd y Gweinidogion, yn enwedig paragraffau 1.5, 8.1 a 8.3 wrth ymateb i geisiadau GPYA. Mae'r Prif Weinidog wedi dweud ei fod yn disgwyl iddynt fod mor agored a pharod eu cymwynas â phosibl wrth ymateb i'r ceisiadau hyn; ac y byddant yn ceisio cadw o fewn y ffiniau amser a gyd-gytunwyd â staff GPYA (bydd y rhain yn amrywio yn ôl anghenion yr Aelod, ond byddant yn aml yn llai na'r wyth diwrnod a ganiateir ar gyfer ateb cwestiynau ysgrifenedig). Dylai swyddogion Llywodraeth Cynulliad Cymru dderbyn hefyd y bydd y ceisiadau'n ddiennw; y bydd basdata a ffynonellau gwybodaeth perthnasol yn cael eu rhannu, ac y dylid bob amser anfon pob cyhoeddiad gan Llywodraeth Cynulliad Cymru i Lyfrgell yr Aelodau.
12. Bydd GPYA hwythau yn negodi terfynau amser priodol, realistig a phenodol â'r Aelodau, yn dilyn trafodaethau ag unrhyw drydydd parti, gan gynnwys staff Llywodraeth Cynulliad Cymru y byddant yn gorfod ymgynghori â nhw. Bydd staff GPYA hefyd yn ceisio cael cymaint o wybodaeth gefndir ag sydd yn bosibl gan yr Aelodau fel bod geiriad yr ymholiad mor benodol â phosibl er mwyn osgoi gwaith diangen.

### **Ceisiadau gan Bwyllgorau**

13. Pan fydd Pwyllgor yn gofyn am wybodaeth, cais ydyw gan grŵp o Aelodau â chyfrifoldeb, naill ai dan Ddeddf Llywodraeth Cymru 1998 neu'r Rheolau Sefydlog, am agweddau ar fusnes y Cynulliad. Mae'n rhaid i swyddogion Llywodraeth Cynulliad Cymru ymdrin â cheisiadau o'r fath yn ddifrifol ac yn gyflym yn unol â pharagraffau 8.1 ac 8.3 Côt y Gweinidogion. Bydd gofyn derbyn ymateb wythnos cyn y cyfarfod Pwyllgor nesaf ag eithrio pan geir amgylchiadau sy'n anarferol ac mae Clerc y Pwyllgor yn cytuno â hynny.

### **Cwestiynau'r Cynulliad (AQs)**

14. I ddibenion y papur hwn, bydd Cwestiynau'r Cynulliad (AQs) yn golygu AQs ysgrifenedig (Cwestiynau ysgrifenedig y Cynulliad /WAQs). Er mai'r un rheolau sy'n berthnasol i AQs llafar, nid yw'r rhain fel arfer yn cael eu defnyddio i gael gwybodaeth. Rhoddir atebion i AQs o fewn 5 i 8 diwrnod gwaith. Y Swyddfa Gyflwyno (uned staff o fewn GSC) sydd yn gyfrifol am dderbyn cwestiynau gan Aelodau, a gweithredu'r rheolau sy'n gymwys.
15. Isod gwelir tair o'r rheolau sydd yn gymwys i gwestiynau:

- ni ddylent godi materion sy'n rhy fawr i'w trafod mewn ateb i gwestiwn
  - ni ddylent ofyn, er mwyn codi dadl, am wybodaeth ar faterion a fu yn y gorffennol
  - ni ddylent ofyn am wybodaeth y gallai'r Aelodau'u hunain ei chael yn hawdd drostynt eu hunain neu drwy ffynonellau eraill.
16. Ni weithredir y rheolau hyn yn hollol haearnaidd, a phan fydd amheuaeth, penderfynir o blaid yr Aelod bob tro.
17. Defnyddir y drydedd reol uchod (gwybodaeth hawdd ei chael / gwybodaeth y gellir ei chael o ffynhonnell arall) pan fydd Y Swyddfa Gyflwyno'n gwybod fod yr wybodaeth ar gael yn rhwydd. Ambell waith, gall Y Swyddfa Gyflwyno ymgynghori â GPYA i weld a yw'r wybodaeth ar gael heb drafferth. Ambell dro bydd GPYA yn gorfod ymgynghori â swyddogion Llywodraeth Cynulliad Cymru. Mae ymateb prydlon yn hanfodol.
18. Mae'r ffigwr uchaf o ran y costau a ganiateir am ateb cwestiynau (sef £600 ar hyn o bryd) wedi'i phennu yn ôl y terfyn am ateb ceisiadau Fol yn ddi-dâl.
19. Pan fydd yr ateb i AQ yn golygu cyhoeddi cryn dipyn o ddogfennaeth, ni fydd Cofnod y Trafodion fel arfer yn cyhoeddi deunydd sy'n llenwi mwy na dwy dudalen A4. Pan benderfynir y dylid rhyddhau mwy o wybodaeth na'r hyn y gellir ei chyhoeddi ar ddwy dudalen A4, dylid rhoi'r wybodaeth honno yn Llyfrgell yr Aelodau ym Mae Caerdydd ac yn y llyfrgell ym Mharc Cathays. Dylai'r ateb i'r AQ gofnodi'r ffaith yma. Lle y gellir cysylltu unrhyw wybodaeth yn electronig, bydd y Cofnod yn cyhoeddi'r cyswilt. Pan fydd yr amgylchiadau'n eithriadol, caiff y Llywydd awdurdodi cyhoeddi, yn ateb i gwestiwn, ddeunydd sy'n fwy na dwy dudalen A4 yng Nghyfnod y Trafodion.

**(c) Rheol Sefydlog 19**

20. Mae RhS 19 yn ymdrin â gwybodaeth atodol – dogfennau sydd yn cynnwys deunydd am drafodion y Cynulliad – ac yn darparu ar gyfer 'archwilio' y cyfryw ddogfennau gan y cyhoedd a chan yr Aelodau. Mae'r darpariaethau hyn yn orfodol yn ôl adrannau 70 (4) a 71 (2) Deddf Llywodraeth Cymru. Gwelir y Rheol Sefydlog yn Atodiad A.
21. Dylid nodi na cheir ardeisyf yr holl ryddhadau a restrir yn y Côd Caniatau Gweld Gwybodaeth pan fydd Aelod yn gofyn am gael archwilio dogfen.

**(d) Côt Ymarfer ar Ddarparu Gwybodaeth i Aelodau'r Cynulliad**

22. Mae'r Pwyllgor Busnes yn argymhell dirymu'r Côt Ymarfer ar Ddarparu gwybodaeth i Aelodau'r Cynulliad a gytunwyd ar 19 Mai 1999.

(e) **Mwy o Wybodaeth**

**Dylai Aelodau neu staff GSC sydd am gael mwy o wybodaeth gysylltu â 'r Cyngorwr Gweld Gwybodaeth GSC ar 029 2089889**

**Dylai staff LLYWODRAETH CYNULLIAD CYMRU gysylltu ag Uned Busnes y Cyfarfod Llawn neu'r Uned Mynediad i Wybodaeth gan ddibynnu ar y mater dan sylw.**

**Cyhoeddwyd ar ran y Pwyllgor Busnes ar [dyddiad]**