

At: Aelodau'r Pwyllgor Archwilio
Cymunedau

Dyddiad: 3 Gorffennaf 2015

Rhif Union: 01824 712554

ebost: dcc_admin@denbighshire.gov.uk

Annwyl Gyngorydd

Fe'ch gwahoddir i fynychu cyfarfod y **PWYLLGOR ARCHWILIO CYMUNEDAU, DYDD IAU, 9 GORFFENNAF 2015** am **9.30 am** yn **YSTAFELL BWYLLGORA 1A, NEUADD Y SIR, RHUTHUN**.

Yn gywir iawn

G Williams
Pennaeth Gwasanaethau Cyfreithiol, AD a Democrataidd

AGENDA

1 YMDDIHEURIADAU

2 DATGAN CYSYLLTIAD

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 BRYD FEL Y'U CYTUNWYD GAN Y CADEIRYDD

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

4 COFNODION (Tudalennau 5 - 12)

Derbyn cofnodion cyfarfod y Pwyllgor Archwilio Cymunedau a gynhaliwyd ar 28 Mai 2015 (copi ynghlwm).

9:30am – 9:35am

5 METHODOLEG AR GYFER PENNU FFI OEDD PARCIO CEIR PRIODOL YN SIR DDINBYCH (Tudalennau 13 - 36)

Ystyried adroddiad ar y cyd gan Bennaeth y Gwasanaethau Priffyrdd ac Amgylcheddol a'r Rheolwr Trafnidiaeth, Parcio a Diogelwch y Ffyrdd (copi ynghlwm) sy'n gofyn am farn aelodau ar y fethodoleg a ddefnyddir i bennu ffioedd meysydd parcio yn Sir Ddinbych a'r egwyddorion a fabwysiadwyd ar gyfer negodi trefniadau cymhorthdal gyda chynghorau tref a/neu gyrff eraill.

9:35am – 10:30am

Egwyl Gysur

6 DIWEDDARIAD PROSIECT RHEOLEIDDIO MEYSYDD CARAFANNAU YN WELL (Tudalennau 37 - 84)

Ystyried adroddiad gan yr Hyfforddai Graddedig: Gwella Busnes a Moderneiddio (copi ynghlwm) sy'n gofyn am sylwadau'r Pwyllgor ar y cynnydd hyd yma a chymeradwyaeth yr Aelodau ar gyfer y camau nesaf a gynllunnir.

10:45am – 11:30am

7 RHAGLEN GWAITH I'R DYFODOL Y PWYLLGOR ARCHWILIO
(Tudalennau 85 - 100)

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

11:30am – 11:50am

8 ADBORTH GAN GYNRYCHIOLWYR Y PWYLLGOR

Derbyn unrhyw ddiweddariad gan gynrychiolwyr ar amrywiol Fyrddau a Grwpiau Cyngor

AELODAETH

Y Cynghorwyr

Y Cyngorydd Huw Hilditch-Roberts
(Cadeirydd)

Brian Blakeley
Bill Cowie
Peter Arnold Evans
Martyn Holland

Y Cyngorydd Rhys Hughes (Is-
Gadeirydd)

Win Mullen-James
Bob Murray
Cefyn Williams
Cheryl Williams

COPIAU I'R:

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

Mae tudalen hwn yn fwriadol wag

Cofnodion y Pwyllgor Archwilio Cymunedau a gynhaliwyd ddydd Iau, 28 Mai 2015 am 9.30am yn Ystafell Gynhadledd 1a, Neuadd y Sir, Rhuthun

Yn bresennol:

Cynghorwyr Bill Cowie, Peter Evans, Huw Hilditch-Roberts (Cadeirydd), Rhys Hughes, Bob Murray a Cefyn Williams

Roedd yr Aelod Arweiniol David Smith yn bresennol ar gais y Pwyllgor.

Roedd y Cynghorwyr Bobby Feeley, Jason McLellan a Barbara Smith yn bresennol fel sylwedyddion.

Hefyd yn bresennol:

Cyfarwyddwr Corfforaethol: Uchelgais Economaidd a Chymunedol (RM), Rheolwr Cynllunio Datblygu a Pholisi (AL), Rheolwr Busnes Gwarchod y Cyhoedd (IM), Cydlynnydd Archwilio (RE) a Swyddog Gwasanaethau Democraidd (KE).

1 YMDDIHEURIADAU

Cafwyd ymddiheuriadau am absenoldeb oddi wrth y Cynghorydd Win Mullen-James a'r Cynghorydd Cheryl Williams

Croesawodd y Cadeirydd y Cynghorydd Bill Cowie i'w gyfarfod cyntaf fel aelod o'r Pwyllgor, yn cynrychioli'r Grŵp Annibynnol.

2 ETHOL IS-GADEIRYDD

Gofynnwyd am enwebiadau am aelod i wasanaethu fel Is-Gadeirydd y Pwyllgor ar gyfer blwyddyn gyngor 2015/16. Cafodd y Cynghorydd Rhys Hughes ei enwebu a'i eilio. Felly:

Penderfynwyd: - Penodi'r Cynghorydd Rhys Hughes yn Is-Gadeirydd y Pwyllgor ar gyfer blwyddyn gyngor 2015/16.

3 DATGAN CYSYLLTIAD

Ni fu i unrhyw Aelod ddatgan cysylltiad personol na chysylltiad sy'n rhagfarnu ag unrhyw fusnes a oedd i'w ystyried yn y cyfarfod.

4 MATERION BRYN FEL Y CYTUNWYD GAN Y CADEIRYDD

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

5 COFNODION

Cyflwynwyd Cofnodion cyfarfod y Pwyllgor Archwilio Cymunedau a gynhaliwyd ddydd Iau, 24 Ebrill 2015.

PENDERFYNWYD – y dylid derbyn a chymeradwyo'r Cofnodion fel cofnod cywir.

6 CASGLIADAU AC ARGYMHELLION GAN Y GRŴP TASG A GORFFEN TAI Fforddiadwy

Cyflwynodd yr Aelod Arweiniol dros Barth y Cyhoedd yr adroddiad a oedd yn cynnwys casgliadau ac argymhellion y Grŵp Tasg a Gorffen. Eglurodd fod y Grŵp Tasg a Gorffen wedi cael ei sefydlu i fynd i'r afael â'r pryderon a godwyd gan Swyddfa Archwilio Cymru (SAC) yn Adroddiad Gwella Blynyddol y Cyngor Mai 2014 ar yr angen i'r Awdurdod i egluro ei ymagwedd tuag at ddarparu tai fforddiadwy.

Rhodddwyd gwybod i'r Pwyllgor fod y Grŵp Tasg a Gorffen wedi gwneud cyfanswm o 20 o argymhellion, roedd manylion pob un ohonynt yn yr adroddiad. Roedd materion a godwyd gan aelodau mewn sesiwn Briffio'r Cyngor yn ddiweddar lle trafodwyd adroddiad y Grŵp Tasg a Gorffen (TaG) wedi eu rhestru yn Atodiad II, ynghyd â'r argymhellion perthnasol yn yr adroddiad a fyddai'n mynd i'r afael â'r materion hyn. Er byddai'r argymhellion gan waith y Grŵp Tasg a Gorffen yn cael eu defnyddio i lywio'r strategaeth dai ddrafft newydd, a byddai'n ffurfio rhan o'r cynllun darparu ar gyfer y strategaeth honno, roedd rhai camau gweithredu eisoes wedi eu cychwyn gyda'r bwriad o fynd i'r afael â phroblemau a nodwyd e.e. deddfwriaeth oedd gan Lywodraeth Cymru ar y gweill a chanllawiau o ran caniatáu adolygiadau rhannol o Gynlluniau Datblygu Lleol (CDLI), roedd Canllawiau Cynllunio Atodol (CCA) wedi cael eu cyflwyno a'u cymeradwyo gan Bwyllgor Cynllunio'r Cyngor o ran caniatáu trosi adeiladau gwledig segur ar gyfer tai ar y farchnad.

Mewn ymateb i gwestiynau'r aelodau cadarnhaodd yr Aelod Arweiniol dros Barth y Cyhoedd a'r Swyddogion:

- roedd yn rhaid i'r Cyngor gynnal adolygiad cynhwysfawr o'i CDLI bedair blynedd ar ôl ei fabwysiadu. Byddai angen gwneud adolygiad Sir Ddinbych yn 2017;
- Roedd yr arwyddion diweddaraf gan LIC yn awgrymu dylai'r deddfwriaeth sydd ei angen i ganiatáu adolygiadau rhannol fod yn ei lle rywbryd yn ystod haf 2015, ac y byddai'r canllawiau cysylltiedig ar gael ar yr un pryd. Byddai hyn, gobeithio, yn galluogi'r Cyngor i weithredu rhai o argymhellion y Grŵp Tasg a Gorffen;
- Roedd y broses sy'n ymwneud â gwneud cais a chaniatáu ceisiadau cynllunio mewn pentrefannau yn hynod feichus, fodd bynnag, efallai gellir

adolygu'r broses hon fel rhan o'r adolygiad rhannol - yn amodol ar ddarpariaethau'r ddeddfwriaeth newydd;

- byddai'r Strategaeth Dai newydd, a fyddai'n cael ei chyflwyno i'r pwyllgor archwilio ym mis Medi a'r Cyngor llawn ym mis Hydref 2015, â phum prif thema. Tai Fforddiadwy fyddai ail thema'r Strategaeth, ond byddai materion yn ymwneud â thai fforddiadwy hefyd yn ymddangos yn y rhan fwyaf o'r chwe thema;
- mewn perthynas â bancio tir, ni ellid newid terfynau amser ar gyfer datblygu safle yn dilyn caniatâd cynllunio yn lleol. Roedd y rheolau mewn perthynas â hyn yn destun deddfwriaeth LIC. Byddai'n rhy hwyr nawr i wneud sylwadau mewn perthynas â diwygio'r terfynau amser fel rhan o'r ymgynghoriad ar y Mesur Cynllunio newydd. Fodd bynnag, byddai'r Cyngor yn parhau i lobio Llywodraeth Cymru mewn perthynas â'r mater;
- byddai'r Pennaeth Cyllid ac Asedau Dros Dro newydd yn edrych ar yr opsiynau ar gyfer gwireddu'r gwerth gorau posibl i'r Cyngor ar gyfer ail-fuddsoddi'r £500K a amcangyfrifwyd i gael ei wireddu ar ôl ymadawiad y Cyngor o'r system Cymhorthdal Cyfrif Refeniw Tai (HRAS) – byddai'r opsiynau a fyddai'n cael eu hystyried yn cynnwys adeiladu tai cyngor newydd (o bosibl mewn partneriaeth gyda thrydydd parti); gwneud gwaith gwella pellach ar stoc tai presennol y Cyngor (e.e. gwaith allanol neu amgylcheddol - gwaith nad oedd yn dod o dan y cynllun Safon Ansawdd Tai Cymru (SATC), gan ddefnyddio'r arian a arbedwyd at y diben o dynnu i lawr arian allanol ac ati);
- Roedd gwaith wedi dechrau ar adolygiad o ddaliadau tir y Cyngor i asesu a oedd unrhyw daliadau wedi eu lleoli mewn ardaloedd lle mae'r angen mwyaf am dai fforddiadwy. Yn y dyfodol byddai angen gwneud gwaith mewn partneriaeth â chyrrff eraill yn y sector cyhoeddus i nodi a oedd ganddynt unrhyw daliadau tir a fyddai'n addas ar gyfer datblygu tai fforddiadwy. Byddai angen trafodaeth fanwl ac adeiladol gyda phob parti pe bai tir i'w sicrhau ar gyfer tai fforddiadwy, gan yn y mwyafrif o achosion, ni fyddai tir a glustnodwyd ar gyfer y math yma o dai yn gwireddu ei werth llawn ar y farchnad agored;
- Byddai'r Cynllun Gweithredu Tai Fforddiadwy, a ddatblygwyd gyda'r bwriad o gyflawni argymhellion y Grŵp Tasg a Gorffen, a oedd yn cynnwys dyddiadau targed ar gyfer cyflawni pob argymhelliad, yn ffurfio rhan o Strategaeth Tai cyffredinol y Cyngor maes o law

Pwysleisiodd y Cynghorwyr:

- Dylai'r ddarpariaeth tai fforddiadwy yn y dyfodol gynnwys cymysgedd o anheddau dwy a thair ystafell wely i deuluoedd a fyddai'n darparu cyfleoedd i deuluoedd i symud i fyny'r ysgol dai a galluogi deiliaid tai tro cyntaf i gael troed ar yr ysgol dai, boed yn denantiaid, yn rhannu perchnogaeth neu yn berchnogion preswyl;

- yr angen am unrhyw dai cymdeithasol sy'n cael ei hadeiladu yn y dyfodol i gynnwys cafeat eu bod wedi'u heithrio rhag unrhyw gynllun 'hawl i brynu' er mwyn lleihau'r risg o brinder tai o'r fath yn y tymor canolig i'r tymor hir;
- yr angen i ganolbwyntio ar anghenion tai trigolion a'r agwedd gwerth am arian i drethdalwyr - byddai buddsoddi mewn tai fforddiadwy o ansawdd da ar gyfer rhai o drigolion mwyaf diamddiffyn y Sir yn y tymor hir yn dod â manteision ariannol i'r Cyngor, gan y byddai llai o arian trethdalwyr yn cael ei ddefnyddio i ychwanegu at renti gormodol yn y sector preifat drwy Fudd-dal Tai;
- yr angen i godi ymwybyddiaeth o'r gofrestr tai fforddiadwy a'r broses ar gyfer cofrestru heb godi disgwyliaid pobl. Dywedodd y swyddogion eu bod ar hyn o bryd yn gweithio gyda gwerthwyr tai ac awdurdodau lleol eraill yng Ngogledd Cymru i ddatblygu dull mwy syml i'r broses hon, gyda golwg ar osgoi dyblygu a'r angen i lenwi ffurflenni cofrestru hir tan yn llawer hwyrach yn y broses ddyrannu

Dywedodd Cyngorwyr a oedd wedi bod yn aelodau o'r Grŵp Tasg a Gorffen pa mor dda roedd yr aelodau a'r swyddogion wedi gweithio gyda'i gilydd yn ystod yr adolygiad hwn, roedd wedi bod yn broses wirioneddol gwerth chweil ac adeiladol. Maent yn awr yn gobeithio y gellid cadw'r momentwm ac y gellid darparu'r argymhellion cyn gynted â phosibl er budd y trigolion. Cytunodd y swyddogion i anfon nodyn briffio i'r aelodau yn eu diweddarau ar y cynnydd hyd yma gyda chyflawni'r Cynllun Gweithredu Tai Fforddiadwy, a chytunodd yr aelodau dylai'r Strategaeth Tai ddrafft gael ei chyflwyno i'r Pwyllgor i'w archwilio ym mis Medi 2015. Felly:

Penderfynwyd:

(i) yn amodol ar y sylwadau uchod, derbyn y casgliadau a'r argymhellion a gyflwynwyd gan y Grŵp Tasg a Gorffen Tai Fforddiadwy; a

(ii) cyflwyno Strategaeth Tai ddrafft y Cyngor i'r Pwyllgor i'w archwilio yn ei gyfarfod ym mis Medi 2015, cyn ei gyflwyno i'r Cyngor Sir i'w gymeradwyo a'i fabwysiadu ym mis Hydref 2015

7 DIOGELWCH BWYD, SAFONAU A CHAFFAEL - Y DIWEDDARAF

Cyflwynodd yr Aelod Arweiniol dros Barth y Cyhoedd yr adroddiad a rhoddodd y Rheolwr Busnes Gwarchod y Cyhoedd fanylion am y gwaith a oedd wedi ei wneud o fewn y deuddeg mis diwethaf o ran yr agwedd reoliadol o ddiogelwch bwyd a safonau ac i wella caffael a rheoli contractau ymarferion caffael bwyd y Cyngor ei hun ar gyfer y gwahanol sefydliadau y mae'n ei weithredu. Dywedodd yr Aelod Arweiniol ei fod mynd gyda swyddogion diogelwch bwyd a safonau masnach ar rai o'u hymweliadau, gan gynnwys ymweliadau â ffreuturau ysgol. Roedd wedi cael argraff dda iawn gan drylwyredd eu gwaith a'u proffesiynoldeb wrth gynnal eu gwaith o ddydd i ddydd.

Mewn ymateb i gwestiynau'r aelodau cadarnhaodd yr Aelod Arweiniol a'r Rheolwr Busnes Gwarchod y Cyhoedd:

- mae'n ofyniad statudol i fannau gwerthu bwyd arddangos eu sgôr hylendid bwyd (sef y Cynllun Sgorio Hylendid Bwyd). Gall methu cydymffurfio â hyn arwain at Rybudd Cosb Benodedig;
- Roedd pob man gwerthu bwyd, boed yn breifat neu gyhoeddus, yn destun arolygiadau hylendid bwyd a safonau;
- dyletswydd pob busnes unigol oedd cofrestru'r ffaith eu bod yn gwerthu bwyd neu ddiod gyda'r awdurdod lleol. Byddai swyddogion fel mater o drefn, fel rhan o'u hymweliadau â busnesau eraill, yn cadw llygad am allfeydd newydd sy'n gweithredu yn yr ardal a gwirio cofnodion y Cyngor i sicrhau eu bod wedi cofrestru. Os yw'n amlwg nad oedd ganddynt, byddai'r busnes yn cael eu cysylltu i'w cefnogi gyda'r broses honno neu brosesau cysylltiedig eraill;
- Byddai busnesau sy'n sgorio sgôr hylendid bwyd o 1 neu 2 yn cael ei rhoi mewn categori 'risg uwch' ac felly angen mwy o gymorth i wella eu sgôr. Roedd swyddogion safonau bwyd yn mabwysiadu ymagwedd ragweithiol tuag at y busnesau hyn a byddai'n cynnig cyngor a chefnogaeth i'w helpu i wella mewn pryd ar gyfer yr arolygiad dilynol. Croesawodd y rhan fwyaf o fusnesau'r gefnogaeth a roddwyd gan ei fod er eu lles i wella eu 'sgoriau'. Roedd amseriad yr arolygiadau dilynol yn ddibynnol ar natur y broblem y tu ôl i'r sgôr cychwynnol a'r amser sydd ei angen i'w gywiro h.y. diffyg glendid neu angen newid hen offer. Byddai digon o amser yn cael ei roi i ddatrys problemau a nodwyd;
- Byddai ymweliadau dilynol ac ati yn cael eu cynnwys yng nghynllun busnes y Gwasanaeth gan fod disgwyl i swyddogion ymgymryd â chanran benodol o ymweliadau o'r fath bob blwyddyn
- cynhaliwyd ymweliadau hylendid bwyd yn ddirybudd bob yn hyn a hyn yn dibynnu ar y categori risg a roddwyd i'r busnes, a all fod rhwng 6 mis ar gyfer Categori A a 24 mis ar gyfer Categori D. Eithriad oedd hi i'r perchennog busnes wrthod mynediad i arolygydd hylendid/safonau bwyd. Os oeddent yn gwrthod y prif reswm oedd diffyg dealltwriaeth ac unwaith yr eglurwyd y sefyllfa iddynt roeddent yn caniatáu i'r ymweliad fynd rhagddo;
- Pe bai angen i gynhyrchydd bwyd arbenigol fod yn bresennol yn ystod arolygiad byddai'r ymweliad wedyn yn cael ei threfnu ymlaen llaw er mwyn sicrhau bod yr holl staff perthnasol wrth law;
- roedd yr arolygwyr hylendid bwyd yn gweithio ar draws y sir, ond roeddent yn blaenoriaethu eu gwaith fesul ardal er mwyn lleihau costau teithio ac ati. Fodd bynnag, os oeddent mewn ardal yn ymateb i gŵyn efallai y byddant hefyd yn ymgymryd â nifer o arolygiadau arferol yn yr un ardal er mwyn bod yn gost effeithiol;
- Roedd ffeiriau teithiol ac allfeydd bwyd symudol yn cael eu rheoli gan yr un rheoliadau hylendid a diogelwch bwyd. Roedd y busnesau hyn wedi eu cofrestru gydag 'awdurdod cartref' y perchennog busnes, fodd bynnag, nid oedd

hyn yn gwahardd unrhyw awdurdod yr oeddent yn ymweld ag o rhag eu harolygu neu ddelio ag unrhyw gwynion a dderbyniwyd;

- byddent yn gwirio ac yn adrodd yn ôl i'r aelodau ar y tendr a'r broses diwydrwydd dyladwy a ddefnyddiwyd gyda chontract Gwasanaeth Arlwyo'r Cyngor a ddyfarnwyd i Hughes Meats Bangor;
- mewn perthynas â sgoriau hylendid isel a roddwyd i ddau ysbyty yn y Sir dros y misoedd diwethaf, dywedwyd bod y Bwrdd Iechyd yn awyddus i weithio gyda swyddogion i ddatrys y problemau a nodwyd. Cadarnhawyd bod gan y Cyngor y staff angenrheidiol i gefnogi'r gwaith hwn.

Gan fod y sgoriau hylendid isel hyn mewn ysbytai lleol yn achosi pryder i drigolion gofynnodd y Pwyllgor am gael copïau o'r adroddiadau arolygu a nodyn briffio ar y cynnydd a wnaed hyd yn hyn i ddatrys y problemau.

Ar ddiwedd y drafodaeth gofynnodd y Pwyllgor i'r Aelod Arweiniol dros Barth y Cyhoedd a'r Rheolwr Busnes Gwarchod y Cyhoedd i gyfleu gwerthfawrogiad yr aelodau i staff y Gwasanaeth am eu gwaith caled a'u hymdrechion yn y maes hwn. Felly:

Penderfynwyd:

(i) yn amodol ar y sylwadau uchod, derbyn yr adroddiad a nodi'r cynnydd a wnaed yn erbyn pob un o'r argymhellion yn yr Adroddiad Grŵp Tasg a Gorffen; a

(ii) bod adroddiad gwybodaeth yn cael ei gyflwyno i'r Pwyllgor ymhen deuddeng mis ar y cynnydd a wnaed yn ystod 2015/16 gyda diogelwch bwyd, safonau a chaffael.

8 RHAGLEN WAITH ARCHWILIO

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

Cadarnhaodd SC bod y ffurflenni newydd (atodiad 2) i wneud cais am eitemau i'w cynnwys ar agendâu archwilio bellach wedi'u rhoi ar waith. Hyd yn hyn nid oedd unrhyw ffurflenni wedi dod i law, ond byddai eitemau a godwyd yn y cyfarfod yn cael eu cynnwys.

Ystyriodd y Pwyllgor y Rhaglen Waith i'r Dyfodol ddrafft ar gyfer cyfarfodydd yn y dyfodol, Atodiad 1. Dywedodd yr SC wrth y Pwyllgor fod swyddogion wedi gofyn i'r adroddiad parcio ceir gael ei ddwyn ymlaen i gyfarfod mis Gorffennaf. Rhoddodd y Cadeirydd ganiatâd i'r cais hwn.

