

At: Aelodau'r Pwyllgor Archwilio
Cymunedau

Dyddiad: 5 Medi 2014

Rhif Union: 01824 712554

ebost: dcc_admin@denbighshire.gov.uk

Annwyl Gyngorydd

Fe'ch gwahoddir i fynychu cyfarfod y **PWYLLGOR ARCHWILIO CYMUNEDAU, DYDD IAU, 11 MEDI 2014** am **9.30 am** yn **YSTAFELL BWYLLGORA 1A, NEUADD Y SIR, RHUTHUN.**

Yn gywir iawn

G Williams
Pennaeth Gwasanaethau Cyfreithiol a Democrataidd

AGENDA

RHAN 1 – ESTYNNIR GWAHODDIAD I'R WASG A'R CYHOEDD FYNYCHU'R RHAN HON O'R CYFARFOD

1 YMDDIHEURIADAU

2 DATGAN CYSYLLTIAD

Dylai'r Aelodau ddatgan unrhyw gysylltiadau 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 mater o frys yn unol ag Adran 100B(4) Deddf Llywodraeth Leol 1972.

4 COFNODION (Tudalennau 5 - 12)

Derbyn cofnodion cyfarfod y Pwyllgor Archwilio Cymunedau a gynhaliwyd ar 26 Mehefin 2014 (copi ynghlwm).

5 POLISI CLUDIANT O'R CARTREF I'R YSGOL (Tudalennau 13 - 54)

Ystyried adroddiad gan Bennaeth Cwsmeriaid a Chymorth Addysg (copi ynghlwm) yn amlinellu'r cynigion ar gyfer polisi diwygiedig Cludiant o'r Cartref i'r Ysgol.

9.35 a.m. – 10.05 a.m.

6 ADOLYGIAD CYNLLUNIAU TREF AC ARDAL (Tudalennau 55 - 78)

Ystyried adroddiad gan Gyfarwyddwr Corfforaethol Uchelgais Economaidd a Chymunedol (copi ynghlwm) ar ganfyddiadau Adolygiad Cynlluniau Tref ac Ardal a'r camau gweithredu a gynigwyd o ganlyniad.

