

At: Aelodau'r Cabinet

Dyddiad: 21 Mawrth 2016

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Annwyl Gyngorydd

Fe'ch gwahoddir i fynychu cyfarfod y **CABINET, DYDD MAWRTH, 29 MAWRTH 2016** am **10.00 am** yn **YSTAFELL BWYLLGORA 1A, NEUADD Y SIR, RHUTHUN.**

Yn gywir iawn

G Williams

Pennaeth Gwasanaethau Cyfreithiol, AD a Democraidaidd

## **AGENDA**

### **RHAN 1 – GWAHODDIR Y WASG A'R CYHOEDD I FOD YN BRESENNOL AR GYFER Y RHAN HON O'R CYFARFOD**

#### **1 YMDDIHEURIADAU**

#### **2 DATGANIADAU O FUDDIANT** (Tudalennau 5 - 6)

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

#### **3 MATERION BRYG**

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

#### **4 COFNODION** (Tudalennau 7 - 16)

Derbyn cofnodion cyfarfod y Cabinet a gynhaliwyd ar 16 Chwefror 2016 (copi'n amgaeedig).

#### **5 DIRWYN CYDBWYLLGOR TAITH I BEN** (Tudalennau 17 - 20)

I ystyried adroddiad gan y Cyngorydd David Smith, Aelod Arweiniol dros Barth Cyhoeddus (copi'n amgaeedig) yn ceisio cymeradwyaeth y Cabinet i ddirwyn Cydbwyllgor TAITH i ben ac ystyried trefniadau olynol.

**6 PRYDLES ARFAETHEDIG TŶ NANT, PRESTATYN I FWRDD IECHYD PRIFYSGOL BETSI CADWALADR (Tudalennau 21 - 30)**

I ystyried adroddiad gan y Cynghorydd Julian Thompson-Hill, Aelod Arweiniol dros Gyllid, y Cynllun Corfforaethol a Pherfformiad (copi'n amgaeedig) yn ceisio cymeradwyaeth y Cabinet i ganiatáu prydles ar delerau yn adlewyrchu gosod yr eiddo ar y farchnad agored fel yr argymhellwyd gan Reolwr Datblygu Masnachol y Cyngor ac asiantau allanol y Cyngor.

**7 Y RHYL YN SYMUD YMLAEN – ADOLYGU A CHAMAU NESAF (Tudalennau 31 - 58)**

Ystyried adroddiad gan y Cynghorydd Hugh Evans, Arweinydd ac Aelod Arweiniol dros yr Economi (copi'n amgaeedig) yn amlinellu adolygiad o'r cynnydd gyda Rhaglen Adfywio y Rhyl yn Symud Ymlaen ac asesiad o le mae angen i'r Rhaglen fynd nesaf.

**8 ADRODDIAD PERFFORMIAD Y CYNLLUN CORFFORAETHOL – CHWARTER 3 – 2015/16 (Tudalennau 59 - 102)**

Ystyried adroddiad gan y Cynghorydd Julian Thompson-Hill, Aelod Arweiniol dros Gyllid, Cynllun Corfforaethol a Pherfformiad (copi wedi'i amgáu) yn rhoi diweddariad ar ddarparu Cynllun Corfforaethol 2012 – 17 ar ddiwedd chwarter 3 2015/16.

**9 POLISIŌAU CYFLOGAETH (Tudalennau 103 - 268)**

I ystyried adroddiad gan y Cynghorydd Barbara Smith, Aelod Arweiniol dros Foderneiddio a Thai (copi'n amgaeedig) yn argymell cymeradwyo'r nifer o bolisiâu cyflogaeth.

**10 ADRODDIAD CYLLID (Tudalennau 269 - 286)**

I ystyried adroddiad gan y Cynghorydd Julian Thompson-Hill, Aelod Arweiniol Cyllid, Cynllun Corfforaethol a Pherfformiad (copi'n amgaeedig) yn manylu ar y sefyllfa ariannol ddiweddaraf a'r cynnydd ar strategaeth y gyllideb y cytunwyd arni.

**11 BLAENRAGLEN WAITH Y CABINET (Tudalennau 287 - 290)**

Derbyn Rhaglen Gwaith i'r Dyfodol y Cabinet sydd wedi'i hamgáu, a nodi'r cynnwys.

**RHAN 2 - MATERION CYFRINACHOL**

Dim eitemau.

**MEMBERSHIP**

## **Y Cynghorwyr**

Hugh Evans  
Julian Thompson-Hill  
Eryl Williams  
Bobby Feeley

Hugh Irving  
Huw Jones  
Barbara Smith  
David Smith

## **COPIAU I'R:**

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

Mae tudalen hwn yn fwriadol wag

DEDDF LLYWODRAETH LEOL 2000

Cod Ymddygiad Aelodau

## DATGELU A CHOFRESTRU BUDDIANNAU

Rwyf i,  
(enw)

\*Aelod /Aelod cyfetholedig o  
(\*dileuer un)

Cyngor Sir Ddinbych

**YN CADARNHAU** fy mod wedi datgan buddiant **\*personol / personol a sy'n rhagfarnu** nas datgelwyd eisoes yn ôl darpariaeth Rhan III cod ymddygiad y Cyngor Sir i Aelodau am y canlynol:-  
(\*dileuer un)

Dyddiad Datgelu:

Pwyllgor (nodwch):

Agenda eitem

Pwnc:

Natur y Buddiant:

(Gweler y nodyn isod)\*

Llofnod

Dyddiad

Noder: Rhowch ddigon o fanylion os gwelwch yn dda, e.e. 'Fi yw perchennog y tir sy'n gyfagos i'r cais ar gyfer caniatâd cynllunio a wnaed gan Mr Jones', neu 'Mae fy ngŵr / ngwraig yn un o weithwyr y cwmni sydd wedi gwneud cais am gymorth ariannol'.

Mae tudalen hwn yn fwriadol wag

## CABINET

Cofnodion cyfarfod o'r Cabinet a gynhaliwyd yn Ystafell Bwyllgora 1a, Neuadd y Sir, Rhuthun, Dydd Mawrth, 16 Chwefror 2016 am 10.00 am.

## YN BRESENNOL

Y Cyngorwyr Hugh Evans, Arweinydd ac Aelod Arweiniol dros yr Economi; Bobby Feeley, Aelod Arweiniol dros Ofal Cymdeithasol, Gwasanaethau Oedolion a Phlant; Huw Jones, Aelod Arweiniol dros Ddatblygu Cymunedol; Barbara Smith, Aelod Arweiniol dros Foderneiddio a Thai; David Smith, Aelod Arweiniol dros Dir y Cyhoedd; Julian Thompson-Hill, Aelod Arweiniol dros Gyllid, Cynllun Corfforaethol a Pherfformiad ac Eryl Williams, Dirprwy Arweinydd ac Aelod Arweiniol dros Addysg

**Arsyllwyr:** Y Cyngorwyr Ray Bartley, Meirick Davies, Martyn Holland, Huw Hilditch-Roberts, Dewi Owens, Merfyn Parry, Arwel Roberts a Huw Williams

## HEFYD YN BRESENNOL

Y Prif Weithredwr (MM); Cyfarwyddwyr Corfforaethol: Economi a Thir y Cyhoedd (RM) a Chymunedau (NS); Penaethiaid Gwasanaeth: Gwasanaethau Cyfreithiol, Adnoddau Dynol a Democrataidd (GW), Addysg (KE), Cyllid, Asedau a Thai (JG), a Chynllunio a Diogelwch y Cyhoedd (GB); Rheolwr Rhaglen (JC); Swyddog Arweiniol – Tai Cymunedol (GD); Prif Swyddog Cyllid (RW), a Gweinyddydd Pwyllgor (KEJ)

### 1 YMDDIHEURIADAU

Y Cyngorydd Hugh Irving, Aelod Arweiniol dros Gwsmeriaid a Llyfrgelloedd

### 2 DATGAN CYSYLLTIAD

Y Cyngorydd Meirick Davies – Personol – Eitem 9 yr Agenda – modurdy rhent y cyngor

Y Cyngorydd Huw Hilditch-Roberts – Personol – Eitemau 5 a 6 yr Agenda – Llywodraethwr Ysgol Pen Barras

### 3 MATERION BRYD

Ni chodwyd unrhyw faterion bryd.

### 4 COFNODION

Cyflwynwyd cofnodion cyfarfod y Cabinet a gynhaliwyd ar 12 Ionawr 2016.

Tudalen 9 – Eitem 6: Cyllideb 2016/17 (Cynigion Terfynol – Cam 6) gofynnodd y Cyngorydd Eryl Williams am ddiweddariad ar ddyraniadau grant ers y cyfarfod diwethaf a thynnodd sylw at yr angen i'r cyngor gofnodi'r dyraniadau hynny, gan gynnwys toriadau i gyllid grant, at ddibenion tryloywder. Cadarnhawyd na wnaeth y

Gweinidog unrhyw gyhoeddiadau pellach o ran dyraniadau grant a oedd yn tueddu i gael eu talu'n raddol dros gyfnod o fisoedd. O ran awdurdodau gwledig oedd wedi bod yn destun mwy o doriadau o ganlyniad i setliad drafft y llywodraeth leol, mae cyllid wedi bod ar gael o gronfeydd Llywodraeth Cymru ers hynny.

**PENDERFYNWYD** cymeradwyo cofnodion y cyfarfod a gynhaliwyd ar 12 Ionawr 2016 fel gwir gofnod ac fe'u harwyddwyd gan yr Arweinydd.

## 5 ADRODDIAD CYLLID

Cyflwynodd y Cynghorydd Julian Thompson-Hill yr adroddiad sy'n rhoi manylion y sefyllfa ariannol ddiweddaraf a chynnydd yn erbyn strategaeth gytûn y gyllideb. Darparodd grynodedb o sefyllfa ariannol y Cyngor fel a ganlyn -

- rhagwelwyd tanwariant net o £0.418m ar gyfer cyllidebau gwasanaeth a chorfforaethol
- cyflawnwyd 91% o arbedion cytûn hyd yma (targed £7.3m) a rhagwelwyd bod mwyafrif yr arbedion sy'n weddill yn cael eu cyflawni erbyn 2016/17 fan hwyraf
- amlygwyd amrywiadau allweddol o dargedau cyllidebau neu arbedion yn ymwneud â meysydd gwasanaeth unigol, a
- diweddariad cyffredinol ar y Cyfrif Refeniw Tai, Cynllun Cyfalaf Tai a'r Cynllun Cyfalaf (gan gynnwys yr elfen Cynllun Corfforaethol).

Gofynnwyd i'r Cabinet hefyd gymeradwyo treuliau annisgwyl o £4.8m i gefnogi cynlluniau Glasdir ac Ysgol Carreg Emlyn; £1.5m i'r Cynllun Cyfalaf ynghyd â dileu'r £140,000 o ddyledion sy'n ddyledus gan The Scala Prestatyn Company Limited.

Codwyd y materion canlynol yn ystod y ddadl –

- canmolodd y Cabinet y buddsoddiad sylweddol mewn prosiectau cyfalaf mawrion, yn enwedig o gofio'r cyfnod ariannol anodd, oedd yn cynnwys buddsoddiadau mewn Ysgolion, Glan Môr y Rhyl, Datblygiad Nova a Chynllun Datblygu Arfordirol Gorllewin y Rhyl, a llongyfarchodd bawb oedd ynghlwm â'r prosiectau hynny
- amlygwyd hefyd y buddsoddiad ym mhrosiect Ysgolion 21ain Ganrif Ysgolion Cynradd Rhuthun ac roedd yr aelodau'n falch o nodi bod cynlluniau Glasdir ac Ysgol Carreg Emlyn ar y trywydd iawn i gael eu cyflawni ym mis Medi 2017 ac ychwanegwyd diweddariad ar y prosiectau hynny at adroddiad cyllid rheolaidd y Cabinet. Cytunwyd, o ran Glasdir, gyfeirio yn y dyfodol at 'safle ar y cyd' yn wahanol i 'ysgol ar y cyd' er mwyn dynodi'r ddwy ysgol ar y safle
- yn dilyn cadarnhad o ffigurau terfynol diwedd y flwyddyn, byddai'r driniaeth o danwariant yn cael ei hystyried gan y Cabinet yn yr adroddiad alldro ariannol - rhagwelwyd y byddai sawl gwasanaeth yn cadw eu tanwariant i barhau gyda phrosiectau arfaethedig yn y flwyddyn ariannol nesaf
- cadarnhawyd bod y Cynllun Corfforaethol yn rymus ac, ar sail y tybiaethau presennol, roedd adnoddau yn eu lle i sicrhau ei fod yn cael ei gyflawni
- trafodwyd effaith andwyol tywydd difrifol ar y priffyrdd hefyd a'r gwaith cynnal a chadw ffyrdd ychwanegol angenrheidiol o ganlyniad i lifogydd – ceisiwyd cyllid Llywodraeth Cymru ond os nad oedd cyllid allanol ar gael, byddai'r gwaith angenrheidiol yn cael ei ariannu gan y Gronfa Tywydd Difrifol



- cyfrannodd yr oedi mewn gwaith prosiect a newidiadau yn y dull cynllunio busnes at danwariant yn y gwasanaeth Datblygu Economaidd a Busnes a rhoddwyd sicrwydd mewn perthynas â'r bwriad i gario cyllid ymlaen yn y flwyddyn ariannol nesaf i symud y prosiectau arfaethedig hynny ymlaen.

**PENDERFYNWYD** bod y Cabinet –

- yn nodi'r cyllidebau a osodwyd ar gyfer 2015/16 a symud ymlaen yn erbyn y strategaeth gyllideb gytûn;*
- yn cymeradwyo'r dyraniad o dreuliau annisgwyl o £4.8m i gefnogi cynlluniau Glasdir ac Ysgol Carreg Emlyn yn Rhaglen Ysgolion yr 21ain Ganrif, a fydd yn cael ei ariannu trwy ryddhau cyllidebau refeniw o fewn y Rhaglen Moderneiddio Ysgolion cyffredinol.*
- yn cymeradwyo dileu dyledion sy'n ddyledus gan The Scala Prestatyn Company Limited sy'n gwneud cyfanswm o £140,000 ac yn*
- cymeradwyo'r dyraniad o £1.5m o adolygiad darpariaethau'r fantolen a threuliau annisgwyl yn y flwyddyn i'r Cynllun Cyfalaf.*

## **6 CYNIG CAU YSGOL LLANBEDR DC AR 31 AWST 2016 GYDA'R DISGYBLION PRESENNOL YN TROSGLWYDDO I YSGOL BORTHYN, RHUTHUN, YN DIBYNNU AR DDEWIS Y RHIENI**

[Ceisiodd yr Arweinydd gael sicrwydd gan aelodau'r Cabinet a gadarnhaodd eu bod yn fodlon iddynt gael digon o gyfle i astudio'r holl wybodaeth mewn perthynas â'r eitem hon er mwyn gwneud penderfyniad deallus.]

Cyfeiriodd Pennaeth y Gwasanaethau Cyfreithiol, Adnoddau Dynol a Democrataidd at y Cod Trefniadaeth Ysgolion ac esboniodd fod rhaid i'r Cabinet benderfynu ar y cynnig gyda meddwl agored gan ystyried y ffactorau perthnasol a osodwyd ym mharagraffau 4.5, 4.8 a 4.9 yr adroddiad.

Cyflwynodd y Cynghorydd Eryl Williams yr adroddiad sy'n rhoi manylion y gwrthwynebiadau a ddaeth i law yn dilyn cyhoeddiad yr hysbysiad statudol o'r cynnig i'w hystyried. Cyfeiriodd at weledigaeth y Cyngor ar gyfer addysg a buddsoddiad sylweddol mewn ysgolion fel rhan o'r agenda moderneiddio ysgolion. Gwnaed y cynnig fel rhan o adolygiad ardal ehangach Rhuthun a gosodwyd yr achos am newid yn yr adroddiad yn seiliedig ar amcanion y Cyngor i leihau'r lleoedd dros ben, cyflawni dosbarthiad tecach a mwy cyfiawn o gyllid ysgol a darparu mwy o effeithlonrwydd ac effeithiolrwydd o ystâd yr ysgol. Roedd y ddarpariaeth addysgol yn yr ardal yn cynnwys (1) Addysg Cyfrwng Cymraeg, (2) Addysg Cyfrwng Saesneg, (3) Addysg Seiliedig ar Ffydd Cyfrwng Cymraeg, a (4) Addysg Ffydd Cyfrwng Saesneg. Rhoddodd wybod y byddai pedair elfen y ddarpariaeth yn parhau o weithredu'r cynnig.

Ystyriodd y Cabinet y gwrthwynebiadau yn yr adroddiad ynghyd â'r dadleuon ar gyfer y cynnig a'r ffactorau y manylwyd arnynt yn y Cod Trefniadaeth Ysgolion. Ceisiodd yr aelodau gael eglurder ynghylch y cyfeiriadau at ffedereiddio yn

ymatebion yr ymgynghoriad ac a fyddai'r dewis hwn yn bodloni amcanion allweddol y Cyngor a chwestiynwyd pam nad ymgynghorwyd ynghylch cynigion eraill. Codwyd cwestiynau hefyd mewn perthynas â chapasiti Ysgol Borthyn i letya disgyblion Ysgol Llanbedr a chynnig darpariaeth gofal plant cofleidiol. Ceisiwyd sicrwydd hefyd mai'r cynnig hwn oedd yn cynrychioli'r dewis gorau i fodloni amcanion y Cyngor.

Ymatebodd y swyddogion fel a ganlyn –

- esboniwyd bod dewisiadau eraill i'r cynnig wedi'u hystyried, gan gynnwys yr achos o blaid ffedereiddio, yn gynharach yn y broses ymgynghori. Ystyriwyd y manteision a'r anfanteision ac er bod gan ffedereiddio nifer fawr o fanteision, nid aeth i'r afael ag amcanion allweddol y Cyngor i fynd i'r afael â'r lleoedd dros ben, cyflawni dosbarthiad tecach a mwy cyfiawn o gyllid ysgol, na darparu mwy o effeithlonrwydd ac effeithiolrwydd o ystâd yr ysgol
- roedd y Cod Trefniadaeth Ysgolion yn gofyn i'r Cyngor weithio gyda phartneriaid allweddol megis yr Esgobaeth a chynhaliwyd ymgynghoriad ym mis Ebrill/Mai. Cynhaliwyd dadansoddiad o ddewisiadau eraill a rhoddwyd rhesymau o ran pam nad aed ar drywydd y dewisiadau hynny, gan gynnwys ffedereiddio. Cynhwyswyd y dewisiadau eraill hyn yn yr adroddiad ymgynghori ffurfiol ochr yn ochr â'r dewis oedd yn cael ei ffafrio gan y Cyngor
- rhoddwyd sicrwydd fod y cynnig yn bodloni gofynion y Cod Trefniadaeth Ysgolion ac yn cynrychioli'r dewis gorau i fodloni amcanion allweddol y Cyngor i fynd i'r afael â lleoedd dros ben, gostwng y gost fesul disgybl a darparu ystâd ysgol effeithlon a chynaliadwy
- cadarnhawyd petai pob plentyn o Ysgol Llanbedr yn dewis trosglwyddo i Ysgol Borthyn, byddai lle i gefnogi'r trosglwyddiad hwnnw – gallai fod angen rhywfaint o waith mân gyflunio i'r lle addysgu
- derbyniwyd bod y cyfleuster gofal plant cofleidiol presennol yn Ysgol Llanbedr yn cael ei werthfawrogi'n fawr ond roedd darpariaeth gofal cofleidiol ar gael mewn ysgolion eraill yn yr ardal, gan gynnwys Ysgol Borthyn a phetai'r cynnig yn mynd yn ei flaen, byddai'r swyddogion yn gweithio i helpu cefnogi'r ddarpariaeth honno.

Siaradodd y Cynghorydd Huw Williams yn erbyn y cynnig a chwestiynodd y gost oedd ynghlwm, gan gynnwys addasu Ysgol Borthyn i letya disgyblion ychwanegol. Amlygodd nad oedd y cyllid i fwrw ymlaen â chynigion adolygu gweddill ardal Rhuthun yn dibynnu ar gau'r ysgol a byddai cau'r cyfleuster gofal plant cofleidiol yn arwain at golli pedair swydd amser llawn. Dadleuodd y Cynghorydd Williams y dylid mynd ar drywydd y dewis ffedereiddio a nododd faint y gwrthwynebiad i'r cau gan ddweud y byddai'r ysgol yn debygol o fod yn llawn pe na bai dan fygythiad o gael ei chau. Yn olaf, holodd a oedd y Cabinet yn hyderus y byddai'r Gweinidog yn cynnal ei benderfyniad os byddent yn penderfynu cau'r ysgol.

Ymatebodd y Cynghorydd Eryl Williams a'r Pennaeth Addysg fel a ganlynol –

- byddai unrhyw addasiadau i Ysgol Borthyn yn golygu ail-gyflunio lle dysgu a byddai'r costau'n fach iawn - ni fyddai angen buddsoddiad cyfalaf sylweddol
- byddai'r swyddogion yn gweithio gyda darparwyr gofal plant cofleidiol ac yn cynnig cefnogaeth fel y bo'n briodol

- derbyniwyd nad oedd cyflawni gweddill cynigion adolygiad ardal Rhuthun yn dibynnu'n ariannol ar gau unrhyw ysgol unigol ond ni fyddai cadw'r ysgol yn agored yn mynd i'r afael â'r amcanion a'r ffactorau allweddol a nodwyd yn y Cod Trefniadaeth Ysgolion o ran lleoedd dros ben, ysgolion cynaliadwy a sicrhau dosbarthiad tecach o gyllid disgyblion
- byddai'r Cabinet yn gwneud penderfyniad deallus ar rinweddau'r cynnig ac ni allai rhagatal camau gweithredu yn dilyn y broses honno.

Siaradodd y Cynghorydd Dewi Owens hefyd yn erbyn y cynnig gan gredu iddo gael ei ddatblygu gyda chau mewn golwg yn hytrach nag achub yr ysgol. Roedd yn beio'r Cyngor am y cwmp yn niferoedd y disgyblion a theimlai y dylid gwneud mwy i fynd i'r afael â hynny. Cododd y Cynghorydd Martyn Holland bryderon hefyd yn dadlau bod cau ysgolion eraill wedi arwain at ysgolion ardal newydd ond roedd yr achos hwn yn ymwneud â throsglwyddo disgyblion i Ruthun a chodwyd cwestiynau mewn perthynas â chapasiti yn Ysgol Borthyn. Dywedodd hefyd y byddai costau'n gysylltiedig â throsglwyddo disgyblion ac ni fyddai'r cyngor yn elwa'n ariannol ar dderbyniad cyfalaf oherwydd nid oedd yn berchen ar y tir nac adeilad yr ysgol - byddai ffedereiddio'n arwain at arbed costau. Rhybuddiodd yn erbyn gwneud penderfyniad i gau'r ysgol ar hyn o bryd oherwydd nid oedd effaith ysgolion newydd Glasdir ar ymarferoldeb Ysgol Borthyn i'r dyfodol yn hysbys eto - gallai ymadawiad disgyblion i'r ysgolion newydd arwain at golli darpariaeth seiliedig ar ffydd yn yr ardal.

Ymatebodd y Cynghorydd Eryl Williams fod galw am addysg seiliedig ar ffydd cyfrwng Saesneg yn yr ardal a allai gael ei bodloni gan Ysgol Borthyn ac ystyriwyd bod yr ysgol yn gynaliadwy wrth symud ymlaen – byddai gweithredu'r cynnig yn sicrhau bod y cyfuniad presennol o ddarpariaeth addysgol mewn ysgolion cyfrwng Cymraeg a Saesneg ac ysgolion seiliedig ar ffydd cyfrwng Cymraeg a Saesneg yn cael eu cadw. Ailadroddwyd hefyd fod yr holl ddewisiadau eraill wedi'u hystyried, gan gynnwys ffedereiddio, ond yn dilyn dadansoddiad, penderfynwyd peidio â dewis ffedereiddio oherwydd nid oedd yn bodloni amcanion allweddol y Cyngor.

Rodd y Cabinet yn fodlon fod prosesau priodol wedi'u dilyn a'u bod yn cydymffurfio â gofynion y Cod Trefniadaeth Ysgolion. Derbyniodd y Cabinet fod angen gwneud penderfyniadau anodd wrth symud yr agenda moderneiddio ysgolion ymlaen ond ystyriwyd mai gweithredu'r cynnig oedd y dewis gorau er mwyn sicrhau cymysgedd priodol o ddarpariaeth addysg gynaliadwy yn ardal Rhuthun i'r dyfodol. Wrth symud yr argymhellion, cydnabyddodd y Cynghorydd Eryl Williams y penderfyniad anodd ond ailadroddodd ei ymrwymiad i sicrhau darpariaeth a chyfleusterau addysg gynaliadwy ansawdd uchel i bob disgybl yn y sir.

***PENDERFYNWYD*** bod y Cabinet –

- yn nodi canfyddiadau'r adroddiad yn gwrthwynebu, ac*
- yn dilyn ystyriaeth o'r uchod, bod y Cabinet yn cymeradwyo gweithrediad y cynnig i gau Ysgol Llanbedr o 31 Awst 2016 ymlaen gyda'r disgyblion presennol yn trosglwyddo i Ysgol Borthyn, Rhuthun yn amodol ar ffafriaeth y rhieni.*

Gohiriwyd y cyfarfod yn y fan hon (11.10 a.m.) am luniaeth.

## **7 Y DIWEDDARAF AM BROSIECT DATBLYGU GLAN Y MÔR Y RHYL**

Cyflwynodd y Cyngorydd Hugh Evans yr adroddiad yn diweddarau'r Cabinet ar gynnydd gyda phrosiect Datblygu Glan Môr y Rhyl a cheisiodd gymeradwyaeth i fwrw ymlaen i gytundeb datblygu mwy ffurfiol ar y telerau a amlinellwyd yn yr adroddiad.

Penodwyd Neptune Development Limited (NDL) fel y partner datblygu dewisol i gynorthwyo'r Cyngor wrth adnewyddu'r arlwy hamdden a chyfleusterau ar gyfer llain arfordirol y Rhyl. Roedd cynigion bellach wedi datblygu'n ddigonol i symud i gytundeb mwy ffurfiol a fyddai'n sicrhau bod modd asesu a deall yn llawn ymarferoldeb ariannol elfennau unigol y cynllun a'r effaith ar y datblygiad ehangach cyn caniatáu cymeradwyaeth. Roedd manylion y cynllun, a rannwyd yn bum parth amlwg ar hyd yr arfordir, wedi'u cynnwys yn yr adroddiad. Bu ymateb y cyhoedd i'r cynigion yn aruthrol o gadarnhaol.

Croesawodd y Cabinet y prosiect datblygu a'r cynigion i adfywio'r Rhyl gan nodi y byddai angen buddsoddiad sylweddol, sy'n debygol trwy gyfuniad o grantiau llywodraeth, buddsoddiad sector preifat a rhai cyfraniadau gan y cyngor. Cadarnhawyd bod NDL wedi modelu cynllun ymarferol o bosibl yn seiliedig ar nifer o dybiaethau ond byddai angen datblygu achosion busnes manwl ar gyfer pob elfen i asesu ymarferoldeb unigol a'r effaith ar y cynllun cyffredinol. O ran amserlenni ar gyfer datblygu, cynghorwyd yr aelodau ynghylch hyblygrwydd y cytundeb cyffredinol a fyddai'n galluogi ar gyfer symud gwahanol gamau ymlaen wrth iddynt ddatblygu. Cafodd llinell amser mynegol ei gynnwys yn yr adroddiad yn seiliedig ar yr hyn yr oedd NDL yn ystyried bod modd ei gyflawni, ond byddai amserlenni mwy pendant yn cael eu cadarnhau wrth i'r broses symud yn ei blaen. Nodwyd bod y Bwrdd Prosiect Cyfleusterau Arfordirol yn goruchwyllo datblygiad y prosiect a gofynnodd y Cyngorydd Eryl Williams fod cofnodion y cyfarfodydd hynny ar gael yn gyhoeddus i sicrhau bod yr holl aelodau'n ymwybodol o'r gwaith oedd yn cael ei wneud.

***PENDERFYNWYD*** bod y Cabinet –

- (a) *yn rhoi cymeradwyaeth i fynd i Gytundeb Adfywio Cyffredinol ar sail y modelau cyllido a osodwyd yn hynny; gyda phob elfen o'r adfywio'n cael ei chyflwyno'n raddol ac yn destun cymeradwyaeth bellach (boed gan y Cabinet neu drwy Benderfyniad wedi'i Ddirprwyo yn dibynnu ar y gwerth) i fwrw ymlaen, ac*
- (b) *yn cymeradwyo sefydlu cyllideb prosiect a ariennir trwy ailddyrrannu'r adnoddau corfforaethol presennol.*

## **8 ARGYMHELLION Y GRŴP BUDDSODDI STRATEGOL**

Cyflwynodd y Cyngorydd Julian Thompson-Hill yr adroddiad gan geisio cefnogaeth y Cabinet o brosiectau a nodwyd i'w cynnwys yng Nghynllun Cyfalaf

2016/17 fel a argymhellwyd gan y Grŵp Buddsoddi Strategol ac a fanylwyd yn Atodiad 1 i'r adroddiad.

Arweiniodd y Cyngorydd Thompson-Hill yr aelodau trwy'r adroddiad ac ymhelaethodd ar y cyllid sydd ar gael ar gyfer buddsoddiad cyfalaf i brosiectau un tro a dyraniadau bloc ar gyfer rhaglenni gwaith parhaus. Cyfeiriwyd at waith y Grŵp Buddsoddi Strategol wrth adolygu ceisiadau am ddyraniadau a darparwyd crynodeb o'r argymhellion. Yn sgil bod cyllid cyfalaf annigonol ar gael i gwmpasu pob prosiect, gwnaed nifer o ddyraniadau dros dro yn amodol ar werthu asedau.

Mewn ymateb i gwestiynau, gwnaeth y Cyngorydd Julian Thompson-Hill –

- esbonio'r broses benthycu ddarbodus sy'n cynghori bod angen i'r cyngor ddibynnu'n fwyfwy ar ei adnoddau ei hun i fuddsoddi yn sgil y gostyngiad parhaus yng ngwerth go iawn setliadau cyfalaf Llywodraeth Cymru
- cadarnhau bod cynigion cynnal cyfalaf ysgolion a heb fod i ysgolion yn cynnwys darpariaeth ar gyfer cynnal a chadw hanfodol megis gwaredu asbestos. Ymhelaethodd y Cyngorydd Eryl Williams ar brif sefyllfa'r Cyngor o ran troi at gyllid Ysgolion yr 21ain Ganrif i fuddsoddi mewn adeiladau a chyfleusterau ysgolion fel rhan o'r agenda moderneiddio ysgolion
- dweud bod y cynigion am waith Priffyrdd yn cynnwys gwelliannau i ffyrdd a phontydd, goleuadau strydoedd a diogelwch ffyrdd a blaenoriaethwyd y dyraniadau ar sail angen - rhoddodd y Cyngorydd David Smith wybod bod gwariant ar gynlluniau unigol wedi'u trafod gan Grwpiau Ardal Aelodau ac awgrymwyd mynd i'r afael ag unrhyw gwestiynau/pryderon yn hyn o beth yn y fforwm hwnnw neu eu codi'n uniongyrchol gyda'r Gwasanaeth Priffyrdd.

***PENDERFYNWYD*** bod y prosiectau y manylir arnynt yn Atodiad 1 i'r adroddiad i'w cynnwys yng Nghynllun Cyfalaf 2016/17 yn cael eu cefnogi a'u hargymell i'r Cyngor llawn.

## **9 GOSOD RHENT TAI A CHYLLIDBAU REFENIW TAI A CHYFALAF 2016/17**

Cyflwynodd y Cyngorydd Julian Thompson-Hill yr adroddiad yn ceisio cymeradwyaeth i'r cynnydd arfaethedig mewn rhent ar gyfer tai cyngor a chymeradwyaeth Cyllidebau Cyfalaf a Refeniw y Cyfrif Refeniw Tai ar gyfer 2016/17.

Arweiniodd y Cyngorydd Thompson-Hill yr aelodau trwy ffigurau'r gyllideb a'r tybiaethau lefel incwm a gyfrifwyd gan ystyried Polisi Llywodraeth Cymru ar gyfer Rhenti Tai Cymdeithasol a'r mecanwaith i godi rhenti. Dangosodd yr adolygiad blynyddol o Gynllun Busnes y Stoc Tai (CBST) iddo barhau'n rymus ac yn ariannol hyfyw ac y cafwyd buddsoddiad sylweddol mewn gwella'r stoc tai presennol ac adeiladu stoc tai newydd mawr ei hangen.

Yn ystod yr ystyriaeth o'r adroddiad, trafodwyd y materion canlynol –

- bu pum gwerthiant Hawl i Brynu (HiB) yn 2015/16 hyd yma a rhagwelwyd un gwerthiant y flwyddyn yn y blynyddoedd dilynol, fodd bynnag profwyd y CBST gyda'r dybiaeth o ddim gwerthiant ac ni chafwyd unrhyw effaith andwyol.

Eglurwyd nad oedd angen gwerthiant HiB bellach er mwyn ariannu'r cynllun oherwydd y setliadau cymhorthdal gwell na'r disgwyl dros amser. Cydnabuodd aelodau'n flaenorol y gallai gwerthiannau HiB fod yn wrthgynhyrchiol i dyfu'r stoc tai ac yn dilyn Hysbysiad o Gynnig i'r Cyngor, awdurdodwyd y swyddogion i adrodd nôl ar achos busnes i ohirio gwerthiannau HiB. Cadarnhaodd y swyddogion y byddai'r achos busnes yn cwmpasu gwerthiannau HiB ar draws y sir ac a fyddai unrhyw eithriadau ar gyfer meysydd penodol yn berthnasol. Ar hyn o bryd, ail-fuddsoddwyd 25% o werthiannau HiB mewn stoc tai a defnyddiwyd 75% i ad-dalu dyledion

- roedd adolygiad o fodur dai'r cyngor yn mynd rhagddo a hefyd yn rhan o'r dewisiadau ar gyfer adeilad newydd. Nid oedd y rhent yn talu am gostau cynnal a chadw ac roedd rhai modurdai'n cael eu defnyddio fel cyfleusterau storio ac nid ar gyfer eu diben bwriadedig – roedd y materion hyn yn cael eu hystyried fel rhan o'r adolygiad. Amlygwyd pwysigrwydd cadw modurdai'r cyngor er mwyn cadw'r briffordd yn rhydd o dagfeydd a chadarnhaodd y swyddogion y byddai modurdai sy'n cynnig lleoedd parcio ceir gwerthfawr yn cael eu hystyried felly o fewn yr adolygiad. Eglurwyd bod y rhent ar gyfer tenantiaid nad ydynt yn denantiaid y Cyngor ychydig yn uwch oherwydd ei fod yn cynnwys TAW
- cadarnhawyd yr ymgynghorwyd â Ffederasiwn Tenantiaid a Thrigolion Sir Ddinbych a bod y rheswm am y codiad mewn rhent a'r effaith ar Gynllun Busnes y Cyfrif Refeniw Tai wedi'i esbonio'n llawn i'r grŵp
- roedd y Cabinet yn falch o nodi'r adborth cadarnhaol gan gwsmeriaid yn arolwg STAR yn 2015 a ddychwelodd lefelau bodlonrwydd uchel o ran gwerth am arian rhent a ffioedd gwasanaeth a llongyfarchwyd y swyddogion yn hynny o beth
- roedd camau'n cael eu cymryd i godi rhent yn raddol er mwyn bodloni'r ffigurau rhent targed yn unol â pholisi Llywodraeth Cymru ar gyfer rhenti tai cymdeithasol. Y codiad rhent a gadarnhawyd gan Lywodraeth Cymru oedd 1.4% (CPI+1.5% a £2) a byddai 22% o denantiaid yn talu'r lefel rent darged yn 2016/17 - disgwylid y byddai'r holl denantiaid yn talu'r rhent targed llawn erbyn 2021.

#### **PENDERFYNWYD –**

- (a) mabwysiadu Cyllideb y Cyfrif Refeniw Tai ar gyfer 2016/17 (Atodiad 1 yr adroddiad) a Chynllun Busnes y Stoc Tai (Atodiad 2 i'r adroddiad);*
- (b) codi rhenti anheddau'r Cyngor yn unol â Pholisi Llywodraeth Cymru ar gyfer Rhenti Tai Cymdeithasol a gyflwynwyd ym mis Ebrill 2015 i rent wythnosol cyfartalog o £77.74 a fyddai'n dod i rym ar ddydd Llun 4 Ebrill 2016, a*
- (c) chodi rhenti modurdai'r Cyngor yn unol â'r cynnydd mewn rhenti ar gyfer anheddau'r Cyngor i £6.68 i Denantiaid y Cyngor ac £8.02 i Denantiaid eraill yr wythnos.*

#### **10 DIWEDDARIAD AM ASESIAD LLETY SIPSISWN A THEITHWYR**

Cyflwynodd y Cyngorydd Barbara Smith yr adroddiad yn amlinellu canfyddiadau Aseiad Llety Sipsiwn a Theithwyr 2016 ar gyfer Sir Ddinbych (ynghlwm fel atodiad cyfrinachol i'r adroddiad) a cheisiodd gymeradwyaeth y Cabinet i gyflwyno'r

Asesiad i Lywodraeth Cymru ac i ddefnyddio dull rhanbarthol o chwilio am safleoedd i fodloni unrhyw ddarpariaeth angenrheidiol i'r dyfodol.

Roedd gofyniad statudol ar awdurdodau lleol i gynnal asesiad a darparu ar gyfer safleoedd pan oedd angen wedi'i nodi. Galwodd asesiad cynharach yn 2013 am safle tramwy ar y cyd i Gonwy a Sir Ddinbych oherwydd bod cyfran uchel o wersyllu anawdurdodedig yn digwydd yng ngogledd y sir ger y ffin. Cynhaliwyd asesiad ar y cyd gyda Chyngor Bwrdeistref Sirol Conwy ond byddai dogfennau ar wahân yn cael eu cyflwyno. Casglodd yr asesiad fod angen safle tramwy neu fan stopio yng ngogledd y sir ac roedd angen i'r Cyngor fynd i'r afael â'r angen hwnnw.

Yn ystod y ddadl a ddilynodd, codwyd cwestiynau mewn perthynas â'r cyfrifoldebau statudol ar awdurdodau lleol, y camau nesaf yn y broses, ac a fyddai unrhyw gyllid ychwanegol yn cael ei ddarparu i alluogi awdurdodau i fodloni eu rhwymedigaethau statudol. Amlinellodd y Pennaeth Gwasanaethau Cyfreithiol, Adnoddau Dynol a Democrataidd y darpariaethau dan Ddeddf Tai (Cymru) 2014 mewn perthynas â Llety Sipsiwn a Theithwyr a nodwyd bod rhai rhannau o'r Ddeddf, yn enwedig o ran sancsiynau i fethu bodloni unrhyw angen a nodwyd, heb fod mewn grym eto. Adroddodd y Rheolwr Cynllunio Datblygu a Pholisi ar y bwriad i gydweithio gyda Chonwy i nodi safle addas a chynghorodd bod cyllid cyfyngedig Llywodraeth Cymru ar gael ond nad oedd yn cwmpasu costau caffael y safle. Er mwyn gwneud cais am gyllid, roedd angen caniatâd cynllunio ar safle wedi'i gaffael a chael cynllun prosiect manwl ar waith. Roedd gan Gonwy un safle parhaol ac roedd wedi clustnodi safle tramwy ond roedd y sefyllfa ddiweddaraf yn aneglur oherwydd y gwrthwynebiad lleol. Petai safle tramwy'n cael ei ddarparu, byddai gan y cyngor y grym i symud gweryllfannau anawdurdodedig i'r safle hwnnw. Byddai'r angen dynodedig ar draws Cymru'n hysbys pan fydd yr holl asesiadau wedi'u cyflwyno i Lywodraeth Cymru

**PENDERFYNWYD** bod y Cabinet yn cymeradwyo –

- (a) cyflwyno Asesiad o Llety Sipsiwn a Theithwyr i Lywodraeth Cymru, a
- (b) defnyddio dull rhanbarthol o chwilio am safleoedd i fodloni unrhyw ddarpariaeth angenrheidiol i'r dyfodol.

## 11 **BLAENRAGLEN WAITH Y CABINET**

Cyflwynwyd Blaenraglen Waith y Cabinet i'w hystyried a nododd yr aelodau'r diwygiadau canlynol –

- eitem ychwanegol ar Gau TAITH – Mawrth
- hen Ysbyty Gogledd Cymru, Dinbych – symudwyd o fis Mawrth i fis Ebrill/Mai

**PENDERFYNWYD** nodi Blaenraglen Waith y Cabinet

### **Gwahardd y wasg a'r cyhoedd**

**PENDERFYNWYD** dan Adran 100A Deddf Llywodraeth Leol 1972, i wahardd y Wasg a'r Cyhoedd o'r cyfarfod am yr eitemau busnes canlynol oherwydd ei bod yn debygol y bydd

*gwybodaeth eithriedig yn cael ei datgelu, fel y'i diffinnir ym Mharagraff 14, Rhan 4, Atodlen 12A Deddf Llywodraeth Leol 1972.*

## **12 DYFARNU CONTRACT AR GYFER GWAREDU GWASTRAFF GWEDDILLIOL**

Tynnwyd yr eitem hon yn ôl oherwydd bod un o'r tendrau wedi'i dynnu'n ôl. Roedd angen gwaith pellach ar y broses dendro erbyn hyn cyn ailgyflwyno i'r Cabinet.

## **13 DYFARNU CONTRACT GWASANAETH BWS LLEOL**

Cyflwynodd y Cynghorydd David Smith yr adroddiad cyfrinachol yn ceisio cymeradwyaeth y Cabinet i ddyfarnu contract gwasanaeth bws lleol yn unol â Rheolau Gweithdrefn y Contract i'r tendrwr mwyaf manteisiol yn economaidd.

Tendrodd y Swyddogion ystod o ddewisiadau a bu modd i'r cyflenwyr gynnig am contractau unigol neu ddau contract neu'n fwy gyda'i gilydd. Y contract mwyaf manteisiol yn economaidd i'r cyngor wrth gynnal gwasanaethau cyn agosed â phosibl i'r rhai presennol o fewn y gyllideb sydd ar gael. Roedd newid allweddol yn ymwneud â dargyfeirio rhai adnoddau i weithredu rhwng Corwen a Wrecsam a gafodd ei gynnig yn dilyn ymgynghoriad cyhoeddus. Diolchodd y Cynghorydd Huw Jones i'r Rheolwr Cludiant Teithwyr am ei holl waith caled yn hyn o beth a gofynnodd fod cyfarfod o'r Fforwm Defnyddwyr Bws yn cael ei drefnu ar ôl rhoi'r newidiadau ar waith er mwyn adolygu'r trefniant newydd a sicrhau ei fod yn gweithio'n dda.

***PENDERFYNWYD*** bod y Cabinet yn cymeradwyo dyfarniad y contract gwasanaeth bws lleol i'r tendrwr mwyaf manteisiol yn economaidd fel y manylwyd yn yr adroddiad.

Daeth y cyfarfod i ben am 12.40 p.m.



Adroddiad i'r:	Cabinet
Dyddiad y Cyfarfod:	29 Mawrth 2016
Aelod / Swyddog Arweiniol:	Y Cyng. David Smith, Aelod Arweiniol y Parth Cyhoeddus
Awdur yr Adroddiad:	Pennaeth Priffyrdd a Gwasanaethau Amgylcheddol
Teitl:	<b>Dirwyn Cydbwyllgor Taith i Ben</b>

## 1. Am beth mae'r adroddiad yn sôn?

Gofyn am gefnogaeth y Cabinet i roi diwedd a dirwyn y Cydbwyllgor i ben ac ystyried trefniadau olynol.

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

Er mwyn cefnogi penderfyniad y Cydbwyllgor i ddirwyn i ben.

## 3. Beth yw'r Argymhellion?

Dylai'r Cabinet gymeradwyo penderfyniad Cydbwyllgor Taith i derfynu ei swyddogaeth, o 29 Medi, 2015.

Bod y Cabinet yn cefnogi sefydlu Fforwm Ymgynghorol ar Gludiant o dan Fwrdd Uchelgais Economaidd Gogledd Cymru i gynnwys yr Aelod Arweiniol Tir y Cyhoedd fel cynrychiolydd Sir Ddinbych.

## 4. Manylion yr Adroddiad

Yn 2007, ar y cyd ag awdurdodau eraill Gogledd Cymru, cytunodd y Cabinet i gefnogi Cydbwyllgor Taith i symud ymlaen â chydweithrediad cludiant rhanbarthol. Roedd yn un o saith consortiwm cludiant rhanbarthol (CCRh) a sefydlwyd fel hynny. Drwy Fwrdd y Cyd, roedd gan Taith fandad i gyflawni ar ran ei awdurdodau partner ac, mewn gwirionedd, roedd ei bartneriaid wedi dirprwyo'r grym i weithredu ar eu rhan ynglŷn â materion cludiant rhanbarthol. Roedd Taith yn cynhyrchu'r cynllun cludiant rhanbarthol a dogfennau cysylltiedig, cynnig cyngor i Lywodraeth Cymru ac yn gweinyddu rhaglenni cyllid cyfalaf ar ran awdurdodau Gogledd Cymru. Adolygwyd ei gyfansoddiad am y tro ddiwethaf yn 2013 er mwyn caniatáu i Taith reoli a chyflwyno'r hyn a oedd yna drefniadau newydd ar gyfer ariannu bysiau.

Ym mis Ionawr 2014, diddymodd y Gweinidog dros yr Economi, Gwyddoniaeth a Chludiant gyfrifoldebau cydlynu, cynllunio rhanbarthol a monitro cyfalaf y CCRh. Roedd hyn yn cyfrif am y rhan fwyaf o waith Taith. Wedi hynny, mae awdurdodau wedi cydweithio i gynhyrchu cynlluniau cludiant lleol olynol heb yr angen am y Cydbwyllgor Taith.

Deilliodd y penderfyniad ar yr adeg honno i barhau'n ffurfiol â Taith o'r posibilrwydd y gallai fod yn ofynnol iddo gynhyrchu gwaith tebyg yn y dyfodol. Wedi hynny, rhoddodd Bwrdd Taith ystyriaeth i'r materion hyn a dod i'r casgliad bod costau a gofynion archwilio cynnal y Cydbwyllgor yn fwy na'i werth a'i ddefnyddioldeb posibl yn y dyfodol. O ganlyniad, cytunodd y Bwrdd Taith y byddai'r Cydbwyllgor yn cael ei ddirwyn i ben cyn gynted ag y bo'n ymarferol.

## **Trefniadau ar gyfer y Dyfodol**

Mae'r angen am "lais" cludiant rhanbarthol i gefnogi twf economaidd yn parhau i fodoli. Argymhellodd Tasglu Cludiant Gogledd Cymru 2014 dan gadeiryddiaeth Lesley Griffiths, a chytunodd y Gweinidog wedi hynny, y dylai ymyraethau o hynny allan, a lle bo hynny'n bosibl, gael eu cydlynu'n rhanbarthol drwy Fwrdd Uchelgais Economaidd Gogledd Cymru (BUEGC), sydd bellach yn cael eu cyflawni drwy ffrwd waith Cysylltedd ac Isadeiledd BUEGC. Cydnabu'r ffrwd waith yr angen i ddefnyddio gwybodaeth a phrofiad deiliaid portffolios cludiant perthnasol, o ystyried nad oedd gan ran fwyaf o aelodau'r BUEGC y cyfrifoldeb portffolio hwn.

Yn unol â hynny, mae Cadeirydd BUEGC wedi cynnig y dylid sefydlu Fforwm Cludiant Ymgynghorol o dan BUEGC i ymgymryd â'r swyddogaeth hon. Byddai'r Fforwm yn cyfarfod ddwywaith y flwyddyn neu hyd at bob chwarter, yn dibynnu ar y galw, i gefnogi'r ffrwd waith Cysylltedd ac Isadeiledd ac i sicrhau perthynas waith effeithiol rhwng y timau priffyrdd a chludiant ym mhob Awdurdod.

Ni fyddai angen cyfansoddiad ffurfiol ar gyfer trefniant o'r fath a gellid ei sefydlu yn anffurfiol. Byddai'n sicrhau bod Aelodau'n parhau i gael cyfrannu at faterion cludiant strategol ledled y rhanbarth.

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

Mae'r Fforwm Cludiant yn helpu cefnogi'r Strategaeth Uchelgais Economaidd a Chymunedol, sy'n flaenoriaeth gorfforaethol.

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

Dim costau uniongyrchol.

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

Dim angen.

### **8. Pa ymgynghoriadau a gynhaliwyd gyda'r Pwyllgorau Archwilio ac eraill?**

Dim.

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

Nid yw'r Cyngor bellach yn cyfrannu'n ariannol i Fwrdd ar y Cyd Taith. Nid yw'r trefniadau newydd yn cael unrhyw effaith ar gyllidebau uniongyrchol.

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

Risg cyfyngedig i'r Cyngor.

**11. Pŵer i wneud y Penderfyniad**

Trefniant anffurfiol i'r dyfodol yn unig.

Mae tudalen hwn yn fwriadol wag

<b>Adroddiad i'r:</b>	Cabinet
<b>Dyddiad y Cyfarfod:</b>	29 Mawrth 2016
<b>Aelod / Swyddog Arweiniol:</b>	Y Cyngorydd J Thompson-Hill Aelod Arweiniol Cyllid, Asedau a Thai  Jamie Groves Pennaeth Cyllid, Asedau a Thai
<b>Awdur yr Adroddiad:</b>	CD Mathews, Rheolwr Datblygu Masnachol Cyllid, Asedau a Thai
<b>Teitl:</b>	<b>Bwriad i roi Prydles i BIPBC ar gyfer Tŷ Nant, Ffordd Llys Nant, Prestatyn</b>

## 1. Am beth mae'r adroddiad yn sôn?

Y bwriad i roi Prydles ar delerau i'w cytuno ar gyfer yr ardal gydag ymyl coch ar y cynllun ynghlwm sydd ag arwynebedd o 0.056ha / 0.15 erw ac yn cynnwys yr adeilad a elwir yn Tŷ Nant i Fwrdd Iechyd Prifysgol Betsi Cadwaladr (BIPBC).

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

Mae angen penderfyniad ar y bwriad i roi Prydles ar delerau i'w cytuno ar gyfer yr ardal gydag ymyl coch ar y cynllun ynghlwm sydd ag arwynebedd o 0.056ha / 0.15 erw ac yn cynnwys yr adeilad a elwir yn Tŷ Nant i Fwrdd Iechyd Prifysgol Betsi Cadwaladr (BIPBC).

## 3. Beth yw'r Argymhellion?

Rhoi prydles ar delerau sy'n adlewyrchu gosod yr eiddo ar y farchnad agored fel yr argymhellir gan Reolwr Datblygu Masnachol y Cyngor ac asiantau allanol y Cyngor.

## 4. Manylion yr Adroddiad

- 4.1 Gadawodd y Cyngor Tŷ Nant ym mis Awst 2014. Ers hynny, mae'r eiddo wedi ei gadw ar sail 'eiddo cynnes' er mwyn ei alluogi i gael ei osod / gwerthu mewn cyflwr da neu fel rhan o gynllun adfywio ehangach.
- 4.2 Penododd y Cyngor asiantau masnachol allanol, ac nid ydynt wedi nodi llawer o ddiddordeb gwirioneddol yn yr eiddo ers i'r adeilad gael ei ddarparu i'w osod yn gyntaf yn 2014.
- 4.3 O ganlyniad i newidiadau i'r llety presennol sy'n darparu gofal sylfaenol ym Mhrestatyn ac a achoswyd o ganlyniad i benderfyniad dau o'r practisau gofal sylfaenol i derfynu eu contractau gyda BIPBC, mae gofyniad brys ar y Bwrdd i ddarparu Canolfan Gofal Sylfaenol integredig yn y dref. Y gofyniad gan BIPBC oedd

adeilad hygyrch mewn lleoliad da, y gellir ei ddarparu o fewn amserlen gyfyng ac sy'n addas ar gyfer gwasanaethau gofal iechyd modern.

- 4.4 Rhoddodd BIPBC gymeradwyaeth i gynllun busnes i gymryd yr eiddo ar Brydles ar 21 Ionawr 2016. Mae'r Cyngor yn defnyddio ei asiantau allanol i drafod penawdau'r telerau ar sail fasnachol am rent y farchnad. Mae'r trafodaethau hyn yn parhau wrth i ni ddrafftio a'r gobaith yw y bydd y rhain yn cael eu cwblhau cyn i'r mater gael ei ystyried yn ffurfiol yn y Cabinet ym mis Mawrth.
- 4.5 Mae'r cynllun a atodwyd yn dangos y maes parcio a'r fynedfa gydag ymyl las ac yn dangos y tir ategol a gedwir mewn lliw porffor sy'n caniatáu mynediad i'r adeilad ar gyfer gwahanol weithgareddau cymunedol.
- 4.6 Mae'r Cyngor wedi penodi ymgynghorwyr allanol i asesu lefel sylfaenol y galw am y cynllun adfywio gwreiddiol ac mae'r adroddiad drafft wedi cefnogi argymhelliad y asiant gosod allanol. Mae'r ddau ymgynghorydd wedi datgan bod cyfluniad mewnol yr adeilad yn addas i feddiannydd o'r sector cyhoeddus ac mae hyn yn cael ei adlewyrchu yn y diddordeb a ddangosir yn yr adeilad.

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

- 5.1 Mae gwaredu asedau'r Cyngor drwy Brydles yn lleihau atebolrwydd ac yn cynhyrchu incwm refeniw ac yn creu ased buddsoddi y gellir ei defnyddio i gefnogi meysydd eraill o gyflwyno gwasanaethau.
- 5.2 Bydd darparu Canolfan Gofal Sylfaenol integredig yn galluogi i ofal cychwynnol a sail eang gael eu darparu ar gyfer Prestatyn o un adeilad canolog yng Nghanol y Dref. Bydd hyn yn disodli'r gwasanaethau sy'n cael eu darparu ar hyn o bryd o bedwar lleoliad yn y dref. Bydd hyn yn gwella darpariaeth gwasanaethau ar gyfer poblogaeth breswyl y dref a'r gymuned ehangach.

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

### **Adnoddau Staff / Ariannol**

Nid oes angen unrhyw adnoddau staffio ychwanegol. Heblaw am dalu costau proffesiynol y Cyngor, ni ragwelir bod angen adnoddau ariannol ychwanegol.

### **Cyfreithiol / Eiddo**

Bydd angen adnoddau i gwblhau'r Brydles ond ar ôl cwblhau, dim ond arolygiadau o dro i dro fydd eu hangen ar yr eiddo i wirio cydymffurfiad â'r Brydles a chynnal adolygiadau rhent.

### **Bioamrywiaeth**

Amh.

### **TGCh**

Amh.

**7. Beth yw prif gasgliadau'r Asesiad o Effaith ar Gydraddoldeb (AoEaG) a gynhaliwyd ar y penderfyniad? Dylai'r templed AEC wedi'i lenwi gael ei atodi fel atodiad i'r adroddiad.**

- 7.1 Cwblhawyd yr eiddo ym 1998 ac roedd yn cydymffurfio â Deddf Gwahaniaethu ar sail Anabledd 1995. Mae'r Cyngor wedi cynnal gwelliannau o bryd i'w gilydd ar yr eiddo ers hynny ac ystyriwyd ei fod yn cydymffurfio o ran darparu gwasanaethau pan gaeodd yn y pen draw yn 2014.
- 7.2 Mae BIPBC wedi archwilio'r adeilad ac nid ydynt wedi codi unrhyw faterion corfforol a fyddai'n golygu nad yw'r eiddo'n cydymffurfio â'r Ddeddf Cydraddoldeb.
- 7.3 Bydd angen man gollwng a chodi ar BIPBC ar wyneb gogleddol y safle ac mae hyn yn cael ei asesu gan Priffyrdd ac yn mynd rhagddo.

**8. Pa ymgynghoriadau a gynhaliwyd gyda'r Pwyllgorau Archwilio ac eraill?**

- 8.1 Rhoddodd yr Aelod Arweiniol gymeradwyaeth yn yr AMG ar 10 Mawrth 2016. Rhoddodd y ddau aelod ward gefnogaeth i'r cynnig mewn cyfarfodydd MAG cynharach.
- 8.2 Cafodd y cynnig ei gyflwyno i Grŵp Aelodau Ardal Prestatyn ar 27 Ionawr 2016 ac roeddynt yn gefnogol i roi Prydles i'r BILL.
- 8.3 Mae'r eiddo yn Ased Corfforaethol ac mae Landlord y Sir yn gefnogol i roi'r brydles.

**9. Datganiad y Prif Swyddog Cyllid**

- 9.1 Mae gwaredu asedau'r Cyngor drwy Brydles yn lleihau ymrwymadau refeniw'r Cyngor ac yn creu incwm refeniw. Yn yr achos hwn, mae'r arbedion yn cyfrannu at arbedion effeithlonrwydd y gyllideb sydd eisoes wedi'u cyflwyno fel rhan o'r ymarferiad Rhyddid a Hyblygrwydd.

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

- 10.1 Cyfyngiadau amser – mae BIPBC wedi cytuno ar estyniadau i ddefnyddio eu heiddo presennol ar ôl diwedd Mawrth 2016. Rydym yn deall bod yr estyniad hwn wedi cael ei gytuno arno tan ddiwedd mis Medi 2016 ac wedi hynny gallai darpariaeth gofal sylfaenol gael ei beryglu yn y dref.
- 10.2 Rydym yn deall fod cyllid wedi'i ddyrannu gan BIPBC ar gyfer y prosiect hwn.
- 10.3 Camau gweithredu CSDd i leihau oedi:
  - 10.3.1 Newid Defnydd Cynllunio - bydd angen newid defnydd yr eiddo o Ddosbarth Defnydd B1 Swyddfeydd i sefydliad Amhreswyl D1. Gellir blaenoriaethu'r cais i sicrhau y rhoddir caniatâd (gan gymryd mai'r argymhelliad yw caniatáu newid defnydd).