Rhodddwyd gwybod i'r Pwyllgor fod Gweinidog Llywodraeth Cymru (LIC) wedi ei wahodd i fynychu'r cyfarfod ym mis Gorffennaf ar gyfer y drafodaeth ar yr effaith ar y Cyngor o ran yr hysbysiad hwyr o ddyrannu cyllid grant y llywodraeth ganolog. Fodd bynnag, cafodd y gwahoddiad ei wrthod ac roedd wedi awgrymu y gallai fod yn fwy priodol i gynrychiolydd o Gymdeithas Llywodraeth Leol Cymru (CLILC) fod yn bresennol. Roedd Pennaeth Cyllid CLILC wedi cynnig mynychu cyfarfod y Pwyllgor ar 10 Medi ar gyfer y drafodaeth.

Cytunwyd mai'r ddwy eitem ar gyfer cyfarfod mis Gorffennaf fyddai:

1. Polisi Codi Tâl am Barcio Ceir
2. Rheoleiddio Meysydd Carafannau yn Well

Yn dilyn y Cyngor Blynyddol ar 12 Mai gofynnwyd i'r Pwyllgor benodi/ ailbenodi aelodau i wasanaethu ar Grwpiau Herio Gwasanaeth y Cyngor (atodiad 5). Cytunwyd ar y newidiadau canlynol i benodiadau:

- Datblygu Economaidd a Busnes - Y Cynghorydd Bill Cowie,
- Cwsmeriaid a Chymorth Addysg - Y Cynghorydd Rhys Hughes,
- Gwasanaethau Cyfreithiol, Adnoddau Dynol a Democrataidd - y Cynghorydd Pete Prendergast,
- Cyfathrebu, Marchnata a Hamdden - y Cynghorydd Huw Hilditch-Roberts.

9 ADBORTH GAN GYNRYCHIOLWYR Y PWYLLGOR

Ni ddaeth unrhyw adroddiadau i law.

Daeth y cyfarfod i ben am 11.10am.

Mae tudalen hwn yn fwriadol wag

| | |
|---------------------------------|---|
| Adroddiad i'r: | Pwyllgor Archwilio Cymunedau |
| Dyddiad y Cyfarfod: | 9 Gorffennaf 2015 |
| Aelod/Swyddog Arweiniol: | Aelod Arweiniol y Parth Cyhoeddus/ Pennaeth y Gwasanaethau Priffyrdd ac Amgylcheddol |
| Awdur yr Adroddiad: | Pennaeth y Gwasanaethau Priffyrdd ac Amgylcheddol a'r Rheolwr Traffig, Parcio a Diogelwch y Ffordd |
| Teitl: | Methodoleg ar gyfer pennu taliadau parcio priodol yn Sir Ddinbych |

1. Am beth mae'r adroddiad yn sôn?

Y fethodoleg a ddefnyddir wrth bennu taliadau parcio priodol yn Sir Ddinbych, a'r egwyddorion sydd wedi'u mabwysiadu ar gyfer trafod trefniadau cymhorthdal gyda Chynghorau tref, a/neu unrhyw gyrrff eraill

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

Mae pennu'r ffioedd a'r taliadau wedi ei ddirprwyo i lefel y Pennaeth Gwasanaeth, gyda'r disgwyliad yr bydd yn ymgynghori ag Aelodau ynglŷn ag unrhyw newidiadau dadleuol. Yn amlwg, mae'n bosibl y bydd gwneud newidiadau i ffioedd meysydd parcio yn ddadleuol.

3. Beth yw'r Argymhellion?

Bod y Pwyllgor yn ystyried yr adroddiad ac yn rhoi sylwadau ar yr argymhellion gan gydnabod;

- bod rhaid mantoli cyllidebau, gan gynnwys y gyllideb ar gyfer meysydd parcio.
- bod y fethodoleg a amlinellir yn yr adroddiad hwn yn darparu dull rhesymegol o bennu taliadau, o benderfynu ar lefelau incwm ac o gwrdd â phrif angen gweithredol y gwasanaeth, h.y. cynyddu argaeledd manau parcio ar gyfer siopwyr ac ymwelwyr; ac
- y gallai'r gyllideb derfynol gael ei hamrywio drwy gyfrwng y broses o bennu cyllideb y Cyngor, gan gynnwys unrhyw newidiadau a allai godi yn sgil y broses Rhyddid a Hyblygrwydd. Yn amlwg, mae gan hynny'r potensial i effeithio ar y taliadau y byddai angen eu codi.

4. Manylion.

4.1 Cefndir

- 4.1.1 Yn Sir Ddinbych, nid yw taliadau parcio wedi cynyddu ers 6 mlynedd. Dros y cyfnod hwnnw o 6 mlynedd mae'r mynegai prisiau manwerthu wedi codi tua 18%, a dros yr un cyfnod mae'r diffyg yn y gyllideb wedi codi i tua £150,000 y flwyddyn. (Gweler Atodiad A am ragor o fanylion.) Gwneir yn iawn am y diffyg drwy gyfrwng croesgymorthdaliadau o gyllideb gyffredinol cynnal a chadw priffyrdd.
- 4.1.2 Os parhawn i roi croesgymorthdaliadau o gyllideb cynnal a chadw priffyrdd, byddwn yn tanseilio un o brif flaenoriaethau corfforaethol y Cyngor (h.y. gwella cyflwr ein

ffyrdd). Nid yw'r Aelodau erioed wedi gwneud dewis ymwybodol i roi cymhorthdal i gyllideb y meysydd parcio. Yn hytrach, gadawyd i'r sefyllfa ddatblygu dros amser.

Digwyddodd y newid mawr yn y sefyllfa gyllidebol o ganlyniad i'r newidiadau i'r ddarpariaeth manwerthu yn ein dwy brif dref arfordirol. Cyn hynny, roedd y sefyllfa ariannol yn gymharol sefydlog. Ymddengys bod gennym sefyllfa sefydlog yn awr hefyd (serch bod hynny gyda chroesgymhorthdal).

- 4.1.3 Mae'r broses o bennu cyllideb y Cyngor ar gyfer 2016-17 yn cynnwys y broses Rhyddid a Hyblygrwydd, a gellid ystyried yr anghysondeb cyllidebol presennol fel rhan o'r broses honno, h.y. cyn y caiff taliadau parcio ceir eu cwblhau'n derfynol. Er enghraifft; *gallai'r* Aelodau benderfynu eu bod am gymryd arian o'r gyllideb cynnal a chadw priffyrdd, a gwneud y croesgymhorthdal parcio presennol yn barhaol. Yn amlwg, fel Pennaeth Priffyrdd, byddwn yn cynghori'r Aelodau i beidio â gwneud hynny, gan nad yw gwario llai ar gynnal a chadw ffyrdd, ar adeg pan fo llai o gyllid gan Lywodraeth Cymru gogyfer â ffyrdd yn beth doeth nac yn beth cynaliadwy i'w wneud. Fodd bynnag, yr aelodau fydd yn penderfynu ar lefelau'r gyllideb.
- 4.1.4 Er mai'r Aelodau fydd yn penderfynu ar lefelau cyffredinol y gyllideb, nid yw'n deg, nac yn rhesymol, disgwyl iddynt bennu taliadau ar gyfer meysydd parcio unigol, ar gyfer cyfnodau aros unigol, a dyna pam y dirprwyir y swyddogaeth honno i lefel swyddog. Mae angen bod y trefniadau codi tâl yn cael eu gweld i fod wedi cael eu datblygu mewn modd rhesymegol a theg, ac felly isod, amlinellir y mecanweithiau sydd wedi cael eu defnyddio i gyrraedd safle codi tâl teg a rhesymegol o fewn y gyllideb a ddyrannwyd:

4.2 Egwyddorion Sylfaenol a ddefnyddiwyd i bennu lefel y taliadau

- 4.2.1 Mae taliadau parcio ceir yn angenrheidiol, yn gyntaf i gael arian i dalu am eu darparu, ac yn ail i reoli a rheoleiddio trosiant llefydd parcio. Dyma ymdrin â phob un yn ei dro:

4.3 Costau Darparu

- 4.3.1 Dylai'r 'costau darparu' gynnal 'costau oes' asedau h.y. gan gynnwys costau darparu asedau, costau gweithredol a chostau cynnal a chadw. Dylai gwerth yr asedau gydnabod costau colli cyfle / costau adnewyddu. Gellir gweld yr egwyddor yn fwyaf amlwg yn achos ein meysydd parcio tanddaearol/aml-lawr, ond mae'r un egwyddorion sylfaenol yn berthnasol i bob un o'n safleoedd. Hefyd, mae angen buddsoddi yn yr isadeiledd i'r dyfodol, e.e. peiriannau talu ac arddangos 'clyfar' sy'n medru ymdopi â dulliau modern o dalu.
- 4.3.2 Pe cymhwysid yr egwyddorion hyn ar draws ein meysydd parcio ar sail fasnachol, gallai'r cyfraddau tâl a fyddai'n deillio o hynny fod ddwywaith neu deirgwaith yn uwch na'r ffioedd a gynigir yn yr adroddiad hwn. Yn amlwg, nid gweithredwr masnachol yw'r cyngor, ac nid oes unrhyw awydd na bwriad i redeg y meysydd parcio ar sail fasnachol. Serch hynny, mae'n iawn inni roi ystyriaeth i bethau megis gwerth asedau a chostau amnewid. Nid oes y fath beth â maes parcio am ddim. Mae'n rhaid talu am bob un ohonynt mewn rhyw ffordd neu'i gilydd, drwy gydol eu hoes.

4.4 Rheoleiddio argaeledd llefydd parcio

- 4.4.1 Mewn meysydd parcio siopa prysur rydym yn ceisio optimeiddio trosiant (creu gofod), gan gadw golwg ar faint o amser a gymer 'taith siopa' (cerddwyr)

nodweddiadol. Fel hyn gallwn fanteisio i'r eithaf ar y 'potensial gwario' mewn tref. Nododd yr Adolygiad Traffig a Pharcio bod gennym ormod o feysydd parcio arhosiad hir ar hyn o bryd, h.y. mewn mannau a ddylai fod ar gyfer siopwyr, ar y stryd ac mewn meysydd parcio. O ganlyniad, gall fod yn anodd i siopwyr ddod o hyd i fannau parcio'n hawdd, ac mae hyn yn lleihau ein gallu i ddal cwsmeriaid sydd yn mynd heibio. Mae angen inni ddefnyddio cyfundrefnau prisio a fydd yn denu gweithwyr i'r meysydd parcio mwy diarffordd, a'u hatal rhag cymryd llefydd parcio siopwyr. Y casgliad anorfod yw bod angen prisio mewn modd gwahaniaethol rhwng meysydd parcio a'i gilydd i reoli galw. Mae ein meysydd parcio felly'n cael eu categoreiddio'n gyffredinol naill ai yn rhai arhosiad hir neu'n rhai arhosiad byr. O'r herwydd mae'r Atodlenni Prisio yn Atodiad B yn amrywio yn ôl lleoliad (e.e. mae prisiau meysydd parcio i siopwyr yng nghanol tref yn wahanol i'r rhai ar ymylon trefi).

- 4.4.2. Mae codi tâl yn gwbl angenrheidiol, h.y. i reoli ymddygiad. Ni ddylai Cyngor Sir Ddinbych ymrwngthod â'i gyfrifoldeb dros lunio polisi yn y maes hwn, oherwydd gall y polisïau sy'n cael eu mabwysiadu effeithio ar lefelau gweithgarwch economaidd (sydd yn rhywbeth y mae gan y Cyngor ddiddordeb brwd ynddo.) Mae'r polisïau a gaiff eu mabwysiadu hefyd yn effeithio ar ein gallu i ofalu am ddiogelwch ac am lif dirodres y traffig.

4.5 Y cyfraddau tâl a gynnigir ar gyfer Sir Ddinbych

Mae'r cyfraddau tâl a nodir yn Atodiad B wedi'u datblygu yn defnyddio'r egwyddorion sydd wedi eu hesbonio yn 4 i) a 4 ii) uchod. Yn fy marn i, o roi ystyriaeth briodol i'r ddwy agwedd, bydd y Cyngor yn pennu'r ffioedd priodol. Mae'r lefelau tâl sy'n deillio o hynny'n debyg iawn i'r rhai sy'n cael eu cymhwyso ym Mwrdeistref Sirol Conwy. Gweler Atodiad C.

Mae'r cyfundrefnau codi tâl yn seiliedig ar gyfnod hanner diwrnod o 3 awr yn hytrach na 4 awr. Ystyrir bod y newid hwnnw'n angenrheidiol er mwyn lleihau'r risg fod gweithwyr yn cymryd llefydd parcio ar gyfer siopwyr, gan roi arian yn y mesurydd dros amser cinio (sef yr hyn sy'n digwydd ar hyn o bryd).

Ni fydd y ffioedd ar gyfer Trwyddedau Parcio i Breswylwyr yn newid o dan y cynigion hyn.

Yr unig anghysondeb eraill i'w hystyried yw p'un a i gadw ceidwad parcio yn Stryd y Farchnad, Llangollen, h.y. i ofalu am symudiadau coetsys a materion rheoli parcio eraill. Bydd ymgynghori lleol pellach ynglŷn â'r y cwestiwn hwn, ond os penderfynir bod angen gofalwr, efallai y bydd angen i ni ychwanegu tua 15 ceiniog ar ben ffioedd y maes parcio penodol hwn er mwyn talu am gost y ceidwad. Nid yw'r ymgynghoriad wedi ei gynnal eto, felly nid oes penderfyniad wedi'i wneud chwaith.

4.6 Trafod trefniadau cymhorthdal gyda chynghorau tref

O bryd i'w gilydd cynigir cymorthdaliadau inni gan gynghorau tref. Bydd swyddogion yn ystyried pob achos yn ofalus, ar ei rinweddau ei hun. Mae pennu'r taliad priodol yn gymharol hawdd. Sef, yn y bôn, y swm o arian sydd ei angen i ddisodli'r incwm a gollwyd. Yr agwedd sydd yn fwy cymhleth yw pennu'r cyfraddau mewn modd sy'n cynhyrchu trosiant o ran llefydd parcio. Ceir enghreifftiau o fannau eraill pan fo prisiau wedi'u gostwng, a'r llefydd parcio wedi eu llenwi (e.e. gyda gweithwyr a chymudwyr) gan adael llai o lefydd ar gyfer y bobl yr ydym yn ceisio eu

denu i feysydd parcio canol ein tref, h.y. siopwyr. Gweler Atodiad D am ragor o fanylion (paratowyd pan gynigwyd cymhorthdal gan Gyngor Tref Prestatyn).

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

Bydd y newidiadau arfaethedig yn cefnogi'r Flaenoriaeth Gorfforaethol o wella cyflwr ein ffyrdd. Bydd y newidiadau hefyd yn gwella argaeledd llefydd parcio i siopwyr a bydd felly yn cefnogi'r flaenoriaeth i gefnogi busnesau lleol.

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

Cynlluniwyd y newidiadau arfaethedig i gael gwared ar y diffyg presennol yn y gyllideb, felly nid oes unrhyw gost ychwanegol. Bydd cael gwared ar y croesgymhorthdal o'r gyllideb gyffredinol ar gyfer cynnal a chadw priffyrdd o gymorth i'r gwasanaeth hwnnw, ac o gymorth i'r Cyngor wrth gyflawni un o'i flaenoriaethau corfforaethol.

7. Aseiad o Effaith ar Gydraddoldeb – Gweler Atodiad E

Y prif gasgliad yw y bydd y cynnydd arfaethedig mewn taliadau yn cael eu gwrthbwysu gan well argaeledd o ran llefydd parcio, yn enwedig yn y rhai sy'n agos at siopau.

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

Ym mis Ionawr 2015, cytunodd y Pwyllgor Archwilio Cymunedau y byddai Pennaeth y Gwasanaethau Priffyrdd ac Amgylcheddol yn adolygu'r ffioedd parcio. Mae'r pwnc hwn hefyd wedi bod yn destun sesiwn briffio ar gyfer y Cabinet. Cafodd y pwnc ei drafod hefyd fel rhan o broses Rhyddid a Hyblygrwydd 2015-16

9. Datganiad y Prif Swyddog Cyllid

Mae'n bwysig bod y Cyngor yn adolygu'r holl ffioedd a thaliadau'n rheolaidd. Fel yr adroddwyd wrth y Cabinet dros y 18 mis diwethaf mae'r gwasanaeth parcio ar hyn o bryd yn gorwario ac amlygwyd bod cynnal adolygiad o ffioedd parcio yn gam gweithredu rheolaethol angenrheidiol er mwyn mantoli'r gyllideb traffig a pharcio gyffredinol (ynghyd â chymau gorfodaeth). Dylai'r ddau opsiwn a amlygwyd yn yr adroddiad hwn arwain y gwasanaeth at adennill costau yn y tymor byr (1-2 flynedd). Bydd angen cynnal adolygiadau pellach ar ôl y cyfnod hwn os dewisir y prisiau isaf. Mae'r dewis sy'n cael ei gynnig gan y Pennaeth Gwasanaeth yn darparu cyfnod hwy o sefydlogrwydd, a'r gallu i fuddsoddi yn isadeiledd y gwasanaeth.

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

- 10.1 Mae risg y bydd y gostyngiad o ran y diffyg yn y gyllideb bresennol yn llai nag a ragwelwyd. Fodd bynnag, ystyrir bod y risg yn fach, oherwydd i ni ddefnyddio amcangyfrifon ceidwadol wrth gyfrifo.
- 10.2 Efallai y bydd risg i enw da oherwydd gwrthwynebiadau gan fusnesau a thrigolion.

11. Pŵer i wneud y Penderfyniad

- 11.1 Mae gan Bennaeth y Gwasanaethau Priffyrdd ac Amgylcheddol awdurdod wedi ei ddirprwyo i amrywio ffioedd parcio fel y nodir ym mharagraff 3.9 o ran 9.2 o Gyfansoddiad y Cyngor – Cynllun Dirprwyo i Swyddogion
- 11.2 Mae Erthygl 6.3.3 o Gyfansoddiad y Cyngor yn nodi rôl y Pwyllgorau Archwilio o ran datblygu ac adolygu polisiau.

ATODIADAU:

- A. Crynodeb o'r fethodoleg fanwl*
- B. Y Cyfraddau Tâl sy'n cael eu cynnig*
- C. Cymariaethau â darparwyr gwasanaeth eraill/cynghorau eraill*
- D. Taflen cwestiynau a ofynnir yn aml a baratowyd i fynd i'r afael â Chymorthdaliadau Cynghorau Tref*
- E. Aseiad o Effaith ar Gydraddoldeb*

Swyddogion Cyswllt:

Pennaeth y Gwasanaethau Priffyrdd ac Amgylcheddol
Rheolwr Traffig, Parcio a Diogelwch Ffordd

Ffôn: 01824 706801
Ffôn: 01824 706959

1.0 Service statistics

- The Council currently operates 38 pay and display car parks providing an overall total of 4,073 spaces. Of these car parks, 21 are long stay car parks, 11 are short stay and 7 are classed as beach car parks.
- The existing tariff system was introduced in April 2009 and prices have remained constant since. In the same period the Retail Price Index has increased by 18%.
- Under the existing system, car park tariffs are uniform across the County for all town centre car parks except for where a local subsidy exists.
- Gross car park income fell from around £1.08 million per annum in 2012/13 to £940k in 2013/14, a drop of £140k, which was mainly attributable to the opening of Parc Prestatyn and the subsequent impact on car park revenue in both Rhyl and Prestatyn town centre car parks. This deficit is cross-subsidised from the Highway Maintenance budget.
- One of the key findings of the Traffic and Parking Review was a lack of short stay parking spaces in many of Denbighshire's town centres, both within car parks and on-street spaces.
- Additional enforcement and standardisation of time limits is now being undertaken to improve the availability of on-street short stay parking spaces.

2.0 Context of proposed changes

- Car park pricing should be considered as a policy tool to increase the availability of short stay spaces in car parks. For example, the current charging regime means there is no trade off to be made between location and price. This means that car parks closest to the shops become full quickly meaning that there are very few spaces available in these car parks for those shoppers who arrive later on in the day. Anecdotal evidence suggests that the existing 4 hour band has reduced sales of the all day tariff, especially for parking by shop and office workers.
- For example, a motorist can purchase one 4 hour ticket upon arrival in the morning and a further 4 hour ticket at lunchtime for a combined cost of £2 (or £1 in Ruthin) to avoid paying the all day tariff of £3.50.
- An increase in revenue will be necessary to fund additional investment in Pay & Display machines in order to reduce the future requirement for capital funding and any uncertainty around that source of funding. For instance, the total cost of replacing all the Pay and Display machines in one go would be approximately £270,000.
- In order to improve convenience for motorists, there will also be an ongoing need to invest in advanced payment technologies for Pay and Display machines. This will offer alternatives to paying with coins, such as contactless payment and payment by smart phone.
- It is proposed that a new tariff system is introduced to create a greater cost differential between short stay and long stay car parks. It is also proposed to reduce the time duration for the third tariff band from 4 hours to 3 hours.
- The changes proposed would enable shoppers to make a "trade-off" between price and convenience, thereby improving the availability of short stay parking at all times of day.

- The increase would also partially fund further investment in the modernisation of the pay and display machines to enable more flexible and convenient payment options to be made available in the future.

3.0 Financial Information

The total income from Pay and Display tickets for financial year 2014-15 was £864,688. The total income from car park permits was £81,803. The targeted budgetary income was is £1,008,018, i.e. a shortfall of approximately £150,000

The present system of car parking tariffs was implemented in April 2009. It consists of identical charges for all town centre car parks across Denbighshire, for all lengths of stay up to and including 4 hours. All day rates are also the same across Denbighshire and are £3.50 for long stay car parks and £7.00 for short stay car parks. Please see table below.

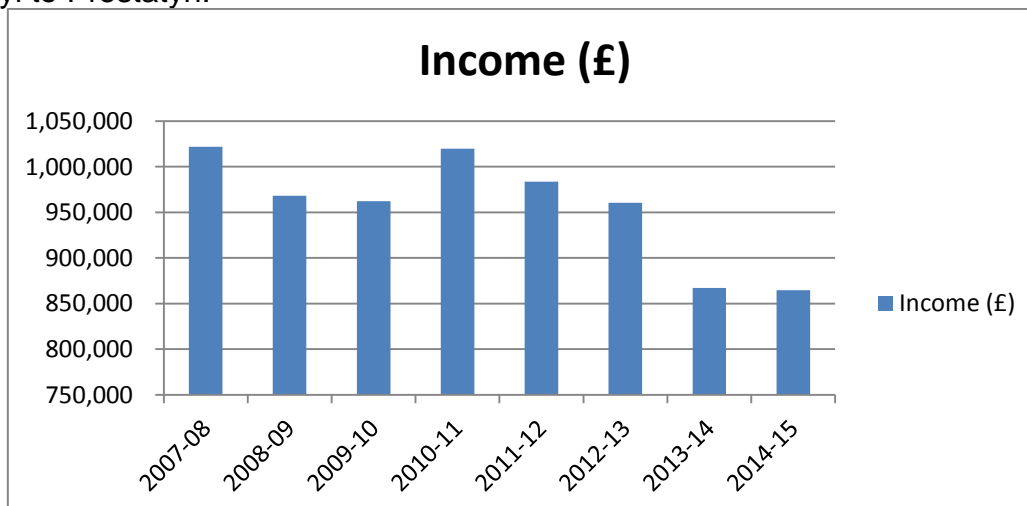
| Duration of stay | Cost |
|-------------------------------|-------------|
| 30 mins | 10 pence |
| 1 hour | 50 pence |
| 4 hours | £1.00 |
| All day (Long stay car park) | £3.50 |
| All day (Short stay car park) | £7.00 |

Please note that different rates apply to beach car parks and certain other locations such as St Peter's Square in Ruthin and Rhyl Promenade. Different tariffs are currently in place in Ruthin because the Ruthin Member Area Group has chosen to subsidise parking charges whilst funding allows.