10.05 a.m. – 10.35 a.m.

~~~~~ **EGWYL** ~~~~~

**7 CYNLLUN TRWYDDEDU YCHWANEGOL AR GYFER TAI AMLFEDDIANNAETH** (Tudalennau 79 - 146)

Ystyried adroddiad gan Bennaeth Cynllunio a Gwarchod y Cyhoedd (copi ynghlwm) yn ceisio safbwynt yr aelodau ar gyfer ail-ddynodi Cynllun Trwyddedu Ychwanegol ar gyfer Tai Amlfeddiannaeth yn y Rhyl cyn ymgynghoriad cyhoeddus.

**10.45 a.m. – 11.15 a.m.**

**8 STRATEGAETH STRYDWEDD A PHERFFORMIAD MEWN PERTHYNAS Â BLAENORIAETH STRYDOEDD GLÂN Y CYNGOR** (Tudalennau 147 - 156)

Ystyried adroddiad gan Bennaeth Gwasanaethau Priffyrdd ac Amgylcheddol (copi ynghlwm) ynglŷn ag effeithiolrwydd y strategaethau i ddarparu'r Flaenoriaeth Gorfforaethol o Strydoedd Glân.

**11.15 a.m. – 11.45 a.m.**

**9 RHAGLEN WAITH ARCHWILIO** (Tudalennau 157 - 172)

Ystyried adroddiad gan y Cydlynnydd Archwilio (copi ynghlwm) yn gofyn am adolygiad o raglen waith y pwyllgor a rhoi'r diweddaraf i'r aelodau ar faterion perthnasol.

**11.45 a.m. - 12 hanner dydd**

**10 ADBORTH GAN GYNRYCHIOLWYR PWYLLGORAU**

Derbyn unrhyw ddiweddariad gan gynrychiolwyr y Pwyllgor ar amrywiol Fyrddau a Grwpiau'r Cyngor.

**12 canol dydd**

**RHAN 2 - MATERION CYFRINACHOL**

Dim.

## **AELODAETH**

### **Y Cynghorwyr**

Y Cyngorydd Huw Hilditch-Roberts  
(Cadeirydd)

Y Cyngorydd Win Mullen-James (Is-  
Gadeirydd)

James Davies  
Peter Arnold Evans  
Carys Guy  
Rhys Hughes  
Bob Murray

Joe Welch  
Cefyn Williams  
Cheryl Williams  
Huw Williams

### **Aelodau Cyfetholedig dros Addysg sy'n Pleidleisio (Rhifau Eitemau Agenda 5 yn unig)**

Gill Greenland  
Debra Houghton  
Nicola Lewis

Dr. D. Marjoram  
Gareth Williams

### **COPIAU I'R:**

Holl Gynghorwyr er gwybodaeth  
Y Wasg a'r Llyfrgelloedd  
Cynghorau Tref a Chymuned

Mae tudalen hwn yn fwriadol wag

## PWYLLGOR ARCHWILIO CYMUNEDAU

Cofnodion cyfarfod o'r Pwyllgor Archwilio Cymunedau a gynhaliwyd yn Ystafell Bwyllgora 1A, Neuadd y Sir, Rhuthun, Dydd Iau, 26 Mehefin 2014 am 9.30 am.

### YN BRESENNOL

Y Cynghorwyr James Davies, Peter Arnold Evans, Carys Guy, Huw Hilditch-Roberts (Cadeirydd), Rhys Hughes, Bob Murray, Joe Welch, Cefyn Williams a/ac Cheryl Williams.

Roedd yr Aelod Arweiniol y Cyngorydd Eryl Williams yn bresennol ar gais y Pwyllgor.

Roedd y Cyngorydd Martyn Holland yn bresennol fel arsylwr.

### HEFYD YN BRESENNOL

Cyfarwyddwr Corfforaethol: Uchelgais Economaidd a Chymunedol (RM), Pennaeth Priffyrdd a Gwasanaethau Amgylcheddol (SP), Pennaeth Addysg a Chwsmeriaid (JW), Pennaeth Cynllunio a Gwarchod y Cyhoedd (GB), Rheolwr Adran: Rheolwr Rhwydwaith (TT), Rheolwr Gwarchod y Cyhoedd (EJ), Rheolwr Caffael Strategol Dros Dro (SA), Rheolwr Arlwyo (IK) a (HJ), Rheolwr Gwasanaeth: Busnes a Gofalwyr (AHJ), Cydlynnydd Archwilio (RE) a Swyddog Gweinyddol (CW).

### 1 YMDDIHEURIADAU

Derbyniwyd ymddiheuriadau am absenoldeb oddi wrth y Cynghorwr(wyr) Win Mullen-James a/ac Huw Williams

### 2 DATGAN CYSYLLTIAD

Nid oedd yr un o'r Aelodau yn datgan unrhyw gysylltiad personol neu gysylltiad sy'n rhagfarnu gyda'r materion a nodwyd i'w hystyried yn y cyfarfod.

### 3 MATERION BRYD FEL Y CYTUNWYD GAN Y CADEIRYDD

Ni chodwyd unrhyw eitemau y dylid, ym marn y Cadeirydd, gael eu hystyried yn y cyfarfod fel mater o frys yn unol ag Adran 100B(4) o Ddeddf Llywodraeth Leol, 1972.

### 4 COFNODION

Cyflwynwyd Cofnodion cyfarfod y Pwyllgor Craffu Cymunedau a gynhaliwyd ddydd Iau, 15 Mai 2014.

Materion yn codi:-

8. Strategaeth Gyfathrebu Gorfforaethol – mewn ymateb i gwestiwn gan y Cyngorydd P.A. Evans, y Cyfarwyddwr Corfforaethol: Uchelgais Economaidd a

Chymunedol cytunwyd i roi manylion am amserlenni sy'n ymwneud â chymeradwyaeth y protocol drafft gan yr Uwch Dîm Arweinyddiaeth.

9. Rheoleiddio Safleoedd Carafannau yn Well - Cytunodd y Cydlynnydd Craffu i geisio eglurhad ynghylch y dyddiad gweithredu 1 Hydref, 2014 y cyfeirir ato yn yr adroddiad.

**PENDERFYNWYD** – yn amodol ar yr uchod, derbyn a chymeradwyo'r cofnodion fel cofnod cywir.

## **5 RHAGLEN MODERNEIDDIO ADDYSG - CYNIGION Y DYFODOL**

Roedd adroddiad gan y Pennaeth Cwsmeriaid a Chefnogi Addysg (HCES), a oedd yn adolygu cynnydd o ran gweithredu'r Rhaglen, wedi'i ddsbarthu gyda'r papurau ar gyfer y cyfarfod. Yr Atodiad i'r adroddiad oedd y rhaglen ariannol ddrafft ar gyfer y Rhaglen Moderneiddio Addysg ehangach. Roedd hyn yn egluro Rhaglen Ysgolion 21ain Ganrif y Cyngor ynghyd ag opsiynau ar gyfer buddsoddi ehangach.

Esboniodd yr Aelod Arweiniol dros Addysg (LME) bod y Cyngor yn datblygu rhaglen uchelgeisiol ar gyfer buddsoddi yn ystâd yr ysgol, ac y byddai'r cynnig yn cefnogi'r Flaenoriaeth Gorfforaethol o "wella perfformiad mewn addysg ac ansawdd adeiladau ein hysgolion".

Roedd yr LME a'r HCES yn manylu ar y cefndir i'r Rhaglen a phob prosiect ysgol a restrwyd. Roeddent yn pwysleisio, er bod Llywodraeth Cymru (LIC) wedi newid y gymhareb ariannu o 70% LIC a 30% Awdurdod Lleol i 50:50 ar gyfer Rhaglen Ysgolion yr 21ain Ganrif, roedd Sir Ddinbych wedi gallu ariannu'r dosraniad ychwanegol drwy reolaeth ariannol craff a thrwy reoli disgwyliadau ar gyfer pob prosiect unigol.

Hysbyswyd yr Aelodau fod cynigion ynghylch sefydlu ysgol uwchradd ffydd newydd ar y cyd yn y Sir yn debygol o gael ei gyflwyno i'r Cabinet yn yr hydref. Er bod y broblem o leoedd gwag mewn ysgolion yn ne'r Sir yn derbyn sylw trwy nifer o adolygiadau ardal, roedd rhagamcanion cyfredol yn nodi y byddai prinder lleoedd mewn ysgolion cynradd yn ardal y Rhyl yn y dyfodol. O ganlyniad, roedd cyfarfod wedi'i drefnu rhwng yr LME, swyddogion a phenaethiaid cynradd yn ardal y Rhyl i drafod atebion posibl.

Gofynnodd Dr Marjoram i Ysgol Plas Brondyffryn beidio cael ei gadael allan o unrhyw gynigion yn y dyfodol o dan y Rhaglen, gan y byddai Ysgol Tir Morfa yn elwa'n fawr drwy fod yn rhan o Brosiect Ailddatblygu Ysgol Uwchradd newydd y Rhyl.

Mewn ymateb i gwestiynau'r Aelodau mewn perthynas â risgiau posibl i'r prosiectau o e.e. gostyngiad pellach mewn cyllid gan Lywodraeth Cymru neu newidiadau mewn caniatâd cynllunio, pwysleisiodd yr LME a'r HCES fod yna risgiau gyda phob prosiect a bod yn rhaid i bob risg gael ei reoli'n briodol.

Gofynnwyd cwestiynau hefyd ynglŷn â'r risg i'r Rhaglen os bydd y Gweinidog dros Addysg a Sgiliau Llywodraeth Cymru yn gwrthdroi penderfyniad y Cabinet i gau Ysgol Llanbedr Dyffryn Clwyd, yr amserlen ar gyfer yr ysgol gynradd newydd

arfaethedig ar gyfer Rhuthun a'r sefyllfa bresennol mewn perthynas â ffedereiddio Ysgol Llanfair Dyffryn Clwyd ac Ysgol Pentrecelyn a'u categoraiddio iaith. Cafwyd ymatebion i'r cwestiynau hyn yn rhoi gwybod i'r Aelodau y rhagwelwyd y byddai ysgol newydd yn cael ei hadeiladu yn Rhuthun o fewn y pum mlynedd nesaf, roedd ffederasiwn Llanfair DC a Phentrecelyn bellach wedi'i gytuno mewn egwyddor a byddai'r penderfyniad ar gategoreiddio iaith yr ysgol newydd yn cael eu cymryd ar sail y canlyniadau a ddisgwylir ar gyfer y disgyblion h.y. y byddent yn gwbl ddwyieithog erbyn eu bod yn 11 oed. Byddai categoraiddio iaith yn ffurfio rhan o'r Achos Busnes ar gyfer yr ysgol. Eglurwyd nad oedd y penderfyniad yn yr arfaeth gan y Gweinidog mewn perthynas â Llanbedr DC yn peri risg sylweddol, gan y byddai'r Awdurdod ond yn sylweddoli arbedion refeniw o gau'r ysgol gan nad oedd y Cyngor yn berchen ar yr ased ei hun.

I gyflwyno Rhaglen Ysgolion yr 21ain Ganrif cyfan, fel y manylir yn yr adroddiad, byddai angen i'r Cyngor gyfrannu cyllid o £24,414,684. Cyfanswm cost y Rhaglen yw £51,283,196 gyda gweddill y gost yn dibynnu ar gyllid Ysgolion yr 21ain Ganrif Llywodraeth Cymru. Byddai gofyn i'r Cabinet yn ei gyfarfod ar 29 Gorffennaf gymeradwyo ymrwymiad ariannol y Cyngor i gyflwyno'r Rhaglen.

Dywedwyd wrth yr Aelodau fod yna nifer o risgiau sy'n cael eu rheoli ar hyn o bryd ar lefel rhaglen gan y Bwrdd Rhaglen Moderneiddio Addysg, a byddai pob prosiect unigol yn cynnwys gweithdrefnau rheoli risg.

**PENDERFYNWYD** - yn seiliedig ar y wybodaeth a ddarparwyd, ac yn amodol ar y manylion a fyddai'n cael ei gynnwys yn yr adroddiad i'r Cabinet ar 29 Gorffennaf, 2014, bod y Pwyllgor yn cefnogi'r weledigaeth uchelgeisiol ar gyfer moderneiddio cyfleusterau addysg ar draws y Sir.

## **6 DARPARIAETH GWASANAETHAU DYDD YNG NGOGLEDD SIR DDINBYCH**

Roedd copi o adroddiad gan y Pennaeth Gwasanaethau Oedolion a Busnes wedi'i ddsbarthu gyda'r papurau ar gyfer y cyfarfod.

Cyflwynodd y Rheolwr Gwasanaeth: Busnes a Gofalwyr (RhGBG) yr adroddiad oedd yn manylu ar ddarpariaeth gwasanaethau gofal dydd ar gyfer preswylwyr oedrannus yng Ngogledd y Sir ddeuddeg mis ar ôl i'r gwasanaeth gael ei ailfodelu. Eglurodd er bod y cynigion yn ymwneud yn bennaf â'r newidiadau yng Ngogledd Sir Ddinbych, dywedodd am y bwriad i roi'r egwyddorion strategol ategol ar waith i hyrwyddo annibyniaeth pobl trwy ail-alluogi a'r defnydd o adnoddau cymunedol ar draws y Sir.

Roedd y rhesymau dros adolygu gwasanaethau dydd yng ngogledd y Sir wedi eu manylu yn yr adroddiad. Roeddent yn ffurfio rhan o ddull ehangach sy'n ystyried pwysigrwydd atal, ymyrraeth gynnar a chydabod gyda phoblogaeth sy'n heneiddio y bydd gan rai pobl anghenion gofal cymhleth, tymor hir sy'n gofyn am ddulliau ymatebol ac sy'n canolbwyntio ar yr unigolyn.

Ymatebodd y RhGBG i gwestiynau gan Aelodau a rhoddodd grynodedb o weithrediad hyd yma fel yr amlinellir yn yr adroddiad. Penderfynodd yr Uwch Dîm Arweinyddiaeth Oedolion a Busnes i ganolbwyntio'r gwasanaeth yn barhaol yn

Hafan Deg yn y Rhyl mewn adeilad sydd wedi ei adeiladu'n bwrpasol ar gyfer darparu gwasanaethau dydd ac sy'n cydymffurfio'n llawn â'r Ddeddf Gwahaniaethu ar sail Anabledd. Roedd manylion anghenion unigolion sy'n mynychu gwasanaethau dydd yng Ngogledd y Sir wedi eu hamlinellu yn yr adroddiad, a rhoddwyd cadarnhad nad oedd unrhyw fwriad i leihau'r gwasanaeth i ddefnyddwyr gwasanaeth presennol.

Ochr yn ochr â'r trefniadau a amlinellwyd yn yr adroddiad, amlygwyd gwaith sy'n mynd rhagddo i ddatblygu cyfleoedd ymhellach i gael gweithgareddau dydd ystyrlon yn y gymuned yng Ngogledd Sir Ddinbych, ac roedd y rhain yn cynnwys manylion darpariaeth gwasanaeth yn Nant y Môr, Prestatyn. Roedd yr adroddiad hefyd yn rhoi ffigurau staffio a defnydd sy'n ymwneud â darparu gwasanaeth.

Dywedodd y RhGBG wrth yr Aelodau oherwydd llifogydd yn Uned Ddydd Llys Nant ym Mhrestatyn roedd holl ddefnyddwyr gwasanaeth a oedd yn mynychu'r Ganolfan honno wedi eu trosglwyddo i Hafan Deg yn Y Rhyl. Er gwaethaf y cynnwrf o orfod teithio ychydig ymhellach ni fu unrhyw gwynion gan y defnyddwyr gwasanaeth na'u teuluoedd ac roedd staff Hafan Deg a Llys Nant yn gweithio'n dda gyda'i gilydd. Nid oedd unrhyw gynlluniau i symud yn ôl i Lys Nant unwaith y byddai'n bosibl byw yn yr adeilad, fodd bynnag roedd trafodaethau yn mynd rhagddynt gyda gweithredwyr cyfleuster Gofal Ychwanegol Nant y Môr gyda'r bwriad o gwsmeriaid y Gwasanaethau Cymdeithasol yn cael mynediad i wasanaethau yn y Ganolfan honno.

Mewn ymateb i gwestiwn gan y Cynghorydd J M Davies, eglurodd y RhGBG fod yr adborth a gafwyd gan ddefnyddwyr gwasanaeth wedi nodi eu bod yn hapus gyda'r gwasanaeth a ddarperir ar hyn o bryd.

Cafwyd cadarnhad ei bod yn rhy fuan ar hyn o bryd i adrodd ar effeithiolrwydd y gwasanaeth Ailalluogi gan ei fod yn dal yn wasanaeth sy'n dal i ddysgu. Yn ystod y drafodaeth ddilynol, roedd yr Aelodau yn cefnogi'r argymhellion yn yr adroddiad a chytunwyd y dylai'r Pwyllgor dderbyn adroddiad gwybodaeth pellach yn dilyn cyfnod o 12 mis.

***PENDERFYNWYD*** - bod y Pwyllgor yn:-

*(a) derbyn yr adroddiad ac yn cefnogi'r camau sy'n cael eu cymryd i symud y gwasanaeth yn ei flaen yn gyson gyda'r egwyddor o gefnogi dinasyddion Sir Ddinbych i aros mor annibynnol ag y bo modd am gyhyd ag y bo modd.*

*(b) bod adroddiad gwybodaeth yn cael ei gyflwyno i'r Pwyllgor ymhen deuddeng mis i werthuso effeithiolrwydd y Gwasanaeth Ailalluogi wrth gyflawni'r weledigaeth uchod a gwireddu effeithlonrwydd i'r Cyngor.*

## **7 GRŴP TASG A GORFFEN ADOLYGU BWYD**

Roedd copi o adroddiad gan y Pennaeth Cynllunio a Gwarchod y Cyhoedd (PCGC), a oedd yn rhoi adroddiad diweddar a chynnydd ar yr adolygiad bwyd a wnaed gan y Grŵp Tasg a Gorffen, wedi ei ddsbarthu gyda'r papurau ar gyfer y cyfarfod.



Dywedwyd wrth yr Aelodau fod y Grŵp Tasg a Gorffen wedi cyfarfod o fewn y tri mis diwethaf i adolygu'r cynnydd o ran rhoi'r argymhellion a oedd wedi eu llunio'r llynedd ar waith. Roedd y Swyddogion yn manylu'r gwaith a wnaed gan y Gwasanaethau Rheoleiddio a'r Gwasanaeth Caffael gyda'r bwriad o gydymffurfio â gofynion hylendid bwyd a diogelwch bwyd mewn sefydliadau bwyd ar draws y Sir, ynghyd â'r prosesau caffael ar gyfer bwyd i sefydliadau'r awdurdod lleol a rheoli contract a gweithdrefnau monitro ar gyfer contractau caffael bwyd y Cyngor.

Roedd yr Asiantaeth Safonau Bwyd (ASB) wedi archwilio gwasanaeth bwyd y Cyngor ym mis Gorffennaf 2013, ond parheir i aros am eu hadroddiad terfynol.

Mewn ymateb i gwestiynau'r Aelodau rhoddwyd sicrwydd bod cynnyrch bwyd Cymreig/Prydeinig, gan gynnwys cig yn cael eu caffael lle bynnag y bo modd, er bod hyn yn cynyddu'r gost. Hysbyswyd yr aelodau hefyd bod swyddogion yn ogystal ag arolygu allfeydd bwyd yn archwilio manwerthwyr alcohol i wirio am alcohol anghyfreithlon a blasu cynnwys a chryfder yr alcohol ar werth a sicrhau bod alcohol a sigarêts wedi bod yn destun dyletswydd Tollau a Chartref.

Gofynnodd yr Aelodau a oedd swyddogion wedi cael gwybod am sbeisys a allai fod yn beryglus a oedd yn cael eu gwerthu mewn rhai rhannau o'r DU. Dywedodd y swyddogion nad oedd yr un o'r rhybuddion rheolaidd oeddent wedi eu derbyn yn ymwneud â sbeisys, byddai'r Rheolwr Gwarchod y Cyhoedd yn gwneud ymholiadau mewn perthynas â'r mater ac yn adrodd yn ôl i Aelodau'r Pwyllgor.

Mewn ymateb i gwestiynau ynghylch ag a oedd dogn prydau ysgol yn ddigonol i'r disgyblion, dywedodd y swyddogion bod dognau'n cydymffurfio â pholisi prydau ysgol Lywodraeth Cymru 'Blas am Oes'. Eglurwyd hefyd bod y Gwasanaethau Arlwygo wedi rhewi pris prydau ysgol am y bumed flwyddyn yn olynol. Canmolodd yr Aelodau'r Gwasanaethau ar eu gwaith ar y cyd wrth weithredu argymhellion y Grŵp Tasg a Gorffen ac yn dilyn trafodaeth bellach: -

**PENDERFYNWYD** - bod y Pwyllgor yn:-

- (a) nodi'r cynnydd a wnaed yn erbyn pob un o'r argymhellion.
- (b) yn cymeradwyo ansawdd prydau ysgol ar draws y Sir, ond i gofrestru pryderon am y maint dogn bach, ac yn
- (c) cytuno bod adroddiad cynnydd arall yn cael ei gyflwyno i'r Pwyllgor ymhen deuddeng mis yn manylu ar y cynnydd a wnaed gyda hylendid bwyd a chydymffurfio â safonau bwyd, a chyda gweithdrefnau monitro a chaffael bwyd y Sir.

## **8 STRATEGAETH RHEOLI ASED AU PRIFFYRDD**

Roedd copi o adroddiad gan y Pennaeth Priffyrdd a Gwasanaethau Amgylcheddol a oedd yn amlinellu'r sefyllfa ddiweddaraf o ran rhwydwaith ffyrdd y Sir ac yn disgrifio sut y byddai'r cyflwr yn cael ei reoli yn y dyfodol, wedi ei ddosbarthu gyda'r papurau ar gyfer y cyfarfod.

Cyflwynodd y PPGA yr adroddiad a oedd yn manylu ar y sefyllfa ddiweddaraf o ran y gwaith cynnal a chadw adweithiol ac ataliol ar rwydwaith ffyrdd y Sir. Yr

adroddiad oedd y cam nesaf yn dilyn trafodaeth gydag Aelodau mewn cyfarfod o'r Gweithgor strategaeth ar 10 Hydref 2013 yn dilyn adroddiad i'r Pwyllgor Craffu Cymunedau ym mis Gorffennaf 2013.

Amlygwyd pwysigrwydd asesu a gwerthuso'r manteision sy'n deillio o'r buddsoddiad sylweddol i wella cyflwr y ffordd yn iawn. Roedd y ddau ddull ar gyfer gwneud hyn yn cynnwys y data Sganiwr, a gynhyrchodd y Dangosydd Perfformiad, a'r Dangosydd Cyflwr Ffyrdd (DCFf). Roedd manylion pob un o'r prosesau wedi eu cynnwys yn yr adroddiad.

Roedd Atodiad A yn manylu perfformiad cyffredinol Sir Ddinbych o ran allbwn Sganiwr ac, ar gyfer cyd-destun, yn cynnwys safle cymharol y Sir o ran y 'Grŵp Teulu'. Roedd hefyd yn dangos gwelliant parhaus yn y DCFf, ymddangosiad gweledol y ffordd. Nododd yr Aelodau bod gwelliannau wedi'u gwneud a'u cynnal.

Ers nodi ffyrdd fel blaenoriaeth ar gyfer 2009/10 roedd Sir Ddinbych wedi buddsoddi dros £18miliwn ac roedd manylion y dyraniad cyllid wedi'i grynhai yn yr adroddiad. Eglurwyd y byddai cytundeb y Rhaglen Gyfalaf i gynnal y rhwydwaith yn briodol yn hollbwysig, ac roedd yr adroddiad yn archwilio senarios i reoli asedau i liniaru'r risgiau. Roedd pob awdurdod lleol yng Nghymru wedi gweithio gydag ymgynghorwyr i adeiladu ar arfer gorau. Roedd Atodiad B yn darparu ystod o ffyrdd tebygol a'r mwyaf darbodus i reoli'r risg. Roedd Cod Ymarfer yn caniatáu ar gyfer amrywiad yn y gyfundrefn a byddai Sir Ddinbych angen cytuno ar yr hyn y dylai'r drefn fod o ran rhwydwaith blaenoriaethu a sut y dylai'r Awdurdod Priffyrdd ei reoli. Mae Atodiad C yn rhoi enghraifft o sut y gall y rhwydwaith gael ei flaenoriaethu a phwysleisiwyd pwysigrwydd ymgynghori.

Ers y Ddeddf Priffyrdd 1980, roedd cyfraith achosion wedi egluro rhai pwyntiau sy'n ymwneud ag amllder archwiliadau priffyrdd, diffiniad o 'ddiffyg' a faint o amser y gallai priffordd gael ei gadael heb ei hatgyweirio. Fodd bynnag, roedd yna dal rywfaint o hyblygrwydd a byddai angen diffiniad o lefel LLEIAF cynnal a chadw Sir Ddinbych. Roedd Atodiad D yn cynnig rhai cynigion fyddai angen trafodaeth cyn cytuno ar Bolisi Cynnal a Chadw Priffyrdd.

Eglurodd swyddogion ei fod yn galonogol adrodd bod perfformiad y Sir yn gwella, yn enwedig yn erbyn cefndir o doriadau mewn cyllid gan Lywodraeth Cymru. Hysbyswyd yr Aelodau gyda Menter Bentyca Llywodraeth Leol (MBLIL) yn dod i ben ym mis Mawrth, 2015 roedd yna benderfyniadau anodd angen eu gwneud o ran buddsoddi yn y rhwydwaith priffyrdd yn y dyfodol. Byddai angen gwario adnoddau prin yn ddoeth ac mewn ffordd wedi'i thargedu. Oni bai fod hyn yn cael ei wneud byddai cyflwr y ffyrdd yn dirywio yn gyflym iawn.

Tynnwyd sylw at yr angen i archwilio dosbarthiad rhai llwybrau yn y dyfodol. Byddai Gweithdy Aelodau yn cael ei gynnal gyda'r bwriad o ddiffinio proses flaenoriaethu cynnal a chadw priffyrdd ac esbonio a deall egwyddorion cynnal a chadw ffyrdd. Cadarnhaodd y PPGA y byddai cael proses flaenoriaethu cynnal a chadw ffyrdd a ddiffiniwyd yn dda yn lleihau'r risg o hawliadau ymglyfreitha llwyddiannus yn erbyn yr Awdurdod. Eglurodd hefyd y dylai polisi cynnal a chadw ffyrdd strwythuredig gwell, a fyddai'n cynnwys proses flaenoriaethu wedi'i diffinio'n glir, sylweddoli gwerth am arian o'r buddsoddiad a lleihau gwariant diangen. Darparwyd ymatebion

gan y swyddogion i gwestiynau'r Aelodau yn ymwneud â'r cynnig a materion o fewn eu hardaloedd eu hunain.

**PENDERFYNWYD** - bod y Pwyllgor:-

(a) yn amodol ar yr esboniadau uchod, yn nodi'r cynnydd a wnaed hyd yn hyn o ran gwella'r rhwydwaith priffyrdd ar draws y Sir.

(b) yn derbyn yr egwyddorion o broses flaenoriaethu cynnal a chadw priffyrdd, a

(c) chytuno y byddai cynnal gweithdai pellach yn fuddiol gyda golwg ar ddatblygu strategaeth glir ar gyfer rhwydwaith ffyrdd y Sir a phroses blaenoriaethu gwaith cynnal a chadw priffyrdd wedi'i diffinio'n dda.

## 9 RHAGLEN WAITH ARCHWILIO

Roedd copi o adroddiad gan y Cydlynnydd Archwilio, a oedd yn gofyn i'r Pwyllgor adolygu a chytuno ar ei raglen gwaith i'r dyfodol ac oedd yn rhoi diweddariad ar faterion perthnasol, wedi ei ddsbarthu gyda'r papurau ar gyfer y cyfarfod.

Rhoddodd y Pwyllgor ystyriaeth i'w Raglen Gwaith i'r Dyfodol drafft ar gyfer cyfarfodydd y dyfodol, a chytunwyd ar y newidiadau a'r ychwanegiadau canlynol:-

11 Medi 2014:-

Cytunodd yr Aelodau i eitem fusnes sy'n ymwneud â "Thrwyddedu Ychwanegol Tai Amlfeddiannaeth", y cyfeirir ati yn y briff gwybodaeth, gael ei chynnwys yn y rhaglen gwaith i'r dyfodol ar gyfer Medi, 2014. Cytunodd y Pwyllgor bod y Cynghorwyr H H Evans a D I Smith, yn y drefn honno, yn cael eu gwahodd i fynychu'r cyfarfod fel Aelodau Arweiniol.

Dywedodd y Cydlynnydd Archwilio wrth y Pwyllgor y gallai Aelodau anfon awgrymiadau i'w cynnwys yn rhaglen gwaith i'r dyfodol y Pwyllgor ar gyfer mis Hydref 2014 ati hi. Eglurodd y CD: ECA efallai y dymuna'r Aelodau ystyried yr adroddiad a gyflwynwyd i'r Cyngor, a oedd yn tynnu sylw at yr ymrwymadau yn y Cynllun Corfforaethol, wrth nodi materion i'w cynnwys yn y rhaglen gwaith i'r dyfodol.

Cadarnhaodd y Cydlynnydd Archwilio fod y Grŵp Cadeiryddion ac Is-gadeiryddion i fod i gynnal ei gyfarfod cyntaf y flwyddyn ddinesig newydd ar 3 Gorffennaf 2014.

**PENDERFYNWYD** - yn amodol ar y newidiadau a chytundebau uchod, cymeradwyo'r Rhaglen Gwaith i'r Dyfodol fel y nodir yn Atodiad 1 i'r adroddiad.

## 10 ADBORTH GAN GYNRYCHIOLWYR PWYLLGORAU

Dywedodd y Cynghorydd J. Welch ei fod ef a'r Cadeirydd, y Cynghorydd H. Hilditch-Roberts wedi mynychu cyfarfodydd y Grŵp Monitro Safonau Ysgolion yn ddiweddar. Rhoddodd y Cynghorydd Welch adroddiad byr a chadarnhaol ar drafodion y cyfarfod.

**PENDERFYNWYD** -fod y Pwyllgor yn derbyn ac yn nodi'r adroddiad.

Daeth y cyfarfod i ben am 13.50pm.

|                                   |                                                                                 |
|-----------------------------------|---------------------------------------------------------------------------------|
| <b>Adroddiad i'r:</b>             | <b>Pwyllgor Archwilio Cymunedau</b>                                             |
| <b>Dyddiad y Cyfarfod:</b>        | <b>11eg Medi 2014</b>                                                           |
| <b>Aelod Arweiniol / Swyddog:</b> | <b>Aelod Arweiniol dros Addysg /<br/>Pennaeth Cefnogi Addysg a Chwsmeriaid.</b> |
| <b>Awdur yr Adroddiad:</b>        | <b>Pennaeth Cefnogi Addysg a Chwsmeriaid</b>                                    |
| <b>Teitl:</b>                     | <b>Polisi Cludiant o'r Cartref i'r Ysgol</b>                                    |

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## **1. Am beth mae'r adroddiad yn sôn?**

- 1.1 Mae'r adroddiad hwn yn amlinellu cynigion ar gyfer y polisi diwygiedig ar gyfer Cludiant o'r Cartref i'r Ysgol

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

- 2.1 Yng Ngweithdy Rhyddid a Hyblygrwydd 17 Mehefin 2014 cymeradwyodd yr Aelodau Etholedig y bwriad o gynnal adolygiad o'r ddarpariaeth cludiant bresennol ac o ymgynghori ynglŷn â pholisi diwygiedig.

## **3. Beth yw'r Argymhellion?**

- 3.1 Bod yr Aelodau'n ystyried cynnwys y polisi diwygiedig ac yn gwneud argymhellion ar gyfer ystyriaeth y Cabinet.

## **4. Manylion am yr adroddiad.**

- 4.1 Cyhoeddodd y Cyngor ymgynghoriad ynglŷn â'r polisi newydd arfaethedig ar 11 Awst 2014. Mae'n rhaid i'r polisi newydd fod wedi ei fabwysiadu erbyn 1 Hydref 2014 er mwyn sicrhau bodloni'r rheoliadau. Mae hyn yn unol â rheoliadau Gwybodaeth am Deithio i Ddysgwyr 1.105 sy'n datgan:

*Os yw Awdurdod Lleol yn penderfynu newid neu roi'r gorau i ddarparu cludiant dewisol, mae'n rhaid i'r Awdurdod gyhoeddi polisi newydd cyn 1 Hydref yn y flwyddyn cyn y flwyddyn academaidd y bydd y newidiadau yn dod i rym.*

- 4.2 Nid oes unrhyw ofynion penodol o ran ymgynghori, fodd bynnag, cafodd y cynigion eu cyhoeddi ar wefan Cyngor Sir Ddinbych ac ar y cyfryngau cymdeithasol a chafodd copi caled ei ddogfennu'n uniongyrchol i rieni pob plentyn sy'n derbyn Cludiant i'r Ysgol ar hyn o bryd. Mae hyn yn cynnwys disgyblion meithrin newydd ar gyfer Medi 2015 a disgyblion presennol ym mlwyddyn 11 a allai adael yn dilyn y flwyddyn academaidd gyfredol. Cafodd copïau o ddogfennau'r ymgynghoriad eu dosbarthu hefyd i swyddogion perthnasol ac i'r holl Aelodau Etholedig drwy e-bost.

4.3 Ar ddiwrnod cyhoeddi'r ymgynghoriad, cafodd y canlynol naill ai gopi caled neu ddolen ar e-bost i wefan Cyngor Sir Ddinbych;

- *Cyngor Bwrdeistref Sirol Conwy;*
- *Cyngor Sir y Fflint;*
- *Cyngor Sir Wrecsam*
- *Yr Eglwys yng Nghymru, Esgobaeth Llanelwy ac Awdurdod Esgobaethol Catholig Wrecsam;*
- *Penaethiaid;*
- *Cadeiryddion a Chlercod Llywodraethwyr pob ysgol;*
- *Pob un o Aelodau Cyngor Sir Ddinbych;*
- *Pob un o'r Aelodau Cynulliad a'r Aelodau Seneddol;*
- *Staff Mewnol;*
- *Cynghorau Dinas, Tref a Chymuned;*
- *Grŵp Strategol Addysg Gymraeg;*
- *Rheolwyr Busnes a Chyllid Ysgolion*

4.4 Dylid nodi nad yw'r Polisi Cludiant o'r Cartref i'r Ysgol yn bolisi clir a chryno, felly gwnaed gwaith sylweddol ar y polisi newydd i'w gwneud yn ddogfen sy'n addas at y diben. Golyga hyn fod anghysondebau yn y broses gymhwyso bresennol.

4.5 Mae angen i'r Aelodau ystyried:

1. Canlyniadau gorfodi'r polisi newydd er mwyn cael gwared ar yr holl anghysonderau hanesyddol yn y broses gymhwyso
2. Gweithredu manau codi canolog fel y nodir ym mharagraff 4.2 o'r polisi - bydd oddeutu 232 o ddisgyblion uwchradd a 352 o ddisgyblion cynradd yn cael eu heffeithio yn uniongyrchol gan y newid hwn

4.6 Wrth benderfynu ar newidiadau i bolisiau mae rheoliadau Gwybodaeth am Deithio i Ddysgwyr (Cymru) 2009 yn datgan bod rhaid i Awdurdodau Lleol:

- *Asesu anghenion teithio dysgwyr o fewn ardal eu hawdurdod*
- *Darparu cludiant am ddim o'r cartref i'r ysgol i ddysgwyr o oedran pan fo mynychu ysgol gynradd yn orfodol os ydynt yn byw **2 filltir** neu fwy o'u hysgol addas agosaf*
- *Darparu cludiant am ddim o'r cartref i'r ysgol ar gyfer dysgwyr o oedran pan fo mynychu ysgol uwchradd yn orfodol os ydynt yn byw **3 milltir** neu fwy o'u hysgol addas agosaf*
- *Asesu a diwallu anghenion plant 'sy'n derbyn gofal' o fewn ardal yr awdurdod*
- *Hyrwyddo mynediad at Addysg Cyfrwng Gymraeg*
- *Hyrwyddo dulliau cynaliadwy o deithio*

4.7 Mae'r Amserlen yn *Atodiad 1* yn amlinellu'r broses lawn a gynhaliwyd ar gyfer yr adolygiad

4.8 Mae'r siart llif yn *Atodiad 2* yn amlinellu beth fydd y broses newydd ar gyfer cymhwysedd cludiant.

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

5.1 Mae'r polisi yn cefnogi'r flaenoriaeth o "**Wella Addysg**" ac yn sicrhau hefyd fod y ddarpariaeth yn gost-effeithiol ac yn cynnig gwerth am arian.

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

6.1 Bydd y cynnig yn cael effaith uniongyrchol ar y Gwasanaeth Cludiant Teithwyr. Amcangyfrifir y bydd arbediad o tua £303k sydd wedi ei grynhoi yn y tabl isod. Mae manylion llawn y cynigion wedi eu dangos yn Atodiadau 3-5.

|                                                         |                                                                       |                | Cost fesul diwrnod £ | Arbediad Posibl fesul diwrnod £ |
|---------------------------------------------------------|-----------------------------------------------------------------------|----------------|----------------------|---------------------------------|
| Atodiad 3                                               | Cael gwared â thacsis i gludo plant uwchradd o'r cartref i'r man codi | fesul diwrnod  | 671.50               | 671.50                          |
|                                                         |                                                                       | fesul blwyddyn | 127,585.00           | 127,585.00                      |
| Atodiad 4                                               | Cael gwared â thacsis i gludo plant uwchradd o'r cartref i'r ysgol    | fesul diwrnod  | 1,298.49             | 762.99                          |
|                                                         |                                                                       | fesul blwyddyn | 246,713.10           | 144,968.10                      |
| Atodiad 5                                               | Cael gwared â thacsis i gludo plant cynradd o'r cartref i'r ysgol     | fesul diwrnod  | 3,057.94             | 160.75                          |
|                                                         |                                                                       | fesul blwyddyn | 581,008.60           | 30,542.50                       |
| Cyfanswm y Gost / Arbediad fesul diwrnod                |                                                                       |                | 5,027.93             | 1,595.24                        |
| Cyfanswm y Gost / Arbediad fesul blwyddyn (190 diwrnod) |                                                                       |                | 955,306.70           | 303,095.60                      |

6.2 Sylwer y gall yr arbedion hyn newid yn dibynnu ar ganlyniad yr adolygiad o lwybrau peryglus ac ar unrhyw daliadau a delir i rieni gogyfer â theithio fel dewis arall yn hytrach na darparu cludiant am ddim

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

7.1 Mae'r Asesiad o Effaith ar Gydraddoldeb a wnaed mewn perthynas â'r polisi newydd yn dangos nad oes unrhyw grŵp dan unrhyw anfantais anghymesur o ganlyniad i'r newidiadau hyn. Gellir gweld yr asesiad llawn o effaith ar gydraddoldeb yn *Atodiad 6*.

**8. Pa ymgynghori a wnaed gyda'r Pwyllgorau Archwilio ac eraill?**

8.1 Cynhaliwyd ymgynghoriad llawn gyda phob un o'r budd-ddeiliaid y manylir yn eu cylch yn Adran 4 uchod a chyflwynir canfyddiadau'r cyfnod hwn o ymgynghori ffurfiol ger bron y Cabinet ar 30 Medi 2014.

## **9. Datganiad y Prif Swyddog Cyllid**

- 9.1 Fel y dengys Atodiad 1, cytunodd yr Aelodau Etholedig i adolygu'r Polisi Cludiant yn y Gweithdy Rhyddid a Hyblygrwydd i Aelodau a gynhaliwyd ym mis Mehefin eleni. Eglurwyd, gan fod y gwasanaeth yn gorwario ar hyn o bryd, mai bwriad yr adolygiad fyddai canfod arbedion er mwyn dod â'r gwasanaeth i sefyllfa o fod yn adennill costau. O'r herwydd, bydd yr arbedion posibl a nodwyd yn Adran 6.1 yn cael eu cadw o fewn y gwasanaeth er mwyn unioni'r diffyg parhaus yn y gyllideb. Bydd y sefyllfa'n cael ei monitro'n ofalus a bydd unrhyw arbedion y tu hwnt i'r hyn y mae ei angen i'r gwasanaeth adennill costau yn cael eu dynodi fel arbedion corfforaethol wrth bennu cyllidebau yn y dyfodol

## **10. Beth yw'r risgiau, ac a oes unrhyw beth y gallwn ei wneud i'w lleihau?**

- 10.1 Mae posibilrwydd cryf y gallai'r cynnig arwain at gyhoeddusrwydd anffafriol i'r Cyngor ac at sylwadau cyhoeddus gwrthwynebus. Er mwyn lleihau'r risg hon, bydd y Cyngor yn ceisio sicrhau cyfathrebu clir gyda'r holl fudd-ddeiliaid.
- 10.2 O wneud dim byd, bydd cynnydd yng nghostau Cludiant Ysgol heb fod unrhyw fecanwaith i leihau'r gorwario sydd eisoes yn digwydd o ran y gyllideb hon. Os nad ydym yn mabwysiadu'r polisi diwygiedig yna bydd y gorwariant yn sicr o gynyddu.

## **11. Pŵer i wneud y Penderfyniad**

- 11.1 Deddf Safonau a Sefydliadau Ysgolion (Cymru) 2013  
Deddf Addysg 2002  
Gwybodaeth am Deithio gan Ddysgwyr (Cymru) 2009  
Mae Erthygl 6.3.3(a) yn manylu ar bwerau Archwilio o ran datblygu polisiau tra mae Erthygl 6.3.4(b) yn nodi pwerau Archwilio yng nghysylltiad perfformiad o ran amcanion polisi.

### **Swyddog Cyswllt:**

Pennaeth Cefnogi Addysg a Chwsmeriaid

Ffôn: 01824 706226



## **Appendix 1 - Timeline of the review process**

**June 17th 2014** - Elected Members agreed to review the Transport Policy at the Freedoms and Flexibilities Members Workshop

**July 2014** - Education and Transport Officers undertook detailed work on the financial and operational aspects of the review to prepare Consultation documentation

**August 8<sup>th</sup> 2014** - Hard copies (Welsh and English) of Draft Policy sent to all parents via first class mail

**August 12<sup>th</sup> 2014** - Consultation published on the Denbighshire Website and press release completed

**August 13<sup>th</sup> 2014** - Email copies of consultation papers sent to all consultees as follows:

- *Conwy County Council;*
- *Flintshire County Council;*
- *Wrexham County Council*
- *The Church in Wales Diocese of St Asaph and the Wrexham Roman Catholic Diocesan Authority;*
- *Headteachers;*
- *Chairs and Clerks of Governors of all schools;*
- *All Denbighshire County Councillors;*
- *All Assembly Members and Members of Parliament;*
- *Internal Staff;*
- *City, Town and Community Councils;*
- *Welsh Strategic Group;*
- *School Business & Finance Managers*

**September 9<sup>th</sup> 2014** – Report to Full Council

**September 11<sup>th</sup> 2014** – Report to Communities Scrutiny

**September 12<sup>th</sup> 2014** - Consultation closes at 5pm

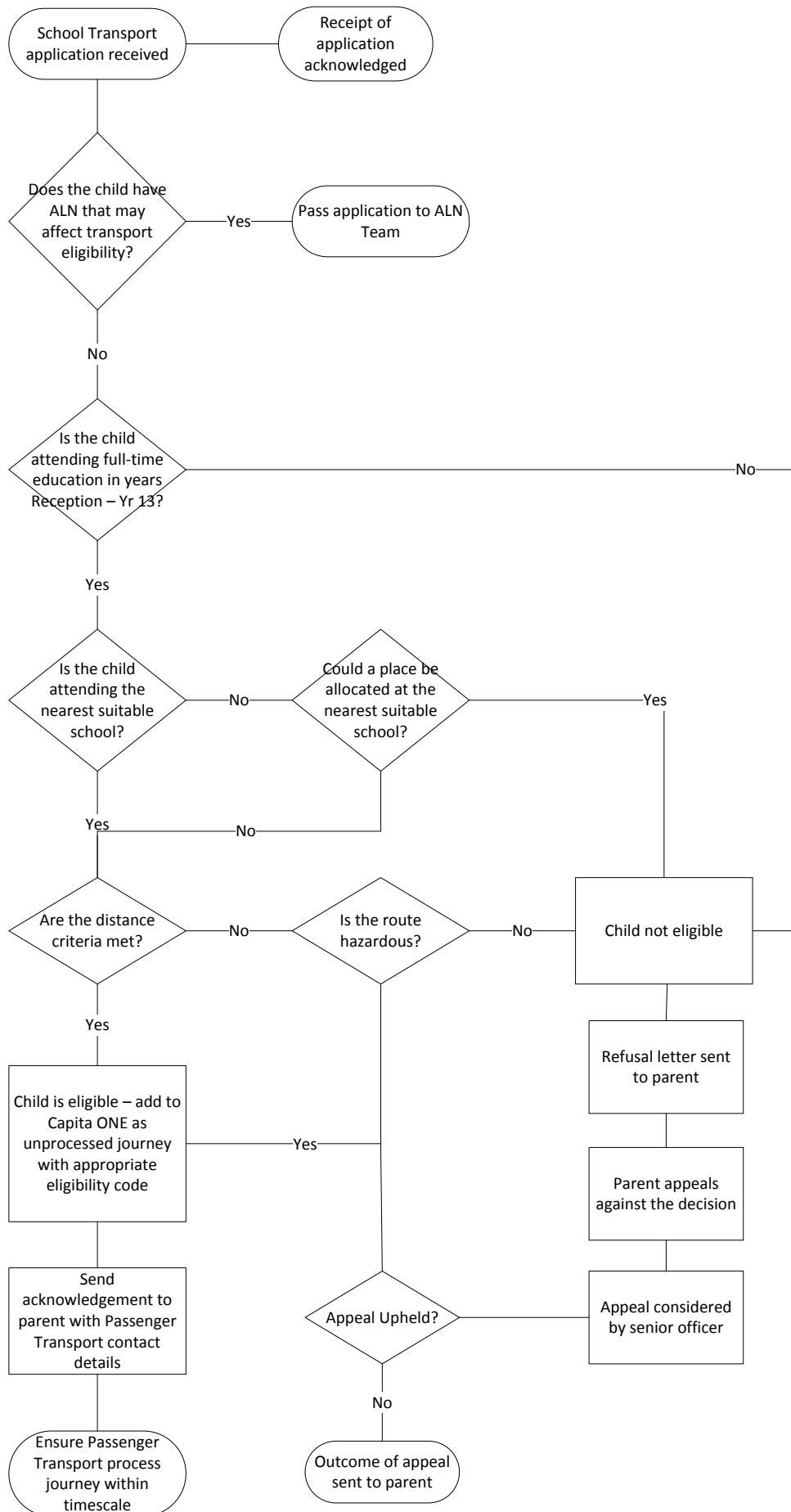
**September 13<sup>th</sup>, 14<sup>th</sup> & 15<sup>th</sup> 2014** - Consultation responses collated

**September 16<sup>th</sup> 2014** - Papers for Cabinet finalised

**September 30<sup>th</sup> 2014** – Report to Cabinet

Mae tudalen hwn yn fwriadol wag

## Appendix 2 - Process for Transport Eligibility



Mae tudalen hwn yn fwriadol wag

Appendix 3 – Removal of Secondary Home to pick up point taxis

| School           | Route no. | Number of pupils on route | No of Families          | Present pick up point     | Change in pick up point                 | Numbers from Pickup point                    |           | Cost per day £    | Potential Saving per day £ |
|------------------|-----------|---------------------------|-------------------------|---------------------------|-----------------------------------------|----------------------------------------------|-----------|-------------------|----------------------------|
|                  |           |                           |                         |                           |                                         | < 2 miles                                    | < 3 miles |                   |                            |
| Denbigh High     | 1         | 3                         | 3                       | Rhuallt                   | No                                      | 3                                            | 0         | 25.00             | 25.00                      |
| Ysgol Brynhyfryd | 1         | 10                        | 63                      | Nant Clwyd Crossroads     | No                                      | 10                                           | 0         | 14.50             | 14.50                      |
|                  | 2         | 5                         |                         | Pwllglas Community Centre | No                                      | 5                                            | 0         | 38.00             | 38.00                      |
|                  | 2         | 1                         |                         | Llanfair                  | Yes - to meet X5                        | 1                                            | 0         | -                 | -                          |
|                  | 3         | 8                         |                         | Cyffylliog/Bontuchel      | No                                      | 8                                            | 0         | 60.00             | 60.00                      |
|                  | 3         | 2                         |                         | Cyffylliog                | Yes - to Saron                          | 1                                            | 1         | -                 | -                          |
|                  | 4         | 1                         |                         | Tafarn y Gelyn            | No                                      | 1                                            | 0         | 33.50             | 33.50                      |
|                  | 4         | 1                         |                         | Llanferres bus stop       | Yes - different bus stop                | 1                                            | 0         | -                 | -                          |
|                  | 5         | 5                         |                         | Corwen                    | No                                      | 0                                            | 5         | 40.00             | 40.00                      |
|                  | 6         | 6                         |                         | Clawddnewydd              | No                                      | 6                                            | 0         | 42.50             | 42.50                      |
|                  | 7         | 8                         |                         | Bod Petruel (nr Betws GG) | Yes - to Betws GG                       | 8                                            | 0         | 70.00             | 70.00                      |
|                  | 8         | 13                        |                         | Rhyd-y-meudwy             | No                                      | 13                                           | 0         | -                 | -                          |
|                  | 8         | 1                         |                         | Rhyd-y-meudwy             | Yes - to Nant Clwyd crossroads          | 1                                            | 0         | 49.00             | 49.00                      |
| 9                | 4         | Rhyd-y-meudwy             | No                      | 4                         | 0                                       | -                                            | -         |                   |                            |
| 9                | 4         | Rhyd-y-meudwy             | Yes - to meet bus D549C | 4                         | 0                                       | 45.00                                        | 45.00     |                   |                            |
| 10               | 4         | Bryneglwys                | No                      | 4                         | 0                                       | 29.00                                        | 29.00     |                   |                            |
| 10               | 1         | Bryneglwys                | No                      | 0                         | 1                                       | -                                            | -         |                   |                            |
| 11               | 3         | Llandegla bus stop        | No                      | 3                         | 0                                       | 26.00                                        | 26.00     |                   |                            |
| 12               | 1         | Denbigh                   | Yes - to Llanraeadr     | 1                         | 0                                       | 23.00                                        | 23.00     |                   |                            |
| Ysgol Dinas Bran | 1         | tbc                       | 12                      | Corwen                    | No                                      | All                                          | 0         | 19.00             | 19.00                      |
|                  | 2         | 14                        |                         | Llidiart y Parc           | No                                      | 14                                           | 0         | 38.00             | 38.00                      |
|                  | 3         | 1                         |                         | Corwen                    | No                                      | 1                                            | 0         | 18.00             | 18.00                      |
|                  | 3         | 1                         |                         | Corwen                    | Yes - to Druid                          | 1                                            | 0         | -                 | -                          |
| Ysgol Y Berwyn   | 1         | 1                         | 6                       | Corwen                    | No                                      | 1                                            | 0         | 37.00             | 37.00                      |
|                  | 1         | 7                         |                         | Corwen                    | Yes - to include Carrog and Glyndfrydwy | 7                                            | 0         | -                 | -                          |
| Ysgol Glan Clwyd | 1         | 4                         | 8                       | Various                   | Yes - to Prion Chapel                   | 4                                            | 0         | 64.00             | 64.00                      |
|                  | 1         | 4                         |                         | Various                   | Yes - to Nantglyn                       | 4                                            | 0         | -                 | -                          |
|                  | 1         | 3                         |                         | Various                   | Yes - Lenten Pool, Denbigh              | 3                                            | 0         | -                 | -                          |
| <b>Total</b>     |           | <b>116</b>                | <b>92</b>               |                           |                                         | <b>Total Cost/Saving per day</b>             |           | <b>671.50</b>     | <b>671.50</b>              |
|                  |           |                           |                         |                           |                                         | <b>Total Cost/Saving per year (190 days)</b> |           | <b>127,585.00</b> | <b>127,585.00</b>          |

Tudalen 21

Mae tudalen hwn yn fwiadol wag

Appendix 4 – Removal of Secondary Home to School taxis

| School           | Route number | Number of pupils on route      | No of Families                      | Area                        | Suggested pick up point             | Numbers from Pickup point                    |           | Cost per day £    | Potential Saving per day £ | Comments                               |
|------------------|--------------|--------------------------------|-------------------------------------|-----------------------------|-------------------------------------|----------------------------------------------|-----------|-------------------|----------------------------|----------------------------------------|
|                  |              |                                |                                     |                             |                                     | < 2 miles                                    | < 3 miles |                   |                            |                                        |
| Ysgol Brynhyfryd | 1            | 6                              | 52                                  | Llanbedr                    | The Griffin, Llanbedr               | 6                                            | 0         | 34.00             | 34.00                      |                                        |
|                  | 2            | 2                              |                                     | Denbigh                     | No alternative                      | 0                                            | 0         | 40.00             | -                          | Managed Transfer                       |
|                  | 3            | 3                              |                                     | Rhyl/Prestatyn              | No alternative                      | 0                                            | 0         | 71.50             | -                          | Looked After Children                  |
|                  | 4            | 6                              |                                     | Various around Llanarmon    | Move onto other routes              | 6                                            | 0         | 92.00             | 92.00                      | Need to check if these are SEN         |
|                  | 5            | 7                              |                                     | Gellifor/Llanbedr           | The Griffin, Llanbedr               | 7                                            | 0         | 39.00             | 39.00                      |                                        |
|                  | 6            | 6                              |                                     | Denbigh/Llandyrnog/Rhewl    | Rhewl/Llandyrnog                    | 6                                            | 0         | 32.49             | 32.49                      | Use existing routes                    |
|                  | 7            | 8                              |                                     | Clocaenog/Llanfwrog         | Clocaenog and Llanfwrog             | 8                                            | 0         | 42.50             | 42.50                      |                                        |
|                  | 8            | 1                              |                                     | Cyffylliog                  | No alternative                      | 0                                            | 0         | 145.00            | -                          | Requires van with tail lift            |
|                  | 9            | 10                             |                                     | Melin y Wig to Clawddnewydd | Existing bus routes                 | 10                                           | 0         | 47.00             | 47.00                      |                                        |
|                  | 10           | 17                             |                                     | Llanynys/Llanrhaeadr        | Llanrhaeadr                         | 17                                           | 0         | 94.00             | 94.00                      |                                        |
| Denbigh High     | 1            | 3                              | 10                                  | Peniel                      | Nantglyn                            | 3                                            | 0         | 63.00             | 63.00                      |                                        |
|                  | 2            | 8                              |                                     | Rhyl to Denbigh             | Various                             | 8                                            | 0         | 86.00             | 86.00                      | Need to check any SEN requirements     |
| Ysgol Glan Clwyd | 1            | 4                              | 10                                  | Denbigh                     | Denbigh                             | 4                                            | 0         | 95.00             | -                          | Savings due to smaller vehicle         |
|                  | 1            | 8                              |                                     | Llandyrnog                  | No alternative                      | 0                                            | 0         | -                 | -                          |                                        |
| Ysgol Dinas Bran | 1            | 1                              | 1                                   | Cynwyd                      | Cynwyd - in village                 | 1                                            | 0         | 63.00             | 63.00                      |                                        |
| St Brigids       | 1            | 6                              | 39                                  | Waen/Bodfari                | Bodfari                             | 6                                            | 0         | 28.00             | 28.00                      |                                        |
|                  | 2            | 3                              |                                     | Trefnant/Henllan            | Trefnant                            | 3                                            | 0         | 18.00             | 18.00                      |                                        |
|                  | 2            | 2                              |                                     | Trefnant/Henllan            | Trefnant                            | 0                                            | 2         | -                 | -                          |                                        |
|                  | 3            | 3                              |                                     | Llewenni                    | No alternative                      | 3                                            | 0         | 70.00             | -                          | Less than 1 mile, but hazardous route  |
|                  | 3            | 5                              |                                     | Tremeirchion                | Tremeirchion                        | 5                                            | 0         | -                 | -                          | Possible meeting place in the village  |
|                  | 3            | 2                              |                                     | Rhuallt                     | No alternative                      | 0                                            | 0         | -                 | -                          | Savings using smaller vehicle          |
|                  | 3            | 1                              |                                     | Tremeirchion                | Existing bus route                  | 1                                            | 0         | -                 | -                          |                                        |
|                  | 4            | 2                              |                                     | Peniel                      | Lenten Pool, Denbigh                | 0                                            | 2         | 24.00             | -                          |                                        |
|                  | 4            | 2                              |                                     | Saron                       | No alternative                      | 0                                            | 0         | -                 | -                          |                                        |
|                  | 5            | 6                              |                                     | Ruthin/Vale of Clwyd        | No alternative                      | 0                                            | 0         | 90.00             | -                          | May be savings if smaller vehicle used |
|                  | 5            | 7                              |                                     | Ruthin/Vale of Clwyd        | Only if existing points will change | 7                                            | 0         | -                 | -                          |                                        |
|                  | 5            | 1                              |                                     | Ruthin/Vale of Clwyd        | Llanrhaeadr bus stop                | 0                                            | 1         | -                 | -                          |                                        |
|                  | 6            | 5                              |                                     | Ruthin                      | Need to change stimes of X5 service | 5                                            | 0         | 46.00             | 46.00                      |                                        |
| 7                | 5            | Bryn SM, Llanfwrog, Llanraeadr | Need to change stimes of X5 service | 5                           | 0                                   | 78.00                                        | 78.00     |                   |                            |                                        |
|                  |              | <b>140</b>                     | <b>112</b>                          |                             |                                     | <b>Total Cost/Saving per day</b>             |           | <b>1,298.49</b>   | <b>762.99</b>              |                                        |
|                  |              |                                |                                     |                             |                                     | <b>Total Cost/Saving per year (190 days)</b> |           | <b>246,713.10</b> | <b>144,968.10</b>          |                                        |

Mae tudalen hwn yn fwiadol wag



Appendix 5 - Introduction of Central Pick up points for Primary

| School                                           | Route number | Number of pupils on route | Area                             | Suggested pick up point                      | From School  | Cost per day £    | Potential Saving per day £ | Comments                                                                 |
|--------------------------------------------------|--------------|---------------------------|----------------------------------|----------------------------------------------|--------------|-------------------|----------------------------|--------------------------------------------------------------------------|
|                                                  |              |                           |                                  |                                              | < 2 miles    |                   |                            |                                                                          |
| Ysgol Dewi Sant, Rhyl                            | 1            | 14                        | Bodelwyddan / St Asaph           | Already in use                               | Various      | 38.36             | -                          | Timetabled bus                                                           |
|                                                  | 2            | 12                        | Rhuddlan / Dyserth               | Already in use                               | Various      | 134.50            | -                          | Timetabled bus                                                           |
| Ysgol Mair, Rhyl                                 | 1            | 6                         | Prestatyn / Melidan              | Victoria Road                                | > 2          | 46.00             | 3.00                       | Variation in mileage                                                     |
| Ysgol Y Foryd, Towyn                             | 1            | 1                         | Rhyl                             | Non suitable                                 | -            | 35.00             | -                          |                                                                          |
|                                                  | 1            | 7                         | Rhyl                             | Aldi Car Park                                | > 2          | 24.00             | 1.50                       | Variation in mileage                                                     |
| Ysgol Clawdd Offa, Prestatyn                     | 2            | 3                         | Rhyl / Prestatyn                 | Robin Hood Camp                              | -            | 35.00             | 1.75                       | Variation in mileage                                                     |
|                                                  | 1            | 1                         | Prestatyn                        | Non suitable                                 | > 2          | 30.00             | -                          |                                                                          |
| Ysgol Trelawnyd                                  | 1            | 8                         | Cwm / Rhuallt                    | Could pick up 6 pupils in Cwm                | > 2 or HR    | 42.50             | 1.00                       | Variation in mileage                                                     |
|                                                  | 2            | 4                         | Rhuddlan                         | Bryn Ffynnon                                 | > 2          | 30.00             | 3.25                       | Variation in mileage.                                                    |
| Ysgol y Faenol, Bodelwyddan                      | 1            | 1                         | St Asaph                         | Non suitable                                 | > 2          | 14.90             | -                          |                                                                          |
| Ysgol Cefn Meiriadog                             | 1            | 5                         | St Asaph                         | Non suitable                                 | -            | 29.00             | -                          |                                                                          |
| Ysgol St George                                  | 1            | 4                         | Groesfordd Marli                 | Non suitable                                 | > 2          | 74.00             | -                          |                                                                          |
| Ysgol Llanefydd                                  | 1            | 3                         | Groesfordd Marli                 | Cefn Meiriadog school                        | -            | 99.00             | 3.00                       | Variation in mileage                                                     |
|                                                  | 1            | 3                         | Rhuallt / St Asaph               | Cathedral car park                           | > 2          | 49.00             | 4.00                       | Variation in mileage                                                     |