10.3.2 Oedi cyn cwblhau Prydles – Mae Gwasanaethau Eiddo / Cyfreithiol yn blaenoriaethu'r achos fel un pwysig iawn.

10.3.3 Os yw BIPBC yn methu cytuno ar delerau Prydles trwy weithredu'n afresymol neu ofyn am delerau na ellir eu hargymell i'r Cyngor. Camau gweithredu cyfyngedig sydd gan y Cyngor i'w cymryd yn y sefyllfa hon.

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

Mae Adran 123 Deddf Llywodraeth Leol 1972 yn rhoi hawl i waredu tir (ystyrir bod prydlesi tir o fwy na saith mlynedd yn warediad o dan y Ddeddf).

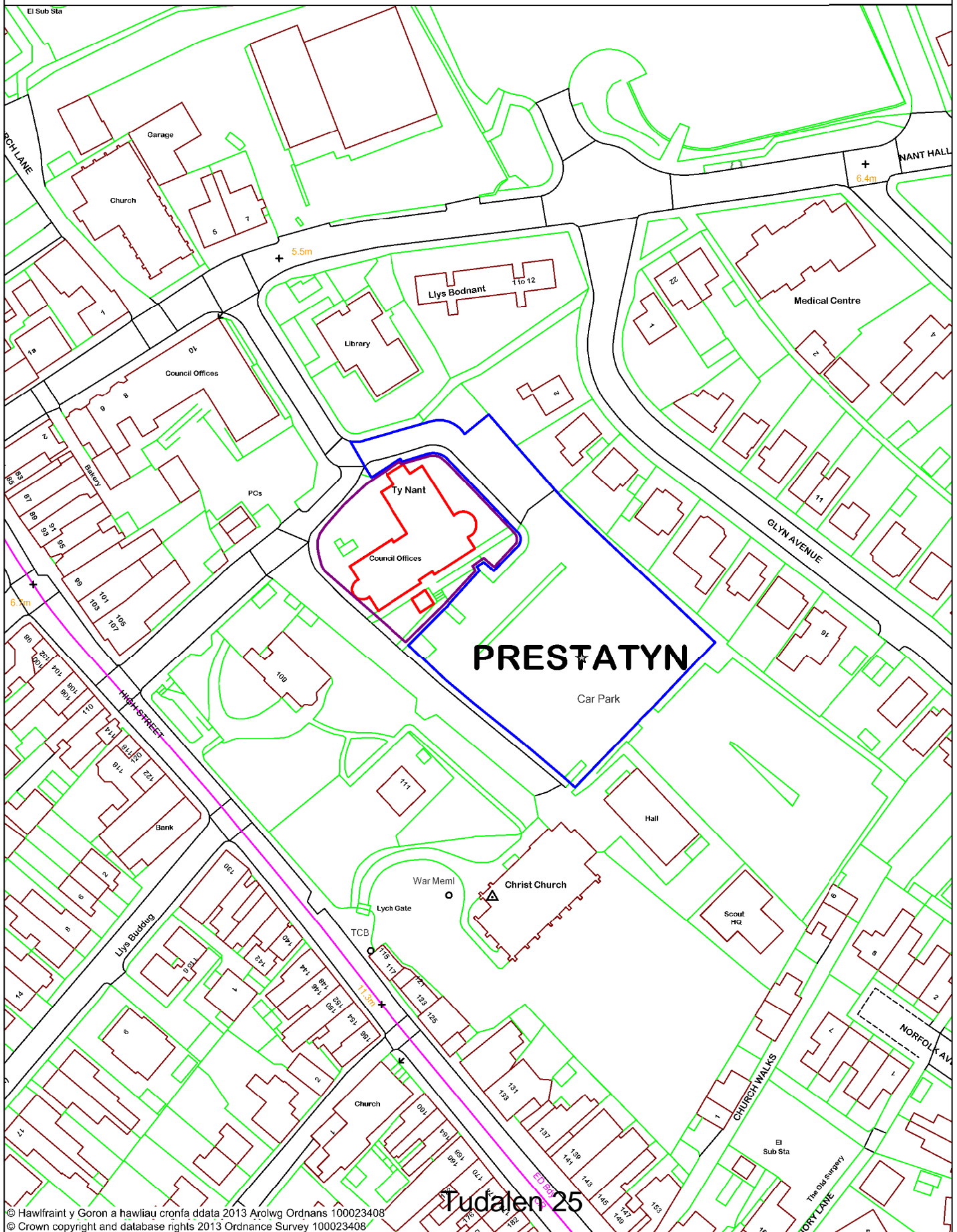




# Ty Nant Prestatyn



Graddfa/Scale: 1: 1250  
Dyddiad/Date: 19/02/2016  
Dalen Fap/Map Sheet: SJ0682NE



Mae tudalen hwn yn fwriadol wag

Proposed Grant of Lease to BCUHB  
Ty Nant, Nant Hall Road, Prestatyn  
29<sup>th</sup> March 2016

Equality Impact Assessment

# Proposed Lease of Ty Nant, Nant Hall Road, Prestatyn

**Contact:** C D Mathews, Finance, Assets and Housing

**Updated:** 26.02.16

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

A project proposal

## 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 grant of a Lease of a Council property requiring a decision by Cabinet. There are no Council officers affected by this decision. The Community will benefit from the provision of a Primary Care Centre to serve Prestatyn.

## 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

The building is being let as it currently stands. Whilst an operational asset of the Council, a disability discrimination audit was undertaken and the property was deemed to be compliant with the Act when the Council used the asset operationally.

## 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 building was completed in circa 1998 (post adoption of the DDA 1995). The building complied with the DDA 1995 at the date of construction. The Council has undertaken incremental alterations to the property post 1998 to improve the venue for service users and these are still insitu.

- 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)*

This proposal will not have a positive impact on person having one or more of the protected characteristics.

- 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)?**

This proposal will not have a disproportionate negative impact on any person having one of more of the protected characteristics.

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

<b>No</b>	The property is deemed compliant and no reduction or amendment of the proposal / decision is deemed necessary.
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- 8. Have you identified any further actions to address and / or monitor any potential negative impact(s)?**

<b>Yes</b>	The ingoing tenant has requested alterations to disabled parking provision and a drop off / collection point for venue users. These are deemed to be linked to the proposed users own requirements rather than any negative characteristic of the building.
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Action(s)	Owner	By when?
Provision of a drop off / collection point.	Tenant	30.09.16
Additional Disabled parking spaces	Tenant	30.09.16
<Please describe>	<Enter Name>	<DD.MM.YY>
<Please describe>	<Enter Name>	<DD.MM.YY>
<Unrestrict editing to insert additional rows>	<Enter Name>	<DD.MM.YY>

**9. Declaration**

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

Review Date:	26.02.2016
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Name of Lead Officer for Equality Impact Assessment	Date
C D Mathews	26.02.16

**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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Adroddiad i'r: **Cabinet**

Dyddiad y Cyfarfod: **29 Mawrth 2016**

Aelod / Swyddog Arweiniol: **Cyng Hugh Evans, Arweinydd**

Awdur yr Adroddiad: **Rebecca Maxwell, Cyfarwyddwr Corfforaethol: Economi a'r Parth Cyhoeddus**

Teitl: **Y Rhyl yn Symud Ymlaen – Adolygu a Chamau Nesaf**

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

Mae'r Rhyl wedi bod yn flaenoriaeth adfywio ers dros 10 mlynedd. Mabwysiadwyd y blaenoriaethau cyntaf yn 2004. Yn 2008, cafodd y Rhyl ei gynnwys yn Ardal Adfywio Strategol Arfordir Gogledd Cymru Llywodraeth Cymru. Cafodd blaenoriaethau eu hadolygu yn 2011 ac roedd y Cyngor yn derbyn cyfrifoldeb am arwain y rhaglen waith Cymdogaethau a Lleoedd. Daeth hyn yn rhaglen y Rhyl yn Symud Ymlaen y Cyngor.

5 mlynedd ar ôl hynny mae'n briodol asesu cynnydd a chytuno ar yr hyn y dylai ffurf gweithgarwch adfywio yn y dyfodol fod. Mae rhaglen Adfywio Llywodraeth Cymru ar gyfer Arfordir Gogledd Cymru yn awr wedi dod i ben, gyda chyllid yn awr ar gael ledled Cymru drwy'r mentrau Lleoedd Llewyrchus Llawn Addewid a Threchu Thlodi, y mae'n ofynnol bod â strategaethau adfywio cydlynol ar eu cyfer.

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

Mae'r adroddiad hwn yn amlinellu adolygiad o'r cynnydd gyda Raglen Adfywio y Rhyl yn Symud Ymlaen ac asesiad o le mae angen i'r Rhaglen fynd nesaf.

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

Mae'r cabinet yn cael ei wahodd i

1. Nodi'r cynnydd a wnaed â phrosiectau adfywio yn y Rhyl;
2. Cymeradwyo'r cynigion ar gyfer y cam nesaf o weithgaredd adfywio yn y Rhyl a nodir isod ac a ddangosir yn Atodiad 2 a chytuno y dylid eu defnyddio i lywio blaenoriaethau ar gyfer unrhyw gyllid adfywio a allai fod ar gael; ac
3. Cymeradwyo'r trefniadau rheoli rhaglen a llywodraethu a nodir isod ac a ddangosir yn Atodiad 3

## 4. **Manylion yr adroddiad**

- 4.1. Fel llawer o drefi glan môr eraill, gwnaeth y Rhyl ddioddef yn sgil y dirywiad mewn gwyliau domestig. Wrth i nifer yr ymwelwyr ostwng, dechreuodd busnesau yn y dref ddioddef. Daeth cyn dai llety yn Gartrefi Amlfeddiannaeth ac arweiniodd gwerth eiddo isel at safonau ac amodau gwael. Daeth rhannau o'r dref i weld crynodiadau o breswylwyr sydd â phroblemau anghenion cymdeithasol cymhleth ac amddifadedd

lluosog. Cydnabu Cyngor Sir Ddinbych y broblem hon ac yn 2004 mabwysiadodd ei Strategaeth gyntaf a Blaenoriaethau Buddsoddi Allweddol ar gyfer y Rhyl.

- 4.2. Ym mis Tachwedd 2008, sefydlodd Llywodraeth Cymru, Ardal Adfywio Strategol Arfordir Gogledd Cymru. Gan gwmpasu'r arfordir o Brestatyn i Fochdre, roedd yr Ardal yn anelu at fynd i'r afael â'r materion a oedd yn rhwystro ymwelwyr, nodi cyfleoedd i adfywio gweithgareddau presennol a thyfu gweithgareddau newydd, mynd i'r afael â bylchau seilwaith gyda'r nod o annog buddsoddiad gan y sector preifat a gwella'r ardal ar gyfer preswylwyr lleol, gan ei wneud yn lle gwell i fyw.
- 4.3. Daeth adolygiad yn 2010 i ben gyda Fframwaith Adfywio Strategol, a'i nodau oedd ***Ail-greu'r Rhyl fel lle y mae pobl yn dewis byw ac aros ynddo*** ac ***Ail-ddarganfod y Rhyl fel lle i ymweld ag ef***. O dan y fframwaith hwn, roedd gweithgaredd adfywio wedi'i rannu rhwng Cymdogaethau a Lleoedd, Pobl a Chymunedau, ac Economi a Sgiliau. Cymerodd y Cyngor gyfrifoldeb dros yr agenda Cymdogaethau a Lleoedd. Daeth hyn yn rhaglen y Rhyl yn Symud Ymlaen y Cyngor. Cytunwyd ar yr amcanion fel:
  - a) Creu marchnad dai gynaliadwy yng Ngorllewin y Rhyl, lle mae pobl yn dewis byw
  - b) Mwy o bobl yn ymweld â'r Rhyl am gynnig hamdden a thwristiaeth deniadol a gynhelir yn dda
  - c) Ystod dda o siopau a gwasanaethau yng nghanol y dref, mewn amgylchedd stryd ansawdd uchel, glân
  - d) Busnesau newydd yn lleoli yn y Rhyl a chyfleoedd gwaith newydd yn cael eu creu
- 4.5. Nodwyd 55 o brosiectau unigol i gyflwyno'r rhaglen. Daeth yn amlwg bod gwneud cynnydd ar bob un o'r 55 o brosiectau yn amhosibl. Cynhaliwyd proses symleiddio yn ystod 2012 a chytunwyd ar set ddiwygiedig o brosiectau.
- 4.6. Cynhyrchwyd Adroddiad dros dro (Atodiad 1a) yn 2013 i asesu cynnydd ar draws y 4 ffrwd waith ac i osod blaenoriaethau ar gyfer y 2 flynedd nesaf (h.y. hyd at 2015). Dangosodd hyn gynnydd da yn erbyn blaenoriaethau 2012. 3 blynedd yn ddiweddarach, mae'r rhan fwyaf o weddill y gwaith bellach naill ai wedi'i gwblhau neu yn gwneud cynnydd da. Mae'r prif eithriadau yn ymwneud â gweithio ar adfywio Canol y Dref.
- 4.7. Gan droi at y canlyniadau, mae'n anodd mesur i ba raddau y mae'r cyfan o'r gweithgaredd uchod yn cael effaith ar ganlyniadau ar gyfer y Rhyl - ei breswylwyr a busnesau. Mae buddsoddiad mewn adfywio yn cael ei gydnabod fel un sydd ag amserau arwain i mewn hir cyn y gall gwelliannau strwythurol i ganlyniadau gael eu gweld. Un ffynhonnell wybodaeth yw Mynegai Amddifadedd Lluosog Cymru (MALIC) ac mae hyn yn dangos darlun cymysg, gyda rhai cymdogaethau'n gwella eu safle cymharol ond mae eraill yn gwaethygu.
- 4.8. O dan y ffigurau pennawd, mae incwm ac amddifadedd cyflogaeth yn parhau i fod yn bryder a heb ddangos unrhyw welliant sylweddol eto. Mae'r llwyddiannau mwyaf ym meysydd Addysg a Diogelwch Cymunedol, gydag Addysg yn benodol yn dangos gwelliannau sylweddol. Mae hyn yn galonogol o ran rhagolygon pobl ifanc yn y Rhyl



heddiw a'u cyfleoedd mewn bywyd.

- 4.9. Roedd y Cynllun Cyflawni Cymdogaethau a Lleoedd yn ceisio mesur set wahanol o ddangosyddion i ddeall profiadau 'ar lawr gwlad' yn y Rhyl - yn benodol Nifer yr Ymwelwyr a Pherfformiad Manwerthu. Mae dangosfwrdd gyda mwy o ffocws wedi'i ddatblygu hefyd ar gyfer menter Tai Gorllewin y Rhyl. Mae perfformiad ar y rhain yn gymysg gyda nifer yr ymwelwyr yn gyfnewidiol a dangosyddion Canol y Dref yn dangos achos y pryder yn parhau. Yn anecdotaidd, rydym yn gwybod bod yr amgylchedd masnachu ar y Stryd Fawr yn parhau i fod yn heriol iawn. Mae incwm aelwydydd isel mewn rhannau helaeth o'r dref wedi'i gyfuno â cholli nifer ymwelwyr canol y dref yn barhaus yn cymryd ei doll ar fusnesau canol y dref. Mae dangosyddion sy'n ymwneud â thai yn dangos arwyddion o welliant.
- 4.10. Mae'n amlwg nad yw'r daith dros Adfywio yn y Rhyl wedi'i gwblhau eto. Mae canlyniadau yn dal i fod yn dlotach nag y byddem yn ei hoffi ac nid yw'r dref eto mewn sefyllfa lle bydd y farchnad yn mynd i'r afael â'r gwendidau hyn ar ei ben ei hun. Nid yw'r Rhyl wedi symud eto o ardal y mae angen adfywio i un sydd yn barod i ymateb i ddatblygiad economaidd mwy priif ffrwd. Mae angen cymryd camau pellach i greu'r pwynt troi.
- 4.11. Dylai cam nesaf o weithgaredd adfywio adeiladu ar y sylfeini a osodwyd yn ystod y 5 mlynedd diwethaf. Dylai'r ffocws fod ar weithgareddau sy'n gwella nifer yr ymwelwyr i'r dref, yn denu mwy o breswylwyr economaidd weithgar i fyw yn y Rhyl, goresgyn enw gwael Rhyl a meithrin hyder a thwf busnes. Mae angen creu cyswllt agosach rhwng y gweithgarwch adfywio ffisegol hwn a gweithgareddau ehangach y Cyngor (a'i bartneriaid) ar gyfer mynd i'r afael â materion cymdeithasol a mynd i'r afael â thlodi.
- 4.12. Gan gymryd pob un o'r uchod i ystyriaeth, argymhellir y canlynol:
- a) Creu rhaglen gyflenwi Adfywio'r Rhyl newydd gyda 3 ffrwd waith sy'n cynnwys prosiectau sy'n canolbwyntio ar Dwristiaeth ac Ymwelwyr, Canol y Dref, a Byw a Gweithio yn y Rhyl (gweler Atodiad 2)
  - b) Mae pob prosiect yn cael swyddog gweithredol prosiect wedi ei neilltuo ac ar y cyd mae'r swyddogion hyn yn ffurfio Tîm Adfywio rhithwir y Cyngor
  - c) Noddwr y Rhaglen yn gyffredinol yw'r Cyfarwyddwr Corfforaethol dros yr Economi a'r Parth Cyhoeddus o hyd
  - d) Mae Grŵp Cyflawni Rhaglen yn cael ei sefydlu, dan gadeiryddiaeth y Cyfarwyddwr Corfforaethol, er mwyn cydlynu'r prosiectau unigol. Dylai cynrychiolydd o Fwrdd Trechu Tlodi y Cyngor fod yn bresennol yn y Grŵp Cyflawni i alinio gweithgareddau.
  - e) Mae llywodraethu strategol y rhaglen gyffredinol yn cael ei ddarparu gan y Bwrdd Gwella Cynllun Corfforaethol sydd newydd ei ffurfio i sicrhau darpariaeth yn erbyn targedau a blaenoriaethau'r Cynllun Corfforaethol.

- f) Mae craffu ffurfiol y Rhaglen a'i brosiectau unigol yn cael ei gynnal drwy Bwyllgorau Craffu'r Cyngor fel sy'n ofynnol
- g) Mae Grŵp Cyfeirio Lleol sy'n cynnwys y cynrychiolwyr etholedig yn y Rhyl (Cyngorwyr Sir a Thref, yr AC a'r AS) yn cael ei sefydlu i fonitro gweithrediad a rhoi arweiniad ar lefel leol
- h) Mae cynllun cyfathrebu yn cael ei ddatblygu i sicrhau cyfathrebu ehangach, yn enwedig â'r gymuned leol
- i) Mae mwy o weithgarwch datblygu economaidd arferol yn cael ei arwain gan Dîm Datblygu Economaidd a Busnes y Cyngor drwy'r prosiectau Twf Twristiaeth, Twf Canol y Dref a Chymorth Busnesau sy'n cael eu darparu ar gyfer y Rhaglen Uchelgais Economaidd a Chymunedol

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

Mae Adfywio'r Rhyl wedi bod yn flaenoriaeth y Cyngor ers 2004 ac mae'n parhau i ymddangos fel blaenoriaeth yn y Cynllun Corfforaethol cyfredol.

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

Bydd costau penodol yn cael eu penderfynu drwy ffrydiau gwaith prosiectau unigol. Mae rhywfaint o arian penodedig yn bodoli eisoes - trwy gronfa Trechu Tlodi Llywodraeth Cymru, er enghraifft. Mae ffynonellau cyllid eraill yn debygol o ddod ar gael. Mae'n hanfodol fod gan y Cyngor ddarlun clir o'i flaenoriaethau gwario yn y Rhyl er mwyn galluogi ceisiadau cydlynol am arian i gael eu cyflwyno ac osgoi 'mynd ar drywydd grantiau' sy'n tynnu sylw oddi ar weithgareddau pwysig.

**7. Beth yw prif gasgliadau'r Asesiad o Effaith ar Gydraddoldeb (AEC) a gynhaliwyd ar y penderfyniad? Dylai'r templed AoEaG wedi'i lenwi gael ei atodi fel atodiad i'r adroddiad.**

Nid oes angen AEC ar gyfer yr adroddiad hwn. Bydd effaith ar gydraddoldeb yn cael ei asesu wrth i brosiectau unigol gael eu datblygu. Bydd adfywio llwyddiannus yn y Rhyl yn gwella lles cyffredinol y gymuned leol - ei ffyniant, gwydnwch, iechyd a chydlyniant - a bydd yn mynd i'r afael ag anghydraddoldeb sylweddol ar hyn o bryd sy'n bodoli yn Sir Ddinbych.

**8. Pa ymgynghoriadau a gynhaliwyd gyda'r Pwyllgorau Archwilio ac eraill?**

Cafodd adolygiad o gynnydd ei wneud gydag aelodau Bwrdd y Rhyl yn Symud Ymlaen yn ystod 2015. Cafodd asesiad manylach ar wahân ei wneud gyda chynrychiolwyr gwasanaeth yn nes ymlaen yn y flwyddyn. Mae'r argymhellion a gynhwysir yn yr adroddiad hwn wedi eu rhannu gydag Aelodau etholedig lleol.

**9. Datganiad y Prif Swyddog Cyllid**

Mae'r rhaglen yn nodi nifer o brosiectau uchelgeisiol. Mae'r adroddiad yn egluro blaenoriaethau'r rhaglen ac yn gosod allan strwythur llywodraethu clir. O ystyried y lefel bosibl o fuddsoddiad ariannol o nifer o ffynonellau, mae'n hanfodol bod blaenoriaethau cynllunio clir wedi eu sefydlu a bod trefniadau llywodraethu yn gadarn.

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

Y brif risg yw na fydd gweithgareddau adfywio yn cael yr effaith y byddem yn bwriadu iddynt ei chael a bod y dangosyddion amddifadedd lluosog yn parhau i fod yn wael ar gyfer y Rhyl. Mae'r strategaeth a nodir yn yr adroddiad hwn yn anelu at leihau'r risg hon drwy bennu dull clir, cydlynol gyda rhesymeg a blaenoriaethau clir, a gwneud gwell cysylltiadau rhwng y 3 piler adfywio lle, pobl a'r economi. Bydd risgiau ar gyfer prosiectau unigol yn cael eu nodi a'u rheoli drwy ddulliau rheoli prosiect safonol.

**11. Pŵer i wneud y Penderfyniad**

Adran2 Deddf Llywodraeth Leol 2000 - pŵer i wneud unrhyw beth sy'n debygol o hyrwyddo neu wella lles cymdeithasol, economaidd ac amgylcheddol yr ardal.

Mae tudalen hwn yn fwriadol wag



**Rhaglen y Rhyl yn  
Symud Ymlaen  
Cynllun Darparu  
Cymdogaeth a Lleoedd**

**Adroddiad Blynyddol  
2013**

**Rhyl Going  
Forward Programme  
Neighbourhood and  
Places Delivery Plan**

**Annual Report  
2013**

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Pan ddes i i Sir Ddinbych ychydig dros flwyddyn yn ôl, gwnaethpwyd argraff arnaf yn syth gan leoliad ardderchog y Rhyll

## Cyflwyniad

Pan ddes i i Sir Ddinbych ychydig dros flwyddyn yn ôl, gwnaethpwyd argraff arnaf yn syth gan leoliad ardderchog y Rhyll sy'n hawdd cyrraedd ato o ganolfannau poblogaeth mawr Gogledd Orllewin a Chanolbarth Lloegr, ac yn fan y bydd llawer yn genfigennus ohono ar arfordir Gogledd Cymru. Pan gyrhaeddodd y rheilffordd yng nghanol y 19eg ganrif, dyma'r ffactorau a arweiniodd at ei sefydlu fel cychfan glan y môr.

Ond pan ddaeth gwyliau tramor yn fforddiadwy yn niwedd yr 20fed ganrif, lleihaodd y galw am yr hyn oedd gan y Rhyll i'w gynnig a symudodd pobl llai actif yn economaidd oedd yn chwilio am lety rhatach i nifer o gyn westai'r dref, a gyda gwahanol grwpiau diamddiffyn yn byw yn yr un gymdogaeth, rhoddodd hyn straen ar y gwasanaethau lleol.

Roedd adfywiad ffisegol yn y dref wedi'i arwain yn wreiddiol gan "Y Rhyll yn Symud Ymlaen – Strategaeth a Rhaglen Buddsoddi Allweddol" a gyflwynwyd i Lywodraeth Cynulliad Cymru ym mis Ebrill 2004. Dynodwyd "Ardal Adfywio Strategol" Arfordir Gogledd Cymru yn ddilynol gan y Llywodraeth yn 2008 a chredwyd bod adfywio'r Rhyll yn ganolog i'r strategaeth hon. Mabwysiadwyd "Cynllun Darparu Cymdogaeth a Lleoedd y Rhyll yn Symud Ymlaen" sy'n amlinellu'r holl ymyriadau mewn safleoedd, adeiladau a materion rheoli cymdogaeth yn y dref ym mis Tachwedd

2011 er mwyn uno'r holl bethau hyn. Felly dyma'r adroddiad blynyddol cyntaf ar y Cynllun Darparu. Bydd yn rhoi'r wybodaeth ddiweddaraf i fudd-ddeiliaid lleol ar y cynnydd sylweddol a wnaed ers ei fabwysiadu, er gwaethaf yr hinsawdd economaidd anodd, ac argaeledd cyfyngedig yr arian buddsoddi ym mhob sector. Bydd hefyd yn rhoi blas i ddarpar fuddsoddwyr o'r llwyddiannau hyd yma a chipolwg o'r datblygiadau sydd wedi'u cynllunio ar gyfer y blynyddoedd i ddod.

Er mwyn cyflawni'r Cynllun yn effeithiol, cafodd ei drefnu mewn pedwar llif gwaith ac mae'r rhain yn sail i'r Adroddiad Blynyddol hwn.

Nid wyf yn amcangyfrif yn rhy isel graddfa'r dasg o'n blaenau, ond rwy'n falch iawn gyda'r hyn sydd eisoes wedi'i gyflawni yn y dref, ac rwy'n siŵr y byddwch chithau yn falch hefyd ar ôl darllen yr adroddiad hwn.



**Rebecca Maxwell**  
Cyfarwyddwr Corfforaethol: Uchelgais Economaidd a Chymunedol, Cyngor Sir Ddinbych

Cadeirydd, Bwrdd Rhaglen y Rhyll yn Symud Ymlaen

When I came to Denbighshire just over a year ago, I was immediately impressed by Rhyll's superb location



## Introduction

When I came to Denbighshire just over a year ago, I was immediately impressed by Rhyll's superb location which is easily accessible from the major centres of population in North West England and the Midlands, and it's an enviable setting on the North Wales coast. When the railway arrived in the middle of the 19th century, these were the factors which brought about its establishment as a seaside resort.

But with the advent of affordable foreign holidays in the latter years of the 20th century, the demand for Rhyll's offer diminished and less economically active people seeking cheaper accommodation moved in to many of the town's former guest houses and with different vulnerable groups living in the same neighbourhood, this put a substantial strain on local services.

Physical regeneration in the town had originally been guided by the "Rhyll Going Forward - Strategy and Key Investment Programme" which was submitted to the then Welsh Assembly Government in April 2004. The North Wales Coast "Strategic Regeneration Area" was subsequently designated by the Government in 2008 and the regeneration of Rhyll was considered to be central to this strategy. The "Rhyll Going Forward Neighbourhood & Places Delivery Plan" which outlined all the interventions in sites, buildings and associated neighbourhood management issues in the town

was adopted in November 2011 in order to bring all these strands together. This then is the first annual report on the Delivery Plan. It will provide local stakeholders with an update on the considerable progress which has been made since its adoption despite the difficult economic climate and the limited availability of investment funding in all sectors. It will also provide prospective investors with a flavour of the achievements to date and a glimpse of the future developments which are planned for the years ahead.

In order to deliver the Plan effectively, it was arranged in four work streams and these form the basis for this Annual Report.

I do not underestimate the scale of the challenge which remains but I am heartened by what has already been achieved in the town and I am sure you will be equally impressed when you read this report.



**Rebecca Maxwell**  
Corporate Director: Economic & Community Ambition, Denbighshire County Council

Chair, Rhyll Going Forward Programme Board

## Concept Design



## Llif Gwaith Gorllewin y Rhyl

Nod cyffredinol y llif gwaith hwn yw creu cymdogaeth ddeniadol yn Ardal Adfywio Gorllewin y Rhyl lle bydd pobl sy'n gweithio eisiau byw. Yr amcanion ar gyfer y llif gwaith hwn yw;

- Creu marchnad dai cytbwys sydd heb ei ddominyddu gan un math o dai neu un math o ddaliadaeth;
- Creu cymuned gytbwys a sefydlog gyda rhagor o bobl actif yn economaidd yn byw yn y gymdogaeth; a
- Gwella edrychiad a syniadau am yr ardal.

Y prosiect mwyaf o bell ffordd sydd wedi'i gynnwys yn y llif gwaith hwn yw Prosiect Gwella Tai Gorllewin y Rhyl gwerth £23 miliwn. Bydd y prosiect hwn yn lleihau nifer y Tai Amlfeddiannaeth yn yr ardal yn helaeth ac yn gwella ansawdd y tai a'r amgylchedd cyfagos yn gyffredinol. Mae'r datblygiadau preswyl sydd wedi'u cynnal yng Ngorllewin y Rhyl yn y degawdau diwethaf wedi'u cynnal bron yn gyfan gwbl gan Landlordiaid Cymdeithasol Cofrestredig. Rydym eisiau torri'r cylch hwn a gweithio gyda datblygwyr preifat i ddarparu cartrefi newydd fydd yn denu a chadw pobl sy'n actif yn economaidd. Rydym hefyd yn ceisio ymateb i'r uchelgais gymunedol i greu man gwyrdd newydd yng nghanol yr ardal.

I gyflawni'r dyheadau hyn;

- mae partneriaid y prosiect rwan yn berchen ar 91 o'r 120 eiddo sydd eu hangen;
- Mae Gorchmynion Prynu Gorfodol wedi'u gwneud fydd yn galluogi caffael yr eiddo sy'n weddill nad oedd yn bosibl eu caffael trwy gytundeb gwirfoddol;
- Mae 99 o'r 128 preswlydd sydd angen eu hadleoli o'r eiddo dan sylw wedi'u symud i gartrefi newydd;
- Mae 22 o'r 52 eiddo sydd heb swyddogaeth i'r dyfodol yn yr ardal wedi'u dymchwel; ac
- mae ymgynghorwyr tirweddu wedi'u caffael i ddylunio'r man gwyrdd.

Yn ystod y ddwy flynedd nesaf;

- bydd yr holl eiddo sy'n weddill ac sydd eu hangen i gyflawni'r prosiect wedi'u caffael;
- bydd y preswylwyr sydd ar ôl yn yr eiddo dan sylw wedi'u hadleoli;
- bydd partneriaid wedi'u dewis i adnewyddu'r eiddo fydd yn cael eu cadw ac adeiladu eiddo newydd ar y safleoedd sydd i'w hailddatblygu;
- bydd dyluniad y man gwyrdd wedi'i gwblhau ar ôl ymgynghoriad helaeth gyda'r gymuned; a
- bydd y gwaith o greu'r man gwyrdd wedi'i gwblhau.

## West Rhyl Work Stream

The overall aim of this work stream is to create an attractive neighbourhood in the West Rhyl Regeneration Area where working people will want to live. The objectives for this work stream are;

- to create a balanced housing market which is not dominated by one type of housing or by one type of tenure;
- to create a balanced, stable community with more economically active people living in the neighbourhood; and
- to improve the appearance and perception of the area.

By far the largest project included in this work stream is the £23 million West Rhyl Housing Improvement Project. This project will significantly reduce the number of Houses in Multiple Occupation in the area and generally improve the quality of housing and surrounding environment. The residential developments which have taken place in West Rhyl in the last few decades have almost exclusively been led by Registered Social Landlords. We want to break this cycle and work with private developers to provide new homes that will attract and retain economically active people. We are also seeking to respond to a long held community ambition to create a new green space in the heart of the area.

To deliver these aspirations;

- the partners in the project now own 91 of the 120 properties required;
- Compulsory Purchase Orders have been made which will enable the acquisition of the remaining properties which could not be acquired by voluntary agreement;
- 99 of the 128 residents who need to be relocated from the properties affected have moved to new homes;
- 22 of the 52 properties which have no future role in the area have been demolished; and
- landscape consultants have been procured to design the green space.

Over the next two years;

- all the remaining properties required to deliver the project will have been acquired;
- the remaining residents in the properties affected will have been relocated;
- partners will have been chosen to renovate the properties which are to be retained and to construct new properties on the sites which are to be redeveloped;
- the design of the green space will have been finalised following extensive community consultation; and
- the construction of the green space will have been completed.







Tudalen 41

## Llif Gwaith Twristiaeth a'r Arfordir

Nod cyffredinol y llif gwaith hwn yw creu busnes newydd a chyfluoedd gwaith trwy gynyddu niferoedd ymwelwyr a gwariant ymwelwyr ar yr arfordir a'r amcanion yw;

- gwella profiad ymwelwyr trwy sicrhau amgylchedd glân sydd wedi'i gynnal yn dda, awyrgylch croesawgar a darparu ystod o weithgareddau a digwyddiadau;
- creu atyniadau newydd i ymwelwyr sy'n gyson gydag apêl gyfredol y Rhyl fel cyrchfan ar gyfer teuluoedd, ond un a fydd yn denu ymwelwyr sydd ddim yn ymweld fel arfer; a
- marchnata'r cyrchfan hwn yn fwy effeithiol i wella barn y cyhoedd am y Rhyl fel lle i ymweld ag o, neu fel lle i fyw ynddo neu i fuddsoddi ynddo.

...gwella profiad  
ymwelwyr trwy  
sicrhau amgylchedd  
glân sydd wedi'i  
gynnal yn dda...



Hyd yma,

- mae ramp mynediad newydd ar gyfer defnyddwyr cadeiriau olwyn wedi'i ddarparu i'r traeth yn Rhodfa'r Dwyrain gydag arian gan RWE, datblygwyr fferm wynt alltraeth Gwynt y Môr, a bydd y cyfleusterau gwell yn ein galluogi i gyflwyno'r traeth am wobrau ansawdd glan y môr;
- mae'r hen Honey Club wedi'i ddymchwel ac mae partner datblygu wedi'i ddewis i ddarparu gwesty 63 ystafell wely newydd sbon ar y safle;
- Cafwyd Gorchymyn Prynu Gorfodol fydd yn galluogi Cyngor Sir Ddinbych i gaffael yr eiddo llosg yn 25/26 Rhodfa'r Gorllewin ger safle'r hen Honey Club;
- mae pont newydd eiconig wedi agor ar gyfer beicwyr a cherddwyr ar draws yr harbwr fydd yn darparu'r dolen goll yn Llwybr Beicio Cenedlaethol 5 a Llwybr Arfordir Cymru;
- mae angorfeydd newydd a gwell wedi'u darparu yn yr harbwr;
- Cafwyd caniatâd cynllunio ar gyfer cyfleuster sgïo cebl yn y Llyn Morol; a
- crëwyd brand a gwefan newydd Love Rhyl fydd yn ategu'r strwythur newydd ar gyfer ardaloedd marchnata twristiaeth sydd wedi'u cyflwyno gan Croeso Cymru.



Pethau sydd dal angen eu datblygu yw;

- Y cynllun datblygu cymysg Ocean Plaza yn hen safle'r ffair yn Rhodfa'r Gorllewin sydd wedi'i oedi oherwydd yr angen i gael cyflenwadau pŵer ychwanegol a darparu amddiffynfeydd ychwanegol rhag llifogydd ar gyfer y cynllun a gynigiwyd; ac
- adeiladu'r cyfleuster sgïo cebl arfaethedig yn y Llyn Morol nad oedd yn bosibl ei agor yn barod ar gyfer tymor yr haf oherwydd amseru'r caniatâd cynllunio.

Yn ystod y ddwy flynedd nesaf;

- bydd y traeth yn cael ei gyflwyno ar gyfer Gwobr Glan y Môr;
- bydd yr eiddo llosg yn 25/26 Rhodfa'r Gorllewin wedi'i ddymchwel (erbyn mis Mawrth 2014);
- bydd y gwesty newydd a gynigiwyd ar gyfer safle'r hen Honey Club wedi'i gwblhau a bydd yn cael ei weithredu gan gadwyn genedlaethol;
- bydd Cyngor Sir Ddinbych wedi ystyried achos busnes ar gyfer canolfan acwstig newydd sbon yn Rhodfa'r Gorllewin i ddisodli'r Heulfan a gwelliannau i Theatr y Pafiliwn fydd yn gwneud hyn yn bosibl;
- bydd Gorchymyn Grym Harbwr wedi'i wneud fydd yn creu awdurdod statudol i reoli'r harbwr; a
- disgwylir y bydd datblygwyr Ocean Plaza wedi cyflwyno cynigion ar gyfer cynllun newydd i'r safle.



## Tourism & The Coastal Strip Work Stream

Tudalen 42

The overall aim of this work stream is to create new business and job opportunities by increasing visitor numbers and visitor spend along the coastal strip and the objectives are;

- to improve the visitor experience by ensuring a clean and well maintained environment, a welcoming atmosphere and by providing a range of activities and events;
- to create new visitor attractions that are consistent with the current appeal of Rhyl as a family orientated seaside resort, but that will attract visitors who currently do not visit; and
- to market the resort more effectively to improve the public perception of Rhyl as a place to visit, or in which to live or invest.

...to improve the visitor experience by ensuring a clean and well maintained environment...

So far,

- a new access ramp for wheelchair users has been provided to the beach at East Parade with funding from RWE , the developers of the Gwynt y Mor offshore wind farm, and the improved facilities will enable the beach to be entered for seaside quality awards;
- the former Honey Club has been demolished and a development partner has been selected to provide a brand new 63 bedroom hotel on the site;
- a Compulsory Purchase Order has been obtained which will enable Denbighshire County Council to acquire the burnt out property at 25/26 West Parade next to the site of the former Honey Club;
- an iconic new bridge for cyclists and pedestrians has been opened across the harbour which will provide the missing link in National Cycle Route 5 and the Wales Coast Path;
- new and improved moorings have been provided in the harbour;
- Planning permission has been obtained for a cable ski facility at Marine Lake; and
- a new Love Rhyl brand and website has been created which will complement the new structure for tourism marketing areas which has been introduced by Visit Wales.

Yet to be progressed are;

- the Ocean Plaza mixed development scheme at the former fun fair site in West Parade which has been delayed due to the need to obtain additional power supplies and provide additional flood defences for the scheme which was being proposed; and
- the construction of the proposed cable ski facility at Marine Lake which was unable to open in time for the peak summer season because of the timing of the Planning permission.

Over the next two years;

- the beach will have been entered for a Seaside Award;
- the burnt out property at 25/26 West Parade will have been demolished (by March 2014);
- the new hotel proposed for the site of the former Honey Club will have been completed and will be operated by a national chain;
- Denbighshire County Council will have considered a business case for a brand new aquatics centre at West Parade to replace the Sun Centre and improvements to the Pavilion Theatre which this will make possible;
- a Harbour Empowerment Order will have been made which will create a statutory authority to manage the harbour; and
- the developers of Ocean Plaza are expected to have brought forward a proposals for a new scheme for their site.

# Llif Gwaith Canol y Dref

Tudalen 28

Nodyn llif gwaith hwn yw creu cyfleoedd busnes a gwaith newydd yng nghanol y dref trwy gefnogi buddsoddiad mechnadur, ond hefyd trwy gyflwyno defnyddiau newydd ac amrywio economi canol y dref.

Mae angen datblygu'r llif gwaith hwn ymhellach ond mae cynnydd eisoes wedi'i wneud ar nifer o gamau gweithredu ac mae'r rhain yn cynnwys;

- gwelliant helaeth i edrychiad y prif fynedfa i ganol y dref ar gyfer pobl sy'n defnyddio cludiant cyhoeddus trwy adfer hen dafarndai'r Bee & Station a Costigan's, a bydd yr eiddo hyn rwan yn gallu darparu ar gyfer mathau newydd o gyflogaeth yng nghanol y dref;
- Adfer manau allanol yr eiddo adfail yn 45-47 Stryd y Dŵr;
- sefydlu marchnad stryd ar y Stryd Fawr a Stryd y Farchnad ar ddydd lau a dydd Sadwrn;
- sefydlu Grŵp Rheoli Canol Tref i gyflogi Rheolwr Canol Tref a threfnu i gynhyrchu deunydd hyrwyddo a rhaglen o weithgareddau;
- comisiynu Action for Market Towns i gynnal ymarfer meincnodi ar gyfer canol y dref.

Mae hyder buddsoddwyr parhaus yng nghanol y dref yn amlwg gyda dyfodiad y cadwyni cenedlaethol Costa Coffee, Poundland, Vue Cinemas a Yeomans Outdoor yn ystod y flwyddyn ddiwethaf.

Yn ystod y ddwy flynedd nesaf;

- bydd strategaeth newydd wedi'i chytuno ar gyfer canol y dref i adlewyrchu'r amodau marchnad newidiol sy'n ei wynebu;
- Bydd Briff Datblygu wedi'i baratoi ar gyfer yr ardal ger y Queen's Market sydd wedi'i neilltuo ar gyfer datblygiad adwerthu newydd yn y Cynllun Datblygu Lleol newydd ar gyfer Sir Ddinbych ac sy'n cynnig y cyfle gorau ar gyfer adwerthwyr cenedlaethol sydd angen arwynebedd llawr mawr yng nghanol y dref; a
- Bydd Network Rail wedi cwblhau buddsoddiad o £2.3m i wella cyfleusterau teithwyr yn yr orsaf rheilffordd.

...sefydlu  
marchnad  
stryd ar y  
Stryd Fawr...

# Town Centre Work Stream

The aim of this work stream is to create new business and job opportunities in the town centre by supporting investment in retailing, but also by introducing new uses and diversifying the town centre economy.

This work stream does require further development but progress has already been made on a number of actions and these include;

- a massive improvement to the appearance of the principal arrival point in the town centre for people using public transport by restoring the former Bee & Station and Costigan's public houses and these properties will now be able to accommodate new types of employment in the town centre;
- restoring the exterior of the derelict property at 45-47 Water Street;
- establishing a street market in the High Street and Market Street on Thursdays and Saturdays;
- setting up a Town Centre Management Group to employ a Town Centre Manager and to arrange the production of promotional materials and a programme of activities;
- commissioning Action for Market Towns to undertake a bench marking exercise for the town centre.

...establishing  
a street  
market in the  
High Street...



## Llif Gwaith Bywyd a Gwaith

Tudalen 44

Nod y llif gwaith hwn yw cynyddu dymunoldeb y Rhyl fel lle i fyw, gweithio, buddsoddi a gwneud busnes.

Mae angen datblygu'r llif gwaith hwn ymhellach hefyd, ond mae'r cynnydd hyd yma yn cynnwys;

- cwblhau dau gam cyntaf yr amddiffynfeydd arfordirol newydd yn ardal Harbwr y Rhyl;
- cwblhau trac beicio mynydd newydd yng Nglan Morfa sy'n ategu'r trac beicio ffordd 1.3km presennol;
- Cwblhau pysgodfa gymunedol ac ardal adfywio ger Ffos y Rhyl.

Yn ystod y ddwy flynedd nesaf;

- fel trefi eraill yn Sir Ddinbych, bydd Cynllun Tref ac Ardal wedi'i gytuno ar gyfer y Rhyl fydd yn sefydlu'r sefyllfa bresennol yn y dref gyfan, yr heriau y mae'n debygol o'u wynebu yn ystod y blynyddoedd i ddod, a'r camau blaenoriaeth sydd eu hangen i fynd i'r afael â'r heriau hyn;
- Bydd dyluniadau wedi'u cwblhau ar gyfer ysgol uwchradd 21ain ganrif newydd gwerth £25m ar gyfer y dref; a
- bydd achos busnes wedi'i ddatblygu ar gyfer ysbyty cymunedol £22m newydd yn y dref.



## Live & Work Work Stream

The aim of this work stream is to increase the desirability of Rhyl as a place in which to live, work, invest and do business.

This work stream also requires some further development but progress to date includes;

- the completion of the first two phases of the new coastal defences in the Rhyl Harbour area;
- the completion of a new mountain bike track at Glan Morfa which complements the existing 1.3km road cycling track;
- the completion of a community fishery and recreation area alongside Rhyl Cut.

Over the next two years;

- like the other towns in Denbighshire, a new Town & Area Plan will have been agreed for Rhyl which will set out the current situation in the town as a whole, the challenges it is likely to face over the years ahead, and the priority actions which are required to address these challenges;
- designs will have been finalised for a new £25m 21st century high school for the town; and
- a business case will have developed for a new £22m community hospital in the town.

## Casgliad

Y bwriad pan gymeradwywyd Cynllun Darparu Cymdogaeth a Lleoedd y Rhyl yn Symud Ymlaen oedd y dylai etifeddiaeth y buddsoddiad;

- greu marchnad dai cynaliadwy yng Ngorllewin y Rhyl lle mae'r gofyniad am fuddsoddiad cyhoeddus parhaus yn y stoc tai preifat ac amgylchedd ffisegol cyffredinol wedi lleihau yn sylweddol a'r ardal yn un o ddewis yn hytrach na o angen;
- mwy o bobl yn ymweld â'r Rhyl oherwydd bod yr hyn sydd i'w gynnig o ran twristiaeth a hamdden, o'r sectorau cyhoeddus a phreifat, yn ddeniadol ac wedi'i gynnal yn dda;
- canol y dref yn cynnig ystod dda o siopau a gwasanaethau mewn amgylchedd ansawdd uchel gyda strydoedd glân; a
- Busnesau newydd eisiau cael eu lleoli yn y Rhyl a chyfleodd swyddi newydd yn cael eu creu yn rheolaidd.

Mae'n amlwg o'r Adroddiad Blynyddol hwn bod cynnydd sylweddol wedi'i wneud eisoes tuag at y canlyniadau hyn ond mae llawer i'w wneud a bydd y camau gweithredu a gynlluniwyd yn ystod y ddwy flynedd nesaf yn cynnal y momentwm hwn.

## Conclusion

The intention when the Rhyl Going Forward Neighbourhood & Places Delivery Plan was approved was that the legacy of the investment made should be;

- the creation of a sustainable housing market in West Rhyl where the requirement for ongoing public investment in the private housing stock and general physical environment is significantly reduced and the area become one of housing choice rather than need;
- more people visiting Rhyl because the tourism and leisure offer, both from the public and private sectors, is attractive and well maintained;
- the town centre offering a good range of shops and services in a high quality, clean street environment; and
- new businesses wanting to locate in Rhyl and new job opportunities being regularly created.

It is evident from this Annual Report that significant progress towards these outcomes has already been made but there remains much to do and the actions planned over the next two years will maintain this momentum.



## Cysylltwch â ni

I gael rhagor o wybodaeth am raglen y Rhyl yn Symud Ymlaen neu unrhyw agwedd o'r gwaith, e-bostiwch y partneriaid trwy [yrhylsymudymlaen@sirddinbych.gov.uk](mailto:yrhylsymudymlaen@sirddinbych.gov.uk)

## Contact us

For more information about the Rhyl Going Forward programme or any aspect of the work, e-mail the partners via [rhylgoingforward@denbighshire.gov.uk](mailto:rhylgoingforward@denbighshire.gov.uk)



Mae tudalen hwn yn fwriadol wag



### Progress with Rhyl Going Forward Projects since 2013

The Rhyl Going Forward Neighbourhood & Places Annual Report in 2013 reported on progress with the programme up to that point and identified further work to be completed over the next 2 years.

Since that 2013 report, progress has been as follows:

#### West Rhyl Housing Improvement

We said we would:	Progress
<ul style="list-style-type: none"> <li>Acquire all the remaining properties needed to deliver the project</li> </ul>	Completed
<ul style="list-style-type: none"> <li>Relocate all remaining residents in the properties affected</li> </ul>	Completed
<ul style="list-style-type: none"> <li>Have partners in place to renovate and/or construct the replacement properties</li> </ul>	2 development zones yet to be allocated. Discussions under way.
<ul style="list-style-type: none"> <li>Complete design and construction of the green space (Urban Park)</li> </ul>	Completed

#### Tourism & the Coastal Strip

We said we would:	Progress
<ul style="list-style-type: none"> <li>Enter the beach at Rhyl for a Seaside Award</li> </ul>	
<ul style="list-style-type: none"> <li>Demolish the former Honey Club</li> </ul>	Complete
<ul style="list-style-type: none"> <li>Facilitate construction and opening of new hotel on Honey Club site</li> </ul>	Agreement reached with Premier Inn. Construction starting early 2016 with opening date scheduled for early 2017
<ul style="list-style-type: none"> <li>Complete a business case for a new Aquatics Centre to replace the Sun Centre</li> </ul>	Complete, leading to Rhyl Waterfront project through development partner approach with Neptune Developments
<ul style="list-style-type: none"> <li>Have a Harbour Empowerment Order in place to allow effective management of the new Harbour</li> </ul>	In progress
<ul style="list-style-type: none"> <li>Encouraged the Ocean Plaza developers to bring forward proposals for a new scheme on the old funfair site</li> </ul>	Planning permission for revised scheme agreed. Work to start on site early 2016.

We have also completed Phase 3 of the West Rhyl Coastal Defence scheme, creating an improved promenade and public realm in the area.

## Town Centre

We said we would:	Progress
<ul style="list-style-type: none"> <li>• Agree a Town Centre strategy to reflect changing market conditions</li> </ul>	Not started
<ul style="list-style-type: none"> <li>• Prepare a Development Brief for the Queens Market development zone</li> </ul>	Not started, although funding has been secured to improve buildings on the edge of the zone along Queen Street
<ul style="list-style-type: none"> <li>• See completion of Network Rail's upgrade to Rhyl Railway station</li> </ul>	Complete

We have also undertaken a significant improvement scheme to Rhyl High Street public realm.

## Live & Work in Rhyl

We said we would:	Progress
<ul style="list-style-type: none"> <li>• Develop a Town &amp; Area Plan to identify priority actions within the local area</li> </ul>	Complete
<ul style="list-style-type: none"> <li>• Completed designs for Rhyl New School</li> </ul>	Complete, with construction work due to finish in mid 2016
<ul style="list-style-type: none"> <li>• Encouraged BCUHB to finalise the business case for redevelopment of community hospital facilities in the town</li> </ul>	In progress

We have also funded, with partners, a 3 year Perceptions campaign to tackle negative stereotypes and perceptions of Rhyl and promote it as a place to live, work and visit.

Completion of Phase 3 of the West Rhyl Coastal Defences has improved flood protection in West Rhyl and protected a further (4,700) properties. Work is underway to design and deliver improved flood protection in East Rhyl following the 2013 floods.

## Rhyl Regeneration Programme – Workstreams &amp; Projects

## Workstream 1: Tourism &amp; Visitors

1. Rhyl Waterfront Project

- a. Hospitality Zone projects – Theatre, Event Centre, Hotel & Restaurants
- b. Active Leisure Zone projects – to be confirmed
- c. Family Entertainment Zone projects – Sky Tower redevelopment, Children’s Village, Underground Car Park, Food units
- d. Aquatic Centre

**Status:** Project already initiated. Moving towards implementation phase

**Funding:** Funding model identifies combination of commercial investment, recycled receipts/assets from DCC, potential capital and/or Prudential Borrowing requirement. Seeking £3.5M external grant funding. Project costs budget allocated.

**Project Executive:** Jamie Groves, Head of Finance, Assets & Housing

**Project Manager:** Russell Vaughan, Corporate Projects Team

2. Honey Club Development Zone

- a. Hotel development

**Status:** Project underway. Moving towards implementation phase.

Implementation will be delivered by commercial partner (Premier Inn).

**Funding:** Site already acquired. Onward sale to Premier Inn will generate receipt for reinvestment.

**Project Executive:** Jamie Groves, Head of Finance, Assets & Housing

**Project Manager:** Chris Dingsdale, Property Services

## Workstream 2: Town Centre

3. Queen’s Market Development Zone

- a. Queen’s Market redevelopment
- b. Queen Street properties redevelopment

**Status:** Queen Street properties project underway. Some further refinement of redevelopment proposals required. Purchase of properties in hand. Queen’s Market proposals need further work.

**Funding:** Funding available from WG for Queen Street properties. Funding bid submitted for ERDF (including WG match funding) for Queen’s Market proposals. Indications are that this will be successful. Commercial investment and/or Town Centre Loans Scheme may also play a part. Full scope of costs will depend on final proposals and will be subject to business case.

**Project Executive:** Jamie Groves, Head of Finance, Assets & Housing

**Project Manager:** Chris Dingsdale, Property Services.

#### 4. Town Centre Masterplan & Strategy

- a. Masterplan
- b. Individual projects to be confirmed

**Status:** Some early work has started but still very much a project in development.

**Funding:** Until Masterplan has been developed, impossible to say what the scale of funding requirement will be.

Projects from this work will form a key component of a bid under the Vibrant & Viable Places funding stream. Town Centre Loans Scheme is also likely to be a contributor. May be some potential for HRA investment where housing forms a part of the response.

**Project Executive:** Graham Boase, Head of Planning & Public Protection

**Project Manager:** to be confirmed

### Workstream 3: Live & Work in Rhyl

#### 5. West Rhyl Housing Improvement Project

- a. Intervention Area A completion – John St/Aquarium St/Abbey St/Gronant St
- b. Further projects to be confirmed

**Status:** Delivery of Intervention Area A is well underway. Delays have meant building work by partners has been late starting. Urban Park & CPOs (DCC responsibility) have been completed. Still some further development work on options for limited number of blocks/houses to be completed.

Consideration of additional intervention areas (particularly Edward Henry Street) to be undertaken as part of Vibrant & Viable Places scoping.

**Funding:** Largely in place through WG capital allocation and Social Housing Grant/RSL contributions. Funding for expansion schemes likely to be through Vibrant & Viable Places and potentially HRA. May be potential for Town Centre Loans Scheme funding.

**Project Executive:** Currently Rebecca Maxwell, Corporate Director – to be reviewed

**Project Manager:** to be confirmed, dependent on future projects

#### 6. Private Rented Sector quality improvement

**Status:** Identified as a priority within DCC Housing Strategy. May require some additional targeted work in Rhyl. To be scoped.

**Funding:** to be confirmed/scoped. Potentially existing Service budgets – Planning & Public Protection?

**Project Executive:** Graham Boase, Head of Planning & Public Protection

**Project Manager:** to be confirmed

7. Rhyl Perceptions/PR campaign

**Status:** Project in implementation phase and progressing well – moving into year 2 of 3 year programme.

**Funding:** Jointly funded by DCC (EBD budget), WG, Rhyl Town Council, Pennaf Housing Group, North Wales Housing

**Project Executive:** Rebecca Maxwell, Corporate Director

**Project Manager:** Vicki Shenton, Communications & Marketing Team

8. Neighbourhood Management

**Status:** Initiative in implementation phase and progressing reasonably well. Unclear if there is a project plan in place. Multi agency response.

**Funding:** Funded from within existing service budgets as adaptation of business as usual processes as far as possible.

