

At: Aelodau'r Cyngor Sir

Dyddiad: Dydd Llun, 31 Mawrth
2014

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Annwyl Gynghorydd

Fe'ch gwahoddir i fynychu cyfarfod y **CYNGOR SIR, DYDD MAWRTH, 8 EBRILL 2014** am **10.00 am** yn **SIAMBR Y CYNGOR, NEUADD Y SIR, RHUTHUN LL15 1YN**.

Yn gywir iawn

G Williams
Pennaeth Gwasanaethau Cyfreithiol a Democrataidd

AGENDA

RHAN 1 - GWAHODDIR Y WASG A'R CYHOEDD I'R RHAN HON O'R CYFARFOD

1 YMDDIHEURIADAU

2 DATGANIADAU O FUDDIANT

Aelodau i ddatgan unrhyw gysylltiad personol neu sy'n rhagfarnu mewn unrhyw fusnes a nodwyd i'w ystyried yn y cyfarfod hwn.

3 MATERION BRYD FEL Y'U CYTUNWYD GAN Y CADEIRYDD

Rhybudd o eitemau y dylid, ym marn y Cadeirydd, eu hystyried yn y cyfarfod fel materion brys yn unol ag Adran 100B(4) Deddf Llywodraeth Leol 1972.

4 DYDDIADUR Y CADEIRYDD (Tudalennau 5 - 6)

Nodi ymrwymadau dinesig a ymgwymerwyd gan Gadeirydd y Cyngor (copi ynghlwm).

5 COFNODION (Tudalennau 7 - 16)

Derbyn Cofnodion cyfarfod y Cyngor Sir a gynhaliwyd 25 Chwefror 2014 (copy ynghlwm).

6 DIWYGIO'R POLISI ABSENOLDEB (Tudalennau 17 - 46)

Ystyried adroddiad gan y Partner Busnes Adnoddau Dynol (copi ynghlwm) sydd yn cyflwyno i'r Cyngor llawn y weithdrefn newydd Presenoldeb mewn Gwaith ar gyfer ei mabwysiadu.

7 POLISI GWEITHIO YSTWYTH (Tudalennau 47 - 62)

Ystyried adroddiad gan y Pennaeth Adnoddau Dynol & Rheolwr Adnoddau Dynol a Datblygu Sefydliadol (copi ynghlwm) ar gyfer cytundeb y Cyngor llawn i fabwysiadu'r Datganiad Polisi Gweithio Ystwyth.

8 DATGANIAD POLISI CYFLOG (Tudalennau 63 - 88)

Ystyried adroddiad gan Bennaeth AD (copi ynghlwm) ar gyfer y Cyngor llawn i gymeradwyo'r Datganiad Polisi Cyflog er mwyn sicrhau fod y Cyngor yn cydymffurfio â'i rwymedigaethau cyfreithiol o dan Ddeddf Lleoliaeth 2011.

9 CYNLLUN CYFALAF (Tudalennau 89 - 112)

Ystyried adroddiad gan y Pennaeth Cyllid ac Asedau (copi ynghlwm) i ddarparu Cyngor llawn gyda'r diweddaraf ynglŷn â'r Cynllun Cyfalaf, gan gynnwys prosiectau mawr a'r Cynllun Corfforaethol.

10 PANEL ANNIBYNNOL AR GYDNABYDDIAETH ARIANNOL AR GYFER CYMRU (Tudalennau 113 - 124)

Ystyried adroddiad gan y Pennaeth Gwasanaethau Cyfreithiol a Democrataidd (copi ynghlwm) sydd yn hysbysu Aelodau o adroddiad y Panel, ac i alluogi Aelodau i fabwysiadu'r argymhellion yn yr adroddiad ac i benderfynu ar lefel y gydnabyddiaeth ariannol ar gyfer y Cadeirydd ac Is-Gadeirydd y Cyngor ar gyfer y flwyddyn ariannol 2014/2015.

11 TREFNIADAU AR GYFER ETHOL CADEIRYDD AC IS-GADEIRYDD Y CYNGOR (Tudalennau 125 - 126)

Ystyried adroddiad gan Bennaeth y Gwasanaethau Cyfreithiol a Democrataidd (copi ynghlwm) sydd yn argymhell bod Cyngor yn cytuno ar y Cadeirydd a'r Is-Gadeirydd arfaethedig am y flwyddyn ddinesig 2014 i'w hethol yn ffurfiol yng Nghyfarfod Blynyddol y Cyngor ar 13 Mai 2014.

12 RHYBUDD O GYNNIG (Tudalennau 127 - 128)

Ystyried y Rhybudd o Gynnig canlynol a gyflwynwyd gan y Cynghorydd Gwyneth Kensler:

“Rydym yn galw ar y Cyngor i wahardd ‘Lanterni’r awyr’ rhag cael eu rhyddhau o dir yn eiddo Cyngor Sir Ddinbych.

13 RHAGLEN GWAITH I'R DYFODOL Y CYNGOR SIR (Tudalennau 129 - 134)

Ystyried rhaglen gwaith i'r dyfodol y Cyngor (copi ynghlwm).

AELODAETH

Y Cynghorwyr

Y Cynghorydd Ray Bartley (Cadeirydd)

Ian Armstrong
Joan Butterfield
Jeanette Chamberlain-Jones
William Cowie
Ann Davies
James Davies
Meirick Davies
Richard Davies
Stuart Davies
Peter Duffy
Peter Arnold Evans
Hugh Evans
Bobby Feeley
Carys Guy
Huw Hilditch-Roberts
Martyn Holland
Colin Hughes
Rhys Hughes
Hugh Irving
Alice Jones
Huw Jones
Pat Jones

Y Cynghorydd Brian Blakeley (Is-Gadeirydd)

Gwyneth Kensler
Geraint Lloyd-Williams
Margaret McCarroll
Jason McLellan
Barry Mellor
Win Mullen-James
Bob Murray
Peter Owen
Dewi Owens
Merfyn Parry
Paul Penlington
Arwel Roberts
Gareth Sandilands
David Simmons
Barbara Smith
David Smith
Bill Tasker
Julian Thompson-Hill
Cefyn Williams
Cheryl Williams
Eryl Williams
Huw Williams

COPIAU I'R:

Y Wasg a'r Llyfrgelloedd
Cynghorau Tref a Chymuned

Mae tudalen hwn yn fwriadol wag

Eitem Agenda 4

Digwyddiadau wedi eu mynychu gan y Cadeirydd / Events attended by Chairman

20.02.14 - 18.03.14

Dyddiad / Date	Digwyddiad / Event	Lleoliad / Location
20.02.14	Croesawu Gweinidog Addysg a Sgiliau I'r Ysgol Uwchradd Welcome the Minister for Education & Skills to the High School	Rhyl
21.02.14	Gwobrwyo Enillwyr Cystadleuaeth Dydd Gwyl Dewi Presentation to the winners of the St David's Day competition	Rhuthun Ruthin
27.02.14	Croesawu Gweinidog Llywodraeth Leol a Busnes y Llywodraeth i'r Llyfrgell newydd Welcome the Minister for Local Government and Government Business to the new Library	Prestatyn
28.02.14	Noson Elusennol Uwch Sirydd Clwyd High Sheriff of Clwyd Charity Night	Llangollen
04.03.14	Noson Wobrwyo 'Euroscola' 'Euroscola' Awards Evening	Rhuthun Ruthin
06.03.14	Parti Plant a Pobl Ifanc Children & Young People's Party	Rhuddlan
07.03.14	Cinio Elusennol Maer Llanelwy Mayor of St Asaph's Charity Dinner	Llanelwy St Asaph
10.03.14	Codi Fflag y Gymanwlad Fly the Flag for the Commonwealth	Rhuthun Ruthin
13.03.14	Ymweliad gan Gyngor 2 Ysgol Gynradd Visit from 2 Primary School Councils	Rhuthun Ruthin
13.03.14	Seremoni Dinasyddiaeth Citizenship Ceremony	Rhuthun Ruthin
14.03.14	Cinio Elusennol Cadeirydd Sir y Fflint Flintshire Chairman Charity Dinner	Yr Wyddgrug Mold
18.03.14	Gêm Rhyngwladol Beldroed dan 15 Cymru - Gwlad Pwyl Under 15 International Football Game Wales - Poland	Rhyl

Mae tudalen hwn yn fwriadol wag

CYNGOR SIR

Cofnodion cyfarfod o'r Cyngor Sir a gynhaliwyd yn Siambr y Cyngor, Neuadd y Sir, Rhuthun LL15 1YN, Dydd Mawrth, 25 Chwefror 2014 am 10.00 am.

YN BRESENNOL

Y Cyngorwyr Raymond Bartley (Cadeirydd), Brian Blakeley (Is-Gadeirydd), Joan Butterfield, Jeanette Chamberlain-Jones, William Cowie, Ann Davies, James Davies, Meirick Davies, Richard Davies, Peter Duffy, Peter Arnold Evans, Hugh Evans, Bobby Feeley, Carys Guy, Huw Hilditch-Roberts, Colin Hughes, Rhys Hughes, Hugh Irving, Alice Jones, Huw Jones, Pat Jones, Gwyneth Kensler, Geraint Lloyd-Williams, Margaret McCarroll, Jason McLellan, Barry Mellor, Bob Murray, Peter Owen, Dewi Owens, Paul Penlington, Arwel Roberts, Gareth Sandilands, David Simmons, Barbara Smith, David Smith, Bill Tasker, Julian Thompson-Hill, Joe Welch, Cefyn Williams, Eryl Williams a/ac Huw Williams

HEFYD YN BRESENNOL

Prif Weithredwr (MM), Cyfarwyddwyr Corfforaethol: A Moderneiddio a Lles (SE), Pennaeth y Gwasanaethau Cyfreithiola Democrataidd (GW), Pennaeth Cwsmeriaid a Chymorth Addysg (JW), Pennaeth Cyllid Ac Asedau (Paul McGrady), Pennaeth Adnoddau Dynol Strategol (LA), Rheolwr Prosiect (NE Hub) (JE), Gwasanaethau Democratig (SP) a/ac Gweinyddwr Pwyllgor (SLW)

1 YMDDIHEURIADAU

Derbyniwyd ymddiheuriadau am absenoldeb oddi wrth y Cyngorwyr (wyr) Ian Armstrong, Stuart Davies, Martyn Holland, Win Mullen-James, Merfyn Parry a/ac Cheryl Williams

CROESO

Estynnodd y Cadeirydd groeso i gyfarfod Cyngor llawn o Gyngor Sir Ddinbych.

Yn y fan hon, derbyniodd y Cadeirydd ddeiseb gan y Cyngorwyr Huw Williams, ar ran plant a rhieni ysgol Llanbedr.

Aeth y Cadeirydd ymlaen i dalu teyrnged i'r Cyfarwyddwr Corfforaethol: Moderneiddio a Lles (CC: Moderneiddio a Lles), Sally Ellis sy'n ymddeol ddiwedd mis Chwefror 2014. Dyma bedwar arweinydd y grwpiau gwleidyddol a'r Aelod Arweiniol dros Ofal Cymdeithasol a Gwasanaethau Plant yn talu teyrnged i'r CC: Moderneiddio a Lles. Gwnaed gyflwyniad a chafwyd araith o ddiolch gan y CC: Moderneiddio a Lles.

2 DATGAN CYSYLLTIAD

Datganodd y Cyngorwyr Geraint Lloyd Williams gysylltiad personol ar gyfer Eitem 9, Polisiâu Cam-drin Domestig a Gwasanaeth Datgelu a Gwahardd.

Datganodd y Cyngorwyr Huw Hilditch-Roberts gysylltiad personol ar gyfer eitem 10, Polisi Ymddeol Hyblyg.

3 MATERION BRYN FEL Y'U CYTUNWYD GAN Y CADEIRYDD

Dim.

4 DYDDIADUR Y CADEIRYDD

Dosbarthwyd rhestr o ddigwyddiadau dinesig a gynhaliwyd ar gyfer y Cyngor gan y Cadeirydd a'r Is-Gadeirydd ar gyfer y cyfnod rhwng 22 Ionawr 2014 a 18 Chwefror 2014 cyn y cyfarfod.

Hysbysodd y Cadeirydd yr Aelodau o "Marsh Tracks" yn y Rhyl a pha mor anhygoel oedd y cyfleuster hwn. Estynnodd y Cadeirydd ddiolch i'r holl swyddogion a staff sy'n ymwneud â'r cyfleuster.

Trefnwyd cystadleuaeth ar gyfer plant ysgol gynradd i ddylunio baner sy'n nodi ystyr Dydd Gŵyl Dewi iddyn nhw. Gofynnwyd iddynt farddoni cerdd hefyd. Roedd y ddau a oedd yn fuddugol yn y gystadleuaeth wedi mynychu Neuadd y Sir gyda'u rhieni. Bu'r faner yn chwifio tan ar ôl Dydd Gŵyl Dewi, ac ar ôl hynny'n cael ei gyflwyno i enillydd y gystadleuaeth. Cafodd y Gerdd ei hargraffu a'i fframio a'i chyflwyno i'r enillydd.

PENDERFYNWYD – y dylid derbyn y rhestr o ddigwyddiadau dinesig a fynychwyd ar ran y Cyngor gan y Cadeirydd a'r Is-Gadeirydd ac y dylid nodi sylwadau'r Cadeirydd.

5 COFNODION

Cyflwynwyd cofnodion cyfarfod y Cyngor a gynhaliwyd ar 27 Ionawr 2014.

Dywedodd y Cynghorydd Gareth Sandilands ei fod wedi datgan cysylltiad personol yn Eitem 7, Cyllideb ar gyfer 2014/15, ond nid oedd hyn wedi'i gynnwys yn y cofnodion. Byddai'r cywiriad yn cael ei nodi.

PENDERFYNWYD derbyn cofnodion cyfarfod y Cyngor a gynhaliwyd ar 27 Ionawr 2014 fel cofnod cywir.

6 CYMERADWYO ACHOS BUSNES AR GYFER PROSIECT YSGOL NEWYDD Y RHYL

Cyflwynodd y Cynghorydd Eryl Williams, Aelod Arweiniol dros Addysg ei adroddiad (copi'n amgaeedig) yn hysbysu'r Cabinet o'r sefyllfa bresennol gyda'r Cyngor yn cyflwyno'r Achos Busnes Terfynol i Lywodraeth Cymru ar gyfer Ysgol Newydd y Rhyl.

Yn y fan hon, dangosodd y Pennaeth Cwsmeriaid a Chymorth Addysg (PCaChA) gyflwyniad o gynllun yr Ysgol Newydd yn y Rhyl. Nid oedd y fideo wedi'i gwblhau eto ond cafodd yr Aelodau syniad o'r cynllun a'r dyluniad.

Byddai prosiect Ysgol Newydd Y Rhyl yn golygu ysgol gymunedol a fyddai'n darparu adeilad ysgol newydd ar gyfer Ysgol Uwchradd y Rhyl ar gyfer hyd at 1200 o ddisgyblion mewn addysg prif ffrwd yn ogystal â chartref i tua 45 o ddisgyblion o Ysgol Tir Morfa, yr ysgol arbennig gymunedol yn y Rhyl.

Cafodd yr Achos Busnes ei atodi i'r adroddiad (a ddsbarthwyd yn flaenorol). Byddai'r Achos Busnes yn ceisio am gyllid o 50% gan Lywodraeth Cymru. Byddai hynny'n golygu fod angen i Gyngor Sir Ddinbych ddod o hyd i £12,293,050. Byddai'r swm yn cael ei gynnwys o fewn y Cynllun Corfforaethol cyffredinol a'r Cynllun Cyfalaf.

Ar ôl derbyn canlyniad arolwg cyflwr adeilad, cytunwyd y byddai'r Ganolfan Hamdden presennol yn parhau i gael ei ddefnyddio i ddysgu Addysg Gorfforol i ddisgyblion Ysgol Uwchradd y Rhyl ac Ysgol Tir Morfa. Byddai hynny'n golygu bod modd canolbwyntio ar wella cyfleusterau presennol yn hytrach nag adeiladu ased arall.

Bu ymgynghori helaeth gyda chymunedau Ysgol Uwchradd y Rhyl ac Ysgol Tir Morfa yn natblygiad y prosiect. Roedd hynny wedi cynnwys nifer o gyfarfodydd ymgynghori yn y gymdogaeth i drafod y cynlluniau sy'n dod i'r amlwg ar gyfer adeiladau'r ysgol newydd. Mae Grŵp Aelodau Ardal y Rhyl a Chyngor Tref y Rhyl hefyd wedi cyfrannu at gynnydd y prosiect.

Dyma'r Aelodau'n diolch i'r Aelod Arweiniol dros Addysg, y PCaChA a'i thîm, am eu holl waith caled.

ARGYMELL bod y Cyngor yn cymeradwyo'r Achos Busnes ar gyfer Ysgol Newydd Y Rhyl cyn i Lywodraeth Cymru wneud y penderfyniad terfynol.

7 TRETH Y CYNGOR 2014/15 A MATERION CYSYLLTIEDIG.

Cyflwynwyd yr Aelod Arweiniol dros Gyllid ac Asedau, y Cynghorydd Julian Thompson-Hill yr adroddiad (a ddsbarthwyd yn flaenorol) i osod lefelau Treth y Cyngor ar gyfer 2014/2015.

Wrth fabwysiadu penderfyniadau cyfarfod cyllideb y Cyngor ar y 27 Ionawr 2014, roedd yn angenrheidiol i'r Cyngor basio penderfyniadau pellach mewn ffurf penodol i sicrhau bod Treth y Cyngor a'i faterion cysylltiedig yn gyfreithiol ddilys.

Yn dilyn trafodaethau, cytunodd yr Aelodau ar yr argymhellion yn yr adroddiad.

PENDERFYNWYD fod:

- (i) Y Cyngor Sir fel yr Awdurdod Bilio yn ystyried y praeseptau a dderbyniwyd gan Gomisiynydd yr Heddlu a Throseddau ar gyfer Gogledd Cymru a'r Cynghorau Tref / Cymuned a datgan lefelau Treth y Cyngor ar gyfer blwyddyn ariannol 2014/2015.
- (ii) Y symiau a gyfrifwyd gan y Cyngor ar gyfer blwyddyn ariannol 2014/2015, yn unol ag Adrannau 32 i 34 (1) o Ddeddf Cyllid Llywodraeth Leol 1992 (y

Ddeddf a'r Rheoliadau Addasu Cyfrifiadau Angenrheidiol (Cymru) 2008 fel adran 3 Atodiad A.

(iii) Y symiau a gyfrifwyd gan y Cyngor ar gyfer blwyddyn ariannol 2014/2015, yn unol ag Adrannau 34 (2) i 36 (1) o Ddeddf Cyllid Llywodraeth Leol 1992 (y Ddeddf) fel adran 4 Atodiad A.

(iv) Y symiau Treth y Cyngor ar gyfer blwyddyn ariannol 2014/2015 ar gyfer pob un o'r categorïau o anheddau wedi eu dangos yn Atodiad C.

(v) Lefel y disgownt ar gyfer Dosbarth A, B ac C fel a ragnodir o dan y Rheoliadau Treth Cyngor (Dosbarth Rhagnodedig ar Anheddau) (Cymru) 2004 yn cael eu gosod ar sero ar gyfer blynyddoedd ariannol 2014/2015, 2015/2016 a 2016/2017 sef tymor y Cyngor hwn gyda'r cafeat, a bod hyn yn ddibynnol ar ddim newidiadau i Ddeddfwriaeth neu amodau lleol.

8 DATGANIAD STRATEGAETH RHEOLI'R TRYSORLYS (DSRT) 2014/15 A DANGOSYDDION DARBODUS 2014/15 I 2016/17

Cyflwynodd yr Aelod Arweiniol dros Gyllid ac Asedau, y Cynghorydd Julian Thompson-Hill, yr adroddiad (a ddosbarthwyd yn flaenorol) i'r Aelodau i gymeradwyo Strategaeth Rheoli'r Trysorlys 2014/2015 a'r Dangosyddion Darbodus 2014/2015 i 2016/2017.

Mae Rheoli Trysorlys yn ymwneud ag edrych ar ôl symiau sylweddol o arian parod y Cyngor sydd wedi bod yn rhan hanfodol o waith y Cyngor. Mae'n gofyn am strategaeth gadarn a rheolaethau priodol i ddiogelu arian y Cyngor er mwyn sicrhau enillion rhesymol ar fuddsoddiadau a bod dyled yn cael ei reoli'n effeithiol ac yn ddoeth.

Mabwysiadodd y Cyngor y Cod Ymarfer diwygiedig SSCCCh ar RhT (Tachwedd 2011) yn ei gyfarfod ar 28 Chwefror 2012. Mae'n ofyniad y Cod hwnnw i gymeradwyo DSRhT pob blwyddyn ariannol.

Mae'r Cyngor wedi cymeradwyo Cynllun Corfforaethol uchelgeisiol a allai weld buddsoddiad sylweddol o ran cyflawni ei flaenoriaethau dros y pum mlynedd nesaf. Roedd yn hanfodol bod gan y Cyngor swyddogaeth Rheoli Trysorlys cadarn ac effeithiol sy'n sail i'r buddsoddiad ym mhob gweithgaredd arall.

Wrth fuddsoddi, blaenoriaethau'r Cyngor oedd:

- cadw arian yn ddiogel (diogelwch)
- Gwneud yn siŵr y gellid cael mynediad at yr arian pan fo angen (hylifedd), a
- gwneud yn siŵr bod cyfradd dychwelyd da (arenillion).

Dywedodd y Cynghorydd Eryl Williams bod yna weledigaeth lle gellir cychwyn proses yn y flwyddyn neu ddwy nesaf i Sir Ddinbych adeiladu tai eu hunain. Cynigiodd y Cynghorydd Williams fod Fforwm yn cael ei sefydlu i alluogi trafodaeth manwl ar y mater hwn.

Cadarnhaodd y Pennaeth Cyllid ac Asedau y byddai angen gwybodaeth ychwanegol gan Lywodraeth Cymru cyn cychwyn y Fforwm.

PENDERFYNWYD bod y Cyngor yn cymeradwyo:

- (i) Datganiad Strategaeth Rheoli'r Trysorlys
- (ii) Lleoliad y Dangosyddion Darbodus ar gyfer 2014/2015, 2015/2016 a 2016/2017
- (iii) Y Datganiad Isafswm Darpariaeth Refeniw, a
- (iv) Gofyn i bob un o'r saith Aelod Cynulliad ar gyfer Sir Ddinbych lobïo dros newid teg i'r system cyllid Cyfrif Refeniw Tai sy'n sicrhau nad yw awdurdodau lleol sydd wedi cyflawni Safon Ansawdd Tai Cymru yn cael eu cosbi o ran y symiau y gallent eu buddsoddi yn y dyfodol.

9 POLISI CAM-DRIN DOMESTIG A PHOLISI GWASANAETH DATGELU A GWAHARDD

Cyflwynodd yr Aelod Arweiniol dros Foderneiddio a Pherfformiad, y Cynghorydd Barbara Smith, y Polisi Cam-drin Domestig a'r Polisi Gwasanaeth Datgelu a Gwahardd (a ddosbarthwyd yn flaenorol).

Polisi Cam-drin Domestig

Comisiynodd Llywodraeth Cymru'r Prosiect 10,000 o Fywydau Mwy Diogel i sicrhau bod pob darparwr gwasanaeth a sefydliad perthnasol yn gallu adnabod arwyddion cam-drin domestig ac yn gallu cefnogi unigolion sy'n dioddef o gam-drin domestig yn effeithiol.

Cododd yr Aelodau y mater bod y polisi ddim yn cynnwys aelodau gwrywaidd o staff. Roedd ystadegau ar gael a oedd yn nodi fod 1 o bob 6 o ddynion yn dioddef trais gan eu partneriaid. Awgrymwyd a chytunwyd y dylid cynnwys dynion hefyd yn y Polisi.

Mae'r polisi yn nodi sut y mae Cyngor Sir Ddinbych yn condemnio unrhyw fath o gam-drin domestig, trais yn erbyn merched a thrais rhywiol ac yn cydnabod ei bod yn drosedd ac yn annerbyniol.

Mae'r polisi yn manylu ar gyfrifoldeb Rheolwyr, AD a gweithwyr eraill, ynghyd â pha gymorth y gall y dioddefydd/ goroeswr ei ddisgwyl gan y Cyngor. Roedd yn darparu arweiniad clir i Reolwyr ar yr hyn y dylent ei wneud os bydd gweithiwr yn datgelu eu bod wedi bod yn destun cam-drin domestig, trais neu drais rhywiol.

Rhan ddefnyddiol iawn o'r ddogfen hon yw'r cymorth ymarferol y gall y Cyngor ei gynnig i weithiwr a fydd yn sicrhau bod y rhai sy'n dioddef cam-drin domestig a thrais rhywiol yn gallu gweithio mewn gweithle diogel sy'n eu cefnogi.