| Ysgol Trefnant                                   | 2            | 1                         | Denbigh                          | ATS car park (with permission)               | > 2          | -                 | 1.50                       | Variation in mileage                                                     |
|                                                  | 1            | 10                        | Rhuddlan / St Asaph / Trefnant   | St Asaph then Trefnant                       | > 2 or HR    | 62.00             | 3.00                       | Variation in mileage                                                     |
| Ysgol Tremeirchion                               | 2            | 5                         | Trefnant / Bodfari               | Trefnant then Bodfari                        | > 2          | 71.00             | 6.00                       | Variation in mileage                                                     |
|                                                  | 3            | 8                         | Rhuallt / Dyserth / Tremeirchion | 5 at Rhuallt                                 | < 2 HR       | 65.00             | -                          |                                                                          |
|                                                  | 4            | 1                         | St Asaph                         | Non suitable                                 | > 2          | 42.00             | -                          |                                                                          |
|                                                  | 1            | 6                         | Tremeirchion / Bodfari           | Non suitable                                 | 1.5 - 3.5 HR | 29.00             | -                          |                                                                          |
| Ysgol Bodfari                                    | 1            | 1                         | Henllan                          |                                              | > 2          | 31.00             | -                          |                                                                          |
| Ysgol Pendref, Denbigh                           | 1            | 7                         | Llandyrnog                       | White Horse, Llandyrnog                      | < 2 HR       | 45.00             | 4.50                       | Variation in mileage                                                     |
|                                                  | 2            | 15                        | St Asaph / Trefnant              | Clwydiant car park                           | -            | 58.00             | 2.50                       | Variation in mileage                                                     |
| Ysgol Twm o'r Nant, Denbigh                      | 3            | 3                         | Denbigh                          | Morrisons                                    | -            | 27.00             | 6.00                       | Variation in mileage                                                     |
|                                                  | 4            | 11                        | St Asaph                         | Clwydiant car park                           | -            | 40.00             | 4.00                       | Variation in mileage                                                     |
|                                                  | 1            | 14                        | Denbigh                          | Myddleton Park / En route                    | > 2          | 109.00            | 1.50                       | Variation in mileage                                                     |
|                                                  | 2            | 9                         | Denbigh / Llanrhaeadr / Prion    | Myddleton Park / En route                    | > 2 or HR    | 35.00             | 8.00                       | Variation in mileage                                                     |
| Ysgol Pant Pastynog, Prion                       | 3            | 8                         | Peniel                           | Non suitable                                 | < 2 HR       | 39.90             | -                          |                                                                          |
|                                                  | 4            | 4                         | Saron                            | Saron                                        | > 2 or HR    | 28.00             | 1.50                       | Variation in mileage                                                     |
|                                                  | 5            | 12                        | Nantglyn                         | Nantglyn                                     | > 2          | 79.40             | 5.50                       | Variation in mileage                                                     |
|                                                  | 1            | 5                         | Llandyrnog / Hendrewydd / Rhewl  | Llandyrnog                                   | > 2          | 40.00             | 5.00                       | Variation in mileage                                                     |
|                                                  | 1            | 1                         | Llanynys                         | Non suitable                                 | < 2 HR       | 31.00             | -                          |                                                                          |
| Ysgol Rhewl                                      | 2            | 10                        | Cyffylliog area                  | Cyffylliog village                           | > 2          | 31.00             | 1.00                       | Variation in mileage                                                     |
| Ysgol Borthyn, Ruthin                            | 1            | 2                         | Cyffylliog area                  | Bontuchel                                    | > 2          | 39.00             | 4.00                       | Variation in mileage                                                     |
|                                                  | 1            | 8                         | Llangynhafal / Gellifor          | Non suitable                                 | > 2          | 40.00             | -                          |                                                                          |
| Ysgol Peniel, Ruthin                             | 2            | 6                         | Llanferres area                  | Llanferres / Four Crosses                    | > 2          | 33.33             | 6.00                       | Variation in mileage                                                     |
|                                                  | 3            | 2                         | Llanbedr                         | Llanbedr                                     | > 2 or HR    | 33.33             | 2.00                       | Variation in mileage                                                     |
|                                                  | 4            | 7                         | Rhewl / Llanbedr area            | Rhewl, Llanbedr villages                     | > 2 or HR    | 33.34             | 3.50                       | Variation in mileage                                                     |
|                                                  | 5            | 3                         | Llandegla                        | The Crown, Llandegla                         | > 2          | 22.00             | 3.00                       | Variation in mileage                                                     |
|                                                  | 1            | 7                         | Eryrys / Graianrhyd              | Can pick up in villages                      | > 2 or HR    | 48.75             | 1.50                       | Variation in mileage                                                     |
| Ysgol Bro Ewenni, Llanarmon and Llanferres       | 2            | 23                        | Graianrhyd / Llanarmon area      | Non suitable                                 | > 2 or HR    | 48.75             | -                          | Single minibus makes several journeys                                    |
|                                                  | 3            | 2                         | Llanarmon Road, Llanferres       | Llanferres                                   | > 2          | 48.75             | 1.50                       | Variation in mileage                                                     |
|                                                  | 1            | 22                        | Pwllglas                         | Already in use                               | < 2 HR       | 70.00             | -                          | Timetabled bus                                                           |
| Ysgol Llanfair                                   | 2            | 6                         | Ruthin / Llanfair area           | Non suitable                                 | < 2 HR       | 45.00             | -                          |                                                                          |
|                                                  | 3            | 7                         | Ruthin / Pwllglas area           | Non suitable                                 | < 2 HR       | 51.00             | -                          |                                                                          |
|                                                  | 4            | 7                         | Graigfechan / Llanfair           | Non suitable                                 | < 2 HR       | 29.00             | -                          |                                                                          |
|                                                  | 5            | 4                         | Bryneglwys / Llandegla           | Bryneglwys garage                            | > 2          | 45.00             | 1.50                       | Variation in mileage                                                     |
|                                                  | 6            | 2                         | Llanbedr                         | Rose Cottage                                 | > 2          | 15.00             | 1.25                       | Variation in mileage                                                     |
|                                                  | 7            | 3                         | Derwen                           | Bryn SM                                      | > 2          | 45.00             | 2.00                       | Variation in mileage                                                     |
|                                                  | 1            | 3                         | Graigfechan / Pentrecelyn        | Variation minimal                            | < 1 HR       | 13.62             | -                          |                                                                          |
| Ysgol Pentrecelyn                                | 2            | 8                         | Llanelidan / Pentrecelyn         | Rhydymedwys                                  | > 2          | 29.50             | 4.50                       | Variation in mileage                                                     |
|                                                  | 3            | 13                        | Llanelidan area                  | Rhydymedwys                                  | > 2 or HR    | 99.29             | 4.00                       | Variation in mileage                                                     |
|                                                  | 4            | 7                         | Llandegla                        | Llandegla                                    | > 2 or HR    | 39.00             | 1.50                       | Variation in mileage                                                     |
|                                                  | 5            | 4                         | Rhydymedwys area                 | Glan Hespri crossroads                       | > 2 or HR    | 50.00             | 3.50                       | Variation in mileage                                                     |
|                                                  | 1            | 8                         | Corwen / Bryneglwys              | Corwen then Bryneglwys                       | > 2          | 47.00             | 7.50                       | Variation in mileage                                                     |
| Ysgol Dyffryn Ial, Llandegla                     | 2            | 10                        | Llandegla area                   |                                              | < 2 HR       | 47.00             | -                          |                                                                          |
|                                                  | 1            | 12                        | Clawwnesydd / Clocaenog          | 9 - Clawddnesydd village                     | < 2 HR       | 60.00             | 2.50                       | Variation in mileage                                                     |
| Ysgol Clocaenog                                  | 2            | 7                         | Derwen                           | Derwen village                               | > 3          | 44.00             | 3.50                       | Variation in mileage                                                     |
| Ysgol Cyffylliog                                 | 1            | 13                        | Bontuchel / Cyffylliog           | Non suitable                                 | > 2 or HR    | 70.00             | -                          |                                                                          |
|                                                  | 1            | 6                         | Corwen / Bryn SM                 | Non suitable                                 | > 2 or HR    | 30.00             | -                          |                                                                          |
| Ysgol Bro Elwern, Gwyddelwern                    | 2            | 3                         | Carrog / Corwen                  | Carrog                                       | > 2 or HR    | 30.00             | 4.50                       | Variation in mileage                                                     |
|                                                  | 3            | 10                        | Corwen                           | Clawdd Poncen, Corwen                        | < 2 HR       | 30.00             | 1.00                       | Variation in mileage                                                     |
| Ysgol Betws GG                                   | 1            | 12                        | Melin-y-Wig / Betws GG           | 8 from Melin-y-Wig                           | > 2 or HR    | -                 | -                          |                                                                          |
| Ysgol Caer Drewyn                                | 1            | 5                         | Llandrillo / Corwen              | Rhug Estate / Corwen                         | > 2 or HR    | 18.00             | 4.00                       | Variation in mileage                                                     |
|                                                  | 2            | 12                        | Corwen                           | Already in use                               | -            | -                 | -                          | Timetabled bus                                                           |
| Ysgol Bryn Collen / Ysgol Y Gwernant, Llangollen | 1            | 9                         | Llantsyllo / Pentre Dwr          | Could pick up on route                       | > 2          | 69.00             | 10.00                      | Variation in mileage                                                     |
|                                                  | 2            | 4                         | Llantsyllo / Llangollen          | Could pick up on route                       | > 2          | 42.00             | 6.00                       | Variation in mileage                                                     |
|                                                  | 3            | 14                        | Glyndyfrdwy                      | Butterfly Farm                               | > 2          | 41.00             | 4.50                       | Variation in mileage                                                     |
|                                                  | 4            | 1                         | Berwyn                           | Berwyn village                               | > 2          | with Secondary    | 2.00                       | Variation in mileage                                                     |
|                                                  | 5            | 3                         | Vivod                            | Non suitable                                 | > 2          | with Secondary    | -                          | Variation in mileage                                                     |
|                                                  | 6            | 2                         | Eghwysseg                        | Britannia Inn                                | > 2          | with Secondary    | 4.00                       | Variation in mileage                                                     |
| Ysgol Bro Dyfrdwy, Cynwyd                        | 1            | 20                        | Corwen                           |                                              | > 2 or HR    | 106.72            | -                          | Two buses at present, one bigger bus may not be any more cost effective. |
|                                                  | 2            | 7                         | Druid, Cynwyd                    | Pick up together                             | -            | -                 | 4.00                       |                                                                          |
|                                                  | 3            | 14                        | Llandrillo                       | Llandrillo village                           | > 2 or HR    | -                 | -                          | New Contract                                                             |
| <b>Total</b>                                     |              | <b>521</b>                |                                  | <b>Total Cost/Saving per day</b>             |              | <b>3,057.94</b>   | <b>160.75</b>              |                                                                          |
|                                                  |              |                           |                                  | <b>Total Cost/Saving per year (190 days)</b> |              | <b>581,008.60</b> | <b>30,542.50</b>           |                                                                          |

\*\*HR - Hazardous Route

Mae tudalen hwn yn fwiadol wag

Appendix 6

# Review of Home to School Transport Policy

22<sup>nd</sup> Sept 2014

Equality Impact Assessment

## Review of Home to School Transport Policy.

**Contact:** Jackie Walley, Head of Customers & Education Support  
**Updated:** 22/09/2014

### 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 purpose of the report is to consult on the proposed changes to the Home to School Transport Policy.

The report recommends that agreement is given to implement the content of the new policy.

### 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

### 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)*

The consultation process was undertaken over a period of 5 weeks and included Elected Members, Schools and Parents. Full details are contained in the Cabinet report.

- 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)?**

The review does not impact disproportionately on any of these groups.

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

|    |           |
|----|-----------|
| No | No impact |
|----|-----------|

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

|     |  |
|-----|--|
| Yes |  |
|-----|--|

| Action(s)                                                                                                                                                                                                                                                                                                                   | Owner                  | By when?     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------|
| Parents will be required to make arrangements to transport children to their nearest pick up point where applicable within a 2mile/3mile distance for primary/secondary respectively.<br><br>DCC has no statutory responsibility to transport below these distances. Parental responsibility will always be most important. | Education Support, DCC | <01/09/2015> |
| Existing Central Pick up points may not be safe and effective for the numbers of learners affected by the change<br><br>The Authority will ensure that central pick up points are reviewed and amended where appropriate.                                                                                                   | Education Support, DCC | <01/09/2015> |

|                                                                                                                                                                                                                                                                                                                                                              |                               |                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|---------------------------|
| <p>The policy will negatively affect families on low income that are unable to drive pupils to central pick up points</p> <p>All pick up points will be located within a suitable walking distance. If the location is deemed hazardous then children will be transported from home to pick up point or home to school whichever is the lesser of the 2.</p> | <p>Education Support, DCC</p> | <p>&lt;01/09/2015&gt;</p> |
|                                                                                                                                                                                                                                                                                                                                                              |                               |                           |

## 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:

| Name of Lead Officer for Equality Impact Assessment | Date                      |
|-----------------------------------------------------|---------------------------|
| Jackie Walley                                       | 22 <sup>nd</sup> Aug 2014 |

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

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# Polisi Cludiant o'r Cartref i'r Ysgol Sir Ddinbych

---

Adolygwyd: Awst 2014

Fersiwn: Draft ar gyfer ymghynhori

## **CYNNWYS**

### **1. CYFLWYNIAD**

### **2. DIFFINIADAU**

### **3. CLUDIANT STATUDOL**

- 3.1 Cefndir
- 3.2 Yr ysgol addas agosaf
- 3.3 Dewis Rhieni
- 3.4 Derbyniadau Ysgol
- 3.5 Pellter Cerdded
- 3.6 Llwybrau Peryglus
- 3.7 Anghenion Addysgol Arbennig
- 3.8 Plant dan Ofal
- 3.9 Preswyllo Deuol

### **4. CLUDIANT DEWISOL**

- 4.1 Cefndir
- 4.2 Mannau Codi Canolog
- 4.3 Mannau Codi o'r Cartref
- 4.3 Addysg Ffydd
- 4.4 Addysg Cyfrwng Cymraeg
- 4.5 Dosbarth Meithrin/Derbyn
- 4.6 Ôl-16
- 4.7 Rhwydwaith Dysgu 14-19
- 4.8 Clybiau Tu Allan i'r Ysgol
- 4.9 Trosglwyddiadau Blwyddyn Arholiad
- 4.10 Ad-drefnu Ysgolion
- 4.11 Cludiant Consesiynol
- 4.12 Trosglwyddo wedi'i Reoli
- 4.13 Cefnogaeth Arall

### **5. DULL O DEITHIO**

- 5.1 Math o gludiant
- 5.2 Cyfraniad bychan i Rieni

### **6. Y BROSES O WNEUD CAIS**



6.1 Sut i wneud cais

6.2 Symud Tŷ

6.3 Hysbysu

6.4 Llawlyfr Rhieni

## **7. APELIADAU**

7.1 Sut i apelio

## **8. TYNNU'R HAWL I GLUDIANT**

## **9. MANYLION CYSWLLT**

9.1 Ceisiadau Cludiant

9.2 Gwasanaethau Cludiant Teithwyr

9.3 Cludiant 14-19

9.4 Cwynion Trafnidiaeth

9.5 Derbyniadau Ysgol

9.6 Cludiant AAA

## 1. CYFLWYNIAD

1.1. Mae'n ofynnol i Awdurdodau Lleol ddilyn y fframwaith cyfreithiol yn ymwneud â darpariaethau teithio a thrafnidiaeth ar gyfer dysgwyr fel y nodir yn Neddf Addysg 1996 a Mesur Teithio Dysgwyr 2014.

1.2. Mae'n rhaid i Awdurdodau Lleol:

- Asesu anghenion teithio dysgwyr yn eu hawdurdod
- Darparu cludiant am ddim o'r cartref i'r ysgol ar gyfer dysgwyr o oedran ysgol gynradd gorfodol sy'n byw **2 filltir** neu fwy o'u hysgol addas agosaf
- Darparu cludiant am ddim o'r cartref i'r ysgol ar gyfer dysgwyr o oedran ysgol uwchradd gorfodol sy'n byw **3 milltir** neu fwy o'u hysgol addas agosaf
- Asesu a diwallu anghenion plant 'dan ofal' yn yr awdurdod
- Hyrwyddo mynediad i Addysg Cyfrwng Cymraeg
- Hyrwyddo dulliau cynaliadwy o deithio

1.3. Bydd yr Awdurdod Lleol yn ymdrechu i ddarparu trafndiaeth effeithiol a chost effeithlon i'r disgyblion hynny sy'n gymwys dan y polisi hwn, a byddwn yn gwneud pob ymdrech i sicrhau bod y ddarpariaeth yn cael ei chynnal bob amser.

1.4. Efallai y bydd amgylchiadau lle byddai darpariaeth amgen yn fwy cost effeithiol na'r hyn a nodwyd yn y polisi, ac mae'r Awdurdod Lleol yn cadw'r hawl i ddefnyddio disgrisiwn lle bo'n briodol os gellir dangos ei bod yn fwy cost effeithiol i wneud hynny.

## 2. DIFFINIADAU

2.1 Mae **ysgol gymwys** yn dod dan un o'r categorïau a nodir isod:

- (a) ysgol gymunedol, ysgol a reolir, ysgol sylfaen neu ysgol wirfoddol gymorthedig
- (b) ysgol arbennig nad yw'n cael ei chynnal
- (c) uned atgyfeirio disgyblion
- (d) ysgol annibynnol a enwir mewn datganiad o anghenion addysgol arbennig
- (e) ysgol ymddiriedolaeth gwirfoddol a gynorthwyr

2.2 Yr **ysgol addas agosaf** yw ysgol sy'n darparu addysg sy'n briodol i oedran, gallu, a dawn y dysgwr, ac mae hefyd yn ystyried unrhyw anawsterau dysgu sydd ganddynt. Fel arfer, hon fydd yr ysgol yn yr ardal lle mae'r dysgwr yn byw, neu ysgol arall (e.e. y tu allan i'r sir) os yw'n agosach at y cartref gan ddefnyddio'r llwybr cerdded agosaf sydd ar gael.

2.3 Diffiniad **pellter cerdded** yw'r pellter byrraf sydd ar gael o'u cartref i'r ysgolion addas agosaf. Y rhain yw:

- (a) 2 filltir ar gyfer ysgol gynradd
- (b) 3 milltir ar gyfer ysgol uwchradd

Nid y pellter cerdded o reidrwydd yw'r pellter byrraf ar y ffordd. Caiff ei fesur yn ôl y llwybr byrraf y gall blentyn, gyda chwmni yn ôl yr angen, gerdded ar ei hyd yn resymol ddiogel. Felly, gall y llwybr a fesurir gynnwys llwybrau troed, llwybrau ceffylau a llwybrau eraill, yn ogystal â ffyrdd a fabwysiadwyd. Bydd pellter cerdded yn cael ei fesur o giât terfyn y cartref i giât yr ysgol agosaf gan ddefnyddio pecyn meddalwedd a ddewiswyd gan yr Awdurdod.

2.4 **Plentyn dan ofal (PDO)** yw'r term a ddefnyddir yn Neddf Plant 1989 i ddisgrifio person (dan 18 oed) sydd dan ofal Awdurdod Lleol wrth iddo arfer ei swyddogaethau gwasanaethau cymdeithasol

2.5 **Llwybr peryglus (a elwir hefyd yn llwybr cerdded sydd ar gael)** yw llwybr sydd o fewn y **pellter cerdded** ac yn cael ei ystyried yn anniogel i ddysgwr gerdded ar ei hyd ar ei ben ei hun neu yng nghwmni oedolyn. Bydd llwybrau yn cael eu categoreiddio fel rhai peryglus yn dilyn arolwg ffurfiol gan y Swyddogion Addysg a Swyddogion Gwasanaethau Priffyrdd ac Amgylcheddol perthnasol.

2.6 **Preswyllo deul** yw pan fo gan Ddysgwr fwy nag un cartref (man preswyl). h.y. oherwydd bod rhieni wedi gwahanu, gofal maeth neu ofalwr arall.

### 3. CLUDIANT STATUDOL

#### 3.1 Cefndir

Mae'n ofynnol i Awdurdodau Lleol, trwy statud, ddilyn y fframwaith cyfreithiol sy'n ymwneud â theithio a darpariaeth trafndiaeth ar gyfer dysgwyr fel y nodir yn Neddf Addysg 1996 a'r Mesur Teithio Dysgwyr. Nid yw asesu anghenion dysgwyr yn golygu darparu cludiant am ddim; mae'n rhaid i ddysgwyr fodloni'r meini prawf hawlio a nodir yn y polisi. Mae'r categorïau sy'n rhoi'r hawl i ddysgwr gael cludiant am ddim wedi'u nodi ym mharagraffau 3.2 i 3.9.

#### 3.2 Yr ysgol addas agosaf

Bydd yr Awdurdod Lleol yn darparu cludiant am ddim i ddysgwyr dim ond os ydynt yn mynychu eu hysgol addas agosaf, oni bai bod eithriadau yn rhinwedd y meini prawf yn 3.3 i 3.9. Bydd pwyntiau codi canolog yn berthnasol yn yr achosion hyn (gweler paragraff 4.2)

#### 3.3 Dewis Rhieni

Mae gan rieni'r hawl i fynegi dewis ar gyfer derbyn eu plentyn i unrhyw ysgol, cyn belled bod llefydd ar gael. Os yw'r cais yn cael ei dderbyn, bydd y rhiant yn colli ei hawl i wneud cais am gludiant am ddim os nad hon yw eu hysgol agosaf, oni bai eu bod yn bodloni unrhyw un o'r meini prawf eraill a nodir ym mharagraffau 3.4 i 3.9

#### 3.4 Derbyniadau Ysgol

Os nad yw'r rhiant wedi llwyddo i sicrhau lle i'w plentyn yn eu hysgol gymwys agosaf yna bydd cludiant am ddim yn cael ei ddarparu i'r ysgol gymwys agosaf nesaf, os yw'r meini prawf pellter yn cael eu bodloni

#### 3.5 Pellter Cerdded

Ni fydd cludiant yn cael ei ddarparu i ddysgwyr os yw'r pellter o'u cartref i'r ysgol yn llai na:

- (a) 2 filltir i ddisgyblion Ysgolion Cynradd
- (b) 3 milltir i ddisgyblion Ysgolion Uwchradd

Mae hyn yn berthnasol i bob disgybl, gan gynnwys y rhai sydd ag AAA.

### **3.6 Llwybrau Peryglus**

Bydd yr Awdurdod Lleol yn caniatáu cludiant i'r ysgol ar gyfer disgyblion sy'n byw yn nes na'r pellter cymwys statudol a nodir yn 3.5 uchod, os bernir bod y llwybr yn beryglus. Bydd pwyntiau casglu canolog yn dal i fod yn berthnasol (gweler 4.2). Bydd cludiant o ddrws-i-ddrws ond yn berthnasol os yw'r pellter i'r man codi agosaf yn fwy na'r pellteroedd cymhwyso sef 2 a 3 milltir mewn ysgolion cynradd ac uwchradd yn y drefn honno. Nid yw hyn yn berthnasol mewn achosion lle mae'r rhieni wedi arfer eu hawl i ddewis fel y nodir yn 3.3 uchod.

### **3.7 Anghenion Addysgol Arbennig (AAA)**

Bydd yr Awdurdod Lleol yn ymdrechu i wneud darpariaeth addysgol addas a pherthnasol ar gyfer pob plentyn sydd ag anghenion arbennig i sicrhau eu bod yn gallu datblygu i'w llawn botensial. Mae lefel yr angen yn cael ei asesu gan y Panel Cymedroli Addysg sy'n hysbysu'r math/lefel o gludiant fydd yn cael ei ddarparu. Yna, bydd cludiant yn cael ei ddarparu yn unol â'r cyngor a roddir a'i adolygu yn flynyddol.

### **3.8 Plant Dan Ofal**

Bydd yr Awdurdod yn defnyddio'r un meini prawf oed a phellter ar gyfer dysgwyr sy'n Blant Dan Ofal ag y byddent ar gyfer y rhai nad ydynt Dan Ofal. Ond, nid yw'r meini prawf ysgol agosaf yn berthnasol, gan ei fod o fewn ein pwerau i sicrhau bod plentyn sydd dan ofal yn cael ei leoli yn ôl ei amgylchiadau unigol gyda chyn lleied o aflonyddwch gan sicrhau parhad mewn addysg gyda ffrindiau neu frodyr a chwiorydd tra'n cynnal lles y plentyn.

### **3.9 Preswyllo Deuol**

Bydd yr Awdurdod Lleol yn darparu cludiant o'r ddau breswylfa cyn belled mai'r ysgol yw'r ysgol addas agosaf o'r prif breswylfa. Os na ellir bodloni'r meini prawf yn 3.2, bydd yr Awdurdod yn defnyddio ei bwerau dewisol i ddarparu cludiant o'r fath. Os bydd yr ail breswylfa mewn ardal Awdurdod Lleol arall, cyfrifoldeb yr Awdurdod hwnnw yw trefnu cludiant ar gyfer y llwybr hwnnw. Rhaid darparu prawf preswyllo deuol, a'r prif gartref yw'r eiddo lle telir y budd-dal plant

## 4. CLUDIANT DEWISOL

### 4.1 Cefndir

Mae darpariaethau teithio dewisol yn rhoi'r pŵer i Awdurdodau Lleol wneud unrhyw drefniant y maent yn credu sy'n addas i hwyluso cludo dysgwyr i ac o'r man lle maent yn cael addysg neu hyfforddiant. Mae'r pŵer hwn ond yn berthnasol i ddysgwyr sy'n byw neu'n astudio yn ardal yr Awdurdod. Nid oes rhaid i Awdurdod Lleol ddefnyddio pwerau dewisol ond, os byddant, mae'n rhaid iddynt sicrhau eu bod wedi'u nodi yn y Polisi Cludiant o'r Cartref i'r Ysgol. Gall y trefniadau dewisol hyn gael eu tynnu'n ôl gan yr Awdurdod Lleol cyn belled yr hysbysir am y newid cyn 1 Hydref yn y flwyddyn cyn y flwyddyn academaidd y daw'r newid i rym. Mae'r categorïau ar gyfer rhoi hawl i blentyn i gludiant dewisol wedi'u nodi ym mharagraffau 4.2 i 4.9.

### 4.2 Mannau Codi Canolog

Ar gyfer y dysgwyr hynny sy'n gymwys i gael cludiant yn seiliedig ar y meini prawf pellter cerdded a nodir yn 3.2 uchod, bydd disgwyliad y byddant yn gadael o fan codi a bennwyd ymlaen llaw o fewn y pellter cerdded a nodir yn 3.5. Mae'r manau codi wedi'u dangos yn Atodiad 1. Mae'r Awdurdod Lleol yn cadw'r hawl i adolygu'r manau codi hyn yn amodol ar sicrhau bod llwybr diogel yn cael ei gynnal bob amser ac yn amodol ar sicrhau bod y ddarpariaeth fwyaf cost effeithiol ar waith. Cyfrifoldeb y rhieni yw sicrhau bod y plentyn yn cyrraedd y man codi yn brydlon a'u bod yn mynd ar y cerbyd yn ddiogel. Rhaid i rieni sicrhau bod person cyfrifol yn y man gollwng i gyfarfod y plentyn ar ôl iddo adael y dull perthnasol o deithio. Os na fydd person cyfrifol yn y pwynt codi pan fydd y plentyn yn dychwelyd ar y daith adref, bydd costau ychwanegol yn cael eu codi ar y rhieni ac efallai y bydd angen i Swyddogion ofyn am arweiniad gan y gwasanaethau cymdeithasol ac, os oes angen, trefnu i'r plentyn fynd i fan gofal yr Awdurdod Lleol.

### 4.3 Mannau codi o'r cartref

Efallai y bydd amgylchiadau lle nad oes man codi addas ar gael, ac yn yr achos hwn gellir cytuno ar bwynt casglu o'r cartref, ond bydd y rhain mewn achosion eithriadol.

### 4.4 Addysg Ffydd

Bydd yr Awdurdod yn darparu cludiant dewisol i ysgol Ffydd agosaf hyd yn oed os nad dyma eu hysgol agosaf gymwys.

#### 4.4 Addysg Cyfrwng Cymraeg

Bydd yr Awdurdod yn darparu cludiant dewisol i'r ysgol agosaf sy'n darparu addysg cyfrwng Cymraeg, hyd yn oed os nad dyma eu hysgol agosaf gymwys. I'r diben hwn, byddai'n ysgol sy'n cael ei chategoreiddio fel 1 neu 2 o fewn canllawiau Llywodraeth Cymru ar Ddarpariaeth Cyfrwng Cymraeg. O fis Medi 2014, yn Sir Ddinbych y rhain fydd:

##### Cyfrwng Cymraeg Categori 1:

- Ysgol Glan Clwyd - Uwchradd
- Ysgol y Llys - Cynradd
- Ysgol Twm o'r Nant - Cynradd
- Ysgol Henllan - Cynradd
- Ysgol Tremeirchion - Cynradd
- Ysgol Dewi Sant - Cynradd
- Ysgol Gymraeg y Gwernant - Cynradd
- Ysgol Pantpastynog - Cynradd
- Ysgol Bro Dyfrdwy - Cynradd
- Ysgol Bro Elwern - Cynradd
- Ysgol Carreg Emlyn - Cynradd
- Ysgol Bro Cinmeirch - Cynradd
- Ysgol Betws Gwerfil Goch - Cynradd
- Ysgol Pen Barras - Cynradd
- Ysgol Pentrecelyn - Cynradd

##### Dwyieithog Categori 2:

- Ysgol Brynhyfryd - Uwchradd
- Ysgol Dinas Bran - Uwchradd
- Ysgol Rhewl - Cynradd
- Ysgol Dyffryn Iâl - Cynradd
- Ysgol Llanfair - Cynradd

Sylwer, os yw'r ysgol Cyfrwng Cymraeg agosaf y tu allan i'r sir lle mae'r dysgwr yn byw, bydd trafndiaeth yn cael ei ddarparu yn unol â hynny.

Ni fyddwn yn darparu cludiant os dewisir addysg ddwyieithog. Bydd dewisiadau ond yn cael eu hystyried yn erbyn Cyfrwng Cymraeg neu Gyfrwng Saesneg.

#### **4.5 Dosbarth Meithrin/Derbyn**

Nid yw'r Awdurdod yn darparu cludiant i blant sy'n mynychu'r ysgol feithrin neu ddsbarth meithrin yn 3 oed. Darperir cludiant o ddechrau'r flwyddyn ysgol pan fydd y plentyn yn cyrraedd 5 oed.

#### **4.6 Addysg Ôl-16**

Bydd yr Awdurdod Lleol yn darparu cludiant yn ôl disgrisiwn y tu hwnt i oedran ysgol statudol os yw dysgwr o Sir Ddinbych yn byw dros 3 milltir o'r ysgol neu goleg addas agosaf. Mae'n rhaid i'r dysgwr fod yn astudio yn llawn amser a bod yn ieuengach na 19 oed ar 1 Medi yn y flwyddyn academaidd y mae'r cwrs yn cael ei astudio. Bydd cludiant yn cael ei ddarparu i'r Ysgol Uwchradd sydd wedi ei dynodi gan yr Awdurdod i wasanaethu cyfeiriad cartref y dysgwr neu i'r ysgol/coleg agosaf. Darperir cludiant rhwng sefydliadau dysgu trwy'r Rhwydwaith Dysgu 14-19, fel y nodir yn 4.7 isod.

#### **4.7 Rhwydwaith Dysgu 14-19**

Ar hyn o bryd mae'r Awdurdod yn gwneud darpariaeth ar gyfer rhwydwaith o lwybrau trafndiaeth rhwng rhai ysgolion a cholegau i ganiatáu mynediad i ystod gynhwysfawr o gyrsgiau addysgol. Bydd cludiant yn cael ei ddarparu am ddim pan fydd yn rhaid i ddysgwr deithio rhwng sefydliadau i gael mynediad i'r cyrsiau angenrheidiol.

#### **4.8 Clybiau Tu Allan i'r Ysgol**

Ni fydd yr Awdurdod yn darparu cludiant i neu o glybiau tu allan i'r ysgol (h.y. clwb brechwast a chlwb ar ôl ysgol) neu weithgareddau allgyrsiol sydd y tu hwnt i'r cwricwlwm statudol. Cyfrifoldeb y rhieni yw sicrhau bod trefniadau priodol yn cael eu rhoi ar waith os yw'r gwasanaethau hyn yn cael eu defnyddio.

#### **4.9 Symud Tŷ**

Mewn achosion lle mae dysgwr yn symud tŷ ran o'r ffordd drwy'r flwyddyn academaidd, ni fydd cludiant yn parhau os nad ydynt bellach yn mynychu eu hysgol addas agosaf oni bai ei fod yn ran o'r ffordd drwy flwyddyn TGAU, ac os felly byddwn yn parhau i ddarparu cludiant yn ôl disgrisiwn hyd nes y bydd y blynyddoedd academaidd wedi cael eu cwblhau. Ni fydd hyn yn berthnasol os yw rhiant wedi arfer ei ddewis rhiant yn flaenorol fel y nodir yn 3.5. Mae'r Awdurdod Lleol hefyd yn cadw'r hawl i brofi rhesymoldeb y gofyniad trafndiaeth.

#### **4.10 Ad-drefnu Ysgolion**



Mewn achosion lle mae ad-drefnu ysgolion wedi digwydd, bydd yr Awdurdod Lleol yn darparu cludiant am ddim am gyfnod penodedig yn dilyn cau/newid statws yr ysgol.

#### **4.11 Cludiant Consesiynol**

Bydd yr Awdurdod yn ystyried cludiant consesiynol os nad yw dysgwr yn gymwys i gael cludiant am ddim yn unrhyw un o'r meini prawf a nodir yn y polisi hwn ond y gellir ei roi ar lwybr cludiant contract presennol sydd â seddi gwag. Ond, byddai'r amgylchiadau canlynol yn berthnasol:

- (a) Codir tâl rhesymol bob tymor. Byddwn yn adolygu hyn yn flynyddol
- (b) Gellir dileu'r consesiwn ar fyr rybudd pan na fydd seddau ar gael
- (c) Ni ellir rhoi tocynnau rhatach ar fyr rybudd ar ddechrau'r flwyddyn academaidd gan fod angen canfod a oes llefydd dros ben ar gerbydau contract
- (d) Ni ellir cynnig tocynnau teithio rhatach pan fo cludiant cyhoeddus ar gael ochr yn ochr â chludiant ysgol

#### **4.12 Trosglwyddo wedi'i Reoli**

Bydd cludiant yn cael ei ddarparu ar gyfer yr holl drosglwyddiadau wedi'u rheoli ar gyfer oes y trosglwyddiad, boed yn hir neu fyr dymor.

#### **4.13 Cefnogaeth Arall**

Mae'r Pennaeth Addysg yn cadw'r hawl i ddefnyddio pwerau dewisol i ddyfarnu cludiant am ddim mewn achosion sy'n ymwneud â diogelu dysgwr neu os yw'n debygol o gael effaith andwyol sylweddol ar les y dysgwr hwnnw. Gall gludiant am resymau meddygol hefyd fod yn gymwys o dan y meini prawf hyn, gan gynnwys achosion lle mae gan y rhiant anabledd sy'n cyfyngu ar allu'r dysgwr i deithio i'r ysgol heb gludiant. Bydd achosion tai dros dro hefyd yn dod dan y meini prawf hyn. Bydd hyn yn sicrhau y gall ddysgwyr aros yn eu hysgol agosaf gymwys gyda chyn lleied o darfu â phosibl neu fynd i ysgolion eraill lle bo hynny'n berthnasol.

## 5. Dull o Deithio

5.1 Bydd yr Awdurdod yn ymdrechu i ddarparu'r dull mwyaf addas o gludiant ar gyfer pob dysgwr, sy'n ddiogel ac yn darparu'r dull mwyaf cost effeithiol o ddarpariaeth. Gall hyn fod gyda bws, bws mini, coets neu gontractau tacsî'r ysgol neu gludiant cyhoeddus presennol.

5.2 Efallai y bydd amgylchiadau lle mae rhieni yn cael cynnig taliad nominal tuag at y gost o gludo disgyblion ar gyfer un daith dwy ffordd os credir bod hynny yn fwy cost effeithiol na darparu cludiant i'r ysgol. Bydd hyn yn cael ei adolygu'n flynyddol.

## 6. Y BROSES O WNEUD CAIS

6.1 Gallwch wneud cais ar-lein yn

<https://www.sirddinbych.gov.uk/cy/preswylwr/addysg/grantiau-ac-ariannu/cludiant-ysgol-am-ddim.aspx> neu fel arall gallwch lawr lwytho ffurflen gais a'i hanfon atom i'r

cyfeiriad a nodir ar y ffurflen

6.2 Os bydd eich amgylchiadau'n newid ac rydych yn gwneud cais am gludiant yn ystod y flwyddyn ysgol, gwnewch hynny cyn gynted ag y gallwch ar ôl i'ch cyfeiriad newydd gael ei gadarnhau. Cyn belled nad yw eich cyfeiriad cartref a'r ysgol a fynychir yn newid, nid oes angen ail-wneud cais am gludiant ysgol bob blwyddyn oni bai eich bod yn ddysgwr Blwyddyn 11 sy'n mynd i'r Chweched Dosbarth.

6.3 Byddwn yn rhoi gwybod i chi os yw eich cais am gludiant ysgol wedi bod yn llwyddiannus o fewn 15 diwrnod gwaith i ddyddiad derbyn eich ffurflen gais. Os ydych yn llwyddiannus, byddwch yn cael manylion am amseroedd a lleoliadau codi yn ystod gwyliau'r haf ar gyfer dechrau ym mis Medi neu cyn gynted ag y bo modd ar gyfer ceisiadau yng nghanol y flwyddyn ysgol.

6.4 Gellir dod o hyd i fanylion llawn am faterion yn ymwneud thrafnidiaeth yn Llawlyfr Rhieni Sir Ddinbych

<https://www.denbighshire.gov.uk/en/resident/education.pdf>

## 7. APELIADAU

7.1 Fel arfer, rhoddir gwybod i riant, gwarcheidwad neu ofalwr yn ysgrifenedig o fewn 15 diwrnod gweithio i ddyddiad cais aflwyddiannus. Rhoddir manylion am eu hawl i apelio hefyd.

7.2 Gall y riant, gwarcheidwad neu ofalwr wneud apêl yn ysgrifenedig i [admission@denbighshire.gov.uk](mailto:admission@denbighshire.gov.uk) yn nodi eu rhesymau dros apelio yn erbyn y penderfyniadau.

7.3 Bydd Swyddog Annibynnol yn ystyried yr apêl yn erbyn y Polisi Cludiant o'r Cartref i'r Ysgol ac yn gwneud penderfyniad yn seiliedig ar yr wybodaeth a ddarparwyd.

7.4 Bydd y riant, gwarcheidwad neu ofalwr yn cael ei hysbysu o ganlyniad eu hapêl yn ysgrifenedig o fewn 5 diwrnod gwaith i ddyddiad derbyn eu hapêl, cyn belled nad oes angen unrhyw wybodaeth bellach i gefnogi'r penderfyniad. Yn dilyn y penderfyniad hwn nid oes unrhyw sail arall dros apelio.

## 8. TYNNU'R HAWL I GLUDIANT

8.1 Os yw Awdurdod Lleol wedi darparu cludiant dewisol yn ei bolisi, gellir tynnu'r hawl hwn yn ôl ar unrhyw adeg, cyn belled eu bod wedi cytuno a chyhoeddi polisi newydd cyn 1 Hydref yn y flwyddyn cyn y flwyddyn academaidd y bydd y newidiadau yn dod i rym.

8.2 Os yw tynnu'r hawl i gludiant yn ymwneud yn uniongyrchol ag unigolyn (cod ymddygiad heb ei fodloni) ac nid newid polisi uniongyrchol, yna mae'n rhaid i'r Awdurdod Lleol roi o leiaf 24 awr o rybudd cyn tynnu'r hawl i gludiant. Ni cheir tynnu'r hawl ar gyfer mwy na 10 diwrnod ysgol yn olynol ac ni ddylai arwain at dynnu'r hawl i drefniant y dysgwr am gyfnod o fwy na 30 diwrnod ysgol mewn un flwyddyn ysgol.

## **9. MANYLION CYSWLLT**

### **9.1 Ceisiadau Cludiant**

Ar gyfer ymholiadau yn ymwneud â cheisiadau anfonwch e-bost at [admissions@denbighshire.gov.uk](mailto:admissions@denbighshire.gov.uk) neu ffoniwch 01824 706100

### **9.2 Gwasanaethau Cludiant Teithwyr**

Ar gyfer ymholiadau yn ymwneud â materion gwasanaeth gweithredol anfonwch e-bost at [cludiant.teithwyr@denbighshire.gov.uk](mailto:cludiant.teithwyr@denbighshire.gov.uk) neu ffoniwch 01824 706100

### **9.3 Cludiant 14-19**

Ar gyfer ymholiadau yn ymwneud â chludiant rhyng-sefydliad ar gyfer y rhwydwaith dysgu 14-19 anfonwch e-bost at [admissions@denbighshire.gov.uk](mailto:admissions@denbighshire.gov.uk) neu ffoniwch 01824 706100

### **9.4 Cwynion Cludiant**

Os ydych yn dymuno gwneud cwyn, e-bostiwch [passenger.transport@sirddinbych.gov.uk](mailto:passenger.transport@sirddinbych.gov.uk) neu ffoniwch 01824 706100

### **9.5 Derbyniadau Ysgol**

Ar gyfer ymholiadau yn ymwneud â Derbyniadau Ysgol anfonwch e-bost at [admissions@denbighshire.gov.uk](mailto:admissions@denbighshire.gov.uk) neu ffoniwch 01824 706100

### **9.6 Cludiant AAA**

Ar gyfer ymholiadau yn ymwneud â Chludiant AAA anfonwch e-bost at [admissions@denbighshire.gov.uk](mailto:admissions@denbighshire.gov.uk) neu ffoniwch 01824 708064

**ATODIAD 1 – MANNAU CASGLU CANOLOG**

|                                      | BORE                                    | PRYNHAWN                                |
|--------------------------------------|-----------------------------------------|-----------------------------------------|
| <b>Contract D10.11</b><br><b>DHS</b> | CEFN MEIRIADOG, MAIRWEN                 | YSGOL UWCHRADD DINBYCH                  |
|                                      | GLASCOED FAWR                           | TREFNANT, COFEB RHYFEL                  |
|                                      | TREFNANT, RHODFA CLWYD                  | TREFNANT, RHODFA CLWYD                  |
|                                      | TREFNANT, COFEB RHYFEL                  | GLASCOED FAWR                           |
|                                      | YSGOL UWCHRADD DINBYCH                  | CEFN MEIRIADOG, MAIRWEN                 |
| <b>Contract D76.11</b><br><b>DHS</b> | RHUTHUN, FFORDD WYNNSTAY                | YSGOL UWCHRADD DINBYCH                  |
|                                      | CIOG FFÔN HENDRERWYDD                   | CROESFORDD Y WAEN                       |
|                                      | LLEW AUR LLANGYNHAFAL                   | LLANDYRNOG, CEFFYL GWYN                 |
|                                      | GROES FAWR                              | CROESFFORDD LLANGWYFAN                  |
|                                      | CROESFFORDD LLANGWYFAN                  | GROES FAWR                              |
|                                      | LLANDYRNOG, CEFFYL GWYN                 | LLEW AUR LLANGYNHAFAL                   |
|                                      | CROESFORDD Y WAEN                       | CIOG FFÔN HENDRERWYDD                   |
| YSGOL UWCHRADD DINBYCH               | RHUTHUN, FFORDD WYNNSTAY                |                                         |
| <b>Contract D513B</b><br><b>DHS</b>  | LLANELWY, LLWYN ELWY / BRO HAVARD       | ARDAL BYSIAU YSGOL UWCHRADD DINBYCH     |
|                                      | LLANELWY, PONT                          | Y GRÎN, DINBYCH                         |
|                                      | LLANELWY, SOLAR COURT                   | TREFNANT, SWYDDFA'R POST                |
|                                      | TREFNANT, NANT Y PATRICK                | TREFNANT, NANT Y PATRICK                |
|                                      | TREFNANT, SWYDDFA'R POST                | LLANELWY, SOLAR COURT                   |
|                                      | Y GRÎN, DINBYCH                         | LLANELWY, PONT                          |
|                                      | ARDAL BYSIAU YSGOL UWCHRADD DINBYCH     | LLANELWY, LLWYN ELWY / BRO HAVARD       |
| <b>Contract D513C</b><br><b>DHS</b>  | LLANELWY, Y ROE                         | ARDAL BYSIAU YSGOL UWCHRADD DINBYCH     |
|                                      | Y PLOUGH, LLANELWY                      | TREFNANT, THATCHED COTTAGE              |
|                                      | SOLAR COURT                             | SILVER RIVER                            |
|                                      | LLANELWY, H M STANLEY                   | LLANELWY, H M STANLEY                   |
|                                      | SILVER RIVER                            | SOLAR COURT                             |
|                                      | TREFNANT, THATCHED COTTAGE              | Y PLOUGH, LLANELWY                      |
|                                      | ARDAL BYSIAU YSGOL UWCHRADD DINBYCH     | LLANELWY, Y ROE                         |
| <b>Contract D513L</b><br><b>DHS</b>  | RHUALLT, (HEN YSGOL)                    | YSGOL UWCHRADD DINBYCH                  |
|                                      | WAEN, FARMERS ARMS                      | TREFNANT, SAFLE BWS                     |
|                                      | MAES RATHBONE                           | TREMEIRCHION                            |
|                                      | TREMEIRCHION                            | MAES RATHBONE                           |
|                                      | TREFNANT, SAFLE BWS                     | WAEN, FARMERS ARMS                      |
|                                      | YSGOL UWCHRADD DINBYCH                  | RHUALLT                                 |
| <b>Contract D513M</b><br><b>DHS</b>  | SOLAR COURT                             | YSGOL UWCHRADD DINBYCH                  |
|                                      | YSGOL UWCHRADD DINBYCH                  | SOLAR COURT                             |
| <b>Contract D513P</b><br><b>DHS</b>  | BODFARI                                 | YSGOL UWCHRADD DINBYCH                  |
|                                      | WAEN ABERCHWILER                        | SANTES FFRAID (SAFLE BWS Y PRIF FFORDD) |
|                                      | SANTES FFRAID (SAFLE BWS Y PRIF FFORDD) | WAEN ABERCHWILER                        |
|                                      | YSGOL UWCHRADD DINBYCH                  | BODFARI                                 |
| <b>Contract P6</b><br><b>DHS</b>     | LLANNEFYDD (YSGOL)                      | YSGOL UWCHRADD DINBYCH                  |
|                                      | CEFN BERAIN                             | DINBYCH, PWLL Y GRAWYS                  |
|                                      | HENLLAN, SWYDDFA'R POST                 | HENLLAN, SWYDDFA'R POST                 |
|                                      | DINBYCH, PWLL Y GRAWYS                  | CEFN BERAIN                             |
|                                      | YSGOL UWCHRADD DINBYCH                  | LLANNEFYDD (YSGOL)                      |

|                                                         |                                           |                                           |
|---------------------------------------------------------|-------------------------------------------|-------------------------------------------|
| <b>Contract D553D<br/>DHS &amp;<br/>GLAN<br/>CLWYD</b>  | PENTRE LLANRHAEADR                        | LLANELWY, YSGOL GLAN CLWYD (GADAEL)       |
|                                                         | BROOKHOUSE (HEN FFORDD RHUTHUN)           | GRÎN DINBYCH                              |
|                                                         | YSGOL UWCHRADD DINBYCH (O FLAEN YR YSGOL) | DINBYCH COLOMENDY                         |
|                                                         | DINBYCH, COLOMENDY                        | YSGOL UWCHRADD DINBYCH (O FLAEN YR YSGOL) |
|                                                         | GRÎN DINBYCH                              | BROOKHOUSE (HEN FFORDD RHUTHUN)           |
|                                                         | YSGOL GLAN CLWYD, LLANELWY                | PENTRE LLANRHAEADR                        |
| <b>Contract P11.11<br/>DHS &amp;<br/>GLAN<br/>CLWYD</b> | DINBYCH, PWLL Y GRAWYS                    | LLANELWY, YSGOL GLAN CLWYD (DEP)          |
|                                                         | DERWEN GORNEL                             | DINBYCH, YSGOL UWCHRADD                   |
|                                                         | CROESFFORDD, NANTGLYN                     | DINBYCH PWLL Y GRAWYS                     |
|                                                         | CROESFFORDD, BRYNGLAS                     | DERWEN GORNEL                             |
|                                                         | CAPEL SARON                               | CROESFFORDD, NANTGLYN                     |
|                                                         | CAPEL PRION                               | CROESFFORDD, BRYNGLAS                     |
|                                                         | YSBYTY GOGLEDD CYMRU                      | CAPEL SARON                               |
|                                                         | DINBYCH, PWLL Y GRAWYS                    | CAPEL PRION                               |
|                                                         | DINBYCH, YSGOL UWCHRADD                   | YSBYTY GOGLEDD CYMRU                      |
|                                                         | LLANELWY, YSGOL GLAN CLWYD                | DINBYCH, PWLL Y GRAWYS                    |
| <b>Contract D501A<br/>Emrys</b>                         | LLANELWY (CADEIRLAN)                      | ABERGELE, YSGOL EMRYS-AP-IWAN             |
|                                                         | LLANELWY (ASHLEY COURT)                   | BODELWYDDAN (PENTREF)                     |
|                                                         | BODELWYDDAN (TAI'R YSBYTY)                | BODELWYDDAN (TAI'R YSBYTY)                |
|                                                         | BODELWYDDAN (PENTREF)                     | LLANELWY (ASHLEY COURT)                   |
|                                                         | ABERGELE, YSGOL EMRYS-AP-IWAN             | LLANELWY (CADEIRLAN)                      |
| <b>Contract D501B<br/>Emrys</b>                         | PENTREF BODELWYDDAN                       | ABERGELE, YSGOL EMRYS-AP-IWAN             |
|                                                         | BOD TEGWAL                                | BOD TEGWAL                                |
|                                                         | ABERGELE, YSGOL EMRYS-AP-IWAN             | PENTREF BODELWYDDAN                       |
| <b>Contract D1.11<br/>Brynhafryd</b>                    | LOGGERHEADS                               | RHUTHUN, YBH                              |
|                                                         | TAFARN-Y-GELYN                            | LLANBEDR DC                               |
|                                                         | LLANFERRES                                | LLANARMON-YN-IAL                          |
|                                                         | LLANARMON-YN-IAL                          | LLANFERRES                                |
|                                                         | LLANBEDR DC                               | TAFARN-Y-GELYN                            |
|                                                         | RHUTHUN, YBH                              | LOGGERHEADS                               |
| <b>Contract D76.07<br/>Brynhafryd</b>                   | CROESFFORDD Y WAEN                        | YSGOL BRYNHAFRYD                          |
|                                                         | CEFFYL GWYN, LLANDYRNOG                   | LLANBEDR DYFFRYN CLWYD, GRIFFIN           |
|                                                         | CROESFFORDD LLANGWYFAN                    | PLAS YN RHOS                              |
|                                                         | GROES FAWR                                | YSGOL GELLIFOR                            |
|                                                         | LLANGYNHAFAL, LLEW AUR                    | CIOSG FFÔN HENDRERWYDD                    |
|                                                         | CIOSG FFÔN HENDRERWYDD                    | LLANGYNHAFAL, LLEW AUR                    |
|                                                         | YSGOL GELLIFOR                            | GROES FAWR                                |
|                                                         | PLAS YN RHOS                              | CROESFFORDD LLANGWYFAN                    |
|                                                         | LLANBEDR DYFFRYN CLWYD, GRIFFIN           | CEFFYL GWYN, LLANDYRNOG                   |
|                                                         | YSGOL BRYNHAFRYD                          | CROESFFORDD Y WAEN                        |
| <b>Contract D150.15<br/>Brynhafryd</b>                  | LLANGOLLEN, STRYD Y FARCHNAD              | RHUTHUN, YSGOL BRYNHAFRYD (gadael)        |
|                                                         | MAES PARCIO CORWEN                        | RHUTHUN, STRYD Y FARCHNAD                 |
|                                                         | MAES AFALLEN                              | CEFFYL GWYN LLANFAIR D.C.,                |
|                                                         | CLAWDD PONCEN                             | PWLLGLAS, FOX & HOUNDS                    |
|                                                         | GWYDDELWERN, TY MAWR                      | SWYDDFA'R POST BRYN S.M.,                 |
|                                                         | SWYDDFA'R POST BRYN S.M.,                 | GWYDDELWERN, TAI CYNGOR                   |
|                                                         | PWLLGLAS, FOX & HOUNDS                    | CLAWDD PONCEN                             |



|                                      |                                    |                                    |
|--------------------------------------|------------------------------------|------------------------------------|
|                                      | CEFFYL GWYN LLANFAIR D.C.,         | MAES AFALLEN                       |
|                                      | RHUTHUN, FFORDD YR ORSAF           | MAES PARCIO CORWEN                 |
|                                      | RHUTHUN, YSGOL BRYNHYFRYD          | LLANGOLLEN, STRYD Y FARCHNAD       |
| <b>Contract D549A<br/>Brynhyfryd</b> | BETWS GWERFIL GOCH                 | YSGOL BRYNHYFRYD, RHUTHUN          |
|                                      | MELIN-Y-WIG                        | CLOCAENOG                          |