**Project Executive:** Jason Devonport, North Wales Police

**Project Manager:** none identified

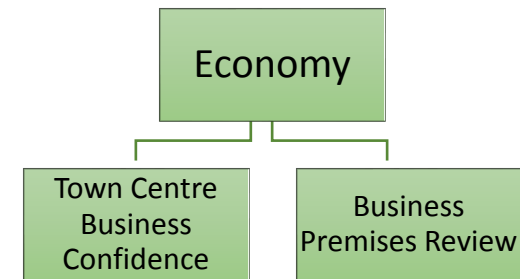
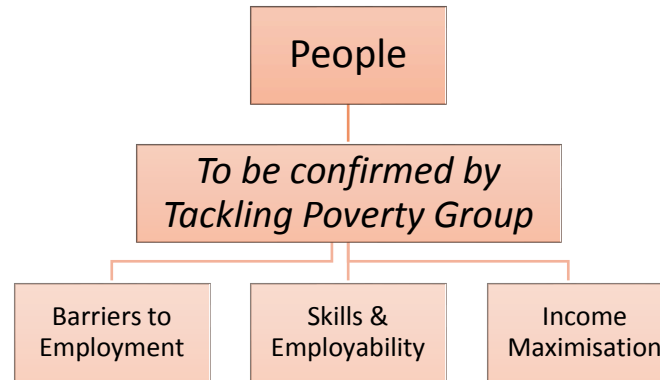
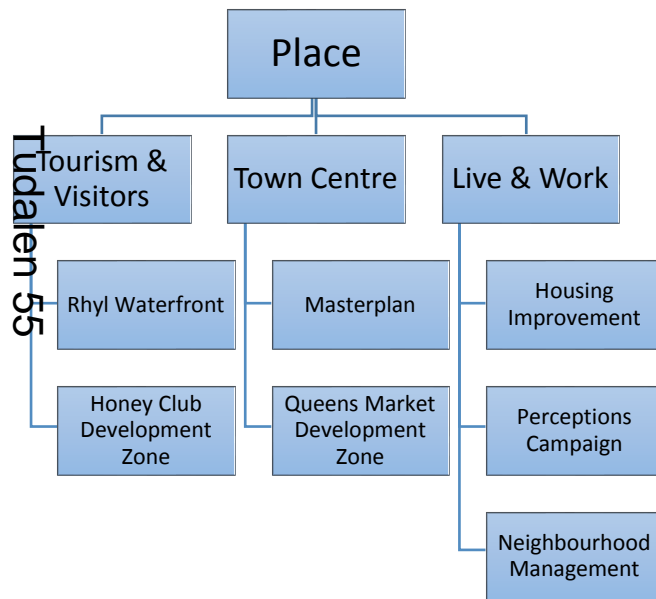
Mae tudalen hwn yn fwriadol wag

# Rhyl Regeneration: Next Steps

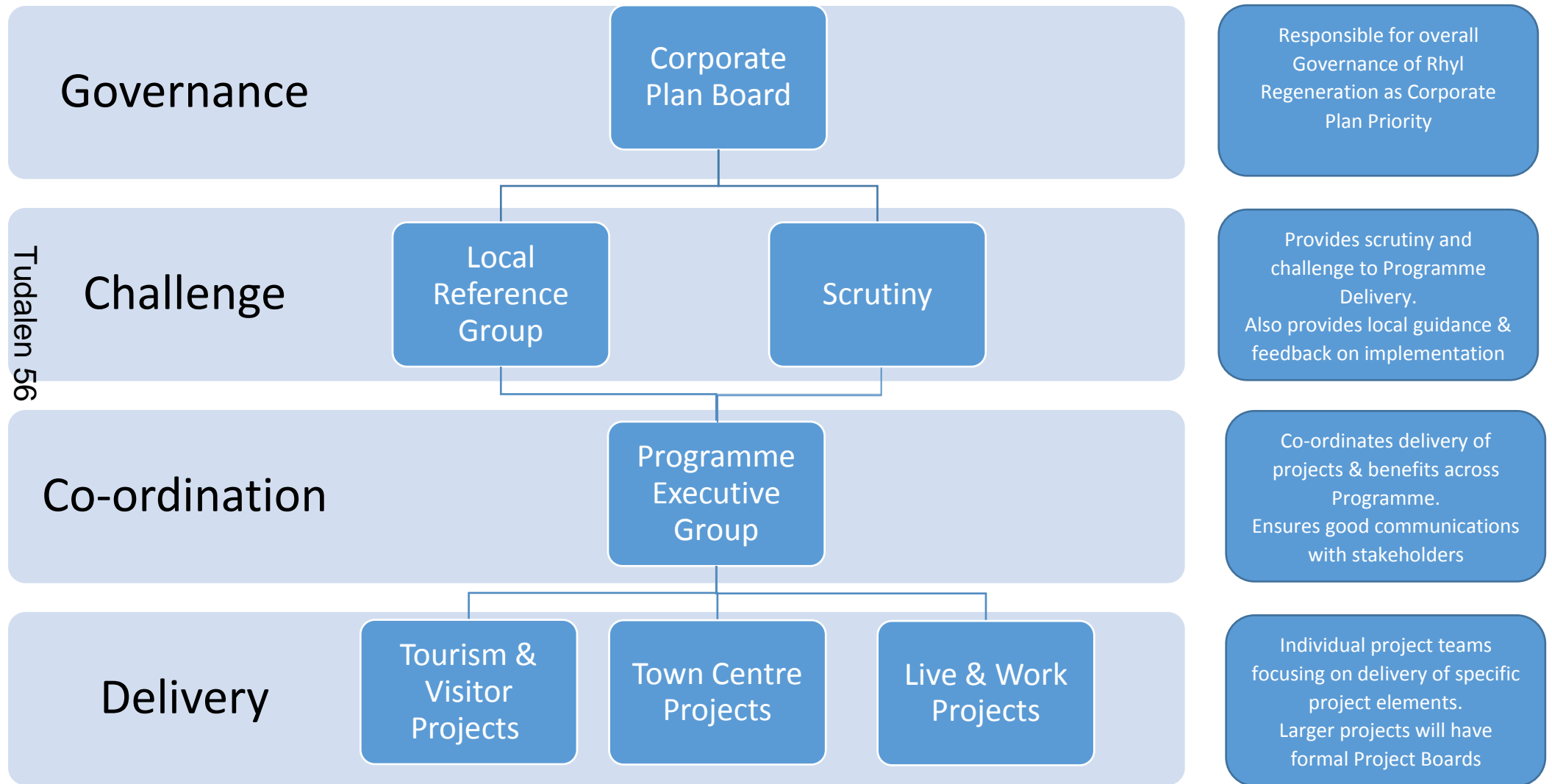
*Recreating Rhyl as a place where people choose to live and stay*  
*Rediscovering Rhyl as a place to visit*

Successful regeneration focuses on the three interconnected pillars of **Place, People & Economy**.

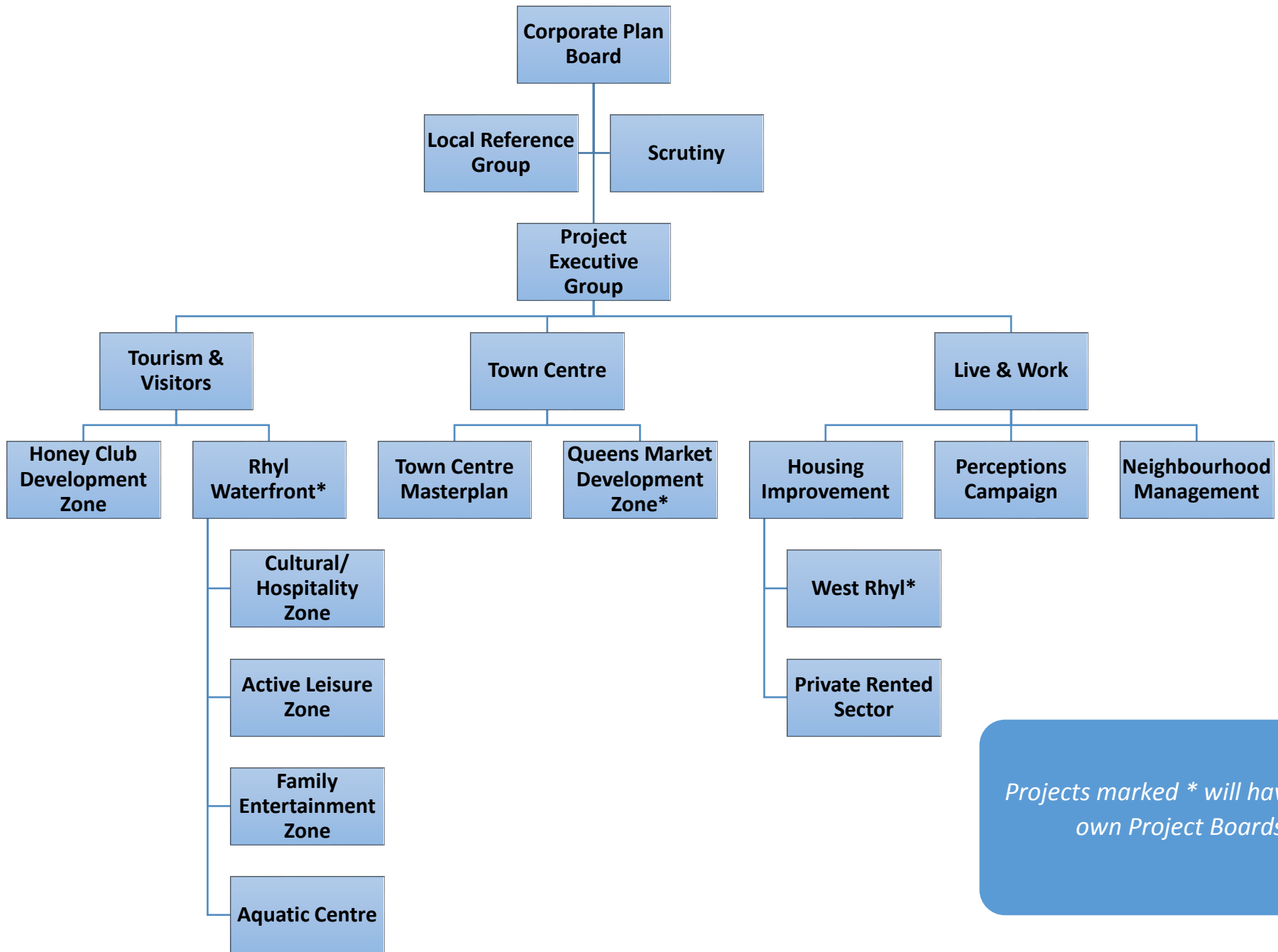
For the next phase of regeneration in Rhyl, the following need to be the priorities in each pillar:



**Programme arrangements for Rhyl Regeneration (Place):**

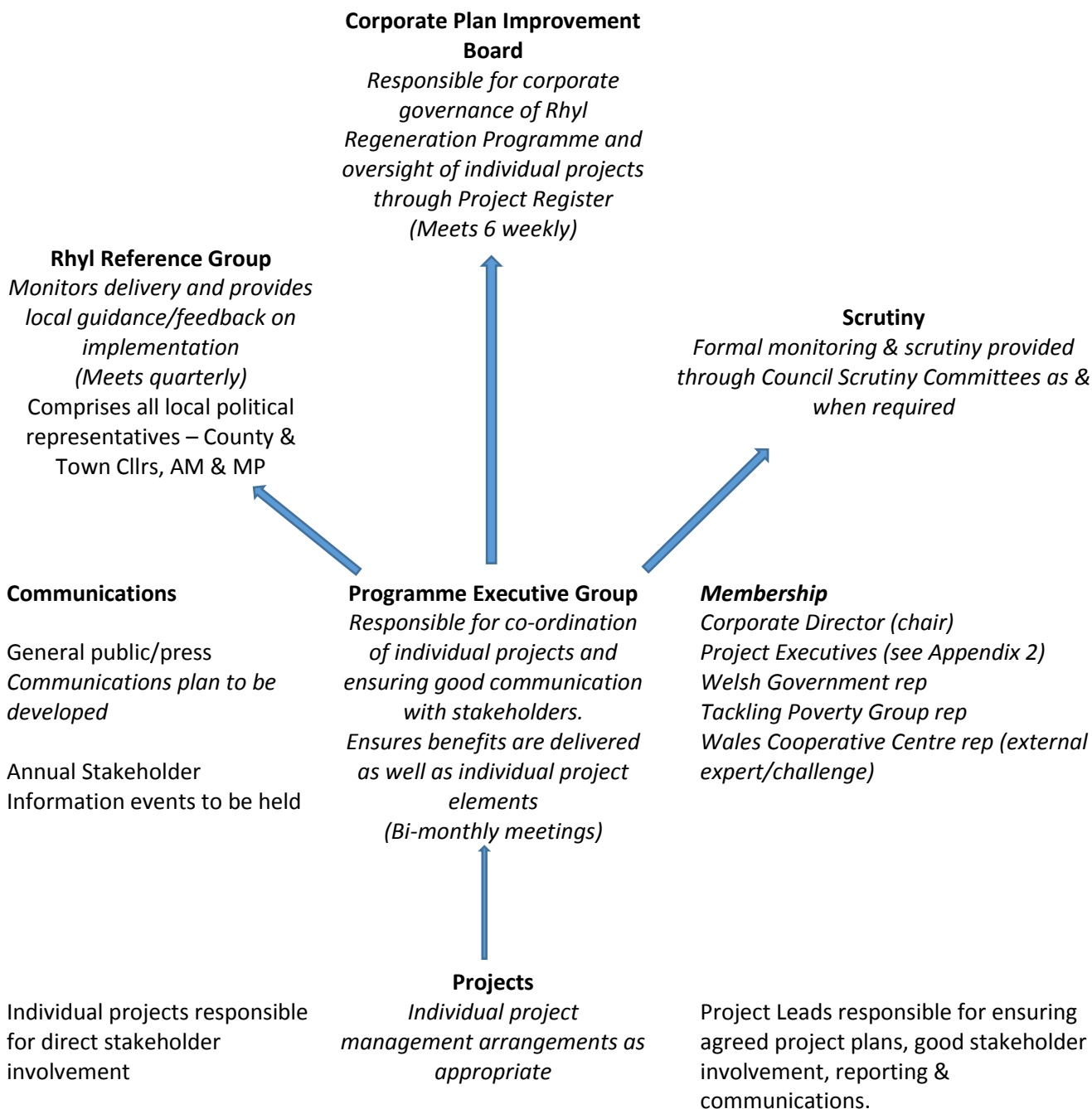






*Projects marked \* will have their own Project Boards*

## Programme Management & Governance Arrangements



<b>Adroddiad i'r:</b>	<b>Cabinet</b>
<b>Dyddiad y Cyfarfod:</b>	<b>29 Mawrth 2016</b>
<b>Aelod / Swyddog Arweiniol:</b>	<b>Y Cyng. Julian Thompson-Hill - Aelod Arweiniol dros Gyllid, Cynllun Corfforaethol a Pherfformiad Alan Smith - Pennaeth Gwella Busnes a Moderneiddio Liz Grieve - Rheolwr Tîm Cynllunio Strategol</b>
<b>Awdur yr Adroddiad: Strategol</b>	<b>Heidi Gray - Swyddog Cynllunio a Pherfformiad</b>
<b>Teitl:</b>	<b>Adroddiad Perfformiad Y Cynllun Corfforaethol Chwarter 3 - 2015/16</b>

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

- 1.1 Mae'r papur yn cyflwyno diweddariad ar drosglwyddo Cynllun Corfforaethol 2012-17 ar ddiwedd chwarter 3 o 2015/16.
- 1.2 Mae Atodiad 1 yn darparu'r Crynodebau Gweithredol ar gyfer chwarter 3, sy'n cynnwys cyflawniadau yn chwarter 3.
- 1.3 Mae Atodiad 2 yn cynnwys yr adroddiad chwarterol llawn a gynhyrchir gan System Rheoli Perfformiad Verto, gan ganolbwyntio ar yr eithriadau yn unig.

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

- 2.1 Darparu gwybodaeth ynglŷn â chynnydd y Cyngor fel ar ddiwedd chwarter 3, 2015-16 wrth gyflwyno canlyniadau'r Cynllun Corfforaethol.
- 2.2 Mae adrodd yn ôl yn rheolaidd yn un o ofynion monitro angenrheidiol y Cynllun Corfforaethol er mwyn sicrhau bod y Cyngor yn gweithredu ei ddyletswydd i wella.
- 2.3 Rydym yn monitro ein perfformiad yn rheolaidd ac yn cyflwyno adroddiadau bob chwarter i gyfarfodydd y Pwyllgor Archwilio a'r Cabinet ac yn llunio Adroddiad Perfformiad Blynyddol i werthuso cynnydd.

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

- 3.1 Argymhellir bod y Pwyllgor yn defnyddio'r adroddiad hwn i nodi meysydd o wasanaeth penodol (neu feysydd gwaith) a fyddai'n elwa o graffu manwl i wella canlyniadau ar gyfer dinasyddion a pherfformiad cyffredinol y Cyngor, ac yn hwyluso darpariaeth y Cynllun Corfforaethol.

#### **4. Manylion yr Adroddiad**

- 4.1 Mae'r Crynodeb Gweithredol (Atodiad 1) yn cynnwys dadansoddiad o eithriadau allweddol, ac awgrymir y rhoddir sylw iddynt.
- 4.2 Mae Chwarter 3, Adroddiad Perfformiad 2015-16 (Atodiad 2) yn edrych ar Gynllun Corfforaethol 2012-17 ac yn rhoi asesiad sy'n seiliedig ar dystiolaeth am y sefyllfa bresennol.
- 4.3 Mae'r eithriadau hyn wedi cael eu hamlygu fel a ganlyn: Caiff nifer o ddangosyddion a mesurau eu hamlygu fel rhai 'Coch' yn yr adroddiad. Mae hyn yn golygu y cânt eu hadnabod fel rhai sy'n cael 'Blaenoriaeth i Wella' neu lle mae problem gyda'r data sydd angen ei godi.
- 4.4 Mae ymatebion dangosydd Arolwg Trigolion 2015 sy'n llywio canlyniadau'r Cynllun Corfforaethol wedi cael eu cynnwys. A report is being compiled on the full results.
- 4.5 Mae Bwrdd Gwella'r Cynllun Corfforaethol wedi cael ei sefydlu i oruchwylio gwaith cwblhau'r ymrwymadau a wnaed yn y Cynllun Corfforaethol yn ystod 18 mis diwethaf y weinyddiaeth.

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

- 5.1 Mae'r adroddiad hwn am ein cynnydd wrth ddarparu'r Cynllun Corfforaethol. Dylai unrhyw benderfyniad a wneir gyfrannu at ddarpariaeth lwyddiannus o'r Blaenoriaethau Corfforaethol.

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

- 6.1 Mae Cynllun Corfforaethol 2012-17 yn amlinellu faint o arian yn ychwanegol y mae'r cyngor yn bwriadu ei fuddsoddi ym mhob blaenoriaeth gorfforaethol yn ystod y pum mlynedd nesaf. Ar wahân i'r buddsoddiad ychwanegol hwnnw, cymerir yn ganiataol y gellir cyflawni'r cynllun corfforaethol o fewn y cyllidebau presennol.

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

- 7.1 Cynhaliwyd Asesiad o Effaith ar Gydraddoldeb ar y Cynllun Corfforaethol a'i gyflwyno i'r Cyngor ar 9 Hydref 2012. Nid oes angen asesu'r adroddiad hwn ymhellach gan na fydd yr argymhellion o'i fewn ag effaith uniongyrchol ar ein staff nac ar ein cymunedau.

#### **8. Pa ymgynghoriadau a gynhaliwyd gyda'r Pwyllgorau Archwilio ac eraill?**

- 8.1 Mae'r wybodaeth sy'n angenrheidiol i gynhyrchu'r adroddiad hwn yn dod gan wasanaethau, ac mae'r eithriadau drafft wedi cael eu trafod a'u dosbarthu er mwyn galluogi i'r Uwch Dîm Arweinyddiaeth gymryd unrhyw gamau cywirol sy'n angenrheidiol i gynhyrchu'r adroddiad hwn ar gyfer Archwilio Perfformiad a'r Cabinet.

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

9.1 Nid oes angen datganiad Prif Swyddog Cyllid ar gyfer yr adroddiad hwn.

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

10.1. Mae gennym fframwaith rheoli perfformiad cadarn, proses Herio Perfformiad Gwasanaethau cadarn a Phwyllgor Archwilio Perfformiad cryf.

10.2 Nid oes unrhyw risgiau penodol yn gysylltiedig â'r adroddiad hwn. Swyddogaeth y Gofrestr Risg Corfforaethol a'r Gofrestr Risg Gwasanaethau yw dynodi (a rheoli) digwyddiadau posibl o risg a allai olygu na fyddai'r cyngor yn gallu cyflawni ei Gynllun Corfforaethol.

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

11.1. Mae rheoli perfformiad a monitro yn elfen allweddol o Raglen Cymru ar gyfer Gwella, sydd wedi ei thanategu gan ofynion statudol Deddf Llywodraeth Leol 1999 a Mesur Llywodraeth Leol (Cymru) 2009.

11.2 Mae erthyglau 6.1 a 6.3.4(b) yn amlinellu rôl archwilio mewn perthynas â monitro a rheoli perfformiad.

Mae tudalen hwn yn fwriadol wag



# Appendix 1 – Summary Corporate Performance Report

**QUARTER 3, 2015-16**

This document provides a SUMMARY of performance against the council's corporate priorities at the end of quarter 3, 2015-16

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## INTRODUCTION & SUMMARY

This performance report looks at the Corporate Plan 2012-17. It provides an evidence-based assessment of the current position. Below is a summary of the key issues identified.

### OUTCOME SUMMARY

This is the summary position for each outcome in the Corporate Plan as at the end of Quarter 3 (December 31<sup>st</sup> 2015). The overall evaluation for each outcome has been determined by taking account of the indicators, performance measures, and improvement activity.

#### DEVELOPING THE LOCAL ECONOMY

<a href="#">Outcome 1</a>	Infrastructure for growth	ACCEPTABLE
<a href="#">Outcome 2</a>	Supported and connected businesses	ACCEPTABLE
<a href="#">Outcome 3</a>	Opportunities for growth	ACCEPTABLE
<a href="#">Outcome 4</a>	High quality skilled workforce	GOOD
<a href="#">Outcome 5</a>	Vibrant towns and communities	ACCEPTABLE
<a href="#">Outcome 6</a>	Well-promoted Denbighshire	EXCELLENT

#### IMPROVING PERFORMANCE IN EDUCATION & THE QUALITY OF OUR SCHOOL BUILDINGS

<a href="#">Outcome 7</a>	Students achieve their potential	ACCEPTABLE
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#### IMPROVING OUR ROADS

<a href="#">Outcome 8</a>	Improving our roads	ACCEPTABLE
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#### VULNERABLE PEOPLE ARE PROTECTED & ABLE TO LIVE AS INDEPENDENTLY AS POSSIBLE

<a href="#">Outcome 9</a>	Independent vulnerable people	GOOD
<a href="#">Outcome 10</a>	Vulnerable people are protected	GOOD

#### CLEAN & TIDY STREETS

<a href="#">Outcome 11</a>	Clean and tidy streets	GOOD
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#### ENSURING ACCESS TO GOOD QUALITY HOUSING

<a href="#">Outcome 12</a>	Access to good quality housing	GOOD
----------------------------	--------------------------------	------

## MODERNISING THE COUNCIL TO BE EFFICIENT & IMPROVE SERVICES FOR CUSTOMERS

**Outcome 13** Services will continue to improve

ACCEPTABLE

**Outcome 14** Flexible and efficient workforce

ACCEPTABLE

### KEY PERFORMANCE SUMMARY

### THE CORPORATE PLAN

1. [The percentage of the population who cannot live independently](#) (aged 18 or over). We are working to reduce the number of new admissions to residential care homes through the use of both modern and traditional care packages in the home and by working with people to maximise their independence. Overall, this means the number of people we support in residential care is diminishing, but will take a number of years to bring the total to an acceptable level due to the long term nature of the services already being provided and the time delays in developing new Extra Care Schemes. We had an ambitious plan to reduce the number of people needing to be supported by the council in residential care by 200, from 815 to 615, during the period of the current Corporate Plan. The figure at the end of quarter 3 stood at 645, so it is clear that much progress has been made with respect to this ambition.
2. [QLI-PLA006 is a quarterly local indicator](#). This indicator shows how many dwellings have been granted planning permission and out of those how many are 'affordable'. A large proportion of the quarter 3 "additional dwellings" were the 83 units granted consent at the HM Stanley site in St. Asaph. No affordable units were secured as part of this permission due to viability of the development which related to the abnormal costs of restoring the Listed Buildings on the site.
3. Key activities that support the Corporate Plan's [Housing Outcome](#) have been reviewed and will reported from quarter 4 onwards. However, the Corporate Housing Strategy and associated detailed Action Plan was agreed at Full Council in December 2015.
4. The [number of calendar days taken to let empty properties \(council stock only\)](#) - general needs and housing for older people for quarter 3 increased to 61.2 calendar days. This increase, however, reflects the service's commitment to ensuring that properties are let in a fit state and of better quality to avoid repeat visits. The focus being on ensuring tenant's needs are met when allocating empty properties and that time is taken to ensure that the right properties are allocated to the right tenants. An improvement plan is in place and it is anticipated that there will be a decrease in re-let times, not only as properties are let more efficiently and effectively in the future but also as tenancies will be more sustainable in the longer term as a result of this focus.

5. [Validated performance data for 2014-15 academic year](#) has shown a decline in some key attainment indicators. In particular, this means that the percentage of pupils achieving the level 2 threshold (including Welsh/English and maths) and core subject indicator at Key Stage 4 are again considered to be a priority for improvement.
6. [The total rate per 1,000 pupils of fixed-term exclusions](#) from local authority maintained schools replaces previous measures around the number of exclusions, and the number of days lost, which are no longer published by Welsh Government. Looking at the data for 2013/14 academic year, there were 563 fixed-term exclusions lasting 5 days or less, and 17 lasting over 5 days. This is a 14% increase on 2012/13. Data for 2014/15 academic year is not validated until April / May."
7. Corporate [sickness absence](#) levels continue to be a priority for improvement at 6.04 days. The targets for the reduction in sickness absence are challenging and overall the levels are reducing. It should be noted that the Council has lower sickness absence levels overall than most other local authorities in Wales, despite failing to meet its own lower, more ambitious target at this time.
8. We remain unable to provide information for [carbon emissions](#) at present. All the Welsh authorities have been effected, some more than others, by the inability of British Gas to provide accurate electricity bills. The data unit Wales is aware of the issues with British Gas. Corrected bills are now coming through and we should be able to report last year's consumption next month. Welsh authorities will be changing suppliers from April 1st.
9. [ICT106i, The percentage of staff \(home based\)](#) who have been equipped for agile working. There has been a slight delay in progress in Q3 but the project is now back on track.
10. In quarter 3, only 89% of all [external stage 1 complaints](#) received by the council were responded to within corporate timescales. There was one complaint in Education, it was a complex matter involving several officers and exceeded timescale. Three complaints in Highways and Environmental Services exceeded timescale, this brought their overall performance down to 91%. Planning and Public Protection's performance has dropped to 79% in Q3 (23 out of 29 complaints responded within timescale). This is being addressed by the service and we would hope to see an improvement in Q4. Performance against this indicator is automatically reported to and monitored by Scrutiny every quarter.
11. The [percentage of staff receiving a performance appraisal](#) has increased to 90% as at the end of quarter 3. There have been changes made to information in relation to appraisals being captured on the system which should help ensure that the completion rates continue to improve. Heads of service are now receiving monthly updates on their figures. The Senior Leadership Team (SLT) are committed to ensuring accurate data capture and that 100% is achieved.

### ACHIEVEMENTS IN QUARTER 3

12. There was a significant improvement in the percentage of damaged roads and pavements made safe within target time to 96.2%. During quarter 3 there were 104 defects logged, 100 of which were completed within target time. Of the four not completed within target time, one was unavoidable due to events beyond DCC control.
13. The former Grange Hotel in Rhyl is one of the 'top 20' eye sore sites in Denbighshire. As a result of actions by Officers working with the owner the buildings have now been demolished and the site has been cleared and left tidy. Officers will continue to monitor the condition of the site and press the owner to progress the proposed development.
14. The Corporate Housing Strategy and detailed Action Plan was agreed by Full Council in December 2015. The Council now has an adopted Housing Strategy, with 5 Outcome Themes and a detailed robust Action Plan, identifying responsible Head of Service and Lead Members. Regular updates on progress with the actions will be provided to Lead Members and Scrutiny as appropriate.
15. The Denbighshire Excellence Awards 2015 event was held in quarter 3 to recognise the efforts of employees who have made a difference to our Council and to Denbighshire residents.
16. Rhyl's new One Stop Shop - the Council has completed its transformation of the Rhyl Library building at Church Street and has now opened the town's brand new One Stop Shop.
17. Developed the leisure offer along the coast with the launch of the NOVA centre, Prestatyn, to provide first class leisure facilities that will encourage more people to get involved in activities, providing high quality settings for the benefit of the local community and visitors.



# Appendix 2 – Corporate Performance Report

**QUARTER 3, 2015-16**

This document provides and update on performance against the council's corporate priorities at the end of quarter 3, 2015-16

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## KEY

Each outcome contains a number of indicators, performance measures, and improvement activities. This content is used to determine how good the current position of the council is, which is based on contextual data to enable a more robust understanding of our performance.

## THE COLOURS

Colour	Action Status	Measure Status
Green	On Target	Excellent
Yellow	Experiencing Obstacles	Good
Orange	At Risk	Acceptable
Red	Compromised	Priority for Improvement
Blue	Completed	N/A
Grey	No data	No data or is a count only

## THE EVALUATION

- The default methodology for performance evaluation is where the upper quartile reflects the transition to Excellent, and the Wales median reflects the transition to a Priority for Improvement.
- This is true for most except our education attainment indicators, where the 'best in Wales' reflects the transition to Excellent and the Wales median reflects the transition to a Priority for Improvement.
- The default position for activity reporting is documented in the project management methodology, summarised above (Action Status).

## APPENDIX 2 -QUARTER 3 PERFORMANCE REPORT

This performance report looks at the Corporate Plan 2012-17. It provides an evidence-based assessment of the current position on an exceptions basis i.e. those measures that are Red: Priority for Improvement, or where there is an issue with the data that needs to be raised. Those measures that are currently showing an acceptable, good or excellent status are not examined in any great detail within this report, but are available to view through the Verto Performance Management System.

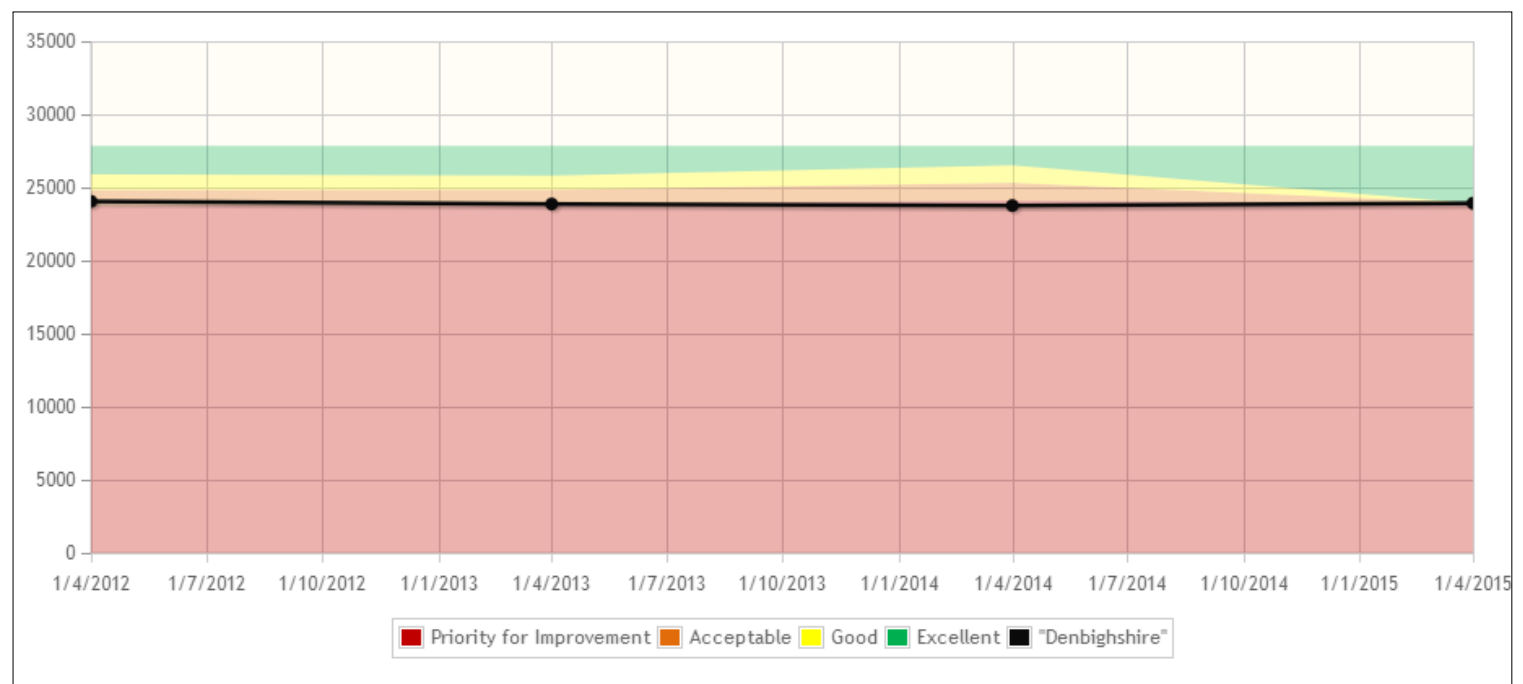
**Please Note:** This report has been generated from the Verto Performance Management System

### PRIORITY - DEVELOPING THE LOCAL ECONOMY

#### ECONOMY HEADLINE INDICATORS

<b>Description</b>	This cluster of indicators are economy-based aspects of the external environment in which we'd expect to see an improvement if our Outcomes were progressing well. The six Outcomes within the Economic & Community Ambition priority will have a discrete set of indicators according to their theme (e.g. infrastructure), but collectively should enable progress against this cluster of indicators by laying the foundations for economic growth.
<b>Outcome Summary</b>	The overall status for these indicators is Orange: Acceptable.

Indicators	
QECAHeadline1	% Job Seekers Allowance claimant count
ECAHeadline2	Median Household Income





### Latest Data Comment

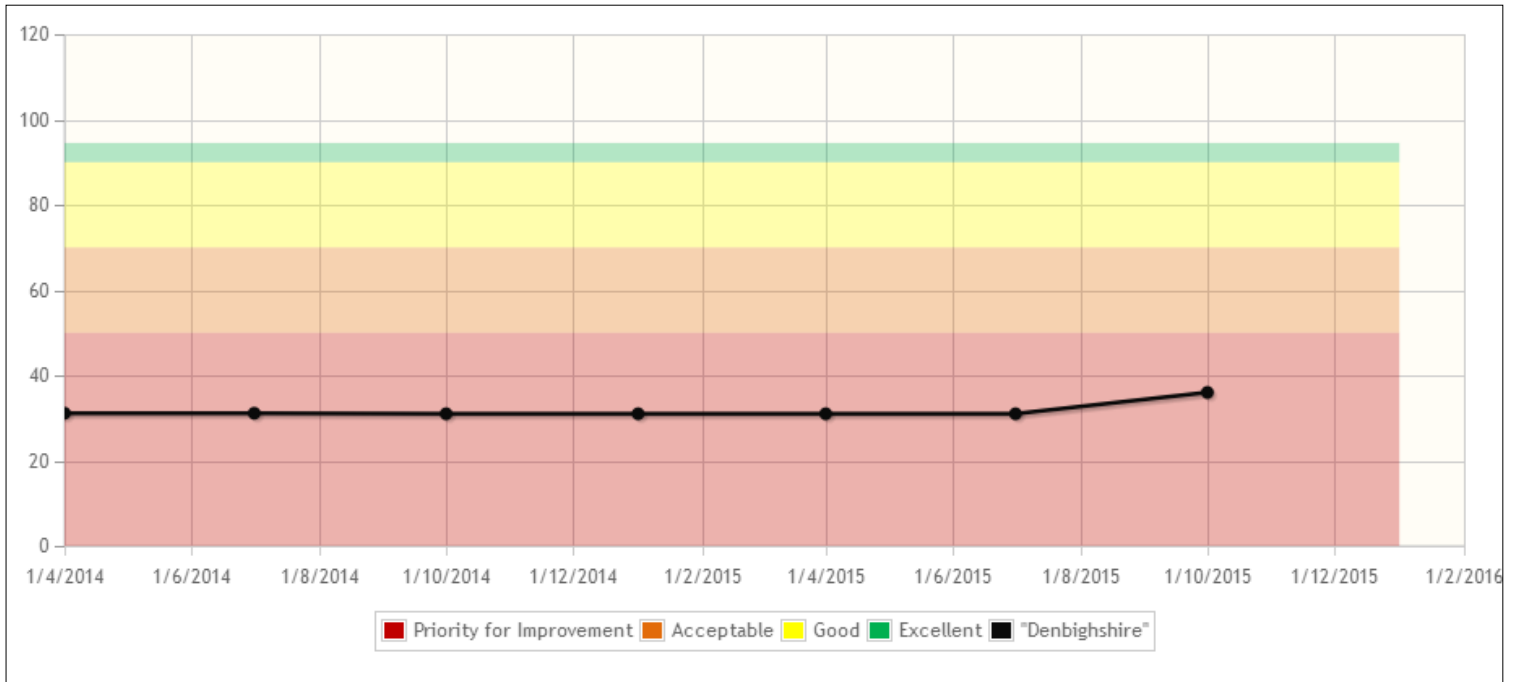
Quarter 3	Incomes remain below their pre-recession high point. This may be due to the continuing lack of increase in wages and reduction in benefits.
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ECAheadline3	The count of births of new enterprises
ECAheadline4	1 year survival rate of new enterprises (%)
ECAheadline5	3 year survival rate of new enterprises (%)
ECAheadline6	Turnover of Denbighshire based businesses (£m)

## OUTCOME 1 - INFRASTRUCTURE FOR GROWTH

<b>Status</b>	<b>ACCEPTABLE</b>
<b>Outcome Summary</b>	<p>The overall status for these indicators is Orange: Acceptable.</p> <p>Three indicators have a Red, Priority for Improvement Status. Please see below for details</p> <p>The Priority Strategic Employment Sites project has had a new project manager, who has removed the indicator ECA 1.1i . This is because the work involved to secure planning consent for a site includes the work to remove barriers -hence this indicator did not add value.</p>

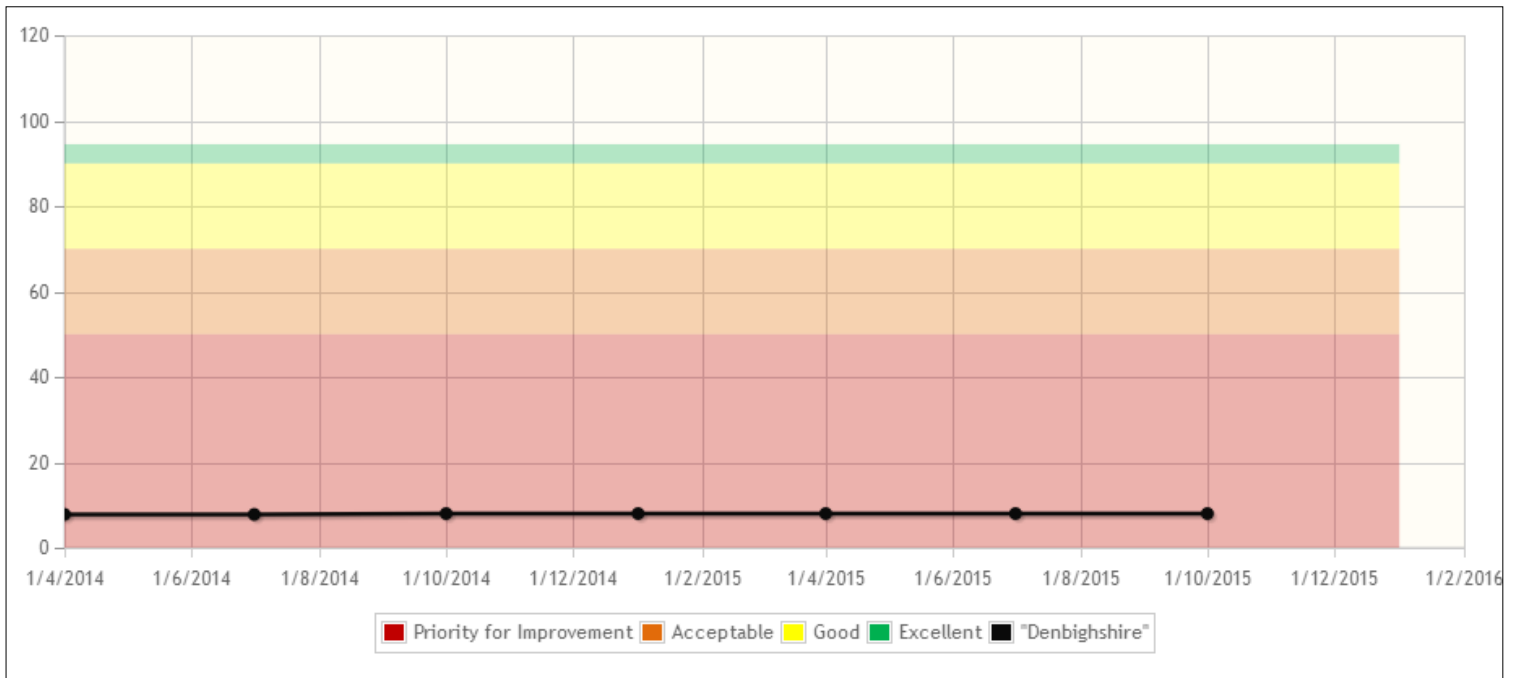
Indicators	
BusSurv1.9	The percentage of businesses selling or sourcing goods or services online
OFCOMsuperfast - Annual	Denbighshire's OFCOM five-point ranking for superfast broadband availability
OFCOMtakeup Annual	Denbighshire's OFCOM five-point ranking for broadband take-up
ECA1.1i	The percentage of available land on Priority Strategic Employment Sites where restrictions/hindrances to development are removed from the legal title (as a % of all available land)
ECA1.2i	The percentage of available land on Priority Strategic Employment Sites ready to be developed (i.e. with planning permission), as a % of all available land on PSES



**Latest Data Comment**

Quarter 3 Planning applications submitted on Station Yard, Denbigh, Property Alliance retail on Rhuddlan Triangle.

**ECA1.3i** The percentage of available land on Priority Strategic Employment Sites developed, as a percentage of all available land on PSES's



**Latest Data Comment**

Quarter 3 No change in developed status since Q1 2015

Activities				
	ECA 1.2a	Digital Denbighshire	15/07/13	31/10/15
	ECA 1.3b	Strategic Employment Sites	06/05/14	31/03/17

## OUTCOME 2 - SUPPORTED AND CONNECTED BUSINESSES

<b>Status</b>	<b>ACCEPTABLE</b>
<b>Outcome Summary</b>	<p>The overall status for this Outcome is Orange: Acceptable.</p> <p>This outcome is supported by annual indicators and therefore there has been no update during quarter 3.</p>

Indicators	
FAA406m	Local procurement spend as a % of total procurement spend
BusSurv4.2	% of businesses satisfied with quality of advice/support
BusSurv4.1	% of businesses satisfied with access to advice/support
ECA2.2i	The percentage of contracts worth over £2 million with community benefit clauses

Activities				
	BIM314a	Conduct, collate, analyse and publish results from the Business Survey	01/04/14	31/10/15
	ECA 2.1a/2.2a/2.2c	Business Advice & Support	12/09/13	31/03/16
	ECA 2.1b	Better Business for All (BFC Phase 1 - Planning & Public Protection)	06/05/14	31/03/16
	ECA 2.1bus case	Develop business case for Better Business For All project	01/04/15	30/09/15
	ECA 2.3a	Supportive Procurement (Phase 1 - Procurement Strategy)	02/12/13	28/11/14
	PR003264/ECA 2.3a	PROCUREMENT: Strategy & revised CPR's	01/06/15	01/04/16
	PR003266/ECA 2.3b	PROCUREMENT: Local Supplier Development	01/06/15	01/04/16

## OUTCOME 3 - OPPORTUNITIES FOR GROWTH

<b>Status</b>	<b>ACCEPTABLE</b>
<b>Outcome Summary</b>	<p>The overall status for this Outcome is Orange: Acceptable.</p> <p>Work to identify growth Sectors is now underway, but the project is a very long term one. In order to ensure that we can assess our progress over the short-medium term, some interim measures are being developed. Reporting will be possible from Q1 2016-17</p>

**Indicators**

CMLi10	STEAM - Total Economic Impact of Tourism (£ million)
CMLi11	STEAM - Number of Full Time Jobs Supported by Tourism
ECA3.1i	No. of businesses in the tourism sector
ECA3.2i	No. of new businesses in Growth Sectors
ECA3.3i	No. of Denbighshire residents employed in Growth Sectors

**Activities**

ECA 3.1Aa-c	Tourism Growth Plan	05/06/14	31/07/15
ECA 3.2a	New Growth Sectors	01/01/15	01/03/17
ECA 3.2b/d	Regional Growth Opportunities	11/06/14	30/04/18
PPP311a	Take a pro-active approach to encourage the private sector to develop economic development, by producing master plans, planning briefs and SPGs	01/04/15	31/03/16

**OUTCOME 4 - HIGH QUALITY SKILLED WORKFORCE**

<b>Status</b>	<b>GOOD</b>
<b>Outcome Summary</b>	<p>The overall status for this Outcome is Yellow: Good.</p> <p>Two indicators – achievement in STEM subjects has been adopted as a priority by the North Wales Economic Ambition Board, as it is being managed by that board the STEM indicators are recommended for withdrawal from this outcome.</p>

**Indicators**

Ed004i	The percentage of children aged 16 - 18 Not in Education, Employment or Training, at the preceding 31 August in Denbighshire
QECA4.6i	% of the population aged 18 to 24 claiming JSA
BusSurv3.3a	% of businesses reporting unfilled vacancies due to unsuitable applicants
BusSurv3.3b	% of businesses reporting difficulty recruiting staff with the right skills
ECA4.7i	% of pupils leaving school at 16 attaining Level 2 in at least 1 STEM subject

ECA4.8i	% of pupils leaving school at 18 attaining Level 3 in at least 1 STEM subject		
eca4.10i	% of people of working age in Denbighshire who are self employed		
<b>Activities</b>			
ECA 4.1b,4.2a-c,4.3a	Pathways +	01/04/15	31/07/16

## OUTCOME 5 - VIBRANT TOWNS AND COMMUNITIES

<b>Status</b>	<b>ACCEPTABLE</b>
<b>Outcome Summary</b>	<p>The overall status for this Outcome is Orange: Acceptable</p> <p>None of this data is updated on a basis more frequently than annual - WiMD data is only updated once every three years, and was last updated in 2014. Therefore there is no change in the indicators' status. ECA5.3i and ECA5.5i there is no new data is available at this time.</p> <p>The two RSQ indicators from the Residents' Survey 2015 status remains the same as the previous survey results.</p>

<b>Indicators</b>	
ECA5.1i	% of vacant town centre premises (Denbighshire average)
RSQ11	% of residents reporting overall satisfaction with their town centre
RSQ2	% of town residents reporting overall satisfaction with their local area
BusSurv2.1	% of town centre businesses reporting confidence in future prospects
ECA5.2i	% of LSOA that fall into the 10% most deprived in Wales
ECA5.3i	No. of LSOA with a claimant count (%) greater than Great Britain
ECA5.4i	No. of LSOA with a median household income below Wales
ECA5.5i	% of the rural working age population claiming Job Seekers Allowance

<b>Activities</b>			
ECA 5.1	Town Centre Growth & Diversification Plan	05/05/15	31/03/17
ECA 5.3a RGF	Rhyl Regeneration		
ECA 5.3a RGF 01	Rhyl Harbour: Pedestrian and cycle bridge, public square, quayside building and extended quay wall	02/03/09	31/03/15
ECA 5.3a RGF 01.1	Rhyl Harbour: Harbour Empowerment Order	02/05/12	30/06/16
ECA 5.3a RGF 02	West Rhyl Housing Improvement Project		

ECA 5.3a RGF 03	The Honey Club, Rhyl		
ECA 5.3a RGF 10	49 - 55 Queen Street	01/09/14	31/03/15

## OUTCOME 6 - WELL-PROMOTED DENBIGHSHIRE

<b>Status</b>	<b>EXCELLENT</b>
<b>Outcome Summary</b>	The projects are both currently at an Excellent status.

Activities			
ECA 6.1a-c	Locate in Denbighshire- Inward Investment Marketing Campaign	17/04/14	31/03/16
ECA 6.2a	Develop a Destination Management Plan for Denbighshire	01/04/14	30/06/14
ECA 6.2b / 1.3a	Enquiry Handling for Sites & Premises	24/11/14	30/06/15

## PRIORITY - IMPROVING PERFORMANCE IN EDUCATION & THE QUALITY OF OUR SCHOOL BUILDINGS

### OUTCOME 7 - STUDENTS ACHIEVE THEIR POTENTIAL

**Status**

**ACCEPTABLE**

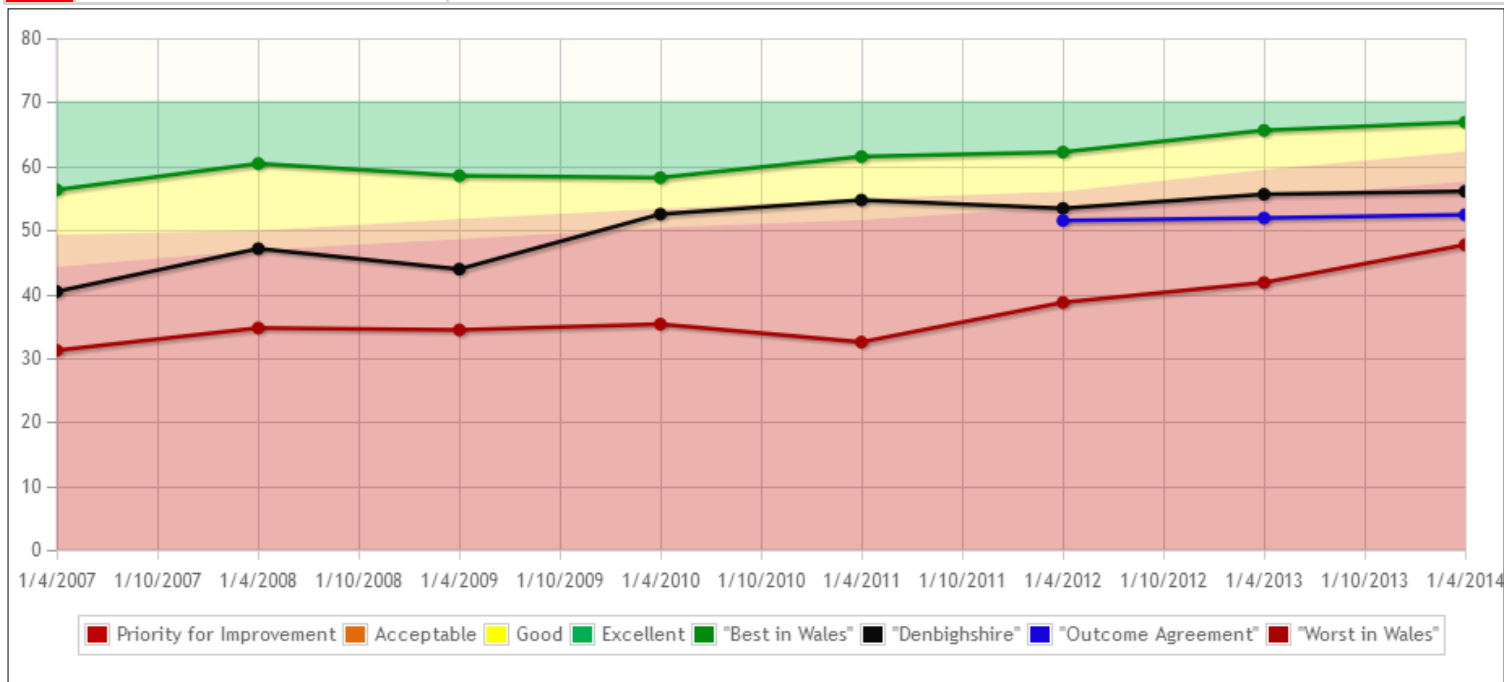
**Outcome Summary**

The overall position for this outcome is Orange: Acceptable. We are using a higher benchmark for excellence for educational attainment where 'Green: Excellent' is the best in Wales. Indicators considered to be a priority for improvement are detailed below.

A new cluster of Measures have been added to this selection. They relate to the conditions of schools, improvement of which is a major driver for the 21<sup>st</sup> Century Schools programme of work. As they are new and annual, no data is yet available, but will be added as soon as possible.

#### Indicators

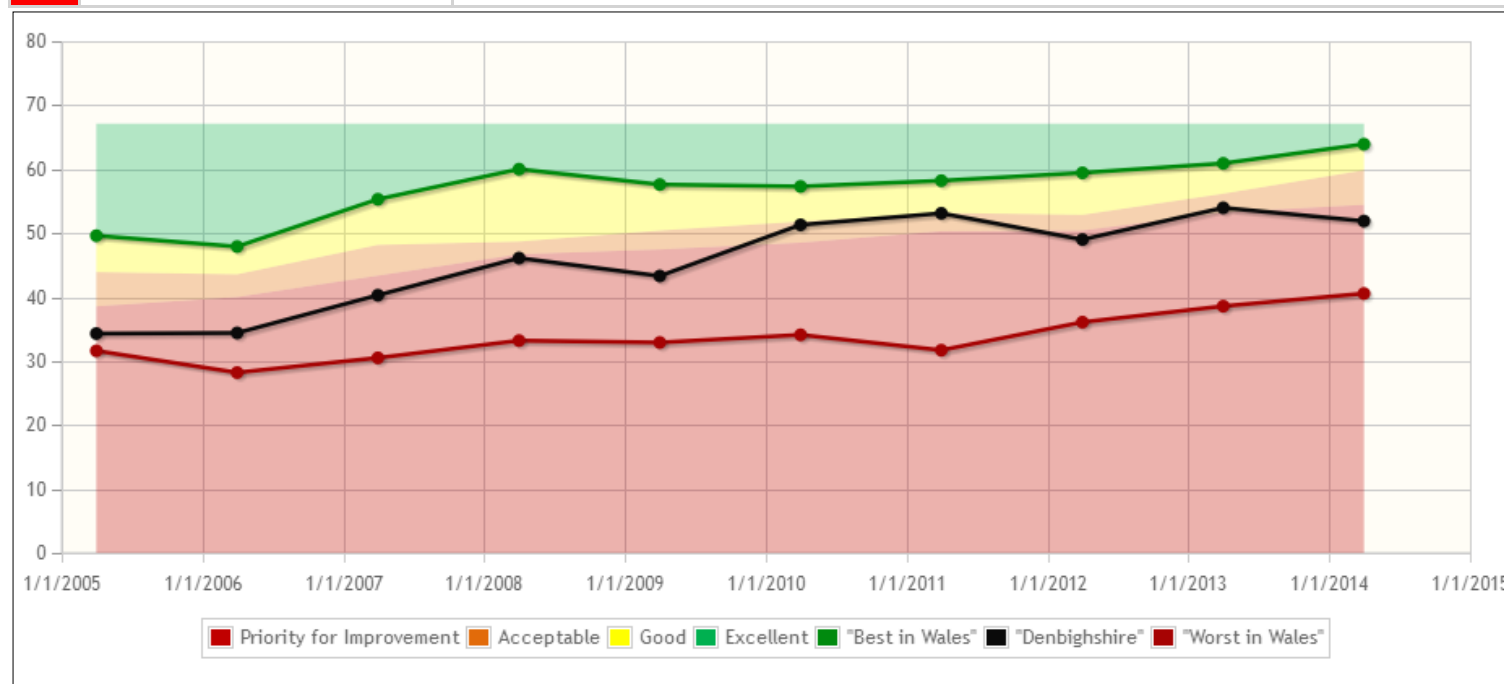
Ed001i	The average capped points score for pupils aged 15 at the preceding 31 August in schools maintained by the local authority (all pupils)
EDU017	The percentage of pupils achieving the level 2 threshold including Welsh/English and maths (all pupils)



#### Latest Data Comment

**Quarter 3** Performance against the indicator has increased from 55% in 2013-14 to 56% in 2014-15. However, improvement elsewhere in Wales now means that Denbighshire's performance has fallen below the median and is considered a priority for improvement.

Ed006i	The percentage of pupils achieving the level 2 threshold or vocational equivalents (all pupils)
Ed009i	The percentage of pupils who achieve the Core Subject Indicator at Key Stage 4 (all pupils)

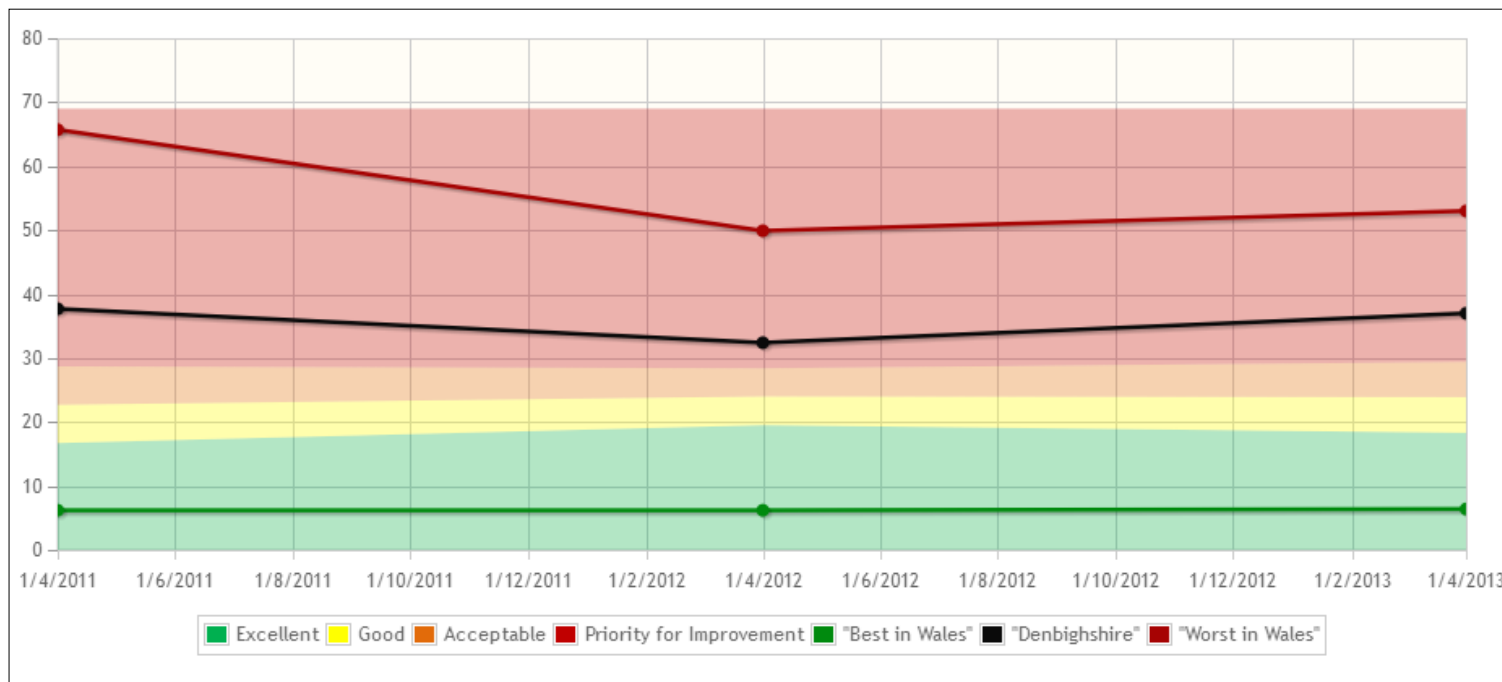


**Latest Data Comment**

Quarter 3 Performance against the indicator has fallen from 53% in 2013-14 to 51% in 2014-15. Together with improvement elsewhere in Wales, this means that Denbighshire's performance has fallen below the median and is considered a priority for improvement.