Cafwyd trafodaeth bellach a chodwyd y pwyntiau canlynol:

- Gall cael gafael ar gyngor cyfreithiol i'r dioddefydd / goroesydd fod yn broses hirfaith a'r gobaith ymysg yr Aelodau oedd bod AD yn cymryd barn drugarog ar Aelod staff sy'n gofyn am amser i ffwrdd i fynychu apwyntiadau â Chyfreithiwr neu Lys.

- Gan ei fod yn fater problemus a sensitif, gallai fod yn anodd i aelod staff ddatgelu manylion am eu bywyd preifat. Disgwylir i Reolwyr ymgymryd â hyfforddiant eang. Awgrymwyd y dylai person penodedig fod ar waith, lle byddai gweithwyr yn teimlo'n gyfforddus ac yn hyderus i siarad â nhw. Cytunwyd y byddai rhaid edrych i mewn ar un pwynt cyswllt er nad oedd angen cynnwys hynny yn y Polisi, byddai'n dod yn rhan o'r hyfforddiant a ddarperir.
- Yr ac dros Alyn a Glannau Dyfrdwy, roedd Carl Sargeant yn gwahodd awdurdodau lleol i fod yn gefnogwyr corfforaethol o'r ymgyrch rhuban gwyn. Cytunwyd y byddai gwybodaeth ynglŷn â'r Ymgyrch Rhuban Gwyn yn cael ei rannu gydag Arweinyddion y Grŵp ac ni fyddai angen adrodd yn ôl i'r Cyngor Sir.

Polisi Gwasanaeth Datgelu a Gwahardd

Mae'r Gwasanaeth Datgelu a Gwahardd wedi disodli'r Swyddfa Cofnodion Troseddol (CRB) a'r Awdurdod Diogelu Annibynnol (ISA) ac mae'r polisi hwn wedi'i ddatblygu i adlewyrchu'r newidiadau sydd eu hangen o ganlyniad i'r uno hwn. Mae'r polisi newydd yn cydymffurfio â Chod Ymarfer y Gwasanaeth Datgelu a Gwahardd.

PENDERFYNWYD –fod y Cyngor Sir yn:-

- *Mabwysiadu'r Polisi Cam-drin Domestig a Thrais Rhywiol, ac yn cytuno cyflwyno hyfforddiant priodol ar y Polisi i'r holl Reolwyr o fewn yr awdurdod*
- *Cytuno mewn egwyddor i gefnogi'r Ymgyrch Rhuban Gwyn yn ddibynnol fod swyddogion yn ymchwilio i'r ymrwymadau sydd eu hangen ar y Cyngor fel cefnogwr corfforaethol o'r ymgyrch ac adrodd yn ôl i Arweinwyr y Grŵp, a*
- *Mabwysiadu'r Polisi Gwasanaeth Datgelu a Gwahardd*

10 POLISI YMDDEOL HYBLYG

Fe gyflwynodd yr Aelod Arweiniol ar Foderneiddio a Pherfformiad, y Cyngorydd Barbara Smith, yr adroddiad Ymddeol Hyblyg (wedi'i ddisbarthu'n flaenorol).

Mae gan Aelodau o'r Cynllun Pensiwn Llywodraeth Leol yr hawl i wneud cais am ymddeoliad hyblyg. Mae hyn yn golygu y gall gweithiwr dros 55 oed wneud cais i newid natur a dwyster eu gwaith a derbyn eu pensiwn tra'n parhau i weithio a derbyn cyflog. Pwrpas ymddeoliad hyblyg yw hwyluso'r symudiad graddol tuag at ymddeoliad.

Mae trafodaethau ar Bolisi Ymddeoliad Hyblyg wedi bod yn mynd ymlaen ers dros 12 mis. Mae'r Undebau Llafur a Rheolwyr yn cytuno ar argymhelliad a) bod gostyngiad lleiaf mewn oriau neu gyflog o 20% yn cael ei gyflwyno. Fodd bynnag, ni fu'n bosibl dod i gytundeb ar elfen b) ynglŷn ag uchafswm hyd amser rhwng caniatáu ymddeoliad hyblyg ac ymddeol.

Mae'r Cydbwyllgor Ymgynghorol Lleol (CBYLI) wedi ystyried y cynigion yn ffurfiol ar dri achlysur ac er gwaethaf trafodaethau manwl ni fu'n bosibl dod i gytundeb gyda chynrychiolwyr yr Undebau Llafur. Cytunodd cyfarfod diwethaf y CBYLI i gyfeirio'r

cynigion i'r Cyngor gydag argymhelliad i fabwysiadu er gwaethaf y methiant hwn i gytuno.

Cynigiodd y Cynghorydd Colin Hughes gynnig y dylai'r dyddiad ymddeol diffiniol ddim fod yn fwy na 36 mis o'r dyddiad ymddeoliad hyblyg gyda 12 mis pellach mewn amgylchiadau eithriadol. Eiliwyd hynny gan y Cynghorydd Joan Butterfield

Cynhaliwyd pleidlais i aelodau gytuno neu anghytuno i'r diwygiad. Collwyd y bleidlais ac ni chafodd y diwygiad ei weithredu.

Fe bleidleisiodd yr Aelodau ar yr argymhellion a nodwyd yn yr adroddiad, a

PHENDERFYNWYD bod y Cyngor Sir yn mabwysiadu'r canlynol:

- (a) Cyflwyno gostyngiad lleiaf – dylai'r gostyngiad hwn gyfateb i leiafswm o 20% o ostyngiad naill ai mewn oriau neu dâl.
- (b) Cyflwyno cynllun ymddeol gyda'r gweithiwr a fydd yn rhoi dyddiad pendant lle bydd y gweithiwr yn ymddeol yn llwyr. Dylai'r dyddiad ymddeol pendant fod o fewn 24 mis i ddyddiad yr ymddeoliad hyblyg gyda'r dewis i adolygu hwn ar ddiwedd y cyfnod ac ymestyn am 12 mis arall mewn amgylchiadau eithriadol os yw hyn yn bodloni anghenion y busnes a'r unigolyn.

Gwahardd y wasg a'r cyhoedd

PENDERFYNWYD dan ddarpariaethau Adran 100A o Ddeddf Llywodraeth Leol 1972, gwahardd y Wasg a'r Cyhoedd o'r cyfarfod ar gyfer yr eitemau canlynol ar y sail y byddai gwybodaeth eithriedig yn debygol o gael ei datgelu fel y'i diffinnir ym Mharagraffau 14 o Ran 4 o Atodlen 12A o Ddeddf Llywodraeth Leol 1972.

11 PROSIECT TRIN GWASTRAFF GWEDDILLIOL GOGLEDD CYMRU (PTGGGC)

Cyflwynodd Aelod Arweiniol y Parth Cyhoeddus, y Cynghorydd David Smith, yr adroddiad Prosiect Trin Gwastraff Gweddilliol Gogledd Cymru (PTGGGC) (a ddosbarthwyd yn flaenorol).

Cadarnhaodd yr Aelod Arweiniol fod yr adroddiad PTGGGC wedi'i gyflwyno'n flaenorol i'r Cabinet, cyfarfod Briffio'r Cyngor a'r Pwyllgor Craffu. Cytunwyd ar yr argymhellion ym mhob cyfarfod.

Cafwyd trafodaeth, a,

PHENDERFYNWYD bod y Cyngor yn

- (a) cymeradwyo dyfarnu statws Cynigydd o Ddewis i Wheelabrator Technologies Inc (WTI) oherwydd, yn dilyn trafodaethau gyda'r WTI, bod eu Cais am Dendr Terfynol yn werth am arian ar gyfer y bartneriaeth ac, yn dilyn gwerthusiad ariannol, cyfreithiol a thechnegol manwl o'u cais, bod y bartneriaeth yn fodlon ar y cydbwysedd risg arfaethedig gyda'r contract 'Cytundeb Prosiect';

- (b) rhoi caniatâd i Gydbwyllgor Gwastraff Gweddilliol Gogledd Cymru i gymryd yr holl gamau angenrheidiol i fwrw ymlaen â'r broses gyda WTI - o'r Cynigydd o Ddewis hyd at Gau'n Ariannol, a dyfarnu'r contract.
- (c) ymrwymo i'r Bartneriaeth a'r prosiect drwy fabwysiadu, ynghyd â'r pedwar Cyngor arall, yr egwyddorion yn yr Ail Gytundeb Rhyng-Awdurdod sy'n adlewyrchu prif delerau'r Cytundeb Prosiect a fydd yn cael ei sefydlu gan y Cyngor Arweiniol a'r Cynigydd a Ffafir wrth Ddyfarnu'r Contract.
- (d) dirprwyo awdurdod i Brif Weithredwr Arweiniol Sir y Fflint i gwblhau'r Ail Gytundeb Rhyng-Awdurdod sydd i'w lofnodi gan yr awdurdodau cyfansoddol, ac i ystyried safbwyntiau'r holl awdurdodau cyfansoddol ac i gyfeirio'n ôl at y Cydbwyllgor er mwyn iddynt gymeradwyo unrhyw wyriad o'r egwyddorion y cytunwyd arnynt.
- (e) cytuno i lofnodi'r Ail Gytundeb Rhyng-Awdurdod unwaith y bydd wedi ei gwblhau yn unol â'r drefn uchod.
- (f) cymeradwyo'r gyllideb arfaethedig ar gyfer prosiect 2013/14 o £595,558, ynghyd â'r gwariant arfaethedig o £321,066 ar gyfer 2014/15, i fynd â'r broses gaffael i'r cam terfynol o Gau'n Ariannol (y ddau fel y nodir yn atodiad 5).
- (g) dirprwyo awdurdod o ofynion cyllidebol parhaus i'r Cyd-Bwyllgor PTGGGC.

SESIWN AGORED

Ar ôl gorffen trafod y materion uchod, parhaodd y cyfarfod mewn sesiwn agored.

12 **AMSERLEN Y PWYLLGOR 2014/15, ADOLYGIAD BLYNYDDOL O'R CYDBWYSEDD GWLEIDYDDOL A PHENODI CADEIRYDDION CRAFFU**

Cyflwynodd y Rheolwr Gwasanaethau Democraataidd adroddiad (a gafodd ei ddosbarthu'n flaenorol) yn gofyn i'r Cyngor wneud penderfyniad ynglŷn â'r nifer o faterion yn ymwneud â threfniadaeth cyfarfodydd y Cyngor Sir.

Mae'n ofynnol i'r Cyngor gymeradwyo amserlen ar gyfer 2014/15 er mwyn gallu cadarnhau manau cyfarfod ac adnoddau, cyhoeddi'r amserlen a llenwi dyddiaduron yr Aelodau. Gan fod y flwyddyn ddinesig newydd yn dechrau ym mis Mai mae hefyd yn briodol i'r Cyngor ystyried newidiadau mewn cydbwysedd gwleidyddol a bod yn ymwybodol o sut mae trefniadau cadeirio Archwilio yn gweithio.

Mynegodd rhai aelodau awgrymiadau y byddai ymestyn yr amserlen i gwmpasu cyfnod hirach yn ddefnyddiol. Cafwyd trafodaeth a chytunwyd y byddai cael amserlen dros gyfnod o 18 mis ar sail dreigl yn well.

Awgrymodd yr Aelodau bod y Pwyllgorau canlynol hefyd yn cael eu cynnwys o fewn yr Amserlen Pwyllgorau:

- Maethu a Mabwysiadu, a
- Rhianta Corfforaethol

PENDERFYNWYD bod y Cyngor yn cymeradwyo'r amserlen ddrafft, a chytunwyd ar y budd o ymestyn yr amserlen i 18 mis ar sail dreigl.

13 RHAGLEN GWAITH I'R DYFODOL Y CYNGOR SIR

Cyflwynodd Pennaeth y Gwasanaethau Cyfreithiol a Democrataidd 'Raglen Gwaith i'r Dyfodol' y Cyngor (dosbarthwyd yn flaenorol).

Panel Annibynnol Cymru ar Gydabyddiaeth i gael ei ychwanegu at RhGD y Cyngor ar gyfer 8 Ebrill 2014.

PENDERFYNWYD yn amodol ar yr uchod y dylid cymeradwyo a nodi Rhaglen Gwaith i'r Dyfodol y Cyngor.

Daeth y cyfarfod i ben am 1.20pm.

Mae tudalen hwn yn fwriadol wag

Adroddiad i'r:	Cyngor
Dyddiad y Cyfarfod:	8 Ebrill 2014
Aelod / Swyddog Arweiniol:	Y Cynghorydd Barbara Smith
Awdur yr Adroddiad:	Julie Worrall, Partner Busnes Adnoddau Dynol
Teitl:	Gweithdrefn Presenoldeb yn y Gwaith

1. Am beth mae'r adroddiad yn sôn?

Dros y deuddeg mis diwethaf, mae Adnoddau Dynol gyda chymorth Jamie Groves (Pennaeth y Gwasanaeth Cyfathrebu, Marchnata a Hamdden) wedi cyflawni adolygiad sylweddol o Reoli Absenoldeb ar draws y sefydliad.

Ymhlith pethau eraill, roedd yr adolygiad yn ystyried pa mor berthnasol a sut mae'r polisi presennol yn cael ei gymhwyso, pa ddealltwriaeth sydd gan reolwyr o reoli absenoldeb ynghyd â rolau rheolwyr, gweithwyr, Adnoddau Dynol ac Iechyd Galwedigaethol o fewn y broses bresennol. Roedd yn cynnwys adolygu arferion gorau gan gyrff sector cyhoeddus a phreifat eraill sy'n rheoli absenoldeb yn llwyddiannus - wedi'i fesur naill ai ar sail y lleihad yn nifer y diwrnodau a gollir drwy absenoldeb yn y gweithle neu drwy gynnal nifer llai na'r cyfartalog o ddiwrnodau a gollir drwy absenoldeb yn y gweithle dros gyfnod parhaus.

2. Beth yw'r rheswm dros lunio'r adroddiad hwn?

Er mwyn cyflwyno'r weithdrefn Presenoldeb yn y Gwaith newydd fel bo'r sefydliad yn gallu rheoli absenoldeb yn fwy rhagweithiol, gyda'r nod o leihau'r nifer cyfartalog o ddiwrnodau a gollir gan bob gweithiwr a thrwy hynny gynyddu cynhyrchedd a darparu gwasanaethau'n well i'n cwsmeriaid a lleihau'r gost sy'n gysylltiedig ag absenoldeb.

3. Beth yw'r Argymhellion?

Bod y Cyngor Llawn yn cytuno i fabwysiadu'r Weithdrefn Presenoldeb yn y Gwaith.

4. Manylion am yr Adroddiad

Drwy gydol bywyd y prosiect, casglwyd adborth gan reolwyr ar sylwedd, hygyrchedd a dehongliad y weithdrefn bresennol. Y prif feysydd y tynnwyd sylw atynt lle mae dealltwriaeth ac arferion yn amrywio'n sylweddol yw:

- Cyfrifo, dehongli a defnyddio'r Fformwla Ffactor Bradford
- Deall a defnyddio'r Panel Rheoli Iechyd
- Atgyfeirio at Adnoddau Dynol a rôl AD.

Mae'r weithdrefn newydd yn canolbwyntio ar roi sylw i'r pryderon hyn a chyflwyno proses glir a ffurfiol i reolwyr ei dilyn ac i weithwyr ei deall. Y prif newidiadau yw:

- Cyflwyno lefelau Sbarduno – 4 prif sbardun ac, os bydd gweithiwr yn eu cwrdd, bydd yn cychwyn ar broses galluogrwydd absenoldeb.
- Mwy o awtonomi i'r gwasanaethau wrth wneud penderfyniadau drwy wneud i ffwrdd â'r Panel Rheoli Iechyd (ar hyn y bryd panel sy'n cwrdd yn fisol yw hwn, felly mae oedi gyda chefnogi neu gwestiynu penderfyniadau). Yn hytrach, cynigir cyflwyno proses archwilio fewnol lle bydd achosion yn cael eu 'dyrchafu' o fewn y Tîm Rheoli Gwasanaethau ac, os oedd a wnelo Pennaeth Gwasanaeth â'r achos cyn ei ddyrchafu, gofynnir i gydweithiwr ar yr un raddfa adolygu'r broses a ddilynwyd.
- Bydd tri cham galluogrwydd absenoldeb clir er mwyn gallu gosod a monitro targedau presenoldeb dros gyfnod penodol.
- Mae'r ddarpariaeth Adnoddau Dynol yn cael ei hadolygu, gyda strwythur newydd a rolau i'w diffinio o'r newydd mewn ymgynghoriad â'r Uwch Dîm Arweinyddiaeth. Pwrpas y ddarpariaeth yw cefnogi presenoldeb yn y gwaith a helpu gwasanaethau i ddeall y rhesymau dros absenoldeb, y tueddiadau a sut i atal neu leihau absenoldeb.

Mae copi o'r polisi ynghlwm yn Atodiad A.

5. Sut mae'r penderfyniad yn cyfrannu at y Blaenoriaethau Corfforaethol?

Bydd cytuno ar a gweithredu'r weithdrefn newydd yn helpu'r Cyngor i reoli ei weithlu er mwyn cyflawni'r blaenoriaethau corfforaethol, drwy wella presenoldeb yn y gwaith a hynny, yn ei dro, yn gwella cynhyrchedd a gwasanaethau a lleihau costau.

6. Beth fydd yn ei gostio a sut bydd yn effeithio ar wasanaethau eraill?

Ni fydd unrhyw gost ychwanegol yn gysylltiedig â'r weithdrefn a'i gweithredu. Y disgwyl yw y bydd y weithdrefn newydd yn lleihau'r gost sydd ynghlwm ag absenoldeb ac, felly, y bydd gwasanaethau'n gallu creu arbedion effeithlonrwydd a chynyddu gwasanaethau.

7. Beth yw prif gasgliadau'r Asesiad o Effaith ar Gydraddoldeb a gynhaliwyd am y penderfyniad? Dylid amgáu templed yr Asesiad o Effaith ar Gydraddoldeb a gwblhawyd fel atodiad i'r adroddiad.

Mae copi o'r Asesiad o Effaith ar Gydraddoldeb yn Atodiad B er gwybodaeth.

8. Pa ymgynghoriadau a gynhaliwyd gydag Archwilio ac eraill?

Drwy gydol y prosiect ac wrth ddatblygu'r weithdrefn newydd, mae'r Aelod Arweiniol Adnoddau Dynol, y Cynghorydd Barbara Smith, wedi bod yn rhan o drafodaethau ac wedi'i diweddarau ac mae'r Cynghorydd Bobby Feeley hefyd wedi cyfrannu at drafodaethau drwy adolygiadau absenoldeb yn ei meysydd gwasanaeth hi sef Gwasanaethau Oedolion a Gwasanaethau Plant a Theuluoedd.

Mae'r newidiadau i'r polisi wedi eu dosbarthu i ymgynghori arnynt ag Uwch Dîm Arweinyddiaeth y Cyngor a'r Undebau Llafur perthnasol. Cyflwynir y polisi i'r Cydbwyllgor Ymgynghorol Lleol ar 2 Ebrill 2014 gydag argymhelliad y dylid ei gyflwyno i'r Cyngor Llawn i'w fabwysiadu.

9. Datganiad y Prif Swyddog Cyllid

Bydd sicrhau bod gan y Cyngor lefelau isel o absenoldeb oherwydd salwch yn cefnogi ymdrechion i ddod yn fwy effeithlon o gofio'r pwysau ariannol hirdymor sydd ar y Cyngor. Nid oes unrhyw oblygiadau cost sylweddol o ganlyniad i'r newidiadau arfaethedig i'r weithdrefn Presenoldeb yn y Gwaith. Ymgynghorwyd a diweddarwyd y Prif Swyddog Cyllid a'r Pennaeth Adnoddau Dynol ar ddatblygiad y weithdrefn newydd.

10. Pa risgiau sy'n bodoli ac a oes unrhyw beth y gallwn ei wneud i'w lleihau?

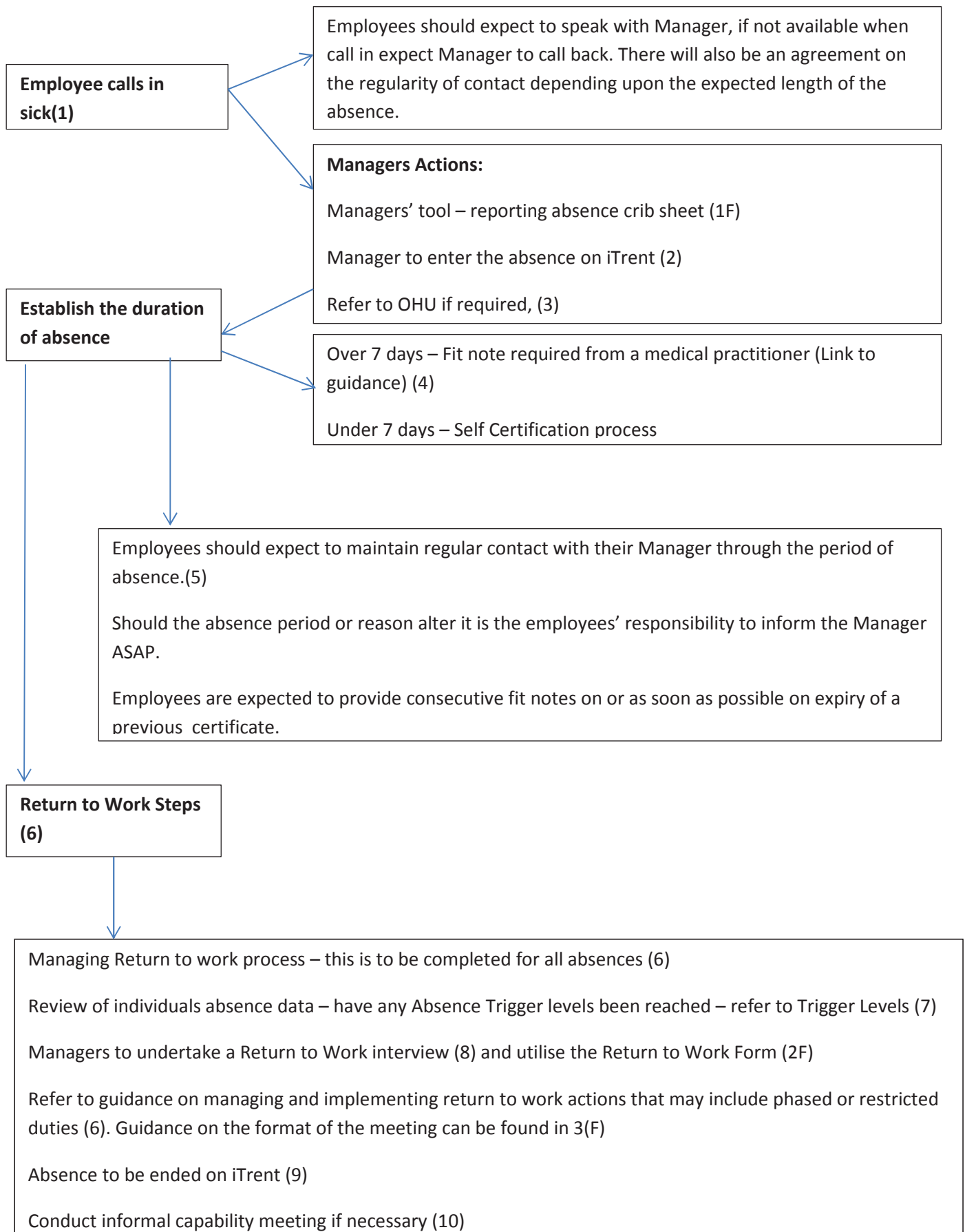
Mae'r newidiadau arfaethedig wedi rhoi sylw i'r risg y gallai'r weithdrefn gael ei chymhwyso'n anghyson ar ffurf canllawiau i reolwyr ar benderfynu beth fydd canlyniad trafodaethau. Hefyd, bydd Adnoddau Dynol a Jamie Groves a'i dîm rheoli'n darparu sesiynau hyfforddi penodol a chymorth ar weithrediad cynnar y weithdrefn i sicrhau bod rheolwyr yn deall eu rôl yn llawn.

11. Pŵer i wneud y Penderfyniad

Rhoddir y pŵer i wneud y penderfyniad gan a112 o Ddeddf Llywodraeth Leol 1972.

Mae tudalen hwn yn fwriadol wag

ATTENDANCE AT WORK PROCEDURE – Part 1

Non Attendance at Work Flowchart

ATTENDANCE AT WORK PROCEDURE

SUPPORTING PARAGRAPHS - Part 1

1. Initial Contact:

- If an employee calls to notify their absence from work and they do not speak with their manager, they should expect that their manager returns the call to seek further understanding of the absence.
- Employees are expected to call in to report their absence from work as early as possible, and definitely within the first hour of expected attendance at work.
- Employees should expect their managers to ask them a number of questions when they are reporting an absence from work. These questions may be revisited by the managers on all calls that follow the initial absence reporting.

1 (F) Reporting Absence Form – (link to form)

2. Reporting and Recording Sickness Absence

- All absence is to be recorded on ITrent. It must be entered on notification of absence, updated as received and at the end of the absence period.
- It is important that the correct reason for the absence is captured in the system.
- Fit notes are to be held securely by the manager in line with the DCC and data protection act rules on holding information.