|                                      | MIN AWEL                           | BRYNFEDWEN                         |
|                                      | BLAENWERN                          | CYFFORDD I BRYNGWYN                |
|                                      | CYFFORDD I BRYNGWYN                | BLAENWERN                          |
|                                      | BRYNFEDWEN                         | MIN AWEL                           |
|                                      | CLOCAENOG                          | MELIN-Y-WIG                        |
|                                      | YSGOL BRYNHYFRYD, RHUTHUN          | BETWS GWERFIL GOCH                 |
| <b>Contract D549B<br/>Brynhyfryd</b> | CYFFYLLIOG                         | RHUTHUN, YSGOL BRYNHYFRYD          |
|                                      | FELIN                              | LLANFWROG                          |
|                                      | BONTUCHEL                          | HENGOED                            |
|                                      | HENGOED                            | BONTUCHEL                          |
|                                      | LLANFWROG                          | FELIN                              |
|                                      | RHUTHUN, YSGOL BRYNHYFRYD          | CYFFYLLIOG                         |
| <b>Contract D549C<br/>Brynhyfryd</b> | RHYDMEUDWY                         | RHUTHUN, YSGOL BRYNHYFRYD          |
|                                      | CROESFFORDD LLYSFASI               | LLANRHYDD / PENTRE COCH (B5429)    |
|                                      | PENTRECELYN                        | GRAIGFECHAN                        |
|                                      | GRAIGFECHAN                        | PENTRECELYN                        |
|                                      | LLANRHYDD / PENTRE COCH (B5429)    | CROESFFORDD LLYSFASI               |
|                                      | RHUTHUN, YSGOL BRYNHYFRYD          | RHYDMEUDWY                         |
| <b>Contract D549E<br/>Brynhyfryd</b> | YR WYDDGRUG                        | RHUTHUN, YBH                       |
|                                      | GWERNYMYNYDD                       | B5430 BRYN HAIDD                   |
|                                      | CADOLE                             | B5430 BRYN YR OGOF                 |
|                                      | MAESHAFN                           | GRAIANRHYD                         |
|                                      | ERYRYS                             | ERYRYS                             |
|                                      | GRAIANRHYD                         | MAESHAFN                           |
|                                      | B5430 BRYN YR OGOF                 | CADOLE                             |
|                                      | B5430 BRYN HAIDD                   | GWERNYMYNYDD                       |
|                                      | RHUTHUN, YBH                       | YR WYDDGRUG                        |
|                                      |                                    |                                    |
| <b>Contract D549F<br/>Brynhyfryd</b> | ENCILFA CYN LLANFIHANGEL           | YSGOL BRYNHYFRYD                   |
|                                      | TAI COEDWIGAETH - CYN CLAWDDNEWYDD | GWAELOD POOL PARK                  |
|                                      | CLAWDDNEWYDD                       | TOP POOL PARK GER Y BWTHYN MELYN   |
|                                      | CROESFFORDD BRYN-Y-FFYNNON         | OCHR Y FFORDD                      |
|                                      | TY PERTHI BACH – OCHR Y FFORDD     | TY PERTHI BACH – OCHR Y FFORDD     |
|                                      | OCHR Y FFORDD                      | CROESFFORDD BRYN-Y-FFYNNON         |
|                                      | TOP POOL PARK GER Y BWTHYN MELYN   | CLAWDDNEWYDD                       |
|                                      | GWAELOD POOL PARK                  | TAI COEDWIGAETH - CYN CLAWDDNEWYDD |
|                                      | YSGOL BRYNHYFRYD                   | TANWYDD BRYN ERYR                  |
| <b>Contract D549G<br/>Brynhyfryd</b> | CLAWDD PONCEN                      | YSGOL BRYNHYFRYD, RHUTHUN          |
|                                      | GWYDDELWERN (TAFARN TY MAWR)       | PWLLGLAS (CANOLFAN GYMUNED)        |
|                                      | MAES CARAFANNAU                    | PWLLGLAS (FOX & HOUNDS)            |
|                                      | ENCILFA                            | NANTCLWYD                          |
|                                      | BRYN SAITH MARCHOG                 | CAPEL PANDY                        |
|                                      | CAPEL PANDY                        | BRYN SAITH MARCHOG                 |

|                                     |                                                |                                                |
|-------------------------------------|------------------------------------------------|------------------------------------------------|
|                                     | NANTCLWYD                                      | ENCILFA                                        |
|                                     | PWLLGLAS (FOX & HOUNDS)                        | MAES CARAFANNAU                                |
|                                     | PWLLGLAS (CANOLFAN GYMUNED)                    | GWYDDELWERN (TAFARN TY MAWR)                   |
|                                     | YSGOL BRYNHYFRYD                               | CLAWDD PONCEN                                  |
| <b>Contract D549H Brynhyfyrd</b>    | GELLIFOR                                       | RHUTHUN, YSGOL BRYNHYFRYD                      |
|                                     | RHOS (PLAS-YN-RHOS)                            | TY'N-Y-GROESFFORDD                             |
|                                     | CYFFORDD I TYN-Y-COED                          | GROES ISA / WAEN                               |
|                                     | FFERM CLYTTIR / BRYN CELYN                     | GROES UCHA / CYFFORDD I HIRWAEN                |
|                                     | GROES UCHA / CYFFORDD I HIRWAEN                | FFERM CLYTTIR / BRYN CELYN                     |
|                                     | GROES ISA / WAEN                               | CYFFORDD I TYN-Y-COED                          |
|                                     | TY'N-Y-GROESFFORDD                             | RHOS (PLAS-YN-RHOS)                            |
|                                     | RHUTHUN, YSGOL BRYNHYFRYD                      | GELLIFOR                                       |
| <b>Contract D549H-1 Brynhyfyrd</b>  | CROESFFORDD Y WAEN                             | YSGOL BRYNHYFRYD RHUTHUN (GADAEL)              |
|                                     | LLANDYRNOG, SWYDDFA'R POST / CEFFYL GWYN       | RHEWL                                          |
|                                     | CYFFORDD I FFORDD GOCH / NEUADD CERRIGLLWYDION | BROFAIR                                        |
|                                     | CYFFORDD I RHYDONEN (THE GABLES)               | GLAN CLWYD / CYFFORDD I TELPYN                 |
|                                     | LLANYCHAN (CYFFORDD I STRYD FAWR)              | PLAS-YR-ESGOB / BRO DEG                        |
|                                     | PLAS-YR-ESGOB / BRO DEG                        | LLANYCHAN (CYFFORDD I STRYD FAWR)              |
|                                     | GLAN CLWYD / CYFFORDD I TELPYN                 | CYFFORDD I RHYDONEN (THE GABLES)               |
|                                     | BROFAIR                                        | CYFFORDD I FFORDD GOCH / NEUADD CERRIGLLWYDION |
|                                     | RHEWL                                          | LLANDYRNOG, SWYDDFA'R POST / CEFFYL GWYN       |
|                                     | RHUTHUN, YSGOL BRYNHYFRYD                      | CROESFFORDD Y WAEN                             |
| <b>Contract X50 Brynhyfyrd</b>      | DINBYCH, PWLL Y GRAWYS                         | YSGOL BRYNHYFRYD                               |
|                                     | CRUD Y CASTELL                                 | RHUTHUN, FFORDD WYNNSTAY                       |
|                                     | BROOKHOUSE                                     | RHEWL, DROVERS ARMS                            |
|                                     | LLANRHAADR CHURCH                              | LLANRHAADR CHURCH                              |
|                                     | RHEWL, DROVERS ARMS                            | BROOKHOUSE                                     |
|                                     | RHUTHUN, FFORDD WYNNSTAY                       | CRUD Y CASTELL                                 |
|                                     | YSGOL BRYNHYFRYD                               | DINBYCH, PWLL Y GRAWYS                         |
| <b>Contract YB1 Brynhyfyrd</b>      | BRYNEGLWYS                                     | RHUTHUN, YSGOL BRYNHYFRYD (GADAEL)             |
|                                     | LLANDEGLA                                      | GRAIGFECHAN                                    |
|                                     | CYFFORDD I LLAINWEN/LLIDIART FAWR              | CYFFORDD I LLAINWEN/LLIDIART FAWR              |
|                                     | GRAIGFECHAN                                    | LLANDEGLA                                      |
|                                     | RHUTHUN, YSGOL BRYNHYFRYD (CYRRAEDD)           | BRYNEGLWYS                                     |
| <b>Contract D151A.11 Dinas Bran</b> | LLANDRILLO                                     | LLANGOLLEN, YSGOL DINAS BRAN (gadael)          |
|                                     | CYNWYD                                         | GLYNDYFRDWY                                    |
|                                     | BONWM                                          | CORWEN                                         |
|                                     | UWCH Y DRE                                     | UWCH Y DRE                                     |
|                                     | CORWEN                                         | BONWM                                          |
|                                     | GLYNDYFRDWY                                    | CYNWYD                                         |
|                                     | LLANGOLLEN, YSGOL DINAS BRAN                   | LLANDRILLO                                     |
| <b>Contract D527A Dinas Bran</b>    | CYFFORDD TY'N Y CEFN                           | LLANGOLLEN, YSGOL DINAS BRAN (GADAEL)          |
|                                     | CLAWDD PONCEN                                  | MAES AFALLEN                                   |
|                                     | MAES AFALLEN                                   | CLAWDD PONCEN                                  |
|                                     | LLANGOLLEN, YSGOL DINAS BRAN                   | CYFFORDD TY'N Y CEFN                           |

|                                   |                                          |                                          |
|-----------------------------------|------------------------------------------|------------------------------------------|
| <b>Contract D527B Dinas Bran</b>  | CORWEN, SGWAR                            | LLANGOLLEN, YSGOL DINAS BRAN (DEP)       |
|                                   | LLIDIART-Y-PARC (A5)                     | GLYNDYFRDWY                              |
|                                   | GLYNDYFRDWY                              | LLIDIART-Y-PARC (A5)                     |
|                                   | LLANGOLLEN, YSGOL DINAS BRAN             | CORWEN, SGWAR                            |
| <b>Contract D574A Berwyn</b>      | CYNWYD                                   | YSGOL Y BERWYN, Y BALA (GADAEL)          |
|                                   | LLANDRILLO                               | LLANDRILLO                               |
|                                   | YSGOL Y BERWYN, Y BALA                   | CYNWYD                                   |
| <b>Contract D574B Berwyn</b>      | MELIN Y WIG                              | YSGOL Y BERWYN, Y BALA                   |
|                                   | GLYNDYFRDWY                              | CYFFORDD FOUR CROSSES                    |
|                                   | LLIDIART Y PARC                          | DDWYRYD                                  |
|                                   | BONWM                                    | GWYDDELWERN                              |
|                                   | CORWEN                                   | MAES AFALLEN / CLAWDD PONCEN             |
|                                   | MAES AFALLEN / CLAWDD PONCEN             | CORWEN                                   |
|                                   | GWYDDELWERN                              | BONWM                                    |
|                                   | DDWYRYD                                  | LLIDIART Y PARC                          |
|                                   | CYFFORDD FOUR CROSSES                    | GLYNDYFRDWY                              |
|                                   | YSGOL Y BERWYN, Y BALA                   | MELIN Y WIG                              |
| <b>Contract D590A St Brigids</b>  | LLANELWY, Y ROE                          | YSGOL SANTEs FFRAID, DINBYCH             |
|                                   | LLANELWY, CADEIRLAN                      | TREFNANT, SWYDDFA POST                   |
|                                   | YSBYTY H. M. STANLEY                     | TREFNANT, NANT Y PATRICK                 |
|                                   | TREFNANT, NANT Y PATRICK                 | YSBYTY H. M. STANLEY                     |
|                                   | TREFNANT, SWYDDFA POST                   | LLANELWY, CADEIRLAN                      |
|                                   | YSGOL SANTEs FFRAID, DINBYCH             | LLANELWY, Y ROE                          |
| <b>Contract D258A Llanfair DC</b> | PWLLGLAS, ERW LAS                        | YSGOL LLANFAIR DYFFRYN CLWYD, (GADAEL)   |
|                                   | NEUADD BENTREF PWLLGLAS                  | PWLLGLAS                                 |
|                                   | YSGOL LLANFAIR DYFFRYN CLWYD             | NEUADD BENTREF PWLLGLAS                  |
| <b>Contract D366A Dewi Sant</b>   | LLANELWY (CADEIRLAN)                     | Y RHYL, YSGOL DEWI SANT                  |
|                                   | LLANELWY (Y ROE / ASHLEY COURT)          | Y RHYL (TAFARN CASKEY / LITTLE THEATRE)  |
|                                   | SARN LANE (FFERM MEADOWBROOK)/PENGWERN   | Y RHYL (SWYDDFA'R POST WELLINGTON ROAD)  |
|                                   | YSBYTY GLAN CLWYD                        | BAE CINMEL, SGWÂR                        |
|                                   | BODELWYDDAN (TY FRY)                     | CROESFFORDD TYWYN                        |
|                                   | BODELWYDDAN (LLANELWY AVENUE)            | BODELWYDDAN (LLANELWY AVENUE)            |
|                                   | CROESFFORDD TYWYN                        | BODELWYDDAN (TY FRY)                     |
|                                   | BAE CINMEL, SGWÂR                        | YSBYTY GLAN CLWYD                        |
|                                   | Y RHYL (SWYDDFA'R POST WELLINGTON ROAD)  | SARN LANE (FFERM MEADOWBROOK)/PENGWERN   |
|                                   | Y RHYL (TAFARN CASKEY / LITTLE THEATRE)  | LLANELWY (ASHLEY COURT)                  |
|                                   | Y RHYL, YSGOL DEWI SANT                  | LLANELWY (CADEIRLAN)                     |
| <b>Contract D366B Dewi Sant</b>   | GALLT MELYN, STAR INN                    | Y RHYL, YSGOL DEWI SANT                  |
|                                   | DYSERTH (PARC GWELFOR)                   | RHUDDLAN, GAREJ                          |
|                                   | DYSERTH (CROESFFORDD – CWM ROAD) POP INN | RHUDDLAN, BRYN CRESCENT                  |
|                                   | RHUDDLAN, BRYN CRESCENT                  | DYSERTH (CROESFFORDD – CWM ROAD) POP INN |
|                                   | RHUDDLAN, VICARAGE ROAD                  | DYSERTH (PARC GWELFOR)                   |
|                                   | Y RHYL, YSGOL DEWI SANT                  | GALLT MELYN, STAR INN                    |
|                                   | PRESTATYN, TRAETH FFRITH                 | YSGOL GLAN CLWYD                         |
|                                   | PRESTATYN, BERWYN CRESCENT               | PRESTATYN, FFORDD GALLT MELYD            |

|                                            |                                               |                                              |
|--------------------------------------------|-----------------------------------------------|----------------------------------------------|
| <b>Contract D553A</b><br><b>Glan Clwyd</b> | PRESTATYN, FFORDD VICTORIA GORSAF YR HEDDLU   | PRESTATYN, FFORDD GALLT MELYD (PHS)          |
|                                            | PRESTATYN, FFORDD BASTION                     | PRESTATYN, WILLIAMS ESTATES                  |
|                                            | PRESTATYN, GORSAF BYSIAU                      | PRESTATYN, FFORDD GRONANT                    |
|                                            | PRESTATYN, FFORDD LLYS NANT                   | PRESTATYN, FFORDD LLYS NANT                  |
|                                            | PRESTATYN, FFORDD GRONANT                     | PRESTATYN, GORSAF BYSIAU                     |
|                                            | PRESTATYN, WILLIAMS ESTATES                   | PRESTATYN, FFORDD BASTION                    |
|                                            | PRESTATYN, FFORDD GALLT MELYD (PHS)           | PRESTATYN, SIOPAU FFORDD VICTORIA            |
|                                            | PRESTATYN, FFORDD GALLT MELYD                 | PRESTATYN, GLANDŴR                           |
|                                            | YSGOL GLAN CLWYD                              | PRESTATYN, TRAETH FFRITH                     |
| <b>Contract D553B</b><br><b>Glan Clwyd</b> | PRESTATYN, TRAETH FFRITH                      | YSGOL GLAN CLWYD                             |
|                                            | PRESTATYN, ARHOSFAN BWS BRIG-Y-DON            | DYSERTH, FFORDD FFRAINIC                     |
|                                            | PRESTATYN, FESTIVAL GARDENS                   | DYSERTH, RHODFA THOMAS/ STRYD FAWR           |
|                                            | PRESTATYN, CEG-Y-FFORDD                       | DYSERTH, FFORDD Y RHAADR                     |
|                                            | PRESTATYN, FFORDD PENRHWYLFA (JOLLY SAILOR)   | PRESTATYN, FFORDD GALLT MELYD                |
|                                            | PRESTATYN, FFORDD ISA                         | PRESTATYN, RHODFA TYWYSOG/ YSGOL UWCHRADD    |
|                                            | PRESTATYN, RHODFA TYWYSOG/ YSGOL UWCHRADD     | PRESTATYN, FFORDD ISA                        |
|                                            | PRESTATYN, FFORDD GALLT MELYD                 | PRESTATYN, FFORDD PENRHWYLFA (JOLLY SAILOR)  |
|                                            | DYSERTH, FFORDD Y RHAADR                      | PRESTATYN, CEG-Y-FFORDD                      |
|                                            | DYSERTH, RHODFA THOMAS/STRYD FAWR             | PRESTATYN, FESTIVAL GARDENS                  |
|                                            | DYSERTH, FFORDD FFRAINIC                      | PRESTATYN, ARHOSFAN BWS BRIG-Y-DON           |
|                                            | YSGOL GLAN CLWYD                              | PRESTATYN, GWERSYLL TERFYN PELLA             |
| <b>Contract D553C</b><br><b>Glan Clwyd</b> | RHYL, FFLATIAU VALE ROAD                      | YSGOL GLAN CLWYD                             |
|                                            | RHYL, GORSAF BYSIAU                           | Y RHYL, FFORDD RHUDDLAN/ FFORDD ROSEHILL     |
|                                            | RHYL, FFORDD WELLINGTON                       | RHYL, VALE ROAD (CASKEYS)                    |
|                                            | RHYL, RHODFA'R GORLLEWIN                      | RHYL, FFORDD RUSSELL                         |
|                                            | RHYL, RHODFA'R DWYRAIN/ MARINE DRIVE          | RHYL, LYNTON WALK                            |
|                                            | RHYL, LYNTON WALK                             | RHYL, RHODFA'R DWYRAIN/ MARINE DRIVE         |
|                                            | RHYL, FFORDD RUSSELL                          | RHYL, RHODFA'R GORLLEWIN                     |
|                                            | RHYL, VALE ROAD (CASKEYS)                     | RHYL, FFORDD WELLINGTON                      |
|                                            | RHYL, FFORDD RHUDDLAN/ FFORDD ROSEHILL        | Y RHYL, GORSAF BYSIAU                        |
|                                            | YSGOL GLAN CLWYD                              | RHYL, FFLATIAU VALE ROAD                     |
| <b>Contract D553D</b><br><b>Glan Clwyd</b> | PENTRE LLANRHAADR                             | LLANELWY, YSGOL GLAN CLWYD                   |
|                                            | MELIN BRWCWS (HEN FFORDD RHUTHUN)             | DINBYCH, Y GRÎN                              |
|                                            | YSGOL UWCHRADD DINBYCH (Y TU BLAEN)           | DINBYCH, TWM O'R NANT                        |
|                                            | DINBYCH, TWM O'R NANT                         | YSGOL UWCHRADD DINBYCH (Y TU BLAEN)          |
|                                            | DINBYCH, Y GRÎN                               | MELIN BRWCWS (HEN FFORDD RHUTHUN)            |
| YSGOL GLAN CLWYD, LLANELWY                 | PENTRE LLANRHAADR                             |                                              |
| <b>Contract D553E</b><br><b>Glan Clwyd</b> | HENLLAN (TŴR YR EGLWYS)                       | LLANELWY, YSGOL GLAN CLWYD                   |
|                                            | DINBYCH (PWLL Y GRAWYS)                       | DINBYCH (GERDDI COFFA/LIDL)                  |
|                                            | DINBYCH (LIDL)                                | DINBYCH (STRYD Y DYFFRYN - HEN ORSAF HEDDLU) |
|                                            | DINBYCH, (STRYD Y DYFFRYN - HEN ORSAF HEDDLU) | DINBYCH (PWLL Y GRAWYS)                      |
|                                            | YSGOL UWCHRADD DINBYCH                        | HENLLAN (TŴR YR EGLWYS)                      |
| YSGOL GLAN CLWYD, LLANELWY                 |                                               |                                              |
| <b>Contract D553F</b><br><b>Glan</b>       | RHYL, COAST ROAD (CLWB GOLFF)                 | YSGOL GLAN CLWYD                             |
|                                            | RHYL, COAST ROAD (SIOP DENMORE)               | RHYL, FFORDD DERWEN                          |
|                                            | RHYL, FFORDD TŶ NEWYDD/ FFORDD LARKMOUNT      | RHYL, FFORDD LAS                             |
|                                            | RHYL, RHODFA CHELTENHAM                       | RHYL, MARSH ROAD                             |

|                                      |                                                                                 |                                          |
|--------------------------------------|---------------------------------------------------------------------------------|------------------------------------------|
| <b>Clwyd</b>                         | RHYL, FFORDD GRANGE                                                             | RHYL, FFORDD VALE                        |
|                                      | RHYL, FFORDD VALE                                                               | RHYL, FFORDD GRANGE                      |
|                                      | RHYL, FFORDD MARSH                                                              | RHYL, RHODFA CHELTENHAM                  |
|                                      | RHYL, FFORDD LAS                                                                | RHYL, FFORDD TŶ NEWYDD/ FFORDD LARKMOUNT |
|                                      | RHYL, FFORDD DERWEN                                                             | RHYL, COAST ROAD                         |
|                                      | YSGOL GLAN CLWYD                                                                | RHYL, COAST ROAD (CLWB GOLFF)            |
| <b>Contract D553G<br/>Glan Clwyd</b> | DINBYCH, (PARC MYDDLETON)                                                       | YSGOL GLAN CLWYD, LLANELWY               |
|                                      | DINBYCH, (TREWEN)                                                               | TREFNANT, NANT Y PATRICK                 |
|                                      | YSGOL UWCHRADD DINBYCH, CILFAN BYSIAU                                           | DINBYCH (COLOMENDY)                      |
|                                      | DINBYCH (COLOMENDY)                                                             | YSGOL UWCHRADD DINBYCH, CILFAN BYSIAU    |
|                                      | TREFNANT, NANT Y PATRICK                                                        | DINBYCH, (TREWEN)                        |
|                                      |                                                                                 | DINBYCH (PARC MYDDLETON)                 |
| <b>Contract D553J<br/>Glan Clwyd</b> | RHYL, MAES-Y-GOG                                                                | YSGOL GLAN CLWYD                         |
|                                      | RHYL, FFORDD DYSERTH (FFORDD ELAN)                                              | RHYL, FFORDD RHUDDLAN (Y BOULEVARD)      |
|                                      | RHYL, RHODFA PEN-Y-MAES                                                         | RHYL, FFORDD RHUDDLAN (TOWER GARDENS)    |
|                                      | RHYL, FFORDD TRELLEWELYN                                                        | RHYL, FFORDD TRELLEWELYN                 |
|                                      | Y RHYL, FFORDD RHUDDLAN/ FFORDD ROSEHILL<br>RHYL, FFORDD RHUDDLAN (Y BOULEVARD) | RHYL, RHODFA PEN-Y-MAES                  |
|                                      |                                                                                 | RHYL, FFORDD DYSERTH (FFORDD ELAN)       |
|                                      | YSGOL GLAN CLWYD                                                                | RHYL, MAES-Y-GOG                         |
| FFORDD BRYN CWNIN                    |                                                                                 |                                          |
| <b>Contract D553P<br/>Glan Clwyd</b> | GALLT MELYD, FFORDD TALARGOCH                                                   | YSGOL GLAN CLWYD                         |
|                                      | RHUDDLAN, FFORDD NEWYDD                                                         | RHUDDLAN, LÔN PENTRE                     |
|                                      | RHUDDLAN, FFORDD DYSERTH                                                        | RHUDDLAN, FFORDD NEWYDD                  |
|                                      | RHUDDLAN, COETIAU POSTOL                                                        | RHUDDLAN, FFORDD DYSERTH                 |
|                                      | RHUDDLAN, LÔN PENTRE                                                            | RHUDDLAN, COETIAU POSTOL                 |
|                                      | YSGOL GLAN CLWYD                                                                | GALLT MELYD, FFORDD TALARGOCH            |

Mae tudalen hwn yn fwriadol wag

|                                 |                                                                                                                                                            |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Adroddiad i'r:</b>           | <b>Pwyllgor Archwilio Cymunedau</b>                                                                                                                        |
| <b>Dyddiad y Cyfarfod:</b>      | <b>11 Medi 2014</b>                                                                                                                                        |
| <b>Aelod/Swyddog Arweiniol:</b> | <b>Yr Arweinydd ac Aelod Arweiniol Hamdden, Ieuenctid, Twristiaeth a Datblygu<br/>Gwledig/Cyfarwyddwr Corfforaethol: Uchelgais Economaidd a Chymunedol</b> |
| <b>Awdur yr Adroddiad:</b>      | <b>Cyfarwyddwr Corfforaethol Uchelgais Economaidd a Chymunedol</b>                                                                                         |
| <b>Teitl:</b>                   | <b>Adolygu Cynlluniau Tref ac Ardal</b>                                                                                                                    |

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## **1. Am beth mae'r adroddiad yn sôn?**

Yn Chwefror a Mawrth 2014, cymeradwyodd y Cabinet y swp olaf o Gynlluniau Tref ac Ardal estynedig. Codwyd pryderon ynghylch darparu ac ariannu'r Cynlluniau, a chytunodd y Cabinet y dylid cynnal adolygiad. Cafodd yr adolygiad ei gwblhau ym mis Mehefin 2014. Mae'r adroddiad hwn yn adrodd canfyddiadau'r adolygiad ac yn nodi'r camau sy'n cael eu cynnig o ganlyniad.

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

Darparu gwybodaeth i'r Pwyllgor Archwilio Cymunedau ar ganfyddiadau'r Adolygiad Cynlluniau Tref ac Ardal, a nodi'r camau sy'n cael eu cymryd o ganlyniad.

## **3. Beth yw'r Argymhellion?**

Gwahoddir y Pwyllgor Archwilio Cymunedau i ystyried canfyddiadau'r adolygiad a rhoi sylwadau ar y camau gweithredu arfaethedig o ganlyniad.

## **4. Manylion am yr adroddiad.**

Cynigiwyd Cynlluniau Tref yn wreiddiol gan y Cyngor fel modd o nodi'r blaenoriaethau lleol a nodi'r camau gweithredu ar gyfer eu datblygu. Yn ystod 2013/14, ehangwyd ar y Cynlluniau Tref i gwmpasu cymunedau gwledig cyfagos i roi sylw llawn ar draws y sir. Cymeradwywyd y cynlluniau a ehangwyd gan y Cabinet rhwng Tachwedd 2013 a Mawrth 2014.

Yn ystod y broses o ehangu ar y Cynlluniau, mynegwyd pryderon ynghylch eglurder yr amcanion polisi a chysondeb y broses ar gyfer datblygu'r Cynlluniau. Roedd yr Aelodau hefyd yn awyddus, mewn cyfnodau o gyfyngiadau cyllidebol cynyddol, bod blaenoriaethau a gynhwyswyd yn y Cynlluniau yn gallu dangos prosiectau hyfyw, sy'n rhoi gwerth am arian ac sy'n werth chweil, er budd preswylwyr lleol.

Cafodd adolygiad o'r broses Cynlluniau Tref ac Ardal ei gomisiynu gan y Tîm Gweithredol Corfforaethol i fynd i'r afael â'r pryderon a godwyd gan y Cabinet ac

Aelodau eraill. Cynhaliwyd yr adolygiad gan y Pennaeth Archwilio Mewnol a'r Rheolwr Rhaglen, Uchelgais Economaidd a Chymunedol. Adroddwyd ynghylch yr adolygiad ym mis Mehefin 2014.

Daeth yr adolygiad i'r casgliad, er bod y cysyniad o ddefnyddio Cynlluniau Tref ac Ardal i ddod â'r Cyngor yn 'nes at y gymuned' yn gadarn ac yn caniatáu i'r Cyngor gael dealltwriaeth o flaenoriaethau ar lefel leol, roedd diffyg eglurder ynghylch bwriadau polisi cyffredinol y Cynlluniau Tref ac Ardal a diffyg cysondeb o ran sut y cawsant eu datblygu a'u cyflawni.

Nododd yr adolygiad hefyd risg o ddryswch a dyblygu rhwng y Cynlluniau Tref ac Ardal a chynlluniau a strategaethau eraill y Cyngor.

Yn olaf, daeth yr Adolygiad i'r casgliad bod Cynlluniau Tref ac Ardal fel y'i hysgrifennwyd ar y pryd ddim yn ddigon strategol, ddim yn darparu gwybodaeth glir am y buddion a ragwelir ac nid yn glir sut y bydd yr effaith yn cael ei fesur. Fel y cyfryw, daeth yr adolygiad i'r casgliad y byddai'n anodd sefydlu gwerth am arian.

Mae copi o Ganfyddiadau'r Adolygiad wedi'i atodi yn Atodiad 1.

Nododd yr Adolygiad nifer o gamau gweithredu yr awgrymodd a fyddai'n darparu ffordd ymlaen i wella trefniadau yn y dyfodol. Mae'r rhain wedi'u crynhoi yn 5 maes allweddol i weithredu arnynt, gan ganolbwyntio ar:

- a) Ddatblygu datganiad polisi clir i ategu'r Cynlluniau Tref ac Ardal
- b) Datblygu fframwaith gweithredol sy'n nodi canllawiau clir a chyson ar greu, gweithredu a llywodraethu Cynlluniau Tref ac Ardal
- c) Codi ymwybyddiaeth a hyfforddiant ar gyfer yr holl fudd-ddeiliaid allweddol
- d) Ailasesu Cynlluniau Tref ac Ardal presennol i ddangos hyfywedd, effaith, gwerth am arian a budd amlwg i breswylwyr
- e) Gweithredu dulliau rheoli perfformiad a monitro cynnydd clir, sy'n cyd-fynd â dull rheoli perfformiad cyffredinol y Cyngor.

Mae copi o'r Cynllun Gweithredu wedi'i atodi yn Atodiad 2.

Mae cynnydd eisoes wedi'i wneud gyda'r cam cyntaf. Mae Datganiad Polisi drafft ynghlwm wrth Atodiad 3 er gwybodaeth a sylwadau gan y Pwyllgor Archwilio Cymunedau. Mae gwaith yn mynd rhagddo i ddatblygu'r Fframwaith Gweithredol ac mae hyn i fod i gael ei gwblhau erbyn mis Rhagfyr 2014. Gellir darparu rhagor o fanylion am gynnydd yn y cyfarfod.

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

Mae Cynlluniau Tref ac Ardal yn galluogi'r amcan corfforaethol o ddod â'r Cyngor yn nes at y gymuned. Mae hefyd yn ddull pwysig o ddisgrifio sut mae blaenoriaethau corfforaethol cyffredinol y Cyngor yn derbyn sylw ar lefel leol gan gyfeirio at anghenion a dyheadau cymunedau lleol. Mae Trefi a Chymunedau bywiog wedi cael eu nodi fel congflaen hanfodol i adeiladu economi lleol iach ac mae Cynlluniau Tref



ac Ardal fel ffordd i nodi camau gweithredu lleol i sicrhau hyn. Mae Cynlluniau Tref ac Ardal hefyd yn cynnig cyfle i sefydlu egwyddorion y Cynllun Lles sy'n dod i'r amlwg ar gyfer Sir Ddinbych i gefnogi a hwyluso unigolion a chymunedau i fod yn annibynnol ac yn wydn.

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

Rhodddwyd cyllideb o'r neilltu i weithredu'r camau sy'n codi o'r Cynlluniau Tref ac Ardal. Mae pryderon wedi'u codi dros y graddau y gellir dangos gweithredoedd i fod yn hyfyw, yn werth am arian, neu o ddigon o fudd i breswylwyr lleol. Gyda gostyngiad mewn cyllidebau, bydd angen i'r Cyngor benderfynu a ddylid parhau â'r un lefel o ariannu, neu lefel ostyngol, yn y dyfodol.

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

Ni chredir fod angen Asesiad o Effaith ar Gydraddoldeb yn ystod y cam hwn. Argymhellir ymgorffori cam asesu effaith ar gydraddoldeb ym mhob Cynllun unigol Tref ac Ardal.

**8. Pa ymgynghoriadau a gynhaliwyd gan y Pwyllgor Archwilio ac eraill?**

Datblygwyd Cynlluniau Tref ac Ardal gan Aelod etholedig lleol drwy Grwpiau Ardal Aelodau, yn seiliedig ar ymgynghoriadau â chymunedau lleol. Roedd Adolygiad o'r Cynllun Tref ac Ardal yn ymgysylltu ag amrywiaeth o fudd-ddeiliaid y Cyngor, gan gynnwys sampl o Hyrwyddwyr Cynllun presennol. Mae'r Cynllun Gweithredu a'r Datganiad Polisi drafft yn cael eu trafod gyda Hyrwyddwyr Cynllun ar 9 Medi. Rhoddir adborth yn y Pwyllgor Archwilio Cymunedau ar 11 Medi.

**9. Datganiad gan y Prif Swyddog Cyllid**

Amherthnasol

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

Mae adroddiadau blaenorol wedi tynnu sylw at risgiau sy'n ymwneud â chodi disgwyliadau afresymol lleol a methiant i gyflawni. Mae trafodaethau yn y Cabinet a manau eraill wedi tynnu sylw at gamau gwerth isel am arian, prosesau anghyson a diffyg effaith. Mae'r adolygiad wedi archwilio'r risgiau hyn a'u hargymhellion, ac mae'r cynllun gweithredu yn sgil hynny'n bwriadu mynd i'r afael â nhw. Byddai sylwadau'r Pwyllgor Archwilio Cymunedau ar y rhain yn cael eu croesawu.

**11. Pŵer i wneud y Penderfyniad**

Erthygl 6.3.2 o Gyfansoddiad y Cyngor.

**Swyddogion Cyswllt:**

Cyfarwyddwr Corfforaethol, Uchelgais Economaidd a Chymunedol  
Rhif Ffôn: 01824 706061

Mae tudalen hwn yn fwriadol wag

Report to: Corporate Executive Team

Report By: Ivan Butler, Head of Internal Audit Services

Mike Horrocks, Programme Manager, Economic & Community  
Ambition

Date: 6 June 2014

Subject: Town & Area Plan Review

### Introduction & Background

In 2011, Cabinet agreed to implement a policy of Town Plans covering Denbighshire's main towns, with the strategic intentions of:

- contributing to the Council's 'closer to the community' ambition; and
- providing a mechanism for addressing local priorities, while at the same time making connections between the Council's strategic agenda and implementation at local level.

Progress, both with the development and implementation of the Plans, was considered slow so, in response to growing concerns, the Corporate Executive Team (CET) undertook an initial review of the Town and Area Plan (TAP) process in early January 2014. The key messages from this review were that:

- there were delays in expanding the original seven Town Plans into Area Plans and the two Town Plans (Rhyl & Bodelwyddan) added by Cabinet in April 2013 had not been completed;
- only £702k, out of a total allocation of £1.58M had been allocated, and only £177k spent;
- some projects were considered speculative and unlikely to proceed;
- significant resources from the Economic & Business Development (EBD) Team had been used to progress development and implementation of the TAPs;
- TAPs included a significant number of actions that were non-strategic and had no clarity over the intended impact; and
- engagement with and from other Council services was limited.

CET determined that a more detailed review was required to address the following issues:

- lack of progress in delivering TAPs, coupled with slow pace of spend;
- lack of apparent impact from actual spend, planned spend and TAP priorities;
- value of time and effort involved in relation to the benefits achieved from the process as a whole; and
- alignment with objectives in the broader Corporate Plan and Financial Strategy.

## Scope & Methodology

### Scope

The Chief Executive and Corporate Director: Economic & Community Ambition issued draft terms of reference for this project in January 2014.

In considering the above issues, the review is expected to address the following questions:

1. How well, as currently constructed, do the TAPs deliver the original strategic intentions of the policy, and align with the broader Corporate Plan and Financial Strategy?
2. What impact is anticipated realistically from the identified priorities and planned spend? By when?
3. Do the anticipated benefits represent value for money in terms of both cost of projects and effort involved to deliver?
4. What lessons can be learned from the process of developing TAPs, including:
  - clarity of expectations
  - governance arrangements
  - pace of delivery
  - effort involved
  - quality of plans and actions
  - engagement
5. What recommendations are made for this policy area, including:
  - current and future funding
  - current and future priorities
  - governance arrangements
  - links with corporate and service agendas
  - links with communities and other external stakeholders, including third sector organisations and potential funding partners

Further discussions with the Corporate Director: Economic & Community Ambition in February 2014 and feedback following a discussion with the Chief Executive agreed the following approach linked to the questions above:

Mike Horrocks to look at:

- how well the TAPs deliver their original intentions (Q1)
- how well the TAPs align with the Council's Corporate Plan and Financial Strategy (Q1)
- whether or not benefits have been identified for actions in the TAPs (Q2)
- whether or not actions and their benefits align with delivery of the Vision in the TAPs
- when these benefits will be evident (Q2)

Ivan Butler to look at:

- efficiency and effectiveness of processes for developing the TAPs – including clarity, engagement, time, resources, funding allocation, match-funding levered in etc. (Q3)
- if the process is the right one, whether it has been followed consistently for all TAPs (Q3)
- good practice arising from development and implementation of any TAPs (Q3)
- governance arrangements – including elected member/officer roles and responsibilities, decision-making, internal controls, monitoring, reporting, scrutiny etc. (Q3)

## Methodology

The main methodology for the above two elements of the review are shown in Appendix 1 and Appendix 2. In summary, the method included:

- desktop review of TAPs - mainly to compare them to the Council's corporate priorities, consider the strategic approach and delivery of impacts and benefits;
- discussions with various managers and Heads of Service – to gather intelligence, views and assess the level of engagement with Council services;
- interviews with a sample of TAP Champions (all were invited to meet but only four accepted) – to discuss the approach to developing TAPs, assess lessons learned, identify good practice and gather general views;
- interview with the Leader – to discuss the initial concept and gather views on how well this is being delivered, lessons learned etc.;
- interview with the Chief Executive – to discuss the initial concept and gather views on how well this is being delivered, lessons learned etc.;

- interviews and general discussions with a sample of four of the Economic & Business Development (EBD) team involved in developing TAPs – to discuss the approach to developing TAPs, assess lessons learned, identify good practice and gather general views on how the process can be improved.

### Main outcomes of the review

In summary, the future approach to town and area plans needs to be closely aligned with the development of the new town centre strategies, the Economic & Community Ambition Strategy, Tourism Growth Plan etc. Preparation of town centre strategies will commence during 2014/15, so it is important that any changes to the current TAPs arrangements are built into this to provide a joined-up approach and to avoid duplication and confusion between the various strategies and plans.

We are suggesting a reversion to town plans that show how town centre strategies will be delivered at a more operational level. This requires a separate approach to the rural plans, which could mean one rural plan for the county, which would be more strategic, more cost-effective in terms of economies of scale and use of EBD team resources, and would allow more focus on themes arising from an assessment of rural community needs that is currently being undertaken, as well as specific local priorities.

It is difficult to measure any real impact provided by TAPs at this stage. The plans are not sufficiently strategic, do not provide clear information on anticipated benefits and subsequent impacts and, where they do, do not show any quantification or how these will be measured. As many of the actions are only now being developed, tested and implemented, it is also too early to measure the longer-term outcomes and benefits.

It is important to stress that there were some positives arising from the review, including:

- the initial concept is sound, in trying to bring the Council ‘closer to the community’ by empowering towns and communities to develop their own priorities and actions and developing a positive relationship;
- the concept allows the Council to gain an understanding of priorities in towns and communities;
- many of the TAP actions align with the Council’s corporate priorities and with the visions within the TAPs;
- many plans propose realistic responses to the challenges and opportunities presented;
- the process developed and agreed for producing TAPs is robust, providing guidance and good monitoring arrangements; although, unfortunately, this process has not been followed; and
- TAP Champions complimented the EBD employees on their hard work and assistance in developing and monitoring the TAPs.

The following table provides a summary of the issues and weaknesses that the review has identified and suggests a way forward to improve any future arrangements.

| How well do TAPs deliver their original strategic intentions?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| There is a lack of clarity around the original intentions of TAPs e.g. Are they meant to be strategic? Did they set out to be benefit/impact led plans? Were they designed to provide a steer to our corporate plan or vice versa?                                                                                                                                                                                                                                                                                                                                          |
| It is unclear what evidence the Council will use to demonstrate the success or otherwise of TAPs overall and how and when that evidence will be gathered.                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Lack of service area commitment to delivery poses a threat to achievement of the strategic intentions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Linked to the above points, there is no communication strategy to ensure that communities and other stakeholders in TAPs are made aware of the benefits and impacts, both desired and achieved.                                                                                                                                                                                                                                                                                                                                                                             |
| In terms of ‘influencing corporate plans and the Big Plan over time’, there is little evidence to suggest that TAPs have achieved this yet. Where TAPs do identify benefits, these are very difficult to evidence in Council strategies, service plans or monitoring and reporting processes.                                                                                                                                                                                                                                                                               |
| Linked to the above point, and not necessarily within the remit of this review, it is evident that the Council has, or is involved in, a significant number of strategies, plans and policies e.g. the Big Plan, Corporate Plan, Economic & Community Ambition Strategy, Tourism Growth Plan, Town & Area Plans, Town Centre Growth Plan, Town Centre Strategies and Destination Management Plans. There is no clear process to ensure that all of these strategies are aligned and that the Council is using the resources dedicated to these effectively and efficiently. |
| How well do TAPs align with the Council’s Corporate Plan and Financial Strategy?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| While many individual actions within TAPs can be linked to the Council’s corporate priorities, the trail is not clear and the TAPs do not clearly show how (or how much) they contribute to corporate priorities.                                                                                                                                                                                                                                                                                                                                                           |
| TAPs include too many detailed ‘business as usual’ actions. They give the impression that every community has been asked to identify actions, whether these are priorities or not. This runs counter to the general approach of reducing spend on non-priorities. Given the size of some of the TAPs, numerous actions are unlikely to be delivered against a backdrop of raised expectations, which poses a reputational risk to the Council in its ambition to be ‘closer to the community’.                                                                              |
| There is an inherent clash of focus between delivering the Council’s corporate priorities through TAPs and being ‘closer to the community’. Developing TAPs with actions that need to be linked to corporate priorities can prevent communities from developing their own priorities where they do not align with the Council’s.                                                                                                                                                                                                                                            |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Linked to the above point, while the concept of town and rural area plans supports ‘Sharpening our Act’ in that services and/or actions can increasingly be delivered by other bodies, it does not necessarily fit with ‘Freedom and Flexibilities’, as this is about challenging why the Council spends money on services that are not statutory or do not contribute to its corporate priorities. It is clear that many actions in TAPs are not statutory and do not contribute to corporate priorities, but we may be asked to pay for them.</p> |
| <p>Have benefits been identified for actions, do they align with delivery of the vision in TAPs and when will they be evident?</p>                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p>Expected outcomes, benefits, impacts and their associated timescales and monitoring methods are not clearly identified in TAPs. Most TAPs identify outputs rather than proposed outcomes and benefits. Feedback from interviewees is that a requirement for benefits to be identified was not made clear at the outset of TAP development.</p>                                                                                                                                                                                                      |
| <p>The benefits identified in TAPs lack an evidence base to show how they will be measured. Feedback from interviewees indicates that they will probably be subject to anecdotal evidence and it may be a matter of opinion as to whether or not benefits, and what levels of them, have been achieved.</p>                                                                                                                                                                                                                                            |
| <p>Some TAPs loosely identify outcomes/benefits in vague or broad terms (e.g. ‘visitors will have a brilliant experience’) that do not really explain what this means. This type of benefit may be interpreted in many different ways and is open to significant challenge.</p>                                                                                                                                                                                                                                                                        |
| <p>Most, but not all actions, align with delivery of the visions in TAPs. Some actions may not be the most effective way of contributing to the visions.</p>                                                                                                                                                                                                                                                                                                                                                                                           |
| <p>Some future challenges and/or opportunities identified in TAPs do not have corresponding actions to address them.</p>                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p>Timescales across all plans relate to delivery of activities and outputs, NOT outcomes, benefits or impacts. From the limited information available, it is not possible to accurately identify when benefits will be evident.</p>                                                                                                                                                                                                                                                                                                                   |
| <p>How efficient and effective is the process for developing TAPs?</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p>While the approach to developing TAPs should not be completely restrictive and should allow some flexibility, the actual approach taken has been inconsistent and has varied significantly away from the agreed process.</p>                                                                                                                                                                                                                                                                                                                        |
| <p>There has not been a strategic and planned approach to developing TAPs. The whole process has been implemented within a compressed timeframe, not allowing sufficient time for project planning, full consultation, effective engagement, learning lessons from early TAPs and developing the capability of local communities to lead regeneration of their towns.</p>                                                                                                                                                                              |
| <p>Discussions with Heads of Service highlighted a lack of engagement in the process. Although EBD employees and elected members confirmed that services had been consulted, and the process was agreed at Senior Leadership Team (SLT), this was clearly not successful in effectively engaging Heads of Service.</p>                                                                                                                                                                                                                                 |



|                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The level of resource applied to developing and monitoring TAPs is not commensurate with the potential benefits arising. There was complete reliance on EBD employees to develop plans and they continue to spend a lot of time monitoring the significant number of actions in the TAPs and dealing with elected member queries.</p>                                       |
| <p>There is an imbalance in the use of EBD team resources arising from moving from Town Plans to include rural areas. For example, the Denbigh and Ruthin TAPS cover a significant number of communities, while the other TAPs cover very few in addition to the towns.</p>                                                                                                    |
| <p>The monitoring of TAPs is not embedded into the Councils performance management framework, which means that there is an inconsistent approach to gathering performance information corporately that could be more efficient and cost-effective.</p>                                                                                                                         |
| <p>The EBD team feels that there has been an unrealistic focus on match-funding, particularly in the later stages of TAPs. Initially the focus was on quick wins but match-funding takes time, so this did not align with that focus. Also, match-funding is not always an appropriate or relevant approach to funding many of the smaller projects in the TAPs.</p>           |
| <p>The various TAPs include actions and projects that are identical or very similar but have not identified themes, taken advantage of economies of scale or the opportunity to reduce workload and resources applied by taking a joined-up approach.</p>                                                                                                                      |
| <p>How robust are governance arrangements for TAPs?</p>                                                                                                                                                                                                                                                                                                                        |
| <p>There is a lack of clarity over roles and responsibilities of TAP Champions and the EBD team, which worsened once areas were added to Town Plans. Interviews with TAP Champions showed an inconsistent approach, uncertainty over roles and concerns over conflicting priorities between the TAP Champion role and roles as a DCC elected member and a town councillor.</p> |
| <p>The lack of clarity over roles and responsibilities led to uncertainty over ownership of TAPs. The general opinion was that they became TAP Champion/EBD led projects and are Council-owned, which contradicts the intention of promoting local ownership.</p>                                                                                                              |

