



## ROLE ADVERT

**ROLE TITLE:** Social Worker – Integrated Services

Permanent

**POST ID:** **SAS408**

**GRADE:** BAND I SCP 37 – SCP 41 (£32,164 - £36,019)

**HOURS:** 37 hrs per week

**LOCATION:** Chepstow, which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

### **PURPOSE OF POST:**

The South Monmouthshire Integrated Service Team work across the South of the County to enable people to remain independent in their own homes through the provision of community based health and social care services. The aim is to avoid unnecessary hospital admissions and residential placements.

This exciting opportunity has arisen for a highly motivated, experienced and innovative social work professional to join the South Monmouthshire Integrated Service Team based at Chepstow Community Hospital.

The post offers an excellent opportunity to work within a dynamic multi-disciplinary team and with a range of providers and partner organisations to develop community based solutions in providing support to vulnerable individuals. This role also provides an excellent opportunity to develop caseload management skills. The successful candidate will need to be flexible, highly motivated, innovative and enthusiastic with the ability to deliver a high quality individualised service.

**Should you require any further information regarding this post, please contact: Annette Brady, Team Manager, South Monmouthshire Integrated Service on Tel: 01291 636531.**

**Closing Date: 12 noon on Friday 9<sup>th</sup> December 2016**

**Interviews will take Place Tuesday 16<sup>th</sup> December 2016**

**Please Note that we are not able to accept CV's**

**Application forms can be completed online or down loaded via:**

**<http://www.monmouthshire.gov.uk/home/education/jobs-and-employment/how-to-apply-for-council-jobs/>**

Completed paper application forms should be returned to the following address:-  
People Services, Monmouthshire County Council, PO BOX 106,  
CALDICOT, NP26 9AN

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to an Enhanced Disclosure Check.

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community. All posts are open to job-share unless stated otherwise.

Monmouthshire County Council operates a Smoke Free Workplace policy.



## ROLE PROFILE

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**GRADE:** BAND I SCP 37 – SCP 41 (£32,164 - £36,019)

**HOURS:** 37 per week, (The post holder may be required to work on a rota basis to include weekends and bank holidays receiving relevant premiums in line with Monmouthshire County Council additional payments policy.)

**LOCATION:** Chepstow, which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

**RESPONSIBLE TO:-** Team Manager.

**South Monmouthshire Integrated Service,** We are an integrated team with Health and Social Care staff working alongside each other and managed through social services. We have a wealth of experience between us which we are willing to share with each other and we care passionately about what we do. An important factor is that 'job boundaries' have become blurred around the edges allowing for input of knowledge or opinion from all team members resulting in the most appropriate solutions for those people we support.

### **Our Purpose:-**

We deliver an integrated health and social care service to ensure that people are able to maximise opportunities to live independently, in their own communities. This requires transformational change in the way we work individually both professionally and within a service context

### **The Purpose of this Role:-**

To facilitate and promote effective planning, co-ordination and communication for individual people who have complex health care needs

To promote the concept of good discharge planning through the integrated working established within Chepstow Community Hospital.

To liaise with the person, family and carers throughout the discharge planning process.

## **Your responsibilities are to:-**

### **Operational**

- To provide easily accessible information and advice through an immediate response service.
- To ensure Fair Access Guidance is applied for all citizens as agreed by Monmouthshire County Council.
- To work alongside people to help them identify risks to their independence using a range of tools.
- To work alongside people to explore options which would support them to live as independently as possible in their communities.
- To work with people to help develop solutions and personal support plans.
- To provide people with the information they require to make choices about funding options.
- To carry out financial assessments with people in line with local and National frameworks
- To maintain accurate financial records and agree any expenditure with person with delegated budget responsibility.
- To work with communities, a range of providers and partner organisations to develop community based solutions.
- To work in partnership with other agencies to ensure the delivery of quality services.
- To take on the role of case co-ordinator in appropriate situations
- To delegate and oversee a range of functions carried out by support workers.
- To document casework regularly and accurately in accordance with departmental procedures.
- To provide specialist social work assessments as part of comprehensive assessments e.g. Continuing Health Care Assessments.
- To prepare and contribute to the production of reports for case conferences, Adult Protection meetings, Quality Assurance group etc.
- To carry out non criminal investigations under the Protection of Vulnerable Adult Guidance.
- Participate in the investigation of peoples complaints in accordance with Monmouthshire County Council procedures.