[Link to Guidance](#)

3. Occupational Health Referrals

Criteria for referring an employee to Occupational Health:

- Employees reporting an absence from work due to:
 - Musculo skeletal condition
 - Back related condition
 - Stress, depression, anxiety
- Employees absent from work for 2 weeks or more; should the absence be short term and progress to mid or long term and employee should be immediately referred.
-

How to refer:

The [OHU referral form](#) is located on the HR Direct intranet page under forms.

For employees with a condition or duration of absence that requires immediate referral the form can be activated in ITrent at the same time as recording the absence. Guidance for completing this can be found [here](#) or on the HR Direct intranet pages.

Managers need to provide enough information to the OHU team concerning the employee's reason for absence and any other relevant wider circumstances that are applicable.

To facilitate the OHU teams review of the employee's absence, Managers should make it clear what they would like the OHU intervention to involve i.e.:

- Establish detailed understanding of absence type and cause so OHU and Manager can review the next steps as appropriate
- Manager can gain a full (as appropriate) understanding of the condition and duration to support them in exploring opportunities such as:
 - Supported return to work options, including restricted/light duties/phased hours
 - Alternative duties (within team, service or organisation)
 - Home working

OHU are required to work with Managers to ensure there is a full understanding of what an employee can undertake so Managers can make informed recommendations based on business practicalities.

OHU and Managers are expected to professionally seek clarification and challenge views based on each parties understanding of the situation. This is to ensure employees are fully supported within the context of their health and wellbeing and ability to attend work.

Should an employee refuse to attend OHU appointments or interact with the OHU team, it will be considered that the employee is being obstructive to the overall ability for a Manager to support the employee and consider all aspects of the absence in a fully informed way. Any decisions concerning the employee's future employment will be made considering the information available at that time. In addition should the information be vital to the Manager being able to review the employee's absence and situation, then removal of enhanced sick pay can be considered at this point.

If an employee repeatedly does not attend scheduled OHU appointments after two non-attendances the employee can be charged for their non-attendance for any future appointments unless a reasonable notice or explanation can be provided. Repeated non-attendance can also result in the removal of enhanced sick pay.

4. Fit Notes

Employees must provide a fit note from their GP on the 8th day of absence and from then on until they return to work. There must be no gaps in dates between fit notes i.e. if a term time only employee is absent over half term, the fit note should cover this week as well.

Failure to supply fit notes will result in sick pay being stopped as the absence will be deemed as unauthorised absence, which can ultimately result in disciplinary.

It should be noted that fit notes are considered guidance from the GP to the employer and whilst advice stated must be considered, there may be times where it is not possible to adhere to it. ([Link to Guidance on fit notes.](#))

5. Contact During Absence from Work

Employees are expected to make and maintain regular for the duration of the absence with their manager. Failure or refusal to maintain this contact and or the provision of any supporting documentation if requested without exceptional circumstances could be considered as a conduct issue and may result in disciplinary processes being taken.

6. Returning to Work

There are a number of options available when an employee is intending to return to work. For an employee who has been off with a short term absence with no long term or ongoing effects they will be expected to return to work to their normal hours and role immediately. For an employee who has been off for a short, mid or long term period who either has outstanding effects and/or needs time to readjust to returning to work or managing on-going aspects, the Manager and employee can explore how and what the return to work involves, such as:

- Adjustments to the working environment – temporary or permanent.
- Flexible working i.e. hours of work, patterns of work.
- Phased / managed return to work – these need to be appropriate to allow the person to contribute to the role they are returning to, but support a sustained return supporting the employee's ongoing health. These are not typically any longer than 4 weeks, unless exceptional circumstances. Managers can seek guidance from OHU.
- Alternative employment either on a temporary or permanent basis.

If an employee wishes to return to work in the duration in which they have been signed off via a 'fit note' from a medical practitioner, they do not need to be 'signed back' to work. However if the employee works in a position where there is a need to ensure the employee is fit to undertake their role safely, e.g. DVLA rules re LGV/PCV drivers; it is appropriate for the employee to ask a medical practitioner to provide them with a medical certificate declaring they are fit to return to their permanent duties.

7. Absence Trigger Points

It is a manager's responsibility to address any concerns about an employee's level of non-attendance, **regardless** of whether they have hit any of the triggers. Employees should expect managers to be questioning their absence from work, the reasons, reviewing the use as appropriate of annual leave, flexi and workload at all stages when they have been absent from work.

Managers have ready access to absence data on their teams through the Absence Dashboard and ITrent. For schools monthly reporting provides current data on their schools absence data.

Trigger levels:

- 3 separate sickness absences of any duration in a 3 month period
- 5 separate sickness absences or a total of 12 days (pro rata for part time employees) absence in a 12 month period
- A pattern of absence that causes concern (i.e. regularity, day of week or type of absence)
- Single episode of 4 continuous weeks or more.

8. Return to Work Interviews

It is important that managers prepare for the return of an employee to the workplace. Managers need to ensure that they are fully aware of the terms that an employee is expecting to return to work under and that they completely consider if these expectations are reasonable and acceptable for the service. For employees who may be covered by the Equality Act 2010 managers are advised to seek HR support in reviewing the return to work process.

Managers are expected to hold a formal return to work meeting with the employee **no matter how long they have been away from the workplace for.** 2(F) [Return to work form](#)

9. Absence to be closed off on iTrent(link to guidance)**10. Guidance for Managers – Informal Attendance Capability meeting guidance**

The focus of this meeting should be on helping the employee improve their attendance at work in a positive way. Managers should:

- The meeting should be confidential, on a one-to-one basis and the employee should understand the content of the meeting prior to attending.
- Attendance issues must be discussed with employees as part of their return to work meetings.
- A Manager can use the return to work meeting as an alternative to a separate meeting, they need to ensure the employee is aware of the context prior to the meeting.
- The outcome of the guidance meeting should be confirmed in writing and given to the employee. A copy should also be kept on the employee's record file for a period of 12 months.

During the lifespan of the guidance (12 months), the guidance meeting can be referred to in the event further concerns arise – provided the concerns are connected.

Preparation for the meeting should include:

- Manager prepares all of the information concerning non attendance history to demonstrate the fact that the employee has met one of the trigger levels.
- Ensure adequate time is put aside for the meeting.

- Ensure that an appropriate confidential area is available for the meeting.

During the meeting:

- Manager to share concerns relating to non attendance at work. This should be undertaken in a positive and supportive manner, whilst asking for an explanation and encouraging the employee to engage in the discussion using open questions.
- Define the areas that are of concern e.g. – number of days, type of absence, pattern of absence.
- Explore any contributory factors with the employee's work related problems, personal problems, work-life balance etc. Discuss any possible solutions that are available to the employee, things that they can own or can have support from other services to manage.
- Even for those who have returned to work, should the problems not have been fully managed, offer access to services or support, seek advice from OHU should it be helpful to ensure the employee is supported and can remain in work.
- Consider the re-referral of the employee to OHU should there be outstanding aspects that need to be supported. The service supports employees in the workplace as well as whilst they are off work.

Managers Tool – Recording the Reporting of an Absence from Work (1F)

Employee Name			
Date		Time	
Manager Name			
1. Nature of Illness – what is the exact nature or a broad indication of illness			
2. Anticipated length of absence – estimated			
3. GP/Specialists Appointment arranged? Date			
4. Details of urgent or outstanding work – present position			
5. Agree regularity of contact – when be updated on absence position. Explain to the employee that there is an expectation to have regular contact with them. Agree a timescale that is appropriate in line with the type of absence. i.e. cold/stomach bug every 1 / 2 days. Shingles – viral type absence – 4 / 5 days.			
6. Does the individual need to be referred to OHU – inform employee referral will be made (Stress, depression, anxiety / back / muscular condition / Long term sickness likely)			
7. Work related stress absence – offer employee the opportunity to meet to discuss the cause of the stress and to complete the stress questionnaire with you. Try to establish an early date to carry this out. Guidance on this process can be provided by HR.			
8. Enter absence on I-trent. Ensure that if long term sickness recorded if appropriate. OHU referral can be completed from I-trent.			
9. Discuss alternative roles / flexible working / home or agile working opportunities with the individual should their condition allow them to work differently.			
Follow up call one – Revisit questions from first call to ensure up to date position			

Follow up call two
Follow up call three
Follow up call four

Return to Work Interview Form (2F)

RETURN TO WORK INTERVIEW FORM	
<p>This form is to be completed by the Employee's Supervisor/Line Manager, in the company of the employee; immediately upon his/her return to work following sickness absence.</p> <p>Forms should be completed in block capitals, and returned to your Personnel Section, in an envelope marked "STRICTLY CONFIDENTIAL". A copy of this form must be given to the employee.</p> <p>A RETURN TO WORK INTERVIEW IS A MEETING IN WHICH TO SHARE INFORMATION AND AID THE MANAGEMENT OF SICKNESS ABSENCE.</p>	
SECTION 1 – EMPLOYEE DETAILS	
<p>Surname :..... Forename(s) :(1)(2).....</p> <p>Staff No :..... Job Title :</p> <p>Directorate/Department/School:</p>	
SECTION 2 – SICKNESS ABSENCE DETAILS	
<p>1. Date employee fell ill (Absence Start Date) :day/...../20.....</p> <p>2. Last day of sickness (Absence End Date) :day/...../20.....</p> <p>3. Return to Work Date: :day/...../20.....</p> <p>4. Number of working days/hours lost : day(s)/hours* *Indicate as appropriate</p> <p>5. Stated reason for sickness absence :</p>	
SECTION 3 – SICKNESS ABSENCE CERTIFICATION DETAILS	
<p>1. Did the employee telephone their Supervisor/Line Manager? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If not, why not?</p> <p>2. Did the employee make contact within the correct timescales? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If not, why not?</p> <p>3. Was the sickness absence self certified? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>4. Did the employee submit a doctor's medical certificate(s)? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A</p> <p>5. Did the certificate(s) cover the whole period of absence? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A</p> <p>6. Were medical certificates provided within the correct timescales? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A</p> <p>If not, why not?</p>	
SECTION 4 – SICKNESS ABSENCE INTERVIEW DETAILS	
<p>During the interview, the following details need to be shared with your employee:</p> <p>The employee's Bradford Factor points are /School Trigger Point is :</p> <p>Number of days lost due to Sickness over the last 12 months is :</p> <p>Number of instances of sickness absence over the last 12 months is :</p> <p>Any patterns of absence developing?:</p>	

SECTION 4 - INTERVIEW DETAILS (continued)

1. Is the employee fully recovered? YES NO
 If NO, what work related problems might this cause?

2. Has the employee a known health problem or disability? YES NO

3. Is the absence related to a known health problem or disability? YES NO DON'T KNOW
 If YES, please give explanation:

4. Is there likely to be a recurrence? YES NO DON'T KNOW
 If YES, what actions have you agreed to support attendance? :.....

5. If absence is stress related, has a stress check list been completed? YES NO
 If no, why not? / If yes, what action have you taken? :

6. Is there anything the Council can do to help your attendance at work? YES NO
 If YES, please give explanation:

SECTION 5 - EMPLOYEE'S COMMENTS & DECLARATION

Comments:

Declaration : I certify that the absence detailed on this form was wholly due to the reason stated. I accept the rules of the Council's Sickness Absence Policy and Framework, and the Council's Sick Pay Scheme and understand that to give false or misleading information, may result in disciplinary action.

Employee's Signature :

Employee's Name (Please Print) : Date of Interview :/...../20..

SECTION 6 – SUPERVISOR / LINE MANAGER'S COMMENTS & DECLARATION

Comments:

Declaration : I confirm that I have welcomed you back to work and provided an update on work related issues within the team and department.

I have also clarified the consequences of any further absence in relation to your employment status with Denbighshire County Council.

Supervisor/Line Manager's Signature

Supervisor/Line Manager's Name (Please Print) : Date of Interview :/...../20..

Person inputting data onto /Trent People Manager: Date of Inputting:

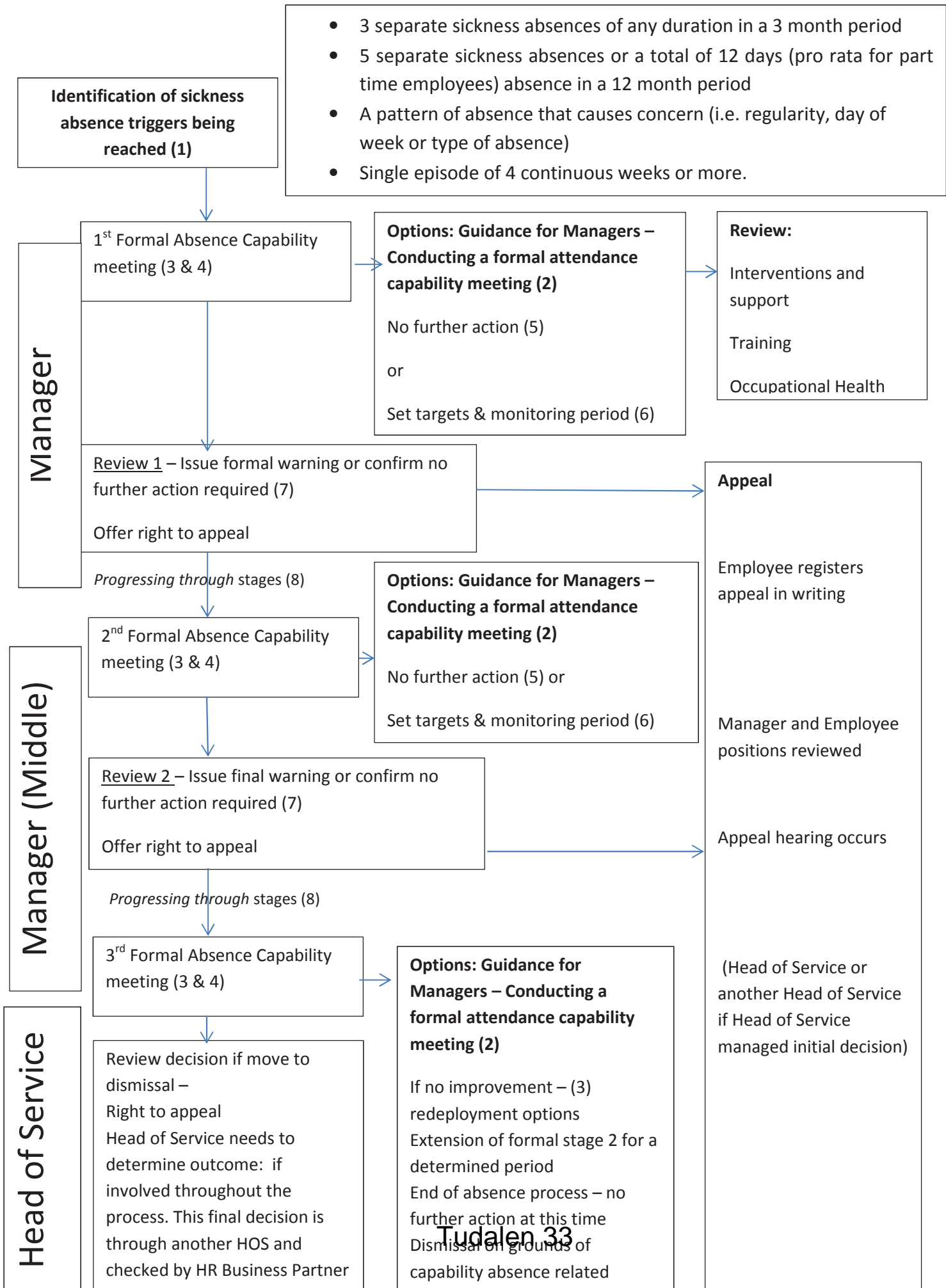
Managers Tool – Guidelines for a Return to Work Meeting (3F)

Employee Name	
Manager Name	
Purpose of the meeting	
<ul style="list-style-type: none"> • To welcome the employee back to work • To ensure the employee is fully fit to return to work • To identify the reason for the absence and confirm the length of absence • To identify and address any problem (work-related or otherwise) that may be causing or contributing to the absence • To discuss and/or identify any adjustments to the workplace/hours/duties that may reduce/eliminate absences • To agree the priorities for the post absence period and to up-date the employee <p>The meeting must be held in private and must be handled in a sensitive, professional and competent manner.</p>	
Preparation	
<ul style="list-style-type: none"> • Ensure you have the right information available • Check records for both current and previous absences from Absence Dashboard • Be prepared to discuss any trends or patterns of absence • Remember this is not a disciplinary hearing - you are trying to establish facts. <p>Approach the meeting with an open mind and no pre-judgments</p>	
Discussion	
<ul style="list-style-type: none"> • The core of this process is to discuss the absence • Try to determine the cause of the absence • Listen to what is being said • Is the cause work related? • Could adjustments to the workplace/hours/duties reduce/eliminate absences? • Are there any other problems contributing to the absence • Place current absence in the context of previous absences • Be sensitive to employees feelings where personal problems and illnesses are involved • Where there is conflicting evidence/statements, ask for an explanation • Discuss the effect of the absence on the employee's work colleagues • Warn the employee that frequent intermittent absence may trigger the Attendance Management Procedure. 	
Afterwards	
<p>Make a written note of the meeting and place it on the employee's personnel file.</p>	

Employee Name	
Manager Name	
Notes of the Meeting	

ATTENDANCE AT WORK PROCEDURE – Part 2

- 3 separate sickness absences of any duration in a 3 month period
- 5 separate sickness absences or a total of 12 days (pro rata for part time employees) absence in a 12 month period
- A pattern of absence that causes concern (i.e. regularity, day of week or type of absence)
- Single episode of 4 continuous weeks or more.



ATTENDANCE AT WORK PROCEDURE

SUPPORTING PARAGRAPHS - Part 2

1. Identification of Sickness Absence Trigger being reached.

Trigger levels:

- 3 separate sickness absences of any duration in a 3 month period
- 5 separate sickness absences or a total of 12 days (pro rata for part time employees) absence in a 12 month period
- A pattern of absence that causes concern (i.e. regularity, day of week or type of absence)
- Single episode of 4 continuous weeks or more.

2. Guidance for Managers – Conducting a Formal Attendance Capability Meeting

This meeting should only take place once the employee has had a minimum of one informal attendance capability review meeting.

This guidance is applicable to conducting 1st, 2nd and 3rd formal attendance capability meetings.

The purpose of this formal attendance capability meeting:

- Review the employee's level of sickness absence
- Determine if there is an underlying cause
- Examine what actions have been taken to date to reduce their level of sickness absence
- Ascertain the nature of current absence for those off sick in the process and if and when they are likely to return to work
- If appropriate, issue the employee with a warning and alter them to the consequences if their level of sickness absence does not improve.

Who will be present at the Formal Attendance Capability Meeting?

- The Manager will conduct all of the Formal Attendance Capability Meetings at stage 1 and 2; the 3rd meeting will be conducted by the Head of Service.
- A HRBP is involved in the 3rd Formal Attendance Capability Meeting, as a possible outcome from this meeting could be dismissal.

Arrangements for the Formal Attendance Capability Meeting

- The employee should be formally invited to the meeting – example letter to be added. This should be issued a minimum of 5 days before the meeting, providing 2

copies of any relevant paperwork relevant to the meeting. The employee has the right to be represented at this meeting by a Trade Union Representative or work colleague.

- Manager prepares all of the information concerning non attendance history to demonstrate the fact that the employee has met one of the trigger levels.
- Ensure adequate time is put aside for the meeting.
- Ensure that an appropriate confidential area is available for the meeting.
- Ensure that sufficient notes are taken of the meeting and should the employee request these should be provided to them. These notes are the basis for the manager formulating the outcome letter. Should the Manager require a note taker this should be arranged by the Manager (HR do not undertake this role).

3. Format for the Formal Attendance Capability Meeting

Introductions

The Chair of the meeting should confirm receipt by all present of any documentation and advise that the purpose of meeting is to:

- Establish facts
- Consider the management case
- Consider the employee's case
- Make a decision after considering evidence provided
- Decide whether further action is necessary as a result

Main Meeting Discussion Points:

- Whether the employee has an underlying medical condition
- Whether there are factors contributing to the employee's sickness absence which are work related (working conditions, relationships, work related stress, working arrangements etc.)
- Whether there is a likelihood of future sickness absences
- When or if the employee is likely to be fit to return
- Whether the employee may be covered by the Equality Act 2010
- The employee should be allowed to raise any points that they wish to be considered

Before any decisions are reached the Manager should adjourn the meeting and consider the case before deciding what appropriate action should be taken.

Adjournment:

During the adjournment process the manager chairing the meeting should consider the following options:

- No further action is required – the employee’s sickness is considered satisfactory or there are extenuating circumstances which have a material effect on the employee’s sickness record.
- Issue targets and a monitoring period
- Redeployment – as an alternative to dismissal – seek advice under the redeployment procedure.
- Dismissal – the meeting must be conducted by a Head of Service, consultation with HR Business Partner and provision of advice from Occupational Health. The employee should also be given the right to appeal against the dismissal.

Decision Making:

The Manager chairing the Formal meeting should be satisfied that:

- All relevant circumstances have been fully investigated
- The attendance at work framework has been complied with
- The facts have been established
- Requirements of the Equality Act 2010 have been complied with (as appropriate)
- Mitigating or personal circumstances have been considered
- The action contemplated is justified in the circumstances of the case
- Previous current warning under this procedure have been considered

4. Reconvene Meeting and confirming the Outcome:

The formal meeting should be reconvened for all parties and the employee advised of the decision verbally and informed of their right to appeal against the decision.

The outcome of the meeting is to be confirmed in writing within 5 days of the meeting, including advice on the appeals process.

Where targets and a monitoring period are issued, the letter should include details of the improvement targets, any action plans agreed, the monitoring period and how progress will be monitored, any reasonable adjustments to be made, any support available and depending on what stage the procedure is at, that any failure to improve attendance could lead to further warnings or ultimately dismissal and the date of the next formal review meeting.

5. No further action

If it is deemed no further action is required then this could be confirmed in writing within 5 days of the meeting.

6. Setting Targets and Monitoring periods:

Managers should think through the following aspects when they are considering the setting of targets and monitoring periods:

- Targets should consist of actions that are realistic, reasonable and achievable and that they are reflective of the absence experience to date. Consideration should be made against the requirements of the Equality Act 2010, and employee's that this applies to should be given targets that provide reasonable adjustments.
 - Examples of targets:
 - No absence within an agreed monitoring period
 - Absence less than x days within the agreed monitoring period
 - All absence is to be certified during the agreed monitoring period
- Monitoring periods:
 - The monitoring period should be reflective of the stage of the absence capability process and relevant to the historical absence trend. Managers through the review process outlined above should consider all of the options available to them and set periods appropriate to this.
 - Examples of periods:
 - 3 months – this could be for stage 1 of the process
 - 1-2 months for stage 2 of the process
 - 1 month for stage 3 of the process
 - An extended monitoring period may be set this could be a period of 6 – 12 months.
 - The monitoring periods are to be clearly discussed with the employee along with the expectations of them during the monitoring period
 - The employee knows what will be deemed as an acceptable improvement in terms of sickness absence
 - There is an agreement on how the employee's progress will be monitored and how an assessment will be made
 - Regular feedback is given to the employee during the monitoring period. This can be carried out in one to one meetings but a written record of the discussion and position must be kept with a copy provided to the employee
 - The employee knows where to go for help and support during the review period
 - The employee is aware of the possible consequences of not meeting the required level of attendance
 - The date is clearly set for the end of the monitoring period
 - The employee is aware that following the monitoring period, a formal attendance capability meeting

7. Review Meeting

During the review meeting the employee's attendance and progress against agreed actions should be reviewed. If there is no progress then the decision should be made to issue the appropriate warning. If sufficient progress has been made the outcome may be that no further action is required. The employee should have the right of appeal against the decision made at this stage

8. Progressing through the stages:

To move from one stage to another there would need to be a formal review at the end of the established monitoring stage. The manager should use the same decision making guides to when making decisions concerning the employee's position and the next steps. All subsequent meetings should be carried out in line with the formal attendance capability meeting guide.

ATTENDANCE AT WORK PROCEDURE

SUPPORTING PARAGRAPHS - Part 3

GENERAL

Absence Dashboard

- The absence Dashboard can be found in the desktop page under the icon heading sickness reports and absence reports.
- The absence data is drawn directly from ITrent so it is reporting the most up to date absence data.
- Guidance on accessing the Dashboard and its reports can be found on the home page.
- All Managers are able to access DCC and Service top level information on the absence position.
- Managers will also be able to access the RAW data for their reporting teams.
- The reporting structures for the Dashboard are based on ITrent reporting structures. Directors have access to all levels of data. Heads of Service have access to all data pertaining to their service.