## Suggested way forward

The Council would benefit from a thorough review of all the strategies, plans and policies that it has in place or is involved in to assess whether these are all necessary, could be combined in some cases, have conflicting objectives and actions or are duplicating work and resources.

Current plans and their actions should be refined by their 'owners' and improved where possible, identifying potential project benefits, how these can be measured and reported, and the timescales expected for their delivery.

There should be a clear 'policy statement' of the intentions of the new town and rural plans agreed by Cabinet. This should clarify the desired 'ownership' of the plans, the level of influence that the new plans are expected to have on the Wellbeing Plan, Corporate Plan and service plans and the mechanisms by which this will be achieved. It should set out the contribution that plans are expected to make to the delivery of the Council's Corporate Plan, the desired level of local autonomy that the plans will provide and cover resourcing and funding arrangements, including the expectations relating to match-funding of projects.

The 'policy statement' should be supported by a town and rural plan framework that:

- has clear milestone dates for implementation and review;
- shows how delivery of the overarching vision of the town and rural plans will be monitored and reported;
- provides guidance on developing and monitoring town and rural plans that includes a clear methodology to show how to develop a local vision, outcomes, benefits, objectives, strategic actions etc.;
- ensures that plans include benefits, outcomes and impacts and how these can be identified, monitored and reported;
- shows who to engage, how to do this effectively and at what stage in the development process;
- includes a communication plan to ensure that communities and other stakeholders in TAPs are made aware of the benefits and impacts achieved;
- provides clarity over the difference between outcomes, benefits and outputs;
- clearly sets out the mechanisms that will be used to link the plans to other key corporate strategies and plans to make sure that they are closely aligned to deliver agreed benefits and outcomes and to avoid duplication;
- provides guidance on the scrutiny and challenge of town and rural plans at development and monitoring stages;
- includes specific guidance for DCC staff on linking plans to the Council's Corporate Plan Priorities;
- provides guidance on expectations and the practicalities of match-funding projects; and
- clearly outlines the various roles and responsibilities of TAP Champions, the EBD team, Heads of Service, Member Area Groups, Scrutiny Committees etc. and the level of resources to be committed from these areas towards on-going facilitation and enabling of the plans.

## Suggested way forward

The new town and rural plan framework should be developed by a cross-section of those responsible for implementing and using it, and be discussed at draft stage by the Council's SLT to ensure that it is understood and subsequently committed to. It is important that SLT is fully engaged in this process and sets aside sufficient time to input into decisions on how the engagement process will work.

Precursory awareness raising, training and a clear project brief should be provided to those selected to develop the new town and area plan framework.

Training should be provided to those developing town and rural plans on:

- roles and responsibilities of TAP Champions and the EBD team;
- best practice project/programme management methodology; and
- how to engage with communities and other stakeholders.

Training should be provided to those involved in scrutinising town and rural plans at development and monitoring stages to ensure that:

- visions are challenged where they are not clear and measurable;
- all challenges and/or opportunities identified in the plans are being addressed. If the plans are not able to address these issues, they should explain the reasons;
- actions within plans are challenged where they are not sufficiently strategic, and that they identify intermediate and longer-term benefits, outcomes, timescales, success criteria etc.;
- plans are linked to the Council's Corporate Plan;
- on-going revenue requirements of actions are identified and addressed;
- plans are delivering agreed outcomes, benefits and impacts; and
- funding is being used for its intended purpose.

The Council should decide on the extent to which it will apply 'Freedom and Flexibilities' principles to the town and rural plans. If it does this in an inflexible manner, it is likely to face the challenge of how it remains 'closer to the community', particularly if it only accepts plans/actions that link to its statutory duties or corporate priorities.

If the Council decides that local priorities are to remain within town and rural plans, there should be two separate 'pots' of funding – one to fund strategic actions that help to deliver the benefits expected from the Council's corporate priorities and the other to deliver community priorities that do not deliver these benefits. Local community priorities should be subject to an approved business case (proportionate level of 'paperwork') before funding is released and will need to be monitored in line with that business case in order to ensure that funding is used for the intended purpose.

## Suggested way forward

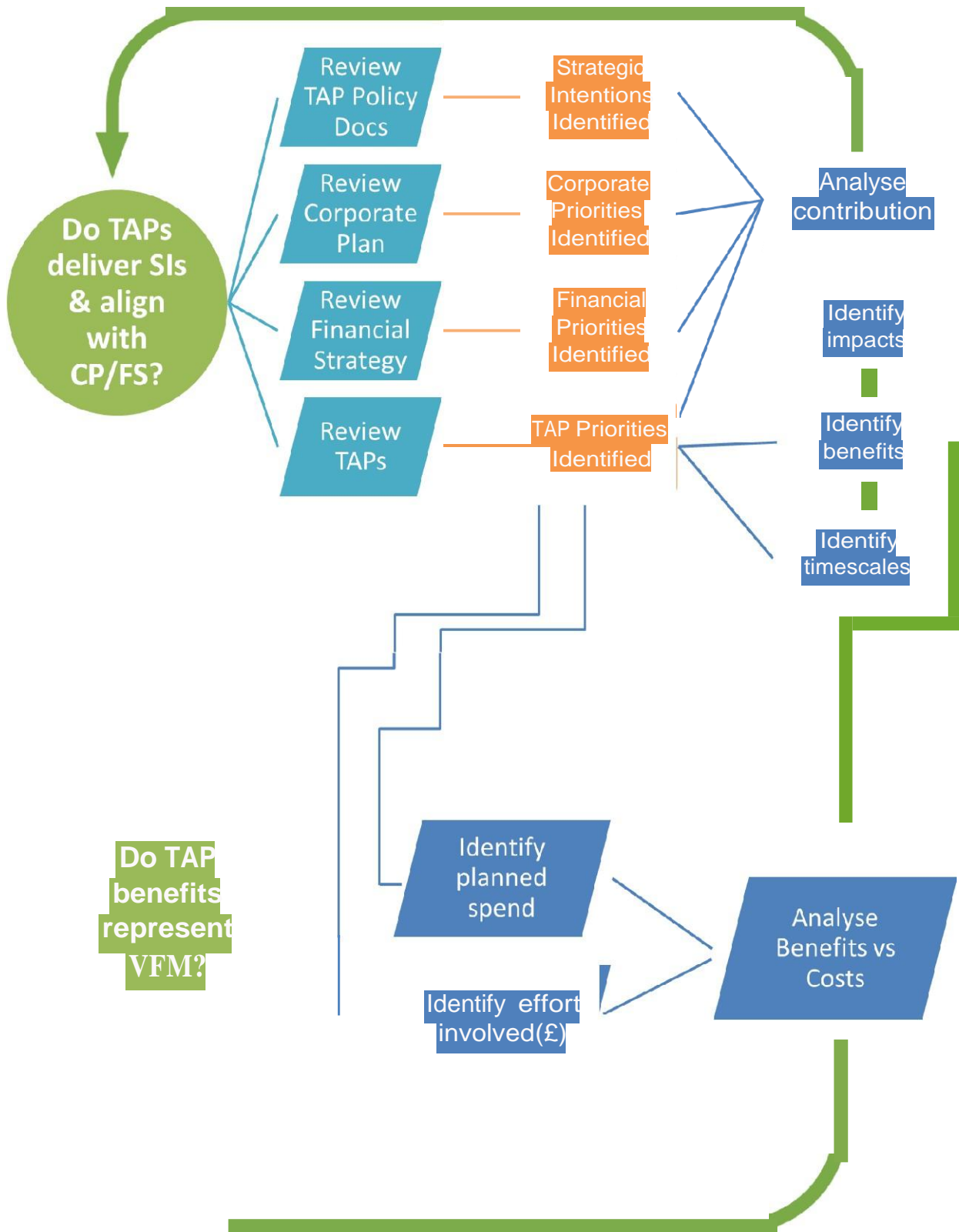
When implementing the new framework for town and rural plans, there should be more of a formal project management approach to development and implementation. It is important that sufficient skills, time and resources are allocated for planning, consultation and engagement in plan/project design, and the scrutiny and challenge process before plans are finalised and approved. It is also important to develop a plan as a pilot and learn lessons from that pilot to apply to future plans.

The monitoring arrangements for the new town and rural plans should be aligned to the Council's performance management framework, reducing the level of resource required from the EBD team in 'chasing' progress (releasing this to be applied to more strategic actions in the Corporate Plan), to provide increased corporate visibility of progress on delivering actions/benefits within the plans, and to provide a consistent approach to monitoring and reporting performance.

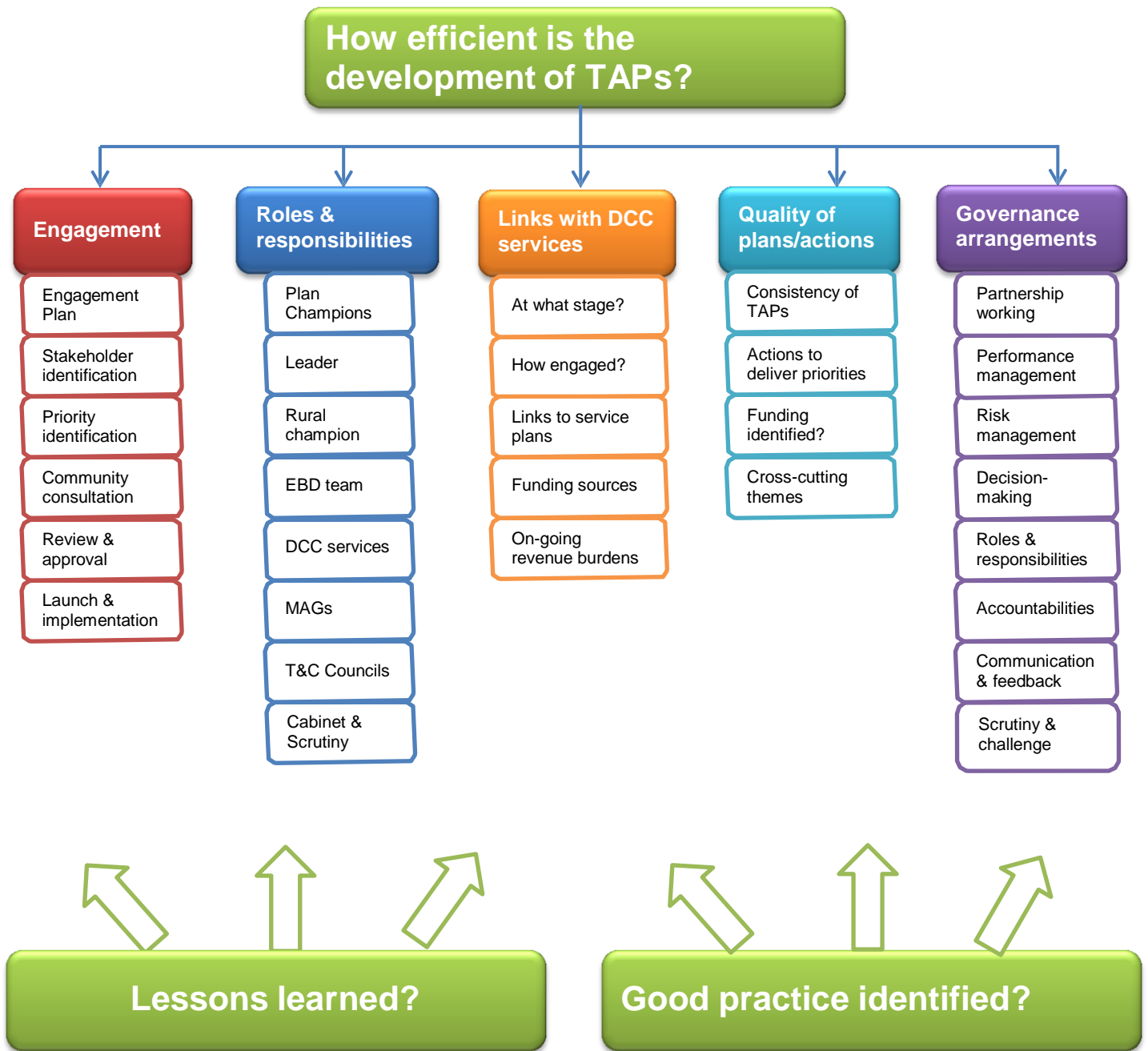
During their development, town centre strategies should look to provide strategic direction to town plans and should, wherever possible, be compared to identify key themes arising, opportunities to achieve economies of scale, tackle deficiencies in the TAPs, avoid duplication, save resources etc.

If there is a reversion to town plans, a decision is needed on how to deal with the areas surrounding the towns. There could be one county rural plan, taking account of the current review of rural community needs and the new Rural Development Plan 2014-2020. This review will inevitably identify trends across communities e.g. transport issues, which should be managed on a county-wide basis to take advantage of economies of scale, avoid duplication, save resources etc. Having one rural plan will allow the opportunity to take advantage of this, as well as addressing specific local priorities.

## Town & Area Plans Review



Appendix 2 – Methodology for question 3



## Appendix 3 - Town & Area Plan benefits health-check assessment

| Key benefits management statements                                                                                                                                                | Always | Usually | Occasionally | Never | Suggested potential actions                                                                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------|--------------|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. The benefits from our change initiative(s) are clearly identified in measurable terms that demonstrate strategic contribution.                                                 |        |         | ✓            |       | Benefits-led change ('Start with the end in mind'); driver-based analysis; benefits mapping; customer insight; start gate requiring benefits identified. |
| 2. Benefits forecasts are robust and realisable.                                                                                                                                  |        |         |              | ✓     | Use range of techniques to reach agreement on forecasts e.g. compare with other councils, use expert opinion, apply lessons learned.                     |
| 3. Benefits are expressed and quantified consistently by all change initiatives, so enabling reliable portfolio prioritisation.                                                   |        |         |              | ✓     | Portfolio Benefits Management Framework, including benefits eligibility rules and decision conferencing.                                                 |
| 4. Responsibilities are clearly defined for realising each benefit and for delivering the business and enabling changes on which benefits realisation is dependent.               |        |         |              | ✓     | Benefit Profile and Benefits Realisation Plan, booking the benefits by incorporating into corporate / service plans.                                     |
| 5. We do not stop at the hurdle rate of return, but instead look for all potential benefits.                                                                                      |        |         |              | ✓     | Use approaches that encourage a constant search for benefits, e.g. benefits categorization framework, benefits opportunity management.                   |
| 6. The investment rationale and value-for-money position is tested on a regular basis with formal recommitment to benefits realisation so that there are no 'orphan' initiatives. |        |         | ✓            |       | Stage/phase gates with 'staged release of funding'; funding contracts that include benefits targets.                                                     |
| 7. Measures used provide a 'rich picture' on benefits realisation and, rather than encouraging perverse incentives, they engage the user in exceeding forecast.                   |        |         |              | ✓     | Suite of leading and lagging measures, proxy indicators, evidence events, case studies, surveys and stories.                                             |

| Key benefits management statements                                                                                                                                                | Always | Usually | Occasionally | Never | Suggested potential actions                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------|--------------|-------|------------------------------------------------------------------------------------------------------------------------------------|
| 8. Benefits realisation is monitored on an active basis with prompt corrective action being taken to address emerging shortfalls and to mitigate known and emergent dis-benefits. |        |         |              | ✓     | Benefits ROYG dashboard reporting, 'management by exception', one source of communication about progress and benefits achievement. |
| 9. Effective action is taken to identify and exploit emerging benefits.                                                                                                           |        |         | ✓            |       | On-going participative stakeholder engagement, benefits opportunity management.                                                    |
| 10. Checks are undertaken to assess whether the performance matched the promise and identify and apply lessons learned.                                                           |        |         | ✓            |       | Formal post-project and annual TAP implementation reviews and activities to implement lessons.                                     |



### Town & Area Plans Review – Implementation Action Plan

Following concerns raised in a number of forums, a review was commissioned into the Council's policy on Town & Area Plans. The review, conducted by Ivan Butler and Mike Horrocks reported in early June. It concluded that Town & Area Plans should continue and are an appropriate mechanism, amongst others, to support the Council's 'closer to the community' ambition. The review identified a number of areas for improvement and made a series of recommendations for how Town & Area Plans should operate in future. The action plan set out below has been developed to respond to the Review recommendations.

|                                                                                                                                                                                                                                                                                                                                   | Action by:                                                                                 | Completed by:                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|------------------------------------------|
| <b>Action 1:</b><br>Development of an overarching policy statement setting out the intent for Town & Area Plans and clarifying how they relate to other Council plans, priorities and strategies.                                                                                                                                 | <b>Corporate Director:<br/>           Economic &amp;<br/>           Community Ambition</b> | <b>30 September 2014</b>                 |
| <b>Action 2:</b><br>Development of an operational framework for implementation and governance of Town and Area Plans in line with the Policy Statement, addressing the areas identified in the Review report and clarifying roles and responsibilities.                                                                           | <b>Economic &amp; Business<br/>           Development Manager</b>                          | <b>31 December 2014</b>                  |
| <b>Action 3:</b><br>Programme of awareness raising and training for all key stakeholders as identified in the Review report                                                                                                                                                                                                       | <b>Economic &amp; Business<br/>           Development Manager</b>                          | <b>31 January 2015</b>                   |
| <b>Action 4:</b><br>a) Reassess priorities already agreed within Town & Area Plans in light of Freedoms & Flexibilities budget discussions<br><br>b) Review Town and Area Plans in line with Policy Statement and Operational Framework, and in conjunction with Economic Ambition Programme work on Town Centre strategic plans. | <b>Cabinet</b><br><br><b>Town Champions with<br/>           Member Area Groups</b>         | <b>31 October 2014</b><br><br><b>tbc</b> |
| <b>Action 5:</b><br>Alignment of performance and progress monitoring regime for Town & Area Plans with Council's overall performance management approach                                                                                                                                                                          | <b>Head of Business<br/>           Improvement &amp;<br/>           Modernisation</b>      | <b>31 March 2015</b>                     |

Mae tudalen hwn yn fwiadol wag

## TOWN & AREA PLANS POLICY STATEMENT

### Introduction

Town and Area Plans were introduced by Council in 2011. The first plans, focusing on the County's main towns, were signed off in early 2012. Since 2012, the Plans have been expanded to include the rural communities surrounding the towns.

A review carried out in 2014 identified the need for greater clarity on the role and purpose of Town and Area Plans. This Policy Statement describes the policy objectives Town and Area Plans are intended to address.

An operational framework will accompany this Policy Statement to give greater clarity on how Town and Area Plans should be developed, delivered, monitored and reviewed. The operational framework will also set out the various roles and responsibilities of officers, Members and other key stakeholders involved in the Plans.

### Policy Context

Denbighshire County Council has long held an objective to be a high performing Council, close to its communities. Closer to the Community is identified as an overarching aspiration in the Council's Corporate Plan. In a review of the Closer to the Community objective in 2013, Town & Area Plans were identified as one of the components for taking forward the Closer to the Community objective, with a focus on mapping local community needs and aspirations, and building community capacity.

The Corporate Plan 2012/17 sets out an ambitious agenda for change across a range of priority areas. Developing the Local Economy is identified as one of these priorities. Vibrant towns and communities are seen as an important element of a healthy local economy.

In 2011, Denbighshire County Council together with its key partners developed the first Big Plan for Denbighshire. The Big Plan set out a long term vision for Denbighshire and identified a comprehensive set of actions to address elements of that vision. The Big Plan has been reviewed and a new more focused Wellbeing Plan is now emerging. The new Plan focuses on supporting people and communities to become more independent and resilient, and developing the right environment in which people can maintain their individual and community wellbeing.

Town and Area Plans have an important contribution to make to these 3 policy objectives, and are therefore considered to be important mechanisms for:

**Bringing the Council Closer to its Communities**

**Building Vibrant Towns & Communities**

**Supporting the Development of Independent & Resilient Communities**

## **Key Principles**

Taking these 3 policy objectives, Town and Area Plans can be seen to be an important mechanism for articulating the Council's local response to the needs of its communities, and for delivering its overarching priorities at local level.

Town and Area Plans therefore should:

- Identify the needs and the short, medium and longer term aspirations of a local community and set out a vision for a sustainable future
- Act as living documents that can adapt and respond to changing circumstances
- Support the Council's Corporate Plan priorities as a whole, with a particular focus on Developing the Local Economy
- Demonstrate what action is needed at local level to build and maintain the vibrancy of Denbighshire's towns and communities
- Be based on the premise that towns and their surrounding rural communities are economically interdependent and cannot be treated in isolation from each other
- Reflect 'natural' groupings of communities that make sense on the ground regardless of organisational boundaries
- Recognise that we have a network of towns and communities across Denbighshire with similar challenges and opportunities, that should be tackled collectively, but equally some challenges that are unique to a particular community and may need a more tailored response
- Be supported by realistic and achievable action plans that demonstrate how progress towards the future visions can be delivered
- Show a clear link between the evidence of need in a local community, the vision for a sustainable future that is set as a consequence and the activities that are included in the supporting action plan
- Be owned and led on behalf of local communities by their local elected representatives.
- Recognise that everyone – agencies and residents alike - has a responsibility for progressing the priorities set out in the plans.

### **In practice, this will mean that:**

- Plans will show a clear understanding of how towns, their centres and their associated communities interact with each other, and how they affect each other's future sustainability.
- Plans should demonstrate how the issues affecting towns and their associated communities have been considered in drawing up both the vision statements and the resulting action plans. Actions should be based on evidence that an issue requires to be addressed and that the action is an effective means of delivering the anticipated benefit. There should be a clear focus on benefits and outcomes in all Plans.

- Whilst based on local knowledge and reflecting local needs and aspirations, as County Council plans, the responsibility for deciding what to include in plans must remain with the Council. Local consultation will form an integral part of developing the plans. Local Councillors will provide the link from the local community to the Plan. To assist with coordination, a Champion will be appointed for each Town and Area Plan.
- Where actions align with projects supporting the Council's Corporate Plan priorities or individual Service Plan commitments, a case for allocation of resources may be possible. It is a clear expectation that communities will play an important role in identifying sources of funding for their local priorities. There can be no assumption that the Council will fund all or any of the priorities arising from the Plans.
- As agreed statements of evidenced local need and priority, there will be an expectation that Council Services – and increasingly partner organisations – will pay due regard to the issues and actions set out in each Plan. Wherever possible within financial constraints, Services will reflect priority actions in their Service Plans. In recognition of this, actions should only be included a Plan with the involvement of the relevant Service.

**The detail of how Plans are developed, how they are structured and who should be involved at each stage is contained in the Operational Framework document.**

August 2014.

Mae tudalen hwn yn fwriadol wag

|                                   |                                                             |
|-----------------------------------|-------------------------------------------------------------|
| <b>Adroddiad i'r:</b>             | <b>Pwyllgor Archwilio Cymunedau</b>                         |
| <b>Dyddiad y Cyfarfod:</b>        | <b>11 Medi 2014</b>                                         |
| <b>Aelod Arweiniol / Swyddog:</b> | <b>Aelod Arweiniol y Parth Cyhoeddus</b>                    |
| <b>Awdur yr Adroddiad:</b>        | <b>Pennaeth Cynllunio a Gwarchod y Cyhoedd</b>              |
| <b>Teitl:</b>                     | <b>Cynllun Trwyddedu Ychwanegol ar gyfer Tai Amlbreswyl</b> |

---

## **1. Am beth mae'r adroddiad yn sôn?**

- 1.1 Mae'r adroddiad yn ymwneud â gofyn am fewnbwn yr Aelodau i ymarfer ymgynghori cyhoeddus deufis ar ail-ddynodi Cynllun Trwyddedu Ychwanegol ar gyfer Tai Amlbreswyl yn y Rhyl.

## **2. Beth yw'r rheswm dros wneud yr adroddiad hwn?**

- 2.1 Mae'r Cyngor wedi bod yn gweithredu Cynllun Trwyddedu Ychwanegol ar gyfer Tai Amlbreswyl yn y Rhyl am bron i 5 mlynedd. Mae'n ofynnol i ni yn awr adolygu'r Cynllun Trwyddedu Ychwanegol hwnnw ac mae Swyddogion yn ceisio barn y Pwyllgor cyn cynnal ymarfer ymgynghori cynhwysfawr, ar Gynllun Trwyddedu Ychwanegol wedi'i ail-ddynodi yn y Rhyl.

## **3. Beth yw'r Argymhellion?**

- 3.1 Bod Aelodau yn:

Ystyried cynnwys yr adroddiad a chynnig sylwadau penodol ar y canlynol:

**A oes cyfiawnhad y tu ôl i ail-ddynodi Cynllun Trwyddedu Ychwanegol**

**Y math o Dai Amlbreswyl sydd i'w cwmpasu gan "Drwyddedu Ychwanegol"**

**Yr ardal ddaearyddol a gwmpesir gan "Drwyddedu Ychwanegol" yn cael ei chyfyngu i'r Rhyl yn unig**

**Yr Amodau i'w gosod fel rhan o Gynllun "Trwyddedu Ychwanegol" (gweler Atodiad 2)**

**Ffioedd i'w cymhwyso at Gynllun "Trwyddedu Ychwanegol" (gweler Atodiad 3)**

**Asesiad o Effaith ar lechyd (gweler Atodiad 4)**

#### 4 Manylion am yr adroddiad.

- 4.1 Cyflwynodd Deddf Tai 2004 ddyletswydd newydd i awdurdodau lleol weithredu Cynllun Trwyddedu Gorfodol ar gyfer mathau penodol o Dai Amlbreswyl sy'n cynnwys tri neu fwy o fwy o lorïau a gyda phump neu fwy o breswylwyr, gan ffurfio dwy aelwyd neu fwy.
- 4.2 Nod y Cynllun Trwyddedu Gorfodol oedd sicrhau bod Tai Amlbreswyl yn cael eu rheoli'n briodol gan bobl cymwys a phriodol; bod gan y safle offer addas gydag amwynderau a chyfleusterau digonol a bod trefniadau diogelwch tân yn dderbyniol.
- 4.3 Dim ond nifer fach o Dai Amlbreswyl yn Sir Ddinbych a oedd yn disgyn o fewn y meini prawf Gorfodol a osodwyd gan y Ddeddf (h.y. 33 eiddo gorfodol - pob un ohonynt yn drwyddedig)
- 4.4 Mae Deddf Tai 2004 hefyd yn cynnwys darpariaethau sy'n galluogi awdurdodau lleol i ymestyn i gategoriâu eraill o Dai Amlbreswyl i ymdrin â phroblemau penodol heb eu cynnwys yn y Cynllun Gorfodol. Gelwir hyn yn "Drwyddedu Ychwanegol".
- 4.5 Ar 8 Medi 2009, cymeradwyodd y Cabinet Gynllun "Trwyddedu Ychwanegol" ar gyfer y Rhyl fel bod llawer mwy o Dai Amlbreswyl yn "cael eu dal".
- 4.6 Daeth y Cynllun hwn a elwir yn Gynllun Trwyddedu Ychwanegol (Tai Amlbreswyl) Cyngor Sir Ddinbych 2009 i rym ar 1 Ionawr 2010 a bydd yn dod i ben ar 31 Rhagfyr 2014
- 4.7 Mae'r Cynllun Trwyddedu ychwanegol yn berthnasol i rai mathau o eiddo Amlbreswyl yn y Rhyl. Mae'r Cynllun yn nodi'r ffioedd sy'n gymwys ar gyfer trwyddedu'r Tai Amlbreswyl hynny. Mae hefyd yn cynnwys amodau trwyddedu safonol penodol a fyddai'n gymwys i unrhyw Dai Amlbreswyl a gaiff eu trwyddedu o dan y Cynllun. Cafodd y Cynllun ei gyfyngu i'r Rhyl gan mai dyma lle mae'r sylfaen dystiolaeth yn dangos y cyfiawnhad.
- 4.8 Er mwyn dynodi Cynllun Trwyddedu Ychwanegol, mae Deddf Tai 2004 yn nodi bod yn rhaid i'r awdurdod lleol fod **yn fodlon** bod meini prawf penodol yn cael eu bodloni. Mae Atodiad 1 yr adroddiad hwn yn rhoi mwy o fanylion am y meini prawf hyn a sut yr ydym yn credu mae'r rhain yn cael eu bodloni yn y Rhyl er mwyn caniatáu ar gyfer ail-ddynodi'r Cynllun. Barn y Swyddogion yw nad oes digon o dystiolaeth o adeiladau Tai Amlbreswyl problemus mewn mannau eraill yn y Sir i gyfiawnhau'r defnydd o adnoddau presennol i gymhwyso'r Cynllun Trwyddedu ychwanegol mewn mannau eraill y tu allan i'r Rhyl.
- 4.9 O 31 Mawrth 2014, mae 95 o Dai Amlbreswyl wedi eu trwyddedu drwy'r Cynllun "Trwyddedu Ychwanegol" a 33 wedi'u Trwyddedu drwy'r Cynllun Gorfodol, h.y. 128 yn gyfanswm, maent i gyd wedi eu harolygu i'w hasesu yn erbyn yr amodau trwyddedu safonol ac mae pob un wedi eu harolygu yn unol â'r system arolygu Cynllun Sgorio Iechyd a Diogelwch Tai.



- 4.10 Ar hyn o bryd, mae'r Cynllun Trwyddedu Ychwanegol dim ond yn berthnasol i rai mathau o eiddo Amlbreswyl yn y Rhyl. Mae swyddogion yn argymhell bod y Cynllun yn cael ei ehangu i gynnwys mwy o fathau o Dai Amlbreswyl, ond yn parhau i fod yn gyfyngedig i'r Rhyl. Mae rhagor o fanylion yn Atodiad 1.
- 4.11 Mae'r Amodau a Safonau Trwyddedu wedi eu hadolygu a'u diweddarau gan fod y safonau presennol wedi'u mabwysiadu yn wreiddiol yn ôl yn 2007. Mae'r Amodau arfaethedig wedi eu hamlinellu yn Atodiad 2
- 4.12 Mae'r ffioedd Trwyddedu hefyd wedi eu hadolygu. Rydym yn bwriadu mabwysiadu'r Strwythur Ffioedd presennol gyda chymhellion a gostyngiadau ychwanegol i landlordiaid am gydymffurfio a rheoli da.

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

- 5.1 Mae darparu tai o ansawdd da yn flaenoriaeth gorfforaethol gyda rheolaeth effeithiol ac effeithlon o'n sector rhentu preifat, yn benodol eiddo Tai Amlbreswyl, yn allweddol i sicrhau bod yr amcan hwn yn cael ei gyflawni ar gyfer tenantiaid, preswylwyr a landlordiaid.
- 5.2 Mae rheoli Tai Amlbreswyl hefyd yn cyfrannu at flaenoriaeth y Cyngor i "ddatblygu'r economi leol" drwy gefnogi sector rhentu preifat gwell sy'n ffynnu yn ogystal ag amddiffyn y bobl ddi-amddiffyn sy'n byw yn y sector rhentu preifat.
- 5.3 Yn Ardal Adfywio Gorllewin y Rhyl rydym yn ceisio creu cymdogaeth ddeniadol lle bydd pobl sy'n gweithio eisiau byw ac mae angen i'r Tai Amlbreswyl sydd ar ôl gael eu rheoleiddio yn gymesur er mwyn cyflawni hyn.

## **6 Beth fydd yn ei gostio a sut bydd yn effeithiol ar wasanaethau eraill?**

Bydd costau'n cael eu cynnwys o fewn cyllidebau gwasanaeth a chynigir bod y ffioedd trwyddedu presennol yn cael eu cadw.

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

I'w gwblhau fel rhan o'r broses ymgynghori cyhoeddus

## **8 Pa ymgynghoriadau a gynhaliwyd gydag Archwilio ac eraill?**

Mae'r Ddeddf Tai ei gwneud yn ofynnol i'r Awdurdod gymryd camau rhesymol i ymgynghori â phobl sy'n debygol o gael eu heffeithio gan ddynodiad Cynllun "Trwyddedu Ychwanegol" ac i ystyried unrhyw sylwadau a dderbyniwyd cyn ei weithredu.

## **9 Datganiad y Prif Swyddog Cyllid**

Dylai unrhyw gostau sy'n gysylltiedig â'r cynllun hwn fod wedi eu cynnwys o fewn y cyllidebau presennol ac felly nid oes unrhyw oblygiadau ariannol amlwg yn yr adroddiad.

**10 Pa risgiau sydd, ac a oes unrhyw beth y gallwn ei wneud i'w lleihau?**

Nid oes unrhyw risgiau yn gysylltiedig â chynnal ymarfer ymgynghori wrth gyflwyno Cynllun Trwyddedu Tai Amlbreswyl ychwanegol wedi'i ail-ddiffinio yn y Rhyl o ystyried bod y Cynllun Trwyddedu Tai Amlbreswyl ychwanegol presennol yn dod i ben ar 31 Rhagfyr 2014.

**11 Pŵer i wneud y Penderfyniad**

Mae adran 56 Ddeddf Tai 2004 (y Ddeddf) yn rhoi'r pŵer i awdurdod lleol naill ai ddynodi ardal ei ddsbarth neu ardal yn ei ddsbarth sy'n ddarostyngedig i drwyddedu ychwanegol mewn perthynas â disgrifiad o Dai Amlbreswyl a bennir yn y dynodiad.

Mae adran 65 (2) o'r Ddeddf yn rhoi'r pŵer i awdurdodau lleol osod safonau lleol uwch yn ychwanegol at yr hyn yw'r safonau a ragnodir a osodwyd gan ddeddfwriaeth.

Mae adran 63 (3) o'r Ddeddf yn datgan y gall yr awdurdod lleol ei gwneud yn ofynnol i gais trwyddedu gael ei hanfon gyda ffi, a bennir gan yr awdurdod lleol.

Mae Erthygl 6.3.2 o Gyfansoddiad y Cyngor yn amlinellu pwerau'r Pwyllgor Archwilio mewn perthynas â'r mater hwn.

**Swyddog Cyswllt:**

Rheolwr Busnes Gwarchod y Cyhoedd

Ffôn: 01824 706449



**PLANNING AND PUBLIC PROTECTION SERVICE**

**PROPOSAL**

**Proposed designation of an Additional Licensing scheme for Houses in Multiple Occupation (HMOs) within Rhyl**

**Denbighshire County Council Additional Licensing Scheme (Houses in Multiple Occupation) Scheme 2014**

## Content

|                                                               |         |
|---------------------------------------------------------------|---------|
| Introduction .....                                            | page 3  |
| Legal Requirement .....                                       | page 4  |
| How does Additional Licensing Work .....                      | page 5  |
| Application process and Licensing Conditions                  |         |
| The Current Additional Licensing Scheme .....                 | page 7  |
| Scope of scheme                                               |         |
| Complaints and Housing Health & Safety Rating System (HHSRS)  |         |
| Enforcement Action                                            |         |
| Fire Complaints & North Wales Fire & Rescue Service Incidents |         |
| Landlord Engagement and Training                              |         |
| Pollution complaints in Rhyl and other towns 2005 -2010       |         |
| Police – Anti Social Behaviour                                |         |
| Proposal for Re-designation of Additional Licensing .....     | page 13 |
| Area to be designated                                         |         |
| Which properties require licensing?                           |         |
| Benefits of Additional Licensing                              |         |
| Conclusion .....                                              | page 16 |
| Consultation .....                                            | Page 16 |
| Statistics & Tables .....                                     | Page 17 |

## **Proposed designation of an additional licensing scheme for Houses in Multiple Occupation in Rhyl**

### **Introduction**

The Housing Act 2004 changed and improved the way in which Houses in Multiple Occupation (HMO's) are regulated. The Act introduced a new duty for local authorities to operate a mandatory licensing scheme for certain types of HMO's which consist of three or more storeys and with five or more occupants, forming two or more households.

The aim of the licensing scheme is to ensure that HMO's are properly managed by 'fit and proper' people; that the premises are suitably equipped with adequate amenities and facilities and that fire safety arrangements are acceptable. A licence will also specify the maximum number of people who may live in the HMO and includes specific standard licence conditions.

Denbighshire only had a small number of HMOs in Denbighshire that fell within the criteria laid down by the Act that are subject to the mandatory scheme. A total of 33 HMO properties were subject to this scheme and have since been licensed. All these properties are in Rhyl.

Out of the total number of housing stock in Denbighshire 1.4 % of this stock are HMO properties (44714 total stock, 624 HMO's stock - source Housing Enforcement database and DMaps). Of the total housing stock the highest of HMO stock are in town of Rhyl (2.85%). The area with the second and third largest of HMO dwellings are Llangollen (2.56%) and Prestatyn (1.56%). (Table 1 & 2)

Of the total known HMO's in Denbighshire the highest concentration of HMO are within Rhyl which equates to 58% of the total HMO stock, with Prestatyn with next highest with 20% of HMO stock and all other Denbighshire towns with less than 22% between them. (Table 2)

The Housing Act 2004 also contains provisions enabling local authorities to extend to other categories of HMO to address particular problems that may exist in smaller HMO not covered by the mandatory scheme and also in sub-standard, converted, self-contained flats.

To deal with these types of HMO the Council took up these discretionary powers and on the 8<sup>th</sup> September 2009 the Council's Cabinet approved the "designation" of an "Additional Licensing" scheme in Denbighshire. This meant that many more HMOs were "captured" by a licensing regime that can seek to deliver improving living conditions within HMOs and limit the impact HMOs might have on the wider community.

The current Houses in Multiple Occupation (HMO) Additional licensing scheme is due to expire on the 31<sup>st</sup> December 2014. The report outlines proposal to re-designate Additional Licensing scheme within a specified geographical area, the types of HMO to be included in the scheme and the Licensing Standard and Fees applicable to the scheme.

It is one of our aims to ensure that all tenants are safe from the risk of fire and other potential hazards and that multi occupied housing is of a high standard with regards to their general facilities, amenities and living conditions. The private rented sector has an increasingly important role in the provision of housing options for those who are either not able to consider home ownership, or for whom social housing is not a viable option and also for work opportunities which is seasonal in nature. It is therefore our goal to ensure that the achievements already attained to date are built upon in the coming years by re-designating the Additional Licensing Scheme to include all houses in Multiple Occupation within the town of Rhyl.

### **Legal requirements**

Section 56 Housing Act 2004 gives power to council to designate areas, or the whole of the area, within their district, as subject to additional licensing in respect of some or all of the HMOs in its area that are not already subject to mandatory licensing.

The Housing Act 2004 states that before making an additional HMO licensing designation for a particular type of HMO, or for a particular area, a local authority must be satisfied that the following criteria are met:

**Criteria 1:** Consider that a significant proportion of the HMOs of that description in the area are being managed sufficiently ineffectively as to give rise, or to be likely to give rise, to one or more particular problems either for those occupying the HMOs or for members of the public, and, have regard to any information regarding the extent to which any codes of practice approved under section 233 have been complied with by persons managing HMOs in the area in question.

**Criteria 2:** Consult persons likely to be affected by the designation and consider any representations made.

**Criteria 3:** Ensure that the exercise of the power is consistent with their overall housing strategy;

**Criteria 4:** Seek to adopt a coordinated approach in connection with dealing with homelessness, empty properties and anti-social behaviour affecting the private rented sector as regards combining licensing with other action taken by them or others;

**Criteria 5:** Consider whether there are any other courses of action available to them (of whatever nature) that might provide an effective method of dealing with the problem or problems in question, and;

**Criteria 6:** That making the designation will significantly assist them to deal with the problem or problems (whether or not they take any other course of action as well).

In meeting the above Criteria, evidence is contained within this report supporting the re-designation of an Additional Scheme. In meeting Criteria 2 in particular, views of the public will be taken into consideration on the proposed designation as contained within the report. This report forms part of the Consultation process.

## How does Additional Licensing Work?

### Application process and Licensing Conditions

The scheme involved sending out Application Packs consisting of an application form and covering letter. Landlords were given 8 weeks to fully complete the forms and provide all necessary documentation and fee. The licensing procedure would not commence until a full and complete application was received.

Following receipt of a fully completed application form, properties would then either be exempted from the scheme or licensed. The following are some reasons why properties may be **exempt** from the Denbighshire County Council's Additional Licensing Scheme:

- It is occupied by only two people
- It is occupied by the owner and their family and one or two lodgers
- It is a building which consists of self-contained flats where two thirds or more are owner occupied
- Where the owner or manager is a public body
- The property is part of a guest house or hotel
- The property is in single occupation etc

Once licensed, all properties must have an inspection under the Housing Health and Safety Rating System within 5 years, although Denbighshire County Council Public Protection (Environmental Health) aim to carry out the inspection within 12 months of granting each licence. To date, **100%** of all licensed properties have had a HHSRS inspection within the first 12 months of a licence.

Failure to apply for a licence for a licensable house is an offence liable on summary conviction to a fine not exceeding £20,000 and breaking any of the licence conditions can result in fines of up to £5,000

Additional Licensing allows for extra conditions and additional measures of control to be applied to the licence which would not be dealt with under the reactive inspections under the Housing Health and Safety Rating System (HHSRS).

The Authority must grant a licence if it is satisfied that

- The HMO is reasonably suitable for occupation by the number of people allowed under the licence.
- the proposed licensed holder is **a fit and proper person** and the most appropriate person to hold the licence. This means that the licence holder has to provide information regarding any unspent convictions
- the proposed manager, if there is one, is a fit and proper person to be the manager
- the management arrangements are satisfactory
- the financial structure for the management are suitable

The licence is subject to conditions relating to its management, use, occupation, content and condition.

- The licence specifies the maximum number of people who may live in the HMO.

A licence also includes the following conditions, which apply to every licence.

- A valid current gas safety certificate, which is renewed annually, must be provided.
- Proof that all electrical appliances and furniture are kept in a safe condition.
- Proof that all smoke alarms are correctly positioned and installed.
- Each occupier must have a written statement of the terms on which they occupy the property, for example, a tenancy agreement.

Denbighshire County Council may also apply the following conditions.

- Restrictions or prohibitions on the use of parts of the HMO by occupants.
- A requirement that the condition of the property, its contents, such as furniture and all facilities and amenities, bathroom and toilets, for example, are in good working order.
- A requirement for specified works or repairs to be carried out within a particular timeframe, these will need to be carried out as outlined in your licence
- A requirement that the responsible person attends an approved training course.

In addition, the licence holder must not only satisfy to the authority that reasonable procedures are in place with regards to anti-social behaviour, but must also require local connection i.e. be locally based or within one hour travelling distance of the licensed house (unless it can be demonstrated that adequate provisions are in place to deal with urgent repair / management issues)

Imposing these additional standards and conditions not only allows for additional powers to ensure good living conditions for tenants in the private rented sector, but also ensures that poor landlords who provide badly managed accommodation can no longer compete unfairly by undercutting the majority of landlords who are responsible and provide reasonable conditions for their tenants.

Since the introduction of these standards, initially as part of the introduction of the Mandatory Scheme back in 2007, these standard Conditions have now been reviewed and updated. See Appendix 2 for the standard Denbighshire County Council HMO Licence Conditions.



## The Current Additional Licensing Scheme

### Scope of scheme

In 2009 Denbighshire County Council designated the five electoral wards of **Rhyl** as subject to Additional Licensing. The Scheme is known as **Denbighshire County Council Additional Licensing Scheme (Houses in Multiple Occupation) Scheme 2009** which came into force on the 1<sup>st</sup> January 2010 and is due to expire on the 31<sup>st</sup> December 2014. The Designation is in accordance with the Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (Wales) Regulations 2006.

This scheme was introduced to capture certain types of HMO properties within the settlement limits of Rhyl. The scheme also set out the fees which would apply for licensing those HMO's and to cover administration of the scheme for the period of the licence, which was for a maximum of 5 years. The scheme also has in place specific standard licensing conditions which were also adopted by the Council at the time of the designation, these standards would apply across the board to any HMO licensed under the scheme.

Evidence obtained during the consultation period prior to the scheme supported the need for HMO Additional Licensing within the Rhyl wards. The scheme included properties that meet all of the criteria, within either one of the following categories:

3 or more storeys, which is occupied by 3 or more persons who form 2 or more separate households, where at least 1 of the households is not fully self-contained (where there may be sharing of facilities), or

3 or more storeys, which is occupied by 3 or more persons who form 2 or more separate households, which are fully self-contained, but do not meet the 1991 Building Regulations and where less than two-thirds of the self-contained flats are owner occupied.

Much work has been undertaken within the scope of this Additional licensing scheme to licence properties which fell within the scope of this scheme, as of the 31<sup>st</sup> March 2014, just over 4 years into the life of the scheme, 95 HMO have been licensed. Of these HMO all have been inspected to assess them against the standard licensing Conditions and all have been inspected in accordance with the Housing Health and Safety Rating Scheme inspection system.

Research carried out in 2009 from data held by the Housing Enforcement service resulted in the additional licensing designation being introduced to cover properties of 3 or more storeys occupied by 3 more persons forming 2 or more households. The research revealed that the majority of private rented two storey properties were occupied by single households across the authority. The evidence available at the time did not support the need for Additional Licensing of two storey properties.

The research revealed a significant number of 3 storeys buildings of which more than half consisted of self-contained flats and which were not covered by Housing Act 2004 Mandatory Licensing Scheme. It is these properties which could be identified in the Housing Act as poorly converted dwellings and therefore came under the definition of section 257 HMOs' and consequently could be subject to Additional Licensing. Poorly converted properties are those that have not been converted in accordance with Building Regulations 1991. Of these 3 storeys properties known to the authority almost two thirds were located in Rhyl, with Prestatyn, St Aspah, Llangollen, Ruthin and Dyserth making up the remaining third.

The estimated number of 3 storey dwellings in Rhyl potentially requiring Additional Licensing was in the region of 325. Since the first Designation, 25 three storey dwellings have been demolished under the West Rhyl Housing Improvement Programme. This gave a total of 300 HMOs which potentially required licensing. Not all properties would have been subject to licensing as exemptions exist for example properties converted under Building Regulation after 1991, single occupation use, social housing stock etc

The table below shows the number of application packs sent out over the last 4 years and the number of licenses, exempt properties and properties held with Denbighshire County Council's Planning section for further investigation.

|                                                | <b>Total</b> |
|------------------------------------------------|--------------|
| <b>Additional Licensing forms sent out</b>     | <b>255</b>   |
| <b>Applications deal with</b>                  | <b>100%</b>  |
| <b>Licenses Issued</b>                         | <b>95</b>    |
| <b>Properties Exempt</b>                       | <b>154</b>   |
| <b>Properties Currently Held with Planning</b> | <b>36</b>    |

In order to establish the use of the property and to ensure the correct legislative route was being taken, in October 2012, 116 HMO property addresses were sent to the Council's Planning Section for their attention. The properties were only licensed once a decision was given as to their use. To date, 36 properties are currently being held and are awaiting a decision.

### **Complaints and Housing Health & Safety Rating System (HHSRS)**

The Public Protection (Environmental Health) Service receive complaints from tenants of private rented properties. These complaints may relate to general disrepair and failure in Management to the lack of amenities and lack of or inadequate fire detection. HHSRS assessments are completed following a property being licensed, multi-agency inspection or a programmed HMO inspection.

Following receipt of a complaint, each property is visited and a full HHSRS inspection is carried out. The HHSRS is the means of evaluating the potential risks to health and safety from any deficiencies in the dwellings. The Rating System is about the assessment of 29 hazards (the potential effect of conditions) the form of construction and the type and age of a dwelling do not affect the assessment.

Once a deficiency is identified during an inspection, the likelihood of a member of the vulnerable age group suffering a potentially harmful occurrence in the next 12 months is assessed. Finally, the possible harm outcomes that could result from such an occurrence is judged. This scoring procedure is repeated for all 29 hazards that are considered to be worse than average for the housing stock. Hazards can be scored as **Category 1** or **Category 2** hazards (A hazard band for all scored hazards are recorded Category 1 A-C and Category 2 D-J). Local Authorities have a duty to deal with Category 1 hazards and discretion to deal with Category 2 hazards. The following are examples of a few of the 29 Hazards:

- Damp and Mould Growth
- Excess Cold
- Food Safety
- Falling on Level Surfaces
- Fire

Over the last **4 years 1224** hazards have been identified within properties in the private housing sector.

Of the total high risk hazards (Category 1) identified **60% (262)** were from HMO properties with the remaining **40% (175)** from single occupied properties.

Of the Category 2 hazard identified **56% were from HMO** properties which equates to 439 identified hazards, the remaining 348 hazards were from single occupied properties.

Of all the Hazards identified (cat 1 & 2) 701 were from HMO properties with 523 from single occupied properties, this equates to **57% within HMO properties**.

According to Denbighshire County Council statistics the five wards in Rhyl have a total housing stock of 12676 of which 361 have been identified as HMOs from Housing Enforcement data. **(Table 2)**

Since January 2010, 1071 housing related service request have been received, 770 of these complaints were from Rhyl equating to 72% of all complaints, second highest was Prestatyn with 122 complaints which only equating to 11% . **(Table 3)**

Out of the 770 complaints in Rhyl, 406 of these were related to HMOs, this equates to over half (53%) of all Rhyl complaints despite HMOs only representing 2.85% of the total housing stock in Rhyl. **(Table 1 & 3)**

**Table 4** illustrates the type of HMO relate complaints received over the last 4 years, in the main they relate to general issues affecting the whole property rather than individual items.

**From the above it is evident that a disproportionate number of complaints are from HMOs.**

### **Enforcement Action**

Following the HHSRS assessment stage, **enforcement action** is taken by means of one of the following:

- **Verbal advice and letters** advising of the hazard and what remedial action is required
- **Hazard Awareness Notices** (This notice advises the person on whom it is served of the existence of hazards on the residential premises concerned which arises as a result of the deficiency on the premises)
- **Improvement Notices** (stating the deficiency giving rise to the hazard which remedial action to be taken and time for taking such action)
- **Prohibition Orders** (An order imposing such prohibitions on the use of the premises)

Since January 2010, 594 types of enforcement action were taken across the county. A total of 455 were taken in Rhyl, of this 312 enforcement actions were served on HMOs. Of the enforcement action taken on HMO's 200 actions related to Licensed HMO's. During 2012, 67% of all enforcement action was taken within licensed HMO's. There has been 100% compliance in relation to all the action taken. **(Table 5 & 6)**

The results of enforcement action taken have resulted in the removal of Category 1 and Category 2 Hazards. See **Table 7 & 8**.

Another form of enforcement action which is specific to HMO are:

- **Interim and Final Management Orders** (Interim Management Orders transfers the management of a residential property to the Local Authority for a period of up to twelve months. A local authority must take enforcement action in respect of a licensable property by making an Interim Management Order (IMO) if the property ought to be licensed, but is not, and the Local Authority considers there is no reasonable prospect of it granting a licence in the near future.

Since the implementation of the Additional Licensing Scheme in January 2010, the Authority have made **2** Interim Management Orders, each lasting a period of 12 months. Denbighshire County Council was the second only Council in Wales to have served an IMO. Only a handful of English Authorities have served IMO's.

One IMO was made due to the proposed licence holder not being a fit and proper person and the second was due to the failure to provide a complete application form (property could therefore not be licensed)

Both these properties have subsequently been handed back to the relevant persons.

### **Fire Related Complaints and Incidents in Denbighshire**

In collating fire related data evidence were gathered from our own database, but also evidence with provided by North Wales Fire & Rescue Service

Since the start of the Additional Licensing scheme in January 2010, data from the Council's database system shows that 48 out of 54 fire related request for service or fire related incidents, were from Rhyl which equates to 89% **(Table 9 & graph)**

From evidence provided by North Wales Fire & Rescue Service relating to reported fires in dwellings during the period 2009 to 2013, there were 87 reported fires in dwelling throughout Denbighshire, 59 related to reports of fire from the town of Rhyl, which is logical when this in Denbighshire largest town. The Fire Service data has been cross referencing against the Council's HMO database and it was identified that of the 59 incidents in Rhyl, 46 related to HMO, which accounts for a staggering 78% of all reported dwelling fires in Rhyl and 60% of all countywide reported fires. **(Table 10)**

### **Landlord Engagement and Training**

As part of the Additional Licensing Scheme, the Council was keen to promote high standards of management and encourage good well intentioned landlords through the **All Wales Accreditation Scheme** and the **Landlords Forum**

The Landlord Accreditation Wales scheme applies to individual landlords in Wales as well as agents and companies. To become accredited, landlords must attend a training course. The course covers landlords legal rights, responsibilities and obligations regarding the maintenance and management of their properties as well as their tenants' rights. There is an expectation for landlords to develop their knowledge and understanding by means of regular continued training.

In addition to the Landlord Accreditation Scheme the Council established a private Landlords Forum back in 2002. This forum is held twice a year and provides an opportunity for regular legislative updates, training events and networking opportunities for landlords, agents, managers and relevant partners. The forum is also used as a formal means of consultation on council policy and strategies.

The licence holder is required to provide a record of training attendances when applying for renewal of a licence. Attendance at the Landlord's Forum is taken into account when assessing the level of training completed over a licence period.

Denbighshire currently has **109 accredited members** of the All Wales Accreditation Scheme. Out of 22 Welsh Councils, Denbighshire County Council are listed 8<sup>th</sup> in Accreditation Statistics. There are 1131 Accredited Landlords throughout Wales, with DCC making up 10% of this number. **Of the accredited members almost 60% own or manage HMOs in Rhyl**

The Landlord Forum currently has a mailing list of 320 landlords, managing agents etc all of whom receive Bi annual Housing Update Newsletter produced by the Authority. In the early days of the Forum attendance was around 20 landlords, however since the implementation of the Additional Licensing Scheme there has been a steady increase in attendance which are illustrated in **Table 11**

### **Pollution related complaints in Rhyl and other towns**

Public Protection also deal with pollution related service request and complaint which relate to the follow type of issues: drainage, filthy and verminous, domestic noise, accumulation/rubbish nuisance, fumes or gases nuisance, nuisance premises and odour.

**Tables 12 & 13** show that the majority of Pollution related complaints were received from the towns Rhyl (2005-2009 – 44% , 2010 -2014 – 46%) and Prestatyn both pre and post Additional licensing scheme. The highest types of Pollution complaints related to domestic noise nuisance, with 341 incidents in Rhyl during 2005-2009 and 243 during 2010-2014

### **Police Related Statistics**

Anti-social behaviour is a broad term used to describe the day-to-day incidents of crime, nuisance and disorder that make many people's lives a misery – from litter and vandalism, to public drunkenness or aggressive dogs, to noisy or abusive neighbours. Such a wide range of behaviours means that responsibility for dealing with anti-social behaviour is shared between a number of agencies, particularly the police, councils and social landlords.

There have been a total of 11,510 ASB incidents in Denbighshire from the 1<sup>st</sup> April 2011 until the 28<sup>th</sup> August 2013, with the majority being made up of ASB Nuisance namely 59.5%. (**Table 14**)