## **Individual and Service Development**

- To take responsibility to keep up to date knowledge on best practice and developments in all areas of integration in line with relevant professional body requirements.
- Undertake relevant training to ensure professional standard of practice is upheld and appropriate skills developed to enhance the integrated service.
- Contribute to the development of other members of the integrated service.
- Undertake practice assessor training and facilitate social work students learning within the team.
- Contribute to the development of services so that they are responsive to changing needs of the target population.
- Inform your manager of service issues which may have implications for the department and or are likely to be subject to publicity whether positive or negative, ensuring that any concerns about vulnerable adults are notified immediately.

## **General**

- Work flexibly to meet the demands of the service.
- To maintain safe working practices for self and others, in accordance with the authority's policy statement on Health and Safety at work.
- To actively support and implement the principles and practice of equality opportunity as laid down in the Council's Equal Opportunities policy.

## **What else you need to know.....Monmouthshire Values are:**

Openness: We aspire to be open and honest to develop trusting relationships.

Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

### **In addition:**

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

The authority operates a Smoke Free Workplace Policy which all employees are required to abide to.

## Person Specification

**How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-**

<b>REQUIREMENTS</b>	<b>WEIGHTING</b>	<b>HOW TESTED</b>
<b>1. EDUCATION/QUALIFICATIONS/KNOWLEDGE</b>		
1.1 A professional social work qualification.	High	Application Form
1.2 An understanding of key principles of current and emerging provision for adults in health and social care services.	High	Application Form and Interview
1.3 Knowledge of the principles of integration.	High	Application Form and Interview
<b>2 EXPERIENCE</b>		
2.1 The ability to represent and apply the values which underpin social work.	High	Application Form and Interview
2.2 Evidence that service users and carers are central to your work.	High	Application Form
2.3 Evidence of working with service users and carers with a range of needs.	High	Application Form and Interview
2.4 An ability to support people in finding solutions in a creative and flexible way.	High	Application Form and Interview
2.5 Evidence of ability to work in partnership.	High	Application Form and Interview
2.6 Evidence of working to POVA guidance.	Medium	Application Form and Interview
<b>3. APTITUDE AND SKILLS</b>		
3.1 An ability to listen to understand	High	Application Form and Interview
3.2 An ability to identify risks to independence.	High	Interview
3.3 Ability to use or willingness to develop a coaching approach with people.	High	Application Form and Interview
3.4 Ability to engage with people to find solutions.	High	Application Form and Interview
3.5 An ability to engage with communities.	High	Application Form and Interview
3.6 An ability to engage people to have difficult conversations.	High	Application Form and

		Interview
3.7 An ability to assess and manage risk in partnership with others.	High	Application Form and Interview
3.8 Ability to prioritise effectively when under pressure.	High	Application Form and Interview
3.9 Ability to use a range of IT and social networking media	High	Application Form
3.10 An ability to communicate effectively both verbally and in writing.	High	Application Form and Interview
<b>4. PERSONAL ATTRIBUTES</b>		
4.1 Belief in the value of empowerment.	High	Interview
4.2 Flexibility, motivation and enthusiasm in approach to your work.	High	Interview
4.3 Ability to think creatively.	High	Interview
<b>5. CIRCUMSTANCES</b>		
5.1 Possess current full driving licence and have access to a vehicle for which the MCC agreed mileage allowance will be paid	High	Application Form
5.2 Registered with the Care Council for Wales	High	Application Form Interview
<b>6. EQUAL OPPORTUNITIES</b>		
6.1 Able to demonstrate a clear understanding of equal opportunities' principles and practice and commitment to anti discriminatory practice	High	Application Form and Interview

**Should you require any further information regarding this post, please contact: Annette Brady, Team Manager, South Monmouthshire Integrated Service on Tel: 01291 636531.**

**Closing Date: 12 noon on Friday 9<sup>th</sup> December 2016**

## HYSBYSEB SWYDD

**TEITL SWYDD:** Gweithiwr Cymdeithasol - Gwasanaethau Integredig  
Parhaol

**CYFEIRNOD SWYDD: SAS408**

**GRADD:** BAND I SCP 37 – SCP 41 (£32,164 - £36,019)

**ORIAU:** 37 yr wythnos

**LLEOLIAD:** Cas-gwent, a all newid yn y dyfodol os oes angen i leoliad y gwasanaeth newid. Ni fyddir yn talu costau adleoli neu ymyrryd os yw hyn yn digwydd.