Pay When Absent From Work

- Unauthorised absence is unpaid. Following written notice from a manager that if a medical certificate is not provided by a stipulated date, the period of absence will be unpaid and the individual would be subject to the disciplinary procedure.
- The organisation may with notice refuse to continue to pay enhanced sick pay for certificated or un-certificated absence from work. For example: where an employee continues to participate in outside work activities which have a repeat impact on their health and ability to attend work, or if an employee refuses to attend or interact with OHU and there is a need for the Manager to understand the absence from work and impact in more detail than an employee's explanation of the situation.

Removal Of Right To Self Certification

- At the first formal absence capability meeting a manager can insist that any subsequent absence from work during the monitoring period will require the individual to provide certification of their inability to attend work. Should an employee not provide this:
 - Enhanced sick pay will be removed
 - Escalation of the management in the non-attendance process
 - A review of conduct under the disciplinary process may be considered

Suspension on Medical Grounds

On return to work or planned return to work, should a Manager have serious concerns about an employee's fitness to work, they may suspend the employee on medical grounds. Managers will need to consult both HR Direct and OHU to ensure guidance on decision and next steps are provided. Suspension is on full pay and is for a period whilst further medical advice from a medical practitioner and OHU is sought.

Non-attendance at work due to other medically related procedures

Elective Procedures / Gender Reassignment

Should employees plan and arrange elective procedures they will not be considered absent from the workplace under the Attendance at Work procedure. All appointments and associated time off from work will need to be taken as annual leave or flexi. Consideration for a period of unpaid sick leave can be made but approval must be provided by the Manager, for such cases employees would need to provide a medical certificate and they may be able to receive statutory sick pay in these circumstances.

Should an elective procedure be medically supported such as in the cases where it is required due to a potential health, psychological issue or gender reassignment and can be supported by written confirmation from a medical practitioner, then paid time off would be provided, subject to the appropriate medical certification.

IVF Treatment

IVF treatment often requires 8-10 attendances at a clinic and can involve one or both partners concerned to attend. Within a rolling 12 month period there is an allowance up to the equivalent to 3 days (or pro rata to 60% of contractual working time for part time staff). On occasions the treatment may require extensive travel by agreement the time off can be extended to the equivalent to 5 days (37 hours) within the 12 month rolling period. If any additional time off is required this would be taken as annual leave or flexi.

Medical Appointments – GP/Hospital/ Dentist/Optician etc.

Routine medical appointments should be taken in an employee's own time, and be taken outside of the working day whenever possible. Employee's attending a planned hospital appointment should seek approval to attend prior to the appointment date. Managers can ask for proof of the appointment, failure to provide this may result in the employee having to take unpaid time off or annual leave.

Pregnancy Related

It is good management practice to ensure that an early pregnancy risk assessment is carried out with a pregnant employee. Adjusted duties or other reasonable measures should be explored with pregnant employees who are at risk of being absent.

Absences related to a pregnancy will not count towards the trigger system. If an employee is off sick due to a pregnancy related aspect in the four weeks leading up to the expected birth of the baby, then the employee's maternity leave will commence early.

Annual Leave

Should an employee fall sick during a period of annual leave, then the annual leave can be taken at another time subject to the following conditions:

- The employee notifies their manager on the first day of the sickness.
- The absence period regardless of length must be certified by a qualified medical practitioner.
- Where an employee is overseas when he/she falls ill or is injured, evidence must be produced that the employee has made an insurance claim for medical treatment received at an overseas location.

Employees, who are off long term sick, still accrue their holiday entitlement, and they can choose to take annual leave during a period of absence, they need to do this in agreement with their Manager.

If an employee does go on holiday during a long term period of absence they need to take this period as annual leave. It should be noted that employees should not engage in activities that are:

- Inconsistent with their stated reason for absence
- Have a detrimental effect on their recovery
- May worsen/prolong their absence

Should it transpire that an employee has undertaken an activity that proves detrimental to their recovery this may result in the removal of enhanced sick pay.

Roles and Responsibilities

Tudalen 42

Employee	Supervisor/Manager / Head of Service	Occupational Health & HR
<ul style="list-style-type: none"> • Manage health and wellbeing to support their ability to attend work. • Attend work unless unfit to do so. • Expect managers to make and maintain contact during period of absence. • Ensure are familiar with the Attendance at work procedure. • Make contact at the earliest opportunity to confirm absence. • Make reasons and outcomes of consultations with medical practitioners available to managers through updates. • Co-operate and attend review meetings. • Provision of certification or information in a timely manner. • Not undertake any out of work activities which might delay recovery and return to work. • Expect to discuss alternative work opportunities whilst absent from work should the condition absent with support such actions. • Raise concerns with manager, trade union, OHU or other person if there are aspects of a job which are believed to be having an impact on their health. 	<ul style="list-style-type: none"> • To review and ensure all absence from work is appropriately reviewed, recorded and discussed with employee. • Ensure employee is aware and had access to Attendance at work procedure. • To ensure, as far as possible, their employees’ health, safety and wellbeing at work. Taking action to alleviate situations causing concern. • To maintain accurate ITrent absence records. • To appropriately and accurately refer to OHU. • To maintain contact with employee during period of absence. • To review opportunities for alternative work and discuss these with employee and seeking OHU input as appropriate. • Conduct return to work meeting, ensuring employees suitability to return to work – fully or reduced in some way, impact absence has had on role, team, service, and employees position concerning absence review triggers. 	<ul style="list-style-type: none"> • To provide support to managers and employee to facilitate return to work, access to support needed or ongoing interventions which prioritise the wellbeing of the individual and their return to work in the shortest timescale. • Provide advice and guidance to managers for discussion and review concerning the impact of an employee’s health on their ability to carry out their role. • Support managers in identifying and understanding interventions and options available to support their teams’ ability to maintain their attendance in work. • Assess employees’ health status for roles with particular health requirements. • Facilitate access to interventions that can support employees such as physiotherapy, counselling, healthy you initiatives such as stop smoking etc. • HR support managers in reviewing and managing absence in line with the process. • HRBP to review any decisions to dismiss an employee with Head of Service to ensure consistency of decision making.

Attendance at Work Procedure
17th March 2014

Equality Impact Assessment

Attendance at Work Procedure

Contact: Julie Worrall, HR

Updated: 17 March 2014

1. What type of proposal / decision is being assessed?

A new or revised policy

2. What is the purpose of this proposal / decision, and what change (to staff or the community) will occur as a result of its implementation?

The revision of the Attendance at Work procedure. This is to ensure there is a clear process of managing absence from work. There is a removal of some aspects of the current procedure and the introduction of trigger levels, with 3 clear stages for managing absence capability. Services maintain the autonomy for decision making with escalation points to ensure any decisions are audited for appropriateness and consistency across the wider organisation.

3. Does this proposal / decision require an equality impact assessment? If no, please explain why.

*Please note: if the proposal will have an impact on people (staff or the community) then an equality impact assessment **must** be undertaken*

Yes

<If no, briefly summarise the reasons for this decision here, and skip ahead to the declaration at the end>

4. Please provide a summary of the steps taken, and the information used, to carry out this assessment, including any engagement undertaken

(Please refer to section 1 in the toolkit for guidance)

There has been a project underway for 12 months, reviewing the current absence process, good practice from other organisations and internal consultation with managers and SLT. Consideration has been made to the appropriate legislation such as the Equality Act 2010 in determining the new procedure and recommendations.

5. Will this proposal / decision have a positive impact on any of the protected characteristics (age; disability; gender-

reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation)?
(Please refer to section 1 in the toolkit for a description of the protected characteristics)

Full consideration under the requirements of the Equality Act 2010 have been made and there is reference to this Act within the procedure.

6. Will this proposal / decision have a disproportionate negative impact on any of the protected characteristics (age; disability; gender-reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation)?

No due to the fact that reasonable adjustments as per the requirements of the Equality Act 2010 will be required in line with the procedures guidance.

7. Has the proposal / decision been amended to eliminate or reduce any potential disproportionate negative impact? If no, please explain why.

Yes	The procedure is in line with the requirements of the Equality Act 2010.
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8. Have you identified any further actions to address and / or monitor any potential negative impact(s)?

Yes	Monitoring of Procedure Implementation and use
-----	--

Action(s)	Owner	By when?
Montior the use and decision making processes within the Procedure	HR	March 2015
<Please describe>	<Enter Name>	<DD.MM.YY>
<Please describe>	<Enter Name>	<DD.MM.YY>
<Please describe>	<Enter Name>	<DD.MM.YY>
<Unrestrict editing to insert additional rows>	<Enter Name>	<DD.MM.YY>

9. Declaration

Every reasonable effort has been made to eliminate or reduce any potential disproportionate impact on people sharing protected characteristics. The actual impact of the proposal / decision will be reviewed at the appropriate stage.

Review Date:	31.03.2015
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Name of Lead Officer for Equality Impact Assessment	Date
Julie Worrall, HR Business Partner	17.03.2014

Please note you will be required to publish the outcome of the equality impact assessment if you identify a substantial likely impact.

Adroddiad i'r:	Cyngor
Dyddiad y Cyfarfod:	8 Ebrill 2014
Aelod Arweiniol:	Cynghorydd Barbara Smith
Awdur yr Adroddiad:	Linda Atkin, Pennaeth Adnoddau Dynol Georgina Roberts, Rheolwr Adnoddau Dynol a Datblygu Sefydliadol
Teitl:	Datganiad Polisi Gweithio Hyblyg

1. Am beth mae'r adroddiad yn sôn?

Mae'r adroddiad yn ymwneud â'r Datganiad Polisi Gweithio Hyblyg. Gweithio Hyblyg yw'r term a ddefnyddir i ddisgrifio sut y gall gweithwyr weithio o unrhyw leoliad, boed o adeilad y Cyngor, yn y gymuned, o gartref neu unrhyw gyfuniad o'r rhain.

2. Beth yw'r rheswm dros lunio'r adroddiad hwn?

Mae angen penderfyniad ar fabwysiadu'r Datganiad Polisi Gweithio Hyblyg, a fydd y polisi trosfwaol ar weithio ystwyth a hyblyg yn y cyngor.

3. Beth yw'r Argymhellion?

Bod y Datganiad Polisi Gweithio Hyblyg yn cael ei gytuno a'i fabwysiadu gan y Cyngor Llawn.

4. Manylion yr adroddiad.

Bwriad y Datganiad Polisi Gweithio Hyblyg yw bod yn ddatganiad polisi trosfwaol ynghylch sut y bydd gweithwyr yn gweithio yn y cyngor yn y dyfodol. Mae'r datganiad yn cwmpasu eitemau fel gweithio hyblyg, cyfathrebu, gofod swyddfa, cymhareb desg, diogelwch gwybodaeth a thechnoleg, y cyfan yn helpu ein gweithwyr i weithio mewn ffordd mwy ystwyth a hyblyg fel y gallwn gynnig gwasanaeth gwell i'n cwsmeriaid a rhesymoli gofod swyddfa.

Mae canllawiau manwl ar gyfer rheolwyr a staff wedi eu cynhyrchu ac ymgynghorir arnynt ar hyn o bryd.

Mae'r egwyddorion allweddol y mae gweithio Hyblyg yn seiliedig arnynt yn cynnwys

- Rhaid creu amgylchedd gwaith addas. Mae hyn yn cynnwys darparu mecanweithiau lle gwaith a chyfathrebu addas i gysylltu â chydweithwyr.
- Rhaid i weithwyr gadw offer a gwybodaeth y cyngor yn ddiogel.
- Rhaid i sianeli cyfathrebu a chymorth priodol fod ar gael e.e. cyfarfodydd tîm rheolaidd i fonitro rhaglenni gwaith a chydlynu goruchwyliaeth swyddfa.

- Bydd angen i reolwyr reoli llwyth gwaith ac allbynnau, felly bydd cadw mewn cysylltiad yn gyfrifoldeb allweddol
- Bydd cyfathrebu rheolaidd ar draws timau a chynnal ethos tîm hyd yn oed o leoliadau anghysbell yn golygu lefel o bwysigrwydd newydd.
- Cynllunio a chytuno ar raglen waith gyda'r rheolwr atebol, a chydweithwyr yn hanfodol er mwyn sicrhau bod llwyth gwaith addas ar gael ac offer ar gael pan fydd ei angen.
- Cadw at bolisi ardal waith glir
- Ei fod yn wirfoddol ac mae angen iddo weddu i'r unigolyn ac o fudd i ddarpariaeth gwasanaeth.

Mae'r Datganiad Polisi Gweithio Hyblyg wedi bod trwy ymgynghoriad helaeth a mewnbwn gan yr Uwch Dîm Arweinyddiaeth, y Bwrdd Moderneiddio, Undebau Llafur, Cyngor Staff a rheolwyr a staff sydd wedi bod yn treialu hyn dros gyfnod o 6 mis.

Mae hyn wedi cael ei drafod yn CBYLI ar 12 Chwefror, lle cododd yr Undebau Llafur bryderon am weithio gartref, trefniadau rhannu desgiau a newidiadau i'r Asesiad o'r Effaith ar Gydraddoldeb. Mae'r materion hyn wedi cael sylw ac eglurwyd yn y Cyfarfod Corfforaethol ar y cyd gyda'r undebau llafur a chyfeiriwyd yn ôl i'r CBYLI i'w argymhell i'r Cyngor ar 2 Ebrill 2014.

Mae copi o'r Datganiad wedi'i atodi yn atodiad 1.

5. Sut mae'r penderfyniad yn cyfrannu at y Blaenoriaethau Corfforaethol?

Mae'r polisi hwn yn cefnogi'r flaenoriaeth gorfforaethol ganlynol:

“Moderneiddio'r cyngor i sicrhau effeithlonrwydd a gwella gwasanaethau ar gyfer ein cwsmeriaid.”

Canlyniad 1: Bydd gwasanaethau'n parhau i wella a datblygu

Canlyniad 2: Gweithlu mwy hyblyg ac effeithiol a gefnogir gan seilwaith cost effeithiol

6. Faint fydd hyn yn ei gostio a sut bydd yn effeithio ar wasanaethau eraill?

Mae'r polisi hwn yn diffinio sut y byddwn yn cefnogi ein nod o fod yn weithlu hyblyg ac effeithiol. Er bod costau sy'n gysylltiedig â chyflawni hyn, mae'r rhain wedi cael eu cynnwys yng nghyllideb fuddsoddi'r Bwrdd Moderneiddio, cyllidebau Gwasanaeth a'r gyllideb TG.

Mae adnoddau o TGCh, Adnoddau Dynol ac Eiddo yn ymwneud â chefnogi'r broses o gyflwyno'r agwedd hon o'r rhaglen foderneiddio.

O ran agwedd amgylcheddol, bydd gweithio mewn ffordd ystywyth a hyblyg yn golygu llai o deithio gan na fydd angen i weithwyr ddychwelyd i'r swyddfa i fewnbynnu neu gael mynediad at wybodaeth.

7. Beth yw prif gasgliadau'r asesiad a wnaed o effaith y penderfyniad hwn ar gydraddoldeb?

Mae copi o'r AEC wedi'i atodi yn atodiad b.

Mae'n cael ei gydnabod efallai na fydd hyn yn addas ar gyfer yr holl weithwyr ac felly nid yw'n ofyniad gorfodol. Yr unigolyn fydd yn penderfynu a yw'n rhywbeth y dymunant ei wneud ac os felly trafod hynny gyda'u rheolwr.

Yn benodol, mae yna botensial iddo gyfyngu ar y gallu i rai pobl weithio mewn lleoliadau swyddfeydd eraill os oes ganddynt offer a addaswyd yn bersonol. Gan ei fod yn wirfoddol, yr unigolion fydd yn penderfynu a ydynt yn gallu gweithio mewn lleoliadau eraill gan ystyried yr orsaf waith sydd ar gael, faint o amser maent yn debygol o fod yn ei dreulio yno a'r math o waith maent yn ymgymryd ag ef. Lle bo'n bosibl ac yn angenrheidiol, bydd y Cyngor yn darparu offer a addaswyd yn bersonol sy'n gludadwy a throsglwyddadwy.

8. Pa ymgynghoriadau a wnaed gydag Archwiliad ac eraill?

Ymgynghorwyd gyda'r Bwrdd Moderneiddio, Undebau Llafur, UDA, Rheolwyr Canol, Cyngor Staff a'r Grŵp Adolygu Polisi.

Mae ymatebion a dderbyniwyd wedi cynnwys yr angen i symleiddio polisiau presennol, na fyddai un ymagwedd i bawb yn gweithio ac y dylai'r pwyslais fod ar angen busnes a darparu gwasanaethau sydd wedi cael ei adlewyrchu yn y broses o ddatblygu'r polisi.

Mae pryderon a godwyd gan yr undebau llafur ym mhwynt 4 uchod wedi cael eu hanfon at y gweithgor prosiect i sicrhau bod ystyriaeth yn cael ei rhoi i'r rhain.

9. Datganiad y Prif Swyddog Cyllid

Mae gweithio hyblyg yn elfen allweddol o gyflawni arbedion trwy leihau faint o ofod swyddfa a ddefnyddir gan y Cyngor. Bydd polisi clir ar hyn, felly, yn cefnogi'r strategaeth effeithlonrwydd tymor hir. Bydd unrhyw gostau angen eu cynnwys o fewn y cyllidebau presennol.

10. Pa risgiau sy'n bodoli ac a oes unrhyw beth y gallwn ei wneud i'w lleihau?

Mae'n bosibl y ceir llai o waith tîm, cyfathrebu a darparu gwasanaeth os nad yw pobl yn cael eu rheoli'n briodol. Er mwyn lleihau'r risg hwn, rydym wedi cynhyrchu arweiniad manwl, nifer o sesiynau hyfforddi a chanfod pobl sydd eisoes yn gweithio yn y modd hwn i roi cyngor a chymorth i reolwyr a staff.

11. Pŵer i wneud y Penderfyniad

Pŵer i wneud y penderfyniad yw a112 Deddf Llywodraeth Leol 1972.

AGILE WORKING – POLICY STATEMENT

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1. Introduction

Aim – An agile and effective workforce supported by cost efficient infrastructure

Denbighshire County Council's corporate priority is to develop modern working practices which help managers and employees to do their jobs in the heart of the community. We know that work performance is better if employees are able to have flexibility in their working arrangements, enabling them to better meet business needs and to improve efficiency and effectiveness, it can also help with balancing work and life demands.

With an organisation as diverse as the council a "one size fits all" approach will not work and as a management tool there will be differing levels of flexibility that can be applied to different posts. There will, of course, also be some roles where agile working is not possible. Although agile working is not a right our aim is to apply agile and flexible principles wherever possible.

Agile Working is the term used to describe how employees can work from any location, whether it is from a Council building, in the community, from home or any combination of these.

We want to make sure that working in an agile way does not mean that service delivery suffers in any way. In fact, we want it to improve our services to customers. We also need to reduce the cost of services by reducing the amount of office buildings, business travel and printing, therefore we need the technology and building infrastructure to enable more agile working by our employees. Our service provision models will have a clear goal of reducing reliance upon physical space and utilising areas in different ways.

We also want to make sure that employees understand what is expected of them when working agilely, to ensure that there is fairness and equity and that working arrangements are safe. Vitally important is also the need to maintain teamwork and opportunities for development and learning.

Agile working is about being able to do your job from a variety of locations. This could be from your usual place of work, a remote office, from home or on the move as long as the service needs are met.

Agile working is also about how we work, eg different working patterns such as annualised hours, 9 day fortnight or even the flexibility to take your lunch break at a different time of day.

Agile working is about flexibility and as such it is difficult to apply a rigid set of rules around it. Employees are expected to enter into the spirit of this flexibility and to remember that agile working brings a responsibility to co-operate with managers and colleagues.

As indicated the extent of agile working will vary according to the job role, and the main considerations are the impact on access to services by the public and on employee welfare both of the individual and their colleagues.

The Modernisation programme, through agile working supports the sharing of office facilities and aims to reduce the amount of corporate office space and to invest in changes to the amount and style of office space, the technology that employees use to work in a mobile way and the policies and procedures to support agile workers and teams.

2. Workstyles

Denbighshire has identified a number of workstyles:

- Desk based - for those predominantly based in the office and working from one desk
- Mobile/flexible - for those who spend some of their time working away from an office base
- Collaborative - a flexible or desk based worker who needs to be able to work from the base of another organisation
- Home based - for those more likely to be based from home.

Workstyles describe the ways in which staff are supported by facilities provided by the Council: office space, technology and management practice.

For those who do not fit into the above categories, their circumstances will be considered on an individual basis.

3. Equalities, Fairness and Consistency

It is essential that managers and employees alike enter into the spirit of agile working within the constraints of normal service provision. As each service offering is different, a 'one size fits all' approach cannot be applied.

It must be remembered that the final decision will be based on the impact it has on the Service, so although most employees have access to agile working not all outcomes will be the same and not all roles will be suitable for agile working.

An equalities impact assessment will be undertaken for new ways of working.

4. Review

Not all agile working arrangements will be successful either from the service point of view or the individual's point of view, so they are open to review at any point.

If problems arise every effort will be made to resolve them.

Managers will only stop agile working arrangements for sound business or performance reasons and after consulting fully with the employee.

5. Costs and Expenses

Printing is actively discouraged, but if there is a need to print anything it is expected that employees working remotely will use council facilities. This is particularly relevant for bulk printing or postage as it is far cheaper to use office based Multi-Functional Devices and franking machines.

Employees who want to access the workplace electronically from home will need to use their own broadband facilities and will not be reimbursed for doing so. It works on the same principle as getting to an office base – it is at their expense. The same principle applies to increased energy costs arising from home working.

Very few posts will be designated as 'home based' and this will apply where the employee infrequently needs to visit an office base or go into the community to work. All employees will be given a normal work base to meet with colleagues and this base should be used for travel claims.

It is important that all employees manage their travel and limit it in order to achieve the environmental benefits of agile working. Video and telephone conferencing is to be used in preference to travelling to meetings.

Mileage claims will be reimbursed under the usual terms and conditions of claiming expenses and subsistence allowance.

Travel time between the designated work base and home is not refundable.

6. Accommodation

All employees will have a designated work base where their team work area is situated, along with shared workspaces and limited storage facilities (electronic storage is the norm). This base will be used for mileage claims.

Physical work accommodation will, wherever possible, be designed in ways that:

- Respond to opportunities offered by new ways of working;
- Provide flexibility in terms of accommodating differing work styles and functions;
- Stimulate greater productivity;

Open plan work layouts should be implemented wherever practical.

Open plan allows more flexibility, particularly when combined with principles of hot desking

This aspiration will be extended to open plan management suites where possible.

Use of cellular offices will be limited to the need for access to small private space for 1:1's, confidential phone calls etc

In order to reduce demand on the meeting rooms, the integration of informal breakout areas will be encouraged. The location of breakout areas needs to be considered in order to facilitate uninterrupted conversation for the users and minimise potential interruption to surrounding work areas. Wherever possible, breakout areas should be located in central (or at least designated) areas where they can be utilised by more than one service.

Where there is a genuine need for service/customer confidentiality, then this will be determined and appropriately designed in consultation with the service provider. All council employees will be bound by the same rules of confidentiality.

Use of meeting spaces should be restricted to meetings involving large numbers, training events and public meetings etc.

In order to facilitate desk sharing and departmental hot desking, a clear desk policy will need to be implemented at service level.

A limited number of corporately available hot desks/drop down spaces will be provided in each office building.

7. Enabling Technology

All employees will be provided with suitable ICT equipment depending on their workstyle. This could include laptops, PCs, tablets with IM (Information

Management), and video/audio conferencing facilities, so there is absolutely no reason why working remotely should be any different to working in a council building.

Arrangements should be made for appropriate office cover. Core contact time and office cover arrangements should be agreed between the team and the line manager. Agile workers must be contactable.

All employees who are able to work remotely will have the ICT equipment to do so.

Mobile phones will be issued where the job role demands it i.e. it is a requirement of the job that the employee is mobile.

Where employees have their own personally adapted equipment (e.g. left hand keyboard and mouse) they will be able to keep this for their personal use and move it with them when working in any offices or remote sites. For Health & Safety purposes if an employee cannot work safely from remote locations without their specially adapted equipment they will not be able to do so.

Employees will be able to use their ICT equipment in a DCC office or any other remote DCC location.

Employees will be responsible for providing their own broadband for homeworking purposes.

8. Information Security

The Council's Information Security Policy must be followed in relation to protecting information appropriately ([link to Information Security Policy](#))

If handling personal data, the Council's Data Protection Policy must be adhered to.

All Council paperwork is securely locked away and only accessible electronically to the employee. Employees should make sure that screens and documents cannot be overlooked by other people when working flexibly.

Equipment, software, files and any other information should be taken care of to make sure it is not lost. It is particularly important to ensure that other people (in the home or whilst working off site) cannot access confidential or personal information.

Work files must never be taken off the corporate network and saved to home computers.

9. Health and Safety

Health and safety Regulations apply to the employer and to all employees. The Management of Health and Safety at Work Regulations requires employers to ensure that a risk assessment of all activities is carried out with the significant findings being recorded and safe working systems developed where necessary.

When “agile” working, employees must ensure that they have suitable equipment, a suitable workspace with adequate security, storage, seating, ventilation, lighting and space.