Short stay car parks are normally those located closest to retail centres, although there are some exceptions to this, plus examples of where permit holders can park all day in short stay car parks.

Loss of revenue

The table below shows car park revenue for the past eight financial years. Parc Prestatyn opened in March 2013 which is the reason for the noticeable drop in income between financial years 2012-13 and 2013-14 onwards. The reason for this was, in effect, a step change in parking habits in Prestatyn owing to the large, free shopping park car park and a similarly dramatic change in shopping habits as a significant number of shoppers migrated from Rhyl to Prestatyn.



4.0 Traffic and Parking Review

One of the key findings of the Traffic and Parking Review was a lack of short stay parking spaces in many of Denbighshire's town centres, both within car parks and on-street spaces.

The parking surveys undertaken for the Traffic and Parking Review demonstrated that one of the problems with the current tariff system is that charging the same in short stay and long stay car parks for all tariffs up to 4 hours in duration results in many central car parks often being close to capacity, therefore, reducing availability for motorists who don't arrive at the beginning or end of the day.

On-street parking bays provide convenient free parking, usually in close proximity to shops. Surveys undertaken for the Traffic and Parking Review found many examples of such bays being occupied by vehicles for periods between 4 and 6 hours, in other words, far beyond the time limit for these bays. This was resulting to vastly reduced availability of short stay spaces for shoppers. To combat this, increased enforcement of these bays is now being undertaken by Denbighshire's Civil Enforcement Officers. In the longer term it is also proposed that some standardisation of times is implemented to make enforcement simpler and to improve consistency between parking bays for the public.

5.0 Neighbouring authorities

A table showing tariffs charged by some of the other local authorities in North Wales, plus the shopping precinct in Rhyl, is included in Appendix C. This table shows that, with the exception of Flintshire, car parking tariffs in Denbighshire are currently significantly cheaper than elsewhere in the region both for short stay and long stay parking.

6.0 Opportunities

Short stay spaces are vital for capturing passing trade and for helping town centres to compete with alternatives such as supermarkets and retail parks.

Building more car parks or creating additional on-street parking spaces may often not be feasible owing to the costs involved or because there simply is not the physical space available.

£45,000 of capital funding from the Highways and Environmental Services Capital Block Allocation has already been secured to upgrade the existing Pay & Display machines so that they are linked to a central computer in order to provide real time information regarding income patterns such as by tariff band, time of day, day of the week and time of year and so on. It is important that we continue to invest in these machines to keep them well maintained and to begin to offer more high-tech methods of payment such as contactless payment, payment by debit/credit card and payment by smartphone. This is in addition to the existing Pay by Phone facility that is available in some of our car parks. Offering such facilities will ensure that we maximise convenience for shoppers, for example by avoiding the need for them to carry loose change.

7.0 Review Methodology

A pricing model has been developed to examine the impact of varying parking charges and potential impact upon the number of pay and display tickets sold. This effect is known as pricing elasticity. The British Parking Association (BPA) has published a research paper that includes a section regarding pricing elasticity for car parking. This paper lists factors of

elasticity, which are found to vary by parking duration and these factors have been used in the pricing model developed.

Data from pay and display machines in all Denbighshire car parks has been obtained in order to provide a breakdown of how many pay and display tickets have been sold for each pricing tariff band. This data has been used in order to quantify the likely impact on revenue of tariff increases.

8.0 Proposed charging pattern

The Traffic and Parking Review has highlighted the need to increase the availability of short stay parking across the County. The availability of the existing short stay on-street parking will be increased through increased enforcement and some standardisation of the time limits that apply to these bays.

As already discussed in this report, the existing short and long stay parking tariffs are identical except for the cost of the all-day tariff which is £3.50 in long stay car parks and £7.00 in short stay car parks. Whilst this pricing structure is intended to discourage all-day parking in short stay car parks, in reality, there is anecdotal evidence that some shop and office workers purchase a 4 hour ticket in the morning and a second 4 hour ticket at lunch time, effectively providing all day parking for a total of £2.00 (2 x 4 hour tickets at £1.00 each) as opposed to the usual all-day rate of £3.50 or even £7.00. It is obviously not possible for everyone to buy two 4 hour tickets in this way, but there are undoubtedly enough people doing it to noticeably reduce the availability of spaces in some short stay car parks.

As the first three tariff bands are identical between short and long stay car parks, this effectively offers no “trade off” to be made between price and convenience. The reason that various car parks were originally designated as short stay parking is because they are usually the closest to the shops and are, therefore, the most convenient for shoppers. The current pricing structure results in short stay car parks filling up first which offers little availability of spaces for those arriving later in the day.

With the above issues in mind, two options have been developed to create a pricing differential between short stay and long stay car parks. Doing this effectively allows shoppers the option of paying a higher rate in exchange for the convenience of a parking space close to their destination, or alternatively, paying a lower rate to park in a car park that is less conveniently located.

The proposed new charges are summarised in Appendix B. As well as increases in the tariff costs, another change proposed is to reduce the time limit for the third tariff band from 4 hours to 3 hours. This proposed change is designed to discourage the practice of buying two 4 hour tickets instead of purchasing an all-day ticket.

The proposed charges would see the average cost per ticket sold increase by 37.3 pence and would be likely to increase income by around £250k. This option would enable prices to be frozen for roughly 3 years and would also at least partially fund a programme to modernise pay and display machines, such as through providing more flexible payment options.

The absolute minimum increase would average out at 20.9 pence per ticket. However, there would be no scope for funding the modernisation of the pay and display machines and any reduction in turnover would put the council back into a deficit position

The proposal is not to change the current all-day parking tariffs, or for residents' permits. There would also be a freeze for the all-day tariff for beach car parks in the summer. The winter tariffs for beach car parks would also be frozen, with the all-day winter beach tariff would actually go down from £3.50 to £2.00.

8.0 Conclusion

The proposed price rises identified above would bring Denbighshire prices to a similar, if not slightly lower level than the prices that are now in place in Conwy CBC car parks. These proposed changes would improve the availability of short stay parking in town centres, whilst freezing the all-day parking charges for all car parks.

Prices should not need to be reviewed until 2020. This would avoid the cost associated with changing tariffs, e.g. changes to signage, and the advertisement costs associated with statutory notices.

Mae tudalen hwn yn fwriadol wag

| Existing charges and tariff bands | | | Proposed charge and tariff bands | | |
|--|---------------------|-----------------------------|--|--|--|
| <u>Duration</u> | Existing charge (£) | <u>Proposed Charges (£)</u> | Absolute minimum (no margin for error) | <u>Duration</u> | |
| Short Stay Car Parks | | | | Short Stay Car Parks | |
| 30 mins | 0.10 | 0.30 | 0.20 | 30 mins | |
| 1 hour | 0.50 | 1.00 | 1.00 | 1 hour | |
| 4 hours | 1.00 | 2.00 | 1.50 | 3 hours | |
| All day | 7.00 | 7.00 | 7.00 | All day | |
| Long Stay Car Parks | | | | Long Stay Car Parks | |
| 30 mins | 0.10 | 0.30 | 0.20 | 30 mins | |
| 1 hour | 0.50 | 1.00 | 0.50 | 1 hour | |
| 4 hours | 1.00 | 1.50 | 1.00 | 3 hours | |
| All day | 3.50 | 3.50 | 3.50 | All day | |
| Beach Car Parks (Summer tariff) | | | | Beach Car Parks (Summer tariff) | |
| 1 hour | 1.00 | 1.00 | 1.00 | 1 hour | |
| 4 hours | 2.00 | 3.00 | 3.00 | 4 hours | |
| All day | 4.50 | 4.50 | 4.50 | All day | |
| Beach Car Parks (Winter tariff) | | | | Beach Car Parks (Winter tariff) | |
| 1 hour | 0.50 | 0.50 | 0.50 | 1 hour | |
| 4 hours | 1.00 | 1.00 | 1.00 | 4 hours | |
| All day | 3.50 | 2.00 | 2.00 | All day | |
| | | 247,244 | 157,389 | Predicted Increase in income (£) | |
| | | 37.3 pence | 20.9 pence | Avg price rise per tkt sold (pence) | |

Notes:

The proposed charges will "future proof" the service for several years, and also allow further investment in the pay and display machines (which is felt to be essential for modernisation reasons – e.g. accepting smart payments).

Mae tudalen hwn yn fwiadol wag

Appendix C - Comparison of proposed tariffs with other car park tariffs in North Wales

Proposed Denbighshire Tariffs

| Car Park | Town(s) | Type | 30 mins | 1 hour | 2 hours | 3 hours | 4 hours | All day |
|--------------------------------------|---------|------------|---------|-------------|---------|---------|---------------|---------------|
| Denbs Short Stay Car Park - Option 1 | Various | Short Stay | 30p | £1.00 | - | £2.00 | - | £7.00 |
| Denbs Long Stay Car Park - Option 1 | Various | Long Stay | 30p | £1.00 | - | £1.50 | - | £3.50 |
| Denbs Beach Car Park - Option 1 | Various | Beach | - | £1.00 / 50p | - | - | £3.00 / £1.00 | £4.50 / £3.50 |
| Denbs Short Stay Car Park - Option 2 | Various | Short Stay | 20p | £1.00 | - | £1.50 | - | £7.00 |
| Denbs Long Stay Car Park - Option 2 | Various | Long Stay | 20p | 50p | - | £1.00 | - | £3.50 |
| Denbs Beach Car Park - Option 2 | Various | Beach | - | £1.00 / 50p | - | - | £3.00 / £1.00 | £4.50 / £3.50 |

Comparison with other tariffs

| | | | | | | | | |
|---------------------------------|--|------------|-----|-------|-------|-------|---------------|---------------|
| White Rose Centre | Rhyl | Private | - | £1.00 | £1.60 | £2.40 | £3.20 | £6.40 |
| Short Stay Car Parks in Conwy | Llandudno, Kinmel Bay, Deganwy, Colwyn Bay & Conwy | Short Stay | 50p | £1.00 | £2.00 | - | £4.50 | - |
| Long Stay Car Parks in Conwy | Llandudno, Kinmel Bay, Deganwy, Colwyn Bay & Conwy | Long Stay | - | - | £1.00 | - | £2.00 / £3.00 | £3.50 / £4.50 |
| Flintshire County Council | Mold | Long Stay | | 20p | 40p | 60p | 80p | £1.00 |
| Short Stay Car Parks in Gwynedd | Bangor | Short Stay | - | 70p | £1.50 | - | £4.50 | - |
| Long Stay Car Parks in Gwynedd | Bangor | Long Stay | - | - | £1.50 | - | £2.50 | £3.50 |
| Anglesey County Council | Various | Short Stay | - | 80p | £1.00 | - | - | - |
| Anglesey County Council | Various | Long Stay | - | - | £1.00 | - | £1.50 | £3.00 |
| Anglesey County Council | Various | Beach | - | - | - | - | £3.00 | £4.00 |

Mae tudalen hwn yn fwiadol wag

Analysis of Prestatyn T.C.'s proposal to subsidise DCC car parks - (FAQ style)

1. Our role in car parking matters

1a) Why does car parking sit within Highways & Environmental Services ?

Two reasons;

- i) we look after and maintain the assets, and
- ii) car park provision affects road users in general, so we have a direct interest as the Highway Authority.

1b) How does off-street parking provision affect highway users ?

- i) it affects demand for on street parking ,
- ii) it can lead to illegal parking, and the associated obstructions .
- iii) it can generate additional traffic movements, searching for on-street spaces,
- iv) it can generate congestion around high-occupancy car parks, especially any that are full or nearly full. These additional movements can affect pedestrian safety and the free flow of traffic.

2. The Town Council's Interest

2a) Why is the Town Council keen to subsidise charges ?

The Town council is interested in the level of economic activity in the town (and so is the County Council). The cost of car parking *can* be a deterrent for shoppers, so (according to the TC) it follows that, if you make car parking cheaper, you will generate additional shopping trips, and/or retain more of your current trips.

2b) What's wrong with the logic outlined above ?

The logic assumes that car parking price is the dominant factor when shoppers choose a destination (or that it has a high significance). But the available evidence suggests that the dominant factor is actually the 'attractiveness' of the whole shopping environment / experience. The ability to park, at reasonable cost, is secondary to the attractiveness of the shops.

2c) So what policy should DCC be adopting ?

When it comes to parking; in most cases, the evidence points to ease of parking being more significant than the cost. For that reason; our parking strategy needs to be very mindful of space availability. It shouldn't be based on cost alone.

The council's pricing regimes should vary according to demand. This needs to be a fundamental principle for the council going forward. This principle will therefore be embedded in the paper that is being presented to the council's Communities Scrutiny Committee in July (on car parking charges).

3. Role of car park charging regimes in shaping behaviour patterns

2a) Why are charges made in car parks ?

Lots of reasons, including

- I) to pay for the provision and maintenance of the car parks,
- II) to optimise the economic benefits that we can obtain from the available spaces (see below).

In busy shopping car parks we are trying to optimise turnover (space generation), with an eye on the typical (pedestrian) 'shopping trip' time. In this way we can maximise the 'potential spend' in a town. For example; we don't want employees parking in shoppers' car parks (or in on-street parking bays either). So, we need to use pricing regimes to attract employees to the more outlying car parks, and deter them from taking shoppers' spaces.

There's no such thing as a free car park – somebody has to pay for it to be built and maintained. However, because most of our car park assets are 'already paid for', car park income effectively becomes another revenue stream for the council. This revenue income can be used to keep our roads in a safer & better condition that would otherwise be the case.

As part of the F&F process, the highways budget was cut by £250,000 this year, with further cuts possible in 2017-18. Given that background, I think members could legitimately be asked for their view on the general level of car park charges, as part of the F&F process. Especially as charging is an absolute necessity in any event, i.e. to control behaviour.

2b) What can happen if you mess with car park charging regimes ?

Lots of things, including

- i) people cruise round the town looking for the free or cheap spaces, sometimes wasting more fuel than they are saving in charges (but this doesn't stop them).
- ii) Unexpected changes in behaviour (for example the 'Holywell experience' – see Appendix).
- iii) In Llangollen we increased the duration of the medium tariff from 3hrs to 4hrs, and there was a big reduction in the numbers of all day tickets purchased.

4. Prestatyn Town Council proposals

3a) What are the Town Council's proposing ?

That the Fern Avenue and Ty Nant car parks should be free, and that PTC will compensate DCC for the anticipated shortfall in income at Kings Avenue car park.

3b) What are the likely behavioural changes in the town if DCC agrees to this proposal ?

- i) Migration of (most of) the vehicles currently in the PTC free car parks, to the lower end of Ty Nant.
- ii) Migration of (many of) the vehicles from the DCC run car parks at Offa's Tavern, and Kings Avenue.
- iii) Possibility of more employee car parking in Ty Nant

3c) What are the cost implications for the council ?

There will be a loss of income from the car parks that are made free, and also from the Kings Avenue and Offa's tavern car parks.

The amount of lost income depends upon which car park charging regime is in force. The DCC charges are currently being reviewed, and the matter is going to scrutiny on 9 July, and will then come to cabinet (hopefully on 28 July) with options for revised charging levels.

3d) How will the PTC contribution be calculated ?

For this year (2015-16) we will provide the TC with an estimate of likely lost income, i.e. based on the existing DCC charges. The amount paid by the Town Council will be the actual difference between last year's income, and this year's income (plus the subsidy that they already provide for Fern Avenue).

In all cases, the anticipated income will be affected by occupancy levels and 'price elasticity *'. For future years, we will therefore be attempting to model both of these factors.

** price elasticity is the amount by which demand drops-off after a price increase. It will vary car park by car park, according to demand. In paid-for car parks, occupancy levels will be taken as a measure of demand.*

3c) What are officers recommending ?

Firstly, that DCC should not abdicate its responsibility for policy in this area, because;

- i) The policies adopted affect our ability to deliver on safety & the free flow of traffic, and
- ii) The policies adopted can affect levels of economic activity (which the council also has a keen interest in)

Secondly; that we should accept the PTC offer on condition that;

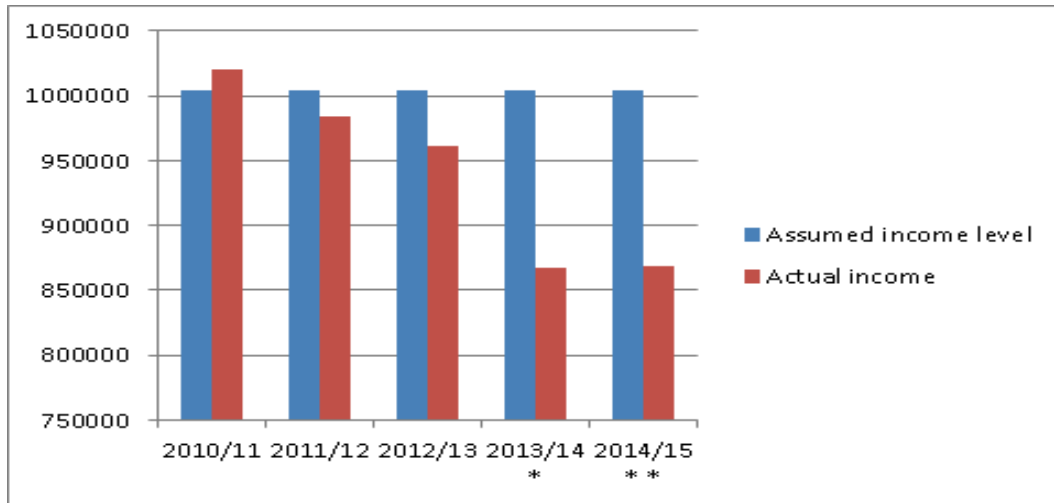
- i) There are no asset transfers to the Town Council
- ii) The arrangement is temporary, and can be ended at any time by the council, e.g. if there is any movement in relation to the development of Ty Nant
- iii) PTC will compensate DCC for the whole of the lost income on all of its town centre car parks (but the coastal ones will not be included in any calculations).
- iv) From 2016-17 onwards; the losses will be based upon predictions, of spend, using the new charging regime (i.e. if the experiment continues), A first draft of the model used to undertake these calculations is attached for information (but it will not be needed for the 2015-16 subsidy).

S.Parker
Head of Highways and Environmental Services

Appendix One – current DCC income levels v Assumed

The graph below shows car park income versus "target income" over the past 5 years: Income has now stabilised. The shortfall last year was £137k. This year's predicted shortfall is £135k.

The target income level is an entirely arbitrary figure. It should be amended if/when we change the charging regime.



Free parking in Holywell 'an absolute nightmare'

Published date: 20 February 2014 |

Published by: Jamie Nield-Siddall



TRADERS and community leaders in a town which fought for free parking for a quarter of a century are now calling for the charges to be brought back in after less than five months.

Fees levied on motorists stopping in Holywell were scrapped in October, meaning people can now park in council-owned car parks in the town free of charge. The car parks affected are located at Tower Gardens, at the top of Well Hill, at the old Somerfield site and near the Lidl store. Flintshire councillor Rosetta Dolphin, of Holywell, estimated more than 200 parking places were affected.

Campaigners who had fought for free parking for about 25 years said they were jubilant. But now – less than five months since the new arrangements came in – some are claiming overflowing car parks and a lack of spaces are “killing trade”.

Holywell Mayor Cllr Ted Palmer said parking officers are now monitoring the car parks in the town after rumours commuters working in places as far away as Chester are parking up in Holywell for the day before sharing a lift to work. They want the a review of the situation and members of Holywell’s Town Centre Sub Committee will meet with representatives from Flintshire Council to find a way out of the “nightmare”.

Cllr Palmer said: “The situation is under review at the moment. We said a long time ago that something would need to be done. There should be a short stay limit I think.” He added: “At the end of the day the town council have fought for this for 25 years so we can’t rock the boat. “We were all saying the car parking charges were killing the town. Now they have gone and people are saying the same. “There are rumours people are car sharing and they are meeting at the car parks then going to work. The car parks are being monitored now.”

The decision to scrap the 20p charge it used to cost to park in Holywell was greeted with widespread acclaim in October. But since the introduction, businesses and shoppers said the move had been “detrimental”, fearing visitors cannot find anywhere to park and are being driven away from the town.

Helena Aspinall, who lives in Gorsedd, said she usually drives into Holywell four times a week. Mrs Aspinall said: “Visitors and shoppers to the town cannot find parking spaces. “There is a particular problem in the Somerfield car park which is adjacent to the library. “The car park behind Mr Bevan's is apparently full at 7.30am. She added: “It is an absolute nightmare, it is having a knock-on effect on trade.”

Mae tudalen hwn yn fwriadol wag

Appendix E

Car Park Tariff Review 9th July 2015

Equality Impact Assessment

Car Park Tariff Review

Contact: Mike Jones - Highways & Environmental Services

Updated: 24/6/15

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

A new or revised policy

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

To increase parking tariffs, especially for short stay car parks, in order to increase availability of spaces in short stay car parks by encouraging more motorists to park in long stay car parks instead. This will also enable a future programme of investment in the pay and display machines in order to be able to offer motorists more flexible and convenient payment methods.

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

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

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

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

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

The Traffic and Parking Review identified the need to increase the availability of short stay parking in town centres. One of the recommendations of the Review was to carry out a review of car park tariffs. The first step in this process will be to present the findings of the tariff review to Communities Scrutiny Committee.

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 proposal is designed to transfer more parking from short stay car parks to long stay car parks, as presently there is no differential in the tariffs for short and long stay car parks for any stay less than 4 hours in duration. Whilst the availability of disabled parking bays within short stay car parks tends to be better than for standard spaces, the proposal will still improve the availability of spaces and thus improve accessibility in town centres for blue badge holders.

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 proposed increase in tariffs will affect all motorists who park in Denbighshire pay and display car parks. Statistically, people with a disability are likely to earn less during their working life than somebody without a disability. It can, therefore, be argued that the proposed tariff increases will have a greater negative impact for those with a disability.