EDU002i	The percentage of pupils (including those in local authority care) in any local authority maintained school, aged 15 as at the preceding 31 August who leave compulsory education, training or work based learning without an approved external qualification.
EDU003all	The percentage of pupils who achieve the Core Subject Indicator at Key Stage 2 (all pupils)
EDU016a	Percentage of pupil attendance in primary schools
EDU016b	Percentage of pupil attendance in secondary schools
EDU101i	The total rate per 1,000 pupils of fixed-term exclusions from local authority maintained schools





### Latest Data Comment

**Quarter 3** This measure replaces previous measures around the number of exclusions, and the number of days lost, which are no longer published by Welsh Government. Looking at the data for 2013/14 academic year, there were 563 fixed-term exclusions lasting 5 days or less, and 17 lasting over 5 days. This is a 14% increase on 2012/13. Data for 2014/15 academic year is not validated until April / May.

Measures		
	LMEd20a	The number of deficit places as a percentage of the total school places in Denbighshire (Primary)
	LMEd20b	The number of deficit places as a percentage of the total school places in Denbighshire (Secondary)
	LMEd21a	The number of surplus places as a percentage of the total school places in Denbighshire (Primary)
	LMEd21b	The number of surplus places as a percentage of the total school places in Denbighshire (Secondary)
	LMEd22a	The number of school places provided through mobile classrooms (Primary)
	LMEd22b	The number of school places provided through mobile classrooms (Secondary)
	* CES101i	The percentage of primary places provided in Category A schools
	* CES102i	The percentage of primary places provided in Category B schools
	* CES103i	The percentage of secondary places provided in Category A schools
	* CES104i	The percentage of secondary places provided in Category B schools
	* This cluster of new indicators relate to the conditions of schools (Category A being the	

best), improvement of which is a major driver for the 21<sup>st</sup> Century Schools programme of work. As they are new and annual, no data is yet available, but will be added as soon as possible.

**Activities**

CES102a	Funding the 21st Century Schools Programme and wider Modernising Education Programme	01/04/14	01/08/19
CES111a	To reduce the reliance on mobile accommodation	01/04/14	31/03/16
CES112a	To progress business cases for further investment in the school estate	01/04/14	31/03/19
ECA 4.1b,4.2a-c,4.3a	Pathways +	01/04/15	31/07/16
ECA 4.2a-c	TRAC	07/04/14	31/08/20
EDU117a	Health and Wellbeing Outcomes for Schools	01/04/15	31/03/16
EDU118a	Review of Athrawon Bro Service for schools	01/04/15	31/03/16
EDUa003	Review current provision for students who access the Behaviour support Service and remodel as appropriate	01/04/13	31/03/16
EDUa005	Revisit Service Level Agreement with GwE	01/04/14	31/03/16
EDUa006	Celebrating teacher achievements / good practice through an award scheme (Excellence Denbighshire for teachers)	01/04/14	31/03/16
EDUa008	Literacy, Numeracy & ICT Skills development in schools	01/04/14	31/03/16
EDUa009	Soft skills / skills for employment	01/04/14	31/03/16
EDUa011	Careers advice and support	01/04/14	31/03/16
EDUa012	Work experience opportunities	01/04/14	31/03/16
EDUa013	Apprenticeships	01/04/14	31/03/16
EDUa014	Links between schools, colleges and employers	01/04/14	31/03/16
EDUa015	Advanced skills for growth sectors	01/04/14	31/03/16
EDUa018	Challenge Action: Further develop the role of the School Standards Monitoring Group (SSMG), to include focus on headteacher performance and school attendance	22/04/15	31/05/16
EDUa019	Challenge Action: Continue to develop Denbighshire's own leadership of GwE	22/04/15	31/03/16
EDUa020	Challenge Action: Service to progress its strategy on improving secondary school attendance, and to circulate a paper to Scrutiny for information	22/04/15	30/06/15
EDUa021	Challenge Action: Analysis of Yr13 2015 destination	01/07/15	31/10/15

		data using a sample from our sixth-form schools		
	EDUa022	Curriculum Enrichment Programme	01/04/15	31/03/16
	PR000044	Rhyl New School	22/10/12	11/07/16
	PR000055	Bodnant Community School Extension and Refurbishment	20/12/12	31/12/16
	PR000247	Extending Secondary Welsh Medium Provision - Ysgol Glan Clwyd Extension & Refurbishment	06/01/14	31/08/18
	PR000319	Ruthin Area Review: Ruthin Town School Modernisation	21/04/14	01/09/18
	PR000330	Ruthin Area Review: New Area School for Ysgol Carreg Emllyn	01/01/14	30/10/17
	PR000332	Ruthin Review -New Area School for Llanfair DC and Pentrecelyn	01/08/14	03/09/18

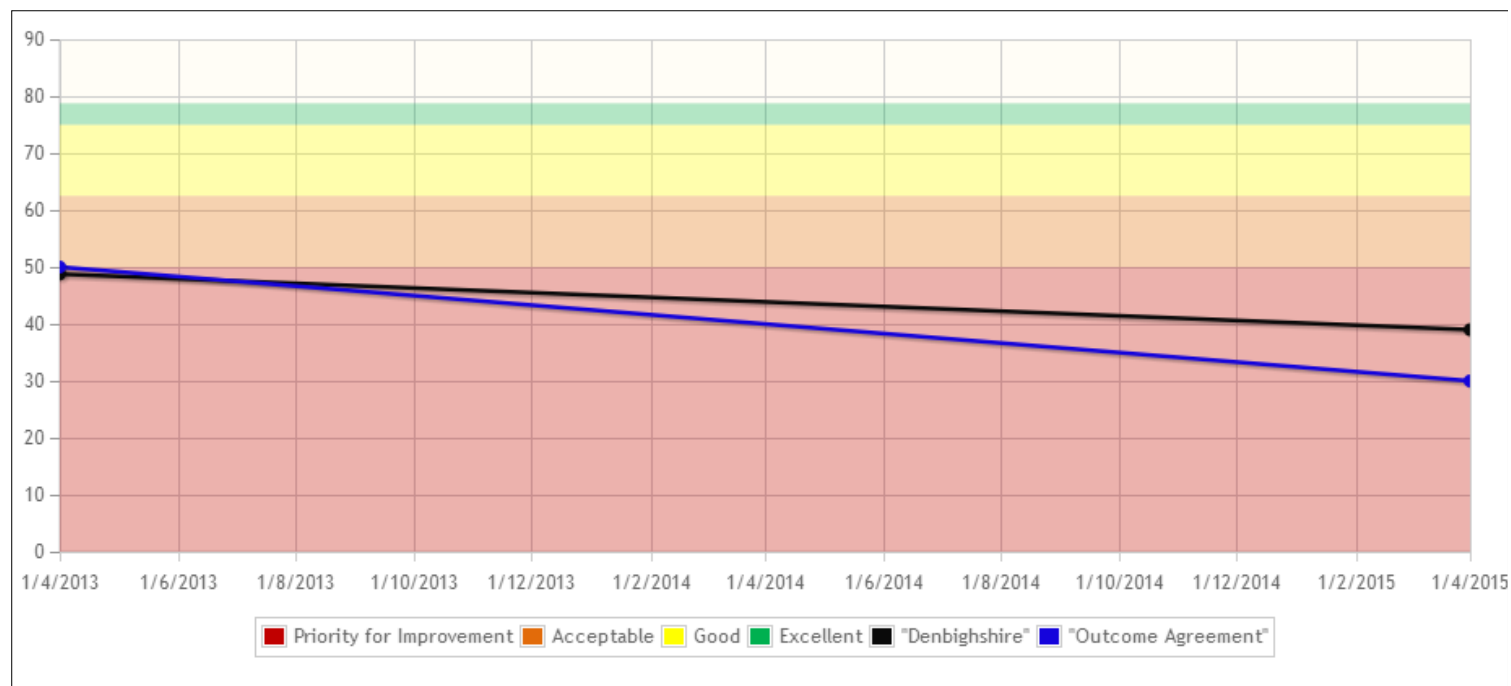
## PRIORITY - IMPROVING OUR ROADS

### OUTCOME 8 - RESIDENTS AND VISITORS TO DENBIGHSHIRE HAVE ACCESS TO A SAFE AND WELL-MANAGED ROAD NETWORK

<b>Status</b>	<b>ACCEPTABLE</b>
<b>Outcome Summary</b>	<p>The overall position for this outcome is Orange: Acceptable. We compare our position for the road condition indicators with a group of similar rural local authority areas in Wales on an annual basis.</p> <p>Resident Survey results for indicators in this outcome have significantly fallen since the results of the 2013 survey.</p> <p>There was a significant improvement in the percentage of damaged roads and pavements made safe within target time to 96.2%, now at an `acceptable` level.</p>

#### Indicators

	<b>HES101i</b>	The percentage of respondents reporting satisfaction with the council's work in maintaining rural roads in good condition
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#### Latest Data Comment

Quarter 3	Resident Survey results for indicators in this outcome have significantly fallen since the results of the 2013 survey.
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	RSQ09A	The percentage of respondents reporting satisfaction with the council's work in maintaining main roads in good condition (excluding don't know)
	RSQ09B	The percentage of respondents reporting satisfaction with the council's work in maintaining streets in towns and villages in good condition (excluding don't know)
	THS012 - Annual	The percentage of principal (A) and non-principal (B) and (C)

		roads that are in overall poor condition
THS012a - Annual		The percentage of principle A roads that are in overall poor condition
THS012b - Annual		The percentage of non-principal/classified B roads that are in overall poor condition
THS012c - Annual		The percentage of non-principal/classified C roads that are in overall poor condition

### Measures



APSEPI03c		Percentage of damaged roads and pavements made safe within target time
HES102m		The percentage of planned dropped-kerbs delivered along key routes within the year
HIM006		The percentage of Category C (Final) Street Works inspections carried out on utility works before their guarantee period ends (legislation states 10%)
HIM007		The number of successful claims against the council concerning road condition during the year
HIM042		The proportion of the planned Highways Capital Maintenance Programme achieved (schemes)
THS003		The percentage of the annual structural maintenance expenditure that was spent on planned structural maintenance

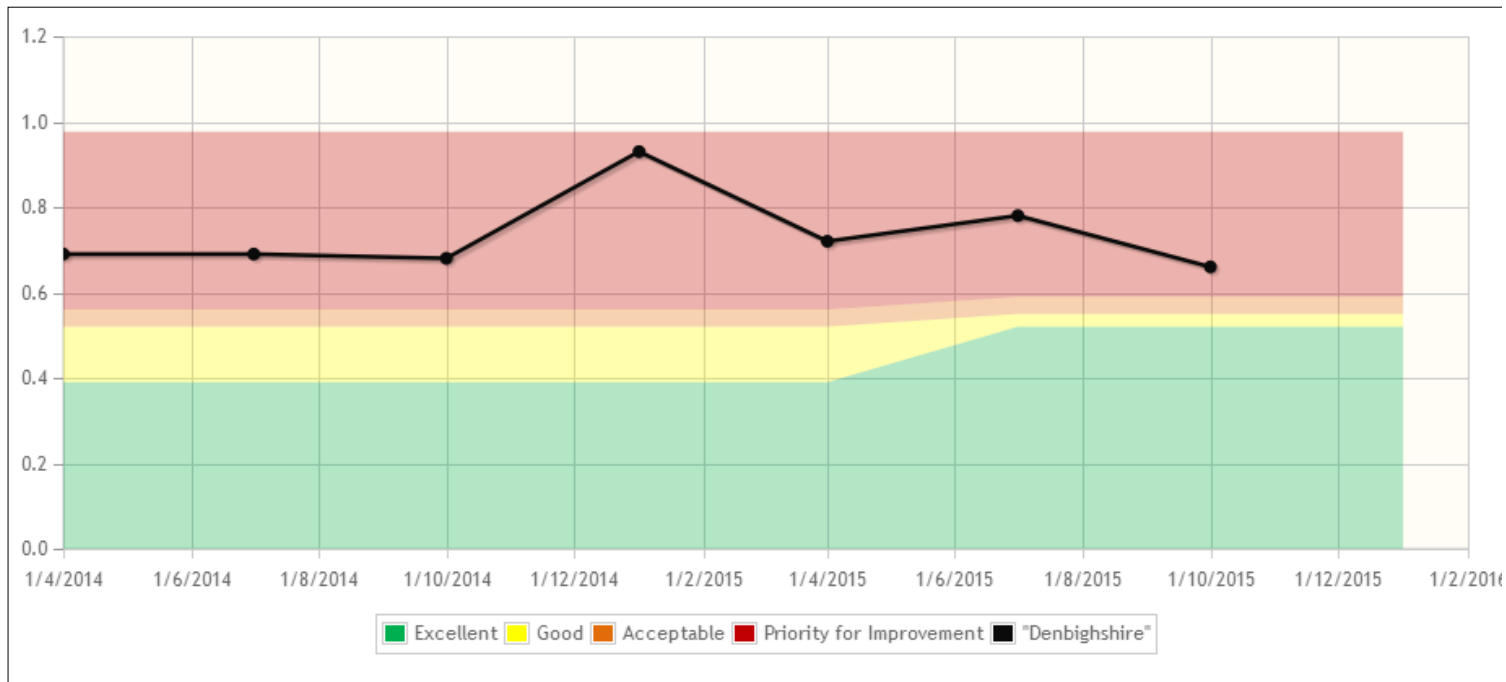
### Activities

HES106a	Continue to strengthen the Elwy Bridge, St Asaph, and undertake extensive repairs to the East Abutment of Foryd Road Bridge, Rhyl.	01/04/14	31/03/15
HES107a	Local transport infrastructure barriers to growth (from Economic & Community Ambition Programme Plan)	01/09/14	31/03/16
HES113a	Resurfacing works	01/04/15	31/03/16
HES114a	Microasphalt laying works	01/04/15	31/03/16
HES115a	Surface dressing works	01/04/15	31/03/16
HES116a	Review car park tariffs	01/04/15	31/07/15
HES117a	Introduce telemetry system for car park pay & display machines	01/04/15	31/03/16
HIA004	Implement policy by delivery of dropped kerbs on prioritised key routes	01/04/14	31/03/16

**PRIORITY - VULNERABLE PEOPLE ARE PROTECTED & ABLE TO LIVE AS INDEPENDENTLY AS POSSIBLE**

**OUTCOME 9 - VULNERABLE PEOPLE ARE ABLE TO LIVE AS INDEPENDENTLY AS POSSIBLE**

<b>Status</b>	<b>GOOD</b>	
<b>Outcome Summary</b>	<p>The overall position for this outcome is Yellow: Good.</p> <p>There is one indicator that is considered to be a Priority for Improvement, and this is detailed below. More adults are now able to live independently without a formal package of social care provided by the council. We have invested heavily in developing our staff to help people to identify what matters to them, and to identify the assets that are already available to them (in their communities and family/friendship groups) to enable them to achieve their personal wellbeing outcomes. Some people will always need care and support from social services, but our aim is to delay the point at which (and extent to which) that is required. Denbighshire still has a relatively high number of people in residential care, compared to the rest of Wales, but we have reduced the number people needing residential care by 170 (from 815 to 645) during the period of the current Corporate Plan. This reduction has been difficult to achieve because it is often hard to move people out of residential care once they have been there for some time. We have therefore focussed our efforts on preventing the need for residential care and ensuring that alternative exist for potential new placements. Our vision is that nobody in Denbighshire will need standard residential care in future, but that vision requires the development of more extra care housing as an alternative for people who have 24-hr care needs and do not require significant nursing or specialist mental health input. Plans for the development of additional extra care housing schemes are progressing well, although some of the potential plans are subject to decisions that are to be made by Cabinet in April 2016 about the future of our in-house residential care homes.</p> <p>It is proposed to remove ABSM3 - the percentage of people no longer needing a social care service following involvement from the reablement and intake service, as this is no longer collected by the service. It is proposed that this will be replaced by a new National measure in April 2016.</p>	
<b>Indicators</b>		
	QIndependent18	The percentage adults who live independent of a formal package of social care provided/arranged by the council (aged 18 or over)
	QResidential18	The percentage of the population who cannot live independently (aged 18 or over)



**Latest Data Comment**

**Quarter 3** We are working to reduce the number of new admissions to residential care homes through the use of both modern and traditional care packages in the home and by working with people to maximise their independence. Overall, this means the number of people we support in residential care is diminishing, but will take a number of years to bring the total to an acceptable level due to the long term nature of the services already being provided and the time delays in developing new Extra Care Schemes. We had an ambitious plan to reduce the number of people needing to be supported by the council in residential care 200, from 815 to 615, during the period of the current Corporate Plan. The figure at the end of Q3 stood at 645, so it is clear that much progress has been made with respect to this ambition.

**Measures**

ABS m3	The percentage of people no longer needing a social care service following involvement from the reablement and intake service
Assistive18	The number of adult clients in receipt of assistive technology (aged 18 or over)
Newcarehome65 (count only)	The number of new placements of adults whom the authority supports in care homes (aged 65 or over)
QPSR002	The average number of calendar days taken to deliver a Disabled Facilities Grant
QSCA001	The rate of delayed transfers of care for social care reasons per 1000 population aged 75 or over
QSupported (a) 18	Of the people who can live independently with a package of care, the percentages that are supported to live independently through,

		modern supportive options (aged 18 or over)		
	QSupported (b) 18	Of the people who can live independently with a package of care, the percentages that are supported to live independently through traditional care options		
<b>Activities</b>				
	ABS110a	Service Challenge Action : Carry out review of Single Point of Access (SPoA) and develop a meaningful set of indicators with data available late 2015.	30/09/14	30/09/15
	CFS206a	The development of a new Care Leavers Service commissioned through engagement and co-production	01/04/15	30/09/15
	CFS406a	Improve the approach to inclusive practice of mainstream providers of services to children and young people, so that these services can be easily accessed by children with additional needs	01/04/15	31/03/16
	CSS101a	Development and implementation of the Supporting Independence in Denbighshire (SiD) vision, including: engaging with Town & Community Councils and the 3rd Sector to develop supportive communities	01/04/15	31/03/16
	CSS102a	Working with providers in the independent sector to enable the council to commission "outcomes" rather than "services" from providers.	01/04/15	31/03/16
	CSS302a	Specialist Services Development. We will review the roles & responsibilities within Specialist Service and consider whether it is feasible to develop a whole of life disability service.	01/04/15	31/03/16
	CSS304a	Implementation of changes necessary to respond to the Housing Act	01/04/15	31/03/16
	CSS305a	Continue to promote and develop integrated partnership working with health (developing formal integrated structures and governance arrangements).	01/04/15	31/03/16
	CSS306a	Continue to develop person centred approaches to support and empower citizens to gain independence and achieve the outcomes that are important to them, including working with the Social Services Improvement Agency to test the National Outcomes Framework.	01/04/15	31/03/16
	CSS307a	We will test a different way of working with citizens at risk of losing their independence that is community focussed and geared towards promoting independence. This will be part of a national	01/04/15	31/03/16



		`Community Led Conversations' programme run by the NDTi		
	MSSEWB2013/03	Extra Care - Independent living in a safe and supported environment	15/04/13	
	PR000173	Single Point of Access		
	PR002863	Consultation on future of in-house services	13/01/15	01/04/16

## OUTCOME 10 - VULNERABLE PEOPLE ARE PROTECTED

<b>Status</b>	<b>GOOD</b>
<b>Outcome Summary</b>	<p>The overall position for this outcome is Yellow: Good.</p> <p>There are no exceptions to report on for quarter 3, 2015/16. The actions required to support adult protection and Deprivation of Liberty Safeguards have been implemented with work undertaken with the Single Point of Access to manage referrals better and the appointment of a dedicated Safeguarding Team Manager. However, some concerns have previously been raised by CSSIW with respect to the Protection of Vulnerable Adults (POVA) process, and we are therefore being cautious and evaluating this outcome as `good' overall instead of `excellent', despite the excellent performance in relation to all the indicators and measures.</p> <p>It is important to note that the concerns raised by CSSIW were based on their annual assessment for 2014/15, and we have since implemented various changes to our processes to respond to those concerns, as highlighted above.</p> <p>The CSSIW concerns, and our response to them, has also been discussed at length at Performance Scrutiny, and the cautious evaluation of `good' for this outcome reflects the view that it may be too early to evaluate whether those changes have been fully embedded yet.</p>

Indicators	
QSCC010	The percentage of referrals that are re-referrals within 12 months
Measures	
QSCA019	The percentage of adult protection referrals completed where the risk has been managed
QSCC015	The percentage of initial core group meetings due in the year which were held within 10 working days of the initial child protection conference
QSCC034	The percentage of child protection reviews carried out within statutory timescales during the year

## Activities

CFS102a	Implement a coherent service wide approach to the use of risk models and risk management in the direct work with families.	01/04/14	31/03/16
CFS106a	Develop a Strategy to further strengthen impact of early intervention services and an Options Appraisal for strengthening the interface between TAF and Intake Services	01/04/15	30/09/15
CFS107a	Develop the final year plan for delivery of Families First to include preparation to exit from the programme	01/04/15	31/03/16
CFS108a	Develop and deliver an effective training programme for `all staff' around providing stability for vulnerable families	01/04/15	31/03/16
CFS207a	Implement actions from Foster Care Profile exercise undertaken in 2014/15.	01/04/15	30/09/15
CFS208a	National Outcomes Framework Pilot for Looked After Children and children at risk of becoming Looked After	01/04/15	30/09/15
CFS302a	Establish a learning framework for identifying and prioritising safeguarding issues to be addressed	01/02/14	31/03/15
CFS303a	Implement Signs of Safety approach to manage child protection conferences	01/02/15	31/12/15
CFS304a	Aim to ensure every child is subject to an appropriate intervention	01/05/15	31/03/16
CFS305A	Improve basic Skills Set for communicating with children	01/04/15	31/12/15
CFS306a	Implement an effective approach to Core Groups ensuring they adhere to the creation and implementation of a child protection plan	01/05/15	31/03/16
CSS201a	Improve POVA processes to support the role of the Designated Lead Manager	01/07/15	31/03/16
CSS202a	Improve processes to ensure more effective management of the DoLs workload	01/07/15	31/03/16

**PRIORITY - CLEAN & TIDY STREETS**

**OUTCOME 11 - TO PRODUCE AN ATTRACTIVE ENVIRONMENT FOR RESIDENTS AND VISITORS ALIKE**

<b>Status</b>	<b>GOOD</b>
<b>Outcome Summary</b>	<p>The overall position for this outcome is Yellow: Good.</p> <p>The four indicators relating to the Residents' Survey have not changed in status in 2015. Although the reported figures were lower in 2015 than in 2013 the difference was not statistically significant.</p>

Indicators		
	HES201i	The percentage of respondents reporting satisfaction with the cleanliness of the streets within their local area
	HES202i	The percentage of respondents reporting satisfaction with the cleanliness of the streets within their local area in relation to dog fouling
	HES203i	The percentage of respondents reporting satisfaction with the cleanliness of the streets within their nearest town centre
	HES204i	The percentage of respondents reporting satisfaction with the cleanliness of the streets within their nearest town centre in relation to dog fouling
	HES207i - Annual	Clean Streets Survey - Improvement Areas
	RATE/STS/006D - Annual	The rate of fly-tipping incidents reported per 1000 population
	KWT001i - Annual	Keep Wales Tidy - Cleanliness Indicator

Measures		
	QPPP101m	The percentage of untidy land incidents resolved within 12 weeks
	STS006 - Annual	The percentage of reported fly tipping incidents cleared within 5 working days
	Q-PPP102m	The rate of fixed penalty notices (all types) issues per 1000 population
	Q-PPP103m	The rate of fixed penalty notices (dog fouling) issues per 1000 population

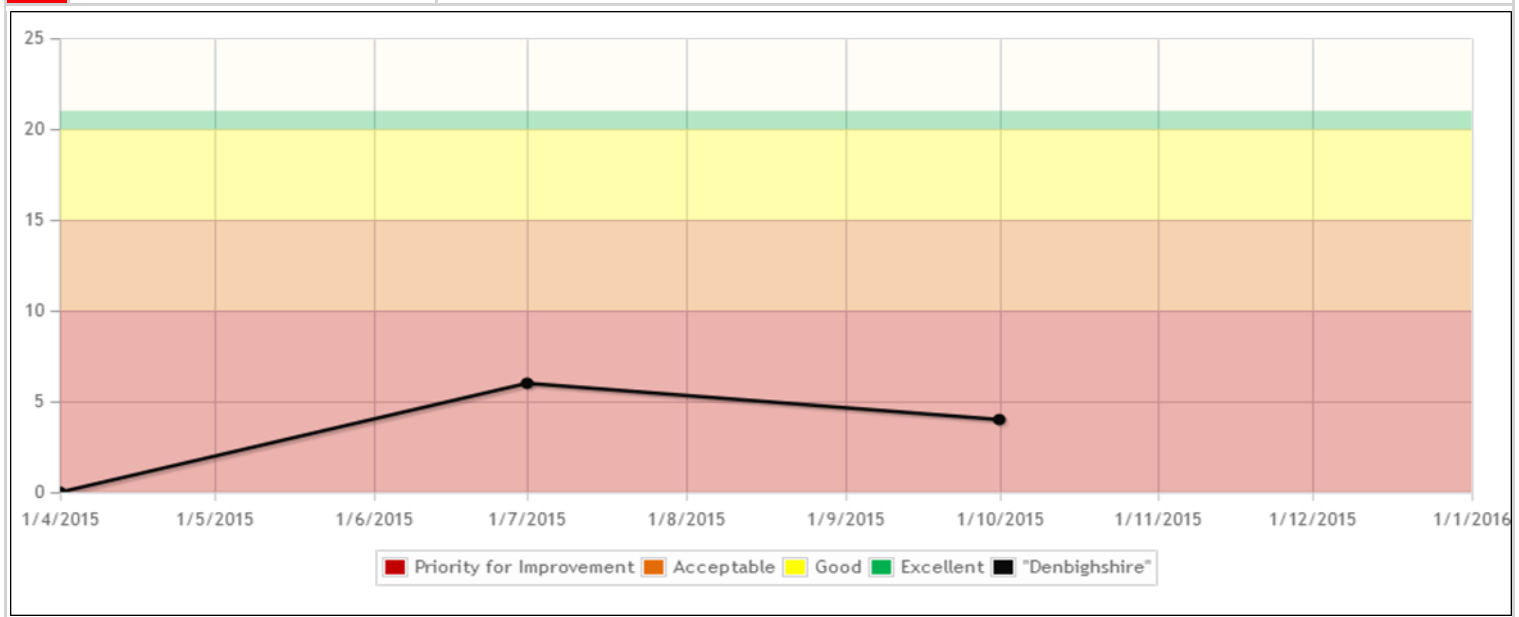
Activities				
	HES204a	Collaboration between Streetscene and Public Protection in relation to dog fouling	01/04/15	31/03/16
	HES205a	Streetscene/Countywide engagement with the general public in relation to dog fouling	01/04/15	31/03/16
	PPP104a	Develop and implement a coordinated approach to tackling identified eyesore sites across the county	01/10/14	31/03/15
	PR000069	Former North Wales Hospital	01/03/10	31/03/16

**PRIORITY - ENSURING ACCESS TO GOOD QUALITY HOUSING**

**OUTCOME 12 - THE HOUSING MARKET IN DENBIGHSHIRE WILL OFFER A RANGE OF TYPES AND FORMS OF HOUSING IN SUFFICIENT QUANTITY AND QUALITY TO MEET THE NEEDS OF INDIVIDUALS AND FAMILIES**

<b>Status</b>	<b>GOOD</b>
<b>Outcome Summary</b>	<p>The overall position for this outcome is Yellow: Good. There is one indicator and one performance measure that are considered to be a priority for improvement. These are detailed below.</p> <p>New activities have been identified for Finance, Assets &amp; Housing to support this outcome. There is currently no ROYG status for these activities as they are due to commence in quarter 4.</p> <p>The Corporate Housing Strategy and associated detailed Action Plan was agreed at Full Council in December 2015.</p>

Indicators	
JHLAS03i - Annual	The years of supply of housing land as determined by the Joint Housing Land Availability Study
QPSR007a	Of the Houses in Multiple Occupation known to the local authority, the percentage that have a full licence
FAA407i	The % of Council House tenants that were at least satisfied with the quality of their home
PPPAH001- Annual	The additional supply of affordable housing, including social housing, provided during the year
PPPMH001- Annual	The additional supply of market housing, provided during the year
QLI-PLA006	No. of additional affordable housing units granted planning permission as a % of all housing units granted planning permission.



**Latest Data Comment**

Quarter 3 This indicator shows how many dwellings have been granted planning permission and out of those how many are `affordable`. A large proportion of the quarter 3 “additional dwellings” were the 83 units granted consent at the HM Stanley site in St. Asaph. No affordable units were secured as part of this permission due to viability of the development which related to the abnormal costs of restoring the Listed Buildings on the site.

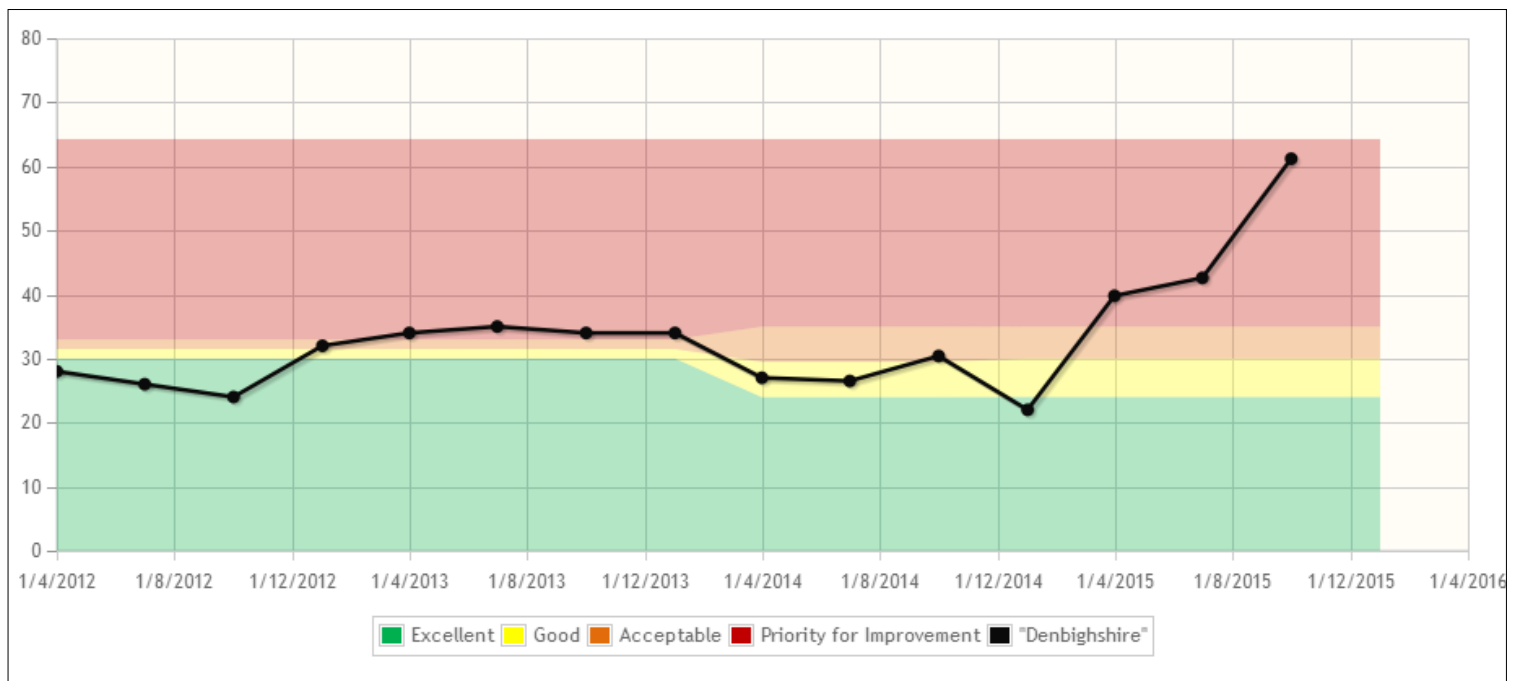
**Measures**

Q-HMPI102	Percentage of residents satisfied with the most recent repair (when surveyed in accordance with the organisation's own survey format)
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**Latest Data Comment**

Quarter 3 Survey results regarding satisfaction are unavailable for quarter 3.

HHA013	The percentage of all potentially homeless households for whom homelessness was prevented for at least 6 months
Q-CMPI03	The number of calendar days taken to let empty properties (council stock only) - General Need & Housing for Older People



**Latest Data Comment**

Quarter 3 The number of calendar days taken to let empty properties (council stock only) - general needs and housing for older people for quarter 3 increased to 61.2 calendar days. This increase, however, reflects the service’s

commitment to ensuring that properties are let in a fit state and of better quality to avoid repeat visits. The focus being on ensuring tenant's needs are met when allocating empty properties and that time is taken to ensure that the right properties are allocated to the right tenants. An improvement plan is in place and it is anticipated that there will be a decrease in re-let times, not only as properties are let more efficiently and effectively in the future but also as tenancies will be more sustainable in the longer term as a result of this focus.

Q-LI/HS/13	The number of potential homeless people assisted to find a home
QPLA004c	The percentage of householder planning applications determined during the year within 8 weeks
QPSR002	The average number of calendar days taken to deliver a Disabled Facilities Grant
QPSR004	The percentage of private sector dwellings that had been vacant for more than 6 months at 1 April that were returned to occupation during the year through direct action by the local authority
Y-HSG304m	The percentage of council properties compliant with the Welsh Housing Quality Standard

#### Activities

FAA402a	Develop and embed some county-wide initiatives to enhance tenant engagement and satisfaction	01/04/15	31/03/16
FAA405a	Publish results from the 2014/15 Council Tenant survey	01/04/15	31/03/16
FAA502a	Undertake work to enable identified vacant private sector dwellings to be converted into Council Housing	01/04/15	31/03/16
FAA503a	Prepare sites to enable new Council House builds	01/04/15	31/03/16
FAH401a	Conduct condition surveys to update our intelligence around the housing stock, to include an analysis around high-cost maintenance properties	01/02/16	31/03/17
FAH402a	Review approach to surveying tenants about property condition / repairs	01/01/16	30/04/16
FAH403a	Profiling our tenants to understand current and future needs	01/01/16	30/04/16
FAH404a	Create a more coherent approach to property management and maintenance in order to assure best value for money	01/12/15	30/06/16
FAH405a	Develop and implement policy to support energy	01/01/16	30/04/16

	efficient housing within the council's stock		
FAH406a	Develop programme for the electrical testing of properties	01/01/16	30/04/16
FAH407a	Develop one approach to a Health & Safety policy for housing and corporate property (covering asbestos, fire, electrical, etc.)	01/01/16	30/04/16
FAH408a	Implement enhanced processes around the 'anything else?' approach to maintenance and repairs, allowing flexibility for operatives to deal with ad-hoc tasks and reduce the need for repeat visits	01/01/16	30/04/16
FAH409a	Evaluate the effectiveness of the Jewson supplier contract in preparation for its renewal / replacement, in partnership with neighbouring authorities	01/03/15	31/07/16
FAH410a	Develop a strategic asset management plan for our housing stock (link to Housing Strategy), which defines Denbighshire's own housing quality standard	01/01/16	31/05/16
FAH411a	Delivery of planned upgrade works to housing stock	01/04/16	31/03/17
FAH412a	Integration of housing and corporate property services to deliver best value (to include a review of the workforce, helpdesk, skill-gaps and contracts, etc.)	01/01/16	30/04/16
FAH413a	Improve strategic approach to the buying and selling of housing assets ('whole-street' approach), supported by intelligence around need and demand, for the benefit of housing stock	01/02/16	30/06/16
FAH414a	Undertake work to enable identified vacant private sector dwellings to be converted into social housing and temporary accommodation, in partnership with homelessness services	01/09/15	31/03/17
FAH415a	Develop a schedule to enhance our open space / play assets	01/10/15	31/10/18
FAH416a	Acquire sites to enable new social housing developments	01/12/15	30/04/16
FAH417a	Profiling of current Council Housing stock against need and demand with a view to explore opportunities of reclassification (i.e Sheltered to general needs). Working in conjunction with RSL's	01/02/16	30/06/16

		& Housing Strategy		
	FAH418a	Review of all IT systems and data recording methods in Housing (Keystone, Coms, spreadsheets etc)	01/01/16	31/03/16
	FAH419a	Review of Denbighshire County Council's Right to Buy Scheme and consider suspension	01/01/16	29/02/16
	FAH513a	Create an action plan based on the results from the Council Tenant survey	01/08/15	31/10/15
	HCD103a	Develop and deliver a Housing Strategy	01/04/14	31/03/16
	MSSEWB2013/03	Extra Care - Independent living in a safe and supported environment	15/04/13	
	PPP201a	Deliver the Renewal Area projects in Rhyl to improve the conditions of private sector housing and environmental enhancements	01/04/14	31/03/16
	PPP203a	Take a pro-active approach to encourage the private sector to bring forward allocated housing sites, to deliver mixed type and range of housing, by producing master plans, planning briefs and SPGs	01/04/14	31/03/15
	PPP205a	Ensure as many Affordable Houses as possible are provided through the planning system and other methods of delivery	01/04/14	31/03/16
	PPP207a	Improve the behaviour of private sector landlords	01/04/15	31/03/16
	SCHSG206a	Service Challenge Actions: Housing : Ensure Service Challenge key actions are taken into account regarding the development of the Local Housing Strategy	04/03/15	31/10/15

**FAH Activities - grey status**

Quarter 3	Key activities above that support this Housing outcome have been reviewed and will be reported from quarter 4 onwards.
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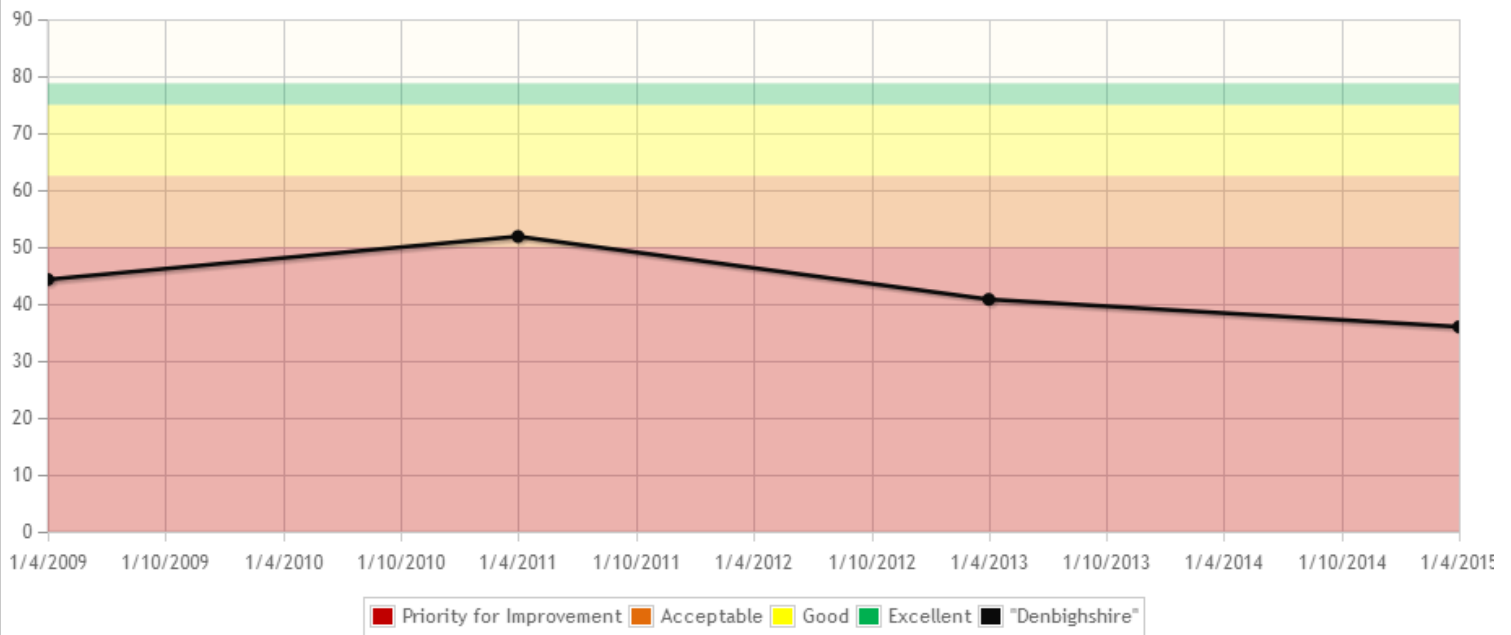


# PRIORITY - MODERNISING THE COUNCIL TO BE EFFICIENT & IMPROVE SERVICES FOR CUSTOMERS

## OUTCOME 13 - SERVICES WILL CONTINUE TO DEVELOP AND IMPROVE

<b>Status</b>	<b>ACCEPTABLE</b>
<b>Outcome Summary</b>	<p>The overall status for this Outcome is Orange: Acceptable.</p> <p>Two indicators with a Red: Priority for Improvement status are from the Residents' Survey 2015. Although the reported figures were lower in 2015 than in 2013 the difference was not statistically significant.</p> <p>Two measures have generated a Red: Priority for Improvement status. Only 89% of all external stage 1 complaints received by the council were responded to within corporate timescales. .</p> <p>Welsh Language Standards - currently on target. Welsh Language Champions have been identified for each Service and first meeting held.</p>

Indicators	
BPP1002	The number of formal recommendations for improvement within the WAO Improvement Reports
BIM3110i	The percentage deviation from a good practice figure of 75% of Open projects generating a Green or Yellow ROYG status in terms of being on-track to deliver their outputs according to pre-defined scope
RSQ16B	The percentage of residents responding positively to the statement: My Council is efficient and well-run

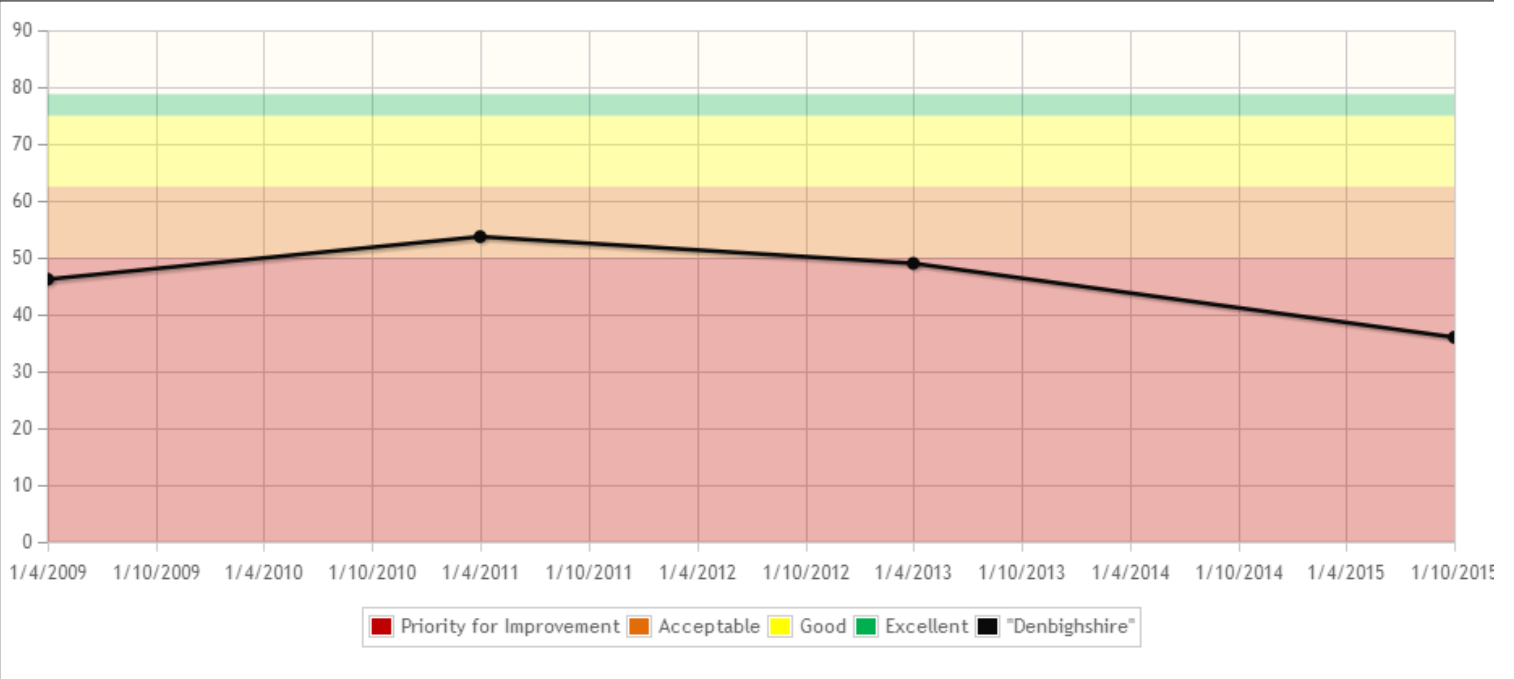


### Latest Data Comment

**Quarter 3** Although the reported figures were lower in 2015 than in 2013 the difference was not statistically significant.

RSQ16C	The percentage of residents responding positively to the statement: My Council is efficient and well-run
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council acts on the concerns of residents (excluding don't know)

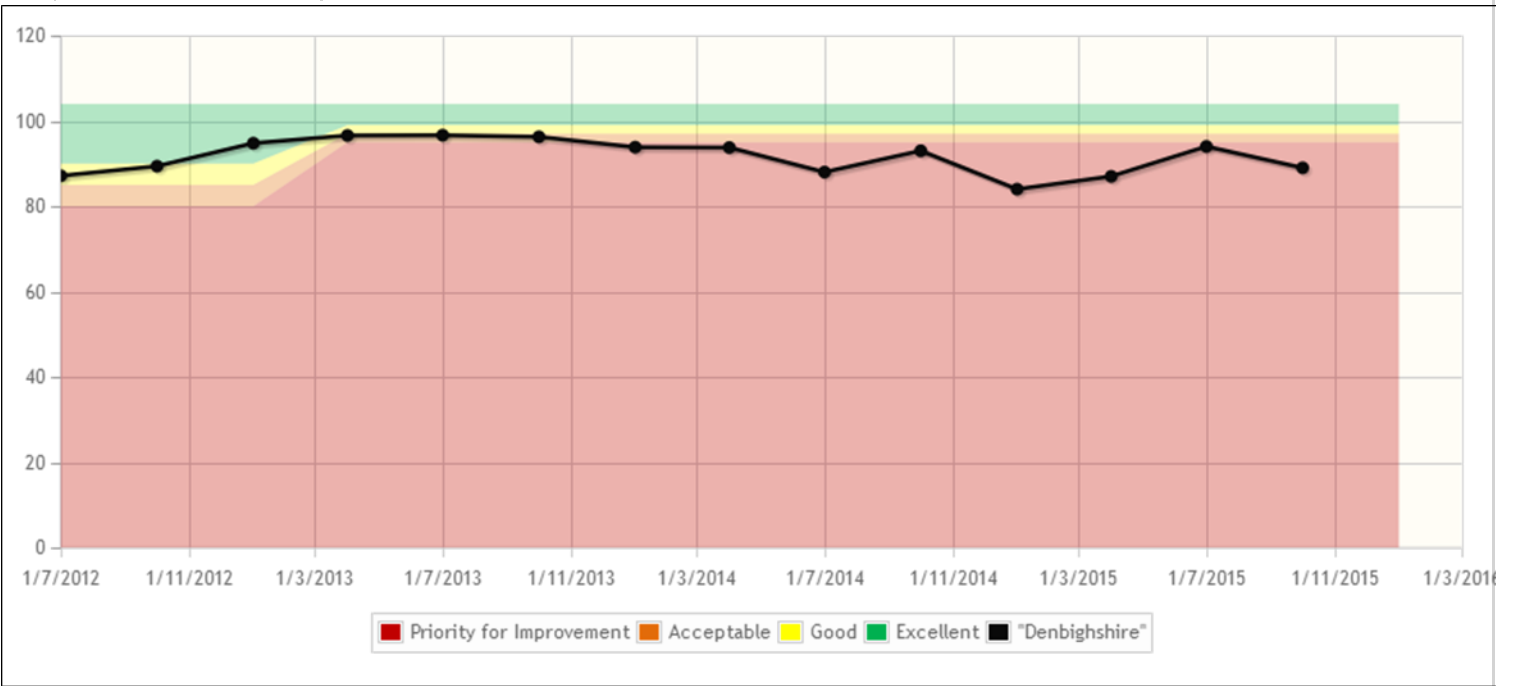


Latest Data Comment

Quarter 3 Reported figures were lower in 2015 than in 2013, with a significant statistical difference.

Measures

BPP1004	The percentage of Outcome Agreement Grant awarded by WG
M102m	The percentage of Modernisation projects that were due a post-implementation review this quarter that have been subject to one
PCOTDCC	The % of external stage 1 complaints that are responded to within corporate timescales (DCC)



## Latest Data Comment

Quarter 3	In quarter 3, only 89% of all external stage 1 complaints received by the council were responded to within corporate timescales. There was one complaint in Education, it was a complex matter involving several officers and exceeded timescale. Three complaints in Highways and Environmental Services exceeded timescale, this brought their overall performance down to 91%. Planning and Public Protection's performance has dropped to 79% in Q3 (23 out of 29 complaints responded within timescale). This is being addressed by the service and we would hope to see an improvement in Q4. Performance against this indicator is automatically reported to and monitored by Scrutiny every quarter.
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ROCDCC	The rate of stage 1 complaints received by Denbighshire County Council per 10,000 population
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## Activities

BIM114a	Support Town and Area Champions and Member Area Groups to develop revised Town and Area Plans in collaboration with Partners and Communities in line with the Wellbeing Plan	01/04/15	31/03/16
EDU119a	Preparing for merger with Children & Family Services	01/04/15	31/03/16
LDS203a	Establish and operate a Task & Finish sub-scrutiny group to examine the Impact of Budget Cuts on the Corporate Plan and the Council's Performance	01/04/15	31/03/17
PR000317	Digital Choice - Getting the Customers Ready	21/10/14	01/11/15
PR000494	Archives & Records Management Transformation	01/09/14	28/02/18
WLS001	Consider our position in relation to the Welsh Language Standards set by the Welsh Language Commissioner and develop an action plan to deliver them	01/04/15	31/03/17

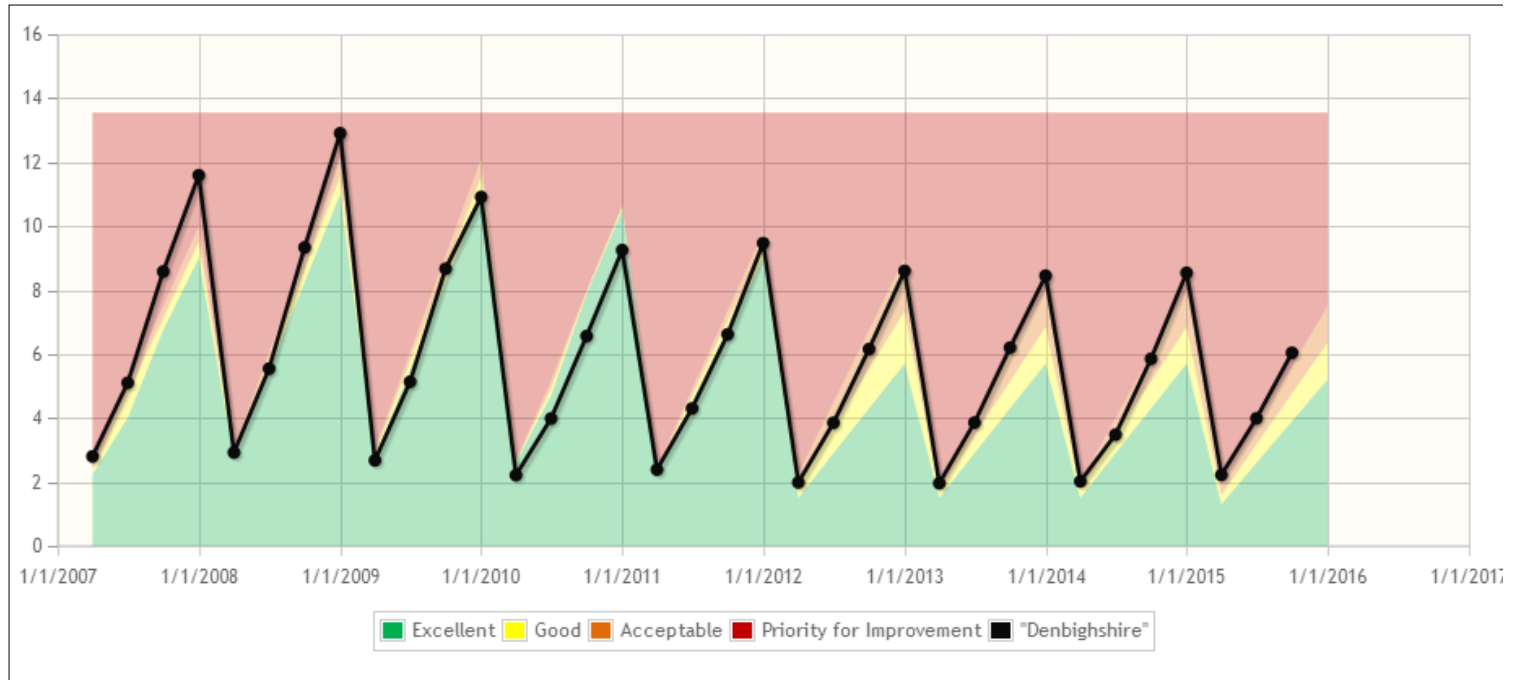
## OUTCOME 14 – MORE FLEXIBLE AND EFFECTIVE WORKFORCE SUPPORTED BY COST EFFICIENT INFRASTRUCTURE

<b>Status</b>	<b>ACCEPTABLE</b>
<b>Outcome Summary</b>	<p>The overall status for this Outcome is Orange: Acceptable.</p> <p>Sickness absence remains a priority for improvement at 6.04 in quarter 3. The targets for the reduction in sickness absence are challenging and overall the levels are reducing. It should be noted that the Council has lower sickness absence levels overall than most other local authorities in Wales, despite failing to meet its own lower, more ambitious target at this time.</p> <p>Performance appraisal completion increased to 90% as at the end of quarter 3. There have been changes made to how we capture date only and not eligible information in relation to appraisals on the system which should</p>

help ensure that the completion rates continue to improve. Heads of service will now receive monthly updates on their figures. The Senior Leadership Team (SLT) are committed to ensuring accurate data capture and that 100% is achieved.

## Indicators

	M202a	Staff Survey Q3a - The percentage of staff responding positively to the statement: I have the skills to do my job effectively
	QCHR002	(Corporate) The number of working days/shifts per full time equivalent (FTE) local authority employee lost due to sickness absence



## Latest Data Comment

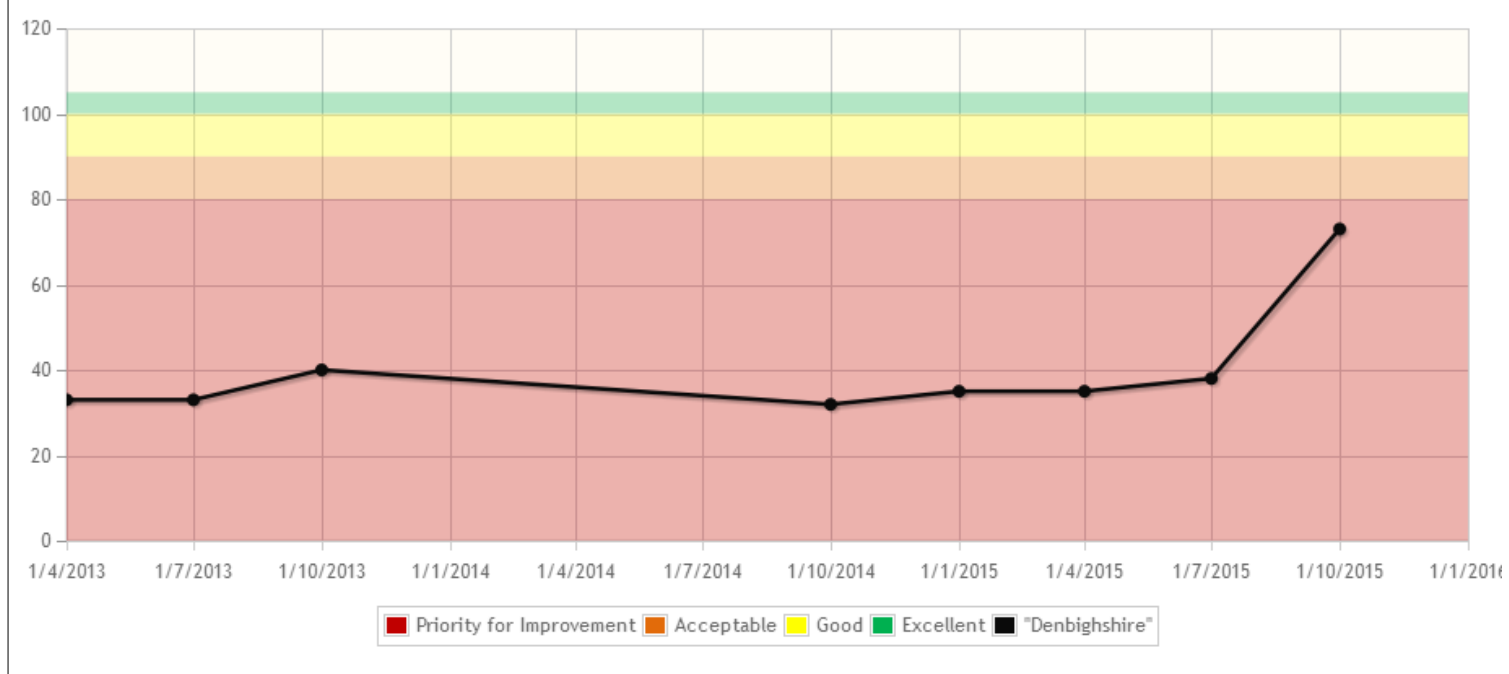
Quarter 3 Corporate sickness absence levels continue to be a priority for improvement at 6.04 days. The targets for the reduction in sickness absence are challenging, however, overall the levels are reducing.