10. Property & Insurance

Computers, laptops, phones and other items of equipment provided by the Council are covered by the Council's insurance policy. However employees will still need to make sure the equipment AND ANY INFORMATION ON IT is safe and secure.

Staff should only use equipment that they are competent to use and all equipment should be checked by the user before use to ensure that it shows no signs of fault or damage. Faulty or damaged equipment should be replaced.

Employees are responsible for contacting anyone with an interest in their property (e.g. mortgage lenders, landlords, leaseholders, Building and Contents insurer) to make sure there is nothing they need to consider when home working.

Agile Working Policy Statement
23rd January 2014
amended 18th March 2014

Equality Impact Assessment

Agile Working Policy Statement

Contact: George Humphreys, HR

Updated: 18th March 2014

1. What type of proposal / decision is being assessed?

A new or revised policy

2. What is the purpose of this proposal / decision, and what change (to staff or the community) will occur as a result of its implementation?

Denbighshire County Council's corporate priority is to develop modern working practices which help managers and employees to do their jobs in the heart of the community. The Agile Working Policy Statement is intended to be the overarching policy statement about how this will work in the council going forward. The statement covers items like flexible working, office space, desk ratio's information security and technology, all of which will help us work in a more agile and flexible way so that we can offer a better service to our customers and rationalize office space.

3. Does this proposal / decision require an equality impact assessment? If no, please explain why.

*Please note: if the proposal will have an impact on people (staff or the community) then an equality impact assessment **must** be undertaken*

Yes

Yes

4. Please provide a summary of the steps taken, and the information used, to carry out this assessment, including any engagement undertaken

(Please refer to section 1 in the toolkit for guidance)

An assessment has been undertaken against the protected characteristics and the impact of the proposed changes.

5. Will this proposal / decision have a positive impact on any of the protected characteristics (age; disability; gender-reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation)?
(Please refer to section 1 in the toolkit for a description of the protected characteristics)

It has the potential to provide a positive impact across all protected characteristics as the flexibility it affords will benefit people who have personal needs outside of work.

6. Will this proposal / decision have a disproportionate negative impact on any of the protected characteristics (age; disability; gender-reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation)?

It is recognised that this may not be suitable for all employees and therefore it is not a compulsory requirement. It will be down to the individual to determine whether it is something they wish to do and if so discuss with their manager.

Specifically, there is the potential for it to limit the ability for some people to work at other office locations if they have personally adapted equipment. As it is voluntary it will be up to individuals to decide whether they are able to work at other locations taking into account the work station available, the amount of time they are likely to be spending there and the type of work they are undertaking.

7. Has the proposal / decision been amended to eliminate or reduce any potential disproportionate negative impact? If no, please explain why.

No	No, it is not possible to provide for the needs of individuals at every work location in the county. Where ever possible individual who have adapted equipment will be given equipment that is transferable if it is possible.
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8. Have you identified any further actions to address and / or monitor any potential negative impact(s)?

Yes	These actions have been discussed with the recognised trade unions and fed back to the modernisation board for their consideration. No dates for completion have been agreed as yet.
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Action(s)	Owner	By when?
Purchase transferable personal equipment where possible and necessary	Managers	<DD.MM.YY>

When promoting agile working, there is a need to be clear on the obligations on employees and to emphasis the fact that it is voluntary	Modernisation Board Members/Managers	<DD.MM.YY>
To formalise the hot desking arrangements and this should include information on what equipment is available.	Modernisation Board	<DD.MM.YY>
In order to assess the fairness of application by managers; understand the benefits of the policy; and any issues that have arisen, a survey to be undertaken 6-12 months after the launch.	Modernisation Board	<DD.MM.YY>
<Unrestrict editing to insert additional rows>	<Enter Name>	<DD.MM.YY>

9. Declaration

Every reasonable effort has been made to eliminate or reduce any potential disproportionate impact on people sharing protected characteristics. The actual impact of the proposal / decision will be reviewed at the appropriate stage.

Review Date:	April 16
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Name of Lead Officer for Equality Impact Assessment	Date
George Humphreys	18.3.14

Please note you will be required to publish the outcome of the equality impact assessment if you identify a substantial likely impact.

Adroddiad i'r:	Cyngor
Dyddiad y Cyfarfod:	8 Ebrill 2014
Aelod/Swyddog Arweiniol:	Cyng. Barbara Smith Dr Mohammed Mehmet, Prif Weithredwr
Awdur yr Adroddiad:	Linda Atkin, Pennaeth Adnoddau Dynol
Teitl: Datganiad ar Bolisïau Talu	

1. Am beth mae'r adroddiad yn sôn?

- 1.1 Mae Deddf Lleoliaeth 2011 yn gofyn i awdurdodau lleol baratoi datganiadau ar bolisïau talu. Rhaid i'r datganiadau hyn fynegi polisiau'r awdurdod ei hun ar ystod o faterion yn ymwneud â thâl i'w weithlu yn enwedig ei uwch staff (neu "prif swyddogion") a'i weithwyr ar y cyflogau isaf. Rhaid i'r Cyngor gymeradwyo Datganiadau ar Bolisïau Tâl yn flynyddol, a'u cyhoeddi ar y wefan berthnasol.

2. Beth yw'r rheswm dros lunio'r adroddiad hwn?

- 2.1 Mae'r adroddiad hwn wedi'i baratoi i fodloni rhwymedigaethau cyfreithiol y Cyngor mewn perthynas â'r Ddeddf Lleoliaeth 2011.
- 2.2 Gofynnwyd am gymeradwyaeth ar gyfer y Datganiad ar Bolisïau Tâl a oedd wedi'i ddrafftio yn unol â gofynion 38 (1) o'r Ddeddf Lleoliaeth 2011 sy'n cynnwys pob trefniant tâl presennol ar gyfer y grwpiau gweithlu yn y Cyngor, gan gynnwys Prif Swyddogion a gweithwyr ar y cyflogau isaf.

3. Beth yw'r Argymhellion?

- 3.1 I gymeradwyo'r Datganiad ar Bolisïau Tâl ynghlwm i sicrhau bod y Cyngor yn cydymffurfio â'i oblygiadau cyfreithiol dan Ddeddf Lleoliaeth 2011.

4. Manylion yr adroddiad.

- 4.1 O dan Adran 112 o Ddeddf Llywodraeth Leol 1972 mae gan y Cyngor 'y pŵer i benodi swyddogion ar delerau ac amodau rhesymol o'r math y mae'r Awdurdod yn credu sy'n addas'. Mae'r datganiad ar y Polisi Tâl hwn yn amlinellu ymagwedd y Cyngor i'r Polisi Tâl yn unol â gofynion 38 (1) Deddf Lleoliaeth 2011 sy'n ei gwneud yn ofynnol i Awdurdodau Lleol Cymru a Lloegr gynhyrchu a chyhoeddi Datganiad ar Bolisi Tâl ar gyfer pob blwyddyn ariannol, sy'n manylu ar:
- Bolisïau'r Awdurdod tuag at bob agwedd ac elfen o dâl Prif Swyddogion
 - Eu ymagwedd at gyhoeddi a chael mynediad i wybodaeth yn ymwneud â phob agwedd o dâl Prif Swyddogion
 - Polisïau'r Awdurdod tuag at dâl ei weithwyr sydd ar y cyflogau isaf (gan gynnwys y diffiniad a fabwysiadwyd a'r rhesymau drosto)

d) Y berthynas rhwng tâl ei Brif Swyddogion a gweithwyr eraill.

Mae'r polisi tâl yn ddigyfnawid i raddau helaeth ers y llynedd, ond mae'n adlewyrchu'r cynnydd cyflog o 1% i staff CGC, Soulbury a Ieuenctid; a 0% i Brif Swyddogion. Mae'r setliad cyflog ar gyfer 2014/15 eto i'w gytuno.

5. Sut mae'r penderfyniad yn cyfrannu at y Blaenoriaethau Corfforaethol?

5.1 Dim yn berthnasol.

6. Faint fydd hyn yn ei gostio a sut bydd yn effeithio ar wasanaethau eraill?

6.1. Nid oes unrhyw oblygiadau ariannol amlwg i'r Cyngor yn codi o'r adroddiad hwn.

7. Beth yw prif gasgliadau'r Asesiad o Effaith ar Gydraddoldeb a gynhaliwyd am y penderfyniad? Dylid atodi Asesiad o Effaith ar Gydraddoldeb wedi ei gwblhau fel atodiad i'r adroddiad hwn.

7.1 Asesiad o Effaith ar Gydraddoldeb ynghlwm. Dyma ddatganiad blynyddol o gyflogau a oedd yn destun asesiad o effaith ar gydraddoldeb yn dilyn y Tâl Statws Sengl a'r Adolygiad Graddio. Cynhelir Archwiliadau Cyflog Cyfartal yn flynyddol i sicrhau bod hynny'n cael ei fonitro'n barhaus.

8. Pa ymgynghoriadau a gynhaliwyd gydag Archwilio ac eraill?

7.1. Ymgynghori â'r Pennaeth Gwasanaethau Cyfreithiol a Democrataidd, y Swyddog Adran 151 a'r Uwch Dîm Arweinyddiaeth i sicrhau bod yr holl ofynion o s38 (1) o'r Ddeddf Lleoliaeth wedi'i ymgorffori yn y Datganiad ar Bolisiau Tâl cyntaf ar gyfer 2012/3.

7.2. Gwybodaeth talu wedi'i ddiweddarau gan Cyflogau ac Arbeniwr Gwerthuso Swyddi yn dilyn Dyfarniadau Cyflog NJC ym mis Ebrill 2013 a Soulbury a Ieuenctid ym mis Medi 2013. Mae cyfraddau tâl Uwch Reolwr (JNC) yn aros yr un fath â Datganiad ar Bolisiau Cyflog 2013/14 gan nad yw'r rhain wedi cynyddu ers mis Ebrill 2008.

9. Datganiad y Prif Swyddog Cyllid

9.1 Nid oes unrhyw oblygiadau ariannol yn codi o'r adroddiad hwn

10. Beth yw'r risgiau ac allwn ni wneud rhywbeth i'w lleihau nhw?

10.1 Bydd y Cyngor yn torri ei rwymedigaethau cyfreithiol mewn perthynas â'r Ddeddf **Lleoliaeth** os yw'n methu â mabwysiadu'r Polisi Tâl.

11. Y Grym i wneud Penderfyniad

- 11.1 s38 (1) o Ddeddf Lleoliaeth 2011 ac adran 112 o Ddeddf Llywodraeth Leol 1972 yn cynnwys y pŵer i benodi swyddogion

Mae tudalen hwn yn fwriadol wag

DENBIGHSHIRE COUNTY COUNCIL PAY POLICY STATEMENT 2014/15

1. INTRODUCTION AND PURPOSE

- 1.1 Under Section 112 of the Local Government Act 1972 the Council has ‘the power to appoint officers on such reasonable terms and conditions as the Authority thinks fit’. This Pay Policy statement sets out the Council’s approach to pay in accordance with the requirements of s38 (1) of the Localism Act 2011 which requires English and Welsh Local Authorities to produce and publish a Pay Policy Statement each financial year, detailing:
- a) The Authority’s Policies towards all aspects and elements of the remuneration of Chief Officers
 - b) Their approach to the publication of and access to information relating to all aspects of the remuneration of Chief Officers
 - c) The Authority’s Policies towards the remuneration of its lowest paid employees (including the definition adopted and reasons for it)
 - d) The relationship between the remuneration of its Chief Officers and other employees.
- 1.2 Local Authorities are large complex organisations with multi-million pound budgets. They have a very wide range of functions and provide and/or commission a wide range of essential services. The general approach to remuneration levels may therefore differ from one group of employees to another to reflect specific circumstances at a local, Welsh or UK national level. It will also need to be flexible when required to address a variety of changing circumstances whether foreseeable or not.
- 1.3 The global economic crisis and the reduction in budgets during the current Comprehensive Spending Review (CSR) period has necessitated councils going through unprecedented and painful cuts in jobs and services in response. This process has avoided some of the potential financial difficulties for councils but has been essentially reactive, and will require ongoing strategic review going forward.
- 1.4 Approval of the Pay Policy Statement is required by Full Council as required by the legislation, this policy statement will come into immediate effect and will be subject to review on a minimum of an annual basis in accordance with the relevant legislation prevailing at that time.

2. LEGISLATIVE FRAMEWORK

- 2.1 In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes the
- a) Equality Act 2010
 - b) Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000
 - c) Agency Workers Regulations 2010 and where relevant, the

d) Transfer of Undertakings (Protection of Earnings) Regulations

2.2 With regard to the Equal Pay requirements contained within the Equality Act, the Council completed a review to ensure that there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of equality proofed Job Evaluation mechanism which directly relate salaries to the requirements, demands and responsibilities of the role.

2.3 This policy must be applied consistently to all job applicants or employees regardless of their age, disability, gender reassignment, marital or civil partnership status, race, pregnancy or maternity, religion or belief, sex, sexual orientation or caring responsibilities.

If you require this information in an alternative format please contact HR Direct on 01824 706200

3. SCOPE OF THE PAY POLICY

3.1 The Localism Act 2011 requires Authorities to develop and make public their Pay Policy on all aspects of Chief Officer Remuneration (including on ceasing to hold office), and that pertaining to the 'lowest paid' in the Authority, explaining their Policy on the relationship between remuneration for Chief Officers and other groups. However, in the interests of transparency and accountability the Council has chosen to take a broader approach and produce a Policy covering all employee groups with the exception of School Teachers (as the remuneration for this latter group is set by the Secretary of State and therefore not in Local Authority control).

3.2 Nothing within the provisions of the Localism Act 2011 detracts from the Council's autonomy in making decisions on pay that are appropriate to local circumstances and which deliver value for money for local tax payers. However, this Policy will be complied with in setting remuneration levels for all groups within its scope.

4. BROAD PRINCIPLES OF OUR PAY STRATEGY

4.1 Transparency, accountability and value for money

4.1.1 The Council is committed to an open and transparent approach to pay policy which will enable the tax payer to access, understand and assess information on remuneration levels across all groups of council employees. To this end copies of the following pay scales are included in appendix A – D:

- Employee Pay Scales
- Chief Officer Pay Scales
- Soulbury Pay Scales
- Youth Workers Pay Scales

and the following documents are available to view on the Denbighshire Website:

- Early Termination (Discretionary Payments) Policy
- Redundancy Policy
- Market Supplement Policy
- Acting up, Honoraria & Ex Gratia Payments Policy

4.2 Development of Pay and Reward Strategy

- 4.2.1 The primary aim of a reward strategy is to attract, retain and motivate suitably skilled staff so that the Authority can perform at its best. The biggest challenge for the Council in the current circumstances is to maximise productivity and efficiency within current resources. Pay Policy then is a matter of striking a sometimes difficult balance between setting remuneration levels at appropriate levels to facilitate a sufficient supply of appropriately skilled individuals to fill the Authority's very wide range of posts, and ensuring that the burden on the taxpayer does not become greater than can be fully and objectively justified.
- 4.2.2 In this context it does need to be recognised that at the more senior grades in particular remuneration levels need to enable the attraction of a suitably wide pool of talent (which will ideally include people from the private as well as public sector and from outside as well as within Wales), and the retention of suitably skilled and qualified individuals once in post. It must be recognised that the Council will often be seeking to recruit in competition with other good public and private sector employers.
- 4.2.3 In addition, the Council is the major employer in the area. As such we must have regard to our role in improving the economic well-being of the people of the Denbighshire. The availability of good quality employment on reasonable terms and conditions and fair rates of pay has a beneficial impact on the quality of life in the community as well as on the local economy.
- 4.2.4 In designing, developing and reviewing Pay and Reward Strategy, the Council will seek to balance these factors appropriately to maximise outcomes for the organisation and the community it serves, while managing pay costs appropriately and maintaining sufficient flexibility to meet future needs. This Pay Policy Statement will be reviewed on an annual basis in line with our strategy for pay and approved annually by the Full Council.

4.3 Pay Structure - Pay Spine

- 4.3.1 The Council uses the nationally negotiated pay spine as the basis for its grading structure. This determines the salaries of the larger majority of the non-teaching workforce, together with the use of other nationally defined rates where relevant. There was a 1% increase in the national pay spine in April 2013.
- 4.3.2 All other pay related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery and/or as determined by Council Policy.
- 4.3.3 New appointments will normally be made at the minimum of the relevant grade, although this can be varied where necessary to secure the best candidate.

4.4 Job Evaluation

- 4.4.1 Job evaluation is a systematic way of determining the value/worth of a job in relation to other jobs within an organisation. It aims to make a systematic comparison between jobs to assess their relative worth for the purpose of establishing a rational pay structure and pay equity between jobs. The authority currently uses the Greater London Provincial Council Job Evaluation Scheme.
- 4.4.2 The Council undertook a full evaluation and review of pay under Single Status for all staff in terms of Pay & Grading and Terms & Conditions in April 2008 and continues to evaluate any new posts or those that demonstrate a fundamental change in duties.

4.5 Chief Officer Job Evaluation

- 4.5.1 The Council defines its chief officers as being Chief Executive, Corporate Directors and Heads of Service. These posts are evaluated under HAY by an independent HAY consultant. A full re-evaluation of these posts was undertaken and agreed by Council in 2001 following a major re-organisation of Chief Officer and Senior Management posts. Any new posts or substantial changes to posts are re-evaluated at that time by an independent Hay consultant. Any substantial changes to the senior management structure will require a pay and grading review including a re-evaluation of the job weights.

4.6 Market Supplements

- 4.6.1 Job evaluation will enable the council to set appropriate remuneration levels based on internal job size relativities within the council. However, from time to time it may be necessary to take account of the external pay market in order to attract and retain employees with particular experience, skills and capacity.
- 4.6.2 Therefore, the Council has a Market Supplements Policy to ensure that the requirement for such is objectively justified by reference to clear and transparent evidence of relevant market comparators, using appropriate data sources available from within and outside the local government sector. It is the Council's policy that any such additional payments be kept to a minimum and be reviewed on a regular basis so that they can be withdrawn where they are no longer considered necessary.

4.7 Acting up, Honoraria & Ex Gratia Payments

- 4.7.1 There may be occasions when an employee is asked to carry out additional duties to those of their substantive post for a period of time. In such circumstances an additional payment may be made in line with the Council's policy on Acting Up, Honoraria & Ex Gratia Payments.

4.8 Pay and Performance

- 4.8.1 The Council expects high levels of performance from all employees and has an Annual Appraisal Scheme in place to monitor, evaluate and manage performance on an ongoing basis.

Where unsatisfactory performance is identified, through performance management, increments can be withheld

Performance related pay is only applied to the Chief Executive. A payment of between 5% and 12% will be determined by the Remuneration Committee on achievement of agreed objectives, competencies and behaviours.

5. CHIEF OFFICER REMUNERATION

5.1 Definitions of Chief Officer & Pay Levels

5.1.1 For the purposes of this statement, 'Chief Officers' are as defined within S43 of the Localism Act. The posts falling within the statutory definition of S43 of the Localism Act are set out below:

- a) Chief Executive
- b) Corporate Directors
- c) Heads of Service

5.1.2 No bonus or performance related pay mechanism is applicable to Chief Officers' pay except for the Chief Executive.

5.1.3 In respect of the nationally agreed JNC Pay Award for Chief Officers' and Chief Executive's salary, it should be noted that there has been no JNC national Pay Award since April 2008 and that the current Chief Executive has been appointed on a spot salary of £125,000 p.a. with no incremental progression.

5.2 Recruitment of Chief Officers

5.2.1 The Council's Policy and Procedures with regard to recruitment of Chief Officers is contained within the Officer Employment Procedure Rules as set out in Part 4 of the Constitution. The determination of the remuneration to be offered to any newly appointed Chief Officer will be in accordance with the pay structure and relevant policies in place at the time of recruitment. The salary level on appointment for the Chief Executive is determined by full Council.

Where it is deemed necessary to pay a market supplement, this will be advised through market research and agreed by the Special Appointments Panel prior to recruitment.

5.2.2 Where the Council remains unable to recruit Chief Officers under a contract of service, or there is a need for interim support to provide cover for a vacant substantive Chief Officer post, the Council will, where necessary, consider and utilise engaging individuals under 'contracts for service'. These will be sourced through a relevant procurement process ensuring the Council is able to demonstrate the maximum value for money benefits from competition in securing the relevant service. The Council does not currently have any Chief Officers engaged under such arrangements.

5.3 Additions to Salary of Chief Officers

5.3.1 Other than the Chief Executive, the Council does not apply any bonuses or performance related pay to its Chief Officers.

- 5.3.2 The Council does pay all reasonable travel and subsistence expenses on production of receipts and in accordance with JNC conditions and other local conditions.
- 5.3.3 The cost of membership of one professional body is met by the Authority.
- 5.3.4. The Chief Executive's Job Description includes his role as Returning Officer for Local Government Elections. The Council's fees for payment to its Returning Officer for elections duties can be found in appendix E.

5.4 Payments on Termination

- 5.4.1 The Council's approach to statutory and discretionary payments on termination of employment of Chief Officers (and all other employees), prior to reaching normal retirement age, is set out within its Early Termination of Employment (Discretionary payments) & Redundancy Policy in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006. This is in respect of a redundancy payment being based on actual weekly earnings (Regulation 5) and when an enhanced redundancy payment of up to 45 weeks pay would be granted (Regulation 6). Regulations 12 and 13 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007 do not apply as the Authority does not increase the total membership of active members (Regulation 12) or award additional pension (Regulation 13).
- 5.4.2 The Council's severance and retirement schemes are applied equally and fairly to all staff their age, disability, gender reassignment, marital or civil partnership status, race, pregnancy or maternity, religion or belief, sex, sexual orientation or caring responsibilities and are implemented in accordance with the regulations of the relevant pension schemes. These will be published on the Council's website as part of the Council's conditions of service policies.
- 5.4.3 The authority ensures that all payments are made in accordance with H.M.R.C legislation and utilises the services of a professional tax advisor where there is a requirement for more detailed specialist advice or to assist should a H.M.R.C compliance audit be undertaken. The use of these outside tax advisors is now shared collaboratively with a neighbouring authority ensuring a joint best practice and cost effective service.

Employment Status is regularly checked and the authority will only class someone as self employed where there is no question of doubt. Individuals who have previously regularly been treated as self employed with other authorities, have been paid under P.A.Y.E. by Denbighshire, this is where we have not been fully convinced of their self employment status.

All termination payments are fully compliant with H.M.R.C requirements

6. PUBLICATION

- 6.1 This statement will be published on the Council's Website. In addition, for posts where the full time equivalent salary is at least £60,000, as required under the Accounts and Audit (Wales) (Amendment) Regulations 2010, the Council's Annual Statement of Accounts will include a note setting out the total amount and detail payments to Corporate Directors and Chief Executive Officer.

7. PAY RELATIVITIES WITHIN THE AUTHORITY

- 7.1 The lowest paid persons employed under a Contract of Employment with the Council are employed on full time [37 hours] equivalent salaries in accordance with the minimum spinal column point currently in use within the Council's grading structure. As at 31 March 2014, this was £12,435 per annum. The Council employs Apprentices [and other such Trainees] who are not included within the definition of 'lowest paid employees' as they are not employed under Contracts of Employment.
- 7.2 The relationship between the rate of pay for the lowest paid and Chief Officers is determined by the processes used for determining pay and grading structures as set out earlier in this Policy Statement.
- 7.3 The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers, as included within the Hutton 'Review of Fair Pay in the Public Sector' (2010). The Hutton Report was asked by Government to explore the case for a fixed limit on dispersion of pay through a requirement that no public sector manager can earn more than 20 times the lowest paid person in the organisation. The report concluded that the relationship to median earnings was a more relevant measure and the Government's Code of Recommended Practice on Data Transparency recommends the publication of the ratio between highest paid salary and the median average salary of the whole of the Authority's workforce.
- 7.4 The current pay levels within the Council define the multiple between the lowest paid (full time equivalent) employee and the Chief Executive as 1:10.7 and; between the lowest paid employee and average Chief Officer as 1:5.4. The multiple between the average full time equivalent earnings for contract staff (excluding teachers) and the Chief Executive is 1:6.6 and; between the average full time equivalent earnings and average Chief Officer is 1:3.4.
- 7.5 As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the Council will use available benchmark information as appropriate.

8. ACCOUNTABILITY AND DECISION MAKING

- 8.1 In accordance with the Constitution of the Council, the Council is responsible for decision making in relation to the recruitment, pay, terms and conditions and severance arrangements in relation to employees of the Council.

9. RE-EMPLOYMENT

- 9.1. Staff who, upon leaving the employment of the Council, receive any form of compensation payment for loss of office, will not be re-employed by the Council for the duration of the compensation payment. e.g. If a member of staff receives 20 weeks redundancy payment, they cannot be re-employed by the Council for 20 weeks after the termination date.

- 9.2. Staff who, upon leaving the employment of the Council, receive a pension for which the Council incurred additional costs, cannot be re-employed in a similar area of work within the Council during the first 12 months without authorisation by CET. Where authorisation is given, the individual is still subject to 9.1 above if they have received a compensation payment and will only be allowed to commence work after the compensation period ends. This would also apply to the appointment of previously employed staff as consultants.