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

| | |
|-----------------|---|
| <Please Select> | No, because the likely increase in the availability of spaces close to town centres is likely to counterbalance the negative impact of an increase in prices. |
|-----------------|---|

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

| | |
|-----------------|-----|
| <Please Select> | No. |
|-----------------|-----|

| Action(s) | Owner | By when? |
|--|--------------|------------|
| Undertake statutory consultation for proposed tariff increases | Mike Jones | 31/12/15 |
| <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: | 1/6/16 |
|--------------|--------|

| Name of Lead Officer for Equality Impact Assessment | Date |
|---|---------|
| Mike Jones | 24/6/15 |

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

| | |
|-----------------------------------|--|
| Adroddiad i'r: | Pwyllgor Archwilio Cymunedau |
| Dyddiad y Cyfarfod: | 9 Gorffennaf 2015 |
| Aelod / Swyddog Arweiniol: | Aelod Arweiniol y Parth Cyhoeddus/ Pennaeth Gwella Busnes a Moderneiddio a Phennaeth Cynllunio a Gwarchod y Cyhoedd |
| Awdur yr Adroddiad: | Hyfforddai Graddedig: Gwella Busnes a Moderneiddio |
| Teitl: | Diweddariad Prosiect Rheoleiddio Meysydd Carafannau yn Well |

1. Am beth mae'r adroddiad yn sôn?

Mae'r adroddiad yn adroddiad dilynol i'r un a gyflwynwyd i'r Pwyllgor Archwilio Cymunedau ym mis Ebrill 2015. Bydd yn amlinellu'r gwaith a wnaed hyd yn hyn a'r camau nesaf a gynlluniwyd gan y Gwasanaeth Gwella Busnes a Moderneiddio ynghyd â darparu diweddariad ar elfen Cynllunio a Gwarchod y Cyhoedd y prosiect.

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

Darparu gwybodaeth ynglŷn â chynnydd y prosiect ers trosglwyddo cyfrifoldeb am gasglu data i'r Gwasanaeth Gwella Busnes a Moderneiddio.

3. Beth yw'r Argymhellion?

Bod y Pwyllgor yn darparu sylwadau ar gynnydd y prosiect hyd yn hyn ac yn cytuno ar y camau nesaf.

4. Manylion yr Adroddiad

Cefndir

Yn dilyn prosiect peilot o fewn Cynllunio a Gwarchod y Cyhoedd, a arweiniodd at gynhyrchu papur gwerthuso dewisiadau Cofnodion, Rheoleiddio a Sgil-Effeithiau, trosglwyddwyd y cyfrifoldeb ar gyfer agweddau corfforaethol y prosiect i Adran Gwella Busnes a Moderneiddio.

Fodd bynnag rhoddwyd y dasg o barhau i gynhyrchu gweithdrefn reoleiddio i Adran Cynllunio a Gwarchod y Cyhoedd. Bydd y weithdrefn hon yn nodi'r dewisiadau rheoleiddio ar gyfer rheoli defnydd preswyl anawdurdodedig o garafannau gwyliau o safbwynt cynllunio a thrwyddedu.

Er y cyflawnir rhai cerrig milltir y prosiect gan wahanol wasanaeathau bydd yn cael ei gynnal fel prosiect sengl.

Cynnydd hyd yma

Roedd archwiliadau cychwynnol y tîm prosiect wedi nodi bod mater mewn perthynas â diffyg rhestr gynhwysfawr o gyfeiriadau'r holl safleoedd carafannau gwyliau (a charafán gwyliau unigol) yn y sir (gweler adran 2 Atodiad 1). Penderfynwyd y byddai datblygu rhestr gynhwysfawr o gyfeiriadau carafannau yn galluogi gwasanaethau, ar bwynt cyswllt â'r cwsmer, i nodi preswylwyr carafannau gwyliau a phenderfynu ar y camau priodol h.y.a yw'r cwsmer yn gymwys ar gyfer y gwasanaeth ai peidio. Fel y cyfryw byddwn yn gallu lleihau dyraniad gwasanaethau i'r rhai nad ydynt yn gymwys yn gyflym. Gyda hynny, gan fod gwasanaethau yn cofnodi gwybodaeth cyfeiriadau safleoedd carafannau gan gwsmeriaid yn fwy cywir bydd hyn yn galluogi cynhyrchu adroddiadau sy'n fwy dibynadwy ar ddefnydd y gwasanaeth yn y dyfodol.

Felly penderfynodd y grŵp prosiect y dylid datblygu'r rhestr hon (gan gynnwys cyfeiriadau safleoedd a chyfeiriadau carafannau gwyliau unigol) fel un o gerrig milltir allweddol y prosiect. Cytunwyd y dylid ychwanegu'r cyfeiriadau carafannau unigol at yr LLPG (Rhestr Eiddo a Thir Lleol).

Er y bydd nodi data cyfeiriadau carafannau gwyliau unigol yn fuddiol yn yr hir dymor, gall y broses o gasglu a mewnbynnu data ei hun gymryd rhywfaint o amser hefyd. Byd d angen cryn dipyn o amser a gwaith cynllunio o ran datblygu ffrydiau cyfathrebu agored gyda pherchnogion safleoedd er enghraifft. Bydd angen i berchnogion safleoedd ddeall amcanion y prosiect a bydd angen iddynt fod yn barod i gydweithio â ni at ddiben rhannu gwybodaeth mewn perthynas â chyfeiriadau carafannau unigol.

At hynny, oherwydd cyd-ddibyniaeth sy'n bodoli rhwng y prosiect hwn a phrosiectau Dewis Digidol a Datrysiaid Rheoli Data ar hyn o bryd ni fydd gan yr holl wasanaethau fynediad at wybodaeth cyfeiriadau ar unwaith (gweler adran 2.1 Atodiad 1). O'r herwydd nododd y tîm prosiect ddatrysiaid dros dro trwy ddatblygu canllaw ar gyfer cofnodi data cyfeiriadau carafán a chymhwysedd gwasanaeth ynghyd â chofnod gwybodaeth safle carafannau (gweler Disgrifiadau Cynnyrch yn Atodiad 2).

Ynghyd â chynhyrchu rhestr o gyfeiriadau carafannau cynhwysfawr, nodwyd pum carreg filltir allweddol arall ar gyfer y prosiect gan gynnwys:

- Mapio lleoliadau a lwfansau safleoedd carafannau gwyliau (cynllunio a thrwyddedu) (gweler Atodiad 3).
- Datblygu system prosesu data sy'n galluogi adrodd ar ddefnydd gwasanaeth gan 'breswylwyr' carafannau gwyliau (Gweler atodiad 4 ar gyfer y data a gasglwyd hyd yn hyn) Mae'r atodiad hwn wedi ei eithrio o ddatgeliad cyhoeddus yn unol â pharagraff 13 o Atodlen 12A, Deddf Llywodraeth Leol, 1972.
- Dadansoddi a mapio canlyniadau defnydd gwasanaeth
- Cynhyrchu strategaeth carafannau corfforaethol

- Datblygu gweithdrefn reoleiddio a chynllun gweithredu

Gellir gweld ein cynnydd tuag at gyflawni'r cerrig milltir hyn yn adran 3 Atodiad 1.

Camau Nesaf

Bydd y prosiect yn canolbwyntio ar y cerrig milltir canlynol yn ystod y 4 mis nesaf:

- Parhau i ddatblygu rhestr o gyfeiriadau safleoedd carafannau
- Datblygu system prosesu data
- Cynhyrchu dogfennau canllawiau cymhwysedd a mewnbynnu data cyfeiriadau carafannau

I gael rhagor o wybodaeth gweler adran 4 Atodiad 1.

Gobeithir y bydd yr holl gerrig milltir ar gyfer y prosiect yn cael eu cyflawni, a bod yr holl gynnyrch sylfaenol yn cael eu cynhyrchu, erbyn diwedd 2015.

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

Mae rheoli'r ffordd y caiff meysydd carafannau eu defnyddio yn cyfrannu at y blaenoriaethau canlynol:-

- Datblygu'r economi leol
- Mae pobl ddiameddiffyn yn cael eu diogelu ac yn gallu byw mor annibynnol â phosibl
- Sicrhau mynediad at dai o ansawdd da
- Moderneiddio'r Cyngor i sicrhau effeithlonrwydd a gwella gwasanaethau ar gyfer ein cwsmeriaid

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

Ni ystyrir bod y prosiect angen unrhyw adnoddau staffio neu gyllid ychwanegol ar y cam hwn.

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.

Mae asesiad o effaith ar gydraddoldeb cychwynnol wedi'i gwblhau ar gyfer y prosiect sy'n nodi mai hil (sipsiwn a theithwyr yn benodol), oedran ac anabledd yw'r nodweddion a ddiogelir sy'n debygol o gael eu heffeithio (gweler Atodiad 5). Fodd bynnag caiff ei hystyried fel dogfen ddynamig a bydd yn parhau i gael ei hadolygu wrth ddatblygu'r prosiect.

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

Ymgynghorwyd â Phwyllgor Archwilio Cymunedau trwy gydol datblygiad y prosiect hwn.

9. Datganiad y Prif Swyddog Cyllid.

Amh.

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

Mae nifer o risgiau wedi'u nodi ar gyfer y prosiect a gellir eu gweld yn yr Achos Busnes yn Atodiad 6. Fodd bynnag nid oes unrhyw risgiau a ragwelir yn gysylltiedig â'r argymhellion yn yr adroddiad hwn.

11. Pŵer i wneud y Penderfyniad:

Deddf Llywodraeth Leol 2000. Mae Erthygl 6.3.3 Cyfansoddiad y Cyngor yn nodi grymoedd Archwilio o ran datblygu ac adolygu polisi.

Swyddog Cyswllt:

Hyfforddai Graddedig: Gwella Busnes a Moderneiddio

Ffôn: 07887 802880

Appendix 1 – Denbighshire Caravan Project Update

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1. Project Milestones

The following primary milestones have been identified for this project:

1. Develop a comprehensive caravan site address list to be available for incorporation into software systems and databases used by services across the council.
2. Undertake mapping of holiday caravan site locations and allowances (planning and licensing)
3. Develop a data processing system which enables reporting (on a yearly basis) on service use by holiday caravan 'residents'
4. Undertake analysis and mapping of service use results
5. Produce a corporate caravan strategy
6. Development of a Regulatory Procedure and Implementation Plan

The following sections will provide information on how these milestones were established, our progress to date and our planned next steps.

2. Project Focus

Initial works on this project were focused on the identification of services which may hold relevant information, and establishing a method by which we could extract and process this information. However, during initial investigations it became clear that a number of issues existed, including:

1. Inaccuracies and inconsistencies with inputted address information
 - The level of detail held by different services of the addresses of those accessing services is fairly variable e.g. some may not have a postcode or a street name
 - Some customers do not provide the name of the caravan park when attempting to access a service. Instead they will provide the name or plot number of their individual caravan along with a street name within the caravan site itself (often in an attempt to disguise the fact they are a holiday caravan site dweller)
2. The presence of legitimate residential accommodation on the same street, and thus within the same postcode area, as the holiday caravan site – this means that service data cannot purely be sorted by postcode in order to establish levels of service use by holiday caravan site occupants.
3. The lack of a comprehensive list of caravan site addresses in the County
 - The list of caravan sites and their corresponding addresses held by licensing does not match up to a commercial caravan site information held in the Local Land and Property Gazetteer (a database which is informed by planning applications); i.e. there are a number of sites on the licensing list which do not appear on the Gazetteer system, and equally there are sites listed on the Gazetteer which are currently unknown to licensing. Furthermore, we do not have detailed

information on individual caravan site addresses or the names of internal caravan site street names.

In order to address these issues it was agreed that one of the key focuses of the project should be around the establishment of a comprehensive list of caravan site addresses. Investigation will also be undertaken into the possibility of gaining the addresses for each individual caravan plot within each site. This information could then be inputted into the LLPG (Local Land and Property Gazetteer) and allocated a Unique Property Reference Number (UPRN).

2.1. Interdependencies

At the current time electoral registration, planning, council tax, business rates and some education systems utilise address information directly from the Gazetteer. However, through the Digital Choice and Data Management Solution projects it is hoped that all services systems will eventually be linked to the gazetteer and therefore all have access to the same, and most accurate and up to date, address information.

2.1.1. **Digital Choice** – The digital choice project will aim to develop all contact channels to enable greater resolution of service requests at first point of contact and maximise the ability to provide front-line services. The project also seeks to standardise the ways of working in the front and back office and facilitate the migration of service contact management to the corporate infrastructure (Internet, Corporate Customer Service Centre, One Stop Centres). Finally, the project will be seeking to enable customers to undertake Self Service transactions as part of the online offering which may include for example changes of address or applying for services.

The provision of a comprehensive list of caravan addresses will enable services, at the point of customer contact, to identify holiday caravan occupants and establish the appropriate action, i.e. whether or not the customer is eligible for the service.

In the first instance the Digital Choice project will be restricted to a pilot in Customer Services, Education, Highways and Environment, Housing and Revenues and Benefits. In future this is likely to be rolled out to all council services.

As such we will be able to quickly reduce the allocation of services to those who are not eligible. Furthermore, as services more accurately record caravan site address information from customers then this will enable the production of more reliable reports on service use in the future.

2.1.2. **Data Management Solution** – This project aims to provide a single, integrated and managed platform where employees and external stakeholders can efficiently collaborate, store, publish, interrogate and search for information.

As the individual data systems, used by each service, are harmonized it will be possible to ensure that addressing (including caravan addresses) can be done

consistently throughout all systems and that data from multiple systems can be accurately analysed.

3. Project Progress to Date

3.1. Project Management Approach

The project business case has been constructed on verto. The business case identifies key milestones for the project along with detailed product descriptions (**see Appendix 2**).

3.2. Comprehensive Caravan Site Address List

3.2.1. Addressing Holiday Caravan Site Address Inconsistencies

Meetings have been undertaken with both licensing and the Gazetteer system administrator to address the inconsistencies between the holiday caravan site address lists held by each.

3.2.2. Individual Holiday Caravan Addresses on the LLPG

A meeting was held with Karen Hawkes (Corporate Research and Intelligence Officer) which confirmed the viability of inputting individual holiday caravan address data into the LLPG under the RD10 classification. This classification is currently unused by DCC and across North Wales only Conwy and Anglesey have records under this classification (although investigations are underway to establish whether or not these have been classified correctly).

Although the inputting of individual holiday caravan address data will be beneficial in the long term, the process of gathering and inputting the data itself may also take some time. Furthermore, due to the interdependencies that exist between this project and the Digital Choice and the Data Management Solution projects not all services will immediately have access to this information. As such the project will produce data entry guidance, which provides detailed information on how caravan address information should be entered into service systems, along with a caravan site information record (**see Appendix 2**). We'll also be developing service eligibility guidance which should clarify the services available to holiday caravan site occupants as opposed to those on official residential caravan sites (**see Appendix 2**).

3.2.3. Communication with Holiday Caravan Site Owners

Officers from Planning and Public Protection have forged links with both the local branch of the British Holiday and Home Parks Association (BH&BHP) and some of the larger caravan site owners. These links will be used to attempt to gather information on individual caravan addresses and site layout.

3.3. Site Mapping

A map has been produced on iShare GIS (**see Appendix 3**) to show the confirmed holiday caravan site locations within the county. This map also provides information

on the site's relevant licensing allocations (where available) (i.e. numbers of statics, tourers and tents allowed on site). N.B. This map does not include individual caravans situated in the gardens of private dwellings.

3.4. Data Processing System

Meetings have been held with ICT to discuss the requirements for the data processing system. The service systems from which we will require data extraction have also been identified; which can be seen in the table on the following page:

| Department/Service | Section | System | Package Supplier |
|-----------------------------------|---|-------------------------|----------------------------|
| Adult & Business Services | MIS | Paris | Civica |
| Children & Family Services | | Paris | Civica |
| Customers & Education | Customer Services | CRM – Contensis | |
| Customers & Education | Education | Capita SIMS | Capita |
| Finance and Assets | Local Taxation | Council Tax | Capita-Academy |
| Finance and Assets | Passenger Transport | CMS bus pass system | ACT |
| Finance and Assets | Revenues | Housing Benefits | Capita-Academy |
| Housing & Community Development | Housing | Open Housing (Pipeline) | Capita |
| Legal, HR and Democratic Services | County Clerk | Electoral Registration | eXpress Software Solutions |
| Planning & Public Protection | Planning and Public Protection Services | Idox Uniform | Idox |

Information on council tax payments being undertaken and numbers of individuals registered with electoral services from each site have already been collected. **(See Appendix 4).**

3.5. Regulatory Procedure

Officers from Planning and Public Protection have forged links with the local branch of the British Holiday and Home Parks Association (BH&BHP). The Association are very keen to work with DCC on the Regulatory Procedure document. There are clear benefits for all in doing so. Many park owners police their sites extremely well, undergoing rigorous checks on those persons seeking to buy or rent a unit on their sites. Procedures they already use can be incorporated into the DCC procedures.

The Association want a level playing field for holiday caravan sites and want to promote the principle of "no verified address elsewhere, no caravan."

Officers within the Service are continuing to undertake planning and licensing work linked to possible residential occupation and are taking action where needed.

4. Next Steps

4.1. Comprehensive Caravan Site Address List

- ✓ **Begin collation of individual holiday caravan addresses.** Meetings will be arranged with some of the larger caravan sites to try and gain access to their back office systems which should detail their plot numbers and locations and any internal street names. A small number of site maps (which include both internal street names and plot numbers) have been found online and these will be verified for accuracy during these meetings. A mailshot will also be arranged for holiday caravan sites to gather this information.
- ✓ Continue to work with both licencing and the Gazetteer team to **address inconsistencies between the two caravan address databases** and verify the recorded site allowances.

4.2. Data Processing System

Now that the key service systems have been identified we will begin to contact these services to raise awareness of the project, establish the required permission to access the systems and begin producing preliminary reports. Further meetings will also be arranged with ICT to continue with the development of the data processing system.

4.3. Guidance Documents

We will begin production of the guidance documents for both caravan address entry and service eligibility.

PRODUCT DESCRIPTIONS BOOKLET

DENBIGHSHIRE COUNTY COUNCIL

Tudalen 47

Contents

| | |
|--|----|
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| Service Eligibility Guidance | 7 |
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| | |
|----------------------------------|--|
| Identifier | CSSaddresses1 |
| Title | List of all caravan site addresses |
| Purpose | <p>A comprehensive list of all caravan sites within the county (including all individual caravan addresses) will allow:</p> <ul style="list-style-type: none"> • Licencing to be sure their enforcement and regulatory work reach all relevant sites in the County • All services to quickly identify if a service user's address is a caravan site address enabling them to take appropriate action as per the address data entry guidance (CSSguidance1) and service eligibility guidance (CSSguidance2). • iShare GIS to have an data source to build its mapping layers from. • The data processing tool (CSSdatasystem1) to have a cross reference list to enable processing. |
| Composition | <p>The database will include the addresses of caravan sites and of individual caravans. The table will also include basic information on number of caravans on site, allocations and licencing reference numbers. This will be exportable as a table for use in other applications and will also be able to be directly linked to iShare GIS to create the map of site locations (CSSmap1).</p> <p>More detailed information on each site will also be held (exportable in a form format). This detailed information will form the caravan site information record (CSSinforecord1).</p> |
| Derivation | Information from the Gazetteer, planning, licensing and caravan site owners |
| Format & Presentation | Database |
| Role in Benefit Delivery | <p>The existence of a comprehensive list of caravan site information will enable the cross-referencing with addresses held in other council systems ultimately enabling the production of the summary document / annual report (CSSsummarydoc1) which will include the data and estimates for:</p> <p>Accurate Population Stats (Estimates)</p> <p>These will be used to argue for (Changes to) RSG and enable the identification of potential Council Tax liabilities arising from caravan dwellers.</p> <p>Better data will also facilitate Improved Service Planning. The existence of the comprehensive list to cross-reference will enable staff to determine eligibility at the point of contact and so Reduced Service Provision.</p> <p>Finally the comprehensive list will be of use to licencing who will be able to ensure that all relevant caravan sites are known for inclusion</p> |

| | |
|------------------------------------|---|
| | in Caravan Site Safety programmes. |
| Development Skills required | Communication, negotiation and collation skills, and database construction skills. |
| Quality Criteria | The list produced must be comprehensive (identifying all caravan sites within the authority) and enable all of the benefits listed above. |
| Quality Tolerance | It is expected that a few of the smaller caravan sites may be missed within this list due to inconsistencies between the current range of databases involved, but primarily this is expected to be sites where there may only be a single caravan located next to a residential dwelling. However the list must include all of the major sites within the authority, particularly those already included on the Gazetteer system and currently paying business rates. |
| Quality Method | |
| Quality skills required | |
| Quality Responsibilities | Producer: Reviewer: Approver: |

| | |
|------------------------------------|---|
| Identifier | CSSmap1 |
| Title | Map of site locations and allowances |
| Purpose | A map of all sites within the county along with their relative sizes will allow a greater understanding of site distribution along with the later ability to add layers showing comparative service use at sites of different sizes and locations. The map will also allow easy access to the more detailed data held in the caravan site information record (CSSinforecord1). |
| Composition | Map of Denbighshire with additional layers for site locations (based on the address in CSSaddresses1) and allowances based on information from licensing and planning. The layer will include a column in which a link to the caravan site information record can be accessed. |
| Derivation | Derived from the list gathered in product CSSaddresses1 |
| Format & Presentation | Map with multiple interactive layers |
| Role in Benefit Delivery | <p>The mapping tool will make it easy to identify the location of sites and individual caravan addresses. It could support the case for (Changes to) RSG by highlighting where caravan dwellers were within areas of high deprivation or eligible for additional spatially organised support grants etc.</p> <p>It would help revenues and benefits identify local caravan dweller with Council Tax liabilities for improved collection / enforcement activity.</p> <p>Understanding the location of caravan dweller may also support Improved Service Planning enabling targeting / tailoring of resources.</p> <p>The map would support the planning of site visit routes, targeting and tailoring of Caravan Site Safety programmes.</p> |
| Development Skills required | iShare GIS mapping |
| Quality Criteria | All sites identified in CSSaddresses1 must be included on the map |
| Quality Tolerance | All sites identified during the list production stage must be mapped however it is accepted that the allowances for each of these sites may not be available or accurate |
| Quality Method | |
| Quality skills required | |
| Quality Responsibilities | Producer: Reviewer: Approver: |

| | |
|------------------------------------|--|
| Identifier | CSSinforecord1 |
| Title | Caravan Site Information Record |
| Purpose | To hold detailed information about each site including (where available) a plan of individual plots and details such as allocations and types, utilities, licence conditions etc. |
| Composition | <p>The information for the record would be created as a 'form' in the database holding the list of all caravan addresses (CSSaddress1). This would then be automatically exported to a PDF document that would be accessible from the map (CSSmap1) via the link.</p> <p>This would mean that there would be a PDF for each caravan site with detailed information about that site. The PDF would be automatically updated whenever a change was made in the database.</p> <p>Users could access the PDF from the iShare map (CSSmap1) screen by clicking on a link.</p> <p>Details would be updated by the licencing team via the database.</p> |
| Derivation | The information for the record would come from licencing, planning and from caravan site owners. |
| Format & Presentation | Form within the database and PDF |
| Role in Benefit Delivery | This detailed record would enable planning and licencing to Improved Service Planning for regulation and enforcement activities including Caravan Site Safety . |
| Development Skills required | Communication, negotiation and collation skills, and database construction skills. |
| Quality Criteria | |
| Quality Tolerance | |
| Quality Method | |
| Quality skills required | |
| Quality Responsibilities | Producer: Reviewer: Approver: |