	SSQ13a	The percentage of staff responding positively to the statement: I have access to the information and IT I need to work efficiently
	SSQ1A	The percentage of staff responding positively to the statement: I know what is expected of me

## Measures

	ABMCORP	The average number of business miles recorded per FTE across all corporate services
	CES301	The percentage of transactions undertaken via the web, compared to the total number of transactions undertaken using all access channels
	FAA101m	Corporate office space occupied by Denbighshire County Council (m2) per FTE
	FAA110i	Carbon emissions (carbon kgs) per m2 of Denbighshire's corporate office space <b>Tudalen 100</b>

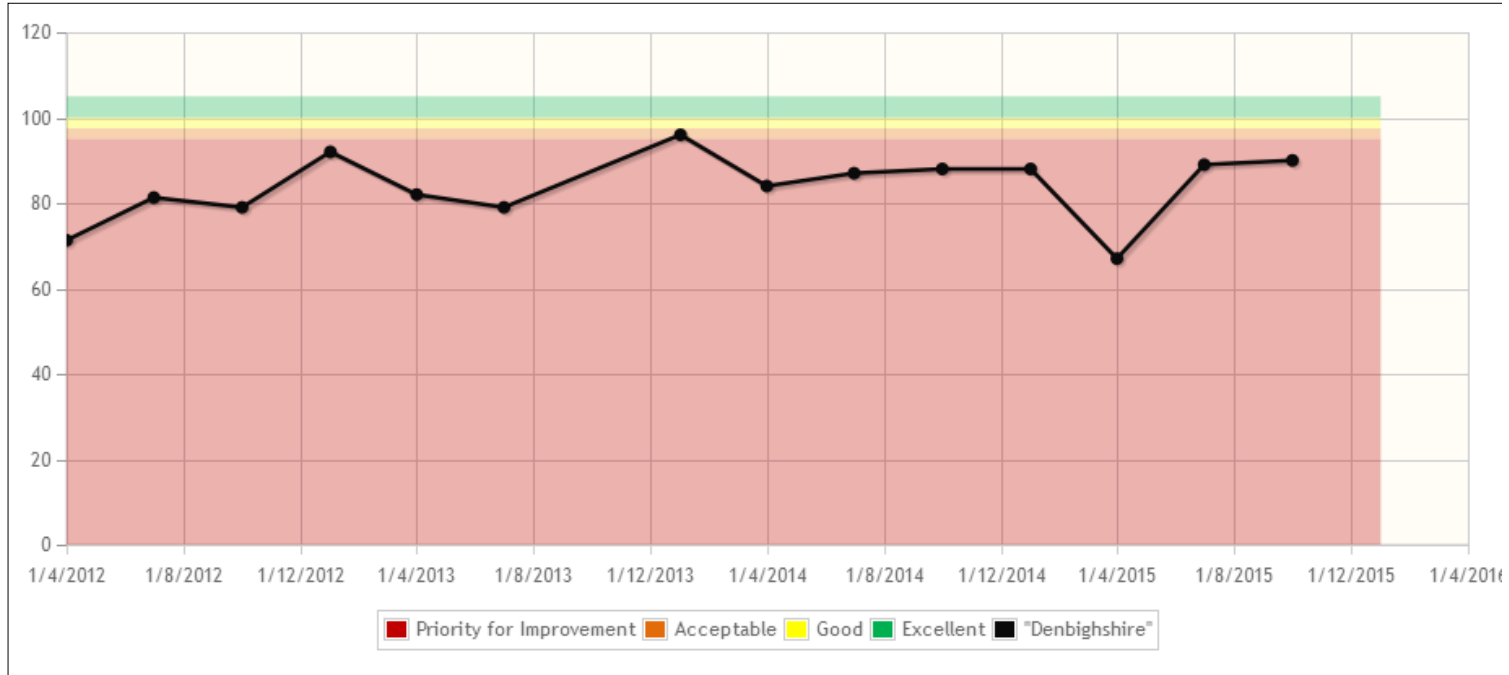
FAA111i	Carbon emissions (carbon kgs) per m2 in Denbighshire's primary schools
FAA112i	Carbon emissions (carbon kgs) per m2 in Denbighshire's secondary schools
ICT106i	The percentage of staff (home based) who have been equipped for agile working



**Latest Data Comment**

Quarter 3 The percentage of staff (home based) who have been equipped for agile working. There has been a slight delay in progress in Q3 but the project is now back on track.

SHR104i	The percentage of eligible staff that were due a performance appraisal within the last 13 months and have received one (corporately)
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**Latest Data Comment**

Tudalen 101

Quarter 3	90%, there have been changes made to how we capture data only and not eligible information in relation to appraisals on the system which should help ensure that the completion rates continue to improve. Heads of service will now receive monthly updates on their figures. The Senior Leadership Team (SLT) are committed to ensuring accurate data capture and that 100% is achieved.
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## Activities

FAA302a	Introduce an apprenticeship scheme for the repairs & maintenance section	01/04/15	31/03/16
PMPDCC	Implement the project: Change Management the Denbighshire Way	01/04/14	31/03/16
PR000073	Office Accommodation Review		
PR000157	Electronic Document and Record Management System (EDRMs)	01/04/13	31/03/17
PR000251	Centralised Mailroom Project	01/04/15	30/04/17
PR000304	Outlook Rollout	28/05/14	31/03/16
PR000309	Windows 2003 Migration		31/12/15
PR000318	Digital Choice - Getting the council ready	01/10/14	
PR000344	Flexible Working	01/08/14	31/12/15
PR003096	Central Invoice Registration Phase 2	01/10/14	31/03/18

<b>Adroddiad i'r:</b>	Cabinet
<b>Dyddiad y Cyfarfod:</b>	29 Mawrth 2016
<b>Aelod / Swyddog Arweiniol:</b>	Y Cyngorydd Barbara Smith
<b>Awduron yr Adroddiad:</b>	Catrin Roberts / Andrea Malam
<b>Teitl:</b>	<b>Polisiau Cyflogaeth</b>

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

Datblygwyd/diwygiwyd nifer o bolisiau cyflogaeth sydd wedi bod gerbron y Cydbwyllgor Ymgynghorol Lleol (LJCC) ac argymhellwyd bod y Cabinet yn eu mabwysiadu. Rhestrir y polisiau isod:

- Polisi Cyfnod Prawf (diwygiedig)
- Polisi Gadael ac Ymadawyr (diwygiedig)
- Cyfleoedd Cyfartal ym Mholisiau Cyflogaeth (newydd)
- Polisi'r Cyfryngau Cymdeithasol (newydd)
- Polisi Seicometreg (newydd)
- Polisi Contractau Cyfnod Penodol (diwygiedig)
- Dogfen y Datganiad Polisi Safonol (newydd)
- Polisi Cwynion (diwygiedig)

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

Argymhell bod y Cabinet yn mabwysiadu'r polisiau hyn.

## 3. Beth yw'r Argymhellion?

Gofyn am gymeradwyaeth y Cabinet i fabwysiadu'r polisiau hyn.

## 4. Manylion yr adroddiad

### Polisi Cyfnod Prawf

Polisi diwygiedig yw hwn ac mae bellach yn cynnwys amserlenni, swyddogaethau a chyfrifoldebau.

Mae'r polisi hwn yn egluro swyddogaethau a chyfrifoldebau mewn perthynas â chyfnodau prawf, yn benodol, yr hyn sy'n ddisgwyliedig gan reolwr wrth ddilyn y broses. Mae'r polisi yn fanylach ac yn esbonio beth fydd yn digwydd ym mhob un o'r tri cham (adolygiadau 3 mis, 5 mis a 6 mis). Hefyd, lluniwyd templedi ar gyfer llythyrau ac maent ynghlwm yn y polisi. Bydd y templedi hyn yn sicrhau cysondeb ac yn galluogi rheolwyr i roi'r wybodaeth berthnasol i'r gweithwyr. Mae'r polisi yn

cynnwys gwybodaeth fanylach o ran y canlyniadau posibl yn y camau adolygu ar ôl 3, 5 a 6 mis.

### **Polisi Gadael ac Ymadawyr**

Polisi diwygiedig yw hwn sy'n fwy penodol o ran amserlenni, swyddogaethau a chyfrifoldebau. Mae'r polisi yn cynnwys siart llif clir ar gyfer yr ymadawr /y broses gadael ar gyfer gweithwyr. Rhennir y polisi yn ddwy adran:

- a) canllawiau i reolwyr
- b) canllawiau i weithwyr.

Dylai rheolwyr barhau i lenwi ffurflenni ymadawyr yn ôl yr arfer. Hefyd, ceir holiadur gadael newydd sydd ar gael drwy ddilyn cysylltiad ar-lein a hefyd ar bapur i weithwyr nad oes ganddynt fynediad at gyfrifiadur. Gofynnir i weithwyr lenwi holiadur ni waeth beth yw'r rheswm eu bod yn gadael.

Hefyd, gall gweithwyr ddewis gofyn am 'Gyfweliad Gadael' a gynhelir gyda'u rheolwr atebol neu unigolyn addas arall os ydynt yn dymuno. Bydd y cyfweliad hwn yn gyfle i drafod unrhyw wybodaeth ychwanegol nad yw, ym marn y gweithiwr, wedi'i chynnwys yn yr holiadur neu i drafod pethau yn fanylach.

Nid oes yn rhaid i weithwyr gwblhau'r holiaduron gadael na dod i gyfweliadau gadael ond dylid eu hannog i'w cwblhau gan fod derbyn adborth yn bwysig i adolygu'r swydd a rhoi sylw i unrhyw bryderon, ac ati.

### **Cyfleoedd Cyfartal ym Mholisiau Cyflogaeth**

Mae'r polisi newydd hwn yn canolbwyntio ar gyflogaeth a chydraddoldeb yn unig. Mae'r polisi yn cynnwys amserlenni, swyddogaethau a chyfrifoldebau. Cytunwyd gyda Keith Amos (Swyddog Cydraddoldeb) fod angen am y polisi hwn ac y dylid ei drin ar wahân i'r polisi/datganiad Cydraddoldeb a lunnir yn fewnol ar gyfer cydraddoldeb corfforaethol.

Mae'r polisi hwn yn ymwneud â chyfleoedd cyfartal ym maes cyflogaeth, gan gynnwys recriwtio. Bydd o gymorth i reolwyr a gweithwyr ddeall eu swyddogaethau ac mae'n cynnwys gwybodaeth am y fframwaith cyfreithiol a'r Ddeddf Cydraddoldeb 2010. Mae'r polisi hefyd yn nodi'n fanwl yr holl nodweddion gwarchoddedig ac yn canolbwyntio ar y gwahanol fathau o gamwahaniaethu a sut y gellir eu hosgoi.

### **Polisi'r Cyfryngau Cymdeithasol**

Polisi newydd yw hwn a luniwyd i amlinellu'r gofynion ar gyfer defnydd personol o'r cyfryngau cymdeithasol yn ystod oriau gwaith. Mae'r polisi yn nodi'r defnydd derbyniol o'r cyfryngau cymdeithasol a rhwydweithio cymdeithasol, gan gynnwys canllawiau clir ar gyfer gweithwyr a'i nod yw helpu rheolwyr i reoli perfformiad wrth ymdrin â materion yn ymwneud â'r defnydd o'r cyfryngau cymdeithasol.

Mae'r polisi hefyd yn ceisio sicrhau yr ymdrinnir â'r holl weithiwr, aelodau a gwirfoddolwyr sy'n gweithio ar ran y cyngor mewn ffordd deg a chyson. Ond yn



bennaf oll, mae'n ystyried manteision defnyddio'r cyfryngau cymdeithasol fel rhan o waith bob dydd, ond hefyd yn tynnu sylw at rai o'r anfanteision y dylid eu hystyried wrth wneud ein gwaith bob dydd.

### **Polisi Seicometreg**

Polisi newydd yw hwn sydd heb ei gytuno eto. O fewn yr adran Cyswllt Adnoddau Dynol (HR Direct), mae gennym ddau aelod o staff sydd yn gymwysedig i gynnal profion seicometreg. Rydym yn defnyddio gwahanol asesiadau seicometreg yn amlach erbyn hyn at ddibenion recriwtio i gynorthwyo'r broses o ddedol ymgeiswyr, yn ychwanegol at y broses gyfweiliadau.

Felly, mae arnom angen polisi er mwyn sicrhau bod darpar-weithwyr/rheolwyr a gweithwyr a rheolwyr presennol yn ymwybodol o brofion seicometreg a sut y gellir eu defnyddio yn y broses recriwtio arferol.

Mae'r polisi yn amlinellu swyddogaethau a chyfrifoldebau, y mathau o asesiadau seicometreg sydd ar gael, y broses seicometreg a dulliau o ddiogelu/gwaredu'r dogfennau.

### **Polisi Contractau Cyfnod Penodol**

Polisi diwygiedig yw hwn ac mae'n cynnwys amserlenni, swyddogaethau a chyfrifoldebau.

Diweddarwyd y polisi hwn ac mae'n egluro'r holl broses mewn dull mwy strwythuredig. Bydd rheolwyr bellach yn fwy clir ynglŷn â sut y gellir dod â contractau cyfnod penodol i ben, ymestyn contractau cyfnod penodol neu wneud swydd o'r fath yn un parhaol. Mae'r polisi hefyd yn tynnu sylw at y ffaith y bydd gweithwyr yn cael eu hystyried yn weithwyr parhaol ar ôl 4 blynedd o gontractau cyfnod penodol olynol.

Mae'r polisi diwygiedig hwn yn cynnwys elfen newydd, sef, pan ddaw contract cyfnod penodol i ben y bydd hynny'n gyfystyr â diswyddo ac felly rhaid dilyn gweithdrefn. I bob pwrpas, caiff gweithiwr ei ddiswyddo am un o'r ddau reswm a nodir isod:

- a. Colli gwaith (lle bo llai o angen neu dim angen am y swydd). Gall enghreifftiau o hyn gynnwys gweithiwr a recriwtiwyd ar gontract cyfnod penodol i gwblhau prosiect neu dasg benodol â dyddiad cwblhau. Gall gweithiwr sydd wedi rhoi gwasanaeth parhaus am fwy na 2 flynedd fod yn gymwys i dderbyn tâl colli gwaith.
- b. unrhyw reswm pwysig arall ('SOSR: *some other substantial reason*') lle nad yw'r angen am wneud y gwaith wedi lleihau ac mae deilydd y swydd wedi dychwelyd i'r gwaith neu recriwtiwyd gweithiwr parhaol. Gall enghreifftiau gynnwys gweithwyr a recriwtiwyd dros gyfnod mamolaeth hyd nes y bydd deilydd y swydd yn dychwelyd i'r gwaith neu pan fydd rhywun yn sâl am gyfnod hir a chaiff yr unigolyn ei recriwtio dros gyfnod penodol dros gyfnod y salwch. Ni fydd y gweithiwr fel rheol yn gymwys i dderbyn tâl colli gwaith ar ddiwedd y contract ond gall fod yn gymwys i dâl colli swydd os yw wedi gwasanaethu am y cyfnod sy'n gymwys.

## **Dogfen Bolisi Safonol**

Lluniwyd y datganiad polisi safonol fel dogfen drosfwaol ar gyfer holl bolisiau yr adran Adnoddau Dynol. Yn hytrach na dyblygu'r un wybodaeth ym mhob polisi, awgrymwyd y gellid llunio dogfen sy'n ymdrin â phob agwedd ar bolisi, yn cynnwys deddfwriaeth, diffiniadau a phrosesau safonol sy'n ymdrin â phob polisi.

## **Polisi Cwynion**

Diwygiwyd y polisi hwn i gynnwys paragraffau safonol ynglŷn â'r hyn fydd yn digwydd os torrir ar draws y polisi cwynion neu os caiff materion eu codi ynglŷn â cholli swydd neu ddisgyblu. Caiff y paragraffau safonol eu cynnwys yn y polisi colli swydd a Disgyblu hefyd.

Diwygiwyd y polisi hefyd i roi eglurder o safbwynt y prosesau anffurfiol a ffurfiol, sef y caiff prosesau anffurfiol eu hannog yn y lle cyntaf ac y dylid dilyn proses o safbwynt y canlyniadau. Os na fydd y broses anffurfiol yn arwain at ganlyniad boddhaol i'r unigolyn neu os nad yw'n dymuno mynd ar hyd y llwybr anffurfiol hwn, dylid dilyn y drefn ffurfiol.

A fyddech cystal â chyfeirio at y polisiau sydd wedi'u cynnwys yn yr atodiad. Sylwer nad ydym wedi tynnu sylw at y newidiadau i'r polisiau gan iddynt gael eu hailfformatio yn y ddogfen glyfar newydd ac felly mae'r newidiadau wedi'u nodi uchod.

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

Bydd yr holl bolisiau uchod yn cyfrannu at y Blaenoriaethau Corfforaethol drwy gynorthwyo i foderneiddio'r cyngor gan sicrhau bod rheolwyr a gweithwyr yn ymwybodol o'u rhwymedigaethau yn unol â'r ddeddfwriaeth ac arferion da.

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

Nid oes angen adnoddau ychwanegol, felly ni fydd costau ynghlwm â gweithredu'r polisiau hyn. Ni fydd dim effaith benodol ar adran benodol. Bydd y polisiau yn gymwys i'r holl staff (lle nodir hynny).

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

Mae'r Asesiad o'r Effaith ar Gydraddoldeb ynghlwm. Ni thynnir sylw at unrhyw faterion sylfaenol yn ymwneud â'r Asesiadau o'r Effaith ar Gydraddoldeb.

### **8. Pa ymgynghoriadau sydd wedi eu cynnal gyda'r Pwyllgor Archwilio ac eraill?**

Aeth yr holl bolisiau gerbron Cyfarfod y Cydbwyllgor Corfforaethol, ddydd Iau, 17 Medi a dydd Mercher, 4 Tachwedd, i dderbyn sylwadau ac fe'u hanfonwyd ar ffurf e-bost i Gyfarfod y Cydbwyllgor Corfforaethol i dderbyn adborth gan aelodau'r Pwyllgor

nad oeddynt yn bresennol yn y cyfarfodydd hynny, felly mae pob aelod wedi cael cyfle i roi adborth.

Argymhellwyd rhoi'r polisiau hyn gerbron y Cabinet ar 10 Chwefror, er nad oedd cworwm yn y Cydbwyllgor Ymgynghorol Lleol hwnnw.

Yn y Cydbwyllgor Ymgynghorol Lleol, nodwyd na chafwyd cais i wneud unrhyw newidiadau pellach i'r polisiau cyflogaeth a nodir yn yr adroddiad, yn amodol ar gynnwys cyfeiriad yn y Polisi Profion Seicometreg at y ffaith bod canlyniadau ysgrifenedig ar gael. Cafodd y newidiadau hyn eu gwneud.

**9. Datganiad y Prif Swyddog Cyllid**

Amherthnasol.

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

Mae'r unig risgiau yn ymwneud â pheidio â gweithredu'r polisiau sydd ynghlwm. Mae fersiynau cyfredol y polisiau yn hen iawn ac mae angen polisi/gweithdrefn newydd ar y prosesau a gweithdrefnau i sicrhau y cânt eu defnyddio yn gywir ac yn gyson.

**11. Pŵer i wneud y Penderfyniad**

Amherthnasol.

Mae tudalen hwn yn fwriadol wag

# PROBATIONARY POLICY & PROCEDURE

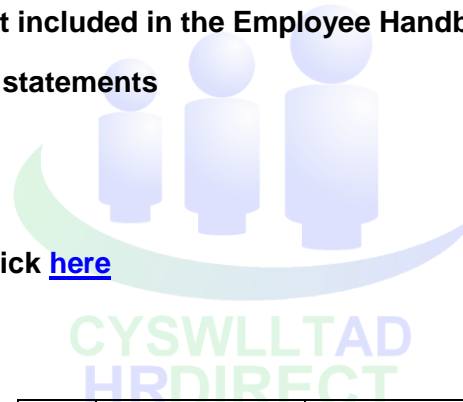
This document is subject to the policy statement included in the Employee Handbook

This document is subject to the standard policy statements

This policy has an appeals process applied to it

To view FAQs click [here](#)

To provide feedback on this document please click [here](#)



Tudalen 109

<b>Date agreed &amp; Implemented:</b>	
<b>Agreed by:</b>	<b>Full Council</b>
<b>Review date:</b>	
<b>Frequency:</b>	<b>Annual</b>

<i>Ver</i>	<i>Status</i>	<i>Date</i>	<i>Reason for Change</i>	<i>Authorised</i>
1.0	Agreed		New policy	Full Council

Timescales

Roles and Responsibilities

Introduction and key points

Probationary procedure

# 1. TIMESCALES

3 month probationary period review meeting to take place.	3 months
5 month probationary period review meeting to take place.	5 months
6 month probationary period review to take place. Confirmation of successfully completing probationary period.	6 months
Extension of probationary period if applicable.	1 – 3 months only. Total probationary period must not exceed 9 months.
Notice periods within the probationary period.	One weeks' notice by either party.

## 2. ROLES AND RESPONSIBILITIES

### Directors and Heads of Service

- Ensuring effective implementation and awareness of the procedure

### Managers

- Establishing the standards of performance consistent with the requirements of the position, in line with the job description
- Explaining the expected standard of performance, managing the probation period and ensuring that review dates are set and that the employee receives regular feedback on performance.
- Communicating the required standards, responsibilities and objectives to the new staff member
- Ensuring the new employee is inducted locally
- Providing training and guidance as necessary
- Monitoring the performance of the employee

### HR Direct

- Reviewing the policy.
- Responsible for advising and supporting managers in the application of this policy.
- Providing HR advice on the probation period for both line managers and the new employee
- Issuing probation review reminders to line managers
- Advising on cases of unsatisfactory performance/progress and, where appropriate, supporting line managers during formal meetings to address serious cases.
- Confirming in writing the outcome of the probation period following an extension of /or difficulties during the probation period

### Employees

- Demonstrating the standards expected by the County Council for performance, conduct, timekeeping, sickness absence and attendance and to raise any difficulties with the line manager.
- Demonstrating their suitability for the post for which they are appointed
- Participating as required in their induction
- Meeting any reasonable objectives within deadlines set
- Identifying to their line manager at the earliest opportunity any difficulties they are experiencing



- Raising with their line manager any training, development or support which they believe to be necessary in order for them to fulfil the requirements of the role

### 3. Introduction and key points

This policy outlines the procedure for managing probationary periods.

All new employees to Local Government are subject to a six month probationary period before their appointment is confirmed. The probationary period may be ended earlier or extended following discussion with the manager and the employee concerned.

A probationary period enables the council to assess an employee's suitability for the role they have applied for and been appointed to and for the employee to demonstrate what is expected of them.

This policy and procedure will apply to:

- The Probationary Policy and Procedure applies to all new council employees (except those that have completed the full six month probation period with a relevant body, that is a body listed under the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999) employed under the provisions of the following negotiating bodies as amended locally;
- Employees on temporary contracts of 6 months or longer will be required to complete the full probation period. Where an employee is on a temporary contract of less than six months the probation period will span the whole of the employment. If the temporary contract were to be extended, the probation period would continue until six month's service was complete.

It does not apply to:

- Teachers who have their own nationally agreed scheme,
- Staff in Locally Managed Schools, where separate arrangements will apply.
- Employees who are already with the council but who move into new posts.

#### Length of probation

The standard probationary period is 6 months for both full and part-time employees.

#### Disabled employees

Where reasonable adjustments need to be made for disabled employees, a probationary period cannot meaningfully begin until the adjustments are in place.

### **Notice periods during probation**

During the probationary period the council need give only one week's notice for the termination of a contract of employment. If an employee wishes to leave the council during their probationary period the notice period is also one week.

### **Change in post**

In cases where an employee changes posts within their probationary period, any outstanding time will transfer to the new appointment.

### **Maternity leave**

If an employee commences their maternity leave within their probationary period, the probationary period will be deferred and any outstanding time will re-commence upon their return from maternity leave.

### **Sickness absence**

Where an employee is absent for a substantial part of their probationary period due to sickness, the line manager may consider recommending extending the probation period for up to 3 months. This will enable the employee's actual work performance in the job to be assessed over a reasonable length of time. This will need to be communicated in writing to the employee and a record kept on file.

## 4. The probationary period procedure

Probationary employees will be assessed by their manager at 3 months and 5 months service. If successful, at the 6 month stage (or after extension end date) the employee will attend a final meeting and receive formal notification that they have completed their probationary period.

### **First probationary review meeting at 3 months**

The purpose of the three month review meeting is to discuss the employee's performance in accordance with the contents of the [Probationary Period Assessment Form – 3 months](#). In normal circumstances, it is sufficient to invite the employee to the review meeting either verbally or via email.

The employee and manager should discuss the employee's performance in relation to the contents of the [Probationary Period Assessment Form – 3 months](#) and record the outcome on that form accordingly.

Where there are concerns regarding any aspect of performance, conduct, timekeeping, sickness absence or attendance, the line manager must:

- Discuss the areas of performance that need improvement.
- Explain the standards required.
- Devise an improvement plan which sets objectives and targets and identifies any additional support, training or guidance needed in order to review progress in readiness for the next formal review meeting.
- Set the final probationary review meeting for 5 months.
- Advise the employee that failure to meet the required standards may result in termination of employment.

If there is a serious cause for concern, a formal warning of the consequences of continued unsatisfactory performance may be given. In such circumstances, the employee has the right to be accompanied by a trade union representative or colleague. Thereafter, progress should be monitored closely.

The line manager must send a copy of the 3 month review form and any relevant paperwork to HR Direct.

## **Second probationary review meeting at 5 months**

The purpose of the second probationary review meeting is to review performance, conduct, timekeeping, sickness absence and attendance and constructive feedback should be given to the employee highlighting both achievements and any areas where they are falling short. Examples must always be provided.

In normal circumstances, it is sufficient to invite the employee to the review meeting either verbally or via email.

The possible outcomes at the end of the 5 month probationary review meeting are as follows:

1. **Satisfactory performance** - If standards/performance is satisfactory at the 5 month meeting, the appointment will be confirmed at the 6 month stage (subject to continued satisfactory performance up to the 6 month stage). A 6 month probationary review meeting must take place to confirm this.
2. **Extend the probationary period beyond 6 months** - If the 3 month probationary review was satisfactory and there is a now a cause for concern, or where there were concerns at the 3 month stage and the manager wishes to extend once again, the manager should write to the employee inviting him/her to a meeting. The letter should clearly state the topic areas that the manager wishes to discuss and state any specific issues that the manager might have.

Where there are concerns regarding any aspect of performance, conduct, timekeeping, sickness absence or attendance, the line manager must:

- Discuss the areas of performance that need improvement.
- Explain the standards required.
- Devise an improvement plan which sets objectives and targets and identifies any additional support, training or guidance needed in order to review progress in readiness for the next formal review meeting.
- Set the final probationary review meeting.
- Advise the employee that failure to meet the required standards may result in termination of employment.

If there is a serious cause for concern, a formal warning of the consequences of continued unsatisfactory performance may be given.

The outcome of this meeting must be confirmed in writing and a copy given HR Direct. See section below on extending the probationary period.

- 3. Early termination of the employee** - If concerns were raised in the three month probationary review meeting: a formal warning was issued; or the outcome of the meeting may potentially be to terminate the employee, the manager should write to the employee inviting him/her to a meeting and ensure that the employee is given the right to be represented by their trade union representative or a colleague.

The letter should clearly state the topic areas that the manager wishes to discuss and state any specific issues that the manager might have. If concerns were raised at the first probationary review meeting, or a formal warning was issued, the letter should refer to these. If there are any new concerns these should also be included in the letter as areas to be discussed.

If the employee has not achieved satisfactory standards despite being given the appropriate support, the appointment will not be confirmed and the employee's contract will be terminated subject to one week's notice. This should be confirmed in writing and the employee must be given the opportunity to appeal.

In each case, details of the discussion should be recorded on the [Probationary Period Assessment Form – 5 months](#) signed by both the manager and the employee at the meeting. A copy must be given to the employee and sent to HR Direct.

#### **Final probationary review meeting at 6 months (or at the end of the probationary extension)**

In normal circumstances, it is sufficient to invite the employee to the review meeting either verbally or via email. The possible outcomes at the end of the 6 month probationary review meeting (or at the end of the extension period) are as follows:

- 1. Confirm successful completion of the probationary period** - At the end of the six months probationary period (or extension period), it is important that the manager confirms the successful completion of the probationary period at this meeting and confirms in writing. A copy must be sent to HR Direct. It should not be allowed to pass on the assumption that the new employees know they have met the required standard because no action has been taken against them.
- 2. Extend the probationary period** – If the 5 month probationary review was satisfactory and there is now a cause for concern, or where there were concerns at the 3 and/or 5 month stage and the manager wishes to extend once again, the manager should write to the employee inviting him/her to a meeting. The letter should clearly state the topic areas that the manager wishes to discuss and state any specific issues that the manager might have.

Where there are concerns regarding any aspect of performance, conduct, timekeeping, sickness absence or attendance, the line manager must:

- Discuss the areas of performance that need improvement.

- Explain the standards required.
- Devise an improvement plan which sets objectives and targets and identifies any additional support, training or guidance needed in order to review progress in readiness for the next formal review meeting.
- Set the final probationary extension review meeting.
- Advise the employee that failure to meet the required standards may result in termination of employment.

If there is a serious cause for concern, a formal warning of the consequences of continued unsatisfactory performance may be given.

The outcome of this meeting must be confirmed in writing and a copy given HR Direct. See section below on extending the probationary period.

3. **Early termination of the employee** - If there is a cause for concern; concerns were raised in the 3 month and/or 5 month probationary review meeting (and still remain after the extension if applicable): a formal warning was issued; the manager should write to the employee inviting him/her to a meeting and ensure that the employee is given the right to be represented by their trade union representative or a colleague.

The letter should clearly state the topic areas that the manager wishes to discuss and state any specific issues that the manager might have. If concerns were raised at the 3 month and/or 5 month probationary review meeting, or a formal warning was issued or extension given, the letter should refer to these. If there are any new concerns these should also be included in the letter as areas to be discussed.

At the meeting (after a discussion has taken place) if the employee has not achieved satisfactory standards despite the appropriate support (and being given an extension if applicable), the appointment will not be confirmed and the employee's contract will be terminated subject to one week's notice. This should be confirmed in writing and the employee must be given the opportunity to appeal. A copy of this letter must be sent to HR Direct along with a completed Leavers Form.

In each case, details of the discussion should be recorded on the [Probationary Period Assessment Form – 6 months](#) signed by both the manager and the employee at the meeting. A copy must be given to the employee and sent to HR Direct.

### **Extending the probationary period**

In some circumstances it may be necessary to extend the probation period beyond the 6 month period. These circumstances include:

- It has not been possible to fully assess performance due to the employee's sickness or other authorised absence.
- There have been concerns regarding performance but the manager has evidence to suggest that performance is likely to improve with an extension to the probation period.

Probationary periods can be extended for a period of 1, 2 or 3 months beyond the six month period, but under no circumstances must the total probationary period extend beyond 9 months in total.

Where an employee is absent for a substantial part of their probationary period, for example, due to sickness, the line manager may consider recommending extending the probation period for up to 3 months. This will enable the employee's actual work performance in the job to be assessed over a reasonable length of time. Each case should be considered on its merits where the length of absence is extensive during the probationary period, as this may lead to a potentially difficult situation in assessing and reporting on the employee.

In circumstances where the probationary period is extended the employee must be advised in writing of the extension and that if performance fails to meet the required standard at the end of this period, their employment will be terminated. This discussion must take place at the probationary review meeting and must be confirmed in writing.

### **Appeals against dismissal**

Probationary employees who have been dismissed for unsatisfactory progress will have the right of appeal against their dismissal. The appeal must be lodged in writing to Catrin Roberts, HR Services Manager, HR Direct, Wynnstay Road, Ruthin, LL15 1YN within 10 working days of receiving written notification of the dismissal. Please refer to the Corporate Appeals Policy for further information.



## 5. Frequently Asked Questions (FAQs)

### **Do I have to wait until the end of a probationary period before dismissing an unsatisfactory employee?**

No. The probationary period enables the employer to monitor and appraise the employee in the initial stages of their employment and ensures the required standards of conduct and performance are being reached.

If the probationer turns out to be unsatisfactory during the probationary period, steps can be taken to dismiss before the probationary period ends.

### **If at the end of the 5 month review or at the end of the 6 month probationary period an employee's performance is still not satisfactory, should I extend it?**

It depends on the circumstances. Is additional time likely to bring about an improvement in performance? Is it fair to extend it? For example, has the employee missed some of the probationary period through sickness or some other valid reason, or is their performance lacking in one specific area that could be addressed and improved within the extension?

If an employee's performance has been generally poor all round or is unlikely to become satisfactory there is little point in extending the probationary period.

### **If I decide to dismiss the probationary employee do we have to follow any dismissal procedure?**

Dismissal during or at the end of a probationary period is not different to any other dismissal and employers should follow a fair dismissal procedure based on the Acas Code of Practice. The basic steps are:

- The employer sets out in writing the reasons why dismissal is being considered. The employee is given a copy and this letter will also ask them to attend a meeting to discuss the matter. They will have the right to be accompanied by their trade union representative or a work colleague.
- The meeting will take place, the employee can state their case and a decision will be made.
- The employee is then entitled to appeal against the decision and if so, an appeal hearing takes place.

**If we as an organisation have neglected to observe the six-month deadline for the final probationary review and a further month has elapsed with no reference to it, can we still dismiss the employee or are they by default confirmed in post?**

An employer at any stage can take action for poor performance. This action may lead to a dismissal and an employee needs at least two years' service to bring a claim of unfair dismissal. The failure to properly manage a probationary period could be a breach of contract, but if the dismissal was contractually fair there could be no claim because there would be no loss. The only other recourse the employee would have would be to bring a claim that does not require a period of qualifying service, such as unlawful discrimination.

**Strictly Confidential**

## **PROBATIONARY EMPLOYEE ASSESSMENT FORM – 3 MONTHS**

To be completed at 3 months after the start of employment.

Name of employee:	Date commenced:
Job title:	Manager name:
Date of 3 month review:	Date of 5 month review:
Date of 6 month final review:	

### **Guidance Notes**

1. Complete all sections in full.
2. This contents of this report must be discussed in full with the employee.
3. Your comments must be objective and based on fact.
4. Once completed a copy of this form should be sent to HR Direct to be filed on the employee's Personal File.
5. The date of the next reviews should be agreed at the meeting.
6. A copy of this form should be retained by you to refer to at the next review.

Performance Area	Good	Acceptable	Unacceptable	Comments
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to work without supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Speed of working	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication - verbal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication - written	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Relationship with colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Relationship with public/clients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Effectiveness as manager/supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Assess the employee's performance in relation to the duties for the post (use the job description & person specification to compare):

Give details of the employee's approach to their work, including motivation, commitment, and their relationships within the work setting and with other agencies:

Give details of timekeeping, attendance and sickness:

Give details of training already undertaken:

What further learning & development needs have been identified? Give full details:

Please make any further comments:

Employee comments:

Has the employee met satisfactory standards at the 3 month review? Yes  No

Employee Signature:

Date:

Manager Signature:

Date:

**Strictly Confidential**

## **PROBATIONARY EMPLOYEE ASSESSMENT FORM – 5 MONTHS**

To be completed at 5 months after the start of employment. Using the 3 month probationary form for reference, this section gives you the opportunity to assess the comments you made at the last assessment.

Name of employee:	Date commenced:
Job title:	Manager name:
Date of 5 month review:	Date of 6 month final review:

### **Guidance Notes**

1. Complete all sections in full.
2. This contents of this report must be discussed in full with the employee.
3. Your comments must be objective and based on fact.
4. Once completed a copy of this form should be sent to HR Direct to be filed on the employee's Personal File.
5. A copy of this form should be retained by you to refer to at the next review.

Performance Area	Good	Acceptable	Unacceptable	Comments
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to work without supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Speed of working	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication - verbal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication - written	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Relationship with colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Relationship with public/clients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Effectiveness as manager/supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Assess the employee's performance in relation to the duties for the post (use the job description & person specification to compare):

Give details of the employee's approach to their work, including motivation, commitment, and their relationships within the work setting and with other agencies:

Give details of timekeeping, attendance and sickness:

Give details of training already undertaken:

What further learning & development needs have been identified? Give full details:

Please make any further comments

Employee comments:

Has the employee met satisfactory standards at the 5 month review? Yes  No   
If no then please follow process for early termination during probationary period.

Is the probationary period to be extended? Yes  If so for what period? No

Employee Signature:

Date:

Manager Signature:

Date:

**Strictly Confidential**

## **PROBATIONARY EMPLOYEE ASSESSMENT FORM – 6 MONTHS**

To be completed at 6 months after the start of employment. Using the 3 and 5 month probationary form for reference, this section gives you the opportunity to assess the comments you made at the previous assessments.

Name of employee:	Date commenced:
Job title:	Manager name:
Date of 6 month final review:	

### **Guidance Notes**

1. Complete all sections in full.
2. This contents of this report must be discussed in full with the employee.
3. Your comments must be objective and based on fact.
4. Once completed a copy of this form should be sent to HR Direct to be filed on the employee's Personal File.

Performance Area	Good	Acceptable	Unacceptable	Comments
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to work without supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Speed of working	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication - verbal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication - written	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Relationship with colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Relationship with public/clients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Effectiveness as manager/supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Assess the employee's performance in relation to the duties for the post (use the job description & person specification to compare):

Give details of the employee's approach to their work, including motivation, commitment, and their relationships within the work setting and with other agencies:

Give details of timekeeping, attendance and sickness:

Give details of training already undertaken:

What further learning & development needs have been identified? Give full details:

Please make any further comments

Employee comments:

Has the employee met satisfactory standards at the 6 month review? Yes  No

If no then please follow process for early termination during probationary period. If yes then please confirm the successful completion of the probationary period in writing.

Is the probationary period to be extended? Yes  If so for what period? No

Employee Signature:

Date:

Manager Signature:

Date:



Dear

**Re: Three month probationary review meeting invitation**

On behalf of the council, I would like to welcome you to the team.

As I explained in your contract of employment, the first 6 months with the council are your probation period. The purpose of a probationary period is to give the council the opportunity to assess a new employee's suitability in the role they have been appointed to and for the employee to demonstrate their ability to effectively perform their duties and demonstrate the standard of performance, conduct, timekeeping, sickness absence and attendance that we expect.

During your probation period we will meet at 3 months and 5 months to formally review your progress against the requirements of your job and also your conduct, timekeeping, sickness absence and attendance.

Any training and support required will be in place to assist you in reaching the required standard and our review meetings will provide an opportunity to identify any further training or support you may need.

Our first three month probationary review meeting will be held on [insert date, time, location]. If there is any further help or assistance either I or the council can provide in the meantime, please let me know.

Yours sincerely

[Manager's name]

[Position]

\*3 Month Satisfactory Progress - please delete

Dear

**Re: Three month probationary review meeting outcome**

I am writing to confirm the discussions of your three month probationary review meeting held on [insert date, location].

At our meeting I advised you that you had achieved the standards I expect you to have reached in performing the duties of your role and for your conduct, timekeeping, sickness absence and attendance.

I am very pleased with your progress to date; however, I do expect you to maintain this standard of performance throughout the remainder of your probationary period.

We will meet for a five month probationary review meeting on [date, time, and location].

Congratulations on progress so far and please do not hesitate to contact me if you have any queries about the contents of this letter.

Yours sincerely

[Manager's name]  
[Position]

\*3 Months Unsatisfactory Progress - please delete

Dear

**Re: Three month probationary review meeting outcome**

I am writing to confirm the discussions of your three month probationary review meeting held on [date, location].

I explained to you at our meeting that your (performance/conduct/timekeeping/ sickness absence/attendance delete as appropriate) is unsatisfactory and that I have the following concerns:

- *(list areas of concern with specific examples and how this falls short)*

We discussed the level of *(performance/conduct/timekeeping/ sickness absence/attendance delete as appropriate)* I expect you to reach and in order to support you to meet the required level, we have agreed the following:

- *(list specific actions agree, e.g. training, extra supervision, what the employee needs to do, how and when you are going to measure performance)*

I am enclosing the action plan to be put in place in order to support you in meeting these expectations.

I am satisfied that having discussed these concerns with you, explained the standards required and having an agreed action plan in place, you have the framework and support to help you achieve the required level of *(performance/conduct/timekeeping/ sickness absence/attendance delete as appropriate)*. However I must remind you that failure to meet the expected standards by our next formal meeting may result in an extension to your probationary period or dismissal.

We have agreed to meet to review progress *(at, date, location)*, however, if there is any further help or assistance either I or the council can provide during this time, you must let me know.

Yours sincerely

[Manager's name]  
[Position]

Dear

**Re: Five month probationary review meeting invitation**

In line with the council's Probationary Procedure I am writing to invite you to a five month probationary review meeting to be held [date, time, location]. [*\*insert this sentence if the outcome is to result in dismissal* - Please note that you have the right to be accompanied by a Trade Union Representative or a work colleague at this meeting].

Please do not hesitate to contact me if you have any queries about the contents of this letter.

Yours sincerely

[Manager's name]  
[Position]

\*Satisfactory at 5 months - please delete

Dear

**Re: Five month probationary review meeting outcome – Satisfactory**

I am writing to confirm the discussions of your five month probationary review meeting held on [date, location].

At our meeting I was delighted to advise you that you had attained the standard required in your role at the five month stage. Subject to continued satisfactory performance, we will need to arrange a final meeting to confirm your six month probationary period. This will take place on [time, date].

Yours sincerely

[Manager's name]  
[Position]

\*Extension to probationary period at 5 months required – please delete

Dear

**Re: Five month probationary review meeting outcome - Extension**

I am writing to confirm the discussions of your five month probationary review meeting held on [date, location].

At our meeting I advised you that it is a requirement of the council's Probationary Policy that employees meet a satisfactory level of *(performance/conduct/timekeeping/ sickness absence/attendance delete as appropriate)* in their role. At the present time you are not meeting the level required in *(performance/conduct/timekeeping/ sickness absence/attendance delete as appropriate)* and as a result of this shortfall I am unable to confirm you in your post.

I believe that with some additional training/support you will achieve these standards in the near future. I have therefore decided to extend your probation period (*time period - up to three months*). I will meet with you at the end of the extension period to review progress. If your *(performance/conduct/timekeeping/ sickness absence/attendance delete as appropriate)* is acceptable you will be confirmed in your post. If progress is not acceptable, then the potential outcome could be dismissal.

Please do not hesitate to contact me if you have any queries regarding the contents of this letter and if there is any further help or assistance either I or the council can provide in the meantime, please let me know.

Yours sincerely

[Manager's name]

[Position]

\*Dismissal after 5 month probationary period – please delete

Dear

**Re: Five month probationary review meeting outcome**

I am writing to confirm the outcome of your five month probationary review meeting held on [date] which I chaired. Also present was [name] your representative and [name], HR Specialist.

The purpose of the meeting was to discuss your failure to meet the standards necessary to satisfactorily complete your probationary period.

- *(outline specific concerns and support provided)*

Having considered the evidence provided at the meeting, I decided that you have been given full opportunity to reach the required level of performance and have failed to do so. My decision is therefore that you are dismissed.

In line with the council's Probationary Procedure, you are issued with one week's notice from the date of the meeting and therefore your employment with Denbighshire County Council will end on [date].

You have the right of appeal against the decision and you should do this by writing to Catrin Roberts, HR Services Manager, HR Direct, Wynnstay Road, Ruthin, Denbighshire, LL15 1YN within 10 days of the date of this letter.

Please do not hesitate to contact me if you have any queries about the contents of this letter.

Yours sincerely

[Manager's name]  
[Position]

Dear

**Re: Six month probationary review meeting invitation**

In line with the council's Probationary Procedure I am writing to invite you to a six month probationary review meeting to be held [date, time, location]. [*\*only insert this sentence if the meeting is likely to end in dismissal* - Please note that you have the right to be accompanied by a Trade Union Representative or a work colleague at this meeting].

Please do not hesitate to contact me if you have any queries about the contents of this letter.

Yours sincerely

[Manager's name]

[Position]



\*Successful completion of 6 month probationary period – please delete

Dear

**Re: Six month probationary period review meeting outcome – Successful completion**

I am writing to confirm the discussions of our final formal probation review meeting held on (*date, location*).

At our meeting I was delighted to advise you that you had attained the standard required in your role. You have therefore satisfactorily completed your six month probation period.

Your performance will now be discussed and monitored as part of regular 1:1s and supervisions in addition to the appraisal processes.

Congratulations once again.

[Manager's name]

[Position]

\*Extension to probationary period at 6 months required – please delete

Dear

**Re: Six month probationary review meeting outcome - Extension**

I am writing to confirm the discussions of your six month probationary review meeting held on [date, location].

At our meeting I advised you that it is a requirement of the council's Probationary Policy that employees meet a satisfactory level of *(performance/conduct/timekeeping/ sickness absence/attendance delete as appropriate)* in their role. At the present time you are not meeting the level required in *(performance/conduct/timekeeping/ sickness absence/attendance delete as appropriate)* and as a result of this shortfall I am unable to confirm you in your post.

I believe that with some additional training/support you will achieve these standards in the near future. I have therefore decided to extend your probation period (*time period - up to three months*). I will meet with you at the end of the extension period to review progress. If your *(performance/conduct/timekeeping/ sickness absence/attendance delete as appropriate)* is acceptable you will be confirmed in your post. If progress is not acceptable, then the potential outcome could be dismissal.

Please do not hesitate to contact me if you have any queries regarding the contents of this letter and if there is any further help or assistance either I or the council can provide in the meantime, please let me know.

Yours sincerely

[Manager's name]

[Position]

\*Dismissal after 6 month probationary period – please delete

Dear

**Re: Six month probationary review meeting outcome**

I am writing to confirm the outcome of your six month probationary review meeting held on [date] which I chaired. Also present was [name] your representative and [name], HR Specialist.

The purpose of the meeting was to discuss your failure to meet the standards necessary to satisfactorily complete your probationary period.

- *(outline specific concerns and support provided)*

Having considered the evidence provided at the meeting, I decided that you have been given full opportunity to reach the required level of performance and have failed to do so. My decision is therefore that you are dismissed.

In line with the council's Probationary Procedure, you are issued with one week's notice from the date of the meeting and therefore your employment with Denbighshire County Council will end on [date].

You have the right of appeal against the decision and you should do this by writing to Catrin Roberts, HR Services Manager, HR Direct, Wynnstay Road, Ruthin, Denbighshire, LL15 1YN within 10 days of the date of this letter.

Please do not hesitate to contact me if you have any queries about the contents of this letter.

Yours sincerely

[Manager's name]  
[Position]

\*Extended probationary review meeting invitation – please delete

Dear

**Re: Extended probationary review meeting invitation**

In line with the council's Probationary Procedure I am writing to invite you to an extended probationary review meeting to be held [date, time, location]. [*\*only insert this sentence if the end result is likely to be dismissal* - Please note that you have the right to be accompanied by a Trade Union Representative or a work colleague at this meeting].

Please do not hesitate to contact me if you have any queries about the contents of this letter.

Yours sincerely

[Manager's name]

[Position]

\*Successful outcome after extension of probationary review– please delete

Dear

**Re: Extension of probationary review outcome – Successful completion**

I am writing to confirm the outcome of your extended probationary period.

I can confirm that your (*performance/conduct/timekeeping/ sickness absence/attendance delete as appropriate*) in your role meets the standards expected by the council at this stage in your employment and you will be confirmed in role.

Please do not hesitate to contact me if you have any queries about the contents of this letter.

Yours sincerely

[Manager's name]

[Position]

\*Dismissal after extension of probationary review – please delete

Dear

**Re: Extension of probationary review outcome**

I am writing to confirm the outcome of your extended probationary review meeting held on [date] which I chaired. Also present was [name] your representative and [name], HR Specialist.

The purpose of the meeting was to discuss your failure to meet the standards necessary to satisfactorily complete your probation period.

- *(outline specific concerns and support provided)*

Having considered the evidence provided at the meeting, I decided that you have been given full opportunity to reach the required level of performance and have failed to do so. My decision is therefore that you are dismissed.

In line with the council's Probationary Procedure, you are issued with one week's notice from the date of the meeting and therefore your employment with Denbighshire County Council will end on [date].

You have the right of appeal against the decision and you should do this by writing to Catrin Roberts, HR Services Manager, HR Direct, Wynnstay Road, Ruthin, Denbighshire, LL15 1YN within 10 days of the date of this letter.

Please do not hesitate to contact me if you have any queries about the contents of this letter.

Yours sincerely

[Manager's name]

[Position]

# Probationary Period Policy 18<sup>th</sup> January 2016

## Equality Impact Assessment

# Probationary Period Policy

**Contact:** Andrea Malam, HR Direct

**Updated:** 18<sup>th</sup> January 2016

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

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?

<p>This is a revised policy to clearly outline the six month probationary procedure for new employees to local government. The procedure enables the new employee to have the opportunity to become familiar with their main duties of their post and allow them to demonstrate the standard of performance, attendance and behaviour expected of them. It outlines a process where managers are able to effectively manage probationary process and if the employees performance is unsatisfactory, the manager is able to terminate fairly. The employee will have the opportunity to appeal at the relevant stages.</p>
--

<p>A formal process which is clearly defined will help managers put the necessary support in place with regular review meetings, which will allow the employee the opportunity to meet the required standards and any areas will be recognised or dealt with at an early stage.</p>
---

## 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)*

An assessment of the protected characteristics and the effects of this policy on those protected characteristics has been undertaken. The policy
--



now includes a section on reasonable adjustments for disabled employees and delaying the probationary process until these adjustments are in place. The policy also includes clarification on deferring the probationary period for employees who commence maternity leave during their probationary period in order to give them a fair opportunity to complete their probationary period.

The policy has been through the normal consultation process with CJM and the recognised trade unions.

**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)*

The policy will provide a positive impact on all of the protected characteristics as there will be a consistent and fair approach in dealing with probationary periods across the council. The policy now includes clarification on:

Employees who go on maternity leave during a probationary period will have their probationary period deferred until they return to work. This will allow employees a fair opportunity to be able to complete a full 6 month period.

Disabled employees who require reasonable adjustments must not commence their probationary period until all of the adjustments are in place in order to make it a fair process.

Employees who are absent due to sickness are able to have their probationary period deferred for up to 3 months.

**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)?**

A potential negative impact could be on disabled employees who are not able to attain the required standard during their 6 month probationary period. Managers may need to extend their probationary periods to allow them an opportunity to successfully complete their probationary period and if applicable put in any reasonable adjustments.

Overall with the monitoring of statistical data on the above and regular reviews of the policy, I do not believe that this policy has a negative impact on the protected characteristics.

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

Careful consideration has been given to all protected characteristics and the policy will be reviewed on a regular basis to ensure that no negative impact has an adverse effect.

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

No

Action(s)	Owner	By when?
Review disabled employee probationary periods and statistics	Andrea Malam	18.01.2017

**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: 18.01.2017

Name of Lead Officer for Equality Impact Assessment	Date
Andrea Malam	18.01.16

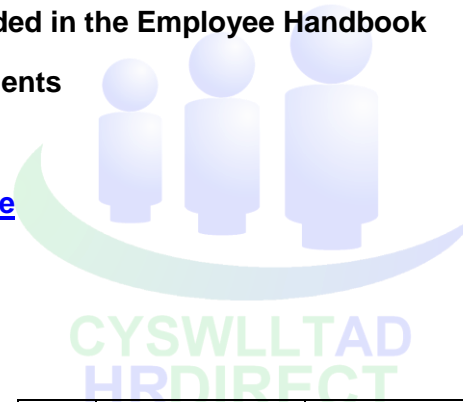
# LEAVERS & EXIT INTERVIEW PROCEDURE

This document is subject to the policy statement included in the Employee Handbook

This document is subject to the standard policy statements

To view FAQs click here

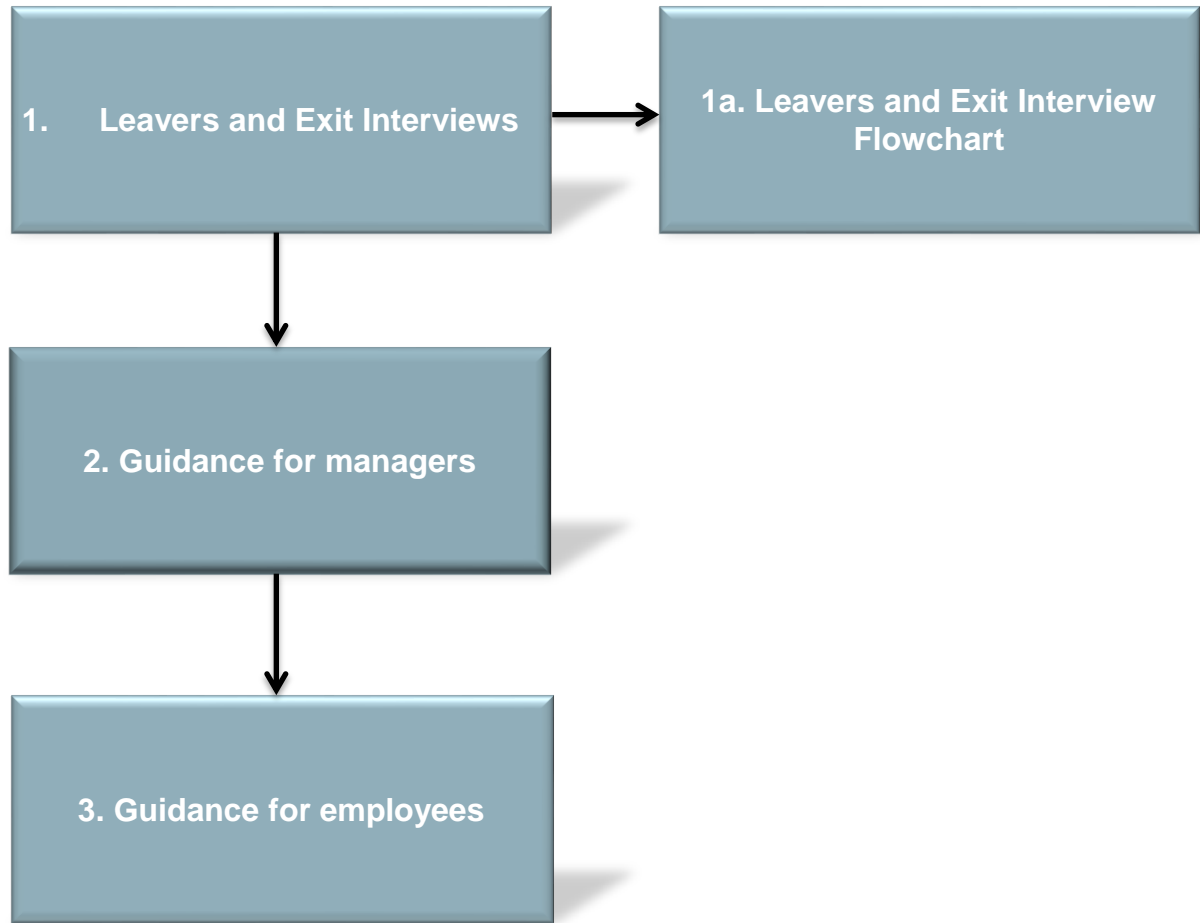
To provide feedback on this document please click [here](#)



Tudalen 147

<b>Date agreed &amp; Implemented:</b>	
<b>Agreed by:</b>	<b>Full Council</b>
<b>Review date:</b>	
<b>Frequency:</b>	

<i>Ver</i>	<i>Status</i>	<i>Date</i>	<i>Reason for Change</i>	<i>Authorised</i>
1.0				Full Council



# TIMESCALES

Notice Periods for Leaving	Various – see section one below
Manager to send Leavers Form and Original Resignation Letter to HR Direct	Immediately – documents must be received into HR Direct by 1 <sup>st</sup> of the month that the employee is leaving.

# ROLES AND RESPONSIBILITIES

## HEADS OF SERVICE

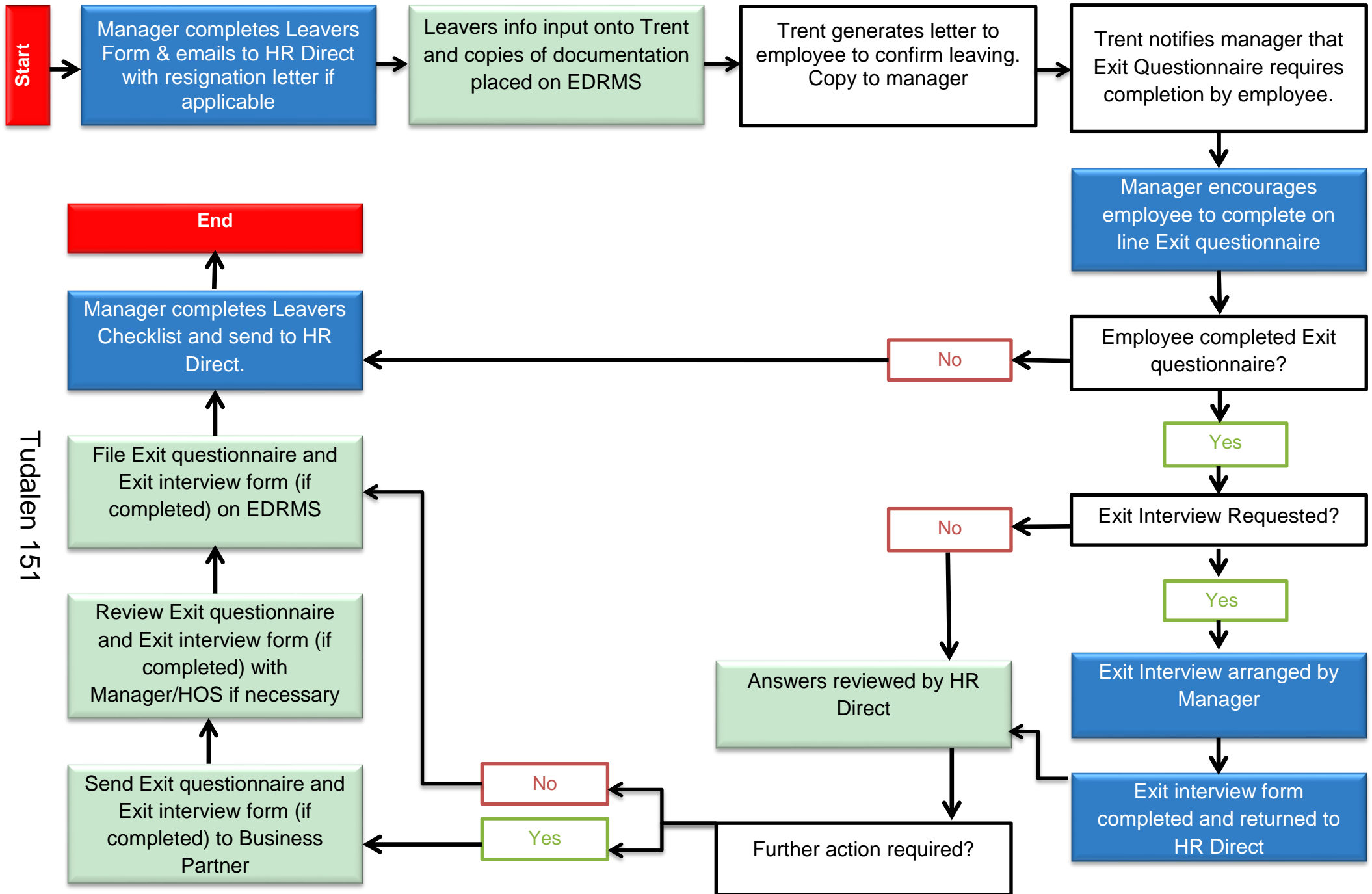
- Ensuring the policy is followed and implemented.
- Review numbers and percentages completed for their service from workforce planning data.