10. REVIEWING THE POLICY

- 10.1 This Policy outlines the current position in respect of pay and reward within the Council. The Policy will be reviewed annually in line with market forces and reported to Council.

PAY SCALES FOR NJC EMPLOYEES.

APPENDIX A

<u>GRADE</u>		<u>SCP</u>	<u>Annual Salary 2013</u>
Grade 1		5	£12,435
Grade 1		6	£12,614
Grade 1		7	£12,915
	Grade 2	8	£13,321
	Grade 2	9	£13,725
	Grade 2	10	£14,013
Grade 3	Grade 2	11	£14,880
Grade 3		12	£15,189
Grade 3		13	£15,598
Grade 3		14	£15,882
Grade 3	Grade 4	15	£16,215
	Grade 4	16	£16,604
	Grade 4	17	£16,998
	Grade 4	18	£17,333
Grade 5	Grade 4	19	£17,980
Grade 5		20	£18,638
Grade 5		21	£19,317
Grade 5		22	£19,817
Grade 5		23	£20,400
Grade 5	Grade 6	24	£21,067
	Grade 6	25	£21,734
	Grade 6	26	£22,443
	Grade 6	27	£23,188
Grade 7	Grade 6	28	£23,945
Grade 7		29	£24,892
Grade 7		30	£25,727
Grade 7	Grade 8	31	£26,539
	Grade 8	32	£27,323
	Grade 8	33	£28,127
Grade 9	Grade 8	34	£28,922
Grade 9		35	£29,528
Grade 9		36	£30,311
Grade 9		37	£31,160
Grade 9	Grade 10	38	£32,072
	Grade 10	39	£33,128
	Grade 10	40	£33,998
	Grade 10	41	£34,894
Grade 11	Grade 10	42	£35,784
Grade 11		43	£36,676
Grade 11		44	£37,578
Grade 11		45	£38,422
Grade 11	Grade 12	46	£39,351
	Grade 12	47	£40,254
	Grade 12	48	£41,148
Grade 13	Grade 12	49	£42,032
Grade 13		50	£43,233
Grade 13		51	£44,503
Grade 13		52	£45,770
	Grade 14	53	£46,871
	Grade 14	54	£48,035
	Grade 14	55	£49,216
	Grade 14	56	£50,378
	Grade 14	57	£51,550

**CHIEF OFFICERS PAY SCALES
From 1 April 2008 (no change)**

CHIEF EXECUTIVE PAY RANGE						
£125,000* (*spot salary)						
DIRECTORS' PAY SCALES £75,508 - £84,931						
Point 1	Point 2	Point 3	Point 4	Point 5	Point 6	
£75,508	£77,397	£79,275	£81,161	£83,051	£84,931	
HEADS OF SERVICE HS4 - £58,887 - £64,771						
Point 1	Point 2	Point 3	Point 4	Point 5		
£58,887	£60,361	£61,830	£63,306	£64,771		
HEADS OF SERVICE HS3 - £55,870 - £61,458						
Point 1	Point 2	Point 3	Point 4	Point 5		
£55,870	£57,269	£58,664	£60,062	£61,458		
HEADS OF SERVICE HS2 - £52,853 - £58,138						
Point 1	Point 2	Point 3	Point 4	Point 5		
£52,853	£54,169	£55,492	£56,809	£58,138		

SOULBURY PAY SCALES

EDUCATIONAL PSYCHOLOGISTS - SCALE A	
SPINE POINT	SALARY FROM 01.09.2013
1.	£34,273
2.	£36,013
3.	£37,752
4.	£39,491
5.	£41,230
6.	£42,969
7.	£44,607
8.	£46,244
9.	£47,778
10.	£49,313
11.	£50,745

NOTES:

1. Salary scales to consist of six consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate staff.
2. Extension to scale to accommodate structured professional assessment points.

SENIOR & PRINCIPAL EDUCATIONAL PSYCHOLOGISTS - SCALE B	
SPINE POINT	SALARY FROM 01.09.2013
1.	£42,969
2.	£44,607
3.	£46,244
4.	£47,778
5.	£49,313
6.	£50,745
7.	£51,333
8.	£52,431
9.	£53,519
10.	£54,626
11.	£55,711
12.	£56,818
13.	£57,944
14.	£59,031
15.	£60,171
16.	£61,300
17.	£62,436
18.	£63,571

Notes:

1. Salary scales to consist of not more than four consecutive points, based on the duties and responsibilities attaching to posts and the need to recruit, retain and motivate staff.

2. Normal minimum point for the Principal Educational Psychologist undertaking the full range of duties at this level.
3. Extension to range to accommodate discretionary scale points and structured professional assessments
4. Principals are paid on a 4 point scale 8 - 14 (this includes 3 spa points as well

SOLBURY EDUCATIONAL IMPROVEMENT PROFESSIONALS	
SPINE POINT	SALARY FROM 01.09.2013
1	£32,677
2	£33,847
3	£34,952
4	£36,071
5	£37,185
6	£38,299
7	£39,470
8	£40,594
9	£41,906
10	£43,075
11	£44,230
12	£45,348
13	£46,614
14	£47,742
15	£48,988
16	£50,116
17	£51,246
18	£52,355
19	£53,499
20	£54,090
21	£55,226
22	£56,215
23	£57,305
24	£58,282
25	£59,328
26	£60,346
27	£61,389
28	£62,445
29	£63,505
30	£64,563
31	£65,611
32	£66,676
33	£67,742
34	£68,833
35	£69,920
36	7 - 10 ADVISORS
37	11 - 14 ADVISORS

APPENDIX D

<u>YOUTH AND COMMUNITY SERVICE OFFICERS</u>	
SPINE POINT	SALARY FROM 01.09.2013
1	£33,891
2	£35,000
3	£36,109
4	£37,240
5	£38,389
6	£39,511
7	£40,659
8	£41,962
9	£42,681
10	£43,791
11	£44,895
12	£46,001
13	£47,099
14	£48,208
15	£49,391
16	£50,432
17	£51,522
18	£52,663
19	£53,769
20	£54,899

J N C YOUTH AND COMMUNITY WORKERS
LAST PAY AWARD 01/09/2013

Job Role	Scale Point	Salary	
Trainee Support Worker scp 1 – 4	1	£14,283	
	2	£14,880	
	Support Worker scp 3 – 6	3	£15,477
		4	£16,077
		5	£16,674
		6	£17,271
Trainee Senior Support Worker scp 7 – 10	7	£17,874	
	8	£18,474	
	Senior Support Youth Worker scp 9 – 12	9	£19,236
		10	£19,833
Trainee Youth Worker scp 11 – 14	11	£20,796	
	12	£21,741	
	Youth Worker scp 13 – 16	13	£22,713
		14	£23,721
Trainee Youth Worker scp 15 - 18	15	£24,408	
	16	£25,125	
	Youth Worker scp 17 - 20	17	£25,830
		18	£26,541
Trainee Team Leader scp 20 - 23	19	£27,246	
	20	£27,951	
	Team Leader scp 22 - 25	21	£28,746
		22	£29,646
		23	£30,522
		24	£31,401
Senior Team Leader scp 25 - 28	25	£32,289	
	26	£33,174	
	Senior Team Leader scp 27 - 30	27	£34,062
		28	£34,959
		29	£35,850
		30	£36,741

APPENDIX E

LOCAL GOVERNMENT ELECTIONS – SCHEDULE OF CHARGES

ELECTION OF COUNTY COUNCILLORS AND TOWN/COMMUNITY COUNCILLORS

TOWN/COMMUNITY –	Electorate	
EXPENSES AS APPROVED BY Denbighshire County Council		
Fees for the general conduct of the election and performance of all duties which a Returning Officer is required to perform under any order or other enactment relating to the election of councillors		
1. RETURNING OFFICER	Contested	Uncontested
For the general conduct of the election and performance of all duties which a Returning Officer is required to perform under any order or other enactment relating to the election of Councillors.		
For each Electoral Division, Community/Town Council, Community/Town Council Ward	170.00	55.00
2. DEPUTY RETURNING OFFICER		
Deputising for the Returning Officer, attending to receive nomination papers, examining them and adjudicating on their validity; dealing with candidates; notifying candidates of decisions on nominations, publishing statements of persons nominated and attending to receive withdrawals.		
For each Electoral Division, Community/Town Council, Community/Town Council Ward	115.00	45.00
3. CLERICAL ASSISTANCE		
For each Electoral Division, Community/Town Council, Community/Town Council Ward		35.00
Up to 1,000 electors	85.00	
Up to 2,000 electors	115.00	
Up to 3,000 electors	170.00	
Up to 4,000 electors	225.00	
Over 4,000 electors	280.00	
4. POLLING STATION STAFF	Single Election	Additional Fee for joint election
Presiding Officer	195.00	40.00
Poll Clerk	115.00	25.00
5. CONDUCTING THE COUNT	D.R.O. only	Each Counting Assistant
For each Electoral Division, Community/Town Council, Community/Town Council Ward Count		
Up to 500 electors	45.00	25.00
Up to 1,000 electors	70.00	25.00
Up to 2,000 electors	90.00	30.00
Up to 3,000 electors	115.00	35.00
Up to 4,000 electors	135.00	40.00
Over 4,000 electors	160.00	45.00
Recount costs	NIL	50% of the above fees
6. POSTAL VOTING AND POLL CARDS		
Issue and Receipt of Postal Votes - £62.40 per 100 or part thereof – single issue £62.40 per 75 or part thereof – joint issue Issue of Poll Cards – Purchase and postage costs only		
7. TRAVELLING		
Public transport if available, otherwise inland revenue tax free rate		45p per mile
8. GENERAL		
Printing, Stationery, Equipment, Postage, Hire of Premises as polling station and similar expenses associated with the conduct of the election		Actual and necessary expenditure
TOTAL PAYABLE		

The staffing rates for local government elections was agreed at the meeting of Denbighshire County Council on 18th November 2003, it was also agreed that the rates would be periodically reviewed with the five other North Wales Authorities to achieve uniformity. The above rates were agreed on 29 September 2011.

Mae tudalen hwn yn fwriadol wag

Pay Policy Statement March 2014

Equality Impact Assessment

Pay Policy Statement

Contact: Linda Atkin

Updated: 10 March 2014

1. What type of proposal / decision is being assessed?

Other

2. What is the purpose of this proposal / decision, and what change (to staff or the community) will occur as a result of its implementation?

The Pay Policy statement sets out the Council's approach to pay in accordance with the requirements of s38 (1) of the Localism Act 2011 which requires English and Welsh Local Authorities to produce and publish a Pay Policy Statement each financial year. There are no changes to staff or the community as a result of this statement.

3. Does this proposal / decision require an equality impact assessment? If no, please explain why.

*Please note: if the proposal will have an impact on people (staff or the community) then an equality impact assessment **must** be undertaken*

<Please Select>	No - The Council's Pay and Grading Structure introduced following single Status was subject to an Equality Impact Assessment which is monitored on an annual basis through the Equal Pay Audit.
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4. Please provide a summary of the steps taken, and the information used, to carry out this assessment, including any engagement undertaken

(Please refer to section 1 in the toolkit for guidance)

n/a

5. Will this proposal / decision have a positive impact on any of the protected characteristics (age; disability; gender-reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation)?

(Please refer to section 1 in the toolkit for a description of the protected characteristics)

n/a

6. Will this proposal / decision have a disproportionate negative impact on any of the protected characteristics (age; disability; gender-reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation)?

n/a

7. Has the proposal / decision been amended to eliminate or reduce any potential disproportionate negative impact? If no, please explain why.

<Please Select> n/a

8. Have you identified any further actions to address and / or monitor any potential negative impact(s)?

<Please Select> yes

Action(s)	Owner	By when?
Production of an Annual Pay Audit	Linda Atkin	30 September 14
<Please describe>	<Enter Name>	<DD.MM.YY>
<Please describe>	<Enter Name>	<DD.MM.YY>
<Please describe>	<Enter Name>	<DD.MM.YY>
<Unrestrict editing to insert additional rows>	<Enter Name>	<DD.MM.YY>

9. Declaration

Every reasonable effort has been made to eliminate or reduce any potential disproportionate impact on people sharing protected characteristics. The actual impact of the proposal / decision will be reviewed at the appropriate stage.

Review Date: 31/3/2015

Name of Lead Officer for Equality Impact Assessment	Date
Linda Atkin	10/3/14

Please note you will be required to publish the outcome of the equality impact assessment if you identify a substantial likely impact.

Mae tudalen hwn yn fwriadol wag

Adroddiad i'r:	Cyngor
Dyddiad y Cyfarfod:	8 Ebrill 2014
Aelod Arweiniol:	Y Cynghorydd Julian Thompson-Hill
Awdur yr Adroddiad:	Pennaeth Cyllid ac Asedau
Teitl:	Cynllun Cyfalaf 2013/14 - 2016/17 ac Argymhellion y Grŵp Buddsoddi Strategol

1. Am beth mae'r adroddiad yn sôn?

- 1.1 Mae'r adroddiad yn rhoi diweddariad i'r aelodau ar elfen 2013/14 y Cynllun Cyfalaf. Hefyd ynghlwm mae argymhellion y Grŵp Buddsoddi Strategol o gynigion Cyfalaf a argymhellir ar gyfer eu cynnwys yn y Cynllun Cyfalaf.

2. Beth yw'r rheswm dros lunio'r adroddiad hwn?

- 2.1 Darparu Cynllun Cyfalaf diwygiedig i'r aelodau gan gynnwys diweddariad ar brosiectau mawr a'r cynllun corfforaethol.

Mae'r Atodiadau canlynol wedi cael eu cynnwys:

- Atodiad 1: Crynodeb o gyllid cynllun cyfalaf
- Atodiad 2: Crynodeb o gynllun cyfalaf gan Bennaeth Gwasanaeth
- Atodiad 3: Manylion amcangyfrifon cynllun
- Atodiad 4: Diweddariad ar brosiectau cyfalaf mawr
- Atodiad 5: Manylion argymhellion gan Grŵp Buddsoddi Strategol
- Atodiad 6: Bidiau Cyfalaf a argymhellir i'w cymeradwyo
- Atodiad 7: Manylion cyllid a argymhellir ar gyfer Priffyrdd

3. Beth yw'r Argymhellion?

- 3.1 Bod yr Aelodau'n nodi'r sefyllfa ddiweddaraf ar elfen 2013/14 o'r Cynllun Cyfalaf a'r diweddariad ar y prosiectau mawr.
- 3.2 Bod yr Aelodau'n cefnogi argymhelliad y Grŵp Buddsoddi Strategol fel y nodir yn Atodiad 5 a chrynohir yn Atodiad 6.

4. Manylion am yr Adroddiad

4.1 Gwariant Cyfalaf 2013/14

Rhodddwyd adroddiad ar y Cynllun Cyfalaf llawn i'r Cyngor ddiwethaf ym mis Rhagfyr 2013. Mae diweddariadau misol yn cael eu cyflwyno i'r Cabinet. Mae'r Cynllun Cyfalaf Amcangyfrifedig bellach yn £36.468miliwn. Mae'r Cynllun wedi cael ei ddiweddarau ychydig ers adrodd arno i'r Cabinet ym mis Mawrth 2014.

4.2 Prosiectau Mawr

Mae Atodiad 4 yn rhoi diweddariad ar y prosiectau mawr canlynol:

- Datblygiad Harbwr Y Rhyl
- Y Rhyl yn Symud Ymlaen
- Ysgol Ardal Cyfrwng Cymraeg – Safle Ysgol Maes Hyfryd
- Darpariaeth Cyfrwng Cymraeg Gogledd Sir Ddinbych
- Ysgol Dyffryn Iâl
- Ysgol Newydd Y Rhyl

4.3 Cynllun Corfforaethol

Mae'r Cynllun Corfforaethol 2012-17 yn nodi uchelgais y Cyngor i sicrhau buddsoddiad cyfalaf sylweddol yn ei flaenoriaethau dros y pum mlynedd nesaf, ac mae'r ffigurau diweddaraf yn tynnu sylw at y ffaith y bydd angen i'r Cyngor fuddsoddi oddeutu £124.6 miliwn o gyllid cyfalaf.

Bydd cyfran uchel o'r gwaith hwn yn cynnwys cyflwyno pum prosiect o fewn y cynigion Band A ar gyfer Ysgolion yr 21ain Ganrif. I gefnogi hyn, mae'r Cyngor wedi cymeradwyo'r achos busnes terfynol ar gyfer ysgol newydd Y Rhyl yn ddiweddar cyn i Lywodraeth Cymru wneud y penderfyniad terfynol. Yn ogystal, mae'r estyniad a gwaith adnewyddu yng Nghynwyd - Ysgol Bro Dyfrdwy wedi'i gwblhau i raddau helaeth a bydd yr ystafelloedd dosbarth newydd ar gael yn llwyr i'r ysgol o fis Medi 2014.

	Cyllid y Cyngor £miliwn	Cyllid Allanol £miliwn
Ysgolion yr 21ain Ganrif	36.700	36.700
Moderneiddio Addysg	17.190	0
Tai Gofal Ychwanegol a Chefndy	8.550	14.000
Priffyrdd	6.600	4.916
Cyfanswm	69.040	55.616

Mae'r Cynllun yn gwneud tybiaethau allweddol ar ffactorau amrywiol, gan gynnwys cyllid gan Lywodraeth Cymru ac adnoddau'r cyngor ei hun, amcangyfrif o gostau ac amseriad y gwaith.

Mae crynodeb o amcangyfrif diweddaraf y Cynllun Corfforaethol yn cael ei ddangos yn Atodiad 1.

4.4 Derbyniadau Cyfalaf

Mae'r Cynllun Cyfalaf yn ddibynnol am ran o'i gyllid ar dderbyniadau cyfalaf a gynhyrchir drwy werthu asedau'r Cyngor. Mae'r tabl isod yn dangos y derbyniadau hynny a gyflawnwyd yn 2013/14.

	2013/14 £000
Fronfraith	150
Tir yn Unig ym Mwlch Isaf	90
Clwb Ieuencid Conwy	39
8 Ffordd Brighton - Cydbwysedd	20
CYFANSWM	299

4.5 **Dangosyddion Darbodus**

Bob blwyddyn mae'r Cyngor yn pennu Dangosyddion Darbodus sy'n pennu terfynau darbodus ar ei fenthycyca. Mae dyled heb ei thalu gan y Cyngor yn £141.7miliwn ar hyn o bryd. Mae hyn o fewn y Ffin Weithredol (£160miliwn) a Therfyn Awdurdodedig (£165miliwn) ac mae'n llai na'r rhagolwg Gofyniad Cyllido Cyfalaf (£186.7miliwn). Mae hyn yn golygu bod y Cyngor yn cadw at y Cod Darbodus Cyllid Cyfalaf ac nid yw'n benthyca mwy na'i anghenion cyfalaf.

Mae'r gymhareb costau ariannu i'r llyf refeniw net ar gyfer 2013/14 yn 6.61%. Mae'r gymhareb hon yn arwydd o fforddiadwyedd ac mae'n tynnu sylw at oblygiadau refeniw gwariant cyfalaf presennol ac arfaethedig trwy nodi cyfran o'r gyllideb refeniw sydd ei angen i gwrdd â chostau benthyca.

4.6 **Argymhellion y Grŵp Buddsoddi Strategol (GBS)**

Mae'r Grŵp Buddsoddi Strategol wedi adolygu ceisiadau cyfalaf ac wedi gwneud argymhellion i'w cynnwys yn y Cynllun Cyfalaf o 2014/15 ymlaen. Mae'r rhain wedi eu manylu yn Atodiad 5 a'u crynhoi yn Atodiad 6.

5. **Sut mae'r penderfyniad yn cyfrannu at y Blaenoriaethau Corfforaethol?**

Mae prosiectau wedi cael eu hadolygu er mwyn sicrhau eu bod yn bodloni Amcanion Corfforaethol y Cyngor.

6. **Faint fydd hyn yn ei gostio a sut bydd yn effeithio ar wasanaethau eraill?**

6.1 **Goblygiadau o ran cost**

Mae'n angenrheidiol sicrhau bod y Cynllun Cyfalaf yn cael ei ariannu'n llawn gan fod yn rhaid i unrhyw gostau ychwanegol sy'n fwy na chyfanswm y cyllid sydd ar gael gael ei ariannu o gyllidebau refeniw.

6.2 **Goblygiadau Staffio/TG/Llety**

Mae'n ofynnol llenwi ffurflen Achos Busnes ar gyfer pob prosiect newydd a thrafod unrhyw oblygiadau penodol yn ystod y cam hwnnw.

6.3 **Asesiad o Effaith ar Newid Hinsawdd - Lliniaru ac Addasu:**

Mae prosiectau cyfalaf newydd yn destun craffu gan y Grŵp Buddsoddi Strategol. Bydd pob achos busnes yn dangos, lle bo'n briodol allyriadau tunnell carbon perthnasol cyn ac ar ôl prosiect, gan nodi a yw'r prosiect yn allyriad carbon cadarnhaol, negyddol neu niwtral. Yn ogystal, mae angen sicrhau bod prosiectau cyfalaf newydd yn ddiogel ar gyfer y dyfodol ac yn gallu addasu i newid yn yr hinsawdd.

7. **Beth yw prif gasgliadau'r Asesiad o Effaith ar Gydraddoldeb a gynhaliwyd ar y penderfyniad?**

Mae pob prosiect newydd yn amodol ar AEG unigol.

8. **Pa ymgynghoriadau a wnaed gydag Archwilio ac eraill?**

Mae prosiectau'n cael eu paratoi ac yna'n cael eu monitro mewn ymgynghoriad â Phenaethiaid Gwasanaeth. Mae'r ffigurau a ddefnyddir yn yr adroddiadau yn seiliedig ar yr amcangyfrifon diweddaraf sydd ar gael.

Mae pob aelod wedi cael gwybod am y cynigion, gyda chopïau caled o'r ceisiadau wedi eu lleoli yn ystafell yr Aelodau a cheisiadau prosiect ar gael i'w gweld ar Mod.Gov.

9. **Datganiad y Prif Swyddog Cyllid**

Ni ddylai unrhyw brosiect ddechrau heb gael ei gyllido'n llawn yn erbyn cynllun prosiect cadarn a'r prosiect yn cael ei drafod gyda'r Grŵp Buddsoddi Strategol.

Mae angen i Noddwyr Prosiect arfer rheolaeth dynn dros eu gwariant cyfalaf er mwyn sicrhau bod y prosiectau'n gallu aros o fewn eu cyllidebau.

Mae'r Cyngor wedi cymeradwyo Cynllun Corfforaethol uchelgeisiol. Yn sail i fforddiadwyedd y Cynllun mae rhagdybiaethau allweddol ynghylch cyllidebau refeniw ac arian. Mae maint y Cynllun Corfforaethol yn golygu y bydd yn ymestyn dros gyfnod o 5-7 mlynedd ac yn sicr yn golygu wrth iddo ddatblygu, y bydd gwahaniaethau amser rhwng y rhagdybiaethau a gynlluniwyd a'r rhagdybiaethau gwirioneddol ynghylch y defnydd o arian. Gall hyn olygu y gall cronfeydd wrth gefn a glustnodwyd gynyddu nes y byddant wedi'u hymrwymo. Fodd bynnag mae'n hanfodol cydnabod, os yw adnoddau'n cael eu hailgyfeirio yn ystod oes y Cynllun, y bydd yn rhaid i'r Cyngor benderfynu pa brosiectau a nodwyd yn flaenorol y byddai am eu canslo.

10. **Pa risgiau sy'n bodoli ac a oes unrhyw beth y gallwn ei wneud i'w lleihau?**

10.1 Risgiau sy'n gysylltiedig â pheidio cytuno â'r argymhellion

Byddai risgiau posibl yn cynnwys cynlluniau ddim yn symud ymlaen, colli grant ac amhariad ar wasanaethau.

10.2 Risgiau sy'n gysylltiedig â chytuno â'r argymhellion

Nid oes unrhyw brosiect cyfalaf heb risg. Fodd bynnag, mae'r holl gynlluniau'n cael eu hadolygu gan y Grŵp Buddsoddi Strategol ac maent hefyd yn destun monitro ac adrodd misol parhaus.

11. Pŵer i wneud y Penderfyniad

Mae Rhan 1 o Ddeddf Llywodraeth Leol 2003 yn pennu'r trefniadau ar gyfer cyllido cyfalaf o 2004/05 ymlaen.