| | |
|------------------------------------|---|
| Identifier | CSSguidance1 |
| Title | Address Data Entry Guidance |
| Purpose | The purpose of this guidance would be to improve the quality of the caravan address data held in the councils various systems and databases ensuring a consistent approach that would enable effective interrogation through the data processing (CSSdatasystem1) element of the project. |
| Composition | A document explaining the relevant rules for caravan address entry and there application in the different systems. |
| Derivation | To be developed by Corporate Research and Intelligence team in conjunction with systems administrators. |
| Format & Presentation | Word / PDF |
| Role in Benefit Delivery | The guidance would ensure that individual council systems held individual personal records of caravan dwelling service users in a manner which allowed the caravan address data to be presented in a consistent way. This is the other part of the cross-reference to the comprehensive list of caravan site addresses. Together they enable the delivery of the benefits as described in CSSaddress1 mentioned above . |
| Development Skills required | Communication, negotiation and training / guidance / instruction manual writing skills. |
| Quality Criteria | Must be easy to follow for data input by regular users of the agreed range of council systems / databases. |
| Quality Tolerance | |
| Quality Method | |
| Quality skills required | |
| Quality Responsibilities | Producer: Reviewer: Approver: |

| | |
|------------------------------------|--|
| Identifier | CSSguidance2 |
| Title | Service Eligibility Guidance |
| Purpose | To enable point of contact decisions on service provision to caravan dwelling customers. |
| Composition | Guidance documents for relevant services on what services are restricted to residents only and if and when caravan dwellers would be considered resident. |
| Derivation | Service polices, eligibility criteria etc. |
| Format & Presentation | Word / PDF |
| Role in Benefit Delivery | This product will deliver Reduced Service Provision by enabling point of contact refusal of service where caravan dwellers are ineligible, while ensuring caravan dwellers receive the services they are entitled to. |
| Development Skills required | Understanding of eligibility criteria. |
| Quality Criteria | Guidance must be simple and clear and must be provided for all key services affected by caravan dwellers. |
| Quality Tolerance | Guidance will not be provided for all services as some will not receive direct requests from caravan dwellers or their service are available to all regardless of residential status. |
| Quality Method | |
| Quality skills required | |
| Quality Responsibilities | Producer: Reviewer: Approver: |

| | |
|------------------------------------|--|
| Identifier | CSSdatasystem1 |
| Title | Data processing system |
| Purpose | To collate and sort the information from legacy systems and cross-reference this with the comprehensive list (CSSaddress1) in order to produce a report showing the levels of service use at each of the sites in the county |
| Composition | A system which can gather together the address information from the relevant legacy systems, provide the address data all in the same format from the different systems and contain the relevant query to enable the comparison of address data from the comprehensive list of caravan sites (CSSaddresses1) to the legacy systems data in order to produce a report on service use. |
| Derivation | System produced by ICT and data pulled from the relevant service legacy databases |
| Format & Presentation | Not yet known |
| Role in Benefit Delivery | <p>The data processing will bring together and analyse the raw data enabling the writing of the summary document / annual report (CSSsummarydoc1) which will include the data and estimates for:</p> <p>Accurate Population Stats (Estimates) - These will be used to argue for (Changes to) RSG and enable the identification of potential Council Tax liabilities arising from caravan dwellers.</p> <p>Better data will also facilitate Improved Service Planning and Reduced Service Provision, through the identification of services currently being provided to those who are not eligible.</p> <p>Finally the system will be of use to licencing who will be able to ensure that all relevant caravan sites are known for inclusion in Caravan Site Safety programmes.</p> |
| Development Skills required | IT skills for developing database and query production |
| Quality Criteria | The system must compare all of the addresses identified in CSSaddress1 to the address data held on legacy systems and be able to produce a comprehensive report on a yearly basis which summarises service use by holiday caravan residents. The system must be able to sort data by making reference to both their postcode and site name in order to filter out genuine residential abodes which are on the same street and therefore share the same postcode. |
| Quality Tolerance | The system must be able to pull information from existing legacy systems in the required format, e.g. each part of the address in a separate field, and must be able to sort this data via postcode AND site name to enable cross-referencing with the caravan site address list. |
| Quality Method | Produce reports from system and manually check some smaller sites against raw data |
| Quality skills required | |
| Quality Responsibilities | Producer: Reviewer: Approver: |

| | |
|------------------------------------|--|
| Identifier | CSSsummarydoc1 |
| Title | Summary document / Annual Report |
| Purpose | To summarise the findings from the data processing exercise providing the evidence for the delivery of benefits and suggestions for the corporate strategy . |
| Composition | Results from CSSaddresses1 and CSSdataystem1, analysis of results and suggestions for consideration while developing the corporate strategy |
| Derivation | Derived from the data gathered from CSSaddresses1 & CSSdatasystem1 and maps from CSSmap1 |
| Format & Presentation | A4 report |
| Role in Benefit Delivery | This is described in the benefits section for CSSaddresses1 See above . |
| Development Skills required | Communication, analytical and collation skills |
| Quality Criteria | The document must summarise all of the information established to date and provide clear suggestions for the overarching corporate strategy |
| Quality Tolerance | n/a |
| Quality Method | Presented to Project group CET and/or Scrutiny for discussion and approval |
| Quality skills required | |
| Quality Responsibilities | Producer: Reviewer: Approver: |

| | |
|------------------------------------|--|
| Identifier | CSSstrategydoc1 |
| Title | Strategy document |
| Purpose | To provide an overarching corporate strategy for the management of the residential use of holiday caravans in the county |
| Composition | Outline of the strategy to be undertaken by all services and the reasoning including risks and benefits associated with undertaking the chosen strategy |
| Derivation | Derived from all data gathered from other products along with feedback from CET/scrutiny |
| Format & Presentation | A4 report |
| Role in Benefit Delivery | The strategy will provide the framework from which to priorities activities associated with the delivery of all / each benefit. |
| Development Skills required | Communication, analytical and collation skills |
| Quality Criteria | The strategy is clear and concise and outlines the mitigationary action plan established to address any negative consequences associated with the corporate strategy |
| Quality Tolerance | n/a |
| Quality Method | Presented to Project group CET and/or Scrutiny for discussion and approval |
| Quality skills required | |
| Quality Responsibilities | Producer: Reviewer: Approver: |

| | |
|------------------------------------|---|
| Identifier | CSStraining1 |
| Title | Established training/support package |
| Purpose | To have a clear training strategy to raise awareness of the caravan project and the use of the comprehensive site list to effectively identify the eligibility of customers to key services along with establishing clear flows of information in relation to service use by holiday caravan dwellers to those who can take action (e.g. to planning) |
| Composition | A powerpoint detailing why the residential use of caravans is being tackled in the county. Diagrams showing where the flow of intelligence should go to from services to enforcement services to take action. Information on how to verify whether an address provided is a holiday caravan park. |
| Derivation | Not yet known |
| Format & Presentation | Not yet known |
| Role in Benefit Delivery | |
| Development Skills required | |
| Quality Criteria | The training package is clear and concise and is relevant to all relevant services. Following the training participants must clearly understand the project and the action required within their service. |
| Quality Tolerance | n/a |
| Quality Method | Conduct pilot with key services |
| Quality skills required | |
| Quality Responsibilities | Producer: Reviewer: Approver: |

| | |
|-------------------|----------------|
| Identifier | CSSregulation1 |
|-------------------|----------------|

| | |
|------------------------------------|---|
| Title | Regulatory Procedure |
| Purpose | The procedure will aim to co-ordinate planning and licensing powers into a single document to enable Officers from the Planning and Public Protection service to follow standardised procedures for the effective policing of holiday caravan parks. The procedure will set out regulatory options having regard to the evidence garnered from each caravan and site. This will enable high risk sites to be targeted quickly with standard enforcement procedures applied. |
| Composition | The procedure will set out regulatory options having regard to the evidence gathered from each caravan and site. |
| Derivation | The final procedure will be produced based on the information in the Summary Document/Annual report (CSSsummarydoc1) and the corporate strategy (CSSstrategydoc1) |
| Format & Presentation | |
| Role in Benefit Delivery | Co-ordinated regulation of holiday caravan sites will ensure that all sites are following health and safety guidelines and are functioning in line with their planning and licensing conditions. |
| Development Skills required | |
| Quality Criteria | |
| Quality Tolerance | |
| Quality Method | |
| Quality skills required | |
| Quality Responsibilities | Producer: Reviewer: Approver: |

Mae tudalen hwn yn fwriadol wag

Appendix 3 – iShare GIS caravan site maps

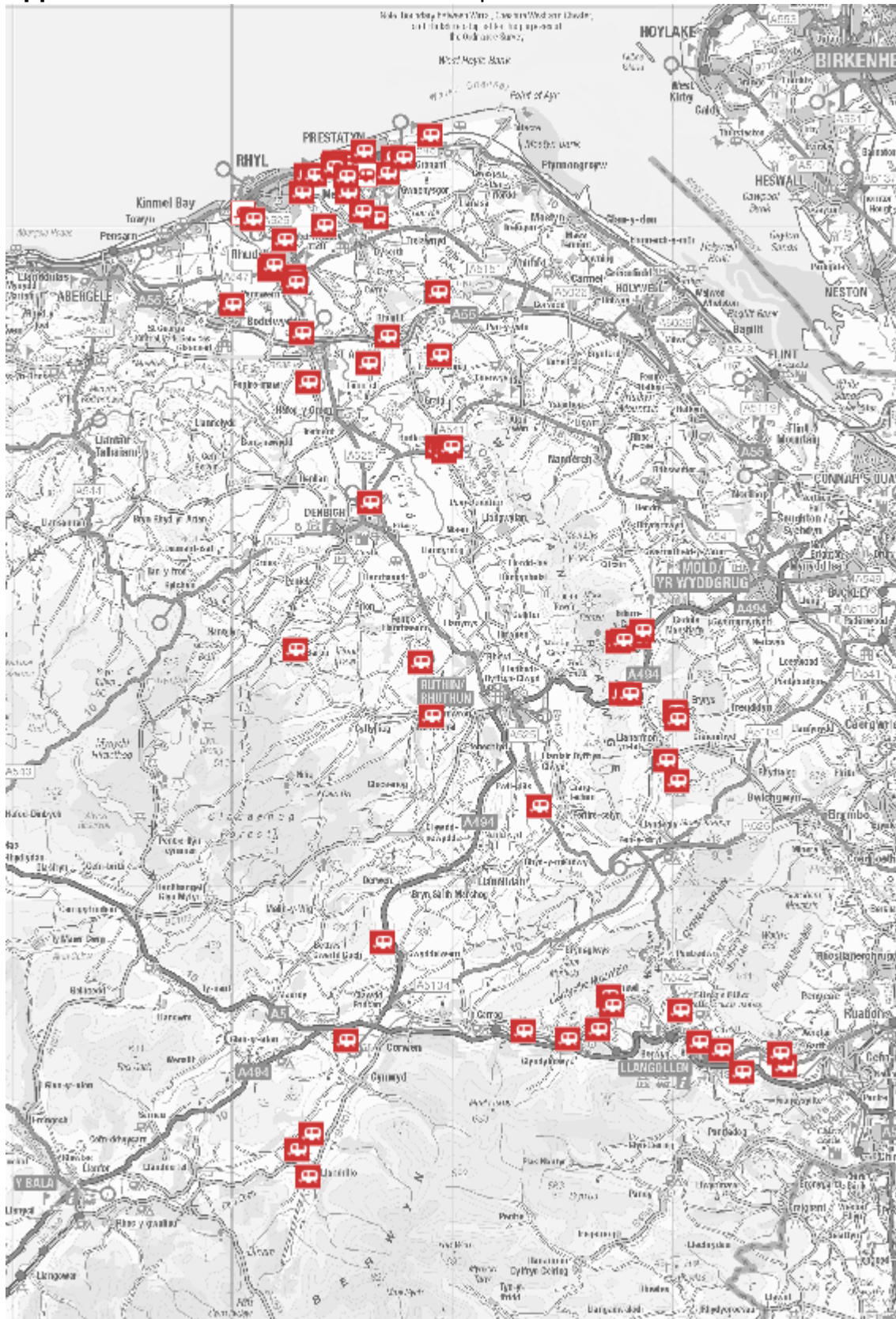


Figure 1: iShare GIS map showing the distribution of caravan sites across the authority

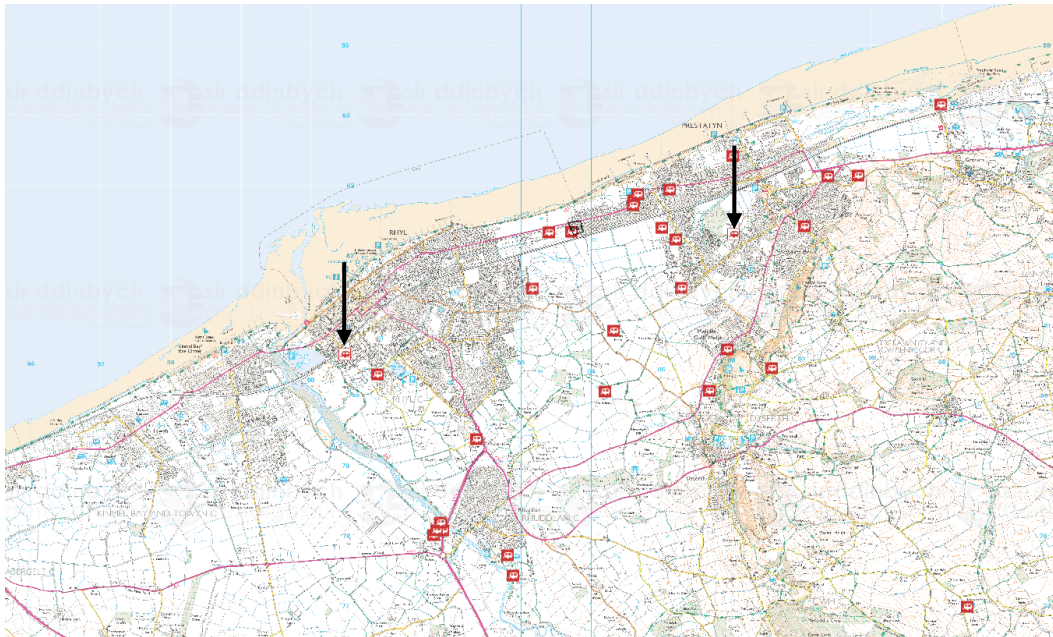


Figure 2: iShare GIS maps showing the location of the two residential caravan sites in Denbighshire

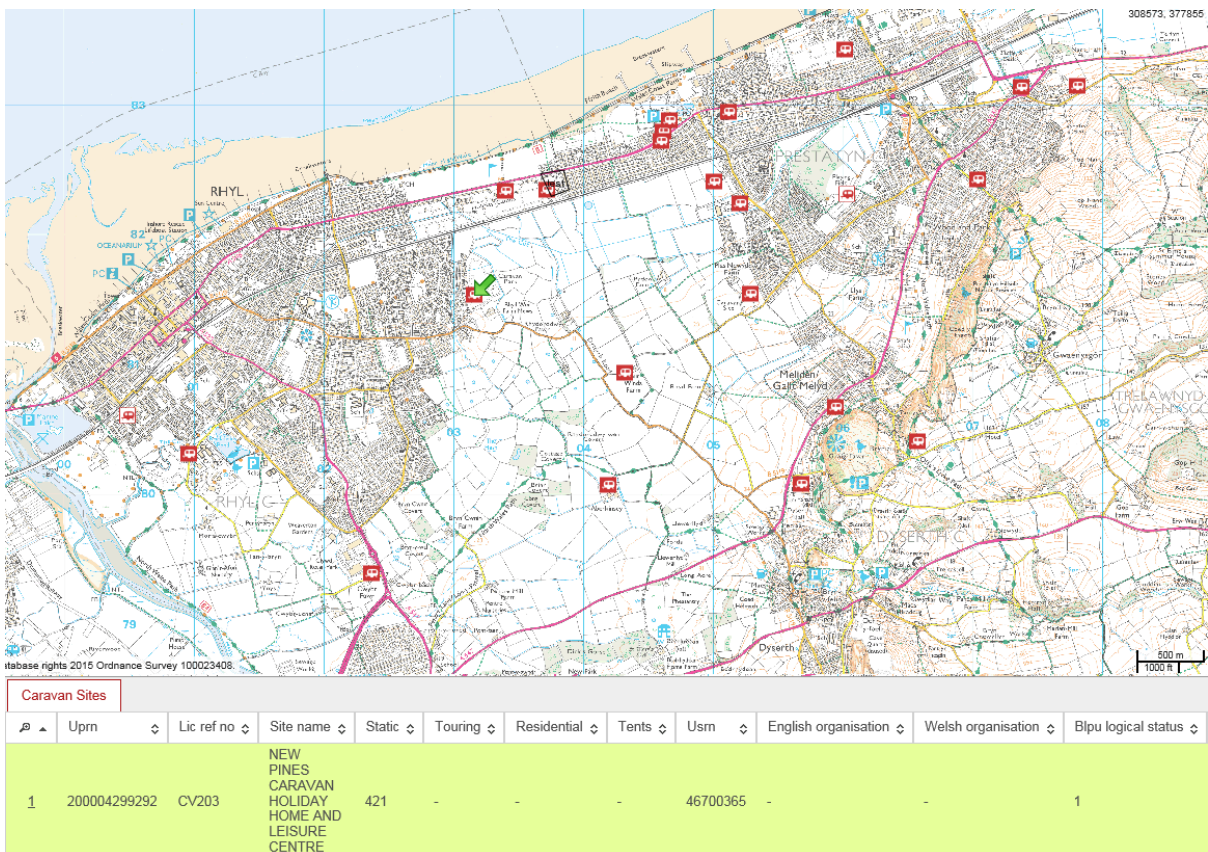


Figure 3: iShare GIS map showing an example of the licencing allowances information available for Denbighshire caravan sites

Yn rhinwedd Paragraff(au) 13 Rhan 4, Atodlen 12A
Deddf Llywodraeth Leol 1972.

Document is Restricted

Mae tudalen hwn yn fwriadol wag

Appendix 5

Denbighshire Caravan Site Strategy for Managing Residential Occupancy 05 June 2015

Equality Impact Assessment

Denbighshire Caravan Site Strategy for Managing Residential Occupancy

Contact: Isobel Bourke-Bennett, Business Improvement & Modernisation
Updated: <DD.MM.YY>

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 purpose of this activity is to conduct a review of the occupancy of caravans across Holiday sites within Denbighshire and to identify a strategy for implementation across all services within the Council.

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

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

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

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

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

Research has been undertaken within Planning and Public Protection which has identified the wider problem on the impact to more services across the council. From early indications, there are a number of protected characteristics impacted which will be considered throughout the review and any proposed implementations will capture the requirements of people with protected characteristics.

- 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)

Age & Disability

Previous studies have shown that those living in caravans tend to be from the more vulnerable sectors of society (including those older in age, with higher social care needs). As such if the decision is made to allow some sites to become residential and therefore that the quality of accommodation is improved (to allow for year long residency) or that individuals are re-housed in more appropriate accommodation then this cohort will significantly benefit from the project.

Race - Gypsy & Travellers

For gypsies and travellers it may be that through establishing clarity in terms of the eligibility of caravan dwellers to council services that they gain access to additional services that they were previously unaware of.

- 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)?**

Age & Disability

Conversely, if enforcement and eviction from sites is deemed the most appropriate response, and a housing provision has not been allocated, then this cohort may be at a significant risk of becoming homeless and therefore be negatively impacted.

Race - Gypsy & Travellers

The project may negatively impact upon gypsy and travellers as if the eligibility criteria for some services were changed or enforced then they may no longer be able to access these services.

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

| | |
|----|---|
| No | We are within the very early stages of the project and as such the full extent of any negative impact of the project are yet to be identified. Any potentially negative impacts will be mitigated |
|----|---|

| | |
|--|---|
| | against as and when they are identified |
|--|---|

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

| | |
|-----|--|
| Yes | <If yes please complete the table below. If no, please explain here> |
|-----|--|

| Action(s) | Owner | By when? |
|---|-----------------------|------------|
| Continue to identify and monitor risks, issues and disbenefits and note these in the business case on verto and ensure any positive or negative impact on those with protected characteristics are noted in this EqIA | Isobel Bourke-Bennett | Continuous |
| <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: | 05.08.15 |
|---------------------|----------|

| Name of Lead Officer for Equality Impact Assessment | Date |
|---|----------|
| Isobel Bourke-Bennett | 05.06.15 |

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

Authors

Authors

General Information

| | |
|--|---|
| Project Name | Denbighshire Caravan Site Strategy for Managing Residential Occupancy |
| Project Reference | PR003066 |
| Brief Description | To ensure Denbighshire's holiday caravan sites are operating in accordance with their relevant statutory Council consents. To ensure a clear strategy is in place to address the unauthorised residential occupation of holiday caravans including regularisation of established sites and the effective enforcement of others. |
| Programme | Service: Business Improvement and Modernisation |
| Start Date | 30/03/2015 |
| End Date | 24/12/2015 |
| Which area(s) are impacted by the project? | Denbighshire Rhyl Prestatyn Elwy Denbigh Ruthin Dee Valley |

Project Scale

Decision Matrix

Project Scale

| | | |
|---|--|------------|
| What is the total cost of the project? | Up to £50K OR Up to £150K (Construction) | 0 |
| How long will it take to develop and implement the project? | 3 to 12 months | 1 |
| Which stakeholders are involved? | Stakeholder Opposition | 2 |
| Has Denbighshire done this sort of project before? | Once or Twice | 1 |
| What is the reputational risk to Denbighshire if we make significant mistakes in project delivery or the project fails? | High | 2 |
| What is the financial risk to Denbighshire if we make significant mistakes in project delivery or the project fails? | Medium | 1 |
| Total | | 7.0 |

Total 7.0

Project Scale **Medium**

Project Members

Project Members

Alan Smith

Project Role

Isobel Bourke-Bennett

Project Role

Responsibilities

David Morgan

Project Role

Keith Amos

Project Role

Paul Mead

Project Role

Responsibilities

Executive Summary

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Executive Summary

Highlight the key points in the Business Case, which should include benefits and the return on investment (ROI)

The aim of the project is to ensure Denbighshire's holiday caravan sites are operating in accordance with their relevant statutory Council consents. To ensure a clear strategy is in place to address the unauthorised residential occupation of holiday caravans including regularisation of established sites and the effective enforcement of others.

This project will help develop a better understanding as to the current situation with regard to the residential occupation of holiday caravans in the county which will enable informed decisions to be made in relation to the most appropriate strategy for the county. The development of a corporate strategy will establish a more coherent approach across the council to tackling the residential occupation of holiday caravans. Developing a system which will continue to gather information from relevant services when required will enable us to continue monitoring the situation. Additionally, through the compilation of a comprehensive caravan address list (including site addresses and individual caravan site addresses) then reporting from this 'system' will become more accurate over time.

ROI – This project should identify the true costs currently being incurred by the authority due to the illegal use of holiday caravans and how much of an increase in income we could potentially gain from council tax and the RSG due to an increase in the official population in the county. Furthermore, through having a comprehensive list of holiday caravan sites, which is accessible to all services, then this will enable services, at the point of customer contact, to identify holiday caravan occupants and establish the appropriate action, i.e. whether or not the customer is eligible for the service and whether or not planning services should be informed of the service request.