## MANAGERS

- Complete [Leaver Form](#) and send to HR Direct promptly along with a resignation letter if applicable.
- Ensure that the [Leaver Checklist](#) is completed before the employee leaves the post.
- Ensure that employees leaving the council or transferring to a different post in the council are aware of this policy and encourage them to complete an [Exit Questionnaire \(on-line\)](#)
- Issue a paper version of the [Exit Questionnaire \(paper version\)](#) to the employee if requested prior to their leaving or transferring.
- Meet with the employee to make appropriate arrangements for the person to disengage from the post – complete leavers checklist.
- Hold an exit interview if requested by the employee.

## HR DIRECT

- Reviewing and revising the policy.
- Update Trent upon receipt of leaver form.
- Contact the employee leaving or transferring, asking them to complete an on-line exit questionnaire. Alternatively, issue a paper version of the exit questionnaire to the employee as necessary.
- Hold an exit interview if requested by the employee.
- Consider the content of exit questionnaires/exit interviews and contact the employee if a full discussion is required.
- Take appropriate action in relation to exit questionnaire/exit interview findings.
- Produce statistical analysis on a quarterly basis for Business Partners.



Tudalen 151

# 1. Leavers and Exit Interview Process

## Introduction

This procedure highlights the process which is to be followed prior to employee leaving their current post or the council. This procedure is to accompany the [Leaver Checklist](#) in order for line managers to deal with leaving arrangement effectively.

## Resignation from the employee

An employee must give their resignation in writing with the appropriate notice period, including their intended last day of service to their line manager.

## Notice Periods

During 6 months probationary period	1 week
Up to Salary Grade 8	1 month
Grade 9 to Grade 11	2 months
Grade 12 to Grade 14	3 months

In addition, where there is a recognised skills shortage, the notice period for such posts will be a minimum of two months. Any employee in receipt of a market supplement will be subject to a minimum of two months' notice.

## Confirming an employee's last day of service

As soon as the letter of resignation is received, the line manager must complete the [Leavers Form](#), attaching the resignation letter and send this onto HR Direct promptly.

There may be occasions where an employee wishes to leave employment earlier than their contractual notice period for example an employee is required to give two months' notice but wants to leave within 5 weeks. In these circumstances it will be at the line managers discretion as to whether this is permitted, taking into consideration the needs of the service and the length of time it will take to recruit a replacement if applicable etc.



## **Completing the Leavers Checklist – line managers responsibility**

The [Leavers Checklist](#) must be completed by the line manager and prior to the employee leaving the Council and sent to HR Direct.

- Annual leave – if the employee has outstanding annual leave then a discussion must take place as to how the annual leave can be taken before the employee leaves the council. Payment in lieu of leave will only be paid in exceptional circumstances where the employee is unable to take all of the leave before their leaving date, for example, due to the pressure of work or operational reasons which have been discussed and agreed. The manager will need to ensure that any leave to be paid on departure is noted on the [Leavers Form](#).
- Payroll – line managers must complete the Leaver Form as soon as possible (attaching the resignation letter) and send to HR Direct before the 1<sup>st</sup> of the month to ensure the paperwork is processed on time. The [Leavers Checklist](#) can be completed separately and sent at a later date.
- Learning and Development – line managers are responsible for checking whether any costs are owed to the council. For further information please see the Learning and Development Policy or the Employee Handbook.
- Salary sacrifice – employees are required to inform the relevant sacrifice schemes that they are leaving the council and agree the next steps.
- Lease cars – employee will need to contact the Fleet department and notify them of their intention to leave the organisation and their final day of employment.
- Relocation expenses – employees may be required to reimburse the council of any relocation expenses which have been paid. For further information please refer to the Relocation Policy or contact HR Direct / Payroll.
- Expenses – the line manager is to ensure that they employee has submitted any final claim forms for outstanding expenses, for example, travel and subsistence.
- ICT systems and equipment – line managers are responsible for the following:
  1. Ensuring that permissions are removed
  2. Information or files are accessible after the employee leaves
  3. ICT equipment is recovered

- Other property – Line managers must ensure that all property belonging to the council is returned before the employees last working day.

### **Rescinding a Resignation**

Employees must be informed that any request to rescind a resignation, must be in writing and that there is no automatic acceptance of this request. Each case will be considered by the line manager and there is no right of appeal against the line manager's decision. However, if the resignation was in the heat of the moment and there are special circumstances, the manager should allow a cooling-off period to ascertain if any other matters arise to cast doubt on whether the employee really meant to resign.

## **2. Guidance for Managers**

When an employee resigns from their post, or transfers to a different post within the council, the line manager should encourage the employee to complete the [Exit Questionnaire \(on-line\)](#) and consider the option of attending an exit interview.

The line manager must complete a [Leaver Form](#) and forward it to HR Direct along with a letter of resignation if applicable.

The line manager should arrange to meet with the employee to make appropriate arrangements for the person to disengage from the post through the completion of the [Leavers Checklist](#).

If requested by the employee, the line manager should convene an exit interview. An exit interview should only be convened once an employee has completed the online exit questionnaire. The purpose of the exit interview is to gather any additional information the employee feels was not covered in the exit questionnaire itself.

The exit interview will usually be conducted by the line manager from the employing department, but it is accepted that occasionally an individual may request that the interview be held with a senior manager or by an officer from HR Direct. It should be made clear to the employee by the line manager when arranging the exit Interview that alternative arrangements can be made if necessary.

Any notes taken during the exit interview should be made on the [Exit Interview Form \(paper version\)](#) and submitted to HR Direct.

The exit questionnaire and any discussion notes should be used as follows:

- For reviewing the post.

- To follow up any grievance or dissatisfaction expressed by the member of staff and ensure that all such issues are acted upon speedily and appropriately.

A note will be made of any matters of grievance or dissatisfaction and how they have been resolved.

All employees are encouraged to complete an Exit Questionnaire, including employees who are dismissed for conduct or capability reasons, are redeployed or are retired on the grounds of ill health. Employee participation in both completing an exit questionnaire and attending an exit interview are voluntary and cannot be imposed.

Line managers must use all their skills of tact, diplomacy and reassurance, to encourage employees to participate in this important exercise. Line managers conducting an Exit Interview must be flexible, sensitive and supportive to employees who have a disability and may require assistance. Reasonable adjustments may include having a representative present, allowing extra time to complete the form or providing the form in alternative formats such as large print.

The contents of the Exit Questionnaire will be considered by HR Direct. Having noted their comments, the appropriate officer will decide whether the Exit Questionnaire is filed for information purposes or whether the employee is contacted to discuss matters further and/or to attend an Exit Interview with HR Direct during the notice period.

Any issues raised on the Exit Questionnaire or at the Exit Interview either with the line manager or HR Direct, will be addressed and action taken. This action may include:

- Speaking with the employee as detailed above.
- HR Business Partners discussing issues with the Line Manager if appropriate.

A record of all completed Exit Questionnaires/Interviews will be maintained on Trent for monitoring and statistical purposes. HR Direct will examine statistics on a quarterly basis in respect of all leavers which will include:

- The number of employees leaving the council or transferring to different posts within the council.
- The number of Exit Questionnaires completed.
- Analysis of reasons for leaving or transferring.
- Information on any action taken as a result of findings.

### 3. GUIDANCE FOR EMPLOYEES

The information the Council receives from Exit Questionnaires and Exit Interviews helps us identify where change may be necessary to improve the employment experience at the council.

The Council's policy is that all employees are asked to complete an on-line Exit Questionnaire when they either leave the council or transfer to a different post in the council. In addition, such employees may request an Exit Interview with their line manager or HR Adviser to discuss the content of the Exit Questionnaire.

However, employee participation in both completing an Exit Questionnaire and attending an Exit Interview are voluntary and cannot be imposed.

You can access the on-line [Exit Questionnaire here](#). The on-line questionnaire is quick and easy to use and should only take a few minutes to complete and submit.

The contents of your completed Exit Questionnaire will be considered by HR Direct. Having noted your comments, your questionnaire will either be filed for information purposes or you may be contacted to explore comments further. You may also be asked to attend a meeting conducted by HR Direct.

If you choose to participate in the Exit Questionnaire/Exit Interview process please be assured that the objective is to try to improve the work and working environment for employees and your input, prior to leaving the post, will be extremely valuable to us.

There may be issues raised within your Exit Questionnaire or Exit Interview that the Council may need to act upon. Such action may include HR raising the issues to Managers where further investigation is required.

The Council would like you to be as honest and open with your feedback as possible and would like to assure you that there will be no repercussions, or victimisation, as a result of your response. If you do feel you have suffered any detriment as a result of your Exit Questionnaire/Exit Interview responses you should inform HR Direct as soon as possible.

## FAQ's

### **Do internal employees who leave one department and transfer to another need to complete an exit questionnaire?**

Yes, as the feedback is always relevant and useful. Employees who move internally and externally to the council are required to complete an exit interview questionnaire.

### **Will the council accept a verbal resignation?**

No, all resignations must be in writing and signed by the employee.

### **Can an employee resign via email or does it have to be in a letter format?**

The council will accept an email as a form of written resignation and will accept an electronic signature.

### **Can an employee rescind their resignation at a later date?**

The decision will be at a manager's discretion as to whether they will allow an employee to rescind their resignation. However if the resignation was in the heat of the moment and there are special circumstances, the employer should allow a cooling-off period to ascertain if any other matters arise to cast doubt on whether the employee really meant to resign. A reasonable cooling-off period may only be a day or two, but this will depend upon the facts of the individual case.

### **How does an employee find out their notice period?**

Your contract of employment/terms and conditions will detail what your notice period is. The employee handbook will also detail notice periods for particular grades. For hard to recruit to posts and post that attract a market supplement, the notice periods will differ from the standard ones.

### **What happens to an employee's annual leave?**

Where possible the employee should take what remaining annual leave they have before they leave the council, however where this is not possible then the manager will need to ensure that this is noted on the leavers form so that the annual leave is paid to the employee in their final salary.

### **Can an employee be paid for Flexi leave (through vision time) accrued if they have not taken this before they leave the council?**

No, the employee must use any flexi leave/time accrued through vision time before they leave. Any flexi time that is not used will be lost.

**What happens to any salary sacrifice schemes that they employee is part of at the departure?**

Employees must ensure that they contact the salary sacrifice scheme providers to agree the next steps. Payroll must also be informed.

**Does an employee have to pay back any costs related to courses, training, qualifications that have taken place during their employment?**

This may be the case. The manager will need to refer to the learning and development policy or contact HR Direct to have confirmation of what is contained within their personnel file with regards to fees paid etc.

**Will an employee need to payback any relocation expenses?**

Line managers will need to contact HR Direct who will advise on this matter. Reimbursement fees will depend on the date in which they received relocation expenses.

# Leaver and Exit Interview Policy 18<sup>th</sup> January 2016

Equality Impact Assessment

# Leavers and Exit Interview Policy

**Contact:** Andrea Malam, HR Direct

**Updated:** 18.01.2016

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

A revised procedure

## 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?

To capture reasons people are leaving the organisation. This information is then used to identify patterns and trends and introduce appropriate retention strategies.

## 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)*

Consulted with business partners and HR Officers to establish the questions that should be asked along with who should be applicable to complete an exit questionnaire/interview. Feedback has also been requested regarding the new procedure from all of HR Direct.

The policy has also been to CJM on several occasions as part of the usual consultation process.

## 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)*

The policy is neutral in terms of its effects on those with protected characteristics due to the fact that the policy is applicable to all regardless of any protected characteristic.

**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)?**

This proposal should be neutral in terms of its effects on those protected characteristics due to the fact that the policy is applicable to all regardless of any protected characteristic. The exit survey is available in line and hard copy. Alternative copies can also be made available.

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

<b>Yes</b>	A paper version of the online exit questionnaire will be available from HR Direct for those who request it.
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**8. Have you identified any further actions to address and / or monitor any potential negative impact(s)?**

<b>Yes</b>	<p>This procedure will need to be reviewed at defined intervals to assess the number of exit questionnaires/ interviews completed in comparison to the number of employees who have left the authority along with reviewing the questions asked during the process to ensure they are still applicable and fair.</p> <p>Managers will need to ensure if an exit interview is required, then the manager must ensure that the room is accessible to all.</p>
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Action(s)	Owner	By when?
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## 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:	18.01.2017
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Name of Lead Officer for Equality Impact Assessment	Date
Andrea Malam	18.01.2017

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# EQUAL OPPORTUNITIES IN EMPLOYMENT

This document is subject to the policy statement included in the Employee Handbook

This document is subject to the standard policy statements

To provide feedback on this document please click [here](#)



Tudalen 163

<b>Date agreed &amp; Implemented:</b>	
<b>Agreed by:</b>	<b>Full Council</b>
<b>Review date:</b>	
<b>Frequency:</b>	<b>Annual</b>

<i>Ver</i>	<i>Status</i>	<i>Date</i>	<i>Reason for Change</i>	<i>Authorised</i>
1.0	Agreed		New Policy	Full Council

1. Equal Opportunities in Employment

2. Discrimination

Religion & Belief

Race

Disability

Age

Gender Reassignment

Marriage & Civil Partnership

Sex

Sexual Orientation

Pregnancy & Maternity

## ROLES AND RESPONSIBILITIES

The policy applies to all council employees (regardless of location or job role activity) along with individuals working on behalf of the council, providing a service to the general public or to council departments.

**The Chief Executive** is responsible for providing leadership in the implementation of this policy and for ensuring that service planning and performance management systems incorporate specific equality objectives in terms of service delivery and employment.

**Elected Members** are required to show 'due regard' as part of the decision making process and must ensure that they lead by example, treating others with dignity and respect and ensuring that the policy is fairly and consistently applied to their area of work.

**Directors and Heads of Service** are responsible for implementing the policy in their service areas, along with allocating specific resources to ensure the delivery of equality objectives in relation to service provision and employment. Additionally, they are responsible for ensuring that employees are adequately informed, trained and supported to ensure that their duties are carried out in accordance with this policy.

**Corporate Equalities Group (CEG)** are responsible for ensuring that the Council demonstrates fairness in its delivery of services and its employment practices. It will work to develop a culture in which all individuals are treated with dignity and respect, and offensive and discriminatory behaviour and harassment are not tolerated.

**All Managers** are responsible for implementing equality in service provision and employment and for providing support for employees to work together to achieve equality. Managers will be responsible for ensuring their staff act in accordance with the provisions of this policy, providing all necessary support and direction for their staff.

**HR Direct** are responsible for the collation and monitoring of equality data. HR Direct are also to ensure that employment policies, procedures and processes are inclusive, fair and adhere to the Equality Act 2010. Responsible for publishing the data collated in line with the Equality Duty for Public Sector Organisations

**All Employees, to include, Apprentices / Trainees / Agency / Casual / Relief/ Supply / Volunteers / Contractors / Suppliers** are responsible for ensuring that they play their part in implementing this policy. They will also be responsible for improving their awareness of the barriers to equality in service provision and employment, for working towards the elimination of these barriers and for performing their duties in accordance with this policy. This expectation will be communicated to all new staff via the induction process and the Respect booklet.

Everyone has a responsibility for the implementation of this policy in one form or another and those that choose not to follow this policy will not only be in breach of the policy itself, but may also be acting illegally. Additionally, if anyone witnesses a discriminatory incident at work, they have a duty of care to others to challenge such behaviour and practice.

All employees have access to a copy of the Respect Booklet.

# 1. Equal Opportunities in Employment

## Introduction

Fairness at work and tackling discrimination helps to attract, motivate and retain staff and enhances an organisation's reputation as an employer. Eliminating discrimination helps everyone to have an equal opportunity to work and to develop their skills. Our policies aim to make sure we are acting according to the law, improve the working life of all employees and ensure we provide fair and equal treatment for service users.

## Legal Framework

The Equality Act 2010 harmonised and replaced previous equalities legislation (such as the Race Relations Act 1976 and the Disability Discrimination Act 1995) and covers the same groups that were protected by previous equality legislation and are now called 'Protected Characteristics.' The Act extends some protections to characteristics that were not previously covered, and also strengthens particular aspects of equality law.

Protected Characteristics include the following:

- Age
- Disability
- Gender Reassignment
- Pregnancy and Maternity
- Race
- Religion or Belief
- Sex
- Sexual Orientation
- Marriage or civil partnership

As a council we aim to ensure that no employee or job applicant experiences discrimination or receives less favourable treatment on the basis of their protected characteristic(s) as defined in the Equality Act. We are also committed to promoting equality of opportunity in the provision of our services and we expect the same commitment from any agencies who work on our behalf.

As such, this policy provides advice and guidance concerning the council's duty to adhere to legislative requirements in the area of equality and help to make things clearer by highlighting good practice. Specifically, this document aims to provide you with information about:

- rights to fair treatment as an employee of the council
- guidance on dealing fairly with others, including colleagues, customers and service users
- the specific roles and responsibilities regarding implementing this policy
- advice on what to do if you feel you are being treated unfairly

### **Equality Act 2010 – General Duties**

Local authorities and other public bodies in England and Wales are bound by the General Duty and are required to have due regard to the need to:

1. Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act.
2. Advance equality of opportunity between people who share a relevant protected characteristic and those who do not
3. Foster good relations between people who share a protected characteristic and those who do not.

The three parts of the duty are essentially the aims of the Act. Having due regard for advancing those aims involves:

- removing or minimising disadvantages experienced by people due to their protected characteristics.
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people.
- encouraging people with protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

### **Equality Act 2010 - Specific Duties**

In order to meet the General Duty, Specific Duties have been developed in Wales to outline the requirements placed on public bodies. These are set out in the Statutory Duties (Wales) Regulations 2011. The Specific Duties in Wales identify key activities that the council must evidence are being undertaken and how they are being undertaken in relation to service delivery, policy-making and employment.



### **The Specific Duties in Wales covers the following:**

- Objectives
- Strategic Equality Plans
- Pay differences
- Staff Training
- Procurement

### **How the Specific Duties will be met through:**

- Engagement
- Equality Information
- Employment Information
- Annual Reporting
- Review
- Publishing
- Accessibility
- Assessing Impact

In order to conform to the second public sector equality duty Denbighshire County Council has implemented a number of measures during the employment process. These measures will monitor equality and assess the impact of policies and services etc on those with protected characteristics. The main forms of monitoring that must be used, which can be found on the intranet are:

- Equality impact assessment form
- Equal opportunities monitoring form
- Employee equal opportunities information form

Equality impact assessments (EqIAs) offer an opportunity for the council to think carefully about the impact of its work on local people and its employees. EqIAs can lead to actions aimed at preventing discrimination or harassment, or promoting equality and fairness for all. EqIAs form templates and guidance notes for completion are available for download from the intranet.

Equal opportunities monitoring forms must be sent out with every job application pack in order to capture data regarding both successful and unsuccessful applicants.

The makeup of the workforce must also be monitored at regular intervals in order to ensure that it reflects the demographics of the local community. Such monitoring is carried out through the analysis of both the equal opportunities monitoring form (used during

the recruitment stage) and the Employee Equal Opportunities Information form (sent out to all current employees). This data is then collated to produce an annual Equality Report and equal pay audit. Additional data will be produced on a more frequent basis in order to continuously review the composition of the workforce.

### **Positive Action**

If the equality report identifies inequalities within the workforce then this may be tackled using the 'positive action' legislation from the Equality Act 2010.

This legislation states that a person may take positive action if they reasonably think that persons who share a protected characteristic:

- suffer a disadvantage connected to the characteristic, and/or
- have needs that are different from the needs of persons who do not share it and/or
- have disproportionately low levels of participation in an activity

'Positive action' is defined as any action which is a proportionate means of achieving the aim of:

- enabling or encouraging persons who share the protected characteristic to overcome or minimise that disadvantage
- meeting the needs of those who share a protected characteristic that are different from the needs of persons who do not share it, or
- enabling or encouraging persons who share the protected characteristic to participate in that activity

An example of when an employer might decide to take positive action is if they find that the makeup of their workforce is different from the makeup of their local population, so they decide to encourage people who share particular under-represented protected characteristics to apply for vacancies.

This is not the same as 'positive discrimination' or 'affirmative action' which equality law does not allow.

### **Harassment at work**

The council believes that no employee should be harassed by other employee(s) and should be protected (as far as possible) from harassment by customers.

Harassment can take many forms, including physical assault, constant criticism, being humiliated and being excluded.

The legislation which covers this includes the Criminal Justice and Public Order Act 1995 which:

- makes it a criminal offence to intentionally cause someone harassment, alarm or distress
- states that harassment would usually mean the use of threatening, abusive or insulting words or disorderly behaviour

The Protection from Harassment Act 1997 also applies which:

- makes it an offence to knowingly harass and/or knowingly cause others to fear violence
- states that if you harass someone on at least two occasions you can be found guilty of harassment under this Act

### **Welsh Language Scheme**

The Welsh Language Act 1993 requires public bodies in Wales to conduct their public business in such a way as to treat the Welsh and English languages “on a basis of equality”. The Council’s statutory Welsh Language Scheme, revisited in 2009, sets out how the council will implement this principle of equality in the delivery of its services and employment. This document can be found on the Council’s internet/intranet website.

## 2. Discrimination

### Complaining about discrimination

If an employee believes they are being discriminated against at work for any reason, they should speak first of all to their manager or supervisor. If they believe this is not a viable option, they are encouraged to contact their Trade Union Representative or HR Direct. Employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the grievance procedures. Service users are entitled to raise their concerns through the corporate complaints procedure.

The Council is opposed to all forms of discrimination and will treat any breaches of this seriously. Breaches of this policy will be investigated and may be regarded as gross misconduct under the council's Disciplinary Policy.

Significant breaches of this can also be raised through the Whistle Blowing Policy. All complaints of discrimination will be dealt with seriously, promptly and confidentially and the council will aim to ensure that no employee is victimised as a result exercising their right to raise a complaint or for supporting someone who has raised a complaint under this policy.

### Direct discrimination

Direct discrimination occurs when someone is treated less favourably than another person because of a protected characteristic they have or are thought to have (see perception discrimination below), or because they associate with someone who has a protected characteristic (see discrimination by association below). For example, rejecting an application from a woman applying for a traditional male job, where the assumption is the woman would not fit into the exclusively male team because she is not a man or an employer refuses to give a worker access to facilities because of a protected characteristic.

### Discrimination by association

This is direct discrimination against someone because they associate with another person who possesses a protected characteristic. For example, a manager gives the father of a disabled child a bad report because they disapprove of the man's requests to attend his child's hospital appointments.

### Discrimination arising from a disability

Discrimination from a disability occurs when a disabled worker is treated **unfavourably** because of something connected to their disability where the employer cannot show that what they are doing is **objectively justified**. This only applies if the employer is aware or could reasonably have been expected to know that the worker is a disabled person.

For example, an employer imposes a 'no beards' rule as part of a dress code and tells staff they will be disciplined if they do not shave. An employee is a disabled person who has a skin condition that makes shaving very painful. They have been treated unfavourably (threatened with disciplinary action) because of something arising from their disability (their inability to shave). Unless the employer can objectively justify the requirement, this may well be discrimination arising from disability if they knew, or could reasonably be expected to know, that the employee had this condition. It may also be a failure to make a reasonable adjustment.

### Perception discrimination

This is direct discrimination against an individual because others think they possess a particular protected characteristic. It applies even if the person does not actually possess that characteristic. For example, an employer incorrectly thinks one of their workers is gay. They tell them they must change their clothes in a dusty stock room rather than in the communal changing area. This is likely to be discrimination because of sexual orientation based on the employer's perception, even though the worker is not gay (if the worker is gay, it would almost certainly be direct discrimination).

### Indirect discrimination

Indirect discrimination can occur when an employer has a condition, rule, policy or even a practice that applies to everyone but particularly disadvantages people who share protected characteristics. Indirect discrimination can be justified if the employer can show that they acted reasonably in managing the business, i.e., that it is 'a proportionate means of achieving 'a legitimate aim\*', and that there is an Occupational Requirement to do so.

For example, an employer decides to apply a 'no hats or other headgear' rule to staff. If this rule is applied in exactly the same way to every member of staff, Sikhs, Jews, Muslims and Rastafarians who may cover their heads as part of their religion will not be able to meet the requirements of the dress code and may face disciplinary action as a result. Unless the employer can **objectively justify** using the rule, this will be indirect discrimination.

\*A legitimate aim might be any lawful decision made in running the business or organisation, but if there is a discriminatory effect, the sole aim of reducing costs is likely to be unlawful. Being proportionate really means being fair and reasonable, including showing that 'less discriminatory' alternatives have been looked at prior to any decision made.

## **Harassment**

Harassment is 'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'.

Harassment applies to all protected characteristics except for pregnancy and maternity and marriage and civil partnership. Employees will now be able to complain of behaviour that they find offensive even if it is not directed at them, and the complainant need not possess the relevant characteristic themselves. For example, a transsexual woman is subjected to offensive 'banter' at work, relating to her gender reassignment. This creates a hostile and offensive atmosphere for her and is likely to be harassment.

## **Third party harassment**

The Equality Act makes employers potentially liable for harassment of their employees by people (third parties) who are not employees of their company, such as customers or clients. Employers will only be liable when harassment has occurred on at least two previous occasions, and that the employer is aware that it has taken place and have not taken reasonable steps to prevent it from happening again. For example, an employer is aware that a female bar worker has been sexually harassed on two separate occasions by two different customers. Once the employer has been told or has found out about the first two occasions, they will be liable for a third act of harassment towards the same bar worker, if they fail to take reasonably practicable steps to prevent further harassment. This will be the case even if the third act of harassment is committed by an unconnected customer.

## **Victimisation**

Victimisation occurs when an employee is treated badly because they have made or supported a complaint or raised a grievance under the Equality Act; or because they are suspected of doing so. An employee is not protected if they have maliciously made or supported an untrue complaint. For example, a worker helps a colleague with a sexual harassment claim against another worker and because of this, their manager marks them down at their annual performance review, commenting that they are 'not very loyal'. This would almost certainly be victimisation.

## **A Genuine Occupational Requirement (GOR)**

In very limited circumstances it will be lawful for an employer to treat people differently if it is a genuine occupational requirement that the job holder must be of a particular protected characteristic. When deciding if this applies, it is necessary to consider the nature of the work and the context in which it is carried out.

# Protected Characteristics

The below characteristics include various examples but these are not exhaustive. Please refer to the Equality and Human Rights Commission for more specific information on each of the characteristics.

The EHRC can be accessed via the following:

Internet website: [www.equalityhumanrights.com](http://www.equalityhumanrights.com)

Telephone: 0808 800 0082

Text phone: 0808 800 0084

## **Sex and Sexual Orientation - Lesbian, Gay, Bisexual, Transgender (LGBT) Equality**

The policy aims to provide people with equal access to employment opportunities, goods and services regardless of their sex or sexual orientation.

The main legislation which applies is the Equality Act 2010 and the Civil Partnership Act 2004 which:

- states that you cannot treat someone less favourably because of his/her sex or sexual orientation.
- covers direct and indirect discrimination. An example of direct discrimination would be not employing a man for a job traditionally done by women (e.g. a secretary) or not appointing the best candidate for the job because they are gay or lesbian, bisexual or transsexual. An example of indirect discrimination could be requiring applicants to be at least 6 feet tall (which would exclude significantly more women than men).
- also covers victimisation and harassment.

The other Act, which applies is the Equal Pay Act 1970. This states that men and women doing the same work (or equivalent work) should have the same conditions of employment, including pay (unless the difference can be justified).

## **Disability Equality**

The main legislation which applies is the Equality Act 2010 which:

- states that you cannot treat a person less favourably because of their disability if reasonable adjustments could be made which would enable them to do the job, or, have access to goods or services.
- covers direct and indirect discrimination. 'Direct' could be refusing to interview someone with hearing loss. 'Indirect' could be refusing to rearrange furniture to give access to a wheelchair user.
- applies to recruitment, training, development, terms and conditions of employment, physical changes to the premises or equipment, transfers and covers job applicants and current employees who are disabled or become disabled.
- states that procedures, policy or practices which, although applicable to all workers, must not disproportionately disadvantage those who share a particular disability, unless these can be justified.
- protects your rights if you have an association with a disabled person, e.g. a carer or parent.
- covers victimisation and harassment.

In terms of recruitment, an employer is only permitted to make limited queries about a candidate's health or disability in order to:

- help decide if you can carry out a task that is an essential part of the work
- help find out if you can take part in an interview
- help decide if the interviewers need to make reasonable adjustments in a selection process
- help monitoring

The council has also been awarded the "Positive about Disability Symbol – Two Ticks Guaranteed Interview Scheme" which is run by Job Centre Plus. The accreditation is awarded to employers who can demonstrate that they meet five commitments relating to the employment of disabled people.

The five commitments are as follows:

1. Interview all disabled applicants who meet the minimum criteria for the job
2. Ensure a mechanism is in place to discuss, at any time, but at least once a year, with disabled employees what can be done to ensure that they can develop and use their full abilities
3. Make every effort to ensure that when employees become disabled, they stay in employment
4. Take action to ensure that all employees develop the appropriate level of disability awareness needed to make these commitments work



5. Conduct an annual review on what has been achieved and plan ways to improve on them

As part of the Two Ticks Scheme, we guarantee an interview for disabled people who meet the essential criteria for a job.

Employees may also be eligible for an Access to Work Grant which can help pay for practical support to carry out their job. Further information and advice can be obtained from Occupational Health.

### **Race Equality**

The council should promote racial equality in employment and ensure that the services they provide take account of the race (which covers colour, nationality, ethnic origins, culture and national origins) of those seeking them.

The main legislation which applies is the Equality Act 2010 which:

- states that you cannot treat a person less favourably because of their race.
- covers direct and indirect discrimination. 'Direct' would be not employing someone because they are Indian. 'Indirect' would be excluding job applications which have addresses in a certain area where a high number of Chinese people live.
- also covers victimisation and harassment.

### **Religion, Belief and Non-Belief**

This policy states that we should not discriminate against someone because of their religion, belief or non-belief. The main legislation which applies is the Equality Act 2010 which:

- states that you cannot treat a person less favourably because of their religion, belief or non- belief.
- covers all the main religions and also lesser-known religions such as Paganism and Rastafarianism. Also applies to those with no religious belief e.g. humanists and agnostics, as well as other beliefs (non-religious) that have a profound effect on the person's way of life or view of the world.
- covers direct and indirect discrimination. 'Direct' discrimination would be not employing someone because they are Hindu; 'indirect' discrimination would be applying a 'no headgear' rule could indirectly discriminate against Sikh staff who wear turbans for religious reasons.

- direct discrimination may only be justified in the very limited circumstances where a genuine occupational requirement can be justified.
- also covers victimisation and harassment.

### **Age Equality**

The Equality Act 2010 makes it unlawful to discriminate against employees, job seekers and trainees because of their age. The Equality Act also removed the upper age limits on unfair dismissal and redundancy. It also states that we should think about the entire age range of people when planning for how services are delivered.

The main legislation which applies is the Equality Act 2010 which states:

- you cannot treat someone less favourably because of their age.
- you cannot discriminate against someone, either directly or indirectly, because of their age. 'Direct' discrimination would be specifying that candidates must be below a certain age. 'Indirect' discrimination may be to specify that a certain length of experience were required which may prevent younger people from applying.
- it is unlawful to harass or victimise someone because of their age.

### **Gender Reassignment Equality**

Gender reassignment is a personal, social, and sometimes medical, process by which a person's gender presentation (the way they appear to others) is changed. Anyone who proposes to, starts or has completed a process to change his or her gender is protected from discrimination under the Equality Act. An individual does not need to be undergoing medical supervision to be protected. So, for example, a woman who decides to live as a man without undergoing any medical procedures would be covered.

The main legislation which applies is the Equality Act 2010 which states:

- you cannot treat someone less favourably because of their gender reassignment.
- you cannot discriminate against someone, which includes direct and indirect discrimination, discrimination by association, discrimination by perception, discrimination in cases of related absence from work because of their gender reassignment.

'Direct' discrimination would be telling a transgender man in the process of undergoing gender reassignment from female to male that he couldn't attend a training course because he would make the other candidates feel uncomfortable.

'Indirect' discrimination would be where a training provider refuses to change the name on an existing training certificate for a transsexual person which has previously been awarded. This places the transsexual person at a disadvantage because they will have to provide any prospective employer with their training certificates in their old name, thereby disclosing their transsexual status.

- it is unlawful to harass and victimise someone because of their gender reassignment.
- the Human Rights Act 1998 provides protection to trans people, principally under the right to a private life.

### **Marriage and Civil Partnership**

This policy states that we should not discriminate against someone because of their marriage or civil partnership status.

The main legislation which applies is the Equality Act 2010 which states:

- you cannot treat someone less favourably because of their marriage or civil partnership status.
- you cannot discriminate against someone, which includes direct and indirect discrimination because of their marriage or civil partnership status. 'Direct' discrimination would be if a young married female was not offered the job on the basis that she would be less career focussed than an unmarried candidate. 'Indirect' discrimination would be where people are posted out to internal offices in order to gain a promotion. This may affect candidates who are married as their partner may not be able to move, making it harder for married people to qualify for promotion.
- it is unlawful to victimise someone because of their marriage or civil partnership status.
- civil partners must be treated in the same way as married partners in terms of access to employer benefits, for example, pensions.

### **Pregnancy and Maternity**

This policy states that we should not discriminate against someone because of pregnancy or maternity.

The main legislation which applies is the Equality Act 2010 which states:

- you cannot treat someone less favourably because of pregnancy or maternity.
- you cannot discriminate against someone, which includes direct or indirect discrimination because of maternity, pregnancy or because of an illness she has suffered as a result of her pregnancy. This also includes breastfeeding and covers people who have given birth in the last 26 weeks. 'Direct' discrimination would be refusing to appoint a female who is pregnant. 'Indirect' discrimination would be where a female returns to work after maternity leave and asks to work part time using the right to request flexible working. If the manager turns this request down because other jobs which are similar to hers are not part time then this would be indirect discrimination.
- it is unlawful to victimise someone because of pregnancy or maternity. Pregnancy and maternity is not protected directly under the harassment provisions, however, unwanted behaviour will amount to harassment related to sex.

# Equal Opportunities in Employment Policy 18<sup>th</sup> January 2016

Equality Impact Assessment

# Equality Opportunity in Employment Policy

**Contact:** Andrea Malam, Recruitment Specialist, HR  
Direct  
**Updated:** 18.01.2016

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

A new 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?

This policy highlights the roles and responsibilities for all employees within DCC.

Fairness at work and tackling discrimination helps to attract, motivate and retain staff and enhances an organisation's reputation as an employer. Eliminating discrimination helps everyone to have an equal opportunity to work and to develop their skills. Our policies aim to make sure we are acting according to the law, improve the working life of all employees and ensure we provide fair and equal treatment for service users.

This policy compliments the Respect booklet and the corporate equalities policy as this policy is concerned with equalities within employment.

The policy also provides advice and guidance on how to adhere to legislative requirements concerned with equalities, outlining the Equality Act 2010 and the general and specific duties.

## 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)*

This policy was written in conjunction with the Corporate Equalities Officer and went through CJM and the recognised trade unions were consulted with. The information used within the policy is more of a factual nature outlining all of the protected characteristics and their definitions, along with different forms of discrimination and how to make a complaint if you are discriminated against.

- 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)*

This policy will have a positive impact on all of the protected characteristics as it will highlight an awareness to all staff and service users.

The policy may have a positive impact on disabled employees/applicants as we operate the two ticks scheme and also ask about any reasonable adjustments to disabled employees attend interview or commence employment.

- 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)?**

This policy will not have a negative impact as it is a neutral policy and no protected characteristic will suffer a detriment.

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

No	The policy is neutral and therefore no amendments need to be made.
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- 8. Have you identified any further actions to address and / or monitor any potential negative impact(s)?**

No	
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Action(s)	Owner	By when?
<Please describe>	<Enter Name>	<DD.MM.YY>
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## 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.

<b>Review Date:</b>	18.01.2017
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<b>Name of Lead Officer for Equality Impact Assessment</b>	<b>Date</b>
Andrea Malam	18.01.2016

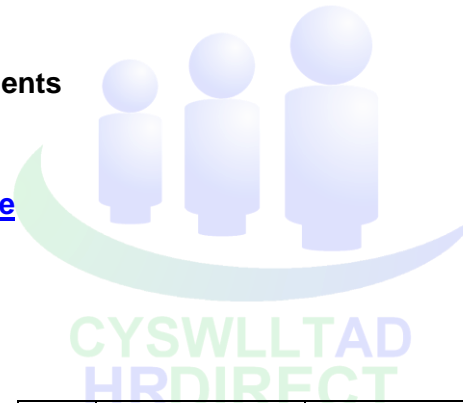


# SOCIAL MEDIA IN EMPLOYMENT POLICY

This document is subject to the standard policy statements

To view FAQs click here

To provide feedback on this document please click [here](#)



<b>Date agreed &amp; Implemented:</b>	
<b>Agreed by:</b>	<b>Full Council</b>
<b>Review date:</b>	
<b>Frequency:</b>	<b>Annually</b>

<i>Ver</i>	<i>Status</i>	<i>Date</i>	<i>Reason for Change</i>	<i>Authorised</i>
1.0	AGREED		NEW POLICY	FULL COUNCIL

1. Introduction

2. What is social media?

3. The use of social media in  
a personal capacity

4. Enforcement of this policy

5. Considerations

## **ROLES AND RESPONSIBILITIES**

### **DIRECTORS AND HEADS OF SERVICE**

Directors and Heads of Service are responsible for ensuring that employees are aware of their responsibilities.

### **MANAGERS**

Managers are responsible for ensuring that employees within their department understand this policy and abide by it.

### **HR DIRECT**

HR Direct are responsible for advising and supporting managers in the application of this policy.

# 1. Introduction

This policy outlines the requirements for the personal use of social media at work. This policy supports other council policies, including:

- The Code of Conduct
- Information Security Policy
- Internet, Email, Telephone and Monitoring Policy

## Policy

For the purpose of this policy, social media is a type of interactive online media that allows people to communicate and share information, knowledge, interests and opinions in a public forum.

Communication is a strategic priority for the council, especially during current challenging times of change. In those times of change, there is more need than ever for effective two way communications and for marketing the council's services and activities. This in itself presents the council with many challenges.

The council need to communicate and consult more effectively with residents and key stakeholders. Social Media is one of the most effective ways of delivering on this aim and it forms an important part of the overarching Communications Strategy.

Social media is also an effective way of consulting and engaging with local residents, community groups and associations. Increasing numbers of people are using social media to express their opinions and views, as well as using it as a way to gather intelligence and information on local issues that matter to them. That is why the council must exploit this opportunity to consult and engage, as well as communicate.

This policy identifies the acceptable use of social media and social networking including clear guidelines for employees and aims to assist managers in terms of managing performance when dealing with matters associated with the use of social media.

This policy also aims to ensure that a fair and consistent approach is applied to all employees, Members and volunteers working on behalf of the council. But most of all, it considers the benefits of using social media as part of day to day work, but also highlights some of the pitfalls that need to be considered throughout day to day business. Specific guidance has been drawn up for Members by the Welsh Local Government Association. Please refer to the WLGA Social Media: A Guide for Councillors guidance available from the WLGA website [www.wlga.gov.uk](http://www.wlga.gov.uk) for further information.

## 2. What is social media?

Social media is the term commonly given to website, online tools and other Information Communication Technologies (ICT) used to share content, opinions, personal/professional profiles, comments, and links to other media online. The growth of social media brings with it the opportunity to communicate in new ways, and to reach residents who do not engage using traditional communication channels.

Social media includes (but is not limited to):

- Blogs (personal and professional)
- Facebook
- Twitter
- Bebo
- Myspace
- YouTube
- Flickr
- LinkedIn
- Tumblr
- Personal websites
- Reddit
- Wikis
- Podcasts
- Online forums

### **The benefits and risks of using social media**

There are a number of key benefits to using social media:

- Modern method of communication
- Dissemination of timely messages instantaneously
- Reach a wide audience
- Effective way of communicating
- Consultation tool
- Engagement tool
- The ability to follow/monitor accounts of partner organisations

- Great opportunity to market Denbighshire County Council and its activities
- Promotion of council-run events.
- Ideal forum for communicating messages during an emergency. Re-tweeting messages from other social media accounts.

There are also a number of risks associated to using social media:

- More opportunity for people to criticise the council in an open forum
- Greater risk for the council's reputation through providing forums for discussion and debate
- You have limited control on managing feedback made to your postings.
- People can use social media for negative gossip that could affect the council's reputation.

However, there are a number of issues that need to be considered from a legal, data protection and safeguarding perspective.

### **Legal**

There can be legal implications to using social media inappropriately. An organisation or individual maybe liable if they don't follow the relevant legislation. Individuals must be aware of their responsibilities under the laws of defamation, copyright, discrimination, contract, human rights and protection from harassment (this list is not exhaustive), and most importantly, the council's Code of Conduct for employees and Members. The guide produced by the WLGA makes reference to legal implications for Members.

### **Data Protection**

The council must ensure that all of its employees adhere to the Data Protection Act. Employees and Members should ensure that no personal information relating to any individual should be released without their express consent for the council to do so. The strongest, and safest, advice is to avoid using personal information on social media. Once information has been published, it is difficult to retract.

### **Safeguarding children and vulnerable people**

Professionals working with the county need to be aware of the safeguarding issues related to using social media. The blurring of boundaries between personal, private and professional information shared on social media sites can place individuals vulnerable to challenge and possible disciplinary action.

Further guidance on safeguarding children and vulnerable people and the use of social media can be found in [Safeguarding and Social Media](#).

### 3. The use of social media in a personal capacity

The council recognises that many employees make use of social media in a personal capacity. While an employee is not acting on behalf of the council, employees must be aware that they can damage the reputation of the council if they are recognised as being one of our employees.

Employees are allowed to say that they work for the council and the council recognise that from time to time that they may wish to discuss elements of their profession/expertise. However, if employees do discuss their work on social media (for example, giving opinions on their specialism or the sector in which the council operates), they should include on their profile a statement along the following lines: "The views I express here are mine alone and do not necessarily reflect the views of my employer."

Any communications that employees make in a personal capacity through social media must not: breach confidentiality, do anything that could be considered as discriminatory, or considered as bullying, victimisation or harassment, bring the council into disrepute or breach copyright.

The personal image you present in social media may reflect poorly on the image of the council. Employees must take the following into consideration when using social media:

- Be aware of council policies and guidelines for using social media and must adhere to the Data Protection Act and other relevant legislation.
- Not engage in activities on the internet that might bring the council into disrepute.
- By identifying themselves as a council employee within a social network, they are now connected to their colleagues, managers, and often residents and the rest of the world. Therefore any content associated with themselves is consistent with their work for the council.
- Use discretion
- Be discrete in all personal communications in social media. When using social media for personal purposes, they must not imply they are speaking for the council. You must make clear that any opinions or statements are your own and not those of the council.
- Avoid use of council email address, logos or other council identification. Make it clear that what they say is representative of their personal views only by using a disclaimer.
- Ensure that posted material does not disclose privileged or confidential information.
- Show respect to all
- Should be respectful of the council and their fellow employees, Members, volunteers and the public. Derogatory comments are always wrong. All employees and councillors must familiarise themselves with the Respect Booklet (available on the intranet), which offers guidance on equality, diversity, and respect.

- Before anything is posted anything on social media – make sure any online activities do not interfere with their job and that it does not impact on services to residents.

The Code of Conduct for employees can be found on the intranet. The Code of Conduct for Members is contained within Part 5 of the council's Constitution and can be found on the intranet.

### **Welsh Language Scheme**

Please bear in mind that official postings made on behalf of Denbighshire must adhere to the council's Welsh Language policy, unless it is a response to a direct comment made to the council by an external individual or organisation. In that instance, the response should be in the language that the comment was made.

### **Other points to note**

An organisation may be held responsible for something that an employee has written on behalf of the company, therefore it is important to check before quoting statements from other blogs or websites.



## 4. Enforcement of this policy

This policy relies on employees and members acting responsibly and in line with this policy. The employees Code of Conduct (available from the HR Direct on the intranet) and the Members' Code of Conduct provide the foundation for these guidelines for using social media. The same rules that apply to actions in general, as found in the Codes of Conduct, apply also to conduct online.

Any council employee or volunteer who participates in online communication deemed not to be in the best interest of Denbighshire County Council may be subject to disciplinary action. This could include (but is not limited to): posting confidential council information online, or inaccurate, distasteful, or defamatory remarks about the council.

Whilst the council respects the rights of an employee or volunteer to have an opinion, careful consideration must be made to ensure that any remarks do not bring the council into disrepute.

All volunteers working for the council have a duty to adhere to corporate guidelines and policies and this is the position with this policy.

Where you have concerns that colleagues are breaching this policy or the Code of Conduct, we encourage you to raise these concerns under the Whistleblowing procedure.

Councillors must remember that they are subject to the Members' Code of Conduct in respect of duties of confidentiality and a requirement to treat everyone with respect and consideration. If a councillor fails to follow these guidelines, it can lead to an investigation by the Public Services Ombudsman in Wales and possible sanctions, such as suspension or loss of office. Members also have a duty to report any breaches of the code by other Members.

We monitor internet use across the council, and investigate the top users more closely to see the length of time it has been used and the sites accessed. If we discover any inappropriate or excessive use of the internet, the matter will be escalated to the individual's manager or above, and could lead to the individual's internet account being locked down for a period of time and/or a disciplinary investigation.

## 5. Considerations for employees

- Identify yourself in your online communication, giving your name and, where relevant, your role within Denbighshire when you discuss council related matters. Write in the first person, and make it clear that you are speaking for yourself and not on behalf of Denbighshire County Council.
- If you publish content to any website outside of Denbighshire County Council and it has something to do with your work/council services, use a disclaimer such as this: "The postings on this site are my own and don't necessarily represent Denbighshire County Council's plans or opinions."
- Be wary of overusing social media to promote your event/services – this can be seen as 'spamming', or unwanted advertising, and can create a negative impression.
- Respect copyright laws (including use of copyrighted images) and be careful not to plagiarise another's work.
- Never post confidential information online. You must not refer to any clients, contractors or partners without their permission.
- Most social media sites require users to agree to terms of service. You are responsible for reading and complying with the terms of service of sites you use.
- Some sites, such as LinkedIn, allow people to "recommend" current or former co-workers. Any references given should be in accordance with Denbighshire County Council References Policy and Procedure. Any character references given must be from a personal perspective, in line with the policy.
- Respect your audience. Don't use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in the council's workplace.
- You must follow the council's Welsh Language Scheme, which clearly states that any public-facing information must be treated as equal and must appear bilingually. The only exception is in an emergency, when information can be issued in English first, with the Welsh to follow as quickly as possible. Information must be identical in both English and Welsh. If you are asked for information via social media, you should respond in the language in which the request was made.

Below are some examples of how social media should not be used:

- Give serious consideration before joining social media groups that have been set up with the sole intention of criticising the authority.
- Bear in mind that joining certain groups could result in a conflict of interest with your day to day work responsibilities in future.
- Social workers and teachers should not have children and young people/ pupils/students in their list of friends or contacts on social media.

## 6. FAQs

### **Can we say on our personal social media page that we had a tough day at work?**

Yes, but you should not go into any details. You should talk about your personal reasons for your tough day. You should think about how you may be representing yourself as a council employee with your postings.

### **Can I use my council e-mail address for social media?**

No, you should use your personal e-mail address. If you are representing the council on professional social media sites, you may use your council e-mail address. However, if you identify yourself as a council employee in any online forum, you must make it clear that you are not speaking for the council, and what you say is representative of your individual personal views and opinions and not necessarily the views and opinions of the council.

### **Do I always need to be professional in my postings even when I'm not at work? What about free speech?**

If you are representing yourself as a council employee, you need to be professional in your postings. The council's policies and procedures still apply when you are representing yourself as a council employee. You may want to consider maintaining both a professional and personal social media page. Just keep in mind that it is advisable to always be professional online, even on your own personal page, as all social media is public.

### **Why do I need to be careful with what I post when I have my site locked down so only friends can access it?**

Social media sites are public sites. Even though there are privacy controls, you should assume that your postings may be seen by the public. For example, search engines can locate current postings now and in the future, your "friends" can copy your posts and make them available in public and your co-workers may have access to your sites.

**Social Media Policy**  
**18<sup>th</sup> January 2016**

**Equality Impact Assessment**

# Social Media Policy

**Contact:** Andrea Malam, Recruitment Specialist, HR  
Direct  
**Updated:** 18.01.2016

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

A new 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 primary purpose of the Social Media Policy is to clarify to employees how they should conduct themselves when using all forms of social media sites. If followed, it will help employees to minimise the risk they may unintentionally place themselves and service users in when they choose to write about their work. This in turn will avoid situations where their integrity could be undermined, the Council is bought into disrepute and professional relationships with colleagues and service users are compromised.

**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)*

An assessment of protected characteristics and the effects of this policy on those protected characteristics has been undertaken.  
Consultation has taken place with the usual CJM and recognised trade unions.

**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)*

This policy will have a neutral effect on protected characteristics as the policy applies to all employees regardless of protected characteristic.

**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)?**

This policy will not have a disproportionate impact on any of the protected characteristics. However there may be instances where comments made on social media in a personal capacity could have an impact on some of the protected characteristics depending of the content. The policy provides clear guidance on how these comments will be dealt with.

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

<b>No</b>	Comments which are made on social media which have a negative impact on any protected characteristic will be dealt with under the disciplinary policy.
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**8. Have you identified any further actions to address and / or monitor any potential negative impact(s)?**

<b>No</b>	
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Action(s)	Owner	By when?

**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:	18.01.2017
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Name of Lead Officer for Equality Impact Assessment	Date
Andrea Malam	18.01.2016



# PSYCHOMETRIC ASSESSMENT POLICY

This document is subject to the policy statement included in the Employee Handbook

This document is subject to the standard policy statements

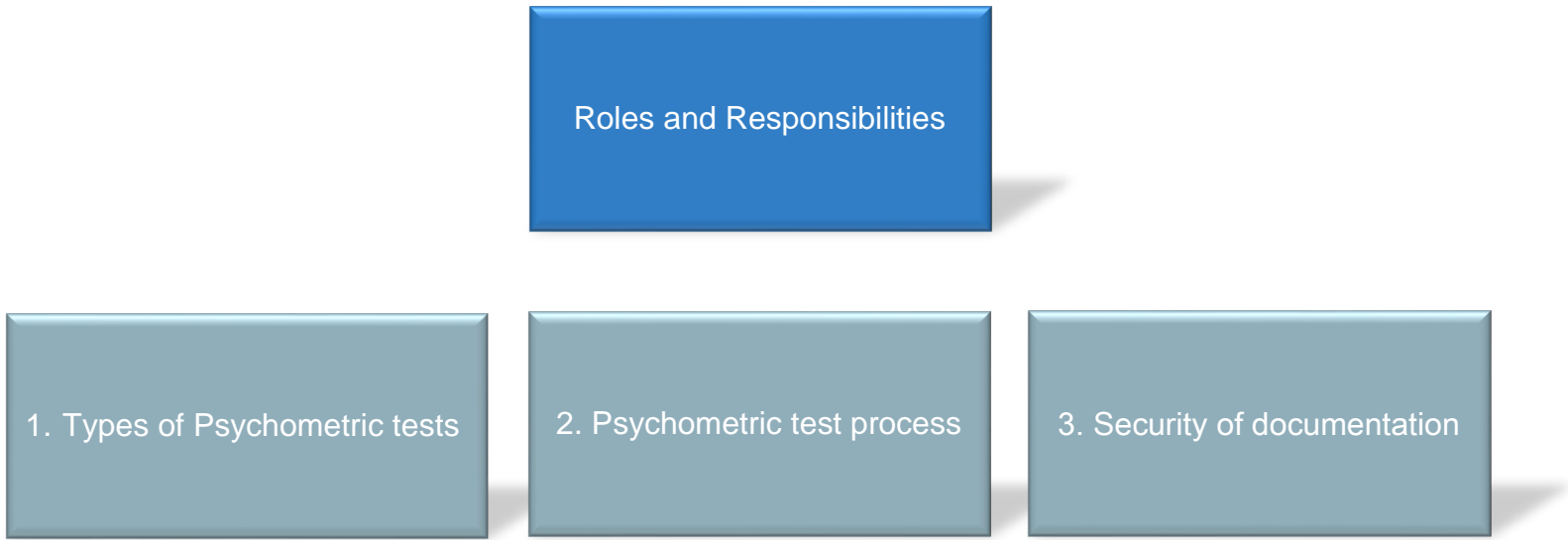
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Tudalen 201

<b>Date agreed &amp; Implemented:</b>	
<b>Agreed by:</b>	<b>Full Council</b>
<b>Review date:</b>	<b>2015</b>
<b>Frequency:</b>	<b>Annual</b>

<i>Ver</i>	<i>Status</i>	<i>Date</i>	<i>Reason for Change</i>	<i>Authorised</i>
1.0	Agreed		New Policy	Full Council



## ROLES AND RESPONSIBILITIES

The HR Organisational Development Manager is responsible for providing registration, advice, training and operational guidelines in conjunction with the Recruitment Specialist and the Trade Unions to ensure effective application and monitoring of this policy.

The Recruitment Specialist and trained members of HR Direct are responsible for the ordering, safe storage of materials, recording of all assessment centre activities and the interpretation of assessment tools including feedback to the recruitment panel.

The administration, scoring and interpretation of tests by the council are done in conjunction with the British Psychological Society.

Each test user must ensure that they use the tests to the highest professional standards and only in accordance with guidelines set out in this policy.

### **Certificate of Competence in Occupational Testing**

HR Direct will be able to oversee the controlled environment for test administration and feedback of results subject to their level of training in occupational testing (British Psychological Society Level A). Further details of competence can be sought from HR Direct.

# 1. Types of psychometric testing

Psychometric (or Occupational) Testing is a tool of selection, career development and team building. Where testing is seen to be appropriate, the council is committed to achieving the highest standards of practice in the use of psychometric tests for selection and development to maximise their benefit and to promote fairness and equality of opportunity for all. Psychometric testing is used in conjunction with other test and assessment methods, for example, interview, presentation and group exercises.

There are three types of psychometric tests:

1. **Personality and Motivation questionnaires** – focus on typical or preferred behaviours
2. **Ability Tests** – focus on maximum performance in specific areas

Advice and support on psychometric testing is available from HR Direct.

## 2. Psychometric test procedures

### Test administration

The council will ensure that only trained/qualified test users who hold the relevant qualification (BPS level A/level B) will use and interpret psychometric instruments. Trained/qualified test users may delegate test administration to a person trained in this area.

HR Direct will ensure that the most current and up to date materials are used for all testing.

Where external consultants are engaged to use tests at the council, their level of certification will be verified and they will be subject to these procedures.

Proper briefing and administration of tests is critical to the quality of the data produced. If tests are not administered with due regard to recommended procedure, or test takers are coerced or inadequately informed of the purpose of the assessment their attitude to completing the tests may be affected. This in turn may affect their responses and distort the results produced.

Candidates will be treated ethically at all stages of the testing process and prior to the testing session will be informed in writing:

- a) the nature of the assessment, why it is being used, the conditions under which it will take place and the nature of the feedback they will receive
- b) how their results will be used, e.g. alongside other information from the interview and application form to decide their suitability for the post
- c) who will be given access to their results (limited to those who genuinely need to know)
- d) how long the results will be retained (with reference to the Data Protection Act)

The informed consent of candidates to taking part in the test process will be obtained. If a candidate declines to take the test they will not be coerced and whilst their non-completion will not be viewed negatively in any decisions in the assessment process, the absence of comparative test data may be a factor in the selection decision.

The administration, scoring and interpretation instructions that apply to the test(s) being administered will be adhered to at all times

Test data will not be used for purposes other than those to which the test taker has given their consent.

### **Test choice and selection**

If testing is being considered, HR Direct should be contacted as early as possible in the recruitment process to discuss:

- Whether it is appropriate to use testing and whether it will provide any additional relevant information
- How the relevance of the test is linked to the requirements of the role
- What test to use
- The time requirement in the process
- The availability of appropriately trained staff to administer tests and feedback results

Psychometric tests must be clearly relevant to the given purpose. Psychometric tests for selection can only be of use if the job has been analysed thoroughly and a person specification drawn up to define the skills, abilities and competencies necessary for effective performance in the post. Tests can then be clearly related to the requirements for the job, which is a legal requirement.

A trained assessor based in HR Direct must justify why the assessment(s) are being carried out and record this on the Vacancy Control Form (VCF) which will be kept on the recruitment file.

Personality questionnaires will not be used for short listing purposes although they may be appropriate as supplementary information at a later stage in the selection process.