### **ASESIAD SGILIAU YN Y GYMRAEG:**

(ch) Nid oes angen sgiliau yn y Gymraeg

### **DIBEN Y SWYDD:**

Mae Tîm Gwasanaeth Integredig De Sir Fynwy yn gweithio ar draws de'r Sir i alluogi pobl i barhau'n annibynnol yn eu cartrefi eu hun drwy ddarparu gwasanaethau iechyd a gofal cymdeithasol seiliedig yn y gymuned. Y nod yw osgoi derbyniadau diangen i ysbytai a lleoliadau preswyl.

Mae'r cyfle cyffrous yma wedi codi i weithiwr proffesiynol gyda chymhelliant uchel, profiadol a blaengar ymuno â Tîm Gwasanaeth Integredig De Sir Fynwy yn seiliedig yn Ysbyty Cymunedol Cas-gwent.

Mae'r swydd yn cynnig cyfle ardderchog i weithio o fewn tîm deinamig amlddisgyblaeth a gydag ystod o ddarparwyr a sefydliadau partner i ddatblygu datrysiadau cymunedol i ddarparu cefnogaeth i oedolion agored i niwed. Mae'r swydd hefyd yn gyfle ardderchog i ddatblygu sgiliau rheoli llwyth achos. Bydd angen i'r ymgeisydd llwyddiannus fod yn hyblyg, gyda chymhelliant uchel, blaengar a brwdfrydig gyda'r gallu i gyflwyno gwasanaeth unigol ansawdd uchel.

**Os ydych angen mwy o wybodaeth am y swydd hon, cysylltwch â:**

**Rheolwyr Recriwtio Annette Brady Rheolwr Tîm Gwasanaeth Integredig De Sir Fynwy  
Ffôn: 01291-636531**

**Dyddiad Cau: 12 canol-dydd ar ddydd Gwener, 9 Rhagfyr 2016**

**Dylid nodi na allwn dderbyn CVs**

**Gellir llenwi ffurflenni cais ar-lein neu eu lawrlwytho drwy:**

**<http://www.monmouthshire.gov.uk/how-to-apply-for-council-jobs>**

Gellir cyflwyno ceisiadau yn y Gymraeg ac ni chaiff cais a gyflwynir yn y Gymraeg ei drin yn llai ffafriol na chais a gyflwynir yn Saesneg.

Ar ôl eu llenwi, dylid dychwelyd ffurflenni cais papur i'r cyfeiriad dilynol:-



Gwasanaethau Pobl, Cyngor Sir Fynwy, Blwch SP 106, Cil-y-coed,  
NP26 9AN

Caiff apwyntiad i'r swydd ei eithrio o Ddeddf Adsefydlu Troseddwyr a chynhelir Gwiriad Datgelu Estynedig.

Mae Cyngor Sir Fynwy yn gyflogwr cyfle cyfartal ac yn croesawu ceisiadau gan bob adran o'r gymuned.

Mae'r holl swyddi yn agored ar gyfer swydd-rannu os na nodir fel arall.

Mae Cyngor Sir Fynwy yn gweithredu polisi Gweithle Dim Ysmygu.

## PROFFIL SWYDD

**TEITL SWYDD:** Gweithiwr Cymdeithasol - Gwasanaethau Integredig

Parhaol

**CYFEIRNOD SWYDD:** SAS408

**GRADD:** BAND I SCP 37 - SCP 41 (£32,164 - £36,019)

**ORIAU:** 37 yr wythnos. (Gall fod angen i ddeiliad y swydd weithio ar sail rota i gynnwys penwythnosau a gwyliau banc gan dderbyn taliadau perthnasol yn unol â pholisi taliadau ychwanegol Cyngor Sir Fynwy)

**LLEOLIAD:** Cas-gwent, a all newid yn y dyfodol os oes angen i leoliad y gwasanaeth newid. Ni fyddir yn talu costau adleoli neu ymyrryd os yw hyn yn digwydd.