Reasons

Explain the reasons for undertaking the project and how the project will enable the achievement of corporate strategies and objectives

The project is required to ensure that legislation is adhered to across Denbighshire Holiday parks and appropriate enforcement measures are levied. In addition, permanent residences suggest that there is a significant loss of revenue to the council, and more resources being utilised, such as education, social services and housing.

The corporate priorities which relate to this project are as follows:

- Vulnerable people are protected and are able to live as independently as possible – research has shown that caravans are more typically occupied by those more vulnerable within the population e.g. those older in age and/or poor in health. Holiday caravans are typically not of a high enough quality for year round occupation and as such this group may be at risk of worsening health due to their choice of accommodation.
- Modernising the council to deliver efficiencies and improve service for our customers – lack of action may be proving costly to the council as a whole through reduced income from council tax and RSG

Business Options

Delivery Options

Periodic reporting

Brief Description

Build on the preliminary research but extend its scope to create a process which can be used to create a comprehensive snap-shot of relevant information on a periodic basis (e.g. annually, quarterly etc.)

This relevant information will consist of council service being delivered to caravan site addresses with further work identifying (where possible)

1. Caravan being used contrary to licence or planning consents.
2. Incidences where several services are being delivered to the same caravan address.
3. Council tax payments and potential council tax liabilities relating to caravans being used as permanent residences.
4. The likely impact for residents and for services if services were discontinued at particular caravan site locations.
5. Options for changing the licence arrangements for a site and the implications of doing so.

Costs Comparison

Costs less

Time Comparison

Is quicker to deliver

Quality Comparison

Is the same quality

Benefits Comparison

Worsens benefits

Live reporting

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| | |
|---------------------|--|
| Brief Description | Establish a tool and work-flow which allows for continuous 'live' monitoring of service delivery to caravan site addresses allowing for regular reporting and ad hoc requests for information on: <ol style="list-style-type: none"> 1. Caravan being used contrary to licence or planning consents. 2. Incidences where several services are being delivered to the same caravan address. 3. Council tax payments and potential council tax liabilities relating to caravans being used as permanent residences. 4. The likely impact for residents and for services if services were discontinued at particular caravan site locations. 5. Options for changing the licence arrangements for a site and the implications of doing so. |
| Costs Comparison | Costs more |
| Time Comparison | Takes longer to deliver |
| Quality Comparison | Is the same quality |
| Benefits Comparison | Improves benefits |

Do nothing

| | |
|---|--|
| Brief Description | Utilise the existing data from the previously analysed 5 sites to develop a corporate caravan strategy |
| Costs Comparison | Costs less |
| Time Comparison | Is quicker to deliver |
| Quality Comparison | Is a lower quality |
| Benefits Comparison | Worsens benefits |
| What is the main reason this option has not been selected | It has been established, via comments from CET and Community Scrutiny Committee, that the information gathered from the 5 sites is insufficient in order to establish an overarching corporate strategy. |

Individual Caravan Addresses on Gazetteer

| | |
|-------------------|--|
| Brief Description | Gather information on all individual caravan site addresses (including plot numbers and internal site street names if applicable) and input this information into the Gazetteer. |
|-------------------|--|

Project Scope

| | |
|---------------|---|
| Within Scope | <p>The scope of the project will include:</p> <p>Data analysis</p> <ul style="list-style-type: none"> • Research, evidence and data analysis to enable the development of a strategy for the council to manage the 'permanent' occupancy of caravans on holiday parks. • Data analysis to allow the efficient implementation of the strategy in operational services <p>Corporate strategy</p> <ul style="list-style-type: none"> • Develop Corporate strategy for managing the residential occupation of holiday caravan sites in the County • Develop a stakeholder implementation plan with DCC Services |
| Outside Scope | <p>The project will be restricted to caravans on holiday sites and will therefore not include chalets, tents, single caravans situated in the gardens of private dwellings or other transient abodes.</p> <p>Making decisions on the appropriate action in individual cases at the service level will also be outside the scope of this project.</p> |

Stakeholders, Communication and Partners

| | |
|--------------------|----|
| Communications | |
| Communication Plan | No |

| | |
|----------------|---|
| Communications | <p>A communication plan will be developed due to the wide range of stakeholders involved in the project.</p> <p>The following types of stakeholders will be involved:</p> <p>Residents of caravans Caravan site owners Service stakeholders e.g. licensing, education, social services etc Data system owners ICT Councillors</p> |
|----------------|---|

Interdependencies

Interdependencies

00001 I-share

| | |
|-------|---------|
| Title | I-share |
|-------|---------|

00002 Digital Choice - to develop a business plan outlining how Digital Choice can be delivered

| | |
|-------|---|
| Title | Digital Choice - to develop a business plan outlining how Digital Choice can be delivered |
|-------|---|

00003 Investigation of Information/Data Management Solution

| | |
|-------|---|
| Title | Investigation of Information/Data Management Solution |
|-------|---|

Dependent Projects

PPP307a: Better regulation of caravan sites

| | |
|--------------|---------|
| Project Code | PPP307a |
|--------------|---------|

| | |
|--------------|------------------------------------|
| Project Name | Better regulation of caravan sites |
|--------------|------------------------------------|

Cashable Benefits

Cashable Benefits

BEN.3066.01 - RSG

| | |
|---------------------------------|--|
| Benefit Number | BEN.3066.01 |
| Title | RSG |
| Description | We hope that the identification of residents not included in the census will enable the council to argue a higher population than is currently taken into account during the RSG settlement and that this argument will lead to a higher settlement in the future. |
| Benefit Owner | Not yet known |
| Status | None |
| Department Claiming the Benefit | Corporate Programme Office |
| Benefit Term | Recurring |
| Revenue or Capital? | Revenue |
| Confidence | Medium |
| Disbenefit | If the number of individuals contributing to council tax increases then this may result in a decrease in business rates which could subsequently result in a reduction in the RSG (DCC is currently a net gainer in relation to business rates - collecting £20million but receiving £29million in settlement) |
| Expected Delivery Date | 31/12/2015 |
| Responsible For Delivery | David Morgan |

BEN.3066.02 - Council Tax

| | |
|--------------------------|--|
| Benefit Number | BEN.3066.02 |
| Title | Council Tax |
| Description | Increase in income via Council Tax due to identifying additional individuals who were previously not captured in the population. |
| Disbenefit | If the number of individuals contributing to council tax increases then this may result in a decrease in business rates which could subsequently result in a reduction in the RSG. |
| Responsible For Delivery | David Morgan |

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BEN.3066.03 - Reduced Service Provision

| | |
|--------------------------|---|
| Benefit Number | BEN.3066.03 |
| Title | Reduced Service Provision |
| Description | Potentially reduce the number of services being provided to those who are not eligible. |
| Disbenefit | Potential implications of removing services from individuals who have been receiving them for extended periods (including dealing with increased numbers of complaints) |
| Responsible For Delivery | David Morgan |

Non Cashable Benefits

Non Cashable Benefits

BEN.3066.06 - Accurate population statistics

| | |
|--------------------------|---|
| Benefit Number | BEN.3066.06 |
| Title | Accurate population statistics |
| Description | Establish a better understanding of the population levels within the county |
| Responsible For Delivery | David Morgan |

BEN.3066.07 - Improved service planning

| | |
|--------------------------|---|
| Benefit Number | BEN.3066.07 |
| Title | Improved service planning |
| Description | By having a better understanding of the number of people currently residing within caravans in the county, services will be better able to plan for the future. |
| Responsible For Delivery | David Morgan |

BEN.3066.08 - Caravan Site Safety

| | |
|--------------------------|--|
| Benefit Number | BEN.3066.08 |
| Title | Caravan Site Safety |
| Description | Through the production of the comprehensive caravan site list then licensing will be more aware of all of the caravan sites in the county. This will enable them to ensure that all sites are allocated with the required licence (where applicable) and are meeting their health and safety requirements. |
| Responsible For Delivery | David Morgan |

Milestones

Milestones

00001 Site Locations and Allowances

| | |
|---------------------|--|
| Milestone ID | 00001 |
| Milestone Title | Site Locations and Allowances |
| Description | Develop a map showing the location of all sites and their allowances (planning and licencing allowances). A document should also be attached which details the individual plot addresses on each site. |
| End Date | 30/06/2015 |
| Active | Yes |
| Status | On Target |
| Percentage Complete | 50 |

00007 Decide on data processing system

| | |
|---------------------|----------------------------------|
| Milestone ID | 00007 |
| Milestone Title | Decide on data processing system |
| End Date | 17/07/2015 |
| Active | Yes |
| Percentage Complete | 0 |

00008 Data processing software available for use

| | |
|--------------|-------|
| Milestone ID | 00008 |
|--------------|-------|

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| | |
|---------------------|--|
| Milestone Title | Data processing software available for use |
| End Date | 31/08/2015 |
| Active | Yes |
| Percentage Complete | 0 |

00002 Data Collection and Processing

| | |
|---------------------|--|
| Milestone ID | 00002 |
| Milestone Title | Data Collection and Processing |
| Description | Develop a system to gather and sort information, based on address data, from relevant Council services |
| End Date | 16/10/2015 |
| Active | Yes |
| Percentage Complete | 0 |

00003 Data Analysis and Mapping

| | |
|---------------------|---|
| Milestone ID | 00003 |
| Milestone Title | Data Analysis and Mapping |
| Description | Analyse and map information gathered on service use by all Denbighshire holiday caravan site residents from each relevant service |
| End Date | 13/11/2015 |
| Active | Yes |
| Percentage Complete | 0 |

00004 Summary Document

| | |
|---------------------|--|
| Milestone ID | 00004 |
| Milestone Title | Summary Document |
| Description | Produce a document summarising all findings and providing suggestions for a corporate strategy for addressing the residential use of holiday caravan sites in the County |
| End Date | 30/11/2015 |
| Active | Yes |
| Percentage Complete | 0 |

00006 Strategy Document

| | |
|---------------------|-------------------|
| Milestone ID | 00006 |
| Milestone Title | Strategy Document |
| End Date | 31/12/2015 |
| Active | Yes |
| Percentage Complete | 0 |

00009 Construction of a comprehensive holiday caravan site address list

| | |
|---------------------|--|
| Milestone ID | 00009 |
| Milestone Title | Construction of a comprehensive holiday caravan site address list |
| Description | Construction of a fully comprehensive list of holiday caravan site addresses in the county including individual holiday caravan addresses. |
| End Date | 31/12/2015 |
| Active | Yes |
| Percentage Complete | 0 |

00010 Development of a Regulatory Procedure and Implementation Plan

| | |
|-----------------|---|
| Milestone ID | 00010 |
| Milestone Title | Development of a Regulatory Procedure and Implementation Plan |

| | |
|---------------------|--|
| Description | The procedure will be produced by Planning and Public Protection and will aim to co-ordinate planning and licensing powers into a single document to enable Officers from the Planning and Public Protection service to follow standardised procedures for the effective policing of holiday caravan parks. The procedure will set out regulatory options having regard to the evidence gathered from each caravan and site. This will enable high risk sites to be targeted quickly with standard enforcement procedures applied. |
| End Date | 31/12/2015 |
| Active | Yes |
| Percentage Complete | 0 |

00005 Service Level Implementation Support

| | |
|---------------------|--|
| Milestone ID | 00005 |
| Milestone Title | Service Level Implementation Support |
| Description | Provide support to relevant services with regard to implementing the corporate strategy within the service context |
| End Date | 31/01/2016 |
| Active | Yes |
| Percentage Complete | 0 |

Costs

Costs

Forecast Committed Actual
(£000s) (£000s) (£000s)

2015/16

| July 2015 | |
|---|---------------|
| Developing and maintaining a system/database for the initial gathering of service data and later use for continued monitoring and reporting | |
| December 2015 | |
| Project Researcher | 18.659 |
| Staff time required to process data and produce report at required time intervals (either at the corporate or service level) | |
| Staff time to support and advise services as to how to implement the new corporate strategy on caravan use in the county | |
| Total | 18.659 |
| TOTAL | 18.659 |

2015/16

| July 2015 | |
|------------------|---|
| Category | ICT Infrastructure and Hardware |
| Title | Developing and maintaining a system/database for the initial gathering of service data and later use for continued monitoring and reporting |
| December 2015 | |
| Category | Internal Staff Costs |
| Title | Project Researcher |
| Forecast (£000s) | 18.659 |
| December 2015 | |
| Category | Internal Staff Costs |
| Title | Staff time required to process data and produce report at required time intervals (either at the corporate or service level) |
| December 2015 | |
| Category | Internal Staff Costs |
| Title | Staff time to support and advise services as to how to implement the new corporate strategy on caravan use in the county |

Risks
Risks
00001 Homelessness

Description
As a result of this work there is the potential that a number of individuals could be evicted from their caravans which would result in them becoming unintentionally homeless and the local authority may therefore have a statutory responsibility to rehome.

The eviction process would also place a huge emotional tole on the residents concerned.

Mitigating Action
Before any regulatory action is taken as a result of the information gathered, discussions will be undertaken with housing services in order to establish an action plan for dealing with a potential increase in housing demand.

Risk
Organisational/Management/Human Factors

Active
Yes

Likelihood & Impact

| | | | | | | |
|--|------------------------|---------------|----------|-------------|-----------|----------------|
| L i k e l i h o o d | A Almost Certain | | | | | |
| | B Highly Likely | | | | | |
| | C Probable | | | | X | |
| | D Possible | | | | | |
| | E Rare | | | | | |
| | | 5 Very Low | 4 Low | 3 Medium | 2 High | 1 Very High |
| | | Impact | | | | |

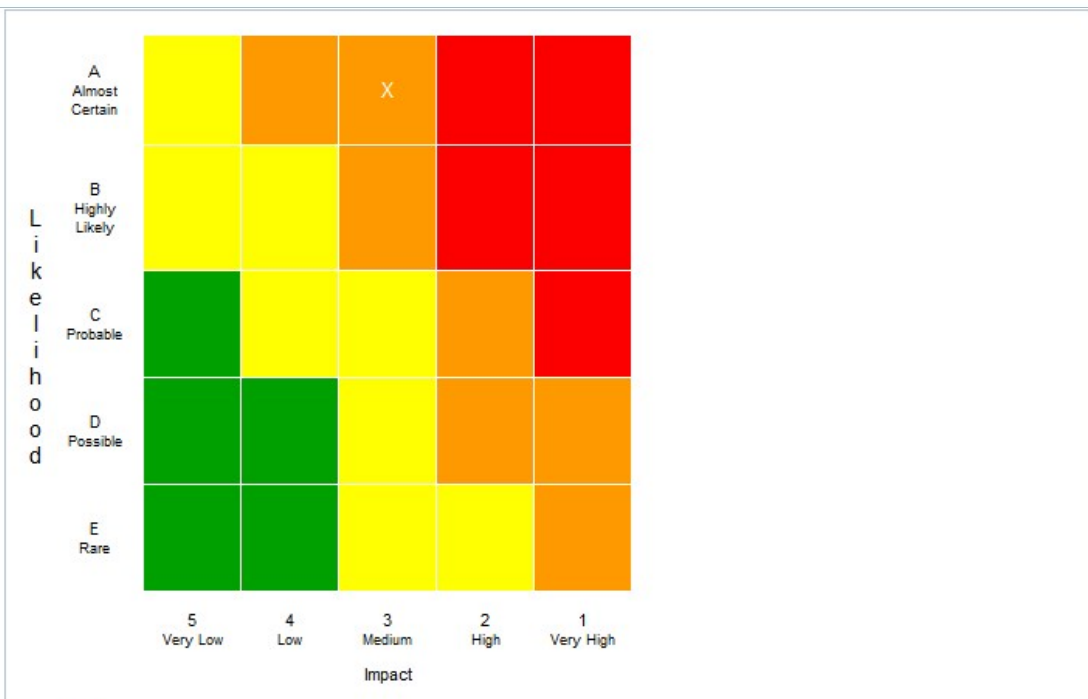
Owners
David Morgan

00002 Data reliability

Description
Due to the number of different services from which the data will be captured along with the variety of ways in which address data is entered (often manually) into these systems, the reliability of the collected data may be bought into question. We may over or under estimate numbers living on sites due to factors such as properties sharing the same postcode, people using their individual caravan number and site street name rather than the caravan site name or the mis-spelling of addresses etc.

Active
Yes

Likelihood & Impact



Owners

David Morgan

00003 Access to data

Description

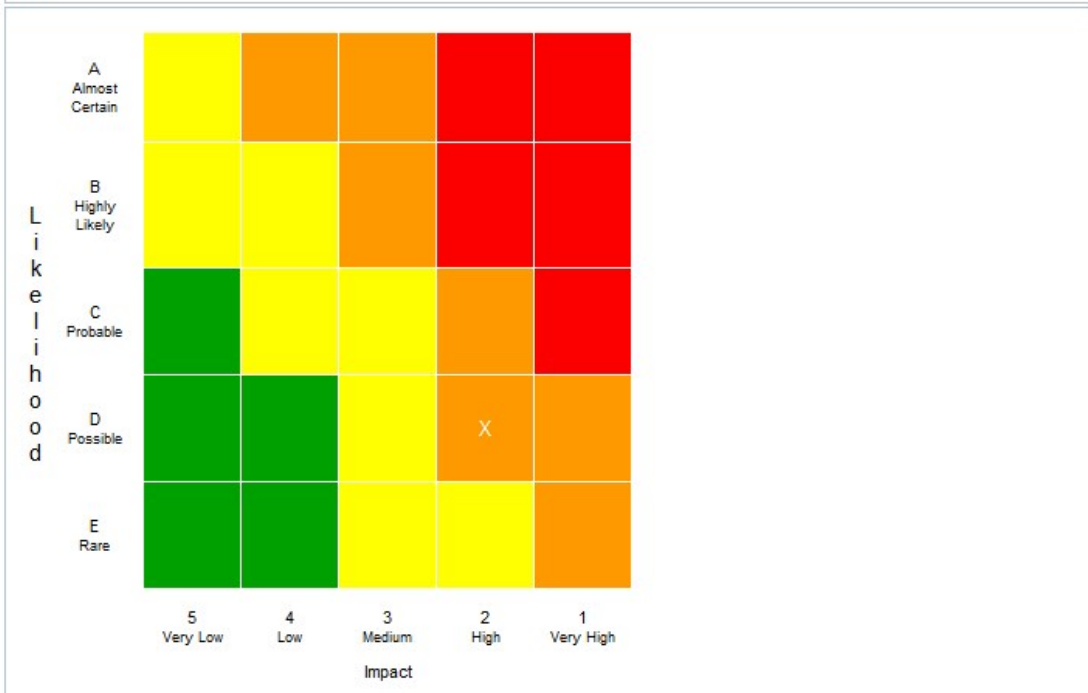
Data must be gathered from a number of individual services who each use a variety of different legacy systems. In order to access the information we require service to either provide us with access to these systems or provide us with reports of relevant data. If services are not compliant then this will limit the range of data we are able to collect and analyse.

Caravan site owners will also be required to provide us with information on their internal street names and plot numbering methods in order to enable the construction of a comprehensive site address list. If site owners do not have this information or are not willing to provide it then this could have a significant impact on this element of the project.

Active

Yes

Likelihood & Impact



Owners

David Morgan

00004 Impact on unidentified services

Description

As the project has developed it has been established that a wide range of services are either directly or indirectly affected by the use of holiday caravans for residential purposes. As such there is a possibility that services that are yet to be identified could be adversely affected by enforcement action or a corporate strategy within which they have not been considered.

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Active
Likelihood & Impact



Owners

David Morgan

00005 Impact on caravan owners

Description

Regardless of the Corporate strategy undertaken it is likely that a significant amount of disruption will be caused to current caravan owners on holiday caravan sites in the county.

Active

Likelihood & Impact



Owners

David Morgan

00006 Impact on site owners

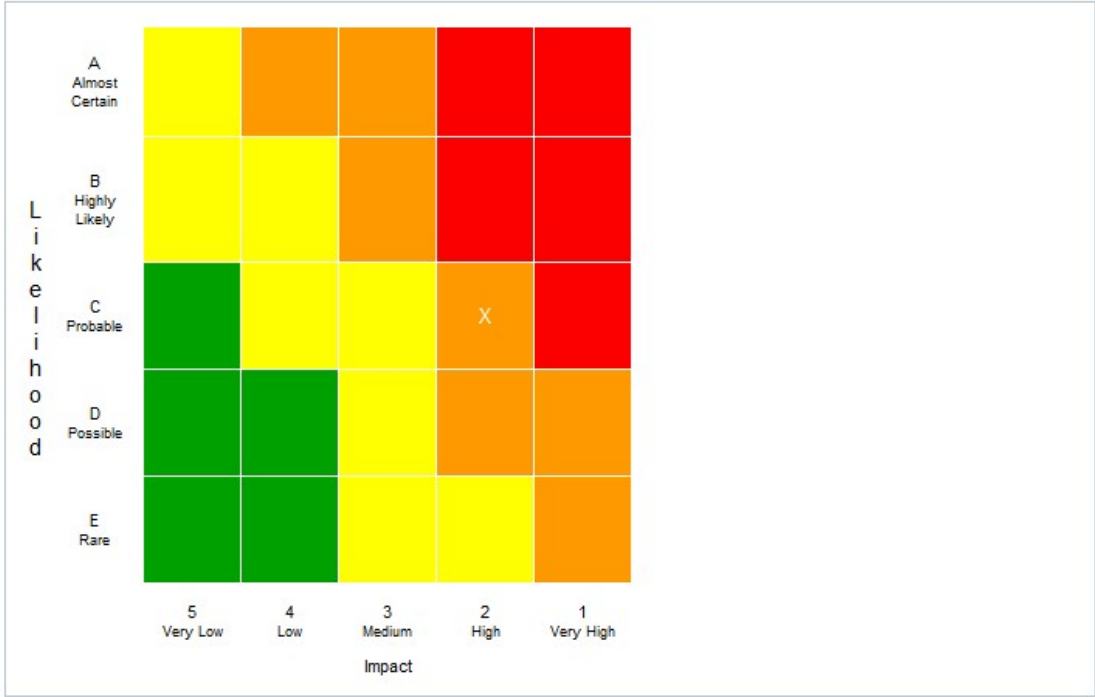
Description

Dependent on the strategy undertaken there could be potentially major impacts upon site owners e.g. in extreme cases some sites may be forced to close due to non-compliance, others may close due to the costs of functioning within the allowances of their licencing and planning permissions being far higher than the costs of functioning illegally. Businesses may also lose revenue due to caravan owners relocating their caravans to sites outside of the county where the rules may be less stringent.