### **Test takers**

Candidates will receive adequate notice that they are required to complete the test and additional relevant information. Information regarding feedback of results, storage and access will also be communicated to the individual.

The council will obtain consent from the individual regarding the above.

### **Occupational testing results**

Only qualified assessors will be able to interpret test scores. Any scores given will be interpreted using a norm group which will be determined by the assessor and recruitment panel.

### **Feedback of test results**

Feedback will be offered to all candidates by a qualified assessor from HR Direct and will normally be face to face. The same assessor will also provide verbal feedback to the recruitment panel, normally prior to interview. Results will be made available to candidates upon request.

### **Test reliability and validity**

Any test to aid selection has to be reliable and valid. The reliability of a test is concerned with its precision of measurement and statistical data on reliability is provided by reputable test publishers. The test of validity is the extent to which the test is relevant to and a predictor of successful job performance. Test publishers produce statistical data to demonstrate the validity of their tests for certain roles or types of employment. This information assists in the selection of appropriate tests and HR Direct can advise on the types of test available, the costs and their usefulness for a particular post.

It is essential not to judge the validity of a test on face validity (i.e. it looks right) or faith alone (i.e. because we have used it before - but without statistical data to justify its effectiveness).

### **Equal opportunities**

All assessments for selection and promotion will be monitored to insure that they do not unfairly disadvantage or exclude any section of the population.

No candidate will experience discrimination, harassment or bullying or receive less favourable treatment because of their age, disability, gender reassignment, marital or civil partnership status race, pregnancy or maternity religion or belief, sex, sexual orientation or caring responsibilities.

Appropriate alternative arrangements must be made when a disability prevents a suitably qualified individual from taking part in the standard selection procedures. Please contact the Recruitment Specialist before making any changes to the test administration procedures.

### **International Standards for assessment centre delivery (ISO 10667)**

Denbighshire County Council are required to meet the international standards for assessment centre delivery (ISO 10667) and shall ensure that it, and anyone whose work it controls is competent to carry out the assessment.

They shall:

- a) Conduct work using appropriate professionally accepted technical quality guidelines to select or develop effective assessments;
- b) Have sufficient knowledge of theories, methodology and measurement practice relating to assessment work and organisational settings
- c) Have sufficient knowledge of available assessment methods used in work and organisational settings
- d) Keep up to date with developments and advances in relevant areas
- e) Know the competencies of each person providing services and ensure that those people are not required to work outside the limits of their competence
- f) Require people providing services under its control to work within the boundaries of their professional ethics.

## **3. Security of documentation**

Psychometric documents must be kept secure (in locked filing cabinets) at all times within HR Direct and only those that are qualified to use the materials will have access. Candidates will not be able to take assessment centre materials home. Persons who are untrained should not be allowed access to raw data from tests but only to clearly described interpretations.

Assessment results will be valid for a period of six months and will be destroyed after this period of time in accordance with the Recruitment and Selection Policy.

Test materials are covered by copyright laws which prohibit the reproduction of materials. The transfer of pencil and paper tests to a computer also constitutes of an infringement of copyright.



**Psychometric Policy**  
**18.01.2016**

**Equality Impact Assessment**

# Psychometric Policy

**Contact:** Andrea Malam, Recruitment Specialist, HR  
Direct  
**Updated:** 18.01.2016

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

New 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 policy is to outline the process and practices that we operate in DCC with regards to psychometric testing/assessment. Psychometric testing is used to aid the recruitment process and the results can be used to ensure that the right person is recruited in the job.

**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 information was taken from a guidance document from the company that we were trained by (CEB). The policy content was agreed by trained users. The policy was taken through the consultation process at CJM with the Trade Unions.

**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)*

The policy may have a positive impact on disabled people because we ask them if they require any reasonable adjustments before the assessments take place and if they are invited to an assessment centre we can make the necessary adjustments beforehand. The application form also includes the two ticks scheme where by if a person ticks the GIS box then they are guaranteed an interview if they meet the essential criteria.

We also have online and paperbased application forms making it accessible for all applicants to apply.

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

It may have a negative impact on race, whereby we administer our assessments in English. The company we use to provide our assessments do have a wide range of assessments available in the majority of languages this would be difficult to interpret by HR depending on the language selected.

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

<b>No</b>	We will continue to provide assessments through the company that we are registered with and continue to provide them through the medium of English unless another language is requested and that adjustment will be made.
-----------	---

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

<b>No</b>	This policy has a neutral impact on all other protected characteristics and where it does have a negative impact we will provide a reasonable adjustment where applicable.
-----------	--

Action(s)	Owner	By when?
<Please describe>	<Enter Name>	<DD.MM.YY>
<Please describe>	<Enter Name>	<DD.MM.YY>
<Please describe>	<Enter Name>	<DD.MM.YY>
<Please describe>	<Enter Name>	<DD.MM.YY>
<Unrestrict editing to insert additional rows>	<Enter Name>	<DD.MM.YY>

## 9. Declaration

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

Review Date:	18.01.2017
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Name of Lead Officer for Equality Impact Assessment	Date
Andrea Malam	18.01.2016

# FIXED TERM CONTRACTS POLICY

This document is subject to the policy statement included in the Employee Handbook

This document is subject to the standard policy statements

This policy has an appeals process applied to it

To view FAQs [click here](#)

To provide feedback on this document please click [here](#)



Tudalen 213

<b>Date agreed &amp; Implemented:</b>	
<b>Agreed by:</b>	Full Council
<b>Review date:</b>	
<b>Frequency:</b>	Annual

Ver	Status	Date	Reason for Change	Authorised
1.0	Agreed		New Policy	Full Council

## Policy Details and Key Principals

Timescales  
Roles and responsibilities  
Application  
Aims  
Application/Scope of policy  
Consultation  
Legal references

### 1. Recruitment and Fixed Term Contracts

Probationary periods for fixed term employees  
Fixed term posts that become permanent

### 2. Terms and Conditions of a Fixed Term Contract

Employment rights  
Pay and pension  
Internal vacancies  
Training  
Annual leave  
Maternity leave and pay

### 3. Extension of Fixed Term Contract

### 4. Permanent Status

Continuity of service  
Redundancy

### 5. Termination of a Fixed Term Contract

Redundancy Dismissal  
SOSR (some other substantial reason) dismissal  
Redeployment  
Redundancy payment  
Termination of fixed term contract process  
Short term fixed term contract process  
Appeals

## TIMESCALES

<p>A fixed term contract becomes permanent after 4 years of successive contracts – unless it can be objectively justified not to make it permanent.</p>	<p>4 years</p>
<p>Fixed term employees who have more than 2 years' service with the council or an associated employer which comes under the Redundancy Payment Modification Order (Local Government) 1983 will be entitled to a redundancy/loss of office payment. In this situation the fixed term employee will also be placed on the redeployment list in order to find suitable alternative employment. If the dismissal is some other substantial reason (please refer to section 5 which explains what circumstances may qualify as SOSR) then employees may be entitled to a loss of office payment.</p>	<p>2 Years</p>
<p>Managers should ensure that the end of a fixed term contract process is started.</p>	<p>At least 3 months before the contract ends</p>

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# ROLES AND RESPONSIBILITIES

## DIRECTORS AND HEADS OF SERVICE

- Ensuring effective implementation and awareness of the procedure.

## MANAGERS

- To be aware of their responsibilities as determined by the Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.
- To ensure there is a justifiable and demonstrable reason for appointing to a post on a fixed-term or temporary basis, and that this is fully explained during the recruitment process and in any subsequent correspondence relating to the post/contract.
- To ensure that all fixed-term or temporary employees understand the nature of their contracts, and are consistently advised as to the likelihood of extension/renewal and the reasons for this, within the timescales outlined in this procedure.
- To liaise with employees, Trade Union representatives and HR Direct as appropriate, regarding formal procedures and meeting arrangements.
- To provide written statements as may be required/requested by the employee, confirming the status of the fixed-term or temporary contract, and the reasons for any perceived less favourable treatment or the ending of a fixed-term or temporary contract.
- To ensure the termination process is followed when ceasing or not renewing a fixed-term or temporary contract.

## EMPLOYEES

- To ensure they have a clear understanding of the fixed-term or temporary nature of their employment, and reasons for this.
- To have no expectations that their employment will be extended, unless they received formal clarification of this.
- To raise any issues relating to their fixed-term or temporary employment and any perceived less favourable treatment, with their manager at the earliest opportunity.
- To attend meetings as necessary in connection with their fixed-term or temporary contract, noting their right to be accompanied by a work colleague, recognised Trade Union officer or recognised Trade Union representation at any such meetings.



## **Introduction**

The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 came into effect on 1<sup>st</sup> October 2002. The purpose of the Regulations is to ensure that employees who are on a fixed term contract do not receive less favourable treatment than those who are permanently employed.

A fixed term contract is a contract of employment that comes to an end:

- upon reaching a specified date
- when a specified task has been completed; or
- when a specified event does or does not occur

Examples of fixed term employees are as follows:

- employees taken on to cover seasonal peaks in demand
- employees taken on to specifically cover a period of maternity or sick leave
- employees taken on to provide temporary cover for a permanent employee who is temporarily on secondment or absent for any other reason
- employees taken on to perform a specific task
- where funding is only agreed for a specific period of time

## **Aims**

The aims of the policy are as follows:

- protect fixed term contract employees from less favourable treatment;
- limit abuse through successive use of fixed term contracts;
- ensure that the correct procedure is followed by managers

## **Application/scope of policy**

This policy will apply to all fixed term employees of the council with the exception of:

- Directors and Heads of Service – separate National procedures will apply.

- Agency Workers - who hold a contract of employment or relationship with an external temporary work agency (to include Matrix)
- Placement students – students on higher education courses on work placements of one year or less are excluded. Higher education courses include undergraduate, postgraduate and teacher training courses.
- Employees on training schemes – Fixed term employees employed in training, work experience or temporary work schemes designed to provide them with training or retraining or assist labour market re-integration which are funded by the European Social Fund or provided under arrangements made by the government are excluded.
- Apprentices

### **Legal & other references**

- The Fixed Term Employees (prevention of Less Favourable Treatment) Regulations 2002
- Employment Rights Act 1996
- Redundancy Payment Modification Order (Local Government) 1983 (as amended)

# Policy Details

## Key principles

Employees have the right not to be treated less favourably than a comparable employee on a permanent contract in respect of pay, terms and conditions, training/development opportunities, opportunities to obtain permanent employment or be subjected to any detriment on grounds of status as a fixed term employee.

Employees on a fixed term contract have the following rights:

- not to be unfairly dismissed (after two years' service)
- to a written statement of reasons for the dismissal
- to a statutory redundancy/loss of office payment (after two years' service) if the reason for dismissal is redundancy.
- to a minimum notice period of their contract ending before the agreed end date, task or event.
- not to be selected for redundancy or be unfairly dismissed if the main reason for the selection was because the employee is on a fixed term contract.
- fixed term employees will become permanent after 4 years of successive fixed term contracts unless the continued use of a fixed term contract can be objectively justified. Fixed term employees have the right to written confirmation of permanent status.

# 1. Recruitment of a fixed term employee

When recruiting for a fixed term post it will be necessary to include in the advert:

- that the post is a fixed term
- the reason i.e. cover for maternity, undertake a specific project
- duration i.e. duration of the project; for a 6 month period; duration of the maternity leave.

This will be reiterated during the interview and confirmed in the statement of terms and conditions of employment for the successful candidate.

It is important that a notice clause is included in the statement of terms and conditions of employment. This will allow either party to lawfully terminate the contract early, provided the appropriate contractual notice is given. Notice periods will be in accordance with the Single Status Agreement.

## **Probationary periods for fixed term employees**

The appointment of all new entrants to local government appointed on a fixed term contract will be subject to a 6 month probationary period which will be monitored in accordance with the Probationary Period Procedure.

## **Fixed term posts that become permanent**

If during the time employed on a fixed term contract, the post becomes permanent or if an extension is required all parties must be kept informed.

The incumbent fixed term contract post holder will be offered the permanent contract provided that the following conditions are met:

- they have 6 months or more continuous service (must have completed a probationary period)(change recruitment policy if agreed)
- they were subject to an appropriate competitive recruitment process for that specific post at the outset.
- they have satisfactory evidence of good performance in that post

If all of the above conditions are met then the line manager must complete the Contract Change Form and return to HR Direct. This will then be confirmed in writing by HR Direct and sent to payroll.

## 2. Terms and conditions

### Employment rights

Following completion of the necessary qualifying service a fixed term employee will have the same employment rights as a permanent employee. A fixed term employee has the right to be treated no less favourably than a comparable permanent employee with regard to terms and conditions of employment or by being subjected to any other detriment. This principle applies to all terms and conditions of employment.

A full statement of terms and conditions of employment should be provided to all fixed term employees.

### Pay and pension

The fixed term position should be evaluated in accordance with the council's job evaluation scheme prior to the post being advertised. If there is significant change to the post during the fixed term period, it may be revaluated subject to the approval of the line manager.

The fixed term employee will be automatically admitted to the Local Government Pension Scheme unless they decide to opt out.

### Internal vacancies

Fixed term employees will be eligible to apply for internal vacancies from the first day of their employment. They should be made aware of the council's vacancies database held on the Intranet and any local arrangements for advertising job vacancies.

### Training

A fixed term employee must be given the same opportunity to receive training as a comparable permanent employee. However, the line manager may be able to justify different treatment if the cost of the training is disproportionate to the benefit received by the employee.

In order to determine training requirements, a fixed term employee should be offered a performance appraisal in line with departmental arrangements.

## **Annual leave**

The council's annual leave procedure will apply to all fixed term employees.

## **Maternity leave and pay**

Subject to a qualifying period, expectant women will be entitled to maternity leave and pay in accordance with the Single Status Agreement.

Where a fixed term contract does come to an end during an employee's maternity leave, her occupational maternity pay will cease on the termination of the contract and she will not have the right to return to work at the end of her maternity leave. However, she will still be entitled to receive SMP, if eligible provided she does not start working for a new employer.

If, due to the termination of her contract, the employee is unable to return to work or has returned but is unable to complete the 3 months service required to qualify for half pay, she will not be entitled to receive the half pay element of her maternity pay.

## **3. Extension of a fixed term contract**

Successive renewal of fixed term contracts should be avoided wherever possible. Where it is necessary, the line manager should assess prior to renewal whether the reason for the fixed term contract is still applicable.

Please note that any period of continuous employment under a fixed-term contract will be taken into account when calculating the employee's continuous employment.

In order to ensure that the extension or change in contract status is actioned the line manager must ensure that they complete the Contract Change Form and return to HR Direct. Line managers will also need to write to the employee using the [Extension of a fixed term contract letter](#) template in order to confirm the extension. A copy of this letter will need to be sent to HR Direct.

## **4. Permanent Status**

For the purpose of determining when the fixed term contract becomes permanent, it will be service in continuous fixed term contracts that will be taken into account.

A fixed term contract that has been renewed or extended (or where the employee is re-engaged on a successive contract) will become a permanent contract once the employee has completed four years' continuous service, unless the continued use of a fixed-term contract can be objectively justified. There is no limit on the length of the first fixed-term contract.

However, once a fixed term contract of over four years expires and is renewed (or the employee is re-engaged) the contract will be deemed to be permanent unless the renewal can be objectively justified.

Written confirmation that the contract is to be regarded as permanent should be given to the employee and the employee has a right to request this. The line manager will need to complete a Contract Change Form and send to HR Direct. The [Fixed term to permanent status letter](#) will be sent to the employee by HR Direct and inform payroll.

Successive fixed contracts do not only include renewals and extensions, but also situations where one fixed term contract ends and the employee is taken on immediately on another fixed-term contract, even where it is a completely different job.

### **Continuity of service**

For the purpose of qualifying service for benefits, Redundancy (loss of office) payments, occupational sick pay, annual leave entitlement and notice period, continuous service will include continuous previous service with any public authority to which the Redundancy Payment Modification Order (Local Government) 1983 (as amended) applies, regardless of whether it was accrued on a permanent or fixed term basis.

If there is a break of more than a week (running from Sunday to Saturday) between two contracts, continuity will be broken (except where there is a redundancy and a new job is taken up within 4 weeks).

### **Redundancy**

A fixed term employee cannot be selected for redundancy purely because he or she is employed on a fixed term contract, unless this criterion can be objectively justified. The ability of an employer to objectively justify the less favourable treatment and establish that the dismissal was fair will depend on the circumstances. For example, where an employer has engaged a team of workers on fixed term contracts to perform a specific task, when the task is completed it may be able to justify dismissing those employees, rather than widening the pool for selection to include other permanent employees who are performing similar work or who have similar skills and abilities. It is therefore important that the 'reasons' for the fixed term post are clear.

Where it is necessary to select one of more fixed term employee for redundancy or dismissal, this should be done in accordance with the selection criteria detailed in the council's Redundancy Policy.

## 5. Termination of a Fixed Term contract

The termination of fixed-term contract, or non-renewal of a fixed-term contract beyond its expiry date is regarded as a dismissal and the procedure outlined below should be followed.

The reason for dismissal will be due to either:

1. **Redundancy**; e.g. where the requirement for the work to be undertaken has diminished or ceased.
2. **SOSR (Some Other Substantial Reason)**; e.g. where the requirement for the work to be undertaken has not reduced and the substantive post holder has returned to work or a permanent employee is recruited.

### Redundancy dismissal

Examples of fixed-term employment ending due to redundancy:

- Employee recruited to carry out the completion of a specific task, such as project work that is dependent upon external funding and the post will end once the funding ceases or no more funding can be found
- The completion of a specific task which is then completed
- Employee is recruited to provide additional staffing and the provision of services then reduces or ceases

### SOSR dismissal

Examples of fixed-term employment ending on SOSR:

- Employee recruited to provide cover for adoption/maternity/parental leave until post holder returns to work
- Employee recruited to cover secondment of substantive post holder
- Employee recruited to cover a vacancy whilst recruitment process is undertaken
- Employee recruited to provide cover for long-term absence/sickness until employee who has been absent/sick returns to work

In the case of SOSR, if the employee has more than two years' continuous service, the employee may be entitled to a loss of office payment.



## **Redeployment**

The Authority will make every effort to seek suitable alternative employment for fixed term employees who have more than 2 years' continuous service in accordance with the Redundancy and Redeployment Policy.

## **Redundancy payment**

Any employee who is dismissed on the grounds of redundancy by reason of the ending of their fixed-term contract will be entitled to a redundancy/loss of office payment, providing they have at least 2 years' continuous service with the council or related employers as listed under the Redundancy Payments (Continuity of Employment in Local Government) (Modification) Order 1999 and subsequent amendments.

Where a fixed-term contract, is brought to an end earlier than the stated expiry date, the employee will be eligible to the appropriate notice.

Terminations subject to redundancy should be dealt with in accordance with the Redundancy Policy.

## **Loss of office payment**

Any employee who is dismissed on the grounds of SOSR by reason of the ending of their fixed term contract may be entitled to a loss of office payment, providing they have at least 2 years' continuous service with the council or related employers as listed under the Redundancy Payments (Continuity of Employment in Local Government) (Modification) Order 1999 and subsequent amendments.

## **Termination of a fixed term contract process**

The expiry and non-renewal of all fixed term contracts is classed as a dismissal and is subject to the Statutory Dismissal Procedures. When terminating a fixed term contract the line manager must follow the following steps:

1. Three months prior to the end of the contract, the line manager should notify the employee in writing that their fixed-term contract will not be renewed and as such will result in the termination of employment on the grounds of **redundancy** or **SOSR**, and arrange to meet the employee as soon as possible. This should be confirmed by the line manager using [Invitation to attend meeting letter template](#).

The employee should be given a minimum of 5 working days' notice of this meeting, and they have the right to be accompanied at the meeting by a recognised Trade Union Representative or work colleague.

The meeting should be held prior to the commencement of the required notice period to ensure that the appropriate notice is issued taking account of the employee's continuous service date.

2. If the employee confirms that they understand that the fixed-term contract is due to end, and that they do not wish to attend the meeting, the line manager must use the template letter [Declined invitation letter template](#).
3. If the employee confirms that they wish to attend the meeting:
  - Confirm with the employee that the contract of employment is to expire; the date of expiry and that it will not be renewed.
  - Explain the reason for the non-renewal.
  - Confirm the dismissal, the reasons and the termination date. The dismissal will be on grounds of redundancy or SOSR (with or without a payment). The line manager should complete the Financial Estimate Form and send this directly to payroll for the estimated figures. Please do not send to HR Direct.
  - Check and confirm whether the employee is eligible for 'at risk' status (more than two years' service) seeking advice from HR Direct where appropriate and inform HR Direct so that they can be added to the redeployment vacancies bulletin. Check that the individual is aware of how to access job vacancies within the council i.e. via the intranet and [www.denbighshire.gov.uk](http://www.denbighshire.gov.uk).
4. Following the meeting, the line manager should confirm the above in writing using [Attended meeting letter template](#).
5. If an extension or renewal of the contract is made, the line manager must confirm in writing using the [Extension to contract letter template](#). The line manager must also complete the Contract Change Form and send to HR Direct with a copy of the extension letter. HR Direct will inform payroll.
6. If the employee wishes to exercise their right of appeal they must do so within 10 working days of the date they were notified of the decision. Please refer to the Corporate Appeals Policy.
7. The line manager is to complete the Leavers form if the contract is not to be renewed and returned to HR Direct at the earliest opportunity to avoid any under/overpayments.

### **Short term fixed term contracts process**

Where the contract is for a short period of time, for example, a contract which is 6 months or less, which means that the above steps cannot be reasonably followed, in order to terminate the contract, the line manager must ensure that the following steps are followed within a reasonable timescale:

- a) The employee is written to inviting him/ her to meeting
- b) A meeting is held to discuss the ending of the contract
- c) The employee is written to confirming the outcome of the meeting and informing them of their right of appeal.

### **Appeals**

The appeal should be heard in accordance with council's Appeal Procedure.

## 6. FAQ's

### What constitutes less favourable treatment?

Less favourable treatment occurs in a situation where a fixed-term employee does not receive a benefit that a comparable permanent employee is entitled to (or is offered a benefit on less favourable terms). It can also happen if an employer fails to do something for a fixed-term employee that is done for a permanent employee.

In addition, less favourable treatment can be considered as any situation in which a fixed-term employee is subject to a disadvantage that is not imposed on permanent staff. For example, if a fixed-term employee is selected for redundancy solely because they are fixed term.

However, the Regulations do allow for situations where it is objectively justifiable to treat fixed term employees differently from comparable permanent staff.

### What is an objective justification?

What constitutes an objective justification is not specified in the Regulations, but it is expected that it is:

- to achieve a legitimate objective, for example a genuine business objective
- necessary to achieve that objective
- an appropriate way to achieve that objective

Therefore, it is essential that the council has transparent, necessary and objective reasons for placing a post initially and subsequently on a fixed-term contract. The renewal or extension of the fixed term would also have to be justified separately by objective reasons.

### Are there any employees exempt from the fixed term regulations?

Yes, there are some categories of worker who are excluded from the Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002:

- apprentices
- employees on certain government training schemes
- students on occupational placements of one year or less as a part of a higher educational programme

- agency workers, that is those who have an employment contract with a temporary work agency but are placed with and do their work for a third party (although from 27 October 2008 agency workers must be treated in the same way as all other employees with regard to entitlement to statutory sick pay whether they are indirectly or directly employed and regardless of the length of their contract).

Unlike the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed-term employees Regulations 2002 apply to 'employees' and not to 'workers'.

### **What happens if an employer allows a fixed-term contract to expire and the employee continues working past the specified date?**

If an employer allows a fixed-term contract to expire and the employee continues working past the specified date, then the law will imply continuation of the arrangement as an open ended contract. This means that the employee's contract has been extended without a fixed termination date. In the absence of any provision to the contrary, this will be subject to the statutory minimum periods of notice. Pre-existing terms and conditions from the original fixed-term contract will form part of the on-going implied agreement.

If an employee continues working past the expiry of the fixed-term contract, employers should issue a further written agreement which complies with the provisions governing written particulars and confirms the continuation of the employment and that the pre-existing terms are still applicable.

\*Expiry of Fixed Term Contract Invite – to be deleted

Dear

**Re: Invitation to Attend Meeting – Expiry of your Fixed Term Contract**

I am writing to inform you that your <insert number of months/years> fixed-term appointment as <insert post title> will end on <insert expiry date of contract>.

I would like to invite you to attend a meeting on <insert date>, at <insert time> at <insert location> to ensure that you are fully aware of the expiration of your fixed term contract.

At this meeting you have the right to be accompanied by a work colleague or a recognised trade union representative.

If you are unable to attend this meeting, I should be grateful if you would contact me on <insert telephone number> to arrange an alternative meeting date/time. If I do not hear from you I will presume you are able to attend this meeting as outlined above.

In the meantime, should you have any queries in respect of the above, please do not hesitate to contact me.

Yours sincerely

<Signed by line manager, Position>

cc. HR Direct

\*Declined Invitation Letter – to be deleted

\*If the contract is ending then line manager will need to complete a Leaver form and sent to HR Direct – to be deleted

Dear

**Re: Confirmation of expiry of Fixed Term Contract**

Further to my letter of <insert date of Letter 1> inviting you to attend a meeting on <insert date of meeting> to discuss the termination of your <insert number of years> of fixed-term appointment in respect of <insert title of post>, I write to confirm that on <insert date> I received your response confirming that you will not be attending this meeting.

I am now in a position to confirm that <insert reason as to why contract must end on expiry date> and as such this post cannot be extended beyond <insert expiry date of contract>.

Consequently, in accordance with your terms and conditions of service you are entitled to <insert contractual notice> months' notice with effect from <insert date of meeting> to terminate your employment on the grounds of redundancy or SOSR (some other substantial reason) \* as <insert post title> on <insert expiry date of contract>.

Please note that any outstanding annual leave that you are due up to the date of your termination must be <taken during your notice period> or <will be paid on termination>.

If you disagree with the decision to terminate your employment you may appeal. If you wish to appeal please write Catrin Roberts, HR Service Manager, HR Direct, Denbighshire County Council, Wynnstay Road, Ruthin, LL15 1YN within 10 working days of receipt of this letter.

As you may be aware, internal council vacancies are advertised on the council's intranet and council posts that are open to the public as well as any member of staff are on the council's website [www.denbighshire.gov.uk](http://www.denbighshire.gov.uk). You are invited to access both of these in order to identify any suitable alternative posts. I will also ensure that your details are placed on the council's redeployment pool (held within HR Direct).

If applicable, if you have more than 2 years' service and are not successful in obtaining an alternative post within the council by the termination date of your contract, I will write to you with details of your redundancy/loss of office payment and if appropriate, early release of pension benefits.

Please note that The Redundancy Payments (Continuity of Employment in Local Government, etc.) (Modification) Order 1999 (the Modification Order)" states that If an employee who is under notice of redundancy receives an offer of a job from another Modification Order body (e.g. another local authority), before the termination of his/her employment, and takes it up within 4 weeks of the end of the old employment, it will be deemed that there is no dismissal for redundancy payment purposes and you will not receive a redundancy/loss of office payment.

Employees, who upon leaving the employment of the council receive any form of compensation payment for loss of office, will not be re-employed by the council for the duration of the

compensation payment; e.g., if a member of staff receives 18 weeks redundancy/loss of office payment, they cannot be re-employed by the council for 18 weeks after the termination date.

Finally, I wish to inform that you will be invited to attend a further meeting at which I will be able to confirm the position regarding whether or not your contract will be extended beyond the expiry date of <insert expiry date of contract>.

If you have any queries on the content of this letter please do not hesitate to contact me or HR Direct on telephone number 01824 706200.

Yours sincerely  
<Signed by Line Manager, Position>

cc. HR Direct



\*Attended Meeting Letter – please delete

\*If the contract is ending then the Line Manager will need to send a Leaver form to HR Direct – please delete

Dear

**Re: Confirmation - Expiry of Fixed Term Contract**

I refer to our meeting on <insert date of meeting>, at which <insert name of employee's representative> was also present, to discuss the termination of your fixed-term appointment in respect of <insert title of post>.

I am now in a position to confirm that <insert reason as to why contract must end on expiry date> and as such this post cannot be extended beyond <insert expiry date of contract>.

Consequently, in accordance with your terms and conditions of service you are entitled to <insert contractual notice> months' notice with effect from <insert date of meeting> to terminate your employment on the grounds of redundancy or SOSR (some other substantial reason) as <insert post title> on <insert expiry date of contract>. Please note that any outstanding annual leave that you are due up to the date of your termination <must be taken during your notice period> or <will be paid on termination>.

If you disagree with the decision to terminate your employment you may appeal. If you wish to appeal please write to Catrin Roberts, HR Services Manager, HR Direct, Denbighshire County Council, Wynnstay Road, Ruthin, LL15 1YN within 10 working days of receipt of this letter.

You were informed that internal council vacancies are advertised on the council's intranet and council posts that are open to the public as well as any member staff are on the council's website [www.denbighshire.gov.uk](http://www.denbighshire.gov.uk). You are invited to continue to access both of these during your notice period in order to identify any suitable alternative posts. I will also ensure that your details are placed on the council's redeployment pool (held within HR Direct).

If applicable, if you have more than 2 years' service and are not successful in obtaining an alternative post within the council by the termination date of your contract, I will write to you with details of your redundancy/loss of office payment.

Please note that The Redundancy Payments (Continuity of Employment in Local Government, etc.) (Modification) Order 1999 (the Modification Order)" states that If an employee who is under notice of redundancy receives an offer of a job from another Modification Order body (e.g. another local authority), before the termination of his/her employment, and takes it up within 4 weeks of the end of the old employment, it will be deemed that there is no dismissal for redundancy purposes and you will not receive a redundancy/loss of office payment.

Employees, who upon leaving the employment of the council receive any form of compensation payment for loss of office, will not be re-employed by the council for the duration of the compensation payment; e.g., if a member of staff receives 18 weeks redundancy/loss of office payment, they cannot be re-employed by the council for 18 weeks after the termination date.

If you have any queries on the content of this letter please do not hesitate to contact me or HR Direct on telephone number 01824 706200.

Finally, I wish to inform that you will be invited to attend a further meeting at which I will be able to confirm the position regarding whether or not your contract will be extended beyond the expiry date of <insert expiry date of contract>.

Yours sincerely

<Signed by line manager, Position>

cc. HR Direct

\*Extending Fixed Term Contract – please delete

\*Line Manager to send HR Direct a copy of the Contract Change Form and HR Direct will inform payroll – please delete

Dear

**Re: Extension of Fixed-Term Contract**

I refer to our meeting on <insert date of meeting>, at which <insert name of employee's representative> was also present, to discuss the expiry of your fixed term contract on <insert expiry end date>.

As explained, you are aware, this position is <insert reason for fixed-term contract> and as such continuation beyond <insert expiry date of contract> would be subject to <insert reason>.

I can confirm that a decision has been taken to extend your contract beyond its current date, as <insert reason for extension – e.g. funding for the post of <insert post title> has been secured for the forthcoming six months>.

I wish to inform that I have completed the relevant paperwork and submitted this to HR Direct to notify them of the extension to your current contract of employment.

If you have any queries with regard to this letter please do not hesitate to contact me on <insert contact details>.

Yours sincerely

<Signed by line manager, Position>

cc. HR Direct

\*Confirmation of Fixed Term to Permanent Status (after 4 years continuous service) – please delete

\*Line manager to complete the CCF and send to HR Direct. HR Direct to send this letter – please delete

Dear

**Re: Confirmation of Fixed Term to Permanent Status**

Further to recent discussions, I am pleased to confirm that you now have permanent status with immediate effect.

The Fixed Term Employee (Prevention of Less Favourable Treatment) Regulations, 2002, state that where an employee has been employed on successive fixed term contracts for more than four years their contract will be considered permanent, unless there is objective justification for the continued use of a fixed term contract.

I will inform the Payroll department of this change. Your salary and all other terms and conditions of service will remain unaltered.

If you have any queries relating to this letter or any other matter, please do not hesitate to contact me on the above details.

I would like to take this opportunity to wish you all the best for your continued employment.

Yours sincerely

<Signed by HR Direct, Position>

cc. Payroll

# Fixed Term Contracts Policy 18<sup>th</sup> January 2016

Equality Impact Assessment

# Fixed Term Contracts Policy

**Contact:** Andrea Malam, Recruitment Specialist, HR  
Direct

**Updated:** 18.01.2016

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

A 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 policy has been revised to ensure that no fixed term employee is treated less favourably than a permanent employee and to ensure compliance with the Fixed Term Employees Regulations 2002.

The revised policy now has two reasons for ending a fixed term contract - redundancy or some other substantial reason (SOSR). The policy also has template letters attached to ensure consistency and that the dismissal process is followed.

## 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)*

An assessment of protected characteristics and the effects of this policy on those protected characteristics has been undertaken.

Consultation has taken place with the usual CJM and recognised trade unions.

## 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)*

This policy has a neutral effect on all of the protected characteristics. The recruitment and selection policy will aid the recruitment process and ensure that discrimination does not take place at the recruitment stage. The two ticks process is also applied at the recruitment stage.

**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 policy may have a possible negative effect on female employees as DCC try avoid the renewal of successive fixed term contracts. Females are more likely to take up a fixed term contract because of childcare reasons, however DCC also ensure that permanent status is given to employees who have over 4 years of successive fixed term contracts.

The policy may also have a negative impact on older employees as managers may not want to recruit an older person or someone who has continuous service because they will potentially be liable for paying a redundancy payment when the contract comes to an end or paying towards a pension strain etc. Failure to recruit older workers would be discriminatory if they are the best person for the job and would result in fewer workers with the potential know how.

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

<b>No</b>	<p>Fixed term workers gain permanent status after 4 years of successive contracts so this would offer some protection for female employees and male employees are treated exactly the same.</p> <p>Under the recruitment and selection policy, managers must selection the best candidate for the job regardless of age and service.</p>
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**8. Have you identified any further actions to address and / or monitor any potential negative impact(s)?**

<b>No</b>	<p>The recruitment and selection policy ensures that managers score and select the best candidate for the post regardless of age or continuous service.</p>
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Action(s)	Owner	By when?

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## 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.

<b>Review Date:</b>	18.01.2017
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Name of Lead Officer for Equality Impact Assessment	Date
Andrea Malam	18.01.2016



## **HR Direct**

### **Standard Policy Statements**

The following statements apply to all policies and procedures produced and agreed by HR for Denbighshire County Council including school specific documents unless otherwise stated on the document.

A – Z

#### **Code of Conduct**

Denbighshire has an adopted Code of Conduct and it applies to all employees.

The Code outlines existing laws, regulations and conditions of service and provides guidance to assist local authorities and their employees in their day-to-day work. It sets out the minimum standards of conduct and behaviour that should apply and be expected from the public, colleagues and the Council as a whole.

Its use is intended to help maintain and improve standards and protect employees from misunderstanding or criticism.

It is recommended all employees read the Code of Conduct to familiarise themselves with the requirements placed on them by the Council.

There are many professions employed within the Council. As a professional, it is the employee's responsibility to adhere to the professional requirements determined within their Code of Conduct to ensure compliance.

#### **Confidentiality**

All parties involved need to respect confidentiality at all times. Information must not be shared with anyone except those directly involved. This does not preclude a confidential consultation with a friend, personal adviser, colleague or trade union representative for support. However, if information relating to the issue was shared inappropriately and was considered to be malicious, action may be required under the appropriate disciplinary policy.

All information will be held in accordance with the Data Protection Act 1998.

#### **Disputes about the procedure**

Any disagreements or grievances about the interpretation of the procedure, or the application of any related matters not covered in the procedure, must not delay the various elements of the Policy/Procedure or overall timetable determined as appropriate for handling any particular case.

## **Employment Legislation**

Employment legislation sets out the statutory minimum standards of employment for workplaces required by law. The council's employee related policies are developed in line with current legislation and at the least meet the minimum standard set out in such legislation.

A list of key legislation considered is included below. Please note that this list is not exhaustive.

Human Rights Act 1998  
Employment Act 2002  
Employment Rights Act 1996  
Equality Act 2010  
Working Time Regulations 1998

## **Equality**

In accordance with the Equality Act 2010 and in line with our Equality and Diversity Policy and Respect Booklet, no employee or job applicant will experience discrimination, harassment, victimisation or bullying, or receive less favourable treatment because of their age, disability, gender reassignment, marital or civil partnership status, race, pregnancy or maternity, religion or belief, sex, sexual orientation or caring responsibilities.

## **Ex-Employees**

Should an ex-employee make the council aware of malpractice or an area of concern or raise a grievance, it is good practice to consider any issues and meeting with the individual to discuss further. A written response should be provided but there is no right of appeal.

## **Implied Terms & Conditions of Employment**

All contracts of employment contain a range of express and implied terms.

*Express terms:* - these are terms which will usually be written, although they may have been agreed orally.

*Implied terms:* - these terms can be implied by what is known as the common law and by legislation. Implied terms in an employment contract are those which are not specifically agreed between the employer and employee.

*Terms implied by the 'common law'*

These include matters which are implied because of the conduct of the parties or because the term is something the parties would have intended when they entered into the contract. Terms can also be implied as a result of workplace customs. Examples include that the **employee will:**

- carry out reasonable, lawful instructions given by the employer
- provide personal service by not sub-contracting to another
- be ready and willing to work
- be reasonably competent
- take reasonable care of the employer's property
- behave with trust and confidence.

Other examples include that the **employer will**:

- provide reasonable working conditions and environment
- provide safe fellow employees, safe equipment, a safe working environment and a safe system of work
- behave with trust and confidence
- pay for work done if this is not explicitly agreed
- provide work
- handle grievances promptly
- protect employees from harassment and bullying.

#### *Terms implied by statute*

Other terms are implied by statute such as the national minimum wage, the right to a minimum period of notice, and a number of terms relating to health and safety. These will be implied into every contract of employment.

### **Investigation**

When employee related issues arise, it may be necessary for the council/school to commission an investigation to determine the facts of the case.

The employee who is subject to the investigation will be given a copy of the Terms of Reference for the investigation and supplied with a copy of the Investigation Officer's report.

An employee, who has made a complaint which has resulted in an investigation, will be given a copy of the Terms of Reference for the report and supplied with a copy of the Investigation Officer's report.

Employees, who have participated in an investigation, will be given a copy of the Terms of Reference for the investigation but will not be supplied with a copy of the Investigation Officer's report.

### **Mediation**

All organisations find themselves in employee relations situations and of course the best outcome is for issues not to arise in the first place, however it is inevitable that some of these issues will involve conflict between individuals, teams or the council.

The council will try and resolve workforce disputes at the earliest possible opportunity normally as part of an informal process prior to any formal proceedings taking place, but it can be as part of a formal process as well. Encouragement and support from the council to resolve things quickly and informally often stops a situation escalating out of all control and becoming unwieldy.

This is where mediation can be an invaluable tool, it gives the people involved an opportunity to resolve any issues themselves with the support of a mediator.

### **Meeting Arrangements and Requirements**

- **Representation**

An employee will have the right to be represented or accompanied at any formal part of the procedure by a Trade Union representative or workplace colleague. The employee will be informed of these rights prior to any formal interview.

Although the employee does not have the right to representation at informal meetings, the council will allow a Trade Union representative or workplace colleague to accompany employees to any informal meetings.

If the employee is not a member of a Trade Union they may request support from a member of HR Department or independent middle manager who can talk them through the procedure and provide advice on their rights. The HR member or manager will not however be able to attend any meetings with the employee and the employee should therefore seek support from a colleague if they wish to be accompanied. If the employee chooses to be accompanied by a colleague, the colleague must be an employee of the council.

An employee who has agreed to accompany a colleague at a grievance must be given reasonable amount of paid time off to fulfil that responsibility. This time will cover the meeting as well as reasonable preparation beforehand.

Trade Union representatives are also entitled to reasonable time off to fulfil their union duties as detailed in the Trade Union Facilities Agreement.

The companion, either Trade Union representative or work colleague, will have the right to address the meeting, put the employee's case, sum up and respond on the employee's behalf to any views expressed at the meeting, but does not have the right to answer questions for the employee. It is good practice to allow companions to ask questions and participate as fully as possible.

It will be up to the employee to arrange for someone to attend the meeting. Should their chosen companion not be available on the day of the meeting, then the employee can either:

- attend on their own
- arrange for someone else to accompany them or
- request a postponement

- **Postponement**

An employee may request one reasonable postponement of a meeting in the following circumstances:

If the employee's chosen representative is not available on the original date, the council/school will postpone the meeting for up to five working days. In such cases the council/school will offer one alternative date. If the employee's representative remains unavailable for this alternative date, the employee will be expected to arrange an alternative representative or attend the meeting on their own as the meeting will go ahead.

In exceptional circumstances where the employee is unable to attend a meeting due to a situation beyond their control the council will offer one alternative date.

- **Failure to attend a Meeting**

The employee will be advised in writing of the meeting details, time, date and location within the relevant notice timescale.

If the employee fails to attend a meeting or fails to provide at least 24 hours' notice of non-attendance to the invitee, prior to the meeting, the meeting will proceed in their absence. The employee's representative will have the opportunity to present the case on their behalf, and any submission by the employee or their representative will be considered.

A decision will be taken based on the information provided and the employee will be informed of the outcome of the meeting and their right to appeal (if applicable) in writing within 5 working days of the date of the meeting. In exceptional circumstances and by agreement with both parties this can be extended up to 10 working days.

- **Failure to attend a Meeting due to Sickness**

An employee who is certified medically unfit to work will still be expected to attend the meeting. If the employee's medical condition is such that they believe they are unable to attend the meeting, they should contact their manager/Head Teacher immediately. In exceptional cases the advice of the Council's Occupational Health Advisor, an independent consultant, or GP (with the employee's consent) may be requested to advise on their medical fitness to attend the meeting. It is unlikely that stress related illness, attributed to the associated procedure, would be an acceptable reason for an employee not to attend a meeting. In such circumstances it is in the interests of the employee that the proceedings are completed as quickly as possible.

An employee is fit to attend if the following criteria are met:

- Employee has the ability to understand the issue being addressed
- Employee has the ability to distinguish right from wrong

- Employee is able to instruct a representative to represent their interests
- Employee is able to understand and follow the proceedings, if necessary with extra time and written explanation

The presence of a physical illness or a mental health problem is not a contraindication to attending if the above criteria are satisfied. It may be expected that attendance might cause some increased anxiety or stress in the short term, but that this would diminish once the hearing has taken place. Delaying such procedures is likely to adversely affect health issues in the longer term, even if the outcome of the hearing is not anticipated to be favourable to the employee. However, if the procedure is likely to cause mental ill health to such a degree that the individual could be a risk to themselves or others, the hearing should be delayed.

For physical health problems the individual should be fit enough to be present for the duration of the hearing without significant detriment to their health.

On the very rare occasions when an employee is unable to attend a meeting due to sickness, the council/school reserves the right to continue without unreasonable delay. For example, written submissions by the employee or their representative to present the case on their behalf.

- **Reasonable Adjustments**

Provision will be made for any reasonable adjustments to accommodate the needs of a person at the meeting, provided reasonable notice is given to the manager/school prior to the meeting. This may include holding the meeting in an accessible venue, providing an interpreter, additional equipment or allowing extra breaks etc.

### **Occupational Health Department**

The Occupational Health Department is available to offer confidential emotional support whilst proceedings are on-going. This is available to all concerned but does not include procedural advice or support at actual hearings or meetings.

Occupational health may also be required to provide an objective medical opinion on the employee's fitness to participate in any investigation or proceedings. Where an occupational health referral is arranged it is important that employees attend appointments as the advice is considered when deciding how best to manage the proceedings going forward.

There is a contractual obligation on employees to attend an Occupational Health Referral. Should the employee choose not to attend the organised referral meeting(s) or assessment(s), the council will continue proceedings and use the most up-to-date medical information it has.

## **Stress**

### **What should happen if a person believes they are stressed?**

Following a discussion with the manager, it may be appropriate for the employee to complete a Stress Questionnaire. Alternatively, the employee may wish to complete one themselves, without their supervisor/line manager's intervention.

This questionnaire is available from the Occupational Health Department, together with further advice on the outcome of the completed questionnaire and any support provision available from the council.

## **Suspension**

There may be occasions where an employee should be suspended from work on full pay while an investigation into alleged misconduct is carried out. Suspension on full pay may be invoked prior to an investigation being carried out or at some point during the investigation if appropriate.

The employee will receive a full explanation of the reason for the suspension in writing within 3 working days of the decision to suspend and the suspension will be kept as short as possible.

The manager may refer the employee to Occupational Health for support at the onset and during the period of suspension.

It is not necessary to assume that suspension should automatically apply where allegations of gross misconduct have been made against an employee and the matter is under investigation. Suspension should only be considered when the following apply:

- The employee's presence could place the council at risk
- The employee's presence could impede the investigation
- The employee could possibly repeat the misconduct
- The employee may be subject to oral or physical abuse by other employees

As an alternative to suspension, an employee may be transferred on to other work in other departments at the discretion of council, during the investigation process.

When an employee is suspended, it carries no implication of guilt and is not part of the disciplinary process. It is important that an employee who is being suspended is not given the impression that they are being disciplined or dismissed at this stage.

## **Temporary Movement to Other Places of Work**

During a formal investigation, it may be appropriate to consider offering temporary work in another area (department/service/school) to either the person making a complaint or the person against whom a complaint has been made or both in order to neutralise what might be a difficult working situation. Such an arrangement will only

last until the outcome of the complaint has been achieved and there will be no financial detriment to the persons(s) concerned.

### **Vexatious Claims**

All complaints made in good faith under any of the council's policies will be treated seriously. However, any malicious or vexatious allegations made against another employee would be treated as a serious misconduct issue and dealt with under the appropriate disciplinary policy.

### **Victimisation**

Victimisation occurs where less favourable treatment is given to those who bring proceedings, give evidence or information or allege breach of policy or relevant Professional Codes of Conduct.

Employees who make attempts or invoke procedures such as grievance or bullying and harassment as they have a genuine belief that they or a colleague have been subjected to inappropriate behaviour, should not receive less favourable treatment as a result.



# CORPORATE GRIEVANCE POLICY

This document is subject to the policy statement included in the Employee Handbook

This document is subject to the standard policy statements

This policy has an appeals process applied to it – Corporate Appeals Process

To provide feedback on this document please click [here](#)

Tudalen 249

<b><i>Date agreed &amp; Implemented:</i></b>	
<b><i>Agreed by:</i></b>	
<b><i>Review date:</i></b>	
<b><i>Frequency:</i></b>	

<i>Ver</i>	<i>Status</i>	<i>Date</i>	<i>Reason for Change</i>	<i>Authorised</i>

## TIMESCALES

<b>Employee raises informal grievance</b>	
Grievance meeting arranged	Within 5 working days from receipt of the employee's informal grievance If further information/details/clarity is sought, then the meeting can be postponed and rearranged for a more suitable time
Employee advised of outcome of grievance	Confirmation of outcome provided to employee within 5 working days of the grievance meeting
<b>Employee raises formal grievance</b>	
Confirmation receipt of grievance	Within 5 working days of receiving the grievance
Grievance meeting arranged	Within a reasonable time and not longer than 30 working days from receipt of the employee's grievance. If a lengthy investigation is required, this date should be within 10 working days of completion of the investigation.
Employee informed of date of grievance	At least 5 working days before the grievance meeting
Employee given copy of the investigation report	At least 2 working days before the grievance meeting
Employee provides any additional paperwork for consideration	At least 2 working days before the grievance meeting
If appropriate the meeting will be reconvened when an investigation is completed or further information and clarification is received	No set timescale
Employee advised of outcome of grievance	Confirmation in writing within 5 working days of the grievance meeting

\* Where working days are referenced this is based on a fulltime week (Mon-Fri) and not the contracted days of an employee

# ROLES AND RESPONSIBILITIES

## Employee responsibilities

- Ensure all forms and required paperwork is submitted within given timescales/deadlines.
- To contact their representative to inform them of meeting time, dates and locations to confirm their attendance.
- To be fully prepared for the grievance meeting and liaise with their representative prior to the meeting to ensure they are aware of their role.
- To co-operate and participate with the investigation or mediation process as fully as possible with the aim of resolving the grievance.

## Manager responsibilities

- Ensuring that the procedure is followed and that timescales are adhered to, making sure that the employee is aware of these.
- Reminding the employee that they have the [right to be accompanied](#) and that they need to name their representative in advance of the meeting.
- Arranging for the Investigating Officer and any other relevant participants to be available to attend the meeting should further information or clarity be required.
- Keeping the employee informed of the progress of the grievance e.g. If the manager thinks it is appropriate to interview other staff members in relation to the grievance.
- Allowing the employee time to state their case clearly.
- Arranging for accurate notes to be taken during the meeting and typed up after the meeting.
- Informing the employee of the outcome as soon as possible, ensuring that all evidence has been carefully considered and confirming in writing, normally within 5 working days.
- Ensuring that the employee has been informed of their right to appeal to the decision.
- Making sure copies of all correspondence and notes relating to the case are sent to HR Direct.

## HR Direct responsibilities

- HR will not necessarily be in attendance at grievance meetings, although general support is available if required.

## Support available

Support is available during the grievance process:

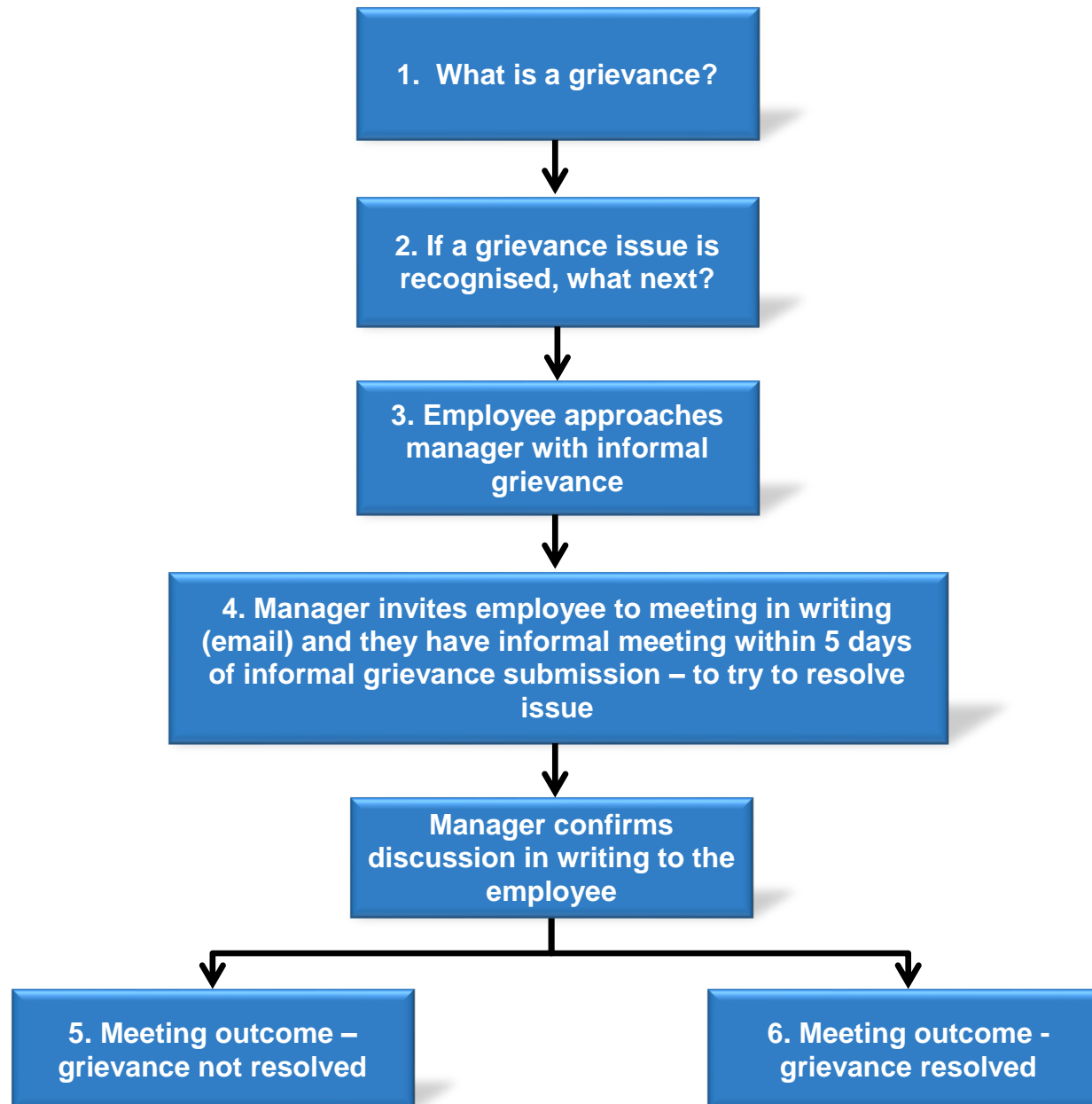
- HR can provide support with procedural advice.

- Mediation can help resolve problems, particularly in the case of working relationships. Mediation helps employees resolve disputes and find ways of working together more effectively. It can be instigated at any stage of the informal or formal grievance process.
- Occupational Health can arrange counselling support during and after the grievance process.

This support can be beneficial to the following:

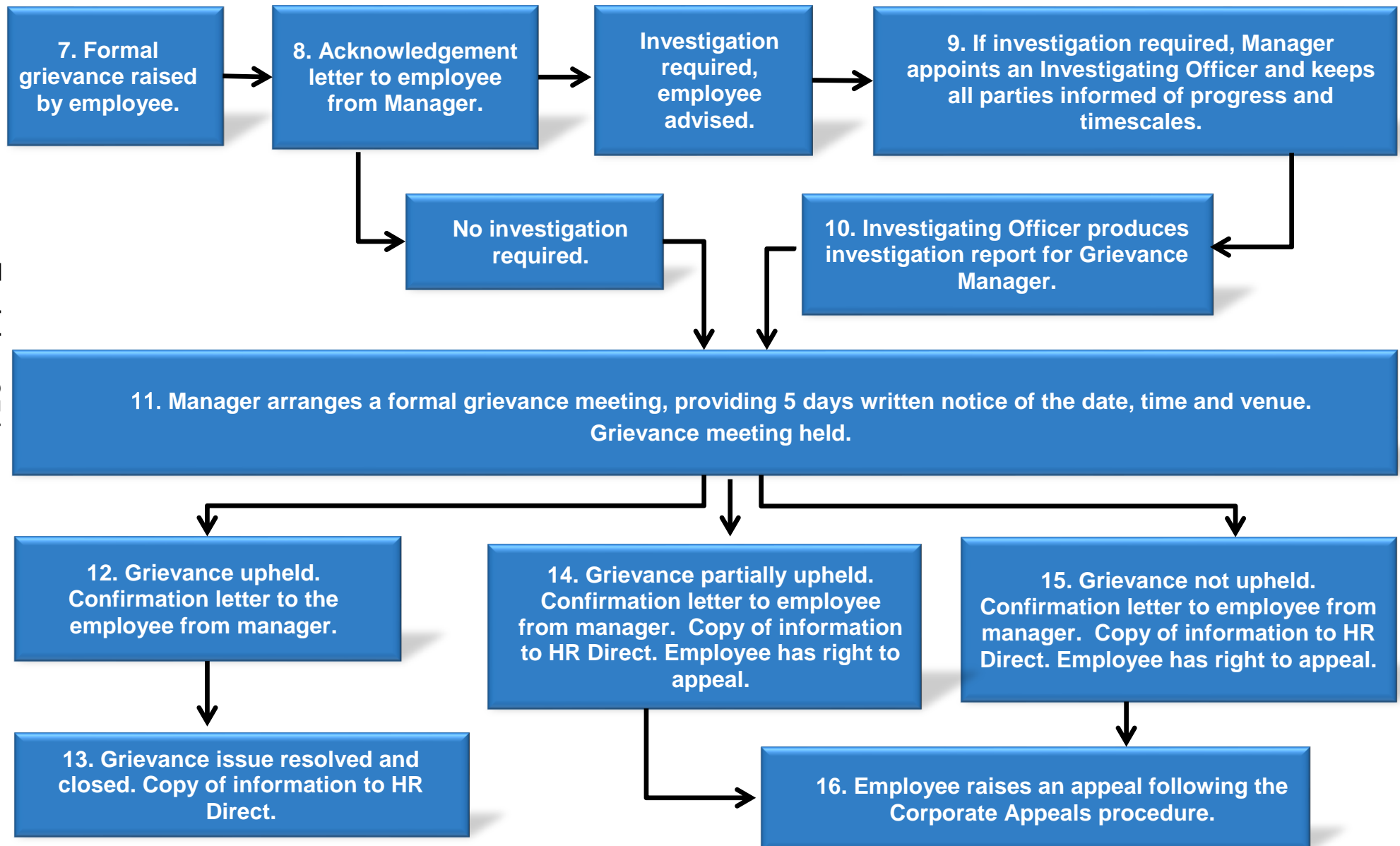
- The line manager, particularly if the grievance involves them.
- Other employees who may be named in the grievance or who may be required to take part in the investigation
- The team, where the grievance could impact on them. Team morale could be affected, or sickness absence as a result of the grievance could impact on staff resources.

## Informal grievance procedure



## Formal grievance procedure

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# Informal grievance procedure

## 1. What is a grievance?

An employee may raise a grievance if they have concerns in work regarding their work, working practices or working conditions. This procedure enables employees to raise concerns that they may have, including:

- Terms and conditions of employment
- Health and safety issues
- Complaints regarding the actions of colleagues
- Actions that could result in constructive dismissal
- Poor working environment
- Discrimination on the grounds of race, sex, disability, sexual orientation, age, religion or belief

This list is not exhaustive and is intended to provide guidance on the types of situation from which a grievance may arise.

A breakdown in colleague relationships should not be regarded as a reason for raising a grievance. In such circumstances employees are urged to find an amicable solution to resolve their issues.

## 2. If a grievance issue is recognised, what next?

If an employee believes that they have a valid grievance, then it is recommended the informal approach is tried in the first instance.

## 3. Employee approaches manager with informal grievance

Via the informal process, the employee approaches their manager to explain their issue(s) and details what their preferred outcomes would be. The manager may be made aware of the grievance issues due to verbal or written communication from the employee.