Mae tudalen hwn yn fwriadol wag

General Capital Plan

Capital Expenditure

Total Estimated Payments - General
Total Estimated Payments - Corporate Plan
Contingency
Total

Capital Financing

- 1 External Funding
- 2 Receipts and Reserves
- 3 Prudential Borrowing
- 5 Unallocated Funding

Total Capital Financing

	2013/14	2014/15	2015/16	2016/17	2017/18
	£000s	£000s	£000s	£000s	£000s
Total Estimated Payments - General	29,846	21,246	402	0	0
Total Estimated Payments - Corporate Plan	6,553	2,832			
Contingency	69	600	1,000	1,000	1,000
Total	36,468	24,678	1,402	1,000	1,000
External Funding	24,819	14,205	4,867	4,571	4,571
Receipts and Reserves	3,407	2,152			
Prudential Borrowing	8,242	8,321	250		
Unallocated Funding	0	0	(3,715)	(3,571)	(3,571)
Total Capital Financing	36,468	24,678	1,402	1,000	1,000

Corporate Plan

Approved Capital Expenditure included in above plan

Cefndy Healthcare Investment
 Highways Maintenance
 Bridges
 Schools Capitalised Maintenance
 Rhyl High School
 Ysgol Bro Dyfrdwy - Dee Valley West Review
 Bodnant Community School
 Ysgol Glan Clwyd
 Faith Based Secondary

Estimated Capital Expenditure

Total Estimated Payments

Approved Capital Funding included in above plan

External Funding
 Receipts and Reserves
 Prudential Borrowing

Estimated Capital Funding

External Funding
 Receipts and Reserves
 Prudential Borrowing

Total Estimated Funding

	£000s	£000s	£000s	£000s	£000s
Cefndy Healthcare Investment	44	456			
Highways Maintenance	2,808				
Bridges	1,300				
Schools Capitalised Maintenance	0	190			
Rhyl High School	875	600			
Ysgol Bro Dyfrdwy - Dee Valley West Review	1,242	86	0		
Bodnant Community School	224	0			
Ysgol Glan Clwyd	30	1,500			
Faith Based Secondary	30				
Estimated Capital Expenditure		11,575	32,636	34,818	23,041
Total Estimated Payments	6,553	14,407	32,636	34,818	23,041
External Funding	1,418	1,600	0		
Receipts and Reserves	1,027	1,232			
Prudential Borrowing	4,108				
External Funding		4,036	15,904	10,305	12,094
Receipts and Reserves		1,854	7,546	6,808	3,692
Prudential Borrowing		5,685	9,186	17,705	7,255
Estimated Capital Funding					
Total Estimated Funding	6,553	14,407	32,636	34,818	23,041

Mae tudalen hwn yn fwriadol wag

Denbighshire County Council - Capital Plan 2013/14 to 2017/18
Position to February 2014

APPENDIX 2

HEAD OF SERVICE
CAPITAL PROGRAMME SUMMARY

	Estimated Programme 2013/14	Estimated Programme 2014/15	Estimated Programme 2015/16	Estimated Programme 2016/17
	£000	£000	£000	£000
Housing and Community Development	10,413	2,076	90	0
Highways and Environmental Services	10,810	10,534	0	0
Customers and Education Support	8,237	6,385	62	0
Planning and Public Protection	2,451	2,442	0	0
Communication, Marketing and Leisure	1,855	295	0	0
Finance and Assets	1,063	1,173	0	0
ICT/ Business Transformation	1,072	259	250	0
Adult and Business Services	245	835	0	0
School Improvement and Inclusion	232	50	0	0
Legal and Democratic Services	1	21	0	0
Strategic HR	20	8	0	0
Contingency	69	600	1,000	1,000
	36,468	24,678	1,402	1,000

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Mae tudalen hwn yn fwriadol wag

CAPITAL PROGRAMME DETAILS OF SCHEMES	Estimated Programme 2013/14	Estimated Programme 2014/15	Estimated Programme 2015/16	Estimated Programme 2016/17
	£000	£000	£000	£000
Housing and Community Development				
Rhyl Harbour Development	2,553	1,183	90	
WRHIP - Main Programme Works	7,180			
Bee and Station	139	69		
Strategic Regeneration Match Funding / Town Other Schemes	100 441	580 244		
Total Housing and Community Development	10,413	2,076	90	0
Highways and Environmental Services				
Highways Maintenance, Bridges, traffic and coastal defence	6,253	7,986		
Flood prevention Schemes including Corwen	1,748	1,509		
Regional Transport Consortia Grant	502	0		
West Rhyl Coastal Defense Schemes	99			
Vehicles , Plant and Equipment	700	700		
Heather and Hillforts Implementation	132	130		
North wales Cycling of Excellence	498			
Ruthin Arts Trail	112			
Rhyl Cut Fisheries	77			
Health and Safeth Works - School Kitchens Equipment	65	36		
Other Schemes	624	173		
Total Highways and Environmental Services	10,810	10,534	0	0
Customer and Education Support				
Schools Capital Maintenance	1,507	2,175		
H&S Works - YGC,YB and Rhyl	386			
Digital Investment in Schools	670			
Transforming 3-18 Welsh Medium Education in North Denbi	2,201	1,726	62	
Ysgol Dyffryn Ial, Llandegla - Extension - Dee Valley East Revi	639	21		
Ysgol Bro Dyfrdwy - Dee Valley West Review	1,242	86		
Rhyl New School	878	600		
Bodnant Community School	224	0		
Ysgol Glan Clwyd	30	1,500		
Other Schemes	460	277		
Total Customer and Education Support	8,237	6,385	62	0
Planning and Public Protection				
Housing Improvement Grants	1,736	1,799		
Renewal Areas	671	643		
Other Schemes	44	0		
Total Planning and Public Protection	2,451	2,442	0	0
Communication, Marketing and Leisure				
Ruthin Leisure Centre - Development Proposal	1,137			
Prestatyn Library - Relocation	647			
Other Schemes	71	295		
Total Communication, Marketing and Leisure	1,855	295	0	0
Finance and Assets				
Agricultural estates	220	398		
Asbestos	237	174		
Property Block Allocation	210	488		
Fire Risk Assessment works	143	0		
Other Schemes	253	113		
Total Finance and Assets	1,063	1,173	0	0
ICT /Business Transformation				
Centralised Infrastructure Upgrades	414	259	250	
Various Prudential Borrowing Projects	236	0		
ICT Strategy Phase 1 and 2	422			
Total ICT / Business Transformation	1,072	259	250	0
Adult and Business Services				
Minor adaptations and Equipment	200	183		
Cefndy Healthcare Investment	44	456		
Cysgod Y Gaer - Biomass	1	131		
Replace care.com	0	65		
Total Adult and Business Services	245	835	0	0
Other Schemes				
School Improvement and Inclusion	232	50		
Legal and Democratic Services	1	21		
Strategic HR	20	8		
Contingency	69	600	1,000	1,000
Total Other Schemes	322	679	1,000	1,000
Total Capital Plan Services	36,468	24,678	1,402	1,000

Mae tudalen hwn yn fwriadol wag

Appendix 4 - Major Capital Projects Update

Rhyl Harbour Development

Total Budget	£10.550m
Expenditure to date	£ 9.145m
Estimated remaining spend in 2013/14	£ 0.127m
Future Years estimated spend	£ 1.278m
Funding	WG £2.613m; WEFO £6.165m; Sustrans £0.700m: RWE £155k and DCC £0.917m
Comments	<p>Programme</p> <p>The external finishes to the building are largely complete, and the internal finishes are now taking place.</p> <p>The quayside building is programmed to complete by the first week of May 2014, but is currently some three weeks ahead of schedule.</p> <p>The external landscaping finishes around the building are due to start later this month.</p>
Forecast In Year Expenditure 13/14	£2.553m

Rhyl Going Forward

Total Budget	£12.097m
Expenditure to date	£ 9.061m
Estimated remaining spend in 13/14	£ 3.036m
Future Years estimated spend	£Nil
Funding	WG £12.097m
Comments	<p>Honey Club</p> <p>Design and Planning</p> <p>The final design is expected to be forwarded to the Design Commission for Wales this month.</p> <p>Development Agreement and Tenant Agreement</p> <p>The Development Agreement is in its final stages. It is hoped to engage direct with the tenant to progress training requirements and ensure there is a pool of local recruits with the correct skills available by the time of opening.</p> <p>Demolition and Construction</p> <p>Demolition contractors have been instructed to progress with the demolition of 25/26 West Parade, and a party wall notice has been served on the owner. A period of 28 days must ensue as part of the legal process before demolition can take place. This is now scheduled immediately following the Easter break.</p>

	<p>West Rhyl Housing Improvement Project Overall, the project status remains very good.</p> <p>Phase 2 demolition of Aquarium Street/John Street/Hope Place and Abbey Street is now on site and progressing well. Demolition will continue through to the end of March.</p> <p>Excellent progress continues with the re-settlement programme with 112 households in the rented sector being re-located with no negative issues. There are 13 households left to re-locate this financial year. In respect of privately owned properties, 28 properties will be vested in the Council by the end of April 2014.</p> <p>Green Space The Green Space designers (Capita Ltd) are well advanced with the design and dialogue continues with DCC Streetscene continues to ensure the design achieves easy maintenance. Planning is on course for submission in March, leading to construction on site in July 2014.</p> <p>Overall, the project remains well managed and within parameters.</p>
Forecast In Year Expenditure 13/14	£7.180m

Welsh Medium Area School – Ysgol Maes Hyfryd Site

Total Budget	£1.413m
Expenditure to date	£1.214m
Estimated remaining spend in 13/14	£0.114m
Future Years estimated spend	£0.085m
Funding	WG £1.2m; DCC £0.213m
Comments	<p>The Welsh Government has provided £1.2m funding as part of the wider 21st Century Schools Programme. This will enable the new school to move to a single site following a significant extension and refurbishment to the current Ysgol Maes Hyfryd site.</p> <p>The project has reached practical completion with some remaining minor snagging works to be completed by April 2014.</p>
Forecast In Year Expenditure 13/14	£1.242m

North Denbighshire Welsh Medium Provision

Total Budget	£4.749m
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Expenditure to date	£2.395m
Estimated remaining spend in 13/14	£0.568m
Future Years estimated spend	£1.786m
Funding	WG £3.061m, DCC £1.688m
Comments	<p>The Welsh Government has provided funding as part of the transitional 21st Century Schools Programme. This approval will allow for improvement works to be undertaken at three Welsh Medium schools. Work at Ysgol Dewi Sant has been completed.</p> <p>Ysgol y Lllys, Prestatyn This project will deliver an extended, remodelled and refurbished school for 420 pupils.</p> <p>The new nine classroom extension works are progressing well. The 40 photovoltaic panels have now also been installed on the new extension roof and the scheme will be registered for the feed in tariff. The project remains on target to be delivered within budget and the completion date remains August 2014.</p> <p>Ysgol Twm o'r Nant, Denbigh This project will deliver additional school hall accommodation and teaching areas.</p> <p>Recent work includes the installation of the roof to both front and rear extension. Work is on-going on the internal walls and external cladding.</p> <p>Handover is scheduled for August 2014.</p>
Forecast In Year Expenditure 13/14	£2.201m

Ysgol Dyffryn Ial

Total Budget	£0.911m
Expenditure to date	£0.790m
Estimated remaining spend in 13/14	£0.102m
Future Years estimated spend	£0.019m
Funding	DCC £0.898m; Other Contributions £0.013m
Comments	<p>The new building is now in operation and has been occupied by the school since mid October.</p> <p>Negotiations continue with the Diocese on the future of both old school sites; it is anticipated that Llandegla will be handed back to the Diocese before the end of March 14. Negotiations continue with the local community on future use of the old site in Bryneglwys.</p> <p>It is still anticipated that the project will come in at 5% under budget.</p>
Forecast In Year Expenditure 13/14	£0.639m

Rhyl New School

Total Budget	£1.478m (To Detailed Design Stage)
Expenditure to date	£0.333m
Estimated remaining spend in 13/14	£0.545m
Future Years estimated spend	£0.600m
Funding	DCC £1.478m (To Detailed design Stage Only)
Comments	<p>The project will provide a new school building for Rhyl High School to serve up to 1200 pupils in mainstream education whilst also housing approximately 45 pupils from Ysgol Tir Morfa, the community special school in Rhyl.</p> <p>In September 2013, the Welsh Government approved the Strategic Outline Case for Rhyl New School. Following this, Cabinet approved up to £1.5m to progress detailed design works prior to submission of a business case to Welsh Government.</p> <p>Council on 25 February 2014 approved the submission of the final business case to the Welsh Government. This will seek 50% funding - £12.3m in support of this £24.6m scheme.</p> <p>Subject to Welsh Government approval, it is hoped to commence construction on site during July 2014.</p>
Forecast In Year Expenditure 13/14	£0.878m

Appendix 5

Summary of Strategic Investment Group Recommendations (Capital Plan 2014/15)

1. Report details

- 1.1 The Welsh Government's capital settlement for 2014/15 was £22k lower than for 2013/14.
- 1.2 With the lack of capital investment from the Welsh Government, the Council has no choice but to rely on its own resources to invest in key projects. This means either selling assets to generate receipts or using Prudential Borrowing.
- 1.3 The Council is aiming to dispose of a number of sites over the next three years. Asset disposals can, however, be slow with values uncertain and the timing of receipts difficult to predict. The current economic conditions also add further risk and will put downward pressure on values. For the purposes of this report no new capital receipts have been assumed and the only funds allocated are those that have already been received.
- 1.4 The available funding for 2014/15 is shown below:

Source	Amount £000
General Capital Grant	1,833
Unhypothecated Supported Borrowing	3,011
Prudential Borrowing - Highways	4,643
Capital Receipts	136
Unspent Contingency b/f/ Other	600
Welsh Government Education Grant	438
Earmarked Reserves	400
Total Funds Available 2014/15	11,061

- 1.5 The Capital Plan spends money on two types of project. Firstly there are one-off projects such as a new school or refurbishment of a leisure centre, the second type of expenditure is a 'block allocation'. These are ongoing programmes of work that stretch over several years (and may never be complete) e.g. schools maintenance. Elements of this work may be paid for from repair and maintenance budgets but a significant part is funded through the capital plan.

Recommendations of the Strategic Investment Group

- 1.6 In the light of continued cuts to the capital resources available to the

Council, it was agreed by the Strategic Investment Group to invite bids in line with previously agreed block allocations from departments. The Strategic Investment Group has reviewed 11 bids over a number of meetings.

- 1.7 Each bid was presented by a head of service. Some issues that arose from this process are detailed below:
- It is proposed to allocate £1.7m in support of Private Sector Housing Renewal Assistance. The funding will be used in the main on the provision of Disabled Facilities Grants.
 - An allocation of £175k is recommended for Minor Adaptations, Community Equipment and Telecare. This funding is targeted at enabling the elderly and disabled to remain in their own homes.
 - Members agreed in 2011/12 to allocate up to £1.3m to the agricultural estate to enable works which would support the rationalisation of the estate and in turn generate capital receipts. £1.16m has been awarded for this work over the last three years, and therefore the Strategic Investment Group recommends allocating the remaining £140k to the Agricultural Estate.
 - Both the school and non-school capital maintenance bids include provision for essential maintenance such as Asbestos Removal, Fire Risk Assessment Work, DDA etc. It is recommended that £2.075m be allocated to Schools Capital Maintenance Works (an increase of £160k over 2013/14) and £450k to Non schools capital maintenance work. It is further recommended that the appropriate Heads of Service determine the precise allocations to the specific works required, in order of priority.
 - Highways have received £100k to support prudential borrowing as part of the revenue budget for 2014/15. This will allow approximately £1.65m of capital expenditure. In addition, the Welsh Government has provided £162k of revenue funding for Denbighshire to fund prudential borrowing, and together this will generate highways capital works of approximately £4.10m.
 - Funding totalling £335k in respect of A525 Crash Barrier scheme which was previously approved by Council has been released back into the capital plan because this scheme has not progressed. A revised scheme has been reviewed by the Strategic Investment Group and the group recommends combining this proposal with the Highways Block Allocation.
 - Full details of the recommended funding to Highways are shown in Appendix 7

- The Strategic Investment Group recommends maintaining the allocation set aside for any contingencies at £0.5m, in line with 2013/14.
- 1.8 Appendix 6 shows the projects listed with recommended funding for each. Each project that is being recommended for approval is shown under a different column in the appendix:
- PB Highways – £4.6m. This includes £4.1m prudential borrowing to be supported from the revenue budget as approved by Council on 27th January 2014. It also includes £0.335m released back into the capital plan in respect of the A525 Crash Barrier. In addition there are Prudential Funds available for Street Lighting Energy Reduction – £0.200m.
 - Council Funds – These are funds such as general grants, capital receipts, and unspent contingency. This funding is for one year only.
- 1.9 The membership of the Strategic Investment Group is as follows:
- Lead Cabinet Member – Finance & Assets
 - Lead Cabinet Member – Economic Development
 - Lead Cabinet Member – Modernising and Performance
 - Representative from each Scrutiny Committee
 - Corporate Director – Economic and Community Ambition
 - Head of Finance & Assets
 - Head of Housing and Community Development

Mae tudalen hwn yn fwriadol wag

Mae tudalen hwn yn fwriadol wag

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2014/15 Capital Bids - Proposed Highways Allocations

Appendix 7

£000

1	Highways Capital works supported through Prudential Borrowing and LGBI	4,108	
2	Highways Block Allocation including Structural repairs and Traffic and Parking Initiatives:		
	Highway Maintenance	520	Note 1
	Street Lighting	100	
	Bridges and Structures	200	
	Coastal Defence	50	
	Public Rights of Way	25	
	Dropped Kerbs	50	
	Traffic & Parking Measures:		
	Grange Road - Pedestrian Safety	50	Note 2
	20 mph pilot study	25	
	Speed Limit Review	10	
	Road Safety - Education Training	25	
	Road Safety Projects	190	
	Highways Block Allocation	1,245	
	Note 1:		
	The Strategic Investment Group proposes that £150k in respect of the Highway Maintenance allocation (£520k) be targeted at road damage (Inc potholes) experienced this winter, and that proposals for this spend should be brought to the group for review.		
	Note 2:		
	The Strategic Investment Group noted the requirement for improvements to Grange Road Pedestrian Crossing - £50k, and recommends the service submit details of the proposed work for review by the group when available.		
3	Flood Alleviation Works	180	
4	Replacement of dangerous street lighting columns and units	50	
5	Street Lighting Energy Reduction Schemes	200	
	Total Proposed Highways Capital Programme	5,783	

Mae tudalen hwn yn fwriadol wag

Adroddiad i'r:	Cyngor Sir
Dyddiad y Cyfarfod:	8 Ebrill 2014
Aelod/Swyddog Arweiniol:	Y Cyngorydd Barbara Smith / Gary Williams
Awdur yr Adroddiad:	Gary Williams, Swyddog Monitro
Teitl:	Adroddiad Panel Annibynnol Cymru ar Gydnabyddiaeth Ariannol 2014/15

1 Am beth mae'r adroddiad yn sôn?

- 1.1 Cyhoeddi adroddiad Panel Annibynnol Cymru ar Gydnabyddiaeth Ariannol (y Panel) ar gyfer blwyddyn ariannol 2014/15. Mae'r Panel yn ei gwneud yn ofynnol i'r awdurdod roi'r penderfyniadau sydd yn yr adroddiad ar waith o ddyddiad ei gyfarfod blynyddol (13 Mai 2014).

2 Beth yw'r rheswm dros lunio'r adroddiad hwn?

- 2.1 Y rheswm dros lunio'r adroddiad hwn yw er mwyn rhoi gwybod i'r Aelodau am adroddiad y Panel, fel y gall yr Aelodau fabwysiadu'r argymhellion y gofynnir amdanynt yn yr adroddiad a phenderfynu ar lefel y gydnabyddiaeth ar gyfer Cadeirydd ac Is-Gadeirydd y Cyngor ar gyfer blwyddyn ariannol 2014/15.

3 Beth yw'r Argymhellion?

- 3.1 Bod yr Aelodau'n mabwysiadu argymhellion y Panel ar gyfer blwyddyn ariannol 2014/15 mewn perthynas â thalu Cyflogau Sylfaenol ac Uwch Gyflogau.
- 3.2 Bod yr Aelodau'n penderfynu ar lefel y gydnabyddiaeth a delir i'r Cadeirydd a'r Is-Gadeirydd ar gyfer blwyddyn ariannol 2014/15.
- 3.3 Bod yr Aelodau'n mabwysiadu argymhellion y Panel mewn perthynas â thaliadau i aelodau cyfetholedig.
- 3.4 Bod yr Aelodau'n mabwysiadu'r Cynllun Taliadau i Aelodau a amlinellir yn Atodiad 3 i'r adroddiad.

4 Manylion am yr adroddiad.

- 4.1 Mae Mesur Llywodraeth Leol (Cymru) 2011 (y Mesur) yn darparu bod rhaid i'r Panel gyhoeddi adroddiad gogyfer â phob blwyddyn ariannol yn nodi sut y mae'n arfer ei swyddogaethau. Gall adroddiad blynyddol osod gofynion gwneud taliadau ar awdurdodau lleol.

- 4.2 Mae'r Mesur yn darparu ymhellach bod rhaid i awdurdod lleol gydymffurfio â'r gofynion a osodir arno gan adroddiad blynyddol.
- 4.3 Ymwelodd y Panel â phob un o'r 22 awdurdod lleol yng Nghymru i ganfod barn Aelodau a swyddogion yn ystod haf 2013.
- 4.4 Cynhyrchodd y Panel fersiwn ddrafft o'i adroddiad blynyddol er mwyn ymgynghori yn ei gylch ac ystyriwyd hwnnw gan y Pwyllgor Gwasanaethau Democrataidd ym mis Tachwedd 2013.
- 4.5 Mae fersiwn derfynol adroddiad blynyddol y Panel bellach wedi ei gyhoeddi. Mae'r adroddiad terfynol yn wahanol mewn rhai agweddau pwysig i fersiwn ddrafft yr adroddiad.
- 4.6 Nid yw'r Panel wedi newid lefel y gydnabyddiaeth ers 2011. Yn y gorffennol mae'r Panel wedi alinio taliadau Cyflogau Sylfaenol â chanolrif enillion gros gweithwyr llawn amser yng Nghymru. Dros y tair blynedd ddiwethaf, bu gostyngiad mewn cyllid ar gyfer awdurdodau lleol a rhewyd cyflogau cyhoeddus. Penderfynodd y Panel yn ystod y cyfnod hwnnw i beidio â chadw'r aliniad â chanolrif enillion ac mae hynny wedi arwain at ostwng lefel y Cyflog Sylfaenol mewn termau real.
- 4.7 O ystyried yr ymlacio cymedrol a fu yn y cyfyngiadau ar gyflogau'r sector cyhoeddus yn fwy diweddar mae'r Panel wedi penderfynu cynyddu'r Cyflog Sylfaenol gan lai nag 1% o £13,175 i £13,300 ar gyfer blwyddyn ariannol 2014/15.
- 4.8 Mae'r Panel wedi penderfynu parhau â gosod terfyn ar nifer yr Uwch Gyflogau. Mae'r Panel hefyd wedi penderfynu parhau i grwpio Cynghorau yn ôl maint y boblogaeth. Mae Sir Ddinbych yn Grŵp C a'r terfyn a osodwyd ar gyfer y grŵp hwnnw yw 17 o Uwch Gyflogau. Gellir gweld y grwpiau poblogaeth yn Nhabl 1 yn yr adroddiad sydd ynghlwm yn Atodiad 1.
- 4.9 Yn ystod yr ymweliadau ymgynghori a gynhaliwyd yn 2013, yn ôl y Panel, mynegwyd barn gyson gan Aelodau mai gan y rolau arweinyddol a gweithredol, (cyflogau Band 1 a Band 2 yn y drefn honno) y mae'r atebolrwydd unigol mwyaf a bod yr atebolrwydd hwn yn bodoli waeth beth fo maint y boblogaeth a wasanaethir. Mae'r Panel yn parhau i fod o'r farn bod maint y boblogaeth yn ffactor pwysig sy'n dylanwadu wrth fandio cyfrifoldebau ac mae wedi dal gafael ar y cyswllt rhwng grwpiau Cynghorau a'r Uwch Gyflogau hynny. Mae'r Panel, fodd bynnag, wedi gwneud mân addasiadau i gyflogau Band 1 a 2 er mwyn lleihau'r gwahaniaethau rhwng y grwpiau.
- 4.10 Roedd fersiwn ddrafft adroddiad blynyddol y Panel wedi awgrymu y dylid penderfynu ar gyflogau Band 3 sy'n daladwy i Gadeiryddion Pwyllgorau yn lleol ac y dylid eu gosod ar un o dri band gwahanol yn dibynnu ar lefel y cyfrifoldeb a'r llwyth gwaith sydd gan wahanol Gadeiryddion. Nid oedd yr ymatebion a roddwyd i fersiwn ddrafft yr adroddiad, gan gynnwys ymateb y Cyngor hwn, yn gefnogol i'r awgrym hwnnw. Mae'r Panel felly wedi penderfynu peidio â chyflwyno lefelau cyfrifoldeb ac mae wedi penderfynu y dylid talu £22,000 y

flwyddyn fel Uwch Gyflog i Gadeiryddion Pwyllgorau, os telir cydnabyddiaeth iddynt.