Active

Yes

Likelihood & Impact



Owners

David Morgan

00007 Loss of Resource

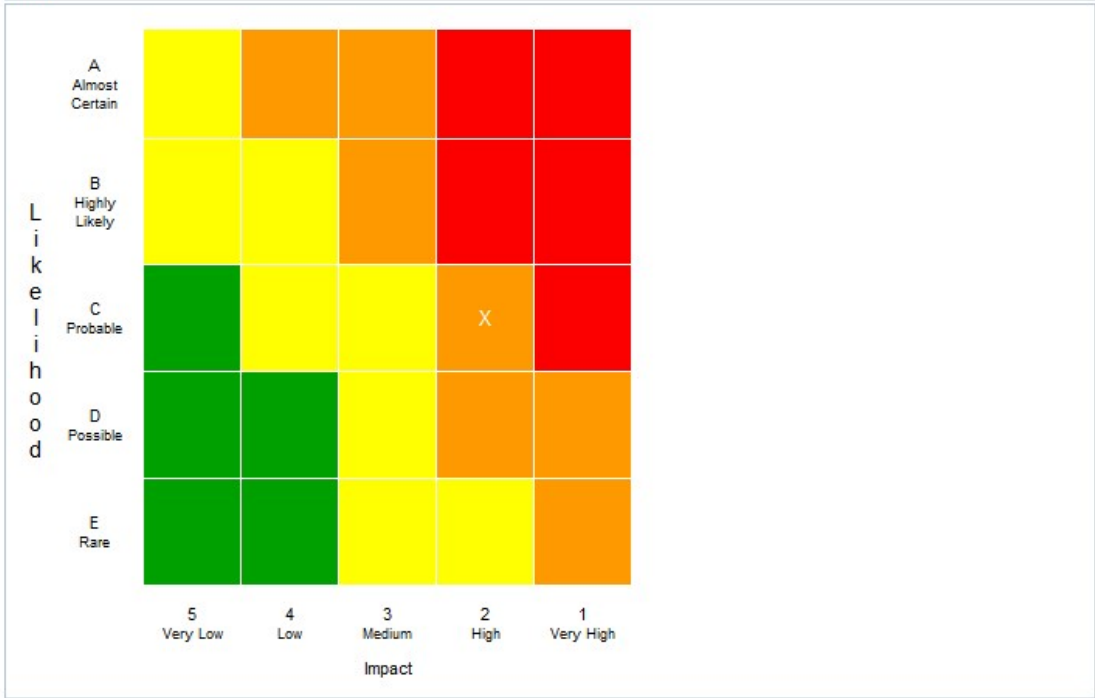
Description

Project is currently being managed by a temporary member of staff on a fixed term contract until December 2015 and as such there is the potential that this resource could be lost during the lifetime of the project and that other staff will not have the capacity to take over this role.

Active

Yes

Likelihood & Impact



Owners

David Morgan

00008 Underestimated impact upon known services

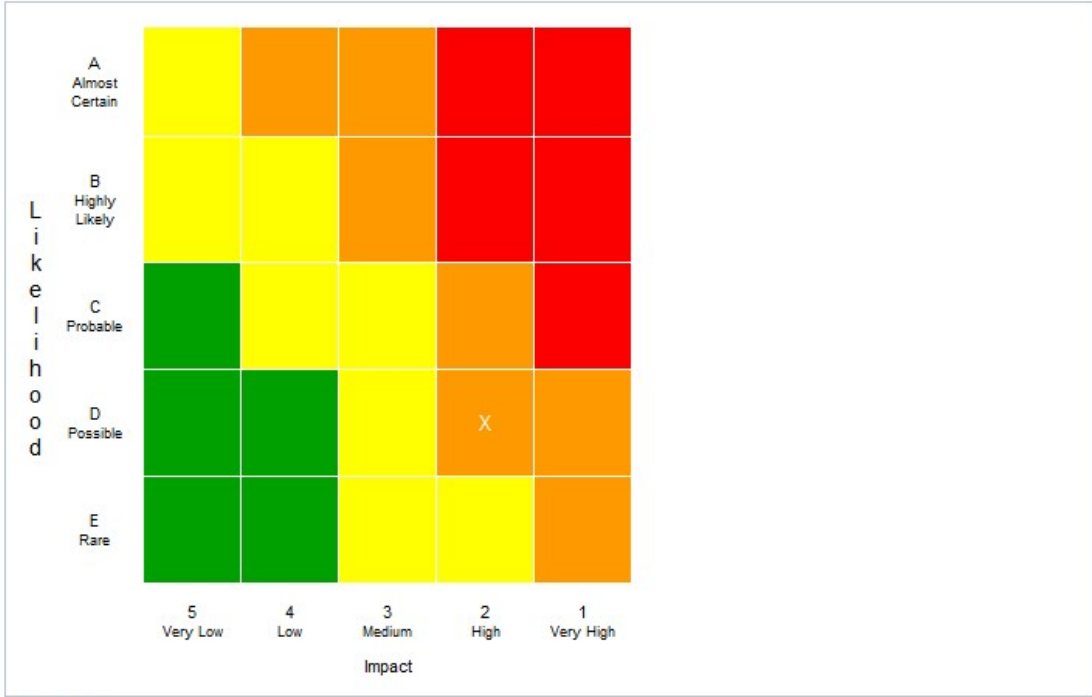
Description

There is the potential that the impact of any action on key services may be underestimated and that the true impact would not be identified until key decisions have already been made.

Active

Yes

Likelihood & Impact



Owners

David Morgan

00009 Impact on reputation of organisation

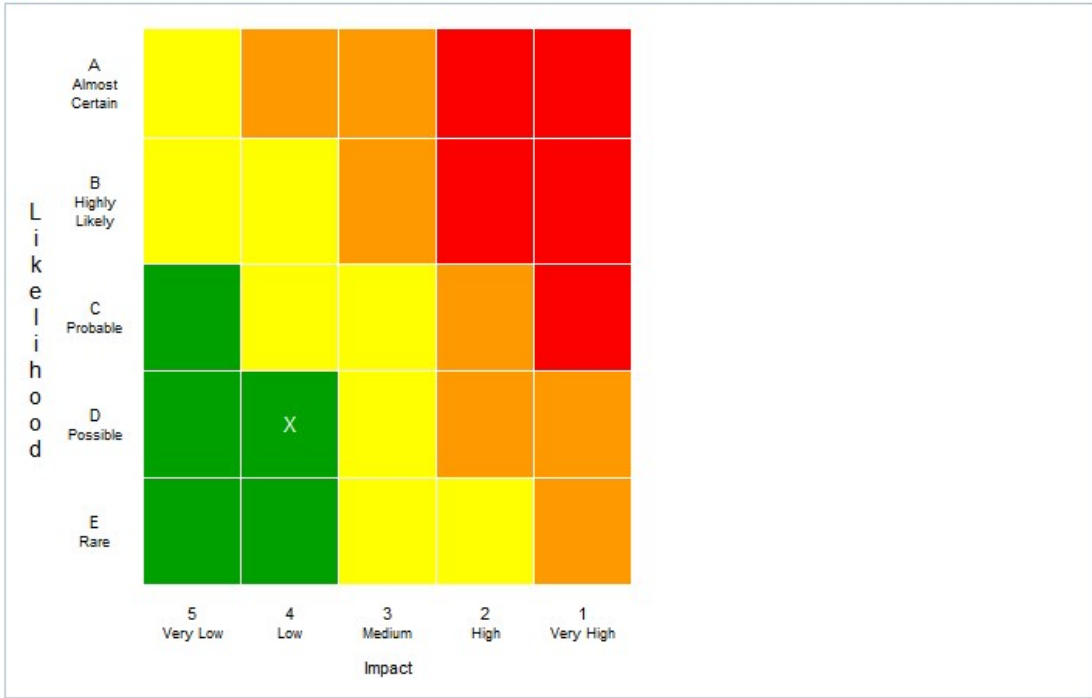
Description

The press attention for this project has already been significant and as such if handled incorrectly or irresponsibly there could be detrimental impacts on the reputation of the Council as a whole. Equally if the project is handled effectively, our methodology for tackling this issue could be used as best practice by other organisations thereby boosting our reputation as an authority.

Active

Yes

Likelihood & Impact



Owners

David Morgan

00010 Tourism/Local Economy

Description

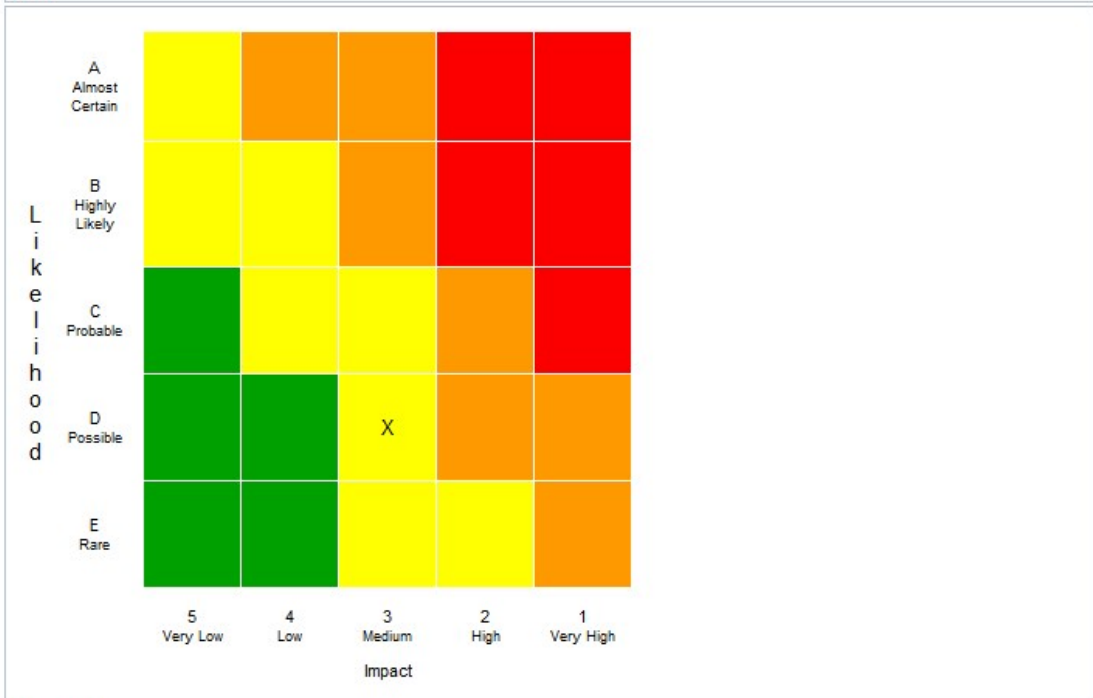
If the decision was made to take enforcement action against local sites then this may mean that more accommodation would become available to genuine tourists thus bringing more revenue to the area. However, it is possible that if the chosen enforcement action is seen as disproportionate then this may deter potential visitors and current visitors from utilising local sites and resources. In fact, if the appropriate enforcement action for some sites is perceived to be the closure of the site, then this may cause a significant reduction in the tourist accommodation available.

However, if no enforcement action was taken there is the potential for the number of holiday caravans being illegally residentially occupied to increase, causing an unofficial reduction in the tourist accommodation offer available in the County and consequently causing a loss in revenue. Another option to consider would be the establishing the lawful use or regularisation of sites (i.e. a proportion of a site is granted planning permission to become residential). Although doing so would mean that we would have greater control over the number of people residentially living on sites, along with a potentially more accurate account of the numbers of people living on sites (which could then be fed into census statistics and potentially result in gaining more funding), there would also be an official reduction in Denbighshire's holiday accommodation offer.

Active

Yes

Likelihood & Impact



Owners

David Morgan

00011 Social Services

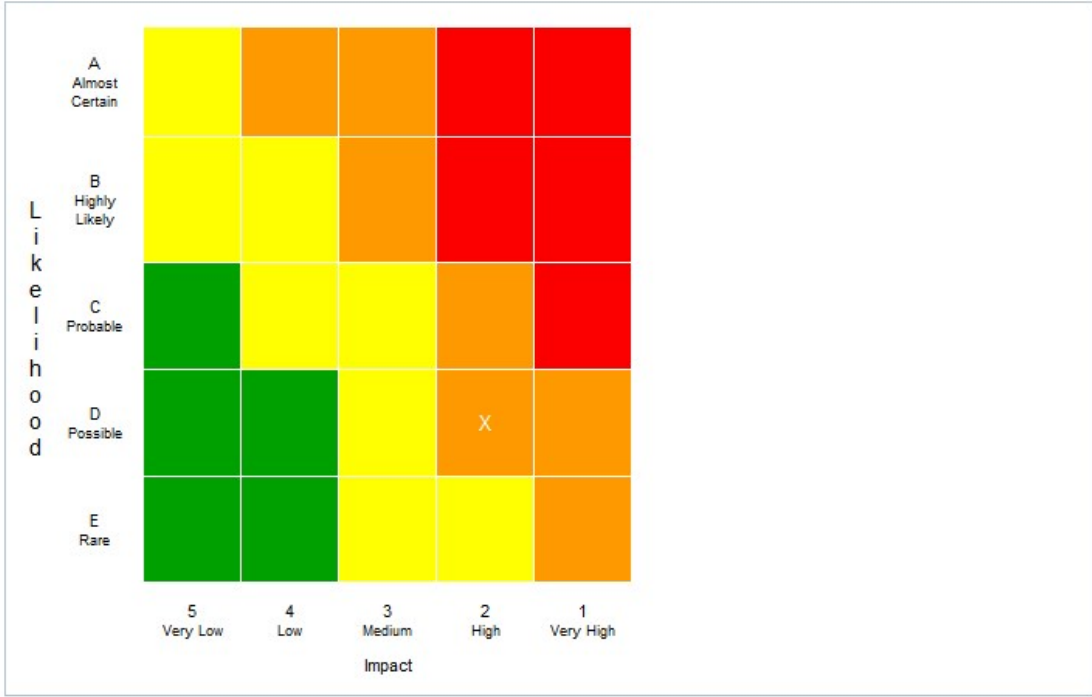
Description

Studies have shown that holiday caravans are commonly occupied by those from the more vulnerable section of society. Additionally, those living in a caravan have commonly done so for an extended number of years and thus regard it as their home. As such the process of having to leave their home may be extremely stressful and result in a greater reliance on social services.

Active

Yes

Likelihood & Impact



Owners

David Morgan

00012 Individual Holiday Caravan data on the Gazetteer

Description

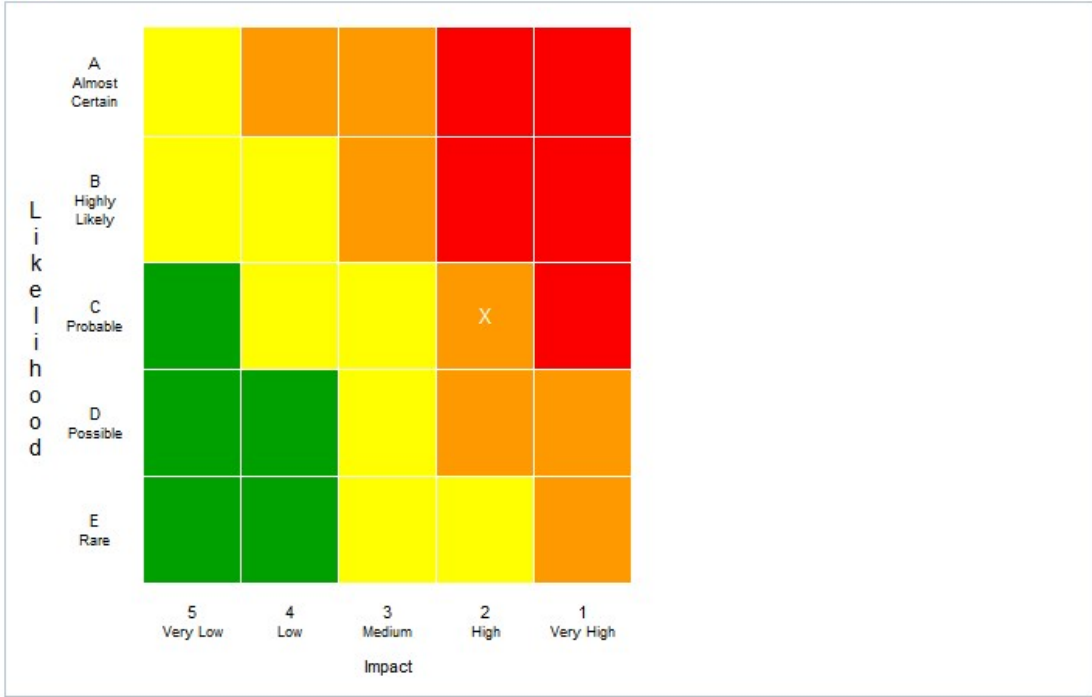
We may face some difficulties while attempting to input individual caravan address data into the Gazetteer system. Issues include:

- Needing to input 2 street names - due to having an internal street name within the caravan site in addition to the street name of the overall site
- Through the inputting of individual holiday caravan addresses into the Gazetteer each property will be allocated a UPRN which then makes them able to receive post to that address. As such we may face issues with holiday caravan site owners who may see a significant increase in the amount of post being delivered to the site.

Active

Yes

Likelihood & Impact



Owners

David Morgan

Project Impact

HR Impact

Does the project impact on DCC employees or other workers?

Yes

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| | |
|--|-------------|
| If yes, have you contacted HR Direct? | No |
| Will the project impact on staffing levels? | No |
| Will the project impact on the skill mix? | No |
| Will the project affect multiple sites? | Yes |
| Have you collected information for Equality Impact Assessment purposes? | In Progress |
| ICT Impact | |
| Is there an ICT element within your project? | Yes |
| Is it a new system? | Yes |
| An upgrade to an existing system? | No |
| A replacement system? | No |
| An amendment to an existing system? | Yes |
| Are links to other systems required? | Yes |
| Does the work require a move or a new build? | No |
| Is telephony required? | No |
| Are new PCs/laptops/mobile devices required? | No |
| Property / Design and Construction Impact | |
| Does the project involve any alterations / changes to an Asset (DCC or Landlords)? | No |
| Will there be any property related works/requirements included within the project? | No |
| Procurement Impact | |
| Are you planning to procure this project via tenders or quotes? | No |
| Has a Sustainability Risk Assessment (SRA) been undertaken | No |
| Will be Community Benefits be delivered as part of this project? | No |
| Will there be an Exit Strategy developed as part of this project? | No |

Project Context

EQUALITIES

| | |
|--|---|
| 1. What type of proposal/decision is being assessed? | A new or revised policy |
| 2. What is the purpose of this proposal / decision, and what change (to staff or the community) will occur as a result of its implementation? | The purpose of this activity is to conduct a review of the occupancy of caravans across Holiday sites within Denbighshire and to identify a strategy for implementation across all services within the Council. |
| 3. Does this proposal / decision require an equality impact assessment? | Yes |
| 4. Please provide a summary of the steps taken, and the information used, to carry out this assessment, including any engagement undertaken. | Research has been undertaken within Planning and Public Protection which has identified the wider problem on the impact to more services across the council. From early indications, there are a number of protected characteristics impacted which will be considered throughout the review and any proposed implementations will capture the requirements of people with protected characteristics. |
| 5. Will this proposal / decision have a positive impact on any of the protected characteristics? (Please summarise any likely positive impact and identify which protected characteristics will benefit) | <p>Age & Disability</p> <p>Previous studies have shown that those living in caravans tend to be from the more vulnerable sectors of society (including those older in age, with higher social care needs). As such if the decision is made to allow some sites to become residential and therefore that the quality of accommodation is improved (to allow for year long residency) or that individuals are re-housed in more appropriate accommodation then this cohort will significantly benefit from the project.</p> <p>Race - Gypsy & Travellers</p> <p>For gypsies and travellers it may be that through establishing clarity in terms of the eligibility of caravan dwellers to council services that they gain access to additional services that they were previously unaware of.</p> |

6. Will this proposal / decision have a disproportionate negative impact on any of the protected characteristics? (Please summarise any disproportionate negative impact and identify which protected characteristics will benefit)

Age & Disability

Conversely, if enforcement and eviction from sites is deemed the most appropriate response, and a housing provision has not been allocated, then this cohort may be at a significant risk of becoming homeless and therefore be negatively impacted.

Race - Gypsy & Travellers

The project may negatively impact upon gypsy and travellers as if the eligibility criteria for some services were changed or enforced then they may no longer be able to access these services.

7. Has the proposal / decision been amended to eliminate or reduce any potential disproportionate negative impact?

No

If no, please explain why. If yes, please provide detail

Will be addressed once the final equality impact assessment has been completed.

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

No

If yes, please complete the 'Actions' control below. If no, please explain

Will be addressed once the final equality impact assessment has been completed.

BIODIVERSITY

Does the project have potential to impact negatively on biodiversity?

No

Will this project impact on any protected or priority species?

No

Will this project impact on any protected sites or priority habitats?

No

CARBON

Impact Questions

Carbon - What is the expected impact of this project in terms of:

| | |
|--|-----------|
| Energy use for Denbighshire County Council buildings (electricity, gas, oil, LPG)? | Neutral |
| Mileage of Denbighshire fleet vehicles? | Neutral |
| Tonnes of business waste produced by Denbighshire County Council? | Neutral |
| Mileage for business travel by employees using their personal vehicles? | Not Known |

PRIVACY

Does this project/activity involve dealing with the personal details of individuals?

Yes

If yes please comment

At the time of preparing this Project Brief (20150408) it is unknown as to the level of information that will be utilised during this project - information will be gathered from existing legacy systems, but only name and address (and possibly age) information is likely required. As the project progresses, further information may be required at which point will be detailed in the Privacy Impact Assessment.

Approvals

Approvals

Alan Smith

| | |
|----------------------------|-------------------------------------|
| Adroddiad i'r: | Pwyllgor Archwilio Cymunedau |
| Dyddiad y Cyfarfod: | 9 Gorffennaf 2015 |
| Awdur yr Adroddiad: | Cydlynnydd Archwilio |
| Teitl: | Rhaglen Waith Archwilio |

1. Am beth mae'r adroddiad yn sôn?

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

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

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

3. Beth yw'r Argymhellion?

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

4. Manylion am yr adroddiad.

4.1 Mae Erthygl 6 Cyfansoddiad Cyngor Sir Ddinbych yn nodi cylch gorchwyl, swyddogaethau ac aelodaeth pob Pwyllgor Archwilio, tra bo rheolau'r gweithdrefnau i bwyllgor archwilio wedi'u gosod yn Rhan 4 y Cyfansoddiad.

4.2 Mae'r Cyfansoddiad yn amodi bod yn rhaid i bwyllgorau archwilio'r Cyngor baratoi ac adolygu rhaglen ar gyfer eu gwaith i'r dyfodol. Drwy adolygu a blaenoriaethu materion mae modd i aelodau sicrhau fod y rhaglen waith yn cyflwyno rhaglen dan arweiniad yr aelodau.

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

4.4 Yn y blynyddoedd diweddar mae Llywodraeth Cymru a Swyddfa Archwilio Cymru wedi tynnu sylw at yr angen i gryfhau rôl archwilio ar draws llywodraeth leol a gwasanaethau cyhoeddus yng Nghymru, gan gynnwys defnyddio archwilio fel modd o ymgysylltu â phreswylwyr a defnyddwyr gwasanaeth. Wrth fynd ymlaen disgwylir i archwilio ymgysylltu'n well ac yn amlach â'r cyhoedd gyda golwg ar sicrhau penderfyniadau gwell a fydd yn y pen draw yn arwain at well

canlyniadau i ddinasyddion. Yn y dyfodol, bydd Swyddfa Archwilio Cymru yn mesur effeithiolrwydd archwilio wrth gyflawni'r disgwyliadau hyn.