**CYFRIFOL I:** Rheolwr Tîm

### **ASESIAD SGILIAU YN Y GYMRAEG:**

(ch) Nid oes angen sgiliau yn y Gymraeg

**Gwasanaeth Integredig De Sir Fynwy.** Rydym yn dîm integredig gyda staff Iechyd a Gofal Cymdeithasol yn gweithio wrth ochr ei gilydd ac yn cael eu rheoli drwy gwasanaethau cymdeithasol. Mae gennym gyfoeth o brofiad rhyngom yr ydym yn fodlon ei rannu gyda'n gilydd ac mae ein gwaith yn angerddol bwysig i ni. Ffactor pwysig yw bod 'ffiniau swydd' wedi dod yn amwys gan alluogi mewnbwn gwybodaeth neu farn holl aelodau'r tîm gan arwain at y datrysiadau mwyaf addas ar gyfer y bobl hynny a gefnogwn.

### **Ein Diben:-**

Rydym yn darparu gwasanaeth iechyd a gofal cymdeithasol integredig i sicrhau y gall pobl gynyddu i'r eithaf y cyfleoedd i fyw'n annibynnol yn eu cymunedau eu hunain. Mae hyn yn golygu bod angen trawsnewid y ffordd y gweithiwn yn unigol a hefyd yn broffesiynol ac o fewn cyd-destun gwasanaeth.

### **Diben y Swydd:-**

Hwyluso a hyrwyddo cynllunio, cydlynu a chyfathrebu effeithlon ar gyfer unigolion sydd ag anghenion gofal iechyd cymhleth.

Hyrwyddo cysyniad cynllunio rhyddhau da drwy'r gweithio integredig a sefydlwyd o fewn Ysbyty Cymunedol Cas-gwent.

Cydlynu gyda'r person, teulu a gofalwyr drwy gydol y broses cynllunio rhyddhau.

**Eich cyfrifoldebau yw:**

**Gweithredol**

- Darparu gwybodaeth a chyngor hygrych drwy wasanaeth ymateb ar unwaith.
- Sicrhau y gweithredir canllawiau mynediad teg i bob dinesydd fel y cytunwyd gan Gyngor Sir Fynwy.
- Gweithio gyda phobl i'w helpu i ddynodi risgiau i'w hannibyniaeth yn defnyddio ystod o ddulliau.
- Gweithio wrth ochr pobl i ymchwilio opsiynau a fyddai'n eu cefnogi i fyw mor annibynnol ag sydd modd yn eu cymunedau.
- Gweithio gyda phobl i helpu datblygu datrysiadau a chynlluniau cymorth personol.
- Rhoi'r wybodaeth i bobl y maent ei hangen i wneud dewisiadau am opsiynau cyllid.
- Cynnal asesiadau ariannol gyda phobl yn unol â fframweithiau lleol a chenedlaethol.
- Cynnal cofnodion ariannol cywir a chytuno ar unrhyw wariant gyda'r person sydd â chyfrifoldeb dirprwyedig am gyllideb.
- Gweithio gyda chymunedau, ystod o ddarparwyr a sefydliadau partner i ddatblygu datrysiadau seiliedig yn y gymuned.
- Gweithio mewn partneriaeth gydag asiantaethau eraill i sicrhau darpariaeth gwasanaethau ansawdd da.
- Gweithredu fel cydlynnydd achos mewn sefyllfaoedd addas.
- Dirprwyo a goruchwylio ystod o swyddogaethau a wneir gan weithwyr cymorth.
- Cadw cofnodion rheolaidd a chywir o waith achos yn unol â gweithdrefnau'r adran.
- Darparu asesiadau arbenigol gwaith cymdeithasol fel rhan o asesiadau cynhwysfawr e.e. Asesiadau Gofal Iechyd Parhaus.
- Paratoi ar gyfer a chyfrannu at gynhyrchu adroddiadau ar gyfer cynadleddau achos, cyfarfodydd Amddiffyn Oedolion, grŵp Sicrwydd Ansawdd ac yn y blaen.
- Cynnal ymchwiliadau heb fod yn droseddol dan ganllawiau Amddiffyn Oedolion Agored i Niwed.
- Cymryd rhan wrth ymchwilio cwynion pobl yn unol â gweithdrefnau Cyngor Sir Fynwy.