From the 15 wards within Denbighshire, the majority of the incidents have occurred in Rhyl, specifically Rhyl West. (**Table 15**)

Between the dates 1<sup>st</sup> April 2011 – 28<sup>th</sup> August 2013, Rhyl as a whole had 5912 ASB incidents, making up 51.4% of all incidents in Denbighshire. (**Table 15**)

Rhyl West specifically consisted of 3467 ASB incidents, making up 30% of all ASB incidents in Denbighshire. (**Table 15**)

It is clear that between the dates of 1<sup>ST</sup> April 2011 – 31<sup>ST</sup> March 2012 and 1<sup>st</sup> April 2012 – 31<sup>st</sup> March 2013, the ASB incidents have decreased in total from 4987 to 4468. This is a decrease of 10%. The majority of wards have decreased in number of ASB incidents, with exception to a few. Rhyl's ASB incidents have shown a clear **decrease** from 2458 to 2153. This was a decrease of 12.4%.

## **Proposal for Re-designation of Additional Licensing**

### **Area to be covered**

From the evidence outlined in this report it is not necessary to ensure all HMOs in Denbighshire are "captured" by "Additional Licensing" and so a set of criteria for the type of HMOs and the locality to be covered by "Additional Licensing" is required. It is to focus resources in an area where there is a high concentration of problematic HMO properties.

It is proposed that Additional Licensing should be re-designated and should cover the town of Rhyl. From the evidence presented in this reports there is currently do clear evidence to support the designation of Additional Licensing across a wider area of the county.

### **Which properties require licensing?**

It is proposed that the new Additional Scheme should include all types of HMO. It is recommended that the scheme will include properties that meet all of the criteria within either one of the following two categories:

- a) Any type of HMO as defined by Section 254 of the Housing Act 2004 which does not fall within the mandatory licensing scheme, occupied by three or more persons, forming two or more households
- b) HMO properties which are defined within the scope of Section 257 of the Housing Act 2004; HMO's created by converting buildings into flats, but do not meet the 1991 Building Regulations and they have not been subsequently brought up to the relevant standards.

The power within the Act to designate Additional Licensing does not permit the Council to require buildings listed or referred to in Schedule 14 of the Act to be subject to Additional Licensing.

All landlords who own a property that fall under either one of the above criteria and located within the town of Rhyl will need to apply for a licence.

The Licensing Conditions and Standards have been reviewed and updated as the current standard where originally adopted back in 2007, the proposed Conditions

have been outlined in **Appendix 2**, which details a summary of the amendments to the Conditions

The Licensing fees have also been reviewed, however there has been little change in overall costs since the initial fees were set and we therefore propose to adopt the existing Fee Structure as adopted by the Mandatory and current Additional Licensing scheme. We further propose to provide additional incentives and discounts to good compliance and managements, fully details of these are outlined in **Appendix 3**

### **Benefits of Additional Licensing**

As outlined in this report the Council receive numerous complaints relation to physical conditions, landlord and tenants disputes, harassment and illegal eviction including noise nuisance, accumulation of refuse and general anti-social behaviour. Complaints are generally received from tenants, members of the public and other statutory bodies. The complaints generally related to all types of HMO's and the Council considers the re-designation of Additional Licensing within Rhyl would greatly increase the Council's ability to continue with all the work which has already been done to regulate these types of properties

Additional licensing would allow the Council to specify the maximum number of persons who can occupy the houses and attach conditions relating to the managements. Much work has already been done in this area to regulate the occupancy levels within the licensed HMO's.

All licensed HMO have been inspected in accordance with the HHSRS standards and against the Licensing Conditions. It must be said that much work has been undertaken by Denbighshire's landlords over the last 4 years to improve the quality of the accommodation available for rent. With the re-designation this would allow the Council to continue with this work to license the remaining HMO properties which are currently not licensed, and work with those landlords to improve the standards within these properties.

The Welsh Government National Statistics for Wales First Release report dated 10<sup>th</sup> April 2014 gives the annual statistical release for Dwelling Stock Estimates for Wales 2012 – 2013. This report presents an estimate of the number of dwellings in Wales by tenure and for each Local Authority as at 31<sup>st</sup> March 2013.

The number of homes rented from private landlords has increased significantly in Denbighshire. This sector represents 15.9% of all housing (Census 2011). A more proactive approach to working with private landlords and empty home owners is required.

Due to the disproportionate levels of HMO properties with the town of Rhyl and the general national increase in private rented stock, we need to ensure that no further HMO properties are created within the town which are substandard. Work is already



underway to work with the other sections and services in the Council to ensure that HMO properties have the correct permission in place to operate as HMO properties.

The provision of ensuring good quality housing is a corporate priority with the effective and efficient management of the our private rented sector specifically HMO properties being key to ensuring this objective is achieved for tenants, residents and landlords. (2012-2017 Corporate Priority Number 6 “Ensuring Access to Good Quality Housing”).

Controlling HMO also contributes towards the Council’s priority to “developing the local economy” by supporting a better and flourishing private rented sector, provide work for the building industry, provide good quality accommodation for seasonal workers.

That vulnerable people are protected and are able to live as independently as possible if they so choose to live in the private rented sector, with better regulated rented accommodation with better managements in place and fit and proper persons running those accommodations.

In the West Rhyl Regeneration Area we are trying to create an attractive neighbourhood where working people will want to live, and to create a balanced housing market which is not dominated by one type of housing or by one type of tenure. Much work has been undertaken to deal with numerous problematic HMO properties, however the remaining HMO need to be well regulated to support the Regeneration of the area.

The additional Licensing Scheme is consistent with the Council’s draft Local Housing Strategy and Links to its Empty Property Strategy and Homelessness initiatives, to engage with private landlords to provide better quality of accommodation for those residents unable to access home ownership or social housing.

As outlined above engagement with private landlord has improved significantly over the lifetime of the current Additional Licence, with more landlords becoming accredited year on year and the increase in attendance to the Landlord Forum.

Over the past decade there have been several changes to legislation relating to Housing such as the introduction of the Housing Act 2004. A recent change however, is the introduction of the Housing (Wales) Bill. This Bill was introduced on 18 November 2013 by the Minister for Housing and Regeneration and is due to receive Royal Assent this autumn

This Bill will sit alongside a wide range of other scheme and initiatives and will work in conjunction with the Additional Licensing scheme. These new measures include:

- improved standards and management in the private rented sector by the introduction of a mandatory registration and licensing scheme.

- reduced levels of homelessness by placing its prevention at the centre of local authority duties to help people at risk.
- fewer long term empty properties by encouraging owners to sell or rent them – thereby helping to increase housing supply

## **Conclusion**

In proposing the re-designation of Additional Licensing to cover all type of HMO within the town of Rhyl, the Council aims to:

- **Engage with landlords to assist them with improving their management arrangements and improving general standards**
- **Reduce the risk of fire and other hazards in all types of HMO's and improve standards of HMO's relating to amenities and repair**
- **Ensure our HMO properties and run by fit and proper people**
- **Support inexperienced landlords and make all landlords/agents more accountable for the behaviour of their tenants and tackle anti-social behaviour.**
- **Create a fairer and more equitable situation where landlords of all HMO's invest in better standards.**
- **Improve the quality of housing to benefit both the tenants and the wider community**

## **Consultation**

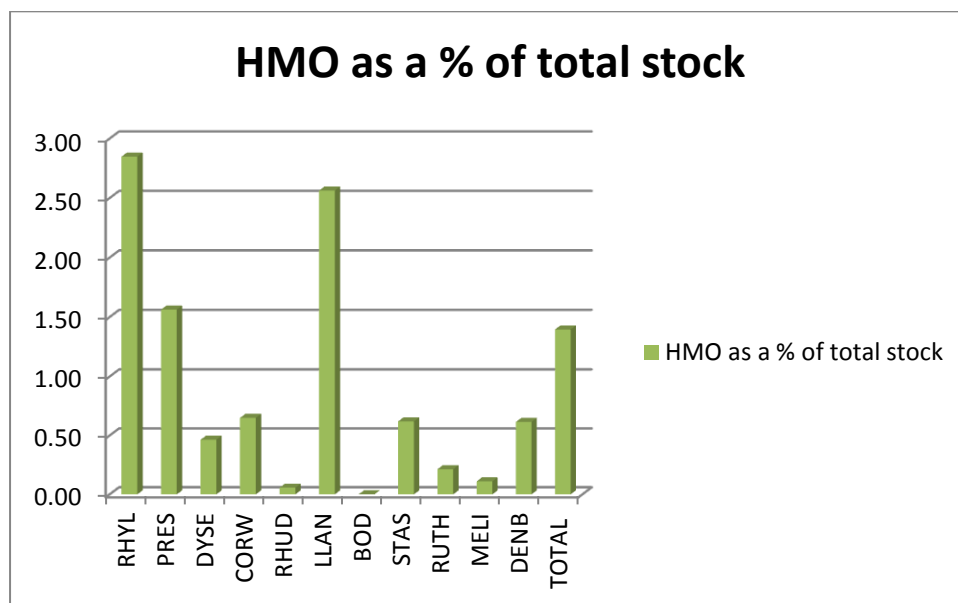
The Council invites comments in response to this consultation from all landlords, agents, tenants and all other interested parties. Please either use the reply form included with this consultation report and send it back to the address provided below

Public Protection  
Russell House  
Churton Road  
Rhyl  
LL18 3DP

Or e-mail: [housing.enforcement @denbighshire.gov.uk](mailto:housing.enforcement@denbighshire.gov.uk)

## Statistics & Tables

**Table 1 – Showing the Stock HMO in % within Denbighshire**



The above table clearly shows that the majority of DCC's HMO stock are in Rhyl (2.85%). The area with the second and third largest of HMO dwellings are Llangollen (2.56%) and Prestatyn (1.56%)

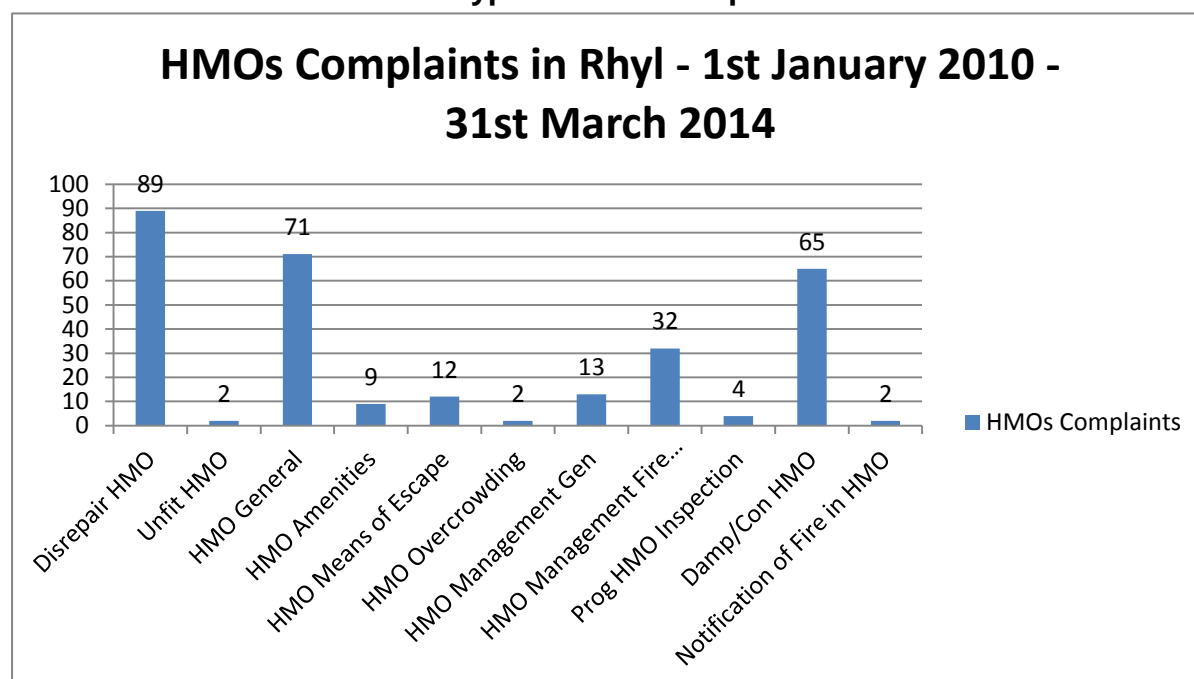
**Table 2 – Stock Total and HMO per Town / Area**

| Number of HMO's | stock total | HMO as a % of total stock |             |
|-----------------|-------------|---------------------------|-------------|
| RHYL            | 361         | 12676                     | <b>2.85</b> |
| PRES            | 125         | 8001                      | <b>1.56</b> |
| DYSE            | 5           | 1079                      | <b>0.46</b> |
| CORW            | 11          | 1695                      | <b>0.65</b> |
| RHUD            | 1           | 1769                      | <b>0.06</b> |
| LLAN            | 53          | 2068                      | <b>2.56</b> |
| BOD             | 0           | 1051                      | <b>0.00</b> |
| STAS            | 14          | 2261                      | <b>0.62</b> |
| RUTH            | 15          | 7025                      | <b>0.21</b> |
| MELI            | 1           | 905                       | <b>0.11</b> |
| DENB            | 38          | 6184                      | <b>0.61</b> |
| TOTAL           | 624         | 44714                     | <b>1.40</b> |

**Table 3 - All types of complaints received by all towns in Denbighshire County Council**

**Disrepair Categories v Towns**

|                                    | Bod      | Corw      | Denb      | Dyse      | Llan      | Meli     | Pres       | Rhud      | Rhut      | Rhyl       | St<br>Aspah |
|------------------------------------|----------|-----------|-----------|-----------|-----------|----------|------------|-----------|-----------|------------|-------------|
| CH50 - Disrepair Priv Rentd        | 4        | 6         | 18        | 12        | 8         | 4        | 65         | 9         | 20        | 266        | 9           |
| CH51 - Disrepair HMO               | 0        | 0         | 2         | 1         | 0         | 0        | 2          | 0         | 1         | 89         | 1           |
| CH52 - Disrepair Owner Occup       | 0        | 1         | 0         | 0         | 0         | 0        | 1          | 0         | 0         | 3          | 0           |
| CH53 - Disrepair Hous Assoc        | 1        | 0         | 2         | 0         | 0         | 0        | 3          | 0         | 0         | 8          | 0           |
| CH54 - Disrepair Council           | 0        | 0         | 0         | 0         | 0         | 0        | 1          | 0         | 0         | 1          | 0           |
| CH55 - Unfit Priv Rentd            | 0        | 0         | 0         | 0         | 0         | 0        | 0          | 0         | 0         | 1          | 0           |
| CH56 - Unfit HMO                   | 0        | 0         | 0         | 0         | 0         | 0        | 0          | 0         | 0         | 2          | 0           |
| CH57 - Unfit Owner Occup           | 0        | 0         | 0         | 0         | 1         | 0        | 1          | 0         | 0         | 1          | 0           |
| CH60 - HMO General                 | 0        | 0         | 0         | 0         | 1         | 0        | 0          | 0         | 2         | 71         | 0           |
| CH61 - HMO Amenities               | 0        | 0         | 0         | 0         | 0         | 0        | 0          | 0         | 0         | 9          | 0           |
| CH62 - HMO Means of Escape         | 0        | 0         | 2         | 1         | 0         | 0        | 0          | 0         | 0         | 12         | 0           |
| CH63 - HMO Overcrowding            | 0        | 0         | 0         | 0         | 0         | 0        | 1          | 0         | 0         | 2          | 0           |
| CH67 - Damp/Con Priv Rentd         | 0        | 0         | 8         | 3         | 1         | 0        | 15         | 2         | 1         | 59         | 1           |
| CH64 - HMO Management Gen          | 0        | 0         | 0         | 0         | 0         | 0        | 0          | 0         | 0         | 13         | 0           |
| CH65 - HMO Management Fire Prec    | 0        | 0         | 1         | 0         | 0         | 0        | 0          | 0         | 0         | 32         | 0           |
| CH66 - Prog HMO Inspection         | 0        | 0         | 2         | 0         | 0         | 0        | 1          | 0         | 2         | 4          | 0           |
| CH68 - Damp/Con HMO                | 0        | 0         | 1         | 0         | 1         | 0        | 0          | 0         | 0         | 65         | 1           |
| CH69 - Damp/Con Owner/Occup        | 0        | 1         | 2         | 0         | 0         | 0        | 0          | 0         | 0         | 1          | 0           |
| CH71 - Damp/Con Hous Assoc         | 0        | 0         | 0         | 0         | 0         | 1        | 0          | 0         | 0         | 3          | 0           |
| CH72 - Insecure Premises           | 0        | 2         | 8         | 0         | 0         | 1        | 11         | 1         | 0         | 29         | 1           |
| CH73 - Nuisance Premises           | 0        | 1         | 0         | 0         | 0         | 1        | 0          | 0         | 0         | 2          | 0           |
| CH74 - Unlawful Eviction           | 0        | 0         | 0         | 0         | 0         | 0        | 2          | 0         | 0         | 13         | 0           |
| CH75 - Eviction/Harrass            | 0        | 0         | 1         | 0         | 0         | 0        | 0          | 0         | 1         | 13         | 0           |
| CH76 - Enquiry Eviction/Harass     | 0        | 0         | 0         | 0         | 0         | 0        | 3          | 0         | 0         | 8          | 0           |
| CH77 - Immigration Inspection      | 0        | 0         | 0         | 2         | 0         | 0        | 2          | 0         | 0         | 2          | 0           |
| CH78 - Gas Safety                  | 0        | 0         | 0         | 0         | 0         | 0        | 2          | 0         | 0         | 5          | 0           |
| CH80 - Electric Disconnection      | 0        | 0         | 0         | 0         | 0         | 0        | 0          | 0         | 0         | 2          | 0           |
| CH82 - General Enquiry             | 1        | 2         | 9         | 5         | 2         | 0        | 11         | 0         | 1         | 42         | 0           |
| CH84 - Party Wall Enquiry          | 0        | 2         | 1         | 0         | 0         | 0        | 1          | 0         | 0         | 6          | 0           |
| CH85 - Notification of Fire in HMO | 0        | 0         | 0         | 0         | 0         | 0        | 0          | 0         | 1         | 2          | 0           |
| CH88 - Anti-Social Behaviour       | 1        | 0         | 0         | 0         | 0         | 0        | 0          | 0         | 0         | 2          | 0           |
| CH91 - Fire Safety                 | 0        | 0         | 0         | 0         | 0         | 0        | 0          | 1         | 0         | 2          | 0           |
| <b>Total</b>                       | <b>7</b> | <b>15</b> | <b>57</b> | <b>24</b> | <b>14</b> | <b>7</b> | <b>122</b> | <b>13</b> | <b>29</b> | <b>770</b> | <b>13</b>   |

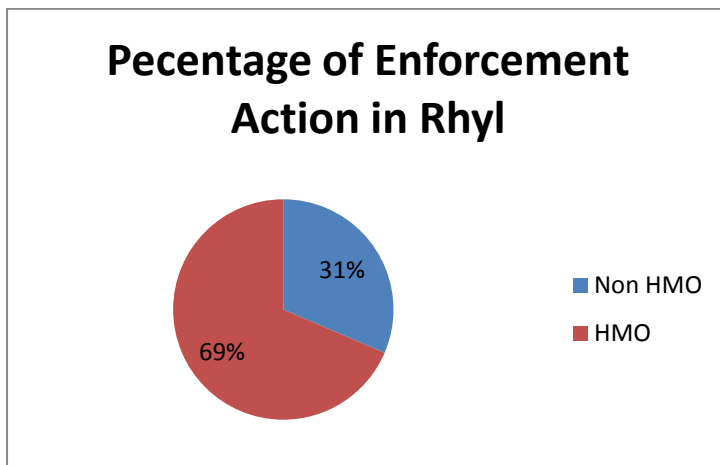
**Table 4 – Breakdown of the type of HMO Complaints****Table 5 - Enforcement action (all properties) which has been taken by the Housing Enforcement Team since 2010 to 31<sup>st</sup> March 2014:**

|                                                     | Calendar Years |          |          |                                                             |         | Total     |
|-----------------------------------------------------|----------------|----------|----------|-------------------------------------------------------------|---------|-----------|
|                                                     | 2014           | 2013     | 2012     | 2011                                                        | 2010    |           |
| Improvement Notices                                 | 33 (2)         | 36 (16)  | 31(2)    | 53 (13)                                                     | 69 (1)  | 222(34)   |
| Prohibition Orders                                  | 0              | 1(1)     | 0        | 0                                                           | 3       | 4 (1)     |
| Hazard Awareness Notices                            | 59 (8)         | 93(26)   | 56 (41)  | 6                                                           | 17      | 231 (75)  |
| Licensing Conditions                                | (8)            | (34)     | (46)     | 0                                                           | 0       | (88)      |
| IMO                                                 | 0              | 0        | 1        | 1                                                           | 0       | 2 (2)     |
| Other Actions *                                     | 2              | 15       | 8        | 9                                                           | 13      | 47        |
| <b>Total Action**</b>                               | 102 (17)       | 181 (77) | 140 (94) | 69 (13)                                                     | 102 (1) | 594 (200) |
| <b>% Enforcement action taken on Licensed HMO's</b> | 17%            | 43%      | 67%      | 19%                                                         | 1%      |           |
| <b>% Action Completed</b>                           | 73%            | 94%      | 100%     | 31%<br>** 9 Improvement Notices are still subject to Appeal | 100%    |           |

\*includes abatement, securing premises etc

**Figures in brackets relate to licensed HMOs**

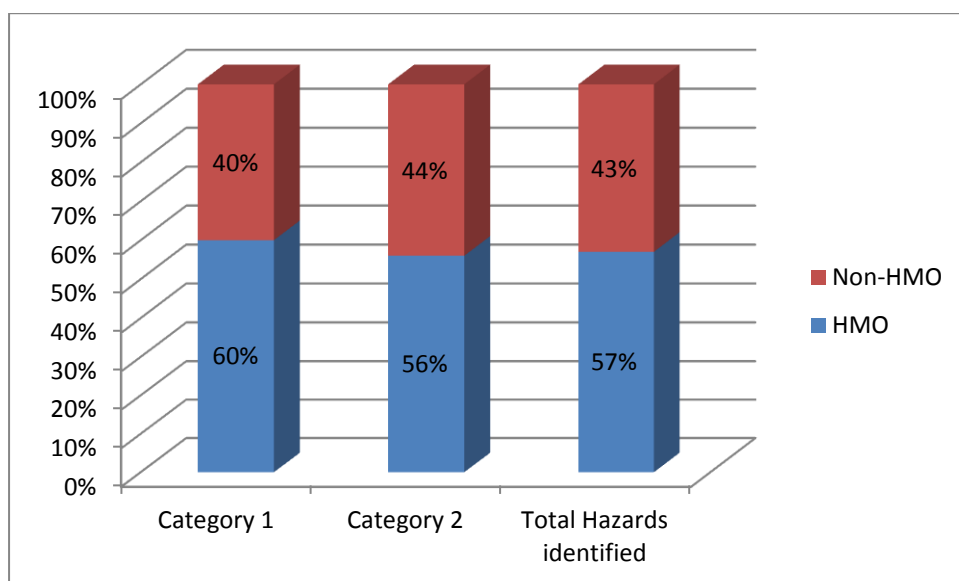
**Table 6 - The total number of enforcement action in Rhyl over the last 4 years is 455, of this 312 enforcement actions were served on HMOs. The graph below illustrates this figure in %**



**Table 7 – Housing Health & Safety Rating Scheme identified hazards**

|                                 | <b>HMO</b>       | <b>Non-HMO</b>   |
|---------------------------------|------------------|------------------|
| Category 1                      | 262 (60%)        | 175 (40%)        |
| Category 2                      | 439 (56%)        | 348 (44%)        |
| <b>Total Hazards identified</b> | <b>701 (57%)</b> | <b>523 (43%)</b> |

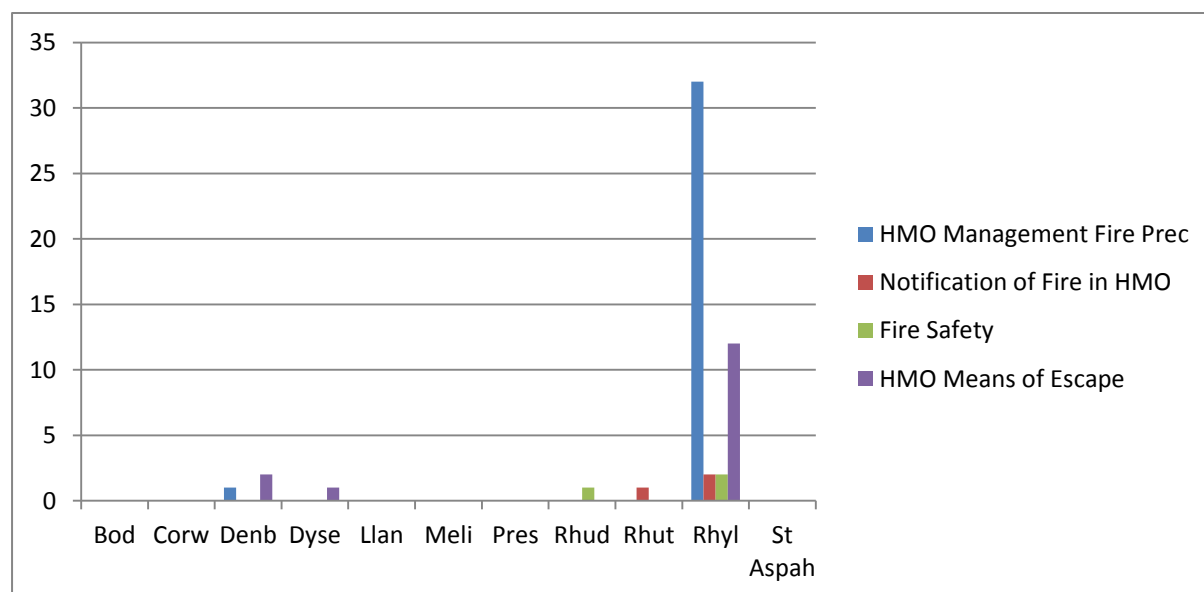
**Table 8 – Total Hazards Identified from 2010 to 2014**



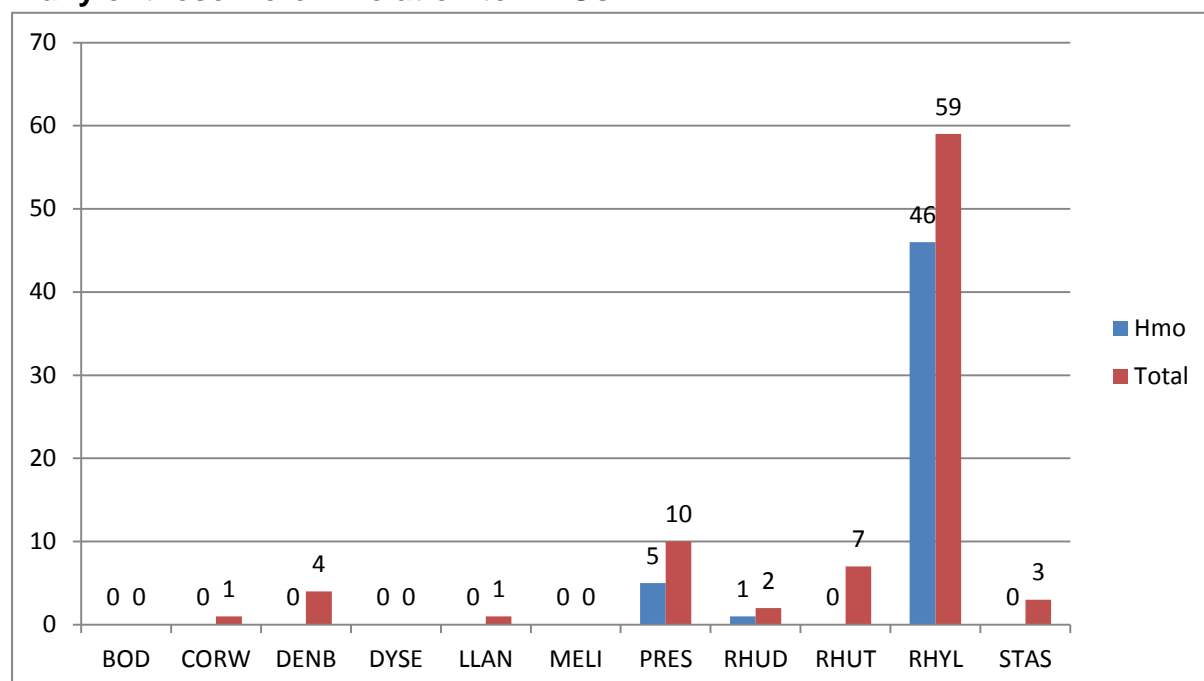
\*Excludes Suspended Improvement Notices

**Table 9 & Graph Statistics from the Council's database system showing fire related incidents in HMOs countywide from 1<sup>st</sup> January 2010 to 31<sup>st</sup> March 2014.**

|                             | Bod | Corw | Denb | Dyse | Llan | Meli | Pres | Rhud | Rhut | Rhyl | St<br>Aspah |
|-----------------------------|-----|------|------|------|------|------|------|------|------|------|-------------|
| HMO Management Fire Prec    | 0   | 0    | 1    | 0    | 0    | 0    | 0    | 0    | 0    | 32   | 0           |
| Notification of Fire in HMO | 0   | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 1    | 2    | 0           |
| Fire Safety                 | 0   | 0    | 0    | 0    | 0    | 0    | 0    | 1    | 0    | 2    | 0           |
| HMO Means of Escape         | 0   | 0    | 2    | 1    | 0    | 0    | 0    | 0    | 0    | 12   | 0           |
| <b>Total</b>                | 0   | 0    | 3    | 1    | 0    | 0    | 0    | 1    | 1    | 48   | 0           |



**Table 10 - North Wales Fire & Rescue Service Fire Incidents 2009 – 2013 how many of these were in relation to HMOs**



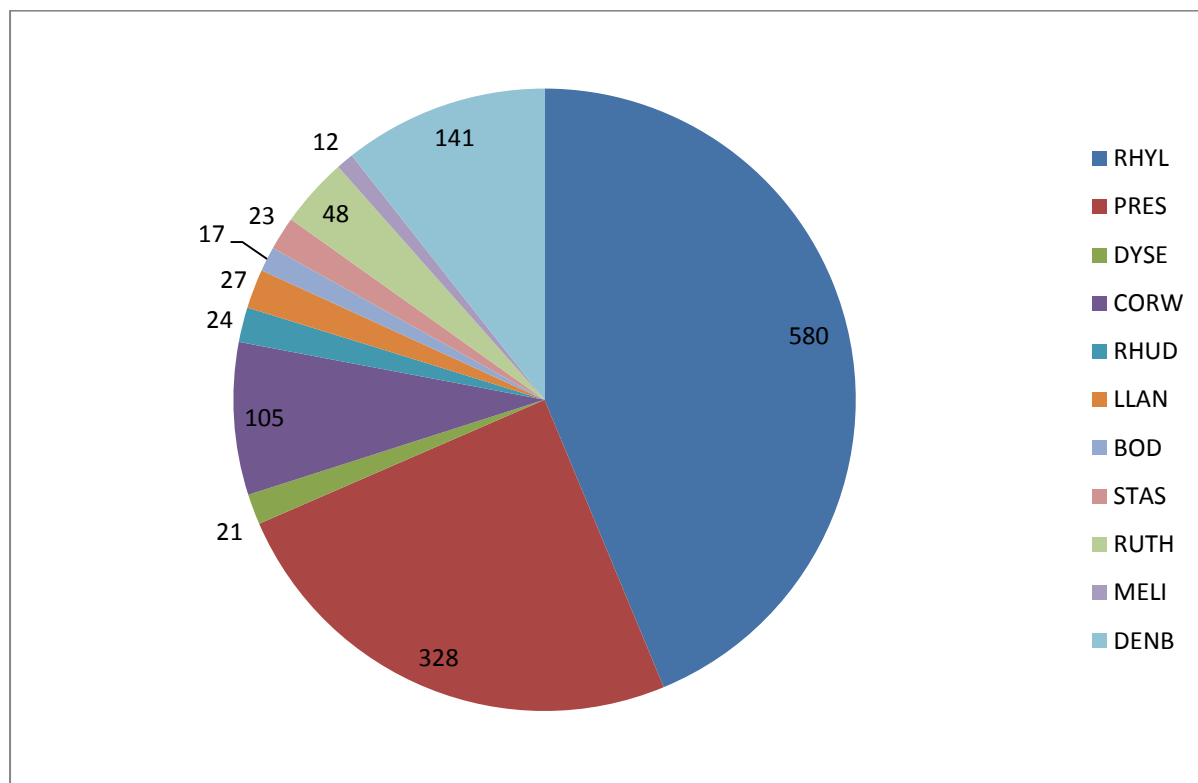
**Table 11** Below shows the number of Landlords who have attended the forums in the past 4 years. This shows a steady increase since the implementation of the Additional Licensing Scheme

|                                                      | 2010-2011 | 2011-2012 | 2012-2013 | 2013-2014 | 2014 (first quarter)* |
|------------------------------------------------------|-----------|-----------|-----------|-----------|-----------------------|
| <b>Number of Landlords attending landlords forum</b> | 34        | 35        | 43        | 64        | 54                    |

\*Landlords Forums are held twice yearly

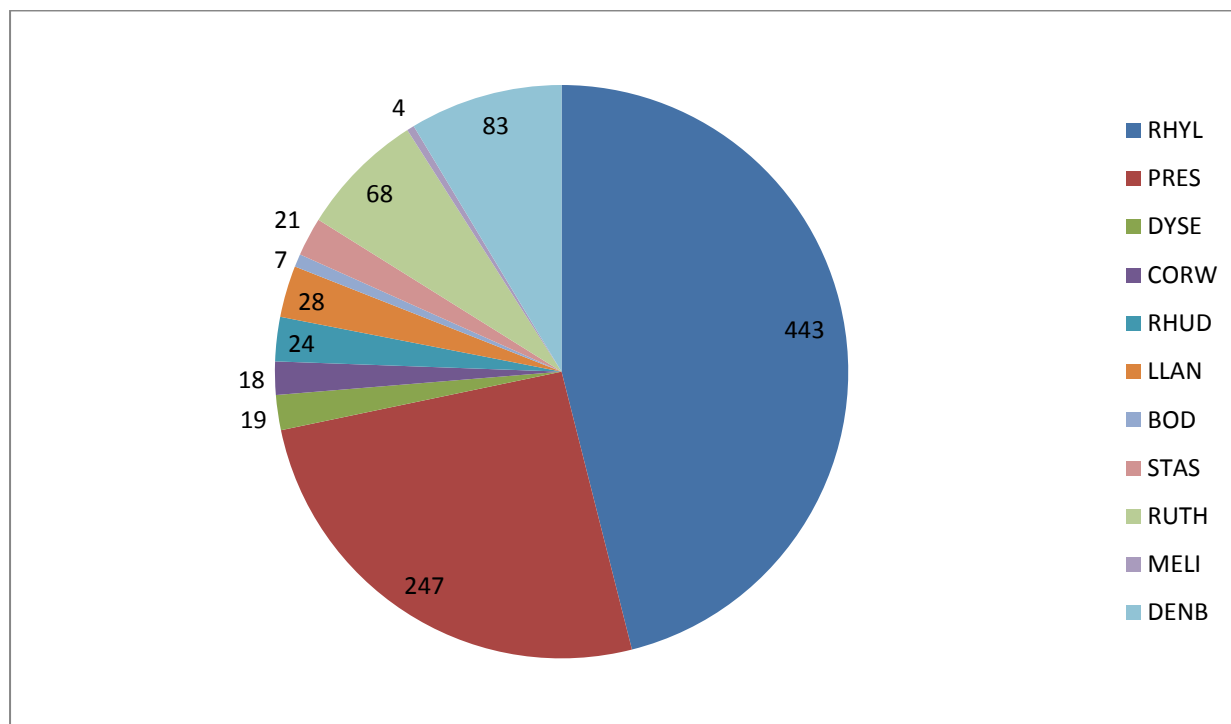


**Table 12 - Number of pollution related complaints covering ALL wards / towns received by Public Protection during 2005 -2009**



|                  | Drainage | Filthy and Verminous | Noise domestic | Nuisance - Accumulations/Rubbish | Nuisance - Fumes or Gases | Nuisance - premises | Odour - Other | total |
|------------------|----------|----------------------|----------------|----------------------------------|---------------------------|---------------------|---------------|-------|
| <b>2005-2009</b> |          |                      |                |                                  |                           |                     |               |       |
| RHYL             | 159      | 13                   | 341            | 15                               | 15                        | 9                   | 28            | 580   |
| PRES             | 122      | 5                    | 159            | 4                                | 12                        | 8                   | 18            | 328   |
| DYSE             | 12       | 0                    | 8              | 1                                | 0                         | 0                   | 0             | 21    |
| CORW             | 15       | 1                    | 66             | 3                                | 6                         | 7                   | 7             | 105   |
| RHUD             | 9        | 0                    | 13             | 0                                | 0                         | 1                   | 1             | 24    |
| LLAN             | 10       | 0                    | 15             | 0                                | 2                         | 0                   | 0             | 27    |
| BOD              | 8        | 0                    | 8              | 0                                | 0                         | 1                   | 0             | 17    |
| STAS             | 4        | 0                    | 12             | 0                                | 3                         | 0                   | 4             | 23    |
| RUTH             | 16       | 1                    | 27             | 0                                | 3                         | 0                   | 1             | 48    |
| MELI             | 1        | 3                    | 6              | 0                                | 1                         | 1                   | 0             | 12    |
| DENB             | 51       | 1                    | 66             | 3                                | 6                         | 7                   | 7             | 141   |
|                  |          |                      |                |                                  |                           |                     | Total         | 1326  |

**Table 13 - Number of pollution related complaints covering ALL wards / towns received by Public Protection during January 2010 – 31<sup>st</sup> March 2014**

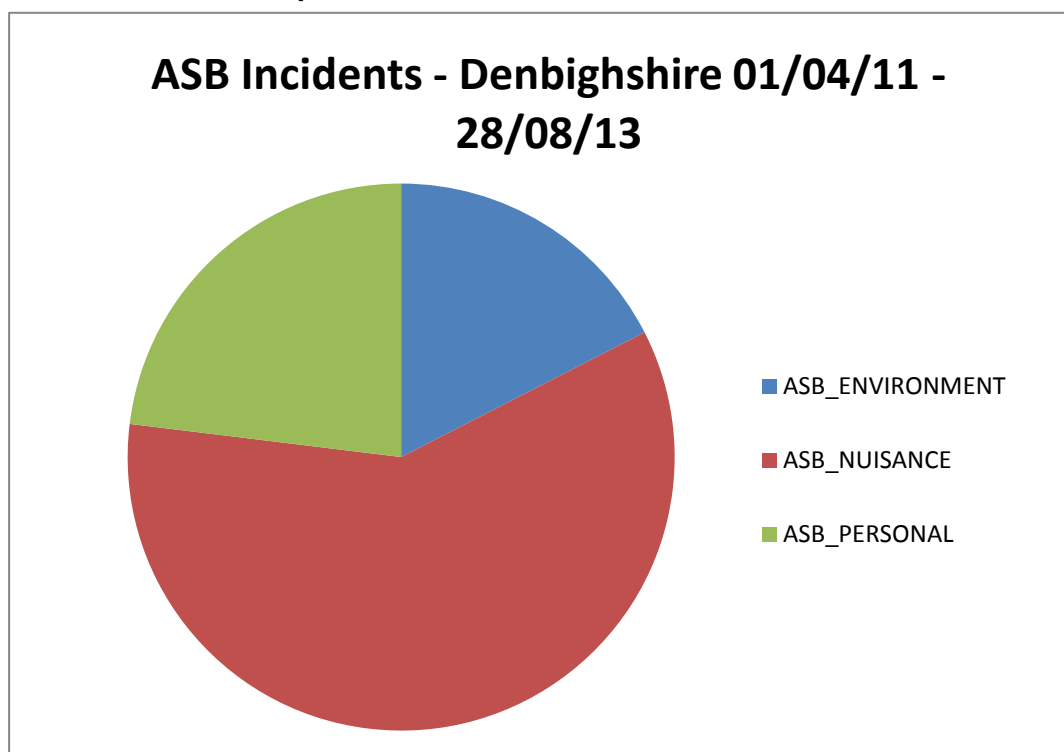


| <b>2010-2014</b> | Drainage | Filthy and Verminous | Noise domestic | Nuisance - Accumulations/Rubbish | Nuisance - Fumes or Gases | Nuisance - premises | Odour - Other | total |
|------------------|----------|----------------------|----------------|----------------------------------|---------------------------|---------------------|---------------|-------|
| RHYL             | 65       | 12                   | 243            | 79                               | 6                         | 8                   | 30            | 443   |
| PRES             | 61       | 7                    | 128            | 31                               | 3                         | 4                   | 13            | 247   |
| DYSE             | 6        | 2                    | 7              | 3                                | 1                         | 0                   | 0             | 19    |
| CORW             | 4        | 0                    | 7              | 3                                | 1                         | 1                   | 2             | 18    |
| RHUD             | 3        | 0                    | 10             | 8                                | 1                         | 0                   | 2             | 24    |
| LLAN             | 6        | 0                    | 13             | 2                                | 2                         | 0                   | 5             | 28    |
| BOD              | 5        | 1                    | 1              | 0                                | 0                         | 0                   | 0             | 7     |
| STAS             | 7        | 0                    | 5              | 5                                | 0                         | 2                   | 2             | 21    |
| RUTH             | 18       | 2                    | 35             | 6                                | 1                         | 2                   | 4             | 68    |
| MELI             | 0        | 0                    | 1              | 2                                | 0                         | 0                   | 1             | 4     |
| DENB             | 9        | 1                    | 46             | 11                               | 2                         | 3                   | 11            | 83    |
|                  |          |                      |                |                                  |                           |                     | Total         | 962   |

**Table 14 – Police data showing number of Anti Social Behaviour Incident 1<sup>st</sup> April 2011 until the 28<sup>th</sup> August 2013**

| Incident Description | Total        |
|----------------------|--------------|
| ASB_ENVIRONMENT      | 2010         |
| ASB_NUISANCE         | 6845         |
| ASB_PERSONAL         | 2655         |
| <b>Grand Total</b>   | <b>11510</b> |

**Graphical breakdown of incidents from Table 14 above**



**Table 15 - Police data showing number of Anti Social Behaviour Incident 1<sup>st</sup> April 2011 until the 28<sup>th</sup> August 2013 per**

| Ward Name                           | 2011/2012   | 2012/2013   |
|-------------------------------------|-------------|-------------|
| Llanbedr Dyffryn Clwyd/Llangynhafal | 4           | 4           |
| Llandrillo                          | 13          | 10          |
| Trefnant                            | 13          | 22          |
| Llanrhaeadr-Yng-Nghinmeirch         | 19          | 23          |
| Efenechtyd                          | 20          | 30          |
| Llandyrnog                          | 31          | 26          |
| Llanfair Dyffryn Clwyd/Gwyddelwern  | 25          | 30          |
| Tremeirchion                        | 46          | 29          |
| Llanarmon-yn-Ial/Llandegla          | 37          | 39          |
| St. Asaph East                      | 48          | 45          |
| Corwen                              | 65          | 73          |
| St. Asaph West                      | 83          | 49          |
| Dyserth                             | 76          | 55          |
| Prestatyn Meliden                   | 91          | 72          |
| Prestatyn South West                | 104         | 91          |
| Bodelwyddan                         | 104         | 97          |
| Rhuddlan                            | 123         | 93          |
| Denbigh Lower                       | 107         | 115         |
| Rhyl South                          | 134         | 110         |
| Prestatyn Central                   | 149         | 152         |
| Denbigh Central                     | 162         | 186         |
| Prestatyn North                     | 177         | 173         |
| Denbigh Upper/Henllan               | 196         | 193         |
| Ruthin                              | 226         | 180         |
| Prestatyn East                      | 227         | 204         |
| Llangollen                          | 249         | 214         |
| Rhyl East                           | 239         | 224         |
| Rhyl South East                     | 258         | 283         |
| Rhyl South West                     | 424         | 308         |
| Rhyl West                           | 1537        | 1338        |
| <b>Grand Total</b>                  | <b>4987</b> | <b>4468</b> |

| KEY |                 |
|-----|-----------------|
|     | Increase in ASB |
|     | Decrease in ASB |

## Licensing Conditions

Under Section 65 of the Housing Act 2004 Part 2, in order for a HMO to be considered suitable for multiple occupation it must meet minimum prescribed standards.

Section 65 (2) of the Housing Act 2004 gives the local housing authority power to set higher local standards over and above what are the prescribed standards set by legislation.

Where an application in respect of a HMO is made to the local authority, the authority need to be satisfied that the following matters are satisfactory in order to grant a license:

- House is reasonably suitable for occupation by the maximum number of households or persons if it meets prescribed standards.
- That the authority must have regards to any offences as defined in the Act when considering if the proposed license holder and/or manager is fit and proper.
- Proposed management arrangement for the house are otherwise satisfactory

These standard licensing conditions were adopted for the mandatory licensing scheme following approval by Cabinet on the 26<sup>th</sup> September 2006 then the same standard were adopted for the additional licensing scheme approved by Cabinet in September 2009.

It was deemed necessary to review and update these standards which had been in existence in their current form for nearly eight years, outlined below is a summary of the changes made to the current conditions and the proposed new standards to be adopted for the proposed additional scheme and our current mandatory scheme.

### Summary of Changes to Licensing Conditions

The Adopted Minimum Licensing Standards for HMOs and the Additional/Mandatory Licensing Conditions combined in order to simplify our requirements and ensure consistency.

These Conditions have been aligned with other Corporate Policies, e.g. SPG 1 to take into account the space standards within the dwelling.

These Conditions now reflect more clearly the requirements detailed in the Housing Health and Safety Rating Scheme (HHSRS) Operating Guidance, e.g. the layout and design of kitchens and bathrooms, and the provision of space heating.

Further clarification have been provided in the new proposal Conditions on points which have been raised by current Licensee's, e.g the requirements for space heating and in relation to carry out works to rectify recommendations by

the electrical inspections report, e.g. C1 - 'Danger Present' and C2 - 'Potentially Dangerous'.

We have reviewed other local authorities Licensing Conditions and have tried to reflect best practice by bench marking against these local authorities, e.g. the requirement to maintain a logbook of relevant documentation associated with the HMO

We have perused the HMO Standards from the following local authorities namely:- Plymouth City Council, Harrow Council, Brighton and Hove City Council, City and County of Swansea, Ynys Mon County Council, Manchester City Council, South Kirklees and County Durham Council.

## **PROPOSED ADOPTED MINIMUM LICENSING STANDARDS FOR HOUSES IN MULTIPLE OCCUPATION**

In accordance with Section 65, Part 2 of the Housing Act 2004, these are the Authority's Standards for deciding the suitability for occupation of a House in Multiple Occupation (HMO).

The licence holder/manager is required to comply with these Standards together with the Housing Health and Safety Rating System (HHSRS) Operating Guidance and the Management of Houses in Multiple Occupation (Wales) Regulations 2006 and The Licensing and Management of Houses in Multiple Occupation (Additional Provisions) (Wales) Regulations 2007.

Certain HMOs will require planning consent depending on the number of residents and the nature of the works carried out to convert the property. You are therefore advised to contact the Authority's Planning Department prior to carrying out any improvement works to meet these Standards.

If the property is deemed unsuitable for the number of occupiers occupying the property at the time of the licence application, the Authority may require work to be carried out to comply with the Standards and/or impose restrictions or prohibition on the use or occupation of particular parts of the HMO.

In all cases, properties will be required to meet minimum levels of safety and repair and comply with Building Regulations.

If you are in any doubt about any of these Standards, please contact the Public Protection (Environmental Health) Department of the Authority for clarification.

**SPACE STANDARDS**

These Standards detail three types of premises, namely bedsit rooms, self-contained flats and shared accommodation.

Reductions to the specified standard may be treated as meeting the standard where the Authority considers the room adequately meets the occupier's needs, that the reduction in size is not more than 5% of the full floor standard.

The location/absence of internal obstructions such as chimney breasts will be a key factor in deciding whether a room of lower floor area is acceptable.

All standards for floor space apply whatever the age of the occupants. The obligate sharing of rooms by persons of the opposite sex over the age of 10 and who do not live as partners shall not be permitted

Room sizes must comply with the following standards:-

**Bedsit Rooms and Self- Contained Flats**

One room unit of accommodation with cooking, living and sleeping facilities:

|                         |                    |
|-------------------------|--------------------|
| One room for one person | 14m <sup>2</sup>   |
| One room for 2 persons  | 20.5m <sup>2</sup> |

**Two or more room units with cooking, living and sleeping facilities**

|                                                            |                    |
|------------------------------------------------------------|--------------------|
| Each single bedroom                                        | 6.5m <sup>2</sup>  |
| Each double bedroom                                        | 11m <sup>2</sup>   |
| Each living room, single person units                      | 9m <sup>2</sup>    |
| Each living room, two person units                         | 12m <sup>2</sup>   |
| Each living/kitchen, or living/bedroom, single person unit | 11.5m <sup>2</sup> |
| Each living/kitchen, or living/bedroom, two person unit    | 14m <sup>2</sup>   |



| <b>Shared Accommodation</b>            | <b>Number of Persons</b> | <b>Size</b>           |
|----------------------------------------|--------------------------|-----------------------|
| Bedroom (without separate living room) | 1                        | To be decided by Team |
| Bedroom (without separate living room) | 2                        | To be decided by Team |
| Bedroom (with separate living room)    | 1                        | To be decided by Team |
| Bedroom (with separate living room)    | 2                        | To be decided by Team |

|                               |     |                       |
|-------------------------------|-----|-----------------------|
| Living rooms and dining rooms | 1-3 | To be decided by Team |
|                               | 4-6 | To be decided by Team |

|          |     |                       |
|----------|-----|-----------------------|
| Kitchens | 1-3 | To be decided by Team |
|          | 4   | To be decided by Team |
|          | 5   | To be decided by Team |
|          | 6   | To be decided by Team |

|                               |     |                       |
|-------------------------------|-----|-----------------------|
| Kitchen (without living room) | 4-6 | To be decided by Team |
|-------------------------------|-----|-----------------------|

Do we need to include minimum gross internal floor areas in accordance with Denbighshire's SPG 1?

| <b>Property Size</b> | <b>Minimum Gross Internal Area (GIA) in Square Metres to the nearest Metre</b> |
|----------------------|--------------------------------------------------------------------------------|
| 1 bed                | 50                                                                             |
| 2 bed                | 65                                                                             |
| 3 bed                | 80                                                                             |
| 4 bed and more       | 100                                                                            |

### **Bathrooms and Separate Water Closet (WC) Compartment Standards**

All bathrooms and separate WC compartments should be of an adequate size and layout. There must be sufficient functional space for the occupier to use the facilities provided.

**NATURAL LIGHTING**

All habitable rooms shall have an adequate level of natural lighting provided via a clear glazed window or windows and/or doors. The glazed area is to be equivalent to at least 1/10th of the floor area and to extend normally to a point 1.75m above floor level.

Basement rooms used as habitable rooms, kitchens, bathrooms and WC compartments should comply with above. Where this is not practicable, adequate artificial lighting shall be provided in accordance with Section 3.0 – Artificial Lighting.

All glazing to windows in bathrooms and WC compartments shall be of obscured glass.

All staircases, landings and passages shall be provided with an area of clear glazing in a window. Where this is not practicable, adequate artificial lighting shall be provided in accordance with Section 3.0 – Artificial Lighting.

**ARTIFICIAL LIGHTING**

All rooms and circulation areas within the property shall be adequately lighted by electricity.

Time switches will only be allowed to common landings, passages and staircases and should stay on for an adequate time to allow a person to climb the stairs, etc., and enter a room. There should be sufficient switches to operate the artificial lighting on each landing corridor or passage and each switch should allow adequate lengths of corridors, passages and stairways to be illuminated at the same time.

All lighting to the common parts must be provided, maintained and paid for by the landlord (or their agent). The supply shall be via a quarterly meter and not a card meter.

**VENTILATION**

All habitable rooms, kitchens, bathrooms and WC compartments require suitable and adequate floor to ceiling height to allow proper circulation of air and shall have a minimum floor to ceiling height of 2.14m, except in the case of existing underground and attic rooms, which shall have a minimum height of 2.14m over an area of the floor equal to not less than three-quarters of the area of the room, measured on a plane 1.5m above the floor.

All habitable rooms shall be ventilated directly to the external air by a window which has an openable area not less than 1/20th of the floor area of the room. Neither an openable door giving access directly to the external air, nor a louvered opening in such a door will be acceptable for the purpose of this requirement.

All kitchens, bathrooms and WC compartments shall comply with above,

but where this is not practicable, suitably sited mechanical ventilation providing a minimum of three air changes per hour shall be provided. Such an installation shall be fitted with an overrun device for a minimum of 15 minutes and be operated from the lighting circuit of the room. For kitchens, mechanical ventilation providing one air change per hour will be deemed sufficient.

Basement rooms used as habitable rooms should be provided with natural ventilation direct to the external air. In addition, there should generally be an unobstructed space immediately outside the window opening which extends the entire width of the window or more and has a depth of not less than 0.6m measured from the external wall or not less than 0.3m in the case of a bay window with side lights.

Suitable and sufficient permanent means of ventilation shall be provided and maintained in any room in which there is a gas heating appliance.

A suitable permanent means of ventilation in the form of a flue, airbrick, hit and miss ventilator or louvered window shall be provided in all kitchens, dining/kitchens, bathrooms, WC compartments and any other room containing either cooking and/or washing facilities

### **WATER SUPPLY**

Each separate occupancy shall be provided with an adequate supply of hot and cold running water suitable for drinking and food preparation purposes.

The cold water supply to wash hand basins should normally be supplied from the rising main, or by such other means as are acceptable to the Water Authority.

The hot water supply must be of sufficient capacity, temperature and flow for any wash hand basin, bath or shower and be available at all times.

Hot water may be provided by any of the following methods:-

- a. Piped from storage and boiler, e.g. condensing boiler
- b. Immersion heater
- c. Fixed gas appliance, e.g. multipoint or combination boiler
- d. Instantaneous heaters (only to wash hand basins and electric showers) having a minimum rating of 6KW and 9KW respectively.

The cold and hot water supplies are to be sited over a sink or wash-hand basin.

A turn off valve should be provided in the rising main for each letting.

The water pressure to all fittings shall comply with the minimum requirements laid down by the relevant Water Authority at all times.

All water supplies shall, where necessary, be protected from frost damage.

**PERSONAL WASHING FACILITIES**

Each occupancy shall be provided with its own bath or shower in a separate room. Where this is not practicable, a readily accessible bath, of minimum dimensions 1700mm x 760mm, in a bathroom, or a shower of minimum dimensions 800mm x 800mm, in a suitable shower room with adequate drying and changing space shall be provided not more than one floor in distance from any user in the following ratios -

|                |                                                                                                                                                    |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 - 4 persons  | At least 1 bathroom and 1 WC (the bathroom and WC may be combined). A wash hand basin is required in the bathroom and in separate WC if provided). |
| 5 persons      | 1 bathroom AND 1 separate WC with WHB (but the WC and wash hand basin can be contained within a second bathroom).                                  |
| 6 – 10 persons | 2 bathrooms AND 2 separate WCs with wash hand basins (but one of the WCs can be contained within one of the bathrooms).                            |
| 11-15 persons  | 3 bathrooms AND 3 separate WCs with wash hand basins (but two of the WCs can be contained within 2 of the bathrooms).                              |

A two course tiled splash back to the bath and wash hand basin are to be provided. All joints should have an adequate waterproof seal. Any shower cubicles provided should have fully tiled walls or be complete self-standing cubicles.

Baths and showers shall not be provided in kitchens and external WCs shall not be considered.

All bathrooms, shower rooms and separate WC compartments must be suitably and adequately heated and ventilated.

The walls and floor of any bathroom, shower room or separate WC compartments should be reasonably smooth, non-absorbent and capable of being easily cleaned.

A privacy lock must be provided to all bathrooms, shower rooms and separate WC compartments.

**DRAINAGE**

The HMO shall be provided with an effective system, both above and below ground for the drainage of foul, waste and surface water.

**FACILITIES FOR STORAGE, PREPARATION AND COOKING OF FOOD  
AND FOR THE DISPOSAL OF WATER**

Preferably each household shall have a kitchen for its own exclusive use. Where this is not practicable, a shared kitchen may be provided.

The design and layout of the shared kitchen and of the facilities provided must permit the safe storage and preparation of food and hot drinks and make it relatively easy to maintain clean and hygienic conditions.

Whether for the occupier's exclusive use or if it is shared, the kitchen must be equipped with the following, which must be fit for purpose and supplied in a sufficient quantity for the number of those sharing the facilities:-

| <b>Facility</b>                                                                     | <b>Standard Required</b>                                                                                                                                                                                                                                                                                                               | <b>Up to and including 5 Persons</b> | <b>6 – 10 Persons</b>                             |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|---------------------------------------------------|
| Worktop or table for the preparation of food                                        | Worktop or table should be securely fixed, of an impervious material and capable of being readily cleansed and maintained in a hygienic condition.                                                                                                                                                                                     | 1000mm (length) x 500mm (depth)      | Additional 500mm length per user                  |
| A sink with an adequate supply of cold and constant hot water supplied to each sink | A metal or ceramic sink which is fixed on a stable base, impervious and of minimum dimension 500mm x 600mm with a drainer.<br><br>The sink should be provided with an adequate and wholesome (potable) supply of cold water and an adequate supply of constant hot water which is connected to the drainage system via a suitable trap | One sink unit with draining board    | Two sink units (or double bowl sink with drainer) |
| Installation or equipment for the cooking of food                                   | Single person use – two rings or hot plates together with either a grill or oven<br><br>Multiple users – a cooker with three or four rings or hot plates together with grill and a full sized oven                                                                                                                                     | One full size cooker                 | Two full size cookers                             |

|                                                                                                                                                                                                                                |                                                                                                                                         |                                                  |                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|-----------------------------------------------------------------------|
| Cupboards for the storage of food or kitchen and cooking utensils                                                                                                                                                              | Single cupboard (wall or floor mounted) of minimum capacity 0.16m <sup>3</sup> . This excludes the space in a base unit below the sink) |                                                  | Capacity to be increased proportionately for each additional occupant |
| Refrigerator with an adequate freezer compartment (or, where the freezer compartment is not adequate, provide a suitable separate freezer) The cold water supply to wash hand basins must be potable (drinking water quality). | A refrigerator with a minimum capacity of 0.15m <sup>3</sup>                                                                            | One standard sized combined refrigerator/freezer | Two standard sized combined refrigerator/freezer                      |

Kitchen floors must be water resistant, impervious and easily cleansable. Kitchen walls adjacent to cookers, sinks and food preparation areas should be provided with impervious splash backs, and all joints shall be adequately sealed.

### **SPACE HEATING**

Each unit of living accommodation in a HMO must be equipped with an adequate means of space heating. Heating must be safely and properly installed and maintained, and be provided with controls to allow the occupants to regulate the temperature.

The heating should be appropriate to the design, layout and construction, such that the whole of the dwelling can be adequately and efficiently heated.

Heating should be provided in every habitable room and bathroom. All appliances should be of a sufficient output so as to adequately heat the rooms they serve. The recommended room temperatures are 19 degrees centigrade generally, in all habitable rooms and bathrooms, regardless of the weather conditions.

The heating may be by means of:-

- (a) Central heating; OR
- (b) Gas heaters which are connected to a suitable flue and terminal outlet; OR
- (c) Oil heaters which are connected to a suitable flue and terminal outlet, OR
- (d) Electrical heaters which must be a fixed installation, OR
- (e) Solid fuel in the form of an authorized smokeless fuel or alternatively solid fuel burnt in a smokeless appliance.

If solid fuel is used, proper fuel storage facilities shall be provided outside the building in a readily accessible position for each unit of accommodation.

All heating appliances shall be fixed and positioned so as to direct heat towards the centre of the room.

The use of portable paraffin or oil filled heaters and liquefied petroleum gas heaters (LPG Bottled Gas heaters) shall not be acceptable under any circumstances, whether provided by the landlord or tenant.

### **ELECTRICITY SUPPLY**

Electrical socket outlets shall be provided as follows:-

#### **Kitchen / kitchen areas**

A minimum two, two gang power sockets or four one gang sockets are to be provided and located above the work top for the use of portable appliances (in addition to those serving large kitchen appliances such as fridge, washing machine etc).

Electric cookers shall be provided with a dedicated cooker point outlet suitable for the rating of the cooker and which is positioned immediately adjacent to the work top, or a suitable gas point.

#### **Living room**

Two, two gang sockets or four one gang sockets.

#### **Bedroom**

One two gang socket or two one gang sockets

#### **Bedroom / living room area**

Where the living and bedroom areas are combined, three two gang sockets or six one gang sockets shall be provided.

In addition to the above, all habitable rooms which are provided with a fixed electrical heating appliance shall be provided with a dedicated socket outlet with a suitable fuse rating.

All electrical sockets shall be located in positions which permit their safe, convenient and proper use at all times, having regard to likely room layout. They shall not be positioned where vulnerable to damage, likely to be obstructed or where the resulting appliance cables are likely to pose a safety hazard.

**Earth Bonding (kitchens / kitchen areas / bathrooms)**

Where there is an increased risk of electric shock due to likely contact between substantial areas of the body and earth potential, these locations should be earth bonded in accordance with the current I.E.E. Regulations.

**STORAGE & DISPOSAL OF REFUSE**

The Authority requires that refuse is not allowed to accumulate in either individual rooms or common parts of the HMO.

Suitable refuse and recycling containers must be provided which are on a scale adequate to the requirements of the occupiers. This could be a storage cage, rented wheeled bin, or other container of a type acceptable by the Local Authority.

All containers should be situated on an external hard standing area with suitable and convenient access by occupants for cleansing of the area and removal of containers.

If there is no adequate space to store refuse within the boundaries of the house from week to week and no way of providing extra space, the licence holder/manager shall be required to make arrangements for additional collections.

The occupants must be informed in writing at the beginning of their tenancy on which days refuse and recycling collections take place. This information should also be permanently displayed in a prominent position within the HMO.

**MEANS OF ESCAPE IN EVENT OF A FIRE/FIRE SAFETY STANDARDS**

The property must be provided with an adequate means of escape from fire, together with adequate automatic fire detection and other fire precaution measures in accordance with the HHSRS Operating Guidance and the Local Government Regulation publication: Local Authorities Coordinators of Regulatory Services (LACORS) Housing - Fire Safety Guide.

The licence holder/manager must ensure that a fire risk assessment is carried out. This is a legal requirement, enforced by the Fire Authority, under the Regulatory Reform (Fire Safety) Order 2005.

**Testing of Fire Alarms and Emergency Lighting**

The licence holder/manager must provide a logbook of the testing of the fire alarm and emergency lighting for inspection by the Authority. The logbook will need to demonstrate that correct maintenance of the systems have been carried out which will include annual tests and periodic checks, in accordance with British Standard 5839 Part 6 and 1.



**ENERGY EFFICIENCY**

The fabric of the building must be of such design and construction as to prevent excessive heat loss and the occurrence of serious condensation problems.

The property should be adequately insulated, taking into account current recommendations for energy efficiency.

Adequate structural thermal insulation should be provided to the HMO. This would include a minimum 270mm of mineral wool insulation material in any loft or accessible eaves area, or equivalent insulation value if alternative material is used, for example, ridged insulation board.

The licence holder/manager must provide a copy of the most recent Energy Performance Certificate for the HMO, including the recommendation report with suggestions on how to reduce energy use and carbon dioxide emissions.

**ANTI-SOCIAL BEHAVIOUR**

The licence holder/manager has a duty to take reasonable steps to ensure that the occupiers and their visitors are not causing anti-social behaviour within the boundaries of the HMO.

Anti-social behaviour covers a wide range of problems and includes any behaviour that is capable of causing nuisance or annoyance to an individual(s) or the wider community. This type of behaviour can include:

- Harassment and intimidating behaviour
- Hate crime, for example racist or homophobic abuse
- Behaviour which creates alarm and fear
- Noisy neighbours and loud parties
- Problems associated with people supplying, dealing or using drugs
- People acting in a manner which is likely to cause distress or nuisance to others
- People being drunk and disorderly
- Vandalism, graffiti and other deliberate damage to property
- Rubbish or litter left lying around, abandoned cars etc

**GAS SAFETY**

If gas is supplied to the property, the licence holder/manager must provide the Authority with a copy of the current gas safety certificate(s) for the common parts and all rented parts of the property. The certificate(s) should state that the full gas installation covering the supply pipes, flues and gas appliances are safe for operation.

The annual inspection should be carried out by a Gas Safe registered engineer.

The licence holder/manager will ensure that a gas safety certificate of not more than twelve months old is produced to the Authority within seven days of a request being made.

The gas safety certificate(s) must be retained for at least two years following its issue.

Carbon Monoxide (CO) sensor alarms shall be installed in accordance with manufacturers instructions and located in all rooms containing gas, oil and solid fuel appliances.

### **ELECTRICAL SAFETY**

All electrical appliances made available by the licence holder/manager must be in a safe condition.

The licence holder/manager must provide the Authority with a copy of a periodic inspection report based on Appendix 6 of British Standard 7671 which is used when carrying out routine periodic inspection and testing of existing electrical installations. The report must cover the entire installation.

The inspection must be carried out and certified by a qualified electrical engineer, which can include the Electrical Contractors Association (ECA), the National Inspection Council for Electrical Installation and Contracting (NICEIC), National Association of Professional Inspectors & Testers (NAPIT) or the Institute of Electrical Engineers (MIEE) to show that the installation is safe and satisfactory and has been commissioned within the last five years or as recommended by the engineer.

As a minimum requirement, the licence holder/manager must carry out all work required to rectify recommendations by the inspection report classified as C1 – ‘Danger Present’ and C2 – ‘Potentially Dangerous’.

### **FURNISHINGS**

All upholstered furniture, whether new or secondhand, supplied by the landlord to tenants as part of their tenancy agreement for agreements must comply with the safety requirements of the Furniture and Furnishings (Fire)(Safety) Regulations 1988 (as amended) there are some exemptions.

Responsibility to comply with the Regulations rests with the licence holder/manager.

A fact sheet on your responsibility can be obtained from the Housing Enforcement Section Public Protection (Environmental Health) Department of the Authority. or the Trading Standards Section.

**PROPERTY SECURITY**

In order to assist crime prevention, the following security measures should be provided to the HMO:-

- A door entry system which could include any of the following:

Anti vandal analogue audio and/or video system

Anti vandal digital audio and/or video system

The entrance door of the premises should be fitted with a surface or flush mounted nightlatch lock release mechanism (e.g. Yale lock), or for a higher standard an electro magnetic lock.

The manager shall ensure that the system and locks are maintained in good repair and working order at all times.

Alternative proposals regarding door entry systems may be considered in certain circumstances.

- Glass situated close to the entrance door locking mechanism to be Georgian wired, toughened or laminated glass.
- External doors and frames are secure and fitted with a secure locking system
- Ground floor windows and other accessible windows are to be fitted with security locks.
- All entrances to the property should be well lit, especially ground floor/basement rooms and external staircases.

**MAINTENANCE REQUIREMENTS**

The licence holder/manager must ensure that the HMO is free from serious disrepair and be in a reasonable state of repair having a regard to its age, character and the locality in which it is situated.

**LOGBOOK**

A logbook should be kept and maintained for the property by the licence holder/manager and should contain up to date copies of the following:-

Copy of HMO Standards;

Gas safety certificate(s);

Fire alarm inspection/emergency lighting certificate(s);

Fire Risk Assessment;

Fire alarm and emergency lighting logbook;

Electrical system periodic inspection certificates;

Documentation relating to the safety of electrical appliances provided by the licence holder (including PAT testing);

Energy Performance Certificates;

Anti-social behaviour procedures for the premises;

The logbook should be made available to the Local Authority within seven days of such a request being made.

### **DISPLAY OF LICENCE AND RELEVANT INFORMATION**

A copy of the licence shall be clearly displayed in a prominent position in the communal hallway of the property.

A notice containing the name and address of the licence holder and/or manager which includes an emergency contact number must also be displayed in the communal hallway of the property. Ensure that any necessary amendments are made to this notice.

The above should be ideally protected with a perspex cover or similar material.

### **TRAINING REQUIREMENTS**

The licence holder/manager must be accredited through the Landlord Accreditation Wales or an equivalent recognised Accreditation Scheme and complete further training to comply with those schemes continuous development. Attendance at Landlord Forums can also contribute towards continued developments

### **GENERAL**

The number of persons and households residing at the property shall not exceed the maximum number stated on the licence.

The use and level of occupancy of each room shall not be changed without the approval of the Authority.

Any material change of circumstances in respect of the licence holder, manager or anyone else involved with the property or its management must be notified to the Authority within seven days of such a change occurring.

### **FURTHER INFORMATION**

If you require any further information or wish to view this document in another language or format, please contact:-

**Public Protection (Environmental Health)**  
**Denbighshire County Council**  
**Russell House**  
**Churton Road**  
**Rhyl**  
**Denbighshire**  
**LL18 3DP**  
**Telephone: 01824 706389**  
**E-mail: [housing.enforcement@denbighshire.gov.uk](mailto:housing.enforcement@denbighshire.gov.uk)**  
**Website: [www.denbighshire.gov.uk](http://www.denbighshire.gov.uk)**

Mae tudalen hwn yn fwriadol wag

**Review of Licence Fees**

The Act allows the Council to fix fees for licensing HMO properties, which covers all costs associated with carrying out their functions in relation to HMO Licensing, which includes recovering costs incurred in enforcing the Conditions and Standards

Fees must be transparent, accountable and reflect the actual cost of licensing. It is proposed that the existing licensing fees for Mandatory Licensing and the current Additional Licensing to ensure consistency and a level playing field for those affected by the scheme, with some additional incentives and discounts outlined below.

Many local authorities have adopted differing fee levels to provide a financial incentive to reward good practice and deter poor management.

Table of Licensing Fees Charged and Incentives Offered by a Sample of Local Authorities

| <b>Name of Local Authority</b>  | <b>Fees Charged/Conditions Imposed</b>                                                                                                                                                                                                                                 | <b>Any Incentives/discounts Offered</b>                                                                                                                                               |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bristol City Council            | Full cost for application paid upfront if no application is made (unlicensed property) - £1450<br>Upfront fee payable for a new application - £950                                                                                                                     | Discount for correct fee and form received -£100<br>Discount when landlord complies with requirement to improve property to the required licence conditions and legal standards -£250 |
| Harrow Council                  | £1200 to licence a HMO.<br>£850 renewal (to cover the administration and inspection costs of the licensing procedure)                                                                                                                                                  |                                                                                                                                                                                       |
| Wrexham County Borough Council  | £800 to licence a HMO. No other information available on their website                                                                                                                                                                                                 |                                                                                                                                                                                       |
| Southend on Sea Borough Council | Mandatory licence fees are £750 per licence for up to 6 lettings, £50 per let thereafter.<br>Licence terms are 2 years in the first instance/ 5 years for renewal                                                                                                      | There are no incentives/discounts offered for landlords                                                                                                                               |
| Cardiff Council                 | Mandatory Licence<br>Grant of Licence - £770.00 Duration 5 years.<br>Renewal of Licence - £275.00. Duration 5 years.<br><br>Additional Licence<br>Grant of Licence - £660.00. Duration 5 years.<br>Grant of Licence to accredited landlords £560.00. Duration 5 years. | There is a discount to renew when accredited                                                                                                                                          |
| Cambridge City Council          | Fee for initial application - £620<br>Renewal fee - £310                                                                                                                                                                                                               | A 50% discount will apply to properties accredited with their accreditation                                                                                                           |

## APPENDIX 3

|                                        |                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                        |                                                                                                                                                                                                                                                                                                                                                                                                | scheme, for the initial application only                                                                                                                                                                                                                                       |
| Conwy County Borough Council           | £595 for up to 8 lettings, £20 per let thereafter.<br>Condition of licence is to attend LAW training within 1 year of receiving licence                                                                                                                                                                                                                                                        | There are no incentives/discounts offered for landlords                                                                                                                                                                                                                        |
| Stafford Borough Council               | Standard fee for 1 <sup>st</sup> application for properties with up to 8 bedrooms/bedsits - £575.00. £6 fee for each additional bedroom/bedsit thereafter<br>Renewal/subsequent applications where there are no changes - £510.00<br>Return of incomplete application - £40.00<br>Late application fee dependent on additional work required - £78.00<br>Assistance with floor plans - £120.00 | There are no incentives/discounts offered for landlords                                                                                                                                                                                                                        |
| East Northamptonshire District Council | £471.50 for new applications and £307.50 for renewal.                                                                                                                                                                                                                                                                                                                                          | There are no incentives/discounts offered for landlords                                                                                                                                                                                                                        |
| Gateshead Council                      | £830 for new licence, plus £13 for each bedroom over 5 in no.<br>£460 for licence renewal, plus £13 for each bedroom over 5 in no.                                                                                                                                                                                                                                                             | The following discounts apply:-<br>£75 for Membership of Gateshead Private landlords Association of nationally recognised landlord scheme.<br>£150 for accredited property (ones which have been inspected/accredited/received safety certificates for on an annual basis etc) |
| Swansea Council                        | Swansea charge on a sliding scale depending on number of occupiers. Licence fee is £550 for up to four occupiers (we have an additional licensing scheme) and go up by £50 per person to a max of £850 for 10 or more occupiers.                                                                                                                                                               | The only discount provided is for applicants who are existing members of Landlord Accreditation Wales - £75 per property.                                                                                                                                                      |
| Plymouth City Council                  | Initial licence fee is £800                                                                                                                                                                                                                                                                                                                                                                    | Where a full application is received within six weeks of becoming licensable. None of the further discounts apply - £540 or the licence holder has passed the Landlord Proficiency Test - £510                                                                                 |



## APPENDIX 3

|                           |                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                           |                                                                                                                                                                                                                                                                                                                                                                                                                      | <p>A licence fee of £480/£410 for renewal if the licence holder is accredited through:-</p> <ul style="list-style-type: none"> <li>*The National Landlords Association</li> <li>*Private Rented Sector Accreditation Scheme</li> <li>*Landlord Accreditation South West</li> <li>*The London Landlord Accreditation Scheme</li> <li>*Any other Scheme approved by Plymouth City Council</li> </ul> |
| Ceredigion County Council | <p>Additional HMO licensing fee is £200 per habitable room (for those not subject to mandatory fee)</p> <p>Renewal of Licence (subject to renewal criteria being met) - £180 per habitable room</p> <p>Administration charge for the amendment of HMO licence details, where there has been a change in ownership of an HMO licensed property. (One-off charge for the remaining duration of the licence) - £200</p> | <p>50% discount for larger HMOs providing for the accommodation needs of the University (but not directly owned or managed by them), provided they are registered and fully up to the ANUK code of practice for student accommodation</p>                                                                                                                                                          |
| Gwynedd Council           | <p>Additional HMO licensing fee is £90 per unit of accommodation.</p>                                                                                                                                                                                                                                                                                                                                                | <p>There are no incentives/discounts offered for landlords</p>                                                                                                                                                                                                                                                                                                                                     |

The fee charged for renewal is generally lower, representing the anticipated lower resource implications required for a second application.

### **Recommendations:-**

A standard fee should be charged to those who delay in complying with their licensing obligations, and an 'early bird' discounted fee should apply to those who apply promptly. Prompt applicants, i.e. applicants are likely to manage their HMOs to a higher standard, resulting in a lesser demand on the Authority's resources.

A discount should also be offered where the licence holder is accredited through the National Landlord Accreditation Scheme/other approved Scheme

## HMO Licensing Fee Structure

### Fee Structure 1

The basic fee to be £880 based on 5 **habitable rooms** which is a **bedsit, separate living room or bedroom**.

For properties with between 6 and 10 habitable rooms there is additional charge of £30 for each habitable room. Properties with 11 or more habitable rooms the charge will be £40 per habitable room over and above 11 habitable rooms.

In summary the fees for HMO licensing are as follows:

| Habitable rooms (bedsit, living room or bedroom) | Total fee of license for 5 years | Discounted Fee if floor plans are provided * |
|--------------------------------------------------|----------------------------------|----------------------------------------------|
| 5 or less                                        | £880                             | £820                                         |
| 6                                                | £910                             | £850                                         |
| 7                                                | £940                             | £880                                         |
| 8                                                | £970                             | £910                                         |
| 9                                                | £1,000                           | £940                                         |
| 10                                               | £1,030                           | £970                                         |
| 11                                               | £1,070                           | £1,010                                       |
| 12                                               | £1,110                           | £1,050                                       |
| 13                                               | £1,150                           | £1,090                                       |
| 14                                               | £1,190                           | £1,130                                       |
| 15                                               | £1,230                           | £1,170                                       |
| 16                                               | £1,270                           | £1,210                                       |
| 17                                               | £1,310                           | £1,250                                       |
| 18                                               | £1,350                           | £1,290                                       |
| 19                                               | £1,390                           | £1,330                                       |
| 20                                               | £1,430                           | £1,370                                       |

### **Example:**

A property consisting of 5 habitable rooms with a fee of £880 for five years will cost:

- £176 per habitable room for 5 years
- £35.20 per habitable room a year
- 68 pence a week for each habitable room

\* If the application form is provided with an appropriate floor plan (as detailed in the application form) a discount of £60 will be given on the cost of application.

### Fee Structure 2

Licenses are non transferable to another person or property and fees are not refundable. If the property were sold on as a HMO, the new landlord would need to

apply for a new license, the fee structure remain unchanged given such circumstances.

### **Additional Charges Over and Above Licence Application Fee**

#### **Fee Structure 3 - Assistance**

If assistance is required in completing the application form an additional charge of £100 will be made and a further £60 per additional property owned by the landlord.

#### **Fee Structure 6 - Enforcement Activities**

Enforcement action is based on application forms being completed and no further action being required. But some time has been added for the occasions when enforcement action is required, such as, Incomplete Applications, Minded to Refuse Licence and Consider & Respond To Representations.

In addition to the fee outlined above additional charges will be payable for Enforcement Activities carried out at the time of the activity:

- Appeals to Residential Property Tribunal (RPT)
- Variations To Licence
- Revocation of Licence
- Interim Management Orders
- Final Management Orders
- Rent Repayment Orders
- HMO Declarations
- Prosecutions

These will be charged at £50 per hour of work. As some of the functions listed above will depend on the complexity of the case it is difficult to judge the total cost per function.

Mae tudalen hwn yn fwriadol wag



**Denbighshire County Council,  
Planning and Public Protection Service supported by  
Public Health Wales**

1. Retrospective Rapid Health Impact Assessment - Additional Landlord Licensing Scheme for Houses in Multiple Occupation (HMO's) 2009 within Rhyl
2. Prospective Rapid Health Impact Assessment - proposals to re-designate the 2009 Additional Landlord Licensing Scheme for HMO's

**20<sup>th</sup> August 2014**

## Introduction

Health Impact Assessment (HIA) is a process which supports organisations to assess the potential consequences of their decisions on people's health and well-being. The Welsh Government (WG) is committed to developing its use as a key part of its strategy to improve health and reduce inequalities although HIA is currently not Statutory.

Health impact assessment provides a systematic yet flexible and practical framework that can be used to consider the wider effects of local and national policies or initiatives and how they, in turn, may affect people's health. It works best when it involves people and organisations who can contribute different kinds of relevant knowledge and insight. The information is then used to build in measures to maximise opportunities for health and to minimise any risks and it can also identify any 'gaps' that can then be filled. HIA can also provide a way of addressing the inequalities in health that continue to persist in Wales by identifying any groups within the population who may be particularly affected by a policy or plan.

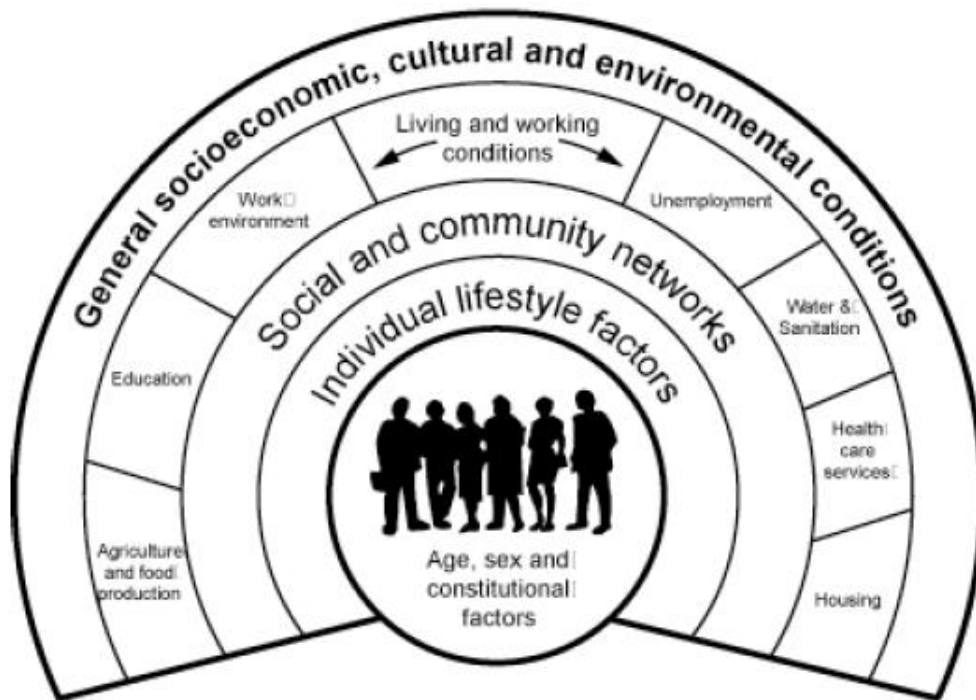
The Wales Health Impact Assessment Support Unit (WHIASU) was established in 2001 to support the development of HIA in Wales and is funded by Welsh Government via the Policy, Research and Development Division (PRD) of Public Health Wales (PHW). Its remit is to support, train, facilitate and build capacity in HIA and raise awareness of how the process can support and contribute to improving health and wellbeing. A particular focus of WHIASU in recent years has been the use of HIA within traditionally 'non-health' sectors such as mining, regeneration and housing, waste, land-use and transport planning as a method of encouraging a consideration of 'Health in All Policies' (HiAP).

## Health and wellbeing in the context of HIA

For the purposes of HIA the World Health Organisation's (WHO, 1984) definition of health is used:

*'Health is much more than not being ill. It is a resource for everyday living and allows people to fulfil their potential. Health is a state of physical, mental and social wellbeing- not just the absence of illness'.*

In addition when undertaking an HIA the term 'wider determinants of health' is used to frame the discussions. The diagram below illustrates what is meant by this:



(Dahlgren and Whitehead, 1991)

It is worth stressing that whilst it is important to recognise the importance of and access to the traditional 'Health Care Services' in terms of treating ill health many other 'non-health' services play a significant part in influencing the wider determinants illustrated above. Local Authorities play a significant part in relation to the wider determinants within such areas as housing, transport, education, employment and environmental protection.

### **Background**

The Housing Act 2004 changed and improved the way in which HMO's are regulated. The Act introduced a new duty for local authorities to operate a mandatory licensing scheme for certain types of HMO's which consist of three or more storeys, with five or more occupants and forming two or more households.

The key aim of the mandatory licensing scheme is to ensure that HMO's are properly managed by 'fit and proper' people; the premises are suitably equipped with adequate amenities and facilities and that fire safety arrangements are acceptable. The licence also specifies the maximum number of people who may live in the HMO and includes specific standard licence conditions. Therefore the focus of the licence is on **safety and quality** of the accommodation.

The Act also contains provision enabling local authorities to implement additional licensing for other categories of HMO's if local circumstances identify the need. On the 8<sup>th</sup> of September 2009 Denbighshire County Council's (DCC) cabinet approved the 'designation' of an 'Additional Licensing' scheme to enable smaller HMO's to be licensed. This additional licence applied to properties situated within the area of Rhyl where there was the highest concentration and were defined as follows:

- I. 3 or more storeys which is occupied by 3 or more persons who form 2 or more separate households, which at least 1 of the households is not fully self-contained (where there may be sharing of facilities)
  - a. Or
- II. 3 or more storeys, which is occupied by 3 or more persons who form 2 or more separate households, which are fully self-contained, but do not meet the 1991 Building Regulations and where less than two-thirds of the self-contained flats are owner occupied.

The current Additional licensing scheme is due to expire on the 31<sup>st</sup> of December 2014. Following extensive evidence gathering by DCC's Planning and Public Protection Service, it has been proposed to re-designate the Additional License Scheme. It is proposed that the geographic area remains Rhyl but the type of HMO property will be re-defined to the following:

- a) Any type of HMO as defined in Section 254 of the Housing Act 2004 which does not fall within the mandatory licensing scheme, occupied by three or more persons, forming two or more households.
- b) HMO properties which are defined within the scope of Section 257 of the Housing Act 2004: HMO's created by converting buildings into flats, but do not meet the 1991 Building Regulations and they have not been subsequently brought up to the relevant standards.

### **The Health Impact Assessment**

A rapid HIA was undertaken on Wednesday 20<sup>th</sup> August 2014 and followed the systematic process as laid out in the Welsh HIA guidance 'HIA: A Practical Guide' (WHIASU, 2012). Any findings from the HIA will be complementary to the evidence already gathered by the Planning and Public Protection Team in respect of the re-designation of the Additional Licensing Scheme. It was proposed that the HIA report would be submitted as part of the Planning and Public Protection Team's submission for approval of the re-designation by DCC's scrutiny committee and cabinet. The HIA was conducted in two parts:

1. A retrospective HIA of the existing Additional Licensing Scheme. This was undertaken to identify and assess any impacts (both positive and negative) that may have occurred in respect of the implementation of the additional HMO licensing scheme in 2009. Any findings could help to inform/refine the detail for the re-designation.
2. A prospective HIA of the re-designation scheme prior to further public consultation and approval by DCC Cabinet.

A group of DCC department representatives along with partner agencies were invited to attend the HIA. The framework used to undertake the HIA is shown within Appendices 1 and 2.

The first session (Part 1) assessed the existing additional licensing scheme and raised a number of points which have been recorded in the tables below.



The comments from the second (Part 2) session for the prospective HIA are also recorded below. Both tables are followed by a summary and recommendations agreed by all those participating in the session.

### Findings from HIA Appraisal

#### Part 1- Retrospective HIA on the 2009 Additional Licensing Scheme

##### Identification of vulnerable groups

Initially identified a broad group i.e. age related, income, groups experiencing discrimination and geographical.

However, it was expanded to other more specific groups:

- Income related/low income/benefit claimants
- Transient population
- Those with a history of substance - a reported high % within West Rhyl being Female alcohol/drug abuse
- Low income - attracted to low cost accom
- Families- vulnerable children due to substance abuse and other social issues
- Incoming families consideration of their circumstances for moving whether the intention was for positive or negative reasons
- Inexperienced Landlords
- Those on Probation
- Families of landlords
- ethnic/religious groups -evidence would suggest increasing numbers living in the area and traditionally difficult to engage, predominantly Muslim
- Multi disadvantaged night shelter users due to 5 consecutive night occupancy rule

### Appraisal

| <b>Lifestyles</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>+ve</b></p> <ul style="list-style-type: none"> <li>• minimum standards for kitchen included within licence, therefore potential opportunities to reduce reliance on take away outlets and potential to improve diet</li> <li>• Additional Licensing regulates overcrowding levels thereby reducing risk taking behaviour by tenants and potentially reducing sexual activity and sexual abuse of vulnerable groups</li> <li>• Licensed properties are generally well managed therefore could attract a better standard of tenant</li> </ul> | <p><b>-ve</b></p> <ul style="list-style-type: none"> <li>• Awareness that improved kitchen facilities may require additional skills enhancement to have the desired effect.</li> <li>• Affordability may become an issue though minimum standards would improve conditions. An adverse effect may be that they are not the most cost effective therefore the dilemma of 'heat or eat'. Although facilities would be provided to promote better lifestyle behaviours, these may cost too much for tenants to utilise</li> <li>• An increase in regulation could deter landlords from offering accommodation</li> </ul> |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | to some vulnerable groups                                                                                                                                                                                                                                                                                                                                                            |
| <b>Comments</b> <ul style="list-style-type: none"> <li>Consider affordability criteria prior to placement.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Social and Community Influences on Health</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>+ve</b> <ul style="list-style-type: none"> <li>Licence conditions include structural improvements i.e. entrance. This can lead to improved security and make it easier for resident to control who enters</li> <li>General improvements and quality can improve social fabric of accommodation</li> <li>Reduces Anti Social Behaviour (ASB) - documented through Police Pathway close monitoring of ASB</li> <li>potential to enhance relationships between owner/occupier and social tenants/vulnerable tenants due to physical improvements</li> <li>Landlords of licensed properties are given support on dealing with incidents of ASB and crime and procedures are in place as a condition of licensing (training is required as part of licensing conditions)</li> <li>Improvements increases tenants sense of pride in accommodation and they are therefore more likely to want to stay in accommodation. The landlords are happier that communal areas and properties are being kept better</li> <li>Current tenants in certain HMOs have created support/social networks and take pride in their environment.</li> </ul> | <b>-ve</b> <ul style="list-style-type: none"> <li>Reduction in sense of belonging when altering HMO /breaking them up</li> <li>Many single people may have a community within the HMO they live, their neighbours become their family and may fear that licensing may break up these communities.</li> </ul>                                                                         |
| <b>Comments</b> <ul style="list-style-type: none"> <li>Inclusion of all stakeholders within proposed consultation for the re-designation licence could overcome any negative fears generated by the implementation of the licence in relation to social and community influences.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Living/Environmental conditions effecting health and wellbeing</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>+ve</b> <ul style="list-style-type: none"> <li>Licence identifies HMOs and improves conditions ie some landlords has improved significant conditions but not increased rents.</li> <li>Licensed properties are inspected and hazards highlighted and improvements are made</li> <li>Licensing Scheme includes conditions regarding the minimum standards for provision of heating</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>-ve</b> <ul style="list-style-type: none"> <li>Affordable warmth dilemma - requirements to improve provision and have been made to improve heating. However, the tenant has not able to afford to use it</li> <li>Licensing cannot ask for central heating only minimum heating system i.e.electric heater and these are not the most cost effective measures. Tenants</li> </ul> |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Community safety i.e. all ground floor window locks</li> <li>• Landlords have to have procedures in place to manage ASB</li> <li>• Reduction in noise nuisance</li> <li>• Evidence (statistical) to show immense improvement in condition following implementation of licence</li> <li>• Safety reduction in hazards - reduction in injuries/5 yr electrical safety check/fire regulations /gas checked annually or on change of tenancy</li> <li>• Provision for PAT test in licence plus furnishing has to meet minimum requirements</li> <li>• Decrease in homelessness presentations to Housing Department due to accommodation improvements</li> <li>• Can reduce over-crowding</li> <li>• Fire regulations included in licence conditions</li> <li>• Improves overall attractiveness of the area - contributes to Rhyl as a whole</li> <li>• Licence can ask for provision of waste management system</li> </ul> | <p>could apply for NEST scheme but in many cases reluctant to take up scheme for multiple reasons.</p> <ul style="list-style-type: none"> <li>• Tenants require knowledge to challenge standards - most do not have this</li> <li>• No tenants groups within private tenant's accommodation. Difficult area for engagement</li> <li>• Managing waste system can be difficult even after provision of bins. Lack of tenant responsibility/abuse of system and there is no system in place re who enforces.</li> <li>• Communal areas - no recognised responsibility for placing out bins or waste is mixed up leading to refuse collectors refusing to collect. Therefore continues waste issue. Made worse in certain areas/streets due to lack of space for appropriate receptacles</li> <li>• Waste provision- no place in certain properties to put waste out have to store inside 2 weekly collection and this causes problems</li> </ul> |
| <p><b>Comments</b></p> <ul style="list-style-type: none"> <li>• New Housing Bill 2015 Act will identify all rental properties to be licensed but does not specify the quality of property</li> <li>• Access to additional support may improve take up of NEST scheme</li> <li>• Education for tenants needed re waste management</li> <li>• Discussion re improvements required</li> <li>• For future Licensing Schemes - need to consider how to address waste management</li> <li>• Future scheme provision - consider a tenants charter? An overview of minimum standards re heating/waste/behaviour etc</li> <li>• Affordability checks in terms of rent/heating</li> <li>• Potential to include in new licence an extended visual check for electrical safety after change of tenant prior to 5yr full check.</li> </ul>                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p><b>Economic conditions affecting health</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p><b>+ve</b></p> <ul style="list-style-type: none"> <li>• No evidence that rents have increased significant</li> <li>• Better living conditions may support improved prospects for individuals. If individuals feel better mentally and in their wellbeing they may make other improvements and feel more confident to seek employment.</li> <li>• Building works employing local</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <p><b>-ve</b></p> <ul style="list-style-type: none"> <li>• Additional licensing may discourage landlords from buying properties due to fees etc, there has been no evidence to suggest this with the current scheme</li> <li>• Management of HMO could be below standards hence lack of work being undertaken in the area to support the local trade.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>tradesmen</p> <ul style="list-style-type: none"> <li>• Opportunities for tenants employment ie to manage property on behalf of an absent landlord</li> <li>• Some employed as caretakers/handy men</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Access and quality of services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p><b>+ve</b></p> <ul style="list-style-type: none"> <li>• Improved housing conditions positive effect on physical and emotional health</li> <li>• Condition in licence in relation to landlord having duties to act upon known substance misuse. Can lead therefore to additional signposting to agencies</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <p><b>-ve</b></p> <p>None identified</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <p><b>Comments</b></p> <ul style="list-style-type: none"> <li>• Possibility of tenant accreditation scheme to build skills in relation to housing needs rights/responsibilities. Discuss its introduction</li> <li>• There is an opportunity with regard to educational/awareness training for all support staff with regard to raising tenants rights/responsibilities with them.</li> <li>• British Research Establishment calculator for Social and Health Impacts - cost benefit potential to quantify housing improvements</li> <li>• Reinforcement of landlord conditions in relation to substance misuse - greater presence of LA housing staff for visits in relation to licence scheme therefore potential for increased signposting to additional support services</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Macro-economic, environmental and sustainability factors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p><b>+ve</b></p> <ul style="list-style-type: none"> <li>• If the HMO is to a good standard it can add to the accommodation mix. A licence helps to improve that mix and supports LA housing duties.</li> <li>• Licence supports improvement in quality part of housing improvement obligations</li> <li>• Additional licensing has specific conditions for Crime and antisocial behaviour alongside other conditions</li> </ul>                                                                                                                                                                                                                                                                                                                                                        | <p><b>-ve</b></p> <ul style="list-style-type: none"> <li>• Local political opinion - HMOs should not exist and all should go. This is caused by a misunderstanding and interpretation of HMOs and their function</li> <li>• Housing benefit rates pose difficulties re accessing appropriate accommodation. It does not meet rent rates for single persons allowance</li> <li>• Tension between housing and planning regulations re minimum space requirements</li> <li>• Temp displacement of local residents from West End to other coastal areas - applies to certain transient population not meeting reallocation criteria (many long term residents from compulsory purchase properties were re-housed within Rhyl)</li> </ul> |
| <p><b>Comments</b></p> <ul style="list-style-type: none"> <li>• Re-education/awareness re HMO to create a greater understanding of importance of HMO as part of accom/housing mix</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

- Need for further discussions between planning and housing re SPG and space regulations.

**Part 2- Proposed Licensing Scheme from 2015**

In addition to the vulnerable groups identified in Part 1, further points were raised as identified in the table below.

- Same groups as considered in the retrospective HIA this morning (Part 1)
- Population of Prestatyn to be considered; Denbighshire too.
- Equality issues - an Equality Impact Assessment to be undertaken by DCC
- Would cover those who share - could be young professionals
- Could be beneficial or detrimental for those who move from a single unit to a shared environment
- No tenants groups within private tenant’s accomm. Difficult area for engagement
- Geographical- HMO linked with Welsh Index of Multiple Deprivation
- Rhyl - classic seaside town with evidenced demographics of deprivation and social issues / old classic B and B guest houses converted without planning consent

**Appraisal**

Further appraisal was undertaken on the proposed new scheme, the issues identified below are in addition to those already appraised for the current scheme which would also apply to the new scheme.

|                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Lifestyles</b>                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                     |
| <p><b>+ve</b></p> <ul style="list-style-type: none"> <li>• More positives for the scheme because higher numbers and more HMOs will be covered by the scheme</li> </ul>                                                                                                                                                                         | <p><b>-ve</b></p>                                                                                                                                                                   |
| <b>Social</b>                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                     |
| <p><b>+ve</b></p> <ul style="list-style-type: none"> <li>• more HMOs and numbers will be covered - maximise the impacts of the retrospective HIA</li> <li>• Increase in coverage could give a greater choice of better living accommodation allowing people to stay within the area where they currently have their social support.</li> </ul> | <p><b>-ve</b></p> <ul style="list-style-type: none"> <li>• Increase in landlords - how to support this. Capacity and resources to deal with this in DCC in a timely way?</li> </ul> |
| <b>Recommendations</b>                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                     |
| <p>Could develop or explore a Tenants Charter of rights and responsibilities as part of the future Scheme. Look at a poster being displayed as part of ALLS condition of what landlord must display as part of licensing ie house rules.</p>                                                                                                   |                                                                                                                                                                                     |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Environmental</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>+ve</b> <ul style="list-style-type: none"> <li>• New scheme will be safeguarding more tenants by covering all HMOs</li> <li>• Reducing the risk of inappropriate unlicensed HMOs and housing stock</li> </ul>                                                                                                                                                                                                                                                                                                                                                   | <b>-ve</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Economic</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>+ve</b><br>No further comments to previous HIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>-ve</b><br>Fees - these are seen as very high in DCC in comparison to other LA areas. DCC do use a cost calculator for these.<br>Could explore incentives and discounts going forward. Higher fees could put landlords off buying properties in DCC and they may rather buy and license them in other LAs near by.                                                                                                                                                                                                 |
| <b>Access to Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| No further comments to previous HIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Macro factors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>+ve</b> <ul style="list-style-type: none"> <li>• Systems are in place to deal with the potential increase in additional licensing. Increased revenues from fees could cover any additional resource(s) needed</li> <li>• Changes to the Welsh Housing Act (2014) - homelessness will be able to discharge into the private sector as long as it is reasonable accommodation ie of sufficient quality and standard through the ALLS</li> <li>• Fits in with the Homeless and Vulnerable Groups Health Action Plan and meeting one of the 8 standards.</li> </ul> | <b>-ve</b> <ul style="list-style-type: none"> <li>• Government policies and legislation inhibits how far the new ALLS can go</li> <li>• Discrepancy with regard to Planning regulations in SPG around minimum space - the accommodation that is being offered that is of sufficient quality but not be of the stated size. (The space standards for <u>rooms</u> in the licensing conditions are the same as the SPG but this does not equate to the overall space requirement for the dwelling as a whole</li> </ul> |

The appraisal highlighted a number of positive outcomes in relation to quality and safety as a result of implementing the 2009 Additional Licensing Scheme. The positives from the 2009 scheme will be maximised with the re-designation because more properties will be covered and therefore will improve the quality of more properties and safeguard increased numbers of vulnerable and other tenants.

However, it was acknowledged that a number of the issues raised lie outside the direct remit of the Additional Licensing Scheme but they do raise important points in relation to;

Landlord/tenant relationships such as tenants and landlords knowledge in relation to their rights and responsibilities and the day to day management of properties in relation to

waste and other issues. There are cost pressures on tenants, for example, once improvements have been undertaken (such as heating systems) they may not be able to afford the cost of running them.

It was also noted that there is a lack of knowledge in general regarding HMOs. As these do represent a small but important percentage of the housing mix it may be necessary to plan some awareness raising sessions about the subject.

It was important to record these additional comments as they could be considered by DCC and their partners in the appropriate forum and would add value to the positive outcomes recorded for both the 2009 scheme and the proposed re-designation scheme from 2015.

### **Recommendations**

Listed below are the key recommendations agreed at the session:

- Education of elected members and wider partners with regard to the definition and function of HMOs.
- DCC are open to suggestions from agents and landlords with regard to fees and introducing incentives or discounts. To engage with the landlord forum and other landlords and agents as part of 2 month consultation period for the new scheme.
- Conversations to take place with Planning and Planning Control to discuss the SPG and relevant space regulations
- Need to discuss internally the waste storage issues and the fact that some streets in Rhyl have nowhere to put bins/recycle rubbish
- Explore introducing a Tenant Charter or information between the landlord and tenant with respect of behaviour expected whilst living in the household.
- Need to consider rolling out the scheme to Prestatyn and/or Denbighshire as a whole. Department to monitor the evidence and possibly review in the future.

### **Author**

Lee Parry-Williams, Health Development Specialist, Public Health Wales with contributions from:

Emma Girvan, Public Health Practitioner, Public Health Wales

Liz Green, Principal Health Impact Assessment Development Officer, Public Health Wales

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# APPENDIX 1 – Health and Well-Being Determinants Checklist

(This list is a guide and is not exhaustive)

|                                                                    |                                  |
|--------------------------------------------------------------------|----------------------------------|
| <b>1. Lifestyles</b>                                               |                                  |
| Diet                                                               | Sexual activity                  |
| Physical activity                                                  | Other risk-taking activity       |
| Use of alcohol, cigarettes, non-prescribed drugs                   |                                  |
| <b>2. Social and community influences on health</b>                |                                  |
| Family organisation and roles                                      | Social isolation                 |
| Citizen power and influence                                        | Peer pressure                    |
| Social support and social networks                                 | Community identity               |
| Neighbourliness                                                    | Cultural and spiritual ethos     |
| Sense of belonging                                                 | Racism                           |
| Local pride                                                        | Other social exclusion           |
| Divisions in community                                             |                                  |
| <b>3. Living/ environmental conditions affecting health</b>        |                                  |
| Built environment                                                  | Green space                      |
| Neighbourhood design                                               | Community safety                 |
| Housing                                                            | Smell/odour                      |
| Indoor environment                                                 | Waste disposal                   |
| Noise                                                              | Road hazards                     |
| Air and water quality                                              | Injury hazards                   |
| Attractiveness of area                                             | Quality and safety of play areas |
| <b>4. Economic conditions affecting health</b>                     |                                  |
| Unemployment                                                       | Type of employment               |
| Income                                                             | Workplace conditions             |
| Economic inactivity                                                |                                  |
| <b>5. Access and quality of services</b>                           |                                  |
| Medical services                                                   | Public amenities                 |
| Other caring services                                              | Transport including parking      |
| Careers advice                                                     | Education and training           |
| Shops and commercial services                                      | Information technology           |
| <b>6. Macro-economic, environmental and sustainability factors</b> |                                  |
| Government policies                                                | Biological diversity             |
| Gross Domestic Product                                             | Climate                          |
| Economic development                                               |                                  |

# APPENDIX 2 - Vulnerable/Disadvantaged Groups Checklist

(Please note that this list is a guide and is not exhaustive)

The target groups identified as vulnerable or disadvantaged will depend on the characteristics of the local population and the nature of the proposal itself. The most disadvantaged and/or vulnerable groups are those which will exhibit a number of characteristics, for example, children living in poverty. This list is therefore just a guide and it may be appropriate to focus on groups that have multiple disadvantages.

## *Age related groups\**

- Children and young people
- Older people

## *Income related groups*

- People on low income
- Economically inactive
- Unemployed/workless
- People who are unable to work due to ill health

## *Groups who suffer discrimination or other social disadvantage*

- People with physical or learning disabilities/difficulties
- Refugee groups
- People seeking asylum
- Travellers
- Single parent families
- Lesbian and gay and transgender people
- Black and minority ethnic groups\*\*