If the complaint is regarding the employee's line manager, then it is recommended the employee approaches the manager of their line manager.

**4. Manager must invite employee to an informal meeting via email or letter. Manager and employee have informal meeting – within 5 working days of informal grievance submission – to try to resolve issue.**

To allow problems to be dealt with quickly, employees should aim to resolve grievances informally during a discussion with their line manager wherever possible. If the grievance is as a result of an incident the line manager should aim to reply to the employee's concern within 5 working days of the discussion.

During the discussion, the manager should establish:

- The exact nature of the employee's grievance
- What steps the employee thinks that the manager can take to resolve the grievance

After the informal discussion with the employee, the manager should write to the employee setting out what has been discussed and agreed.

### **5. Meeting outcome – Grievance not resolved**

If the employee is dissatisfied with what has been written and cannot reach a resolution to the grievance, they have the right to take the grievance to the formal stage. They should notify their manager of this within 10 working days of receipt of the letter using the formal Statement of grievance form. If the employee fails to do this then the grievance is concluded and the employee cannot raise the same issues again at a later date. (This does not prohibit employees from raising the same issue if was initially deemed to be resolved and subsequently reoccurs).

Once the Statement of grievance form has been received, the manager will need to write to the employee to acknowledge the grievance.

The manager will arrange a meeting with the employee and their representative within a reasonable time, usually within 10 working days, but no longer than 30 working days, to address and try to resolve the issue.

### **6. Meeting outcome – Grievance resolved**

Manager and employee ensure agreed outcomes are implemented. When the matter is resolved at this stage, any notes taken should be retained for a period of **6 months (was 3)**.



# Formal grievance procedure

## 7. Formal grievance raised by an employee

If an employee wants to raise a grievance they should do so by using the **Statement of Grievance Form**. If the complaint is regarding the employee's immediate line manager, then it is recommended the employee sends the completed form to the manager of the line manager.

Once the grievance has been received, the manager will need to write to the employee to **acknowledge the grievance**.

The manager will arrange a meeting with the employee and their representative within a reasonable time, usually within 10 working days, but no longer than 30 working days, to address and try to resolve the issue.

If the grievance involves the relationship between the employee and their immediate line manager, an impartial manager, appointed by the Head of Service should hear the grievance.

## 8. Acknowledgement letter to employee from manager - Employee advised if investigation is required

Once the grievance has been received, the manager will need to write to the employee to acknowledge the grievance.

The grievance meeting will be held within a reasonable timescale, usually within 10 working days of receipt of the grievance. However, if an investigation is required this timescale may be extended. Where possible, the grievance meeting will be held within 10 working days of the completion of the investigation in this case.

At least 5 working days prior to the meeting the employee will be:

- given written notice of the meeting time and place via the **Invitation to Grievance Meeting Letter**

At least 2 working days prior to the meeting the employee will be provided with:

- a copy of the investigation report

At least 2 working days prior to the meeting the employee will need to provide their manager with the following:

- confirmation that they will be attending the meeting

- the details of their representative

Please refer to representation section for further information.

### **9. If investigation is required, the manager appoints an investigating officer and keeps all parties informed of progress and timescales.**

If necessary, an investigation may be carried out into issues raised within the grievance in line with the Council's Investigation Framework.

An independent Investigating Officer will be appointed by the manager to gather facts and information relating to the grievance.

The duration of the investigation will depend on the complexity and nature of the grievance, and evidence will be gathered from a number of sources in order to draw conclusions and recommendations to be included in their investigation report.

The employee will be kept informed by the manager of the likely timescales involved in the investigation process and given notice of the grievance meeting when the investigation is complete.

### **10. Investigating Officer produces investigation report for grievance manager**

The investigation may be carried out into issues raised within the grievance in line with the Council's Investigation Framework.

Upon completion of the report, the Investigating Officer provides the investigation report for the manager and the manager organises a formal grievance meeting where the Investigating Officer will present the outcomes of the investigation.

At least 2 working days prior to the meeting the employee will be provided with a copy of the investigation report.

### **11. Manager arranges formal grievance meeting, confirming in writing date, time and venue Employee is given 5 working days' notice; copies of investigation report and any supporting paperwork are enclosed - Grievance meeting held**

The manager arranges the meeting venue etc., sends out **Invitation to Grievance Meeting letter** to the employee and arranges for a note taker to be appointed to take accurate notes as a record of the meeting. The notes should be typed up within 5 working days of the grievance meeting taking place.

The grievance meeting will be held within a reasonable timescale, usually within 10 working days of receipt of the grievance. However, if an investigation is required this timescale may be extended. Where possible, the grievance meeting will be held within 10 working days of the completion of the investigation in this case.

At least 5 working days prior to the meeting the employee will be:

- given written notice of the meeting time and place via the [Invitation to Grievance Meeting Letter](#)

At least 2 working days prior to the meeting the employee will be provided with:

- a copy of the investigation report

At least 2 working days prior to the meeting the employee will need to provide their manager with the following:

- confirmation that they will be attending the meeting
- the details of their representative

If deemed appropriate, for example, if the issue is complex, a member from HR Direct may be in attendance at the meeting to offer advice and guidance; they will not attend to take notes.

The manager should prepare the meeting structure and list points they want to cover, liaising with HR if necessary for support or clarification of any points of the procedure.

The employee will be given at least 5 working days' notice of the meeting time and place in writing; their right to be accompanied at the meeting by a work colleague or an official employed by a trade union. See Representation.

During the grievance meeting the manager should consider that raising a grievance can be a distressing experience for an employee and they can become upset or distressed during the meeting. In such cases, allow time for the employee to regain composure; if necessary adjourn and reconvene at a later date.

All participants must behave in a professional manner, during the meeting frustrations and anger may be vented; however abusive language or behaviour should not be tolerated.

At the meeting the Investigating Officer will present the outcomes of the investigation.

Following the grievance meeting the manager will consider all the information provided and come to a decision.

The manager will write to the employee within 5 working days of the meeting outlining their decision in relation to the grievance.

Possible outcomes are:

- to uphold the employee's grievance
- to partially uphold the grievance
- not to uphold the employee's grievance

The employee should also be informed at this stage of their right to appeal this decision.

Copies of all notes and correspondence related to the grievance and decision should be forwarded to HR Direct for recording purposes.

### **12. Grievance upheld - Confirmation letter to employee from the manager**

Should the manager conclude that the employee's grievance is upheld, then the outcome is to be confirmed in a letter to the employee, see [Outcome of Grievance Meeting letter](#). The content of this letter will vary grievance to grievance, so the letter detail will vary accordingly.

### **13. Grievance issue resolved and closed - Copy of information to HR Direct**

The employee and manager will work together to ensure the agreed outcomes are achieved and maintained. Copies of all paperwork relating to this grievance are required to be forwarded to HR Direct for recording purposes.

### **14. Grievance partially upheld - Confirmation letter to employee from the manager - Copy of information to HR Direct - Employee has right to appeal outcome**

Should the manager conclude that the employee's grievance is partially upheld, then the outcome is to be confirmed in a letter to the employee, see [Outcome of Grievance Meeting letter](#). The content of this letter will vary grievance to grievance, so the letter detail will vary accordingly.

Copies of all paperwork relating to this grievance are required to be forwarded to HR Direct for recording purposes.

### **15. Grievance not upheld - Confirmation letter to employee from the manager - Copy of information to HR Direct - Employee has right to appeal outcome**

Should the manager conclude that the employee's grievance is not upheld, then the outcome is to be confirmed in a letter to the employee, see **Outcome of Grievance Meeting letter**. The content of this letter will vary grievance to grievance, so the letter detail will vary accordingly.

Copies of all paperwork relating to this grievance are required to be forwarded to HR Direct for recording purposes.

#### **16. Employee raises an appeal following the Corporate Appeals Procedure**

The employee has the right to appeal the outcome of the grievance. If they wish to do so, they are required to complete the **Corporate Appeal form** and forward to Catrin Roberts, HR Manager within 10 working days of the grievance outcome meeting.

# Additional information

## Representation

An employee will have the right to be represented or accompanied by a Trade Union representative or workplace colleague during any formal part of the procedure.

If the employee is not a member of a Trade Union they may request support from an HR Officer or independent middle manager who can talk them through the process and provide advice on their rights. The HR Officer or manager will not however be able to attend any meetings with the employee and the employee should therefore seek support from a colleague if they wish to have a representative with them. It will be up to the employee to arrange for someone to attend the meeting in this capacity.

The employee is required to name their representative in advance of the meeting. The representative can participate in the meeting, but they cannot answer questions on behalf of the employee.

It is the responsibility of the employee to ensure that their representative is available to attend the meeting.

If the employee's chosen representative is not available on the date set for the meeting, the employee has the right to have the meeting postponed for up to five working days. It is expected that all reasonable steps will be taken to attend the rescheduled meeting. In such cases one alternative date will be offered by the Council which will as far as reasonably possible, take into account the availability of the chosen representative. Should the chosen representative remain unavailable for this alternative date, the employee will be expected to arrange an alternative representative.

In exceptional circumstances discretion may be applied to allow an employee to bring someone who does not fit in with the above classifications (Trade Union representative or workplace colleague), this may be a parent or carer. The circumstances of the case will be taken into account to assess the appropriateness of someone else attending as a companion.

## Reasonable adjustments

Provision will be made for any reasonable adjustments to accommodate the needs of those attending the meeting. This may include holding the meeting in an accessible venue, providing an interpreter, additional equipment or allowing extra breaks etc. Reasonable notice is expected in order for suitable arrangements to be made.

### **Grievance raised during other proceedings e.g. disciplinary, redundancy etc**

There may be occasions where an employee, who is subject to another procedure, raises a grievance. The way in which this is handled will depend on the facts of each case. An assessment of the facts should take into account how the grievance is related (if at all) to the matter in hand.

Whether or not the grievance and the ongoing case are associated will be determined by the appointed Deciding Officer of the case.

### **Where the grievance and the other case are related**

In exceptional circumstances it may be appropriate to temporarily hold the ongoing proceedings while the grievance matter is investigated further. The aim here is to establish whether the complaint has a material impact on the case and eventual outcome.

Be mindful that other ongoing proceedings should not be delayed unnecessarily.

### **Where the grievance and the other case are not considered to be related**

In such cases it is advised that both cases are dealt with separately and that they run concurrently. The proceedings of the case in question may not be impacted by the grievance raised and should therefore be able to continue as planned.

Refer to the Disciplinary procedure for details relating to the disciplinary process.

Mae tudalen hwn yn fwiadol wag



# Corporate Grievance policy

## 18.01.2016

Equality Impact Assessment

# Corporate Grievance policy

Contact: Andrea Malam,

Updated: 26.05.2015

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

Revised policy

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

Denbighshire County Council is legally obliged to have in place grievance procedures. The HR Direct team have identified that the Grievance policy is due for review and as such the content has been updated. This has prompted the completion of an Equality impact assessment.

The Council are committed to equality of opportunity at all times during the operation of the grievance procedure. This will ensure that employees are treated fairly and without discrimination on the grounds of their age, disability, gender reassignment, marital or civil partnership status, race, pregnancy or maternity, religion or belief, sex, sexual orientation or caring responsibilities.

## 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 policy has been taken to CJM for consultation with the recognised trade unions and the ACAS code of practice has been adhered to.

**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)*

The policy allows for reasonable adjustments to be made where required.

The policy takes into account those with a disability who may need a parent or carer in attendance during meetings. This is a variation on the protocol for employees who may chose either a Trade Union Official or employee representative as a companion.

**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 policy is designed to ensure fairness, therefore it does not have a disproportionate negative impact on protected characteristics.

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

Yes

The policy now makes reference to 'Reasonable adjustments'.

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

Yes

The policy refers to the 'Standard policy statement'. The statement outlines the Council approach to things which are common to most policies. This doesn't currently cover equal ops. Explore the possibility of including refer to the Council's commitment to equal opportunities here. Once this is done, review the location of the statement, as this not easy to locate. This should be easily accessible to all employees to ensure awareness of its contents.

Action(s)

Owner

By when?

Publish the 'Standard policy statement' and ensure it is easily accessible	Andrea Malam	On date of publication of the revised Grievance policy
<Please describe>	<Enter Name>	<DD.MM.YY>
<Please describe>	<Enter Name>	<DD.MM.YY>
<Please describe>	<Enter Name>	<DD.MM.YY>
<Unrestrict editing to insert additional rows>	<Enter Name>	<DD.MM.YY>

## 9. Declaration

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

Review Date:	18.01.2017
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Name of Lead Officer for Equality Impact Assessment	Date
Andrea Malam	18.01.2016

**Adroddiad i'r:** Cabinet

**Dyddiad y Cyfarfod:** 29 Mawrth 2016

**Aelod / Swyddog Arweiniol:** Y Cyngorydd Julian Thompson-Hill / Richard Weigh, Prif Swyddog Cyllid

**Awdur yr Adroddiad:** Steve Gadd, Prif Gyfrifydd

**Teitl:** Adroddiad Cyllid

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## 1. Am beth mae'r adroddiad yn sôn?

Mae'r adroddiad yn rhoi manylion am gyllideb refeniw ac arbedion y Cyngor fel y cytunwyd arnynt ar gyfer 2015/16. Mae'r adroddiad hefyd yn rhoi diweddariad cryno o'r Cynllun Cyfalaf yn ogystal â'r Cyfrif Refeniw Tai a'r Cynllun Cyfalaf Tai. Mae'r adroddiad hefyd yn cynnwys diweddariad ar y Setliad Terfynol ar gyfer Cyllideb 2016/17.

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

Pwrpas yr adroddiad yw rhoi diweddariad ar sefyllfa ariannol bresennol y cyngor.

## 3. Beth yw'r Argymhellion?

Bod yr Aelodau yn nodi'r cyllidebau a bennwyd ar gyfer 2015/16 a'r cynnydd yn erbyn y strategaeth y cytunwyd arnynt ar gyfer y gyllideb.

Bod yr Aelodau'n cymeradwyo'r defnydd o'r tanwariant o fewn y Cynllun Ariannu Preifat (PFI) a Chyllidebau Cyllido Cyfalaf o £677k i sefydlu cronfa wrth gefn i helpu i liniaru effeithiau gostyngiadau yn y dyfodol yn yr arian a dderbynnir gan Lywodraeth Cymru fel rhan o'r strategaeth cyllideb ar gyfer 2017/18.

Bod yr Aelodau'n nodi'r wybodaeth ddiweddaraf am y Setliad Terfynol a chymeradwyo'r defnydd a argymhellir o'r £6k ychwanegol mewn cyllid Llywodraeth Cymru.

## 4. Manylion yr Adroddiad

Mae'r adroddiad yn crynhoi cyllideb refeniw'r Cyngor ar gyfer 2015/16 yn **Atodiad 1**. Cyllideb refeniw net y Cyngor yw £185 miliwn (£188 miliwn yn 14/15). Rhagwelwyd y bydd tanwariant o £0.585 miliwn ar wasanaethau a chyllidebau corfforaethol (£0.419 miliwn o danwariant ar ddiwedd mis Ionawr). Mae manylion pellach ynglŷn â'r rhesymau dros yr amrywiaethau a'r risgiau a thybiaethau sy'n sail iddynt wedi'u hamlinellu isod.

Cytunwyd ar arbedion o £7.3m fel rhan o'r gyllideb ac mae crynodeb o'r arbedion yn **Atodiad 2**. Mae £6.647m (91%) o'r arbedion eisoes wedi'u cyflawni. Fel y gwelir rhagwelir y bydd y rhan fwyaf o'r 9% o arbedion hyn yn weddill yn cael eu cyflawni erbyn 2016/17 fan bellaf.

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

Mae rheoli cyllidebau refeniw a chyfalaf y cyngor yn effeithiol a chyflawni'r strategaeth gyllidebol y cytunwyd arni yn sylfaen i weithgarwch ym mhob maes, gan gynnwys blaenoriaethau corfforaethol.

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

Mae manylion gwasanaethau sylweddol ar gael yn y paragraffau isod. Rhagamcanir ar hyn o bryd y bydd nifer o wasanaethau yn tanwario ac mae'r arwyddion yn cael eu cynnwys isod ynghylch sut y gall gwasanaethau fod yn cynllunio i gario drosodd a defnyddio'r adnoddau hyn yn y flwyddyn ariannol newydd. Fodd bynnag, bydd argymhellion llawn sy'n cwmpasu cynigion gwasanaeth yn cael eu hystyried yn fwy manwl yn yr adroddiad cyllid nesaf.

**Gwasanaethau Plant** - Disgwylir y bydd y gwasanaeth yn gorwario o £326k (£308k o orwariant fis diwethaf). Fel nodwyd y mis diwethaf, gall newidiadau i leoliadau cost uchel gael effaith ariannol sylweddol. Parheir i obeithio y gall y gwasanaeth leihau'r gorwariant amcanol cyfredol cyn diwedd y flwyddyn ariannol, fel arall bydd y pwysau'n cael ei ariannu trwy Gronfa Wrth Gefn Lleoliadau Arbenigol.

**Cynllunio a Gwarchod y Cyhoedd** – Rhagamcanir y bydd y gwasanaeth yn tanwario o £54k (£89k fis diwethaf) oherwydd gweithrediad cynnar arbedion y gyllideb a gytunwyd. Mae'r symudiad ers y mis diwethaf o ganlyniad i gostau cyfreithiol yn ymwneud ag apêl cais cynllunio a aeth yn mynd yn erbyn y Cyngor.

**Priffyrdd a Gwasanaethau Amgylcheddol** - Mae nifer o risgiau a materion yn dal i fodoli o fewn y gwasanaeth yn 2015/16 a thu hwnt o ran Parcio, Cludiant Ysgol, ac Asiantaeth Cefnffyrdd Gogledd a Chanolbarth Cymru. Fel yr adroddwyd yn fanwl mewn adroddiadau blaenorol, mae camau rheoli wedi cael eu nodi i helpu i liniaru'r risgiau penodol hyn ac mae'r effeithiau hefyd wedi cael eu gwrthbwysu gan nifer o danwario mewn mannau eraill o fewn y gwasanaeth. Felly rhagamcanir ar hyn o bryd y bydd y gwasanaeth yn gorwario £37k (£75k o orwariant wedi'i adrodd fis diwethaf). Mae'r symudiad yn ymwneud â rheolaeth ofalus pellach o wariant dewisol ar draws y gwasanaeth a thybiaethau diwygiedig o ran gweithgarwch cynnal a chadw yn y gaeaf.

Mae effaith y tywydd garw gwlyb ar ddiwedd mis Rhagfyr wedi gadael y Cyngor gydag ôl-groniad o waith cynnal a chadw sy'n ofynnol ar y rhwydwaith ffyrdd. Mae asesiad llawn o'r gofyniad yn dal i gael ei gwblhau ond mae'n debygol o fod yn fwy na £250k. Mae cyllid yn cael ei geisio oddi wrth Llywodraeth Cymru, fodd bynnag, bydd y gwaith yn cael ei ariannu gan y Gronfa Tywydd Garw hyd yn oed os nad oes cyllid allanol ar gael.

**Cyfreithiol, Adnoddau Dynol a Gwasanaethau Democrataidd** - Rhagamcanir y bydd y gwasanaeth yn awr yn gorwario £66k (gorwariant o £67k y mis diwethaf). Mae'r rhan fwyaf o'r symudiad hwn yn ymwneud â chostau ymadael staff sy'n ffurfio rhan o ailstrwythuro a fydd yn helpu'r gwasanaeth i foderneiddio a dod yn fwy gwydn yn y blynyddoedd i ddod.

**Cyllid, Asedau a Thai** - Rhagamcanir y bydd y gwasanaeth yn awr yn tanwario o £18k (tanwariant o £24k y mis diwethaf) sy'n ymwneud â swyddi gwag staff.

**Gwella Busnes a Moderneiddio** - Rhagwelir ar hyn o bryd mai tanwariant y gwasanaeth fydd £321k (tanwariant o £126k y mis diwethaf). Mae £28k o'r symudiad yn ymwneud ag adnabod arbedion yn gynnar o gwmpas cyflwyno Cynllunio Busnes ar draws y Cyngor, bydd yr arbediad cyllideb blwyddyn lawn yn cyfrannu at y targed o £100k ar gyfer 16/17. Mae'r £167k sy'n weddill yn ymwneud â lleihau costau ymgynghori TGCh, credydau ychwanegol a dderbyniwyd ar gontractau cyfathrebu yn ogystal ag adolygiad o'r ymrwymadau a gynhaliwyd ar y system. Mae'r gwasanaeth yn gobeithio defnyddio'r tanwariant i wrthbwyso costau ailstrwythuro gwasanaeth a gynlluniwyd o fewn TGCh, ymestyn rôl archifydd dros dro o fewn Rheoli Gwybodaeth a buddsoddi mewn hyfforddiant staff.

**Datblygu Busnes ac Economaidd** - Rhagamcannir y bydd y gwasanaeth ar hyn o bryd yn tanwario o £55k (rhagamcanir i adennill costau y mis diwethaf). Mae £35k o'r symudiad yn ymwneud ag oedi wrth gaffael offer o fewn y Gwasanaeth Ieuencid, y gobaith yw y gall y gwasanaeth gario'r tanwariant hwn drosodd i'r flwyddyn ariannol nesaf i ariannu offer allgymorth. Mae'r symudiad sy'n weddill yn ymwneud â newid yn yr amserlen a ragwelir ar gyfer recriwtio Rheolwr Canolfan Hamdden a lleihau nifer o orwario bach.

**Gwella Ysgolion a Chynhwysiant** – Rhagwelir y bydd y gwasanaeth yn tanwario o £43k (£114k o danwariant wedi'i adrodd fis diwethaf). Mae'r symudiad o £71k yn ymwneud â chynnydd mewn costau Tu Allan i'r Sir. Gobeithir y gellir defnyddio'r tanwariant sy'n weddill yn y dyfodol i gynorthwyo i ariannu gofynion ychwanegol y gwasanaeth o ganlyniad i Fil Drafft Tribiwnlys Addysg ac Anghenion Dysgu Ychwanegol sy'n nodi cynigion ar gyfer system ddeddfwriaethol newydd i gefnogi plant a phobl ifanc, 0-25 oed, sydd ag anghenion dysgu ychwanegol.

**Ysgolion** – Y rhagamcan diweddaraf ar gyfer balansau ysgolion yw £1.320m (£1.426m y mis diwethaf), sy'n ostyngiad o £2.218m ar falansau a ddygwyd ymlaen o 2014/15 (£3.538m). Mae adroddiadau monitro wedi'u cyflwyno i'r adran gyllid yn nodi'r risgiau a'r tybiaethau sydd wedi hysbysu'r rhagamcanion a chrynodebau'r cynlluniau sydd ar waith i ddefnyddio cronfeydd wrth gefn a/neu ddelio â diffygion ariannol a ragwelir. Rhagwelir y bydd y gyllideb heb ei dirprwyo yn gorwario o £66k oherwydd costau ychwanegol sy'n gysylltiedig ag ehangu Band Eang mewn Ysgolion. Gobeithir y bydd y gorwariant hwn yn cael ei fantoli yn erbyn gostyngiad mewn costau pensiwn hanesyddol, er ni fydd y ffigyrau hyn yn hysbys tan ddiwedd y flwyddyn ariannol.

**Datblygu Busnes ac Economaidd** - Rhagamcanir y bydd y gwasanaeth ar hyn o bryd yn tanwario o £149k (tanwariant o £142k y mis diwethaf). Mae'r tanwariant o ganlyniad i oedi mewn gwaith prosiect mewn nifer o feysydd fel y nodir yn adroddiadau monitro blaenorol. Nid oes unrhyw ostyngiad yn nifer neu faint o gamau gweithredu a gynigir yn y cynlluniau gwariant a disgwylir i gostau godi yn awr yn ystod y flwyddyn ariannol nesaf, lle gobeithir bydd y gwasanaeth yn gallu cario cyllid priodol drosodd.

**Corfforaethol** – Rhagamcanir y bydd tanwariant yn y cyllidebau Corfforaethol o £374k ar hyn o bryd (tanwariant o £374k y mis diwethaf).

Yn ystod y flwyddyn mae'r sefyllfa gyllidebol o gwmpas prynu allan y PFI wedi'i gadw dan adolygiad ac yn wir mae wedi cyfarwyddo rhyddhau arbedion cyllideb ar gyfer 2016/17. Wrth i ni nesáu at ddiwedd y flwyddyn ariannol, gellir yn awr gadarnhau y bydd tanwariant yn ystod y flwyddyn o £577k yn ymwneud â'r meysydd cyllideb hyn. Ochr yn ochr â'r £100k hwn, nodwyd tanwariant yn y Gyllideb Ariannu Cyfalaf oherwydd gostyngiad yn yr angen i fenthycan allanol. Argymhellir bod y tanwariant hwn o £677k yn cael ei roi mewn cronfa wrth gefn i helpu i liniaru effeithiau gostyngiadau mewn cyllid yn y dyfodol fel y nodwyd yn y Cynllun Ariannol Tymor Canolig diweddaraf (MTFP). Bydd y gyllideb PFI flaenorol yn helpu i gyfrannu at dargedau effeithlonrwydd fel rhan o'r gyllideb ar gyfer 2017/18.

Fel yr amlygwyd dros y misoedd diwethaf, mae'r risg yn parhau ar gyllidebau corfforaethol ynghylch tebygolrwydd cyfraniadau pellach yn cael eu codi i wasanaethu rhwymedigaethau'r cyngor (ynghyd â'r rhan fwyaf o rai eraill yn y DU) o ran y cyn Gwmni Yswiriant Municipal Mutual. Roedd cynghorau yn gyd-aelodau o'r cwmni ac maent wedi etifeddu rhwymedigaethau ar ôl iddo ddirwyn i ben. Mae'r rhwymedigaethau yn ymwneud â hawliadau hanesyddol. Mae hyn yn dilyn £393k a dalwyd yn 2014/15. Nid oes unrhyw ffigurau wedi cael eu dyfynnu eto i dalu'r ardoll ddiweddaraf ond mae amlygiad mwyaf y cyngor yn £2.225m. Er nad ydym yn disgwyl derbyn hysbysiad ynglŷn â'r rhwymedigaeth ariannol cyn mis Mawrth 2016, mae'n debyg y bydd y ffigur yn debyg i'r hyn a dalwyd yn 2014/15, ac os felly, bydd yn cael ei ariannu o'r gyllideb gorfforaethol.

**Risgiau / Tybiaethau Gwasanaethau Eraill** - Er y rhagamcanir y bydd gwasanaethau eraill yn adennill arian ar hyn o bryd mae nifer o risgiau a thybiaethau fydd yn cael eu monitro'n agos dros y misoedd nesaf a'u hadrodd i'r Aelodau.

Ar ddechrau 2015/16 roedd cronfeydd arian parod y **Cynllun Corfforaethol** yn £17.413 miliwn. Gan ganiatáu ar gyfer ariannu a gwariant sydd wedi eu rhagamcan yn ystod y flwyddyn, amcangyfrifir y bydd arian wrth gefn y Cynllun Corfforaethol ar ddiwedd y flwyddyn yn £2m.

Mae crynodeb o **Gynllun Cyfalaf** y Cyngor yn **Atodiad 3**. Mae'r cynllun cyfalaf cyffredinol a gymeradwywyd yn £45.4miliwn ac mae'r gwariant hyd yma yn £36.2m. Hefyd yn **Atodiad 3** mae'r gwariant arfaethedig o £24m yn 2015/16 ar y **Cynllun Corfforaethol**. Yn **Atodiad 4** mae diweddariad ynglŷn â'r prif brosiectau sydd wedi eu cynnwys yn y Cynllun Cyfalaf.



Y **Cyfrif Refeniw Tai (CRT)**. Mae'r sefyllfa refeniw ddiweddaraf yn rhagdybio y bydd cynnydd mewn balansau ar ddiwedd y flwyddyn o £186k o'i gymharu â chynnydd yn y gyllideb o £168k. Rhagamcanir y bydd balansau CRT yn £2.037miliwn ar ddiwedd y flwyddyn. Rhagolwg gwariant y Cynllun Cyfalaf Tai yw £5.6m. Bydd unrhyw lithriad yn y cynllun cyfalaf yn cael ei ddwyn ymlaen i'r Cynllun Cyfalaf Tai ar gyfer 2016/17.

**Rheoli'r Trysorlys** - Ar ddiwedd mis Chwefror, roedd cyfanswm benthyciadau'r cyngor yn £187.337 miliwn ar raddfa gyfartalog o 5.01%. Roedd balansau buddsoddi yn £9.4miliwn ar gyfradd gyfartalog o 0.72%.

**Diweddariad o'r Gyllideb** - Ar 2 Mawrth cyhoeddodd Llywodraeth Cymru y Setliad Terfynol i Lywodraeth Leol, a gymeradwywyd gan y Cynulliad ar 10 Mawrth. Fel y cafodd ei addo ychydig iawn o newid a fu rhwng y Setliadau Drafft a Therfynol, fodd bynnag, fe wnaeth arwain at gyllid ychwanegol o £6k ar gyfer Sir Ddinbych. Argymhellir bod y £6k ychwanegol yn cael ei ychwanegu at y £480k wrth gefn Corfforaethol ar gyfer 2016/17 y gellir ei ddefnyddio i helpu i wneud iawn am unrhyw oedi wrth gyflawni effeithlonrwydd.

**7. Beth yw prif gasgliadau'r Aseiad o Effaith ar Gydraddoldeb (AEC) a gynhaliwyd ar y penderfyniad?**

Cynhyrchwyd aseiad o effaith manwl fel rhan o broses gosod y gyllideb a adroddwyd i'r Cyngor ym mis Rhagfyr 2014.

**8. Pa ymgynghoriadau a gynhaliwyd gyda'r Pwyllgorau Archwilio ac eraill?**

Yn ogystal ag adroddiadau rheolaidd i'r Pwyllgor Llywodraethu Corfforaethol, mae proses y gyllideb wedi cael ei ystyried gan y Tîm Gweithredol Corfforaethol, yr Uwch Dîm Arweinyddiaeth, cyfarfodydd briffio'r Cabinet a briffio'r Cyngor. Cafodd cynigion penodol eu hadolygu gan bwyllgorau archwilio a bu ymarferiad ymgysylltu â'r cyhoedd i ystyried effaith cynigion y gyllideb. Mae'r cyngor wedi ymgynghori â'r partneriaid trwy'r Bwrdd Gwasanaethau Lleol ar y Cyd a chynhaliwyd trafodaethau penodol gyda'r Heddlu. Fe ddiweddarwyd pob aelod staff ynghylch y broses gosod y gyllideb, ac fe ymgynghorwyd yn llawn â staff a fydd yn cael eu heffeithio, neu fe fydd ymgynghori'n digwydd â nhw, yn unol â pholisïau a gweithdrefnau AD y Cyngor. Ymgynghorwyd ag Undebau Llafur trwy'r Cydbwyllgor Ymgynghorol Lleol.

**9. Datganiad y Prif Swyddog Cyllid**

Mae'n bwysig bod gwasanaethau'n parhau i reoli cyllidebau'n ddoeth a bod unrhyw arian dros ben o fewn y flwyddyn yn cael ei ystyried yng nghyd-destun y sefyllfa ariannol tymor canolig, yn arbennig o ystyried graddfa'r gostyngiadau y mae'n ofynnol eu gwneud yn y gyllideb yn ystod y ddwy neu dair blynedd nesaf.

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

Dyma'r cyfnod ariannol mwyaf heriol y mae'r cyngor wedi ei wynebu a byddai methu a chyflawni'r strategaeth y cytunwyd arni gogyfer â'r gyllideb yn rhoi mwy o bwysau ar wasanaethau yn y flwyddyn ariannol gyfredol ac yn y dyfodol. Bydd monitro a rheoli'r gyllideb yn effeithiol yn helpu i sicrhau bod y strategaeth ariannol yn cael ei chyflawni.

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

Mae'n ofynnol i awdurdodau lleol o dan Adran 151, Deddf Llywodraeth Leol 1972 wneud trefniadau ar gyfer gweinyddu eu materion ariannol yn briodol.

Appendix 1

**DENBIGHSHIRE COUNTY COUNCIL REVENUE BUDGET 2015/16**

Feb-16	Net Budget	Budget 2015/16			Projected Outturn						Variance	
	2014/15	Expenditure	Income	Net	Expenditure	Income	Net	Expenditure	Income	Net	Net	Previous Report
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
Communication, Marketing & Leisure	5,727	10,704	-6,853	3,851	11,528	-7,732	3,796	824	-879	-55	-1.43%	0
Customers & Education Support	2,454	7,261	-1,918	5,343	8,015	-2,672	5,343	754	-754	0	0.00%	0
School Improvement & Inclusion	4,555	16,898	-12,989	3,909	17,225	-13,359	3,866	327	-370	-43	-1.10%	-114
Business Improvement & Modernisation	3,734	5,717	-1,680	4,037	6,133	-2,417	3,716	416	-737	-321	-7.95%	-126
Legal, HR & Democratic Services	2,395	3,473	-1,061	2,412	3,620	-1,142	2,478	147	-81	66	2.74%	67
Finance & Assets	8,354	10,906	-4,353	6,553	11,176	-4,641	6,535	270	-288	-18	-0.27%	-24
Highways & Environmental Services	18,829	33,692	-15,486	18,206	34,779	-16,536	18,243	1,087	-1,050	37	0.20%	75
Planning & Public Protection	2,480	3,790	-1,434	2,356	4,001	-1,699	2,302	211	-265	-54	-2.29%	-89
Community Support Services	32,269	46,112	-14,332	31,780	47,133	-15,353	31,780	1,021	-1,021	0	0.00%	0
Economic & Business Development	1,421	879	-80	799	813	-163	650	-66	-83	-149	-18.65%	-142
Children's Services	8,419	9,189	-896	8,293	9,574	-955	8,619	385	-59	326	3.93%	308
<b>Total Services</b>	<b>90,637</b>	<b>148,621</b>	<b>-61,082</b>	<b>87,539</b>	<b>153,997</b>	<b>-66,669</b>	<b>87,328</b>	<b>5,376</b>	<b>-5,587</b>	<b>-211</b>	<b>-0.24%</b>	<b>-45</b>
Corporate	16,142	45,620	-29,015	16,605	45,246	-29,015	16,231	-374	0	-374	-2.25%	-374
Precepts & Levies	4,342	4,361	0	4,361	4,361	0	4,361	0	0	0	0.00%	0
Capital Financing	13,330	12,945	0	12,945	12,945	0	12,945	0	0	0	0.00%	0
<b>Total Corporate</b>	<b>33,814</b>	<b>62,926</b>	<b>-29,015</b>	<b>33,911</b>	<b>62,552</b>	<b>-29,015</b>	<b>33,537</b>	<b>-374</b>	<b>0</b>	<b>-374</b>	<b>-1.10%</b>	<b>-374</b>
<b>Council Services &amp; Corporate Budget</b>	<b>124,451</b>	<b>211,547</b>	<b>-90,097</b>	<b>121,450</b>	<b>216,549</b>	<b>-95,684</b>	<b>120,865</b>	<b>5,002</b>	<b>-5,587</b>	<b>-585</b>	<b>-0.48%</b>	<b>-419</b>
<b>Schools &amp; Non-delegated School Budgets</b>	<b>63,731</b>	<b>73,806</b>	<b>-10,500</b>	<b>63,306</b>	<b>75,409</b>	<b>-9,819</b>	<b>65,590</b>	<b>1,603</b>	<b>681</b>	<b>2,284</b>	<b>3.61%</b>	<b>2,181</b>
<b>Total Council Budget</b>	<b>188,182</b>	<b>285,353</b>	<b>-100,597</b>	<b>184,756</b>	<b>291,958</b>	<b>-105,503</b>	<b>186,455</b>	<b>6,605</b>	<b>-4,906</b>	<b>1,699</b>	<b>0.92%</b>	<b>1,762</b>
<b>Housing Revenue Account</b>	<b>-163</b>	<b>13,441</b>	<b>-13,609</b>	<b>-168</b>	<b>13,565</b>	<b>-13,751</b>	<b>-186</b>	<b>124</b>	<b>-142</b>	<b>-18</b>		<b>-2</b>



## Appendix 2 Agreed Savings 2015/16

Agreed Savings by Service Area	STATUS	2015/16 £'000
<b>Highways &amp; Environment</b>		
Street Cleansing - reduce activity	Achieved	100
Increase Cemetery Charges	Achieved	50
Reduce Rights of Way activity	Achieved	71
Reduce Road Safety Programme	Achieved	50
Reduce Street Lighting Inspections	Achieved	5
Introduce Charges for Green Waste	Achieved	400
Remove or reduce public transport subsidy	Achieved	166
Highways general maintenance review	Achieved	125
Reduce grounds maintenance activity	Achieved	40
Rationalisation of Countryside Services	Achieved	65
<b>Communication, Marketing &amp; Leisure</b>		
Reduce spend on recruitment advertising in newspapers	Achieved	30
Stop production of paper version of County Voice	Achieved	19
Leisure Centres - further increase income and efficiency	In Progress	118
Rhyl Pavilion - restructure and introduction of transaction fees	Achieved	62
Youth Services - changes to open access programme	Achieved	28
Youth Services - staffing structure	Achieved	46
Remove subsidy from Scala Prestatyn	Achieved	40
Rationalise Tourist Information Centres - inc. changes to opening hours	Achieved	20
Introduce charges for the use of the Drift Park water play area in Rhyl and reduce the level of Lifeguard Cover on the beaches from 2015/16	Achieved	48
Increase income recharge or transfer Denbigh Town Hall	Achieved	17
Library Service - modernisation programme (Stage 1 - delete vacant posts, reduce book fund)	Achieved	130
Library Service (Ruthin Craft Centre - reduce subsidy)	Achieved	10
<b>Education Support</b>		
Remove historic contingency budgets	Achieved	78
Premises Budget - stop facilities management service provided to schools	Achieved	70
Clothing Grants - end council support with the option to pay passed to schools	Achieved	4
Remission claims - end council support with the option to pay passed to schools	Achieved	34
Governor Support - change the way support is provided	Achieved	31
<b>Schools Delegated Budgets</b>		
Demography reduction to reflect fall in pupil numbers	Achieved	242
Use of Corporate Plan additional funding to meet 1 % protection target	Achieved	581
<b>School Inclusion</b>		
Review Additional Learning Needs - removal of external chair moderation	Achieved	3
Behaviour Support - property savings from moving Project 11	Achieved	3
Specialist equipment - reduce budget to match expenditure	Achieved	5
Review Education Social Worker Service	Achieved	120
Review Educational Psychology Service	Achieved	30
Review of Counselling Service	Achieved	100
Reduce Recoupment Budget to match expenditure	Achieved	140
<b>School Improvement Services</b>		
Regional Consortium Office costs - renegotiate costs	Achieved	30
School Library Service - stop the service	Achieved	45
Music Service - end the agreement with William Mathias	Achieved	103
School improvement discretionary subsidies - remove to match demand	Achieved	141
Outdoor pursuits SLA - involves transferring the cost to schools	Achieved	23
<b>Customer Services</b>		
Website Advertising - scope for additional income	Achieved	10
Rhyl One Stop Shop Review	Achieved	100
<b>Finance &amp; Assets</b>		
Finance - modernisation and efficiency	Achieved	60
Finance - external funding team, removal of base budget	Achieved	65
Property - Office Accommodation Rationalisation	In Progress	100
Property - management restructure	Achieved	80
Reduce the Miscellaneous Property Portfolio	Achieved	20
Property School Facilities Management Agreement	Achieved	48

Agreed Savings by Service Area	STATUS	2015/16 £'000
Revenues & Benefits Commercial Partnership	Achieved	80
<b>Corporate</b>		
Capital Financing & PFI	Achieved	650
Energy Efficiency - result of lower consumption and price increases	Achieved	300
Removal of contingency budgets	Achieved	50
<b>Corporate Complaints</b> - provision to be considered as part of the wider corporate review of support/business services	Review	40
<b>Business Improvement &amp; Modernisation</b>		
Community Safety Partnership - review contribution	Achieved	5
Information Management - service redesign	Achieved	50
Corporate Improvement Team (corporate review of support/business services)	Review	180
Corporate Project Team - increase external charges	Achieved	10
Partnerships & Communities Team	Achieved	30
Internal Audit	Achieved	75
<b>Legal &amp; Democratic Services</b>		
Reduce the Number of Committee Meetings - saving on travel costs	Achieved	2
Reduction of Civics budget	Achieved	5
<b>Strategic HR</b>		
Not replacing Head of Service	Achieved	50
Staff Training & Development - greater use of e-learning etc	Achieved	15
<b>Adult &amp; Business Services</b>		
PARIS - electronic Domiciliary Care Invoices	Achieved	37
Receivership	Achieved	13
Cefndy Healthcare	Achieved	71
Workforce Development	Achieved	75
Restructure of Locality Services	Achieved	100
Benefits & Welfare Advice Service Review	In Progress	200
<b>Children &amp; Family Services</b>		
Staffing Budgets - realign to current requirement	Achieved	150
ICT Desktop Budget	Achieved	10
Young Carers - revised contribution to regional service	Achieved	6
Children with Disabilities - reduction to equipment budget to match spend	Achieved	10
Adoption support costs	Achieved	20
National Youth Advocacy Contract	Achieved	10
Child Protection Training	Achieved	10
Parental contributions for services provided for Children with Disabilities	Achieved	50
<b>Planning &amp; Public Protection</b>		
Development Management - increase income revenue for pre application advice	Achieved	45
Public Protection - closure of Pest Control Service	Achieved	95
Pollution Control - review to consider minimum level of provision	Achieved	20
Trading Standards - stop providing consumer advice	Achieved	45
<b>Housing &amp; Community Development</b>		
HRA Recharges - increase costs funded by the Housing Revenue Account	Achieved	270
Remove Town & Area Plan Budgets	Achieved	356
Reduce Core Project/Development Budget	Achieved	159
Reduce staffing budget - deletion of a vacant post	Achieved	42
Reduce non-staffing elements throughout the Economic & Business Development Budget	Achieved	43
<b>Total Agreed Savings 2015/16</b>		<b>7,285</b>

<b>Summary:</b>	£'000	%
Savings Achieved/Replaced	<b>6,647</b>	<b>91</b>
Savings In Progress/Being Reviewed	<b>638</b>	<b>9</b>
Savings Not Achieved or Deferred and not replaced	<b>0</b>	<b>0</b>
<b>Total</b>	<b>7,285</b>	

**Denbighshire County Council - Capital Plan 2015/16 - 2018/19**  
**Position to end February 2016**

**APPENDIX 3**

**General Capital Plan**

		2015/16	2016/17	2017/18	2018/19
		£000s	£000s	£000s	£000s
<b>Capital Expenditure</b>					
	<b>Total Estimated Payments - General</b>	21,189	10,166	171	171
	<b>Total Estimated Payments - Corporate Plan Contingency</b>	23,999	16,167	5,008	454
		292	500	500	500
	<b>Total</b>	<b>45,480</b>	<b>26,833</b>	<b>5,679</b>	<b>1,125</b>
<b>Capital Financing</b>					
1	<b>External Funding</b>	14,599	9,657	7,303	5,055
2	<b>Receipts and Reserves</b>	13,023	10,463	658	
3	<b>Prudential Borrowing</b>	17,858	6,713	2,086	438
5	<b>Unallocated Funding</b>	(0)	0	(4,368)	(4,368)
	<b>Total Capital Financing</b>	<b>45,480</b>	<b>26,833</b>	<b>5,679</b>	<b>1,125</b>

**Corporate Plan**

Revised February 2016

		£000s	£000s	£000s	£000s
<b>Approved Capital Expenditure</b>	Cefndy Healthcare Investment	30	110		
	Extra Care	799			
<b>included in above plan</b>	Highways Maintenance and bridges	2,881	2,550		
	Feasibility Study - New Ruthin School	92	526		
	Feasibility Study - Carreg Emlyn	194	184		
	Llanfair/Pentrecelyn Area School	74	409		
	Rhyl High School	16,039	2,935	332	
	Ysgol Bro Dyfrdwy - Dee Valley West Review	4			
	Bodnant Community School	2,606	277	61	
	Ysgol Glan Clwyd	1,248	9,176	4,615	454
	Faith Based Secondary	32			
<b>Estimated Capital Expenditure</b>		<b>0</b>	<b>14,965</b>	<b>24,745</b>	<b>23,165</b>
	<b>Total Estimated Payments</b>	<b>23,999</b>	<b>31,132</b>	<b>29,753</b>	<b>23,619</b>
<b>Approved Capital Funding</b>	External Funding	3,002	2,763	2,435	187
<b>included in above plan</b>	Receipts and Reserves	9,844	7,441	658	
	Prudential Borrowing	11,153	5,963	1,915	267
<b>Estimated Capital Funding</b>	External Funding	0	7,507	9,682	17,166
	Receipts and Reserves	0	1,361	2,966	600
	Prudential Borrowing	0	6,097	12,097	5,399
	<b>Total Estimated Funding</b>	<b>23,999</b>	<b>31,132</b>	<b>29,753</b>	<b>23,619</b>

Mae tudalen hwn yn fwiadol wag



## Appendix 4 - Major Capital Projects Update February 2016

### Rhyl Harbour Development

Total Budget	£10.762m
Expenditure to date	£10.579m
Estimated remaining spend in 2015/16	£ 0.183m
Future Years estimated spend	£ Nil
Funding	WG £2.733m; WEFO £5.950m; Sustrans £0.700m: RWE £155k; WREN £83k and DCC £1.141m
Comments	<p><b>Programme</b> Work is on-going to rectify any remaining defects associated with works undertaken at the harbour, which includes a review of the current maintenance schedule for the bridge.</p> <p>The works to protect the base of the new quay wall were due to commence on 14<sup>th</sup> March 2016.</p>
Forecast In Year Expenditure 15/16	£0.327m

### 21<sup>st</sup> Century Schools Programme – Bodnant Community School Extension and Refurbishment

Total Budget	£3.581m
Expenditure to date	£2.190m
Estimated remaining spend in 15/16	£1.048m
Future Years estimated spend	£0.343m
Funding	WG £1.687m, DCC £1.894m
Comments	<p><b>Bodnant Community School</b> This scheme is one of five projects within the Band A proposals for 21<sup>st</sup> Century Schools Programme. The project will build 7 classrooms, a new school hall and supporting facilities on the current Juniors site. This will allow the Infants pupils to move to the Juniors site and the school to operate on a single site. The Infants site will then become surplus to requirements.</p> <p>Following installation of the render, work has started on the external areas. Internally, the 2<sup>nd</sup> plumbing fix, installation of fixtures and fittings has also commenced.</p> <p>The project is on schedule to be delivered in readiness for the start of the new school year in September 2016.</p>
Forecast In Year Expenditure 15/16	£2.746m

## 21<sup>st</sup> Century Schools Programme - Rhyl New School

Total Budget	£24.586m
Expenditure to date	£18.959m
Estimated remaining spend in 15/16	£ 2.350m
Future Years estimated spend	£ 3.277m
Funding	DCC £12.293m; WG £12.293m
Comments	<p>The project will provide a new school building for Rhyl High School to serve up to 1,200 pupils in mainstream education whilst also housing approximately 45 pupils from Ysgol Tir Morfa, the community special school in Rhyl. The school building and hard external spaces for the pupils were handed over on 14<sup>th</sup> March 2016. Any remedial works will be carried out over the following three weeks.</p> <p>The ICT and stage sound and lighting are currently being installed. BT have commenced work to complete the fibre connection for the site.</p> <p>Preparations are being made for the decant from the old school building and for the decant of the cohort of Ysgol Tir Morfa pupils during March and early April.</p> <p>The external works are now well underway; the elevated link between the school and the leisure centre has been installed, the works to the main entrance and car parking are taking place and areas of hard landscaping adjacent to the school are being formed. The sides and roof of the new PE classroom have now been built and the brickwork has commenced. The recladding works to the side of the pool hall are substantially complete. Works to the entrance of the leisure centre will follow after the handover of the old school building to the Contractor in April. From an initial investigation it is likely that there will be asbestos to remove from the old school before it can be demolished.</p> <p>The pupils are due to start the summer term in the new school on 13<sup>th</sup> April 2016, and then works to demolish the existing school buildings and reinstate the grounds will commence.</p> <p>The anticipated completion date of the project is August 2016. There is ongoing consultation with key stakeholders.</p>
Forecast In Year Expenditure 15/16	£16.031m

## 21<sup>st</sup> Century Schools Programme – Ysgol Glan Clwyd

Total Budget	£15.900m
Expenditure to date	£ 1.750m
Estimated remaining spend in 15/16	£ 0.457m
Future Years estimated spend	£13.693m
Funding	DCC £8.410m; WG £7.490m
Comments	<p>This scheme is one of five projects within the Band A proposals for 21st Century Schools Programme. The project will deliver an extended and refurbished Ysgol Glan Clwyd to accommodate a long term capacity of up to 1250 pupils via a new three storey extension, partial demolition of existing buildings and refurbishment of the retained buildings.</p> <p>The project will also see extensive landscaping, with creation of new outdoor hard &amp; soft landscaped areas including a new sports field, extended and rationalised car park and coach parking.</p> <p>The wet weather has caused some issues with completing the bulk muck shift, getting the new drainage and attenuation in and completing works to the new visitor car park. Works to the visitor car park have also been affected by the discovery of an uncharted gas pipe which needed diverting and capping. Despite the weather, progress has been made on the programme and where possible the Contractor has attempted to minimise any delays by working on weekends and amending the methods of working.</p> <p>The Contractor is still reporting hand over of the new build extension on target. However the new visitor's car park will not now be ready until early April; this item is not on the critical path of the programme. A major milestone, the start of the erection of the steel frame commenced on 10<sup>th</sup> March 2016 The new build three storey extension is due for completion in December 2016 with the demolition and refurbishment of the retained buildings being delivered in a number of phases from January 2017, with final completion by the end of September 2017.</p> <p>There is ongoing consultation with all key stakeholders including all users of the site. In addition, regular updates via newsletters are distributed locally. The project team are working with the school and wider community to engage with them to develop and deliver a number of community benefits. Most recently groups of Year 12 &amp; 13 students were taken to see the steel frame being designed and fabricated at the Evadx factory in Kinmel Bay.</p>
Forecast In Year Expenditure 15/16	£1.248m

## 21<sup>st</sup> Century Schools Programme – Ruthin Primary Schools

Total Budget	£1.585m (Feasibility/Design)
Expenditure to date	£0.287m
Estimated remaining spend in 15/16	£0.179m
Future Years estimated spend	£1.119m (Feasibility/Design)
Funding	DCC £1.585m
Comments	<p>Denbighshire received permission to extend the scope of the 21<sup>st</sup> Century Schools Programme to include the three Ruthin primary school projects in September 2015. In January 2016, the Strategic Outline Case for the three projects was approved by the Welsh Government. The next stage in the Welsh Government approval process will be submitted in the coming months. On-going work has enabled firm project costs, including contingency funding, to be established for the Glasdir project and Ysgol Carreg Emlyn. Subject to the necessary approvals, this will enable both schemes to proceed and to be operational from September 2017.</p> <p>A review is also taking place of the new school building for the new area school for Llanfair/Pentrecelyn. When the costs associated with a preferred site are confirmed, the proposal will be reviewed by the Strategic Investment Group.</p> <p><b>Rhos Street School and Ysgol Penbarras</b></p> <p>This project will deliver a new shared school building site for Rhos Street School and Ysgol Penbarras at Glasdir, Ruthin.</p> <p>Wynne Construction have now been appointed to proceed with the design works. This will build upon the discussions which have taken place with the two schools over the last 12 months to develop an outline scheme for the shared site.</p> <p>It is anticipated that this work will enable a planning application to be submitted around the beginning of May 2016. There will be pre-application consultation with the community.</p> <p><b>Ysgol Carreg Emlyn</b></p> <p>This project will deliver a new school building comprising 4 classrooms, a new school hall and supporting facilities.</p>

	<p>This will allow pupils to move from the two existing sites onto a single site. Both existing sites will then become surplus to requirements.</p> <p>Work is on-going to progress the detailed design ready for a planning application to be submitted during March 2016. Meetings have taken place with staff, governors and the community to inform and guide the design team.</p> <p>A preferred site has been selected and negotiations with the landowner have taken place. The target completion date for the new building is September 2017.</p> <p><b>Llanfair and Pentrecelyn</b></p> <p>Discussions are on-going to confirm a preferred site and to assess access to the new school.</p>
Forecast In Year Expenditure 15/16	£0.360m

### West Rhyl Coastal Development Phase 3

Total Budget	£5.339m
Expenditure to date	£5.426m
Estimated remaining spend in 15/16	£0.173m
Future Years estimated spend	£0.012m
Funding	DCC £0.574m; WG/WEFO £4.347m; WG £0.198m; Town Plans/Town Council £0.220m
Comments	<p>This coastal defence scheme is the final phase of works designed to protect 2,700 properties from coastal flooding.</p> <p>The coastal defence works are now operationally complete.</p> <p>The final account has been agreed with the main contractor.</p> <p>Anti-skid surfacing is still on-going and weather dependent. Following completion of this work, the benches will be installed.</p> <p>The Welsh Government have been approached with a view to agreement of additional funding for the sea defence works.</p>
Forecast In Year Expenditure 15/16	£2.576m

Mae tudalen hwn yn fwriadol wag

Rhaglen Waith i'r Dyfodol y Cabinet

Cyfarfod	Eitem (disgrifiad / teitl)		Pwrpas yr Adroddiad	Angen penderfyniad y Cabinet (oes/nac oes)	Awdur - Aelod Arweiniol a Swyddog Cyswllt
<b>26 Ebrill</b>	1	Adroddiad Cyllid	Rhoi'r wybodaeth ddiweddaraf i'r Cabinet am sefyllfa ariannol bresennol y Cyngor	I'w gadarnhau	Y Cynghorydd Julian Thompson-Hill/ Richard Weigh
	2	Ymrwymiad Aelodau mewn Apeliadau	I ystyried ymrwymiad aelodau mewn apeliadau	Oes	Y Cynghorydd Barbara Smith / Andrea Malam
	3	Trefniadau'r Polisi Codi Tâl Gofal Cymdeithasol i Oedolion	Ystyried yr adroddiad gyda'r bwriad o gytuno ar y newidiadau i'r polisi ar gyfer ymgynghori â Defnyddwyr Gwasanaeth	Oes	Y Cyng. Bobby Feeley / Phil Gilroy
	4	Cynllun Dirprwyo Swyddogion	Cymeradwyo newidiadau i'r cynllun	Oes	Y Cyng. Barbara Smith / Gary Williams / Lisa Jones
	5	Eitemau o'r Pwyllgorau Archwilio	Ystyried unrhyw faterion a godwyd gan y Pwyllgor Archwilio at sylw'r Cabinet	I'w gadarnhau	Cydlynnydd Archwilio
<b>24 Mai</b>	1	Adroddiad Cyllid	Rhoi'r wybodaeth ddiweddaraf i'r Cabinet am sefyllfa ariannol bresennol y Cyngor	I'w gadarnhau	Y Cynghorydd Julian Thompson-Hill/ Richard Weigh
	2	Dyfodol Gwasanaethau i Oedolion	Ystyried dyfodol gwasanaethau i oedolion.	Oes	Y Cyng. Bobby Feeley / Phil Gilroy / Holly Evans
	3	Cyn Ysbyty Gogledd	Awdurdodiad i gymryd meddiant o'r	Oes	Y Cynghorydd David

Rhaglen Waith i'r Dyfodol y Cabinet

Cyfarfod	Eitem (disgrifiad / teitl)	Pwrpas yr Adroddiad	Angen penderfyniad y Cabinet (oes/nac oes)	Awdur - Aelod Arweiniol a Swyddog Cyswilt
	Cymru, Dinbych - Gorchymyn Prynu Gorfodol	safle		Smith / Graham Boase / Gareth Roberts
	4 Eitemau o'r Pwyllgorau Archwilio	Ystyried unrhyw faterion a godwyd gan y Pwyllgor Archwilio at sylw'r Cabinet	I'w gadarnhau	Cydlynedd Archwilio
<b>28 Mehefin</b>	1 Adroddiad Cyllid	Rhoi'r wybodaeth ddiweddaraf i'r Cabinet am sefyllfa ariannol bresennol y Cyngor	I'w gadarnhau	Y Cyngorydd Julian Thompson-Hill / Richard Weigh
	2 Adroddiad Perfformiad y Cynllun Corfforaethol Chwarter 4 2015/16	Ystyried cynnydd yn erbyn y Cynllun Corfforaethol	I'w gadarnhau	Y Cyng. Julian Thompson-Hill / Liz Grieve
	3 Eitemau o'r Pwyllgorau Archwilio	Ystyried unrhyw faterion a godwyd gan y Pwyllgor Archwilio at sylw'r Cabinet	I'w gadarnhau	Cydlynedd Archwilio
<b>26 Gorffennaf</b>	1 Adroddiad Cyllid	Rhoi'r wybodaeth ddiweddaraf i'r Cabinet am sefyllfa ariannol bresennol y Cyngor	I'w gadarnhau	Y Cyngorydd Julian Thompson-Hill / Richard Weigh
	2 Eitemau o'r Pwyllgorau Archwilio	Ystyried unrhyw faterion a godwyd gan y Pwyllgor Archwilio at sylw'r Cabinet	I'w gadarnhau	Cydlynedd Archwilio



Rhaglen Waith i'r Dyfodol y Cabinet

*Nodyn i swyddogion - Dyddiadau Cau Adroddiadau i'r Cabinet*

<i>Cyfarfod</i>	<i><b>Dyddiad cau</b></i>	<i>Cyfarfod</i>	<i><b>Dyddiad cau</b></i>	<i>Cyfarfod</i>	<i><b>Dyddiad cau</b></i>
<i>Ebrill</i>	<i><b>12 Ebrill</b></i>	<i>Mai</i>	<i><b>10 Mai</b></i>	<i>Mehefin</i>	<i><b>14 Mehefin</b></i>

Diweddarwyd 18/03/16 - KEJ

Rhaglen Gwaith i'r Dyfodol.doc

Mae tudalen hwn yn fwiadol wag