4.5 Gan ystyried y weledigaeth genedlaethol ar gyfer archwilio ac ar yr un pryd ganolbwyntio ar flaenoriaethau lleol, mae'r Grŵp Cadeiryddion ac Is-gadeiryddion Archwilio (GCIGA) wedi argymhell y dylai pwyllgorau archwilio'r Cyngor, wrth benderfynu ar eu rhaglenni gwaith, ganolbwyntio ar y meysydd allweddol canlynol:

- arbedion ar y gyllideb;
- cyflawni amcanion y Cynllun Corfforaethol (gyda phwyslais arbennig ar y modd o'u cyflawni yn ystod cyfnod o galedi ariannol);
- unrhyw eitemau eraill a gytunwyd gan y Pwyllgor Archwilio (neu'r GCIGA) fel blaenoriaeth uchel (yn seiliedig ar y meini prawf profion 'PAPER' - gweler ochr gefn y 'ffurflen gynnig aelodau' yn Atodiad 2) a;
- Materion brys, materion na ellir eu rhagweld neu faterion â blaenoriaeth uchel

Ffurflenni Cynnig ar gyfer Archwilio

4.6 Fel y crybwyllwyd ym mharagraff 4.2 uchod, mae Cyfansoddiad y Cyngor yn gofyn i bwyllgorau archwilio baratoi ac adolygu rhaglen ar gyfer eu gwaith i'r dyfodol. Er mwyn cynorthwyo'r broses o flaenoriaethu adroddiadau, os yw'r swyddogion o'r farn fod pwnc yn haeddu'r amser i gael ei drafod ar agenda fusnes y Pwyllgor, mae'n rhaid iddynt wneud cais ffurfiol i'r Pwyllgor i ystyried derbyn adroddiad ar y pwnc hwnnw. Gwneir hyn trwy gyflwyno 'ffurflen gynnig' sy'n egluro pwrpas, pwysigrwydd a chanlyniadau posibl y pynciau a awgrymir. Does dim un ffurflen gynnig wedi dod i law oddi wrth swyddog i'w ystyried yn y cyfarfod cyfredol.

4.7 Er mwyn gwneud gwell defnydd o amser archwilio drwy ganolbwyntio adnoddau pwyllgorau i archwilio testunau'n fanwl, gan ychwanegu gwerth drwy'r broses o wneud penderfyniadau a sicrhau gwell canlyniadau ar gyfer preswylwyr, penderfynodd y GCIGA y dylai'r aelodau, yn ogystal â swyddogion, gwblhau 'ffurflenni cynnig ar gyfer archwilio' yn amlinellu pam eu bod yn credu y byddai'r testun yn elwa o fewnbwn archwilio. Gellir gweld copi o 'ffurflen gynnig' yn Atodiad 2. Mae ochr gefn y ffurflen hon yn cynnwys siart lif sy'n rhestru'r cwestiynau y dylai aelodau eu hystyried wrth baratoi i gynnig eitem ar gyfer archwilio, ac y dylai pwyllgorau eu gofyn wrth benderfynu ar addasrwydd testun arfaethedig i'w gynnwys ar raglen gwaith i'r dyfodol archwilio. Os, ar ôl cwblhau'r broses hon, y penderfynir nad yw'r testun yn addas i'w archwilio'n ffurfiol gan bwyllgor archwilio, yna gellir ystyried dulliau eraill o rannu'r wybodaeth neu archwilio'r mater e.e. darparu 'adroddiad gwybodaeth', neu os yw'r mater yn un o natur leol gellir ei archwilio gan y Grŵp Aelodau Ardal (GAA) perthnasol. Yn y dyfodol ni fydd unrhyw eitemau'n cael eu cynnwys ar raglen gwaith i'r

dyfodol heb i 'ffurflen gynnig ar gyfer archwilio' gael ei chwblhau, ac i'r testun gael ei gymeradwyo i'w gynnwys ar y rhaglen gan un ai'r Pwyllgor neu'r GCIGA. Mae cymorth ar gael i lenwi'r ffurflenni gan y Cydlynnydd Archwilio.

- 4.8 Goblygiadau hysbysiadau hwyr am arian oddi wrth llywodraeth ganolog
Mae Mr Jon Rae, Cyfarwyddwr Cyllid Cymdeithas Llywodraeth Leol Cymru (CLILC), wedi derbyn gwahoddiad y Pwyllgor i fynychu'r cyfarfod ar 10 Medi i drafod y pwnc uchod.

- 4.9 Rhaglen Waith i'r Dyfodol y Cabinet
Wrth benderfynu ar eu rhaglen waith i'r dyfodol mae'n bwysig fod pwyllgorau archwilio yn ystyried amserlen rhaglen waith y Cabinet. Ar gyfer y diben hwn, mae rhaglen waith y Cabinet wedi ei chynnwys yn Atodiad 3.

- 4.10 Datblygiad Penderfyniadau'r Pwyllgor
Yn Atodiad 4 mae tabl yn crynhoi penderfyniadau diweddar y Pwyllgor ac yn cynghori aelodau am eu gweithrediad.

5. **Grŵp Cadeiryddion ac Is-Gadeiryddion Archwilio**

Dan drefniadau archwilio'r Cyngor mae Grŵp Cadeiryddion ac Is-Gadeiryddion Archwilio (GCIGA) yn gweithredu fel pwyllgor cydlyn. Trefnwyd cyfarfod cyntaf y Grŵp yn y flwyddyn ddinesig newydd ar gyfer 23 Gorffennaf 2015.

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

Bydd archwilio effeithiol yn gymorth i'r Cyngor gynnal y blaenoriaethau corfforaethol yn unol ag anghenion cymunedau a dymuniadau trigolion. Bydd datblygu ac adolygu'r rhaglen waith gydlynol yn barhaus yn cynorthwyo'r Cyngor i ddarparu ei flaenoriaethau corfforaethol, i wella canlyniadau i breswylwyr tra hefyd yn dygymod â thoriadau llym yn y gyllideb.

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

Ni chynhaliwyd Asesiad o Effaith ar Gydraddoldeb er diben yr adroddiad hwn gan nad yw ystyried rhaglen waith i'r dyfodol y Pwyllgor yn debygol o gael effaith andwyol neu annheg ar bobl sy'n rhannu nodweddion sydd wedi'u diogelu.

8. **Faint fydd hyn yn costio a sut bydd yn effeithio ar wasanaethau eraill?**

Mae'n bosib y bydd yn rhaid i wasanaethau neilltuo amser swyddog i gynorthwyo'r Pwyllgor gyda'r eitemau a nodwyd yn y rhaglen waith a chydag unrhyw gam gweithredu yn dilyn ystyried yr eitemau hynny.

9. Pa ymgynghori sydd wedi digwydd?

Does dim angen cynnal ymgynghoriad ar yr adroddiad hwn. Fodd bynnag, mae'r adroddiad ei hun a'r ystyriaeth a roir gan y Pwyllgor i'w raglen waith ar gyfer y dyfodol yn gyfystyr ag ymgynghoriad gyda'r Pwyllgor o ran ei raglen waith.

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

Nid oes risg wedi ei ganfod o ran y Pwyllgor yn ystyried ei raglen waith. Fodd bynnag, wrth adolygu ei raglen waith yn rheolaidd gall y Pwyllgor sicrhau bod meysydd sy'n peri pryder yn cael eu hystyried a'u harchwilio fel y maent yn dod i'r amlwg a bod argymhellion yn cael eu gwneud er mwyn mynd i'r afael â nhw.

11. Grym i wneud Penderfyniad

Yn unol ag Erthygl 6.3.7 Cyfansoddiad y Cyngor mae'n rhaid i bwyllgorau archwilio'r Cyngor baratoi rhaglen waith a'i hadolygu.

Swyddog Cyswllt:

Cydlynnydd Archwilio

Rhif ffôn: (01824) 712554

E-bost: dcc_admin@denbighshire.gov.uk

Communities Scrutiny Committee Forward Work Plan

Note: Items entered in italics have not been approved for submission by the Committee. Such reports are listed here for information, pending formal approval.

| Meeting | Lead Member(s) | Item (description / title) | Purpose of report | Expected Outcomes | Author | Date Entered |
|--------------|---|----------------------------|--|--|--|--|
| 10 September | Cllr. Bobby Feeley | 1. | Supported Independent Living Service | To monitor the effectiveness of the new Supporting Independent Living Service | (i) an evaluation of the effectiveness of the new service in assisting and supporting vulnerable people to live independently in the community; and (ii) Examination of the proposed procurement model for purchasing future SIL services | Phil Gilroy/Katie Newe/John Sweeney May 2014 (rescheduled January 2015) |
| | Councillor Huw LI Jones | 2 | Denbighshire's Youth Service [Education] | To outline the results of the Youth Service Review and the progress with the community mapping process, highlighting key issues and themes which have arisen from the activity | (i) To help develop a fuller understanding of the community groups across the county that work with Children and Young People in order to maximise partnership working in helping children and young people achieve their potential; and (ii) identification of any challenges and potential solutions to the delivery of the above | Liz Grieve/Jamie Groves/Roger Ellerton By SCVCG April 2015 |
| | Cllrs. Barbara Smith, David Smith & Bobby Feeley | 3 | Draft Housing Strategy | Pre-decision scrutiny of the draft Housing Strategy and input into the strategy and delivery plan prior to its submission to full Council | Recommendations to Council with respect of the draft Housing Strategy to support the delivery of the Corporate Plan | Graham Boase/Angela Loftus May 2015 |
| Jon Rae | Cllr. Julian | 4. | Impact of Late | To outline the | Earlier notification of available grant | Jamie By SCVCG |

Communities Scrutiny Committee Forward Work Plan

| Meeting | Lead Member(s) | Item (description / title) | Purpose of report | Expected Outcomes | Author | Date Entered |
|-----------------|----------------------|--|--|--|----------------------|---|
| WLGA to attend | Thompson-Hill | Notification of Allocation of Central Government Grant Funding on Local Government Financial Planning and Management | difficulties caused by central governments' late allocation of specific grant funding on the local authority's budget setting process, the planning and management of its financial affairs, project management and the impact on staff and on communities | funding to ensure better planning and management of specific projects. This would assist the Council with its financial planning and management. | Groves/Richard Weigh | April 2015 in response to a request via County Council in February 2015 |
| | | | | | | |
| 5 November | | | | | | |
| 17 December | | | | | | |
| 4 February 2016 | | | | | | |
| 24 March | | | | | | |
| 12 May | | | | | | |
| 30 June | | | | | | |
| 8 September | | | | | | |

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Communities Scrutiny Committee Forward Work Plan

| Meeting | Lead Member(s) | Item (description / title) | Purpose of report | Expected Outcomes | Author | Date Entered |
|-------------|----------------------------|--|---|--|---------------|---------------------------|
| 27 Oct 2016 | Cllr. Eryl Williams | 1 Review of the Home to School Transport Policy [Education] | To consider the findings of a review of the impact of the implementation of the school transport policy | An assessment of the impact of the policy's implementation will assist the Authority to determine if learners' needs are being appropriately met and identify any anomalies or areas of concern which require addressing | Jackie Walley | Cabinet September 2014 |
| 15 December | | | | | | |

Future Issues

| Item (description / title) | Purpose of report | Expected Outcomes | Author | Date Entered |
|-------------------------------------|---|---|----------------------------|---------------|
| Community Infrastructure Levy (CIL) | To outline the proposals for implementing the CIL in Denbighshire | The development of an appropriate and effective CIL scheme for the County | Graham Boase/Angela Loftus | February 2013 |

For future years

| | | | | |
|--|--|--|--|--|
| | | | | |
|--|--|--|--|--|

Information/Consultation Reports

| Information / Consultation | Item (description / title) | Purpose of report | Author | Date Entered |
|--|----------------------------|---|-------------------------------|--------------|
| Quarterly Information (Sept/Dec/Mar/June) | Rhyl Going Forward | To brief the Committee on the progress in delivering the Programme and its associated workstreams and projects, and to highlight to members areas of concern or slippages | Mark Dixon | May 2014 |
| Information Report | Reablement Service | To detail to the Committee the: | Phil Gilroy/Anne Hughes-Jones | June 2014 |

Communities Scrutiny Committee Forward Work Plan

| | | | | |
|--------------------------------------|--|--|---|----------|
| (June 2015) | | (i) effectiveness of the Reablement Service in delivering the Council's corporate priority of protecting vulnerable people and helping them to live as independently as possible; (ii) efficiencies realised following the introduction of the Service. The report to include all (positive and negative) feedback from service users | | |
| Information Report (May 2016) | Food Safety, Standards and Procurement | To detail the progress made with food hygiene and food standards compliance across the County, and with procurement and contract management of County food contracts | Graham Boase/Emlyn Jones/Stuart Andrews | May 2015 |

Note for officers – Committee Report Deadlines

| Meeting | Deadline | Meeting | Deadline | Meeting | Deadline |
|--------------|------------------|------------|-------------------|-------------|-------------------|
| 10 September | 27 August | 5 November | 22 October | 17 December | 3 December |

Communities Scrutiny Work Programme.doc

29/06/15 RhE

| Ffurflen Gynnig ar gyfer Rhaglen Gwaith i'r Dyfodol Archwilio | |
|--|--------------------|
| ENW'R PWYLLGOR ARCHWILIO | |
| AMSERLEN I'W HYSTYRIED | |
| TESTUN | |
| Beth sydd angen ei graffu arno (a pham)? | |
| Ydi'r mater yn un o bwys i drigolion/busnesau lleol? | YDI/NAC YDI |
| Ydi craffu yn gallu dylanwadu ar bethau a'u newid? (Os 'ydi' nodwch sut rydych chi'n meddwl y gall craffu ddylanwadu neu newid pethau) | YDI/NAC YDI |
| Ydi'r mater yn ymwneud â gwasanaeth neu faes sy'n tanberfformio? | YDI/NAC YDI |
| Ydi'r mater yn effeithio ar nifer fawr o drigolion neu ardal fawr o'r Sir? (Os 'ydi', rhowch syniad o faint y grŵp neu'r ardal yr effeithir arni) | YDI/NAC YDI |
| Ydi'r mater yn gysylltiedig â blaenoriaethau corfforaethol y Cyngor? (Os 'ydi' nodwch pa flaenoriaethau) | YDI/NAC YDI |
| Hyd y gwyddoch, oes yna rywun arall yn edrych ar y mater hwn? (Os 'oes', nodwch pwy sy'n edrych arno) | OES/NAC OES |
| Os derbynnir y testun ar gyfer craffu, pwy fyddai arnoch chi eisiau eu gwahodd e.e. Aelod Arweiniol, swyddogion, arbenigwyr allanol, defnyddwyr y gwasanaeth? | |
| Enw'r Cynghorydd/Aelod Cyfetholedig | |
| Dyddiad | |

Ystyried addasrwydd pwnc ar gyfer craffu

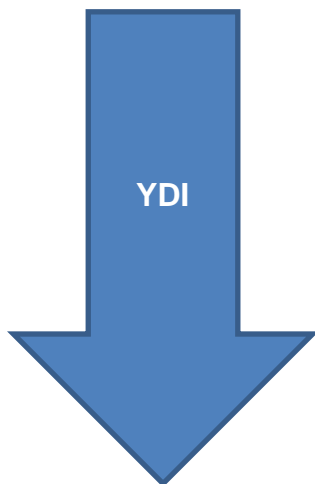
Ffurflen Gynnig / Cais a dderbyniwyd

(dylid rhoi ystyriaeth ofalus i'r rhesymau dros wneud cais)



Ydi o'n bodloni'r gofynion canlynol?

- **Diddordeb Cyhoeddus** – ydi'r mater o bwys i drigolion?
- **Effaith**– fedr craffu yn gael effaith ar bethau a'u newid?
- **Perfformiad** – ydi o'n wasanaeth neu faes sy'n tanberfformio?
- **Graddfa** – ydi o'n effeithio ar nifer o drigolion neu ardal ddaearyddol fawr?
- **Ailadrodd** – ydi'r mater yn destun craffu/ymchwiliad gan berson neu gorff arall?



Dim gweithredu pellach gan y Pwyllgor Archwilio. Gellir ei gyfeirio at gorff arall neu ofyn am adroddiad er gwybodaeth.

- Penderfynu ar y canlyniadau a ddymunir
- Penderfynu ar gwmpas a swmp y gwaith craffu sydd ei angen a'r dull mwyaf priodol o graffu (h.y. adroddiad pwyllgor, ymchwiliad grŵp tasg a gorffen neu aelod cyswllt ac ati)
- Os penderfynir sefydlu grŵp tasg a gorffen, dylid penderfynu ar amserlen yr ymchwiliad, pwy fydd yn rhan o'r ymchwiliad, beth yw'r gofynion ymchwilio, a oes angen cyngor arbenigol a thystion, a beth yw'r trefniadau adrodd ac ati.

Cabinet Forward Work Plan

Appendix 3

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| Meeting | Item (description / title) | | Purpose of report | Cabinet Decision required (yes/no) | Author – Lead member and contact officer |
|---------------------|----------------------------|--------------------------------------|--|------------------------------------|--|
| 28 July | 1 | Finance Report | To update Cabinet on the current financial position of the Council | Tbc | Councillor Julian Thompson-Hill / Richard Weigh |
| | 2 | The Future of In-house Care Services | To consider the results of the consultation with existing users of in-house care services | Yes | Councillor Bobby Feeley / Phil Gilroy |
| | 3 | Car Park Charges | To give members the opportunity to decide which car park charging regime they would like to see implemented across the county. | Tbc | Councillor David Smith / Steve Parker / Mike Jones |
| | 4 | Business Rates Write Offs | To seek approval for uncollectible Business Rates Debts to be written off | Yes | Cllr Julian Thompson-Hill / Rod Urquhart |
| | 5 | Items from Scrutiny Committees | To consider any issues raised by Scrutiny for Cabinet's attention | Tbc | Scrutiny Coordinator |
| | | | | | |
| 29 September | 1 | Finance Report | To update Cabinet on the current financial position of | Tbc | Councillor Julian Thompson-Hill / |

Cabinet Forward Work Plan

Tudalen 96

| Meeting | Item (description / title) | | Purpose of report | Cabinet Decision required (yes/no) | Author – Lead member and contact officer |
|---------|----------------------------|--|---|------------------------------------|--|
| | | | the Council | | Richard Weigh |
| | 2 | Ruthin Primary Proposals – Ysgol Rhewl | To consider the objections received for the closure of Ysgol Rhewl and whether to approve implementation of the proposal | Yes | Councillor Eryl Williams / Jackie Walley |
| | 3 | Ruthin Primary Proposals – Ysgol Llanfair DC and Ysgol Pentrecelyn | To consider the objections received for the closure of Ysgol Llanfair DC and Ysgol Pentrecelyn and the opening of a new area school to serve the area of Llanfair DC and Pentrecelyn, and whether to approve implementation of the proposal | Yes | Councillor Eryl Williams / Jackie Walley |
| | 4 | Ruthin Primary Proposals – Ysgol Llanbedr | To consider the formal consultation report following the publication of proposals for the closure of Ysgol Llanbedr and to consider whether to publish the relevant statutory notice | Yes | Councillor Eryl Williams / Jackie Walley |
| | 5 | Ysgol Glan Clwyd (Part II report) | To seek authority to award the construction contract for the extension and | Yes | Councillor Eryl Williams / Jackie Walley |

Cabinet Forward Work Plan

| Meeting | Item (description / title) | | Purpose of report | Cabinet Decision required (yes/no) | Author – Lead member and contact officer |
|--------------------|----------------------------|--|--|------------------------------------|---|
| | | | refurbishment works at Ysgol Glan Clwyd | | |
| | 6 | Corporate Plan Performance Report 2015/16 Q1 | To consider progress against the Corporate Plan | Tbc | Cllr Julian Thompson-Hill / Liz Grieve |
| | 7 | Items from Scrutiny Committees | To consider any issues raised by Scrutiny for Cabinet's attention | Tbc | Scrutiny Coordinator |
| | | | | | |
| 27 October | 1 | Finance Report | To update Cabinet on the current financial position of the Council | Tbc | Councillor Julian Thompson-Hill / Richard Weigh |
| | 2 | Items from Scrutiny Committees | To consider any issues raised by Scrutiny for Cabinet's attention | Tbc | Scrutiny Coordinator |
| | | | | | |
| 24 November | 1 | Finance Report | To update Cabinet on the current financial position of the Council | Tbc | Councillor Julian Thompson-Hill / Richard Weigh |
| | 2 | Items from Scrutiny Committees | To consider any issues raised by Scrutiny for Cabinet's attention | Tbc | Scrutiny Coordinator |
| | | | | | |
| 15 December | 1 | Finance Report | To update Cabinet on the current financial position of the Council | Tbc | Councillor Julian Thompson-Hill / Richard Weigh |

Cabinet Forward Work Plan

| Meeting | Item (description / title) | | Purpose of report | Cabinet Decision required (yes/no) | Author – Lead member and contact officer |
|---------|----------------------------|--|---|------------------------------------|--|
| | 2 | Corporate Plan Performance Report 2015/16 Q2 | To consider progress against the Corporate Plan | Tbc | Cllr Julian Thompson-Hill / Liz Grieve |
| | 3 | Items from Scrutiny Committees | To consider any issues raised by Scrutiny for Cabinet's attention | Tbc | Scrutiny Coordinator |
| | | | | | |

Note for officers – Cabinet Report Deadlines

| <i>Meeting</i> | <i>Deadline</i> | <i>Meeting</i> | <i>Deadline</i> | <i>Meeting</i> | <i>Deadline</i> |
|----------------|------------------------|------------------|----------------------------|----------------|--------------------------|
| | | | | | |
| <i>July</i> | <i>14 July</i> | <i>September</i> | <i>15 September</i> | <i>October</i> | <i>13 October</i> |

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Progress with Committee Resolutions

| Date of Meeting | Item number and title | Resolution | Progress |
|-----------------|---|--|--|
| 28 May 2015 | 6. Conclusions and Recommendations from the Affordable Housing Task and Finish Group | Resolved: <i>(i) subject to the above observations, to receive the conclusions and recommendations put forward by the Affordable Housing Task and Finish Group; and(ii) that the Council's draft Housing Strategy be submitted to the Committee for examination at its September 2015 meeting, prior to its submission to County Council for approval and adoption in October 2015</i> | See Appendix 1 – draft strategy scheduled into the Committee’s forward work programme for the meeting on 10 September 2015 |
| | 7. Food Safety, Standards and Procurement - Update | Resolved: <i>(i) subject to the above observations to receive the report and note the progress made against each of the recommendations in the Task and Finish Group's report; and (ii) that an information report be presented to the Committee in twelve months' time on the progress made during 2015/16 with food safety, standards and procurement.</i> | An information report has been scheduled into the Committee’s forward work programme for May 2016 – see Appendix 1 |

Mae tudalen hwn yn fwiadol wag