- Religious groups\*\*

## *Geographical groups*

- People living in areas known to exhibit poor economic and/or health indicators
- People living in isolated/over-populated areas
- People unable to access services and facilities

The impact on the general adult population should also be assessed. In addition, it may be appropriate to assess the impact separately on men and women.

\* Could specify age range or target different age groups for special consideration.

\*\* May need to specify.

|                                   |                                                                                                    |
|-----------------------------------|----------------------------------------------------------------------------------------------------|
| <b>Adroddiad i'r:</b>             | <b>Pwyllgor Archwilio Cymunedau</b>                                                                |
| <b>Dyddiad y Cyfarfod:</b>        | <b>11 Medi 2014</b>                                                                                |
| <b>Aelod / Swyddog Arweiniol:</b> | <b>Aelod Arweiniol y Parth Cyhoeddus</b>                                                           |
| <b>Awdur yr Adroddiad:</b>        | <b>Pennaeth Priffyrdd a Gwasanaethau Amgylcheddol</b>                                              |
| <b>Teitl:</b>                     | <b>Strategaeth a Pherfformiad Strydwedd, mewn perthynas â Blaenoriaeth Strydoedd Glân y Cyngor</b> |

---

## 1. Am beth mae'r adroddiad yn sôn?

Effeithiolrwydd y strategaethau a ddefnyddir gan y gwasanaeth Strydwedd i gyflawni Blaenoriaeth Strydoedd Glân y Cyngor.

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

Mae'r Pwyllgor Archwilio Cymunedau wedi gofyn i'r gwasanaeth Strydwedd ddarparu diweddariad ar y gwaith o gyflawni ei swyddogaeth Parth Cyhoeddus. Yn benodol, mae'r pwyllgor wedi gofyn a yw'r gwasanaeth strydweidd yn ymwybodol o unrhyw rwystr a allai atal darparu uchelgais y Cyngor mewn perthynas â'i flaenoriaeth gorfforaethol i ddarparu Strydoedd Glân a Thaclus.

## 3. Beth yw'r Argymhellion?

a) Parhau gyda'r strategaethau presennol cyn belled ag y bo'n ymarferol, gan gynnwys cael gwared ar hysbysebion sy'n cael eu gosod heb ganiatâd yn y parth cyhoeddus,

b) amsugno unrhyw doriad ariannol yn y dyfodol mewn modd a fydd yn lleihau'r effaith negyddol gyffredinol ar ganfyddiad y cyhoedd o'r parth cyhoeddus.

## 4. Manylion am yr adroddiad

### a) Cefndir

#### Strategaeth Gyffredinol y Parth Cyhoeddus

Mabwysiadodd y Cyngor ei Strategaeth Parth Cyhoeddus yn 2013. Mae cyflawni'r strategaeth yn dibynnu ar (o leiaf) pedair adran wahanol. Mae'n cynnwys; hygyrchedd y parth cyhoeddus, strydoedd glân a thaclus, cynnal hunaniaeth leol a darparu amgylchedd diogel.

#### Blaenoriaeth Strydoedd Glân a Thaclus:

Ar gyfer yr adroddiad hwn, gofynnwyd i mi ganolbwyntio'n benodol ar yr elfen Strydoedd Glân a Thaclus sy'n cynnwys; taflu sbwriel, tipio anghyfreithlon, cael gwared ar bosteri anghyfreithlon/graffiti, delio â cherbydau wedi eu gadael/troliâu siopa ac ati, baw cŵn, a safleoedd hyll. Unwaith eto, mae nifer o wahanol Benaethiaid Gwasanaeth rhan o'r agweddau hyn.

### Rôl Strydwedd mewn perthynas â Strydoedd Glân a Thaclus:

Mae'r Gwasanaethau Amgylcheddol (strydwedd) yn gyfrifol am;

i) yr holl ymchwiliadau tipio anghyfreithlon / erlyniadau a chael gwared ar nwyddau wedi eu tipio'n anghyfreithlon.

ii) pob gweithgaredd glanhau stryd, gan gynnwys cael gwared ar arwyddion wedi eu gosod heb a chlirio baw ci.

iii) rydym hefyd yn gweithio'n agos iawn gyda'n cydweithwyr yn yr adran Cynllunio a Gwarchod y Cyhoedd, yn enwedig mewn perthynas â'r agweddau atal a gorfodi. Felly mae'r adroddiad hwn yn cynnwys gwybodaeth o'r ddau faes gwasanaeth (gweler Atodiad Pedwar).

### **b) Gwybodaeth fanwl am berfformiad gwasanaethau:**

#### Tipio Anghyfreithlon

Mae'r ffigurau diweddaraf a gyflwynwyd i Lywodraeth Cymru (ar gyfer y flwyddyn 2013-14) yn dangos bod 94.9% o ddigwyddiadau tipio anghyfreithlon a adroddwyd wedi eu clirio o fewn 5 diwrnod. Roedd hyn yn welliant o gymharu â'r flwyddyn flaenorol. Rydym yn disgwyl gwelliant arall y flwyddyn nesaf, yn rhannol oherwydd bod ein dull o gadw cofnodion cywir wedi gwella (dyddiadau clirio yn arbennig).

O ran niferoedd cyffredinol y digwyddiadau, mae Sir Ddinbych yn fwriadol yn cofnodi pob digwyddiad cofnodadwy, p'un ai yw ar dir cyhoeddus neu breifat neu'n cael ei adrodd gan aelod o'r cyhoedd. Nid yw pob Cyngor yn gwneud hyn. Rydym yn gwneud hyn oherwydd bod cofnodi'r digwyddiadau yn ennyn ein proses ymchwilio mewnol. Rydym yn ystyried cyfraddau adrodd uchel fel rhagofyniad ar gyfer lleihau gweithgarwch tipio anghyfreithlon gwirioneddol (ar y ddaear). O ganlyniad, mae ein cyfraddau adrodd yn uwch na chynghorau tebyg. Fodd bynnag, mae hyn yn ein galluogi i gymryd camau gorfodi yn fwy effeithiol.

Mae dros 50% o'r camau gorfodi yng ngogledd Cymru yn cael eu cymryd gan Sir Ddinbych, er mai dim ond oddeutu 14% o boblogaeth y gogledd sy'n byw yma. Rydym ni'n gallu cynnal y lefel uchel yma o weithgarwch gorfodi oherwydd ein bod wedi casglu'r data angenrheidiol yn drylwyr.

#### Glendid Strydoedd (cyffredinol)

Ceir dau brif fesurydd perfformiad; a) canlyniadau arolwg preswylwyr a b) canlyniadau mynegai strydoedd glân Cadwch Gymru'n Daclus.

Roedd y cwestiynau yn arolwg preswylwyr haf 2013 a oedd yn ymwneud â glendid wedi eu llunio'n ofalus i gefnogi'r flaenoriaeth gorfforaethol i ddarparu strydoedd glân. Felly dyma'r tro cyntaf i'r cwestiynau cael eu gofyn. Roedd y rhan fwyaf o'r preswylwyr (73%) yn fodlon neu'n fodlon iawn ar lendid cyffredinol y strydoedd yn eu hardal leol. Mae'r canlyniadau i'w gweld yn Atodiad Dau. Lle'r oedd yn rhaid i breswylwyr ddewis beth oedd y broblem fwyaf o ran glendid, yr ateb a gafwyd fwyaf aml oedd baw ci.

Mae Atodiad Un yn rhoi data ar dueddiadau ceisiadau Rheoli Cyswllt Cwsmer ar gyfer glanhau strydoedd a gweithgarwch baw ci. Mae Atodiad Tri yn crynhoi canlyniadau Adroddiadau Trefn Archwilio a Rheoli Amgylcheddol Leol (TARhAL) Cadwch Gymru'n Daclus (annibynnol).

Yn eu hadroddiad blynyddol cryno yn 2014 nododd Cadwch Gymru'n Daclus bod pob math o sbwriel wedi gweld gwelliant ers y llynedd a bod cwynion am faw cŵn wedi gostwng o oddeutu 25% (dros flwyddyn). Felly mae strategaethau'r Cyngor i'w gweld yn gweithio.

### Strategaeth Atal Baw Cŵn

Mae gan y Cyngor gynllun gweithredu i fynd i'r afael â baw cŵn. Mae'r cynllun yn cynnwys ymgyrchoedd cyhoeddusrwydd, camau gorfodi a rhoi sylw brys i geisiadau am lanhau.

Mae nifer y ceisiadau a dderbyniwyd trwy Reoli Cyswllt Cwsmer wedi cynyddu'n sylweddol ar ôl pob ymgyrch gyhoeddusrwydd, felly mae'r ffigurau yn Atodiad Un yn eithaf cyfnewidiol. Yn anffodus, gall y cyfryngau bortreadu ein cyfradd adrodd uchel mewn ffordd negyddol (fel y maent wedi portreadu ein ffigurau tipio anghyfreithlon). Fodd bynnag, mae'r un egwyddor yn berthnasol; h.y. er mwyn gostwng lefelau (gwirioneddol) o gŵn yn baeddu (ar y ddaear), mae arnom ni angen mynd ati i annog mwy o bobl i roi gwybod i ni am faterion o'r fath.

### Data Safleoedd Hyll

Mae Atodiad Pump yn rhestru 20 o brif "safleoedd hyll" y Cyngor. Ym mhob un o'r safleoedd hyn, mae adran Cynllunio a Gwarchod y Cyhoedd y Cyngor yn mynd ar ôl perchnogion a/neu'n defnyddio'u pwerau statudol i ddileu/mynd i'r afael â'r materion hyll.

### Tynnu deunydd hysbysebu/arwyddion heb ganiatâd

Mae problem barhaus yn ymwneud â gormod o arwyddion heb ganiatâd (h.y. anghyfreithlon) yn hysbysebu busnesau/digwyddiadau masnachol ar draws y sir. Mae ar y Cyngor eisiau i fusnesau Sir Ddinbych ffynnu. Fodd bynnag, mae gormod o arwyddion masnachol a baneri ar y briffordd (sy'n aml yn sownd wrth ddodrefn stryd) yn arwain at strydoedd blêr ac annibendod gweledol, ac mae hefyd yn effeithio ar ddiogelwch y briffordd.

Felly yn 2013 ymgynghorodd aelodau ar y mater ac roedd cefnogaeth gyffredinol ar gyfer y rheolau syml canlynol, sydd bellach yn cael eu dilyn:

- i) bydd arwyddion/baneri sy'n cael effaith niweidiol ar ddiogelwch y ffyrdd yn cael eu tynnu oddi ar y briffordd ar unwaith
- ii) bydd yr holl hysbysebion masnachol heb ganiatâd hefyd yn cael eu tynnu oddi ar y briffordd. Lle y bo'n ymarferol, ac os yw'n "drosedd gyntaf", byddwn yn rhoi 24 awr o rybudd cyn eu tynnu.
- iii) efallai y bydd arwyddion a leolir mewn man diogel ar gyfer digwyddiadau anfasnachol yn cael eu caniatáu/goddef. Fodd bynnag, bydd hyn yn ôl disgrisiwn y swyddog strydwedd/priffyrdd priodol. Mae'r eithriad yma ar gyfer digwyddiadau cymunedol/elusennol ac ati sydd â dyddiadau penodol.

Yn ogystal â hyn, mae'r adran Cynllunio a Gwarchod y Cyhoedd hefyd yn cymryd camau gorfodi priodol yn erbyn gosod arwyddion ar dir preifat heb ganiatâd.

### **c) Camau Gweithredu / Strategaethau i'r Dyfodol**

Tipio Anghyfreithlon: Parhau i ymchwilio ac erlyn, lle bynnag y bo gennym ni ddigon o dystiolaeth i wneud hynny. Nid "casglu beth bynnag sy'n cael ei adael allan".

Glendid Strydoedd (cyffredinol): Parhau i symud oddi wrth amserlennu anhyblyg ar gyfer glanhau. Mae hyn yn ein galluogi i wella ein heffeithiolrwydd drwy ganiatáu i staff weithredu ar eu liwt eu hunain. Mae hyn wedi helpu i feithrin mwy o ymdeimlad o berchnogaeth ar y strydoedd.

Deunydd hysbysebu/arwyddion heb ganiatâd: Rydym ni wedi ceisio rhoi pen ar hyn yn ddiweddar a bu i rai busnesau gwyno am orfodi eithafol. Fodd bynnag, mae'r gwasanaeth yn bwriadu parhau i wneud hyn ac yn croesawu cefnogaeth yr aelodau i'r safiad cadarn sy'n cael ei gymryd.

Atal Baw Cŵn: Mae lle o hyd i wella ar amseroedd ymateb. Ar hyn o bryd, nid oes gennym ni ddigon o ddata i wirio amseroedd yn gywir. Ar gyfer ein gweithgareddau strydweidd, mae arnom ni angen system Rheoli Cyswllt Cwsmer sy'n seiliedig ar ardaloedd (yn hytrach na system sy'n seiliedig ar berson). Mae achos busnes ar gyfer y math hwn o system yn cael ei datblygu ar hyn o bryd ar y cyd â'n cydweithwyr yn y Gwasanaethau Cwsmeriaid. Yn y dyfodol, bydd pobl yn mewngofnodi i'r wefan, yn clicio ar leoliad penodol ac yn nodi'r broblem. Bydd yr wybodaeth yn mynd yn uniongyrchol at staff rheng flaen trwy declynnau cledr llaw. Pan fyddant yn datrys y broblem, byddant yn clicio ar y botwm priodol a bydd y system yn newid y cofnod cyfrifiadurol. Nid oes amserlen gadarn ar gyfer hyn ar hyn o bryd. Gall hyn fod ymhen 18 mis.

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

Mae'r strategaeth bresennol yn helpu i gyflawni'r flaenoriaeth gorfforaethol i ddarparu Strydoedd Glân.

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

Mae'r costau yn cael eu cyfyngu gan gyllidebau gwasanaethau.

#### **7. Beth yw prif gasgliadau'r asesiad a gynhaliwyd ynglŷn ag effaith y penderfyniad ar gydraddoldeb?**

Mae'r asesiad gwreiddiol yn cynnwys ymrwymiad i wella mynediad at y parth cyhoeddus. Nid yw'r asesiad wedi ei ailystyried ar gyfer yr adroddiad diweddar hwn.

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

Ymgynghorwyd ag aelodau ynglŷn â'r strategaeth a chymeradwyodd y Pwyllgor Archwilio Cymunedau y cynllun ym mis Medi 2013. Mae'r Cyngor eisoes wedi ymgynghori â Chynghorau Dinas, Tref a Chymuned, y sector gwirfoddol a Chyfoeth Naturiol Cymru.

## **9. Datganiad y Prif Swyddog Cyllid**

Bydd unrhyw gost ychwanegol yn sgil gweithredu'r Strategaeth yn cael ei gwrdd yn defnyddio'r adnoddau presennol (darparwyd datganiad pan gymeradwywyd y strategaeth wreiddiol).

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

Yn amlwg, mi fydd yna doriadau cyllidebol sylweddol y flwyddyn nesaf. Os oes toriadau mawr mewn cyllidebau glanhau strydoedd, bydd yn rhaid cael gostyngiad cyfatebol yn lefelau'r disgwyliadau o ran yr hyn y gellir ei gyflawni. Fodd bynnag, bydd yr athroniaeth a fydd yn cael ei fabwysiadu gan y gwasanaeth yn aros yr un fath, h.y. i wneud ein sir mor ddeniadol a dymunol ag y gallwn, ac i'w chadw mor dwt a thaclus â phosibl, o fewn yr adnoddau sydd ar gael.

## **11. Pŵer i wneud y Penderfyniad**

Mae Adran 111 Deddf Llywodraeth Leol 1972 ac Adran 2 Deddf Llywodraeth Leol 2000, fel pwerau cyffredinol, yn galluogi'r Cyngor i wneud penderfyniadau fel y rhain, ac mae erthygl 6.3.4(b) o Gyfansoddiad y Cyngor yn nodi pwerau craffu mewn perthynas ag archwilio perfformiad y Cyngor o ran cyflawni amcanion ei bolisiau ac ati.

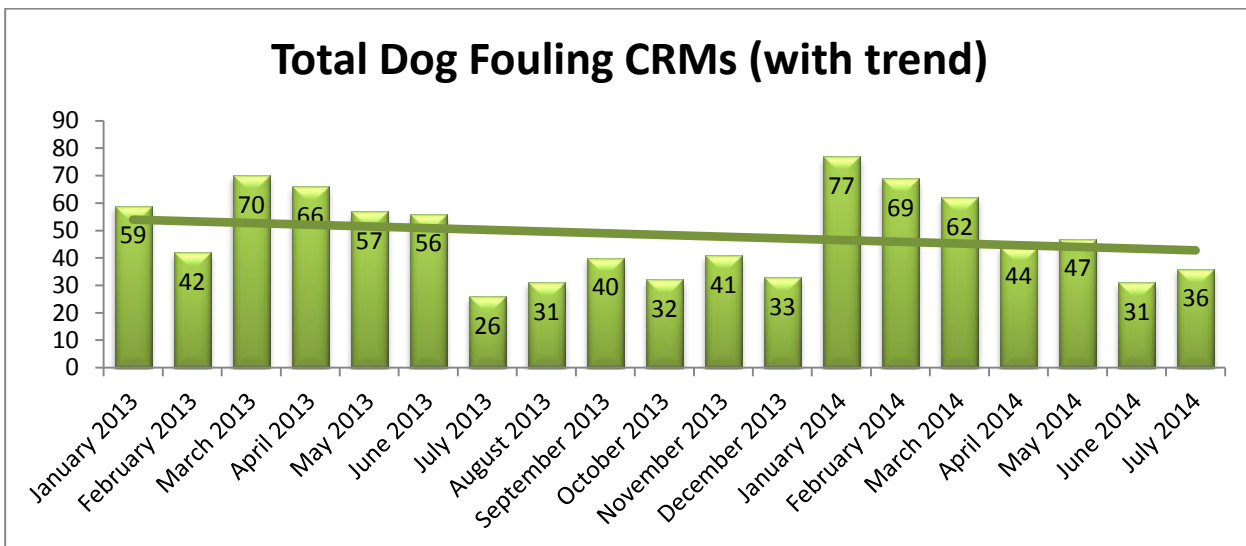
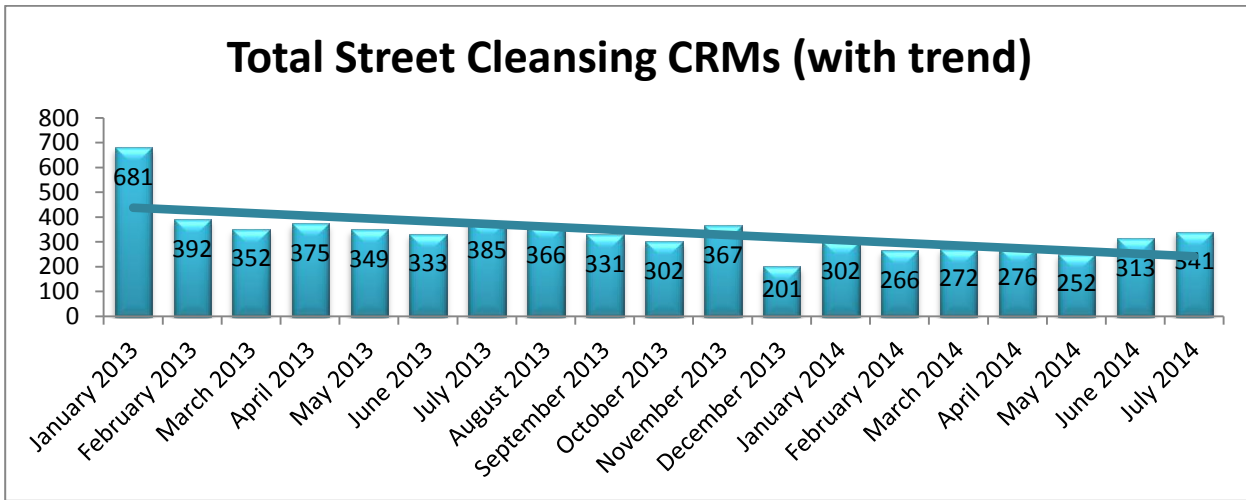
### **Swyddog Cyswllt:**

Pennaeth Priffyrdd a'r Gwasanaethau Amgylcheddol 01824 706801

Mae tudalen hwn yn fwriadol wag

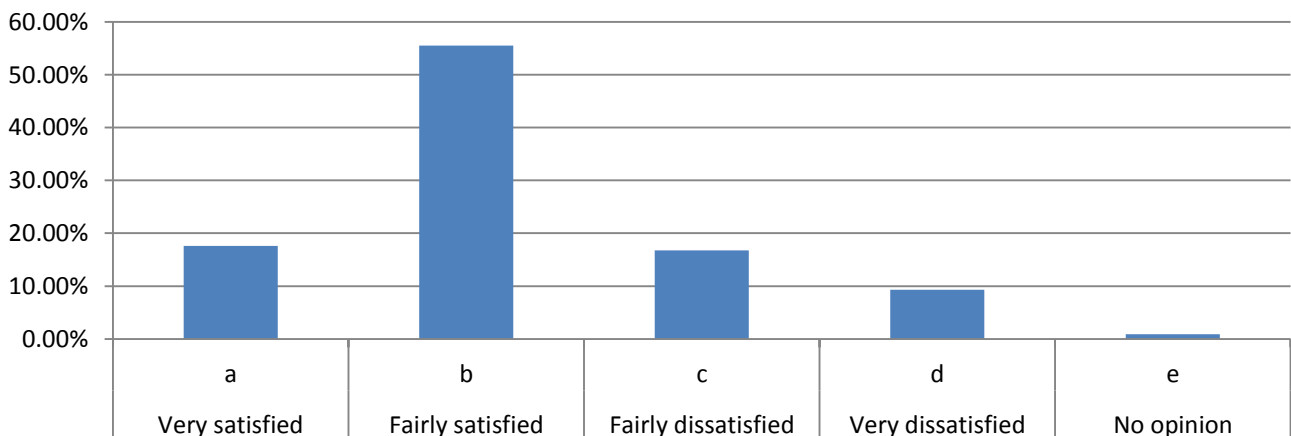


## APPENDIX ONE – STREET CLEANSING CRM TRENDS



## APPENDIX TWO – STREET CLEANSING CUSTOMER PERCEPTIONS

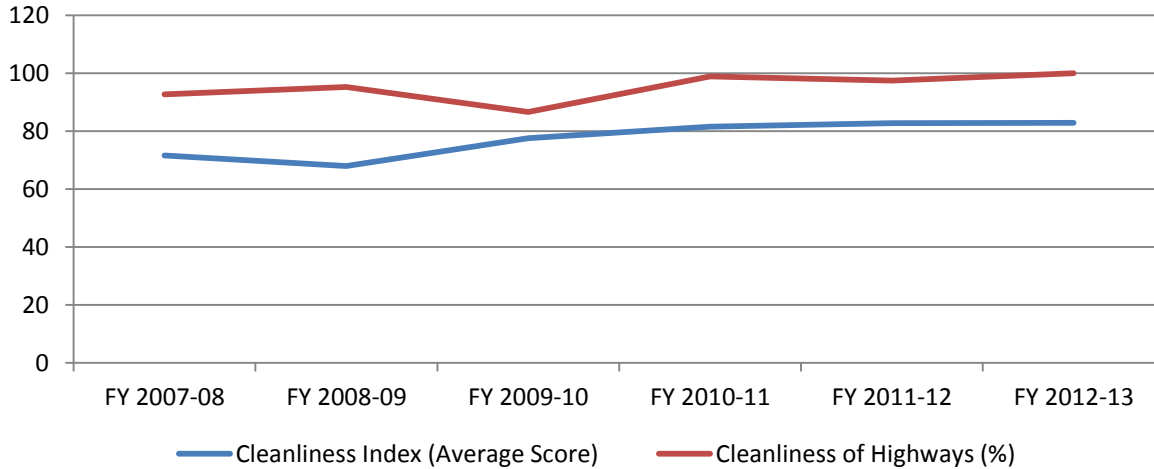
Q6 Overall, how satisfied are you with the cleanliness of the streets within your LOCAL AREA?



## APPENDIX THREE – STREET CLEANSING NATIONAL PERFORMANCE MEASURES

The graphs below examine nationally recognised measures

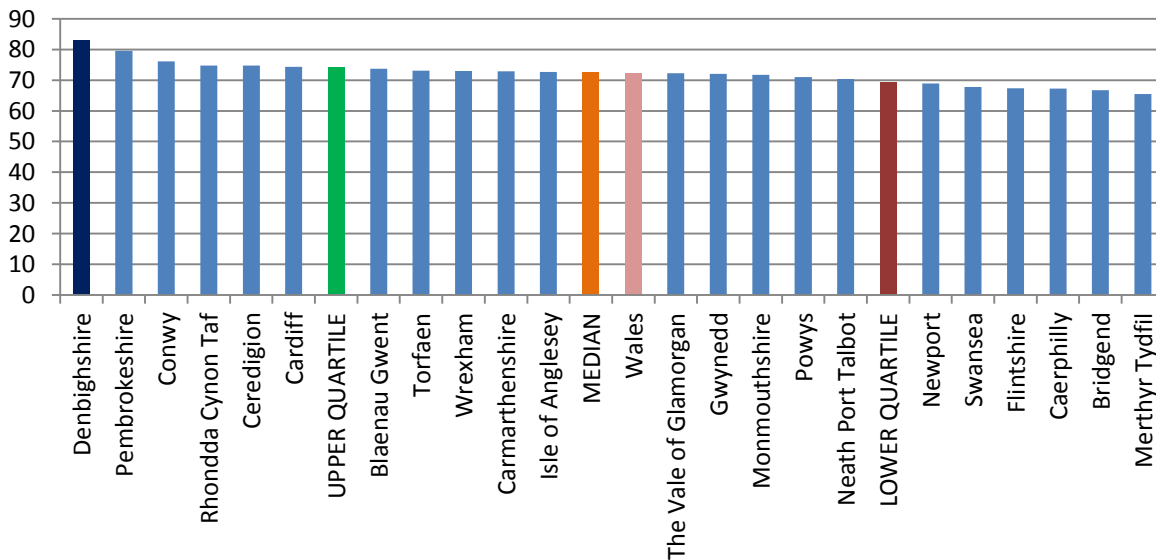
### Street Scene Trends Denbighshire



Source: *Benchmarking Wales*

The trend graph above shows that in 2012-13 both cleanliness measures for Denbighshire were the higher than they have been in previous years.

### Cleanliness Index Financial Year 2012-13



Source: *Benchmarking Wales*

In the financial year 2012-13, Denbighshire had the highest Cleanliness Index rate in Wales with 82.8 (see above chart).

## APPENDIX FOUR – ENFORCEMENT ACTIVITY ON LITTERING / DOG FOULING

The most recent figures are as follows :

|                                             | Apr 14     | May 14     | Jun 14     | Total      |
|---------------------------------------------|------------|------------|------------|------------|
| <b>Total Number of FPNs issued</b>          | <b>268</b> | <b>367</b> | <b>349</b> | <b>984</b> |
| <b>Broken down to the following crimes:</b> |            |            |            |            |
| Smoking related litter                      | 234        | 318        | 309        | 861        |
| All other litter                            | 6          | 2          | 4          | 12         |
| Dog fouling                                 | 1          | 1          | 1          | 3          |
| Smoking in an enclosed space                | 16         | 30         | 29         | 75         |
| Signs not displayed                         | 0          | 0          | 0          | 0          |
| Chewing Gum                                 | 0          | 0          | 0          | 0          |
| Spitting                                    | 11         | 16         | 5          | 32         |

## APPENDIX FIVE – EYESORE SITES

### Top 20 remaining at April 2014

1. 51a Kinmel Street, Rhyl
2. Commerce House, Corwen
3. Former Scout Hut Middle lane Denbigh
4. Grange Hotel, Rhyl
5. 4 Dyffryn Pwllglas
6. Gwasg Gee, Denbigh
7. Dinorben Arms, Bodfari
8. Former RYAG building, Rhyl
9. 123/125 High Street Rhyl
10. Former Bus Shelter, Dyserth
11. 102 Vale Street, Denbigh
12. Crown Hotel, Denbigh
13. Peabody's, West Parade Rhyl
14. Former Hardware Store, Dyserth
15. 91-92 West Parade, Rhyl
16. 119 High Street Rhyl, Rhyl
17. Auction Rooms Gemig Street, St Asaph
18. 37/39 Pendyffryn Rd Rhyl
19. 4-6 Conway Street Rhyl
20. 3 Brighton Rd Rhyl

Mae tudalen hwn yn fwriadol wag

**Adroddiad i'r:** Pwyllgor Archwilio Cymunedau

**Dyddiad y Cyfarfod:** 11 Medi 2014

**Awdur yr Adroddiad:** Cydlynnydd Archwilio

**Teitl:** Rhaglen Waith Archwilio

---

**1. Am beth mae'r adroddiad yn sôn?**

Mae'r adroddiad yn cyflwyno rhaglen gwaith i'r dyfodol y Pwyllgor Archwilio Cymunedau i'r aelodau ei hystyried.

**2. Beth yw'r rheswm dros wneud yr adroddiad hwn?**

Gofyn i'r Pwyllgor adolygu a chytuno ar ei raglen gwaith i'r dyfodol, a rhoi'r wybodaeth ddiweddaraf i aelodau ar faterion perthnasol.

**3. Beth yw'r argymhellion?**

Bod y Pwyllgor yn ystyried yr wybodaeth a ddarparwyd ac yn cymeradwyo, diwygio neu'n newid ei raglen waith i'r dyfodol fel y gwêl yn briodol.

**4. Manylion am yr adroddiad.**

4.1 Mae Erthygl 6 yng Nghyfansoddiad y Cyngor yn nodi cylch gorchwyl, swyddogaeth ac aelodaeth pob Pwyllgor Archwilio, tra bod rheolau trefniadaeth ar gyfer y pwyllgorau archwilio i'w cael yn Adran 4 o'r Cyfansoddiad.

4.2 Yn unol â Chyfansoddiad Cyngor Sir Ddinbych, mae'n rhaid i bwyllgorau archwilio baratoi rhaglen waith a'i hadolygu. Trwy adolygu a blaenoriaethu materion, gall aelodau sicrhau bod y rhaglen waith yn cyflwyno agenda a arweinir gan yr aelodau.

4.3 Arfer sydd wedi'i fabwysiadu yn Sir Ddinbych ers nifer o flynyddoedd yw bod pwyllgorau archwilio'n cyfyngu ar nifer yr adroddiadau a ystyrir mewn unrhyw gyfarfod i uchafswm o bedwar, yn ogystal ag adroddiad rhaglen waith y Pwyllgor ei hun. Amcan y dull hwn yw hwyluso trafodaeth fanwl ac effeithiol ar bob pwnc.

4.4 Gofynnir i'r Pwyllgor ystyried rhaglen waith ddrafft ar gyfer cyfarfodydd i ddod fel y nodwyd yn atodiad 1 a'i chymeradwyo, ei hadolygu neu ei diwygio yn ôl yr angen gan ystyried y canlynol:

- materion a godwyd gan aelodau'r Pwyllgor
- y materion a gyfeiriwyd atynt gan y Grŵp Cadeiryddion ac Is-Gadeiryddion Archwilio

- perthnasedd i flaenoriaethau'r Pwyllgor/Cyngor/gymuned
- Cynllun Corfforaethol y Cyngor ac Adroddiad Blynyddol y Cyfarwyddwr Gwasanaethau Cymdeithasol
- bodloni'r llwyth gwaith
- amseroldeb
- canlyniadau
- gwybodaeth a materion allweddol i'w cynnwys mewn adroddiadau
- a fydd yr aelod Cabinet arweiniol perthnasol yn cael gwahoddiad i fod yn bresennol (gan ystyried a yw eu presenoldeb yn angenrheidiol neu'n ychwanegu gwerth). (Ym mhob achos bydd y penderfyniad hwn yn cael ei gyfleu i'r aelod arweiniol dan sylw)
- cwestiynau i'w gofyn i swyddogion / aelodau arweiniol y Cabinet

4.5 At hyn, wrth ystyried eitemau i'w cynnwys yn y rhaglen waith, efallai y byddai aelodau'n cael budd o ystyried y cwestiynau canlynol wrth benderfynu a yw eitem yn addas neu beidio:

- beth yw'r mater?
- pwy yw'r budd-ddeiliaid?
- beth sy'n cael ei ystyried mewn man arall
- beth mae angen i'r pwyllgor archwilio ei wybod? a
- pwy allai fod o gymorth?

4.6 Fel nodwyd ym mharagraff 4.2, mae Cyfansoddiad Cyngor Sir Ddinbych yn gofyn i bwyllgorau archwilio baratoi rhaglen waith ar gyfer unrhyw waith yn y dyfodol a'u bod yn adolygu'r rhaglen. Er mwyn cynorthwyo'r broses o flaenoriaethu adroddiadau, os yw'r swyddogion o'r farn fod pwnc yn haeddu'r amser i gael ei drafod ar raglen fusnes y Pwyllgor, mae'n rhaid iddynt wneud cais ffurfiol i'r Pwyllgor i ystyried derbyn adroddiad ar y pwnc hwnnw. I wneud hyn, mae'n rhaid cyflwyno 'ffurflen gynnig' sy'n nodi diben, pwysigrwydd a chanlyniadau posib yr eitem. Derbyniwyd un ffurflen gais ar gyfer ystyriaeth y Pwyllgor yn y cyfarfod hwn (gweler Atodiad 2). Mae'r cais hwn yn ymwneud â Chynllun Comisynu Lleol Sir Ddinych ar gyfer y cynllun Cefnogi Pobl 2015-18. Gofynnir i aelodau ystyried y cais hwn.

#### Newidiadau i agenda fusnes y cyfarfod hwn

4.7 Fe welwch oddi wrth yr agenda fod newidiadau wedi digwydd i fusnes y cyfarfod cyfredol. Derbyniwyd cais ar i'r Pwyllgor ystyried y Polisi Cludiant Ysgol newydd ar fyrder a hynny oherwydd yr amserlen dynn ar gyfer penderfynu ar y polisi a'i weithredu. Oherwydd y gofynion amser cytunodd y Cadeirydd i'r cais hwn fel y gall sylwadau'r Pwyllgor gael eu hystyried cyn i'r Cabinet benderfynu ar y polisi. Yn ogystal derbyniwyd cais i'r adroddiad ar y Strategaeth Rheoli Llifogydd a Materion Eraill yn Ymwneud â Llifogydd gael ei ohirio tan fis Hydref. Y rheswm y tu ôl i'r cais hwn oedd nad yw'r Cyngor eto wedi derbyn ymateb Llywodraeth Cymru i'w Strategaeth, hefyd erbyn mis Hydref dylai gwybodaeth ychwanegol fod ar gael ynglŷn â Phrosiect Rheoli

Risg o Lifogydd Naturiol o'r Afon Clwyd a mesurau atal llifogydd yn y Rhyl. Ar sail hyn cytunodd y Cadeirydd i'r gohiriad.

#### Rhaglen Gwaith I'r Dyfodol y Cabinet

- 4.8 Wrth benderfynu ar eu rhaglen gwaith i'r dyfodol mae'n ddefnyddiol i bwyllgorau archwilio ystyried rhaglen gwaith i'r dyfodol y Cabinet. I'r diben hwn, mae rhaglen gwaith i'r dyfodol y Cabinet wedi'i chynnwys yn Atodiad 3.

#### Datblygiad Penderfyniadau'r Pwyllgor

- 4.9 Yn Atodiad 4 o'r adroddiad hwn mae tabl yn crynhoi penderfyniadau diweddar y Pwyllgor ac yn cynghori'r aelodau ar ddatblygiadau yn sgil y penderfyniadau.

### **5. Grŵp Cadeiryddion ac Is-Gadeiryddion Archwilio**

Dan drefniadau archwilio'r Cyngor mae Grŵp Cadeiryddion ac Is-Gadeiryddion Archwilio (GCIGA) yn gweithredu fel pwyllgor cydlynu. Cynhaliodd y Grŵp ei gyfarfod cyntaf o'r flwyddyn ddinesig ar 3 Gorffennaf, ni chyfeiriwyd unrhyw faterion i'r Pwyllgor hwn ar gyfer eu hystyried. Cynhelir cyfarfod nesaf y Grŵp ar 4 Medi, adroddir ar lafar yng nghyfarfod y Pwyllgor ar 11 Medi ar unrhyw faterion a godir yng nghyfarfod y GCIGA a fydd yn effeithio ar y Pwyllgor.

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

Bydd archwilio effeithiol yn gymorth i'r Cyngor gynnal y blaenoriaethau corfforaethol yn unol ag anghenion cymunedau a dymuniadau trigolion. Bydd datblygu ac adolygu'r rhaglen waith gydlynol yn barhaus yn cynorthwyo'r Cyngor i fonitro ac adolygu materion polisi.

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

Ni chynhaliwyd Asesiad o Effaith ar Gydraddoldeb er diben yr adroddiad hwn gan nad yw ystyried rhaglen waith i'r dyfodol y Pwyllgor yn debygol o gael effaith andwyol neu annheg ar bobl sy'n rhannu nodweddion sydd wedi'u diogelu.

### **8. Faint fydd yn ei gostio a sut bydd yn effeithio ar wasanaethau eraill?**

Mae'n bosib y bydd yn rhaid i wasanaethau neilltuo amser swyddog i gynorthwyo'r Pwyllgor gyda'r eitemau a nodwyd yn y rhaglen waith a chydag unrhyw gam gweithredu yn dilyn ystyried yr eitemau hynny.

**9. Pa ymgynghoriadau a gynhaliwyd?**

Does dim angen cynnal ymgynghoriad ar yr adroddiad hwn. Fodd bynnag, mae'r adroddiad ei hun a'r ystyriaeth a roir gan y Pwyllgor i'w raglen waith ar gyfer y dyfodol yn gyfystyr ag ymgynghoriad gyda'r Pwyllgor o ran ei raglen waith.

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

Nid oes risg wedi ei ganfod o ran y Pwyllgor yn ystyried ei raglen waith. Fodd bynnag, wrth adolygu ei raglen waith yn rheolaidd gall y Pwyllgor sicrhau bod meysydd sy'n peri pryder yn cael eu hystyried a'u harchwilio fel y maent yn dod i'r amlwg a bod argymhellion yn cael eu gwneud er mwyn mynd i'r afael â nhw.

**11. Pŵer i wneud y Penderfyniad**

Yn unol ag Erthygl 6.3.7 Cyfansoddiad y Cyngor mae'n rhaid i bwyllgorau archwilio'r Cyngor baratoi rhaglen waith a'i hadolygu.

**Swyddog Cyswllt:** Cydlynnydd Archwilio  
Rhif ffôn: (01824) 712554  
E-bost: [dcc\\_admin@denbighshire.gov.uk](mailto:dcc_admin@denbighshire.gov.uk)



## Communities Scrutiny Committee Forward Work Plan

Note: Items entered in italics have not been approved for submission by the Committee. Such reports are listed here for information, pending formal approval.

| Meeting         | Lead Member(s)                                | Item (description / title)                             | Purpose of report                                                                                                  | Expected Outcomes                                                                                                                                                                                                         | Author                               | Date Entered                            |
|-----------------|-----------------------------------------------|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-----------------------------------------|
| 23 October      | <b>Cllr. David Smith</b>                      | 1. Findings of the Traffic and Parking Review          | To consider the findings of the review undertaken on traffic and parking in ten of the County's towns and villages | Formulation of parking and traffic management measures with a view to enhancing the economic viability of the towns and villages and assist the Council to deliver its corporate priority of developing the local economy | Peter McHugh/<br>Mike Jones          | March 2014                              |
|                 | <b>Cllr. David Smith</b><br><i>(required)</i> | 2. Flood Management Strategy and Flood Related Matters | To monitor the Strategy's implementation and other developments on flood related matters                           | Assurances that the Council is meeting its statutory and discretionary obligations with respect to flood management and protection                                                                                        | Wayne Hope                           | November 2013<br>(deferred August 2014) |
| 4 December      | <b>[Cllr. David Smith]</b>                    | 1. Draft Caravan Sites Strategy for Denbighshire       | To seek members' observations on the draft Caravan Sites Strategy for the county                                   | The development of a strong and deliverable strategy that will support the Council's priority of developing the local economy whilst safeguarding vulnerable people through robust planning and licensing measures        | Graham Boase/Paul Mead               | May 2014                                |
| 29 January 2015 |                                               | 1. Housing Related Support for Older People            | To monitor the effectiveness of the new Supporting                                                                 | (i) an evaluation of the effectiveness of the new service in assisting and supporting vulnerable people to live independently in the community; and                                                                       | Peter McHugh/Katie Newe/John Sweeney | May 2014                                |

## Communities Scrutiny Committee Forward Work Plan

| Meeting   | Lead Member(s)                                     | Item (description / title)                | Purpose of report                                                                                                                                                    | Expected Outcomes                                                                                                                                                                                                                                                                                                                | Author                                  | Date Entered |
|-----------|----------------------------------------------------|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|--------------|
|           |                                                    |                                           | Independent Living Service                                                                                                                                           | (ii) Examination of the proposed procurement model for purchasing future SIL services                                                                                                                                                                                                                                            |                                         |              |
| 12 March  |                                                    | 1.                                        |                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                  |                                         |              |
| 23 April  |                                                    | 1.                                        |                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                  |                                         |              |
| June 2015 | <b>Cllrs. David Smith and Julian Thompson-Hill</b> | 1. Food Safety, Standards and Procurement | To detail the progress made with food hygiene and food standards compliance across the County, and with procurement and contract management of County food contracts | To mitigate the risk to the health of the County's resident from dangerous/contaminated food and to ensure that the products they buy are as labelled. In addition to safeguard that the Council's procurement and contract management procedures ensure that food served in Council establishments is safe and of high quality. | Graham Boase/Emlyn Jones/Stuart Andrews | June 2014    |

Tudalen 162

## Communities Scrutiny Committee Forward Work Plan

**Future Issues**

| <b>Item (description / title)</b>                                     | <b>Purpose of report</b>                                                                                  | <b>Expected Outcomes</b>                                                                                                                                                                                                                                                                                                                                        | <b>Author</b>                  | <b>Date Entered</b> |
|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------------|
| Revised Procurement Procedures<br><b>[Cllr. Julian Thompson-Hill]</b> | To present revised procurement and contract management procedures for large capital investment programmes | Stringent contract management, quality and monitoring procedures for large capital programmes which stipulate that respect shall be shown to all parties, and which stipulate the roles and responsibilities of all concerned. The procedures should encourage the employment of local contractors/sub-contractors with a view to developing the local economy. | Paul McGrady<br>(Peter McHugh) | May 2014            |
| Community Infrastructure Levy (CIL)                                   | To outline the proposals for implementing the CIL in Denbighshire                                         | The development of an appropriate and effective CIL scheme for the County                                                                                                                                                                                                                                                                                       | Graham Boase/Angela Loftus     | February 2013       |
|                                                                       |                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                 |                                |                     |

**For future years**

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|  |  |  |  |  |

**Information/Consultation Reports**

| <b>Information / Consultation</b>                | <b>Item (description / title)</b> | <b>Purpose of report</b>                                                                                                                                             | <b>Author</b> | <b>Date Entered</b> |
|--------------------------------------------------|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------------|
| <b>Information (June 2014)</b>                   | Procurement                       | To outline the Council's current procurement practices and identify areas that require strengthening to realise value for money and deliver the corporate priorities | Paul McGrady  | May 2014            |
| <b>Quarterly Information (Sept/Dec/Mar/June)</b> | Rhyl Going Forward                | To brief the Committee on the progress in delivering the Programme and its associated workstreams and projects, and                                                  | Mark Dixon    | May 2014            |

## Communities Scrutiny Committee Forward Work Plan

|                                       |                    |                                                                                                                                                                                                                                                                                                                                                                             |                               |           |
|---------------------------------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-----------|
|                                       |                    | to highlight to members areas of concern or slippages                                                                                                                                                                                                                                                                                                                       |                               |           |
| <b>Information Report (June 2015)</b> | Reablement Service | To detail to the Committee the:<br>(i) effectiveness of the Reablement Service in delivering the Council's corporate priority of protecting vulnerable people and helping them to live as independently as possible;<br>(ii) efficiencies realised following the introduction of the Service. The report to include all (positive and negative) feedback from service users | Phil Gilroy/Anne Hughes-Jones | June 2014 |

**Note for officers – Committee Report Deadlines**

| Meeting    | Deadline         | Meeting    | Deadline           | Meeting         | Deadline          |
|------------|------------------|------------|--------------------|-----------------|-------------------|
| 23 October | <b>9 October</b> | 4 December | <b>20 November</b> | 29 January 2015 | <b>15 January</b> |

Communities Scrutiny Work Programme.doc

29/08/14 RhE

| PROPOSAL FORM FOR AGENDA ITEMS<br>FOR SCRUTINY COMMITTEES                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                              |               |          |
|---------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|---------------|----------|
| <b>NAME OF SCRUTINY COMMITTEE</b>                                                                       | <b>Communities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                              |               |          |
| <b>DATE OF MEETING / TIMESCALE FOR CONSIDERATION</b>                                                    | <b>23<sup>rd</sup> October 2014</b>                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                              |               |          |
| <b>TITLE OF REPORT</b>                                                                                  | <b>Denbighshire Supporting People Local Commissioning Plan 2015-18</b>                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                              |               |          |
| <b>PURPOSE</b>                                                                                          | <b>1. Why is the report being proposed? (see also the checklist overleaf)</b>                                                                                                                                                                                                                                                                                                                                                                               | The Supporting People (SP) programme enables vulnerable people to live independently and contributes to the prevention of homelessness. The programme supports people who need housing and contributes towards tackling the issues of transience, poverty and multiple deprivation. The purpose of proposing the report is to consult with members on allocation of Supporting People Programme Grant (SPPG) including proposals to manage a minimum 5% cut to Denbighshire's SPPG funding. |                              |               |          |
|                                                                                                         | <b>2. What issues are to be scrutinised?</b>                                                                                                                                                                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>Allocation of spend and projects for 2015-16 and outline plans for 2016-18.</li> <li>Proposals to manage significant budget cuts.</li> </ul>                                                                                                                                                                                                                                                                                                         |                              |               |          |
|                                                                                                         | <b>3. Is it necessary/desirable for witnesses to attend e.g. lead members, officers/external experts?</b>                                                                                                                                                                                                                                                                                                                                                   | Yes: the Supporting People Manager; the Director for Demographics, Wellbeing and Planning; and the Lead Member for Social Care and Children's Services.                                                                                                                                                                                                                                                                                                                                     |                              |               |          |
|                                                                                                         | <b>4. What will the committee achieve by considering the report?</b>                                                                                                                                                                                                                                                                                                                                                                                        | Scrutiny of ring-fenced grant funding proposals for housing related support services in Denbighshire currently valued at approximately £6.1million per year. To note the impact of funding cuts for Denbighshire.                                                                                                                                                                                                                                                                           |                              |               |          |
|                                                                                                         | <b>5. Score the topic from 0 – 4 on aims &amp; priorities and impact (see overleaf)*</b>                                                                                                                                                                                                                                                                                                                                                                    | <table border="1"> <thead> <tr> <th><b>Aims &amp; Priorities</b></th> <th><b>Impact</b></th> </tr> </thead> <tbody> <tr> <td><b>3</b></td> <td><b>3</b></td> </tr> </tbody> </table>                                                                                                                                                                                                                                                                                                        | <b>Aims &amp; Priorities</b> | <b>Impact</b> | <b>3</b> |
| <b>Aims &amp; Priorities</b>                                                                            | <b>Impact</b>                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                              |               |          |
| <b>3</b>                                                                                                | <b>3</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                              |               |          |
| <b>ADDITIONAL COMMENTS</b>                                                                              | Local SP commissioning plans and spend plans are reported to the Regional Collaborative Committee (RCC) and then to the Welsh Government. Once plans have been agreed in Denbighshire, they will be collated into a regional plan for North Wales and submitted to the Welsh Government to allocate SPPG. The role of the RCC is to scrutinise local and regional plans and make recommendations to the minister on the allocation of SPPG in future years. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                              |               |          |
| <b>REPORTING PATH – what is the next step? Are Scrutiny's recommendations to be reported elsewhere?</b> | Scrutiny recommendations will be reported to the Supporting People Planning Group (a multi-agency commissioning group chaired by the Corporate Director for Planning & Wellbeing. Recommendations will also be included in the cabinet report in November 2014, when the strategy and spend plan are finalised.                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                              |               |          |
| <b>AUTHOR</b>                                                                                           | <b>Katie Newe, Supporting People Manager</b>                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                              |               |          |

## Appendix 2

Please complete the following checklist:

|                                                                                                                                                        | Yes                                   | No |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|----|
| Is the topic already being addressed satisfactorily?                                                                                                   |                                       | No |
| Is Scrutiny likely to result in service improvements or other measurable benefits?                                                                     |                                       | No |
| Does the topic concern a poor performing service or a high budgetary commitment?                                                                       | Yes                                   |    |
| Are there adequate resources / realistic possibility of adequate resources to achieve the objective(s)?                                                | Yes                                   |    |
| Is the Scrutiny activity timely, i.e. will scrutiny be able to recommend changes to the service delivery, policy, strategy, etc?                       | Yes                                   |    |
| Is the topic linked to corporate or scrutiny aims and priorities?                                                                                      | Yes                                   |    |
| Has the topic been identified as a risk in the Corporate Risk Register or is it the subject of an adverse internal audit or external regulator report? | Yes (in relation to financial impact) |    |

\*The following table is to be used to guide the scores given:

| Score | Aims & Priorities                                                                        | Impact                                                                 |
|-------|------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| 0     | No links to corporate/scrutiny aims and priorities                                       | No potential benefits                                                  |
| 1     | No links to corporate/scrutiny aims and priorities but a subject of high public concern  | Minor potential benefits affecting only one ward/customer/client group |
| 2     | Some evidence of links, but indirect                                                     | Minor benefits to two groups/moderate benefits to one                  |
| 3     | Good evidence linking the topic to both aims and priorities                              | Moderate benefits to more than one group/substantial benefits to one   |
| 4     | Strong evidence linking both aims and priorities, and has a high level of public concern | Substantial community-wide benefits                                    |

### SCORING

#### Aims & Priorities

|   |                                                                                        |                                                              |
|---|----------------------------------------------------------------------------------------|--------------------------------------------------------------|
| 4 | Possible topic for Scrutiny – to be timetabled appropriately                           | Priority topic for Scrutiny – for urgent consideration       |
| 3 |                                                                                        |                                                              |
| 2 | Reject topic for Scrutiny – topic to be circulated to members for information purposes | Possible topic for Scrutiny – to be timetabled appropriately |
| 1 |                                                                                        |                                                              |

|   |   |   |               |   |
|---|---|---|---------------|---|
| 0 | 1 | 2 | 3             | 4 |
|   |   |   | <b>Impact</b> |   |

Cabinet Forward Work Plan

Appendix 3

Tudalen 167

| Meeting             | Item (description / title) |                                                     | Purpose of report                                                                                             | Cabinet Decision required (yes/no) | Author – Lead member and contact officer |
|---------------------|----------------------------|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------------------|
| <b>30 September</b> | 1                          | Finance Report Update                               | To update Cabinet on the current financial position of the Council                                            | Tbc                                | Cllr Julian Thompson-Hill / Paul McGrady |
|                     | 2                          | Treasury Management Report                          | Annual review of the performance of the Council's treasury management                                         | Tbc                                | Cllr Julian Thompson-Hill / Paul McGrady |
|                     | 3                          | Food Hygiene Rating Act – Delegated Authority       | To provide delegated powers to the Head of Planning and Public Protection to authorise officers under the Act | Yes                                | Cllr David Smith / Emlyn Jones           |
|                     | 4                          | Control of Horses (Wales) Act – Delegated Authority | To provide delegated powers to the Head of Planning and Public Protection to authorise officers under the Act | Yes                                | Cllr David Smith / Emlyn Jones           |
|                     | 5                          | Mobile Homes Act – Delegated Authority              | To provide delegated powers to the Head of Planning and Public Protection to authorise officers under the Act | Yes                                | Cllr David Smith / Emlyn Jones           |
|                     | 6                          | Cadwyn Clwyd Local Development Strategy             | To sign off the strategy prior to Welsh Government approval                                                   | Yes                                | Cllr Huw Jones /Joanna Douglass          |

Cabinet Forward Work Plan

| Meeting            | Item (description / title) |                                                                   | Purpose of report                                                                                               | Cabinet Decision required (yes/no) | Author – Lead member and contact officer |
|--------------------|----------------------------|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------------------|
|                    | 7                          | School Transport Policy                                           | To consider changes to the current policy                                                                       | Yes                                | Cllr Eryl Williams / Jackie Walley       |
|                    | 8                          | Items from Scrutiny Committees                                    | To consider any issues raised by Scrutiny for Cabinet's attention                                               | Tbc                                | Scrutiny Coordinator                     |
|                    |                            |                                                                   |                                                                                                                 |                                    |                                          |
| <b>28 October</b>  | 1                          | Finance Report Update                                             | To update Cabinet on the current financial position of the Council                                              | Tbc                                | Cllr Julian Thompson-Hill / Paul McGrady |
|                    | 2                          | Items from Scrutiny Committees                                    | To consider any issues raised by Scrutiny for Cabinet's attention                                               | Tbc                                | Scrutiny Coordinator                     |
|                    |                            |                                                                   |                                                                                                                 |                                    |                                          |
| <b>25 November</b> | 1                          | Tenancy Terms and Conditions and Service Charges                  | To consider updated tenancy terms and conditions and charges for additional landlord services                   | Tbc                                | Cllr Hugh Irving / Stephen Collins       |
|                    | 2                          | Finance Report Update                                             | To update Cabinet on the current financial position of the Council                                              | Tbc                                | Cllr Julian Thompson-Hill / Paul McGrady |
|                    | 3                          | Denbighshire Supporting People Local Commissioning Plan 2015 - 18 | To approve the Plan for submission to the North Wales Regional Collaborative Committee and the Welsh Government | Yes                                | Cllr Bobby Feeley / Sophie Haworth-Booth |



Cabinet Forward Work Plan

Tudalen 169

| Meeting            | Item (description / title) |                                | Purpose of report                                                  | Cabinet Decision required (yes/no) | Author – Lead member and contact officer |
|--------------------|----------------------------|--------------------------------|--------------------------------------------------------------------|------------------------------------|------------------------------------------|
|                    | 4                          | Items from Scrutiny Committees | To consider any issues raised by Scrutiny for Cabinet’s attention  | Tbc                                | Scrutiny Coordinator                     |
| <b>16 December</b> | 1                          | Finance Report Update          | To update Cabinet on the current financial position of the Council | Tbc                                | Cllr Julian Thompson-Hill / Paul McGrady |
|                    | 2                          | Items from Scrutiny Committees | To consider any issues raised by Scrutiny for Cabinet’s attention  | Tbc                                | Scrutiny Coordinator                     |
| <b>13 January</b>  | 1                          | Finance Report Update          | To update Cabinet on the current financial position of the Council | Tbc                                | Cllr Julian Thompson-Hill / Paul McGrady |
|                    | 2                          | Items from Scrutiny Committees | To consider any issues raised by Scrutiny for Cabinet’s attention  | Tbc                                | Scrutiny Coordinator                     |

Note for officers – Cabinet Report Deadlines

| <i>Meeting</i>   | <i>Deadline</i>     | <i>Meeting</i> | <i>Deadline</i>   | <i>Meeting</i>  | <i>Deadline</i>    |
|------------------|---------------------|----------------|-------------------|-----------------|--------------------|
| <i>September</i> | <b>16 September</b> | <i>October</i> | <b>14 October</b> | <i>November</i> | <b>11 November</b> |

## Cabinet Forward Work Plan

Updated 11/08/14 - KEJ

Cabinet Forward Work Programme.doc

Tudalen 170

## Progress with Committee Resolutions

| Date of Meeting | Item number and title                                          | Resolution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Progress                                                                                                                                                                                                                                                |
|-----------------|----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 26 June 2014    | <b>5. Modernising Education Programme – Future Proposals</b>   | <b>RESOLVED</b> – that based on the information provided, and subject to the detail that would be contained in the report to Cabinet on 29th July 2014, the Committee support the ambitious vision for modernising education facilities across the County.                                                                                                                                                                                                                                                    | Scrutiny's comments were reported to Cabinet on 29 <sup>th</sup> July. Cabinet at that meeting authorised the commencement of feasibility studies in respect of identified projects, the completion of which will be subject to future budget decisions |
|                 | <b>6. Provision of Day Care Services in North Denbighshire</b> | <b>RESOLVED</b> – that the Committee:-<br>(a) receives the report and supports the actions being taken to move the service forward as consistent with the principles of supporting the citizens of Denbighshire to remain as independent as possible for as long as possible, and<br>(b) that an information report be submitted to the Committee in twelve months' time evaluating the effectiveness of the Reablement Service in delivering the above vision and in realising efficiencies for the Council. | Information report scheduled into the Committee's forward work programme for distribution during June 2015                                                                                                                                              |
|                 | <b>7. Food Review Task and Finish Group</b>                    | <b>RESOLVED</b> – that the Committee:-<br>(a) note the progress made against each of the recommendations.<br>(b) commend the quality of school meals across the County, but to register concerns                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                         |

|  |                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                       |
|--|-----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
|  |                                                     | <p><i>about the small portion size, and</i></p> <p><i>(c) agrees that another progress report be presented to the Committee in twelve months' time detailing the progress made with food hygiene and food standards compliance, and with the County's food procurement and contract monitoring procedures.</i></p>                                                                                                                                                                                                       | <p>Report scheduled into the Committee's forward work programme for submission to its meeting in June 2015 (date to be confirmed)</p> |
|  | <p><b>8. Highways Asset Management Strategy</b></p> | <p><b>RESOLVED</b> – <i>that the Committee:-</i></p> <p><i>(a) subject to the above explanations, note the progress made to date in improving the highways network across the County.</i></p> <p><i>(b) accept the principles of a highways maintenance prioritisation process, and</i></p> <p><i>(c) agrees that the holding of further workshops would be beneficial with a view to developing a clear strategy for the County's roads network and a well-defined highways maintenance prioritisation process.</i></p> | <p>Officers advised of the Committee's recommendations</p>                                                                            |