- 4.11 Mae'r gofyniad i dalu Uwch Gyflog i Arweinydd y grŵp gwrthbleidiol mwyaf yn parhau mewn bodolaeth. Mae'r Panel yn cydnabod bod ystod cyfrifoldebau ac atebolrwydd y rôl hon yn amrywio o awdurdod i awdurdod, ond mae'r panel o'r farn bod gwneud taliad gogyfer â'r swydd hon yn bwysig ar gyfer democratiaeth leol. Bydd yr Uwch Gyflog ar gyfer y rôl hon yn daladwy ar Fand 3, £22,000 y flwyddyn, ar yr amod bod y grŵp yn cynrychioli o leiaf 10% o aelodaeth y Cyngor.
- 4.12 Mae'r Panel wedi nodi mai ychydig iawn o awdurdodau sy'n talu arweinwyr grwpiau gwleidyddol eraill. Ar achlysuron lle telir Uwch Gyflogau o'r fath, dylid eu gosod ar lefel Band 5 sef £17,000 y flwyddyn.
- 4.13 Taliadau a wneir i'r Pennaeth Dinesig a'r Dirprwy Bennaeth Ddinesig yw Cyflogau Dinesig. Yn Sir Ddinbych, Cadeirydd ac Is-Gadeirydd y Cyngor yw'r rhain. Nid yw Cyflogau Dinesig yn cyfrif tuag at y terfyn sydd wedi ei osod ar Uwch Gyflogau.
- 4.14 Mae'r Panel wedi ystyried y llwythi gwaith amrywiol a lefel amrywiol yr ymrwymiad a ddisgwylir gan Benaethiaid Dinesig a'u Dirprwyon o un awdurdod lleol i'r nesaf yng Nghymru. Mae'r Panel wedi penderfynu y dylai pob awdurdod lleol osod lefel y cyflog sy'n daladwy i Benaethiaid Dinesig a'u Dirprwyon ar un o dair lefel a bennir gan y Panel. Nid oes a wnelo'r lefelau hyn â maint y boblogaeth a dylai pob awdurdod benderfynu ar y lefel yn ôl y llwyth gwaith a'r cyfrifoldebau a ragwelir. Gall Cyngor benderfynu peidio â chymhwyso unrhyw Gyflog Dinesig.
- 4.15 Mae lefelau'r cyflogau sydd ar gael wedi'u hamlinellu yn Nhabl 3 adroddiad y Panel. Maent fel a ganlyn:

	Penaethiaid Dinesig	Dirprwy Benaethiaid Dinesig
a)	£24,000	£18,000
b)	£21,500	£16,000
c)	£19,000	£14,000

- 4.16 Y lefelau cyfredol sy'n daladwy i'r Cadeirydd a'r Is-Gadeirydd yw £19,035 a £14,805 yn y drefn honno.
- 4.17 Mae lefel y gydnabyddiaeth sy'n daladwy i aelodau cyfetholedig yn parhau heb ei newid.
- 4.18 Mae'r Panel wedi pennu lefelau cydnabyddiaeth ar gyfer Cadeiryddion Pwyllgorau Trosolwg a Chraffu ar y Cyd. Nid oes pwyllgor o'r fath yn bodoli ar hyn o bryd yn Sir Ddinbych. Nid oes gofyniad i dalu Uwch Gyflogau ar gyfer y swyddi hynny a byddai hynny'n fater i'w gytuno rhwng yr awdurdodau sy'n cymryd rhan.
- 4.19 Mae'r cyfraddau fesul milltir a delir i'r Aelodau yn aros heb eu newid.

4.20 Mae'r cyfraddau cynhaliaeth ar gyfer Aelodau yn aros heb eu newid, ac eithrio cael gwared ar y gyfradd ar gyfer llety dros nos yng Nghaerdydd. Daw hyn â'r cyfraddau llety dros nos yn unol â chyfraddau Llywodraeth Cymru.

5 Sut mae'r penderfyniad yn cyfrannu at y Blaenoriaethau Corfforaethol?

5.1 Nid yw'r penderfyniad yn effeithio'n uniongyrchol ar y Blaenoriaethau Corfforaethol.

6 Faint fydd hyn yn ei gostio a sut bydd yn effeithio ar wasanaethau eraill?

6.1 Byddai'r newidiadau i lefelau'r Cyflogau Sylfaenol a'r Uwch Gyflogau a delir gan y Cyngor yn cyfrif am £10,105 y flwyddyn yn ychwanegol. Bydd y penderfyniad ynglŷn â lefelau Cyflogau Dinesig yn costio fel a ganlyn. Bydd Band A yn costio £8,160, bydd Band B yn costio £3,660 a bydd Band C yn arbed £840 os dewisir yr un lefelau band ar gyfer cadeirydd ac is-gadeirydd y Cyngor.

7 Beth yw prif gasgliadau'r Asesiad o Effaith ar Gydraddoldeb a gwblhawyd ar gyfer y penderfyniad?

7.1 Nid oedd angen cynnal Asesiad o Effaith ar Gydraddoldeb.

8 Pa ymgynghori a wnaed gyda'r Pwyllgor Archwilio ac eraill?

8.1 Ystyriwyd fersiwn ddrafft yr adroddiad blynyddol gan y Pwyllgor Gwasanaethau Democrataidd a chan Gadeiryddion ac Is-gadeiryddion y Pwyllgorau Archwilio.

9 Datganiad y Prif Swyddog Cyllid

9.1 Mae darpariaeth o £18k wedi ei ganiatáu o fewn cyllideb 2014/15 ar gyfer costau ychwanegol sy'n codi o ganlyniad i weithredu argymhellion y Panel. Byddai unrhyw gostau uwchlaw hyn yn arwain at bwysau ar y gyllideb.

10 Beth yw'r risgiau ac a oes yna unrhyw beth y gallwn ei wneud i'w lleihau?

10.1 Mae perygl, os bydd y Cyngor yn methu â mabwysiadu gofynion y Panel, y bydd yn cael cyfarwyddyd i wneud hynny dan ddarpariaethau Mesur Llywodraeth Leol (Cymru) 2011.

11 Pŵer i wneud y Penderfyniad

11.1 Adran 153 Deddf Llywodraeth Leol (Cymru) 2011.

Tabl 1: Uchafswm cyfrannau a nifer y cynghorwyr sy'n gymwys i dderbyn cyflog uwch.

Cyngor	Nifer y cynghorwyr	Nifer y cyflogau uwch
Grŵp A		
Caerdydd	75	19
Rhondda Cynon Taf	75	19
Abertawe	72	19
Grŵp B		
Pen-y-bont ar Ogwr	54	18
Caerffili	73	18
Sir Gaerfyrddin	74	18
Conwy	59	18
Sir y fflint	70	18
Gwynedd	75	18
Castell-nedd Port		
Talbot	64	18
Casnewydd	50	18
Sir Benfro	60	18
Powys	73	18
Bro Morgannwg	47	18
Wrecsam	52	18
Grŵp C		
Blaenau Gwent	42	17
Ceredigion	42	17
Sir Ddinbych	47	17
Ynys Môn	30	15
Merthyr Tudful	33	16
Sir Fynwy	43	17
Torfaen	44	17

Mae tudalen hwn yn fwriadol wag

Tabl 2: Bydd cyflog sylfaenol a chyflog uwch yn daladwy fel a ganlyn i aelodau o'r prif gynghorau

Cyflog sylfaenol (yn daladwy i bob aelod etholedig) £13,300			
	Grŵp A (Caerdydd, Rhondda Cynon Taf, Abertawe)	Grŵp B (Pen-y-bont ar Ogwr, Caerffili, Sir Gaerfyrddin, Conwy, Sir y Fflint, Gwynedd, Casnewydd, Castell-nedd Port Talbot, Sir Benfro, Powys, Bro Morgannwg, Wrecsam)	Grŵp C (Blaenau Gwent, Ceredigion, Sir Ddinbych, Ynys Môn, Merthyr Tudful, Sir Fynwy, Torfaen)
Cyflogau uwch (yn cynnwys cyflog sylfaenol)			
Band 1 Arweinydd Dirprwy arweinydd	£53,000 £37,000	£48,000 £33,500	£43,000 £30,000
Band 2 Rôl weithredol arall	£32,000	£29,000	£26,000
Band 3 Cadeiryddion pwyllgorau:		£22,000	
Band 4 Arweinydd yr wrthblaid fwyaf ³		£22,000	
Band 5 Arweinyddion grwpiau gwleidyddol eraill		£17,000	

Mae tudalen hwn yn fwriadol wag

Denbighshire County Council

Members' Remuneration Schedule 2014 – 2015

Introduction

Under the local Government (Wales) Measure 2011 the independent Remuneration Panel for Wales (IRPW) was given an extended remit for prescribing levels of remuneration for all members of Local Authorities. The IRPW's Annual Report published in February 2014 sets out the level of remuneration for 2014/15. By virtue of Annex 2 of the Annual Report local authorities are required to publish a schedule of Member Remuneration.

1. Members Basic Salary

All Members will be paid a Basic Salary of **£13,300** per annum, paid in monthly instalments throughout the year.

Members receiving only this Basic Salary in 2013-14 are as follows:

2. Members Senior Salaries (inclusive of Basic Salaries)

Some members receive their basic salary and also undertake senior roles. They therefore receive a 'senior salary' (which is inclusive of the basic salary).

Under the IRPW Regulations Denbighshire can pay up to 17 senior salaries. The maximum number of senior salaries set for the Council by IRPW has not been exceeded as the actual number of senior salaries currently being paid is 15.

NB. Senior Salaries are paid inclusive of the Basic Salary.

Members in receipt of Senior Salaries 2014-15

Members Band 1 Senior Salary

Leader of the Council & Lead **£43,000**
Member for Economic Development

Deputy Leader of the Council & Lead **£30,000**
Member for Education

Members Band 2 Senior Salary

Lead Member for Social **£26,000**
Care & Adult and
Children's Services

Lead Member for
Customers &
Communities £26,000

Lead Member for
Leisure, Youth, Tourism
& Rural Development £26,000

Lead Member for
Modernising &
Performance £26,000

Lead Member
for Public Realm £26,000

Lead Member for
Finance & Assets £26,000

Members Band 3 Senior Salary

Chair of Partnerships
Scrutiny Committee £22,000

Chair of Communities
Scrutiny Committee £22,000

Chair of Performance
Scrutiny Committee £22,000

Chair of Planning
Committee £22,000

Chair of Licensing
Committee £22,000

Chair of Corporate
Governance Committee £22,000

Leader of the Largest
Opposition Group £22,000

Civic Salary

Chairman of the Council

Vice Chairman of the
Council

3. Co-opted Member Payments

Co-opted Chairs and Members of Committees with voting rights will be entitled on submission of a monthly claim to a co-opted member payment.

The amounts payable by way of daily rates and half day rates are as set out below.

Co-opted Chair - **£256 daily fee (£128 for a half day)**

Co-opted Ordinary Member - **£198 daily fee (£99 for a half day)**

Denbighshire Council is entitled to decide on the maximum number of days for which co-opted members may be paid in any one year. Currently, the Council has not set a maximum limit.

The co-opted members with voting rights, who are currently entitled to a co-opted member payment, are:

Co-optee	Position
Ian Trigger	Co-opted Chair, Standards Committee
Margaret Medley	Co-opted Member, Standards Committee
Paula White	Co-opted Member, Standards Committee
David E. Jones	Co-opted Member, Standards Committee
Wayne Roberts	Co-opted Member, Standards Committee
Gareth Williams	Co-opted Member, Education Scrutiny
Gill Greenland	Co-opted Member, Education Scrutiny
Debra Houghton	Co-opted Member, Education Scrutiny
Dawn Marjoram	Co-opted Member, Education Scrutiny
Nicola Lewis	Co-opted Member, Education Scrutiny
Paul Whitham	Co-opted Member, Audit Committee (Corporate Governance Committee)

4. Care Allowances

A maximum allowance of £403 per month may be available payable on the production of receipts for the re-imbursalment of care expenses. Please refer to section 8 of Part 6 *Members' Scheme of Allowances* in the Council's Constitution, available on the Council's website,

5. Payment of Travelling and Subsistence Expenses

A Councillor or Co-opted Member is entitled to receive payments from the Authority by way of travelling and subsistence expenses in respect of official business as set out in Schedule 2 to the Members' Scheme of Allowances in Part 6 of the Council's Constitution, which is on the Council's website.

Rates of Payment

All vehicle sizes of private motor vehicle:

- Up to 10,000 miles – 45p per mile
- Over 10,000 miles – 25p per mile
- Private motor cycles – 24p per mile
- Bicycles – 20p per mile
- Passenger supplement – 5p per passenger per mile

All other claims for travel expenses will only be reimbursed on production of a receipt showing the actual expense. Councillors and Co-opted Members should always be mindful of choosing the most cost effective method of travel.

Subsistence Expenses

The maximum rate for subsistence will be as set out below, with all claims to be supported by receipts:

A maximum of £28 per day, including breakfast if not included in overnight cost.

Overnight costs to a maximum of £150 in London; and £95 elsewhere.

A maximum of £25 per night if staying with friends or relatives.

Wherever possible, overnight accommodation should be reserved and paid for by the Council itself.

Adroddiad i'r:	Cyngor Sir
Dyddiad y Cyfarfod:	8 Ebrill 2014
Swyddog Arweiniol:	Pennaeth y Gwasanaethau Cyfreithiol a Democrataidd
Awdur yr Adroddiad:	Gary Williams, Pennaeth y Gwasanaethau Cyfreithiol a Democrataidd
Teitl:	Trefniadau ar gyfer Ethol Cadeirydd ac Is-gadeirydd yng Nghyfarfod Blynyddol y Cyngor

1 Am beth mae'r adroddiad yn sôn?

- 1.1 Y trefniadau ar gyfer ethol Cadeirydd ac Is-gadeirydd y Cyngor ar gyfer blwyddyn ddinesig 2014/15.

2 Beth yw'r rheswm dros lunio'r adroddiad hwn?

- 2.1 Bydd Cadeirydd ac Is-gadeirydd y Cyngor yn cael eu hethol yng Nghyfarfod Cyffredinol Blynyddol y Cyngor ym mis Mai. Pwrpas yr adroddiad yw cytuno ar y Cadeirydd a'r Is-Gadeirydd arfaethedig ar gyfer blwyddyn ddinesig 2014/15 sydd i'w hethol yn ffurfiol yn y Cyfarfod Cyffredinol Blynyddol.

3 Beth yw'r argymhellion?

- 3.1 Bod y Cyngor yn cytuno y bydd y Cadeirydd a'r Is-Gadeirydd arfaethedig ar gyfer blwyddyn gyngor 2014 yn cael eu hethol yn ffurfiol yng nghyfarfod blynyddol y Cyngor ar 13 Mai 2014.

4 Manylion am yr Adroddiad

- 4.1 Yn 2006 cytunodd y Cyngor gyda chasgliadau'r Panel Moderneiddio blaenorol bod y weithdrefn flaenorol pan gynhelid cyfarfod Blynyddol y Cyngor heb unrhyw sicrwydd go iawn ynglŷn â phwy fyddai'n cael eu hethol yn Gadeirydd ac Is-gadeirydd y Cyngor yn tynnu oddi wrth urddas yr achlysur.
- 4.2 Penderfynodd y Cyngor y dylid mynd i'r afael â'r trefniadau ar gyfer ethol Cadeirydd ac Is-gadeirydd yn y cyfarfod a gynhelir cyn Cyfarfod Blynyddol y Cyngor.
- 4.3 Is-Gadeirydd presennol Cyngor yw'r Cynghorydd Brian Blakeley. Y traddodiad yw bod Is-Gadeirydd presennol y Cyngor yn cael ei ethol yn Gadeirydd y Cyngor ar gyfer y flwyddyn ddinesig nesaf.

4.4 Gofynnwyd i Arweinwyr Grŵp ddarparu enwebiadau ar gyfer rôl Is-gadeirydd y Cyngor gogyfer â'r flwyddyn ddinesig nesaf. Caiff manylion y sawl a enwebir, os bydd hynny'n bosibl, eu dosbarthu cyn y cyfarfod.

5 Sut mae'r penderfyniad yn cyfrannu at y Blaenoriaethau Corfforaethol?

5.1 Nid yw rolau Cadeirydd ac Is-gadeirydd y Cyngor yn effeithio'n uniongyrchol ar y blaenoriaethau corfforaethol.

6 Faint fydd hyn yn ei gostio a sut bydd yn effeithio ar wasanaethau eraill?

6.1 Ar hyn o bryd telir cyflogau uwch o £19,035 ac £14,805 i Gadeirydd ac Is-gadeirydd y Cyngor yn y drefn honno. Mae'r ffigurau hyn yn cynnwys y cyflog sylfaenol a delir i bob aelod. Mae lefel y cyflog sydd i'w bennu i Gadeirydd ac Is-Gadeirydd y Cyngor ar gyfer y flwyddyn sydd i ddod yn destun adroddiad ar wahân.

7 Pa ymgynghoriadau sydd wedi eu cynnal?

7.1 Ymgynghorwyd ag Arweinwyr Grŵp ynghylch enwebu aelodau i rôl Is-Gadeirydd y Cyngor.

8 Datganiad y Prif Swyddog Cyllid

8.1 Nid oes unrhyw gostau ychwanegol yn deillio o'r argymhelliad hwn.

9. Beth yw'r risgiau ac oes yna unrhyw beth y gallwn ei wneud i'w lleihau?

9.1 Mae risg i enw da i'r Cyngor os nad oes sicrwydd pwy gaiff eu hethol yn Gadeirydd ac Is-gadeirydd y Cyngor yn y Cyfarfod Blynyddol.

10 Pŵer i wneud y Penderfyniad?

10.1 Erthygl 5 Cyfansoddiad y Cyngor.
Adran 4 Deddf Llywodraeth Leol 1972.

Rhybydd o Gynnig/Notice of Motion

Rydym yn galw ar y Cyngor i wahardd 'Lanterni'r awyr' rhag cael eu rhyddhau o dir yn eiddo Cyngor Sir Ddinbych.

We call on the council to ban the release of sky Lanterns from land in the ownership of Denbighshire County Council.

Gwyneth Kensler
Arweinydd Grwp Plaid Cymru ar y Cyngor

Gwyneth Kensler
24 / 3 / 2014

Mae tudalen hwn yn fwriadol wag

Cynllun Gwaith i'r Dyfodol y Cyngor Sir

Cyfarfod	Eitem (disgrifiad/teitl)		Pwrpas yr adroddiad	Angen penderfyniad gan y Cyngor (oes/nac oes)	Awdur - Aelod Arweiniol a swyddog cyswllt
Briffio'r Cyngor 28 Ebrill	1	Cyfoeth Naturiol Cymru	Cyflwyno'r trefniadau newydd rŵan fod CNC wedi'i sefydlu a rhannu eu blaenoriaethau cenedlaethol a thrafod eu heffaith ar y cyngor	Amherthnasol	Rebecca Maxwell
	2	Heddlu Gogledd Cymru – Canolfan Gyfathrebu'r Llu (FCC)	Uwcharolygydd Alex Goss i roi cyflwyniad i roi gwybodaeth am swyddogaeth FCC a hygyrchedd ac ymweliadau posibl i'r FCC os yw'r Aelodau angen.	Amherthnasol	Uwcharolygydd Alex Shea a Mr Paul Shea yn mynychu.
	3	Hunanasesu Trefniadau Llywodraethu a Gwella'r Cyngor 2013/14		Amherthnasol	Ivan Butler
13 Mai CYFARFOD BLYNYDDOL	1	Penodi Cadeirydd y Cyngor	Penodi Cadeirydd y Cyngor am y flwyddyn 2014/15	Oes	Gary Williams
	2	Penodi Is-Gadeirydd y Cyngor	Penodi Is-Gadeirydd y Cyngor am y flwyddyn 2014/15	Oes	Gary Williams
	3	Adroddiad Blynyddol y	Ystyried yr Adroddiad	Oes	Rhian Evans / Steve

Cynllun Gwaith i'r Dyfodol y Cyngor Sir

Cyfarfod	Eitem (disgrifiad/teitl)		Pwrpas yr adroddiad	Angen penderfyniad gan y Cyngor (oes/nac oes)	Awdur - Aelod Arweiniol a swyddog cyswllt
		Pwyllgorau Archwilio	Blynyddol		Price
	4	Dogfen Cyflenwi Blynyddol ar gyfer y Cynllun Corfforaethol	Ceisio cymeradwyaeth ar gyfer y fersiwn derfynol o'r ddogfen gyflenwi	Oes	Cyng. Barbara Smith/ Alan Smith/Keith Amos
10 Mehefin 2014					
Briffio'r Cyngor 23 Mehefin 2014	1	Grant Athletwyr Talentog	Ystyried trefniadau ariannu ar gyfer y grant	Amherthnasol	Cyng. Huw Jones / Rhian Roberts
	2	Hyfforddiant Aelodau	I ystyried materion hyfforddi aelodau	Amherthnasol	Cyng. Barbara Smith / Eleri Woolford
	3	Prosiect Gwrthlodi Cynhwysiant Ariannol (FIAP)	I roi gwybod i'r holl aelod am nodau ac amcanion y prosiect	Amherthnasol	Cyng. Hugh Irving/Sarah Lamberton
	4	Ardal Marchnata Gogledd Ddwyrain Cymru ar gyfer Twristiaeth yng Nghymru	Cyflwyniad ar y meysydd twristiaeth newydd, Cyrchfan Sir Ddinbych, a sut rydym yn bwriadu gosod y blaenoriaethau twristiaeth gydag aelodau.		Sian Owen
	5	Diwygiad Lles			Paul McGrady

Cynllun Gwaith i'r Dyfodol y Cyngor Sir

Cyfarfod	Eitem (disgrifiad/teitl)		Pwrpas yr adroddiad	Angen penderfyniad gan y Cyngor (oes/nac oes)	Awdur - Aelod Arweiniol a swyddog cyswllt
	6	Strategaeth Tai Lleol	Ystyried strategaeth tai lleol cyn mynd i'r cyngor llawn ym mis Medi		Cyng. Hugh Irving / Peter McHugh / Sue Lewis
8 Gorffennaf 2014					
Briffio'r Cyngor (Y Gyllideb) 14 Gorffennaf 2014		Wedi'i neilltuo ar gyfer sesiwn ar gyllideb 2015/16			Cyng Julian Thompson-Hill / Paul McGrady
9 Medi 2014	1	Cynllun Cyfalaf	Trafod canlyniadau blynyddoedd blaenorol a diweddariad ar 5 mis o'r flwyddyn bresennol	Oes	Cyng. Julian Thompson-Hill / Paul McGrady / Richard Weigh
	2	Strategaeth Tai Lleol	Cytuno ar y Strategaeth Tai Lleol	Oes	Cyng. Hugh Irving / Peter McHugh / Sue Lewis
Briffio'r Cyngor 22 Medi					

Cynllun Gwaith i'r Dyfodol y Cyngor Sir

Cyfarfod	Eitem (disgrifiad/teitl)	Pwrpas yr adroddiad	Angen penderfyniad gan y Cyngor (oes/nac oes)	Awdur - Aelod Arweiniol a swyddog cyswllt
7 Hydref 2014				
Briffio'r Cyngor 20 Hydref 2014 (cyllideb)				
4 Tachwedd 2014				
Briffio'r Cyngor 17 Tachwedd 2014				
9 Rhagfyr 2014				
Briffio'r Cyngor 22 Rhagfyr 2014				

Cynllun Gwaith i'r Dyfodol y Cyngor Sir

Cyfarfod		Eitem (disgrifiad/teitl)	Pwrpas yr adroddiad	Angen penderfyniad gan y Cyngor (oes/nac oes)	Awdur - Aelod Arweiniol a swyddog cyswllt
(Cyllideb)					
Briffio'r Cyngor 19 Ionawr 2015					
3 Chwefror 2015	1	Datganiad Strategaeth Rheoli'r Trysorlys 2015/2016	Cymeradwyo Datganiad Strategaeth RhT 2015/2016	Oes	Cyng. Julian Thompson-Hill/Paul McGrady/Richard Weigh. I'w ychwanegu fel adroddiad blynyddol bob mis Chwefror.
24 Chwefror 2015					
Briffio'r Cyngor - 16 Mawrth 2015					

Cynllun Gwaith i'r Dyfodol y Cyngor Sir

Cyfarfod	Eitem (disgrifiad/teitl)	Pwrpas yr adroddiad	Angen penderfyniad gan y Cyngor (oes/nac oes)	Awdur - Aelod Arweiniol a swyddog cyswllt
14 Ebrill 2015				
12 Mai 2015 (CYFARFOD BLYNYDDOL)				

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Nodyn i swyddogion – Dyddiad Cau Adroddiadau i'r Cyngor Llawn

<i>Cyfarfod</i>	<i>Dyddiad cau</i>	<i>Cyfarfod</i>	<i>Dyddiad cau</i>	<i>Cyfarfod</i>	<i>Dyddiad cau</i>
<i>Ebrill</i>	25 Mawrth	<i>Mai</i>	28 Ebrill	<i>Mehefin</i>	27 Mai

Diweddarwyd 21/03/2014 - SP

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