### **Datblygu Unigolion a Gwasanaethau**

- Cymryd cyfrifoldeb i gadw gwybodaeth gyfredol o arfer gorau a datblygiadau ym mhob maes integreiddio yn unol â gofynion cyrff proffesiynol perthnasol.
- Dilyn hyfforddiant perthnasol er mwyn sicrhau y cedwir safon broffesiynol o ymarfer a datblygu sgiliau priodol i gyfoethogi'r gwasanaeth integredig.

- Cyfrannu at ddatblygu aelodau eraill o'r gwasanaeth integredig.
- Dilyn hyfforddiant asesu ymarfer a hwyluso dysgu myfyrwyr gwaith cymdeithasol o fewn y tîm.
- Cyfrannu at ddatblygu gwasanaethau fel eu bod yn ymateb i'r newid yn anghenion y boblogaeth darged.
- Hysbysu eich rheolwr am faterion gwasanaeth a all fod â goblygiadau i'r adran neu'n sy'n debygol o fod yn destun cyhoeddusrwydd p'un ai gadarnhaol neu negyddol, gan sicrhau y caiff unrhyw faterion o gonsyrn am oedolion agored i niwed eu hysbysu ar unwaith.

### **Cyffredinol**

- Gweithio'n hyblyg i ateb gofynion y gwasanaeth.
- Cynnal arferion gwaith diogel ar gyfer eich hunan ac eraill yn unol â datganiad polisi'r awdurdod ar iechyd a diogelwch yn y gwaith.
- Cefnogi a gweithredu egwyddorion ac ymarfer cyfle cyfartal fel y'i nodir ym mholisi'r Cyngor ar gyfle cyfartal.

### **Beth arall sydd angen i chi wybod ... Gwerthoedd Sir Fynwy yw ...**

Bod yn agored: Anelwn fod yn agored ac onest i ddatblygu perthynas o ymddiriedaeth.

Bod yn deg: Anelwn ddarparu dewis, cyfleoedd a phrofiadau a teg a dod yn sefydliad sydd wedi adeiladu ar barch pobl at ei gilydd.

Bod yn hyblyg: Anelwn fod yn hyblyg yn ein syniadau a'n gweithredoedd i ddod yn sefydliad effeithlon ac effeithiol.

Gwaith tîm: Anelwn gydweithio i rannu ein llwyddiannau a'n methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd i gyflawni ein nodau.

A bydd y rôl yma'n gweithio gyda Sir Fynwy i gyflawni hyn.

### **Yn ogystal:**

Mae pawb a gyflogir yn gyfrifol am sicrhau eu bod bob amser yn gweithredu mewn ffordd sy'n gyson â Pholisi Cyfle Cyfartal Sir Fynwy yn eu maes cyfrifoldeb eu hunain ac yn eu hymddygiad cyffredinol.

Mae'r awdurdod yn gweithredu Polisi Gweithle Di-fwg y mae'n rhaid i'r holl gyflogeion gydymffurfio ag ef.

## Manyleb Person

Sut fyddwn ni'n gwybod os mai chi yw'r person cywir ar gyfer y swydd? Fel yr ymgeisydd llwyddiannus byddwch wedi dangos:-

<b>GOFYNION</b>	<b>PWYSIAD</b>	<b>SUT Y PROFWYD</b>
<b>1. ADDYSG/CYMWYSTERAU/GWYBODAETH</b>		
1.1 Cymhwyster proffesiynol gwaith cymdeithasol	Uchel	Ffurflen Gais
1.3 Dealltwriaeth o egwyddorion allweddol darpariaeth gyfredol a newydd ar gyfer oedolion mewn gwasanaethau iechyd a gofal cymdeithasol	Uchel	Ffurflen Gais a Chyweliad
1.3 Gwybodaeth o egwyddorion integreiddiad	Uchel	Ffurflen Gais a Chyweliad
<b>3 PROFIAD</b>		
2.1 Y gallu i gynrychioli a gweithredu'r gwerthoedd sy'n sylfaen i waith cymdeithasol	Uchel	Ffurflen Gais a Chyweliad
3.2 Tystiolaeth bod defnyddwyr gwasanaeth a gofalwyr yn ganolog i'ch gwaith	Uchel	Ffurflen Gais
3.3 Tystiolaeth o weithio gyda defnyddwyr gwasanaeth a gofalwyr gydag ystod o anghenion	Uchel	Ffurflen Gais a Chyweliad
3.4 Gallu i gefnogi pobl i ganfod datrysiadau mewn ffordd greadigol a hyblyg	Uchel	Ffurflen Gais a Chyweliad
3.5 Tystiolaeth o allu i weithio mewn partneriaeth.	Uchel	Ffurflen Gais a Chyweliad
3.6 Tystiolaeth o weithio i ganllawiau Diogelu Oedolion Agored i Niwed.	Canolig	Ffurflen Gais a Chyweliad
<b>3. GALLUOEDD A SGILIAU</b>		
3.1 Gallu i wrando i ddeall	Uchel	Ffurflen Gais a Chyweliad
3.2 Gallu i adnabod risgiau i annibyniaeth	Uchel	Cyweliad
3.8 Gallu i ddefnyddio neu barodrwydd i ddatblygu dull hyfforddi gyda phobl	Uchel	Ffurflen Gais a Chyweliad
3.9 Gallu i ymgysylltu gyda phobl i ganfod datrysiadau	Uchel	Ffurflen Gais a Chyweliad
3.10 Gallu i ymgysylltu gyda chymunedau	Uchel	Ffurflen Gais a Chyweliad
3.11 Gallu i ymgysylltu gyda phobl i gael sgysiau anodd	Uchel	Ffurflen Gais a Chyweliad

3.12 Gallu i asesu a thrin risg mewn partneriaeth gydag eraill	Uchel	Ffurflen Gais a Chyweliad
3.8 Gallu i flaenoriaethu'n effeithlon pan dan bwysau	Uchel	Ffurflen Gais a Chyweliad
3.9 Gallu i gyfathrebu'n effeithlon pan dan bwysau	Uchel	Ffurflen Gais
3.11 Gallu i gyfathrebu'n effeithlon yn llafar ac mewn ysgriflen	Uchel	Ffurflen Gais a Chyweliad
<b>4. NODWEDDION PERSONOL</b>		
4.2 Credu mewn gwerth ymrymuso	Uchel	Cyweliad
4.4 Hyblygrwydd, cymhelliant a brwdfrydedd yn eich dull gweithio	Uchel	Cyweliad
4.5 Gallu i feddwl yn greadigol	Uchel	Cyweliad
<b>5. AMGYLCHIADAU</b>		
5.3 Meddu ar drwydded yrru lawn a bod â mynediad i gerbyd fydd yn derbyn lwfans milltiroedd a gytunwyd Cyngor Sir Fynwy	Uchel	Ffurflen Gais
5.4 Wedi cofrestru gyda Chyngor Gofal Cymru	Uchel	Ffurflen Gais Cyfweliad
<b>6. CYFLE CYFARTAL</b>		
6.1 Gallu i ddangos dealltwriaeth glir o egwyddorion ac ymarfer cyfle cyfartal ac ymrwymiad i ymarfer gwrth-wahaniaethol	Uchel	Ffurflen Gais a Chyweliad

Os ydych angen gwybodaeth bellach am y swydd hon, cysylltwch os gwelwch yn dda ag: Annette Brady Rheolwr Tîm Gwasanaeth Integredig De Sir Fynwy Ffôn: 01291-636531

Dyddiad Cau: 12 canol-dydd ar ddydd Gwener, 9 Rhagfyr 2016