

At: Aelodau'r Pwyllgor Archwilio  
Cymunedau

Dyddiad: 2 Tachwedd 2015

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Annwyl Gyngorydd

Fe'ch gwahoddir i fynychu cyfarfod y **PWYLLGOR ARCHWILIO CYMUNEDAU, DYDD IAU, 5 TACHWEDD 2015** am **9.30 am** yn **YSTAFELL BWYLLGORA 1A, NEUADD Y SIR, RHUTHUN.**

Yn gywir iawn

G Williams  
Pennaeth Gwasanaethau Cyfreithiol, AD a Democraidaidd

## **AGENDA**

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

#### **1 YMDDIHEURIADAU**

#### **2 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 - 16)**

Derbyn cofnodion cyfarfod y Pwyllgor Archwilio Cymunedau a gynhaliwyd ar 10 Medi 2015 (copi ynghlwm).

**5 ADOLYGIAD O'R POLISI CLUDIANT O'R CARTREF I'R YSGOL**

(Tudalennau 17 - 24)

Ystyried adroddiad gan y Pennaeth Cwsmeriaid a Chefnogi Addysg (copi ynghlwm) i ddarparu gwybodaeth ychwanegol ynghylch adolygiad o'r Polisi Cludiant Ysgol, fel y gofynnwyd yn y Pwyllgor Archwilio Cymunedau ar 10 Medi 2015.

**6 DIWEDDARIAD AR BROSIECT RHEOLEIDDIO MEYSYDD CARAFANNAU YN WELL** (Tudalennau 25 - 72)

Ystyried adroddiad gan yr Hyfforddai Graddedig, Gwella Busnes a Moderneiddio (copi ynghlwm) i roi gwybodaeth am y gwaith a wnaed hyd yn hyn a'r camau nesaf a drefnwyd ar gyfer y Prosiect.

~~~~~ **EGWYL (10.50 a.m. – 11.00 a.m.)** ~~~~~

**7 STRATEGAETH TAI DRAFFT** (Tudalennau 73 - 112)

Ystyried adroddiad gan y Rheolwr Cynllunio a Thai Strategol (copi ynghlwm) i Aelodau'r Pwyllgor Craffu Cymunedau adolygu'r Strategaeth Tai a darparu mewnbwn cyn iddo gael ei adrodd i'r Cyngor llawn yn Rhagfyr 2015.

**8 RHAGLEN WAITH ARCHWILIO** (Tudalennau 113 - 130)

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

**9 ADBORTH GAN GYNRYCHIOLWYR Y PWYLLGOR**

Derbyn unrhyw ddiweddariadau gan gynrychiolwyr ar amrywiol Fyrddau a Grwpiau'r Cyngor.

**AELODAETH**

**Y Cynghorwyr**

Y Cynghorydd Huw Hilditch-Roberts  
(Cadeirydd)

Brian Blakeley  
Bill Cowie  
Peter Arnold Evans

Y Cynghorydd Rhys Hughes (Is-  
Gadeirydd)

Bob Murray  
Anton Sampson  
Cefyn Williams

Martyn Holland  
Win Mullen-James

Cheryl Williams

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

G. Greenland  
D. Houghton  
Dr. D. Marjoram

J. Piper  
G. Williams

**COPIAU I'R:**

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

Mae tudalen hwn yn fwriadol wag

## PWYLLGOR ARCHWILIO CYMUNEDAU

Cofnodion cyfarfod o'r Pwyllgor Archwilio Cymunedau a gynhaliwyd yn Ystafell Bwyllgora 1a, Neuadd y Sir, Rhuthun, Dydd Iau, 10 Medi 2015 am 9.30 am.

### YN BRESENNOL

Y Cynghorwyr Brian Blakeley, Bill Cowie, Huw Hilditch-Roberts (Cadeirydd), Martyn Holland, Rhys Hughes (Is-Gadeirydd), Win Mullen-James, Bob Murray, Anton Sampson a/ac Cefyn Williams.

Aelodau Cyfetholedig: - D. Houghton, Dr D. Marjoram, J. Piper a G. Williams.

Aelodau Arweiniol, y Cynghr. R.L. Feeley, H.L.I. Jones, J. Thompson-Hill ac E.W. Williams wedi mynychu ar gais y Pwyllgor.

Y Cynghorwyr J.R. Bartley, M.L.I. Davies, G.M. Kensler, T.M. Parry, A. Roberts, J.S. Welch, H.O. Williams wedi mynychu fel arsyllwyr.

### HEFYD YN BRESENNOL

Cyfarwyddwr Corfforaethol: Uchelgais Economaidd a Chymunedol (RM), Cyfarwyddwr Corfforaethol: Cymunedau (NS), Pennaeth Gwasanaethau Cyfreithiol, Adnoddau Dynol a Democrataidd (GW), Pennaeth Cwsmeriaid a Chefnogi Addysg (JW), Pennaeth Dros Dro Cyfathrebu, Marchnata a Hamdden (SH), Prif Swyddog Cyllid (RW), Swyddog Arweiniol: Pobl ifanc, Diogelu a Datblygu Lles (RE), Rheolwr Cludiant Teithwyr (PD), Rheolwr Gwasanaeth: Datblygu Strategol (GG), Cyfarwyddwr Adnoddau CLILC (JR), Cydlynnydd Archwilio (RE) a Swyddog Gweinyddol (CW).

Croesawodd y Cadeirydd y Cynghorydd A. Sampson fel aelod newydd o'r Pwyllgor Archwilio Cymunedau.

### 1 YMDDIHEURIADAU

Derbyniwyd ymddiheuriadau am absenoldeb oddi wrth y Cynghorwr(wyr) P.A. Evans, C.L. Williams a G. Greenland (Aelod Cyfetholedig).

### 2 DATGAN CYSYLLTIAD

Datganodd y Cynghorwyr H. Hilditch-Roberts, T.R. Hughes, H.O. Williams a Mr J. Piper gysylltiad personol ag Eitem 3 ar y Rhaglen, "Materion Brys - Cludiant Ysgol" oherwydd bod aelodau o'r teulu yn cael cludiant i'r ysgol.

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

Yn unol â gofynion Adran 100B(4) Deddf Llywodraeth Leol 1972, nododd y Cadeirydd ei fwriad i gynnwys y mater canlynol i'w drafod oherwydd bod angen rhoi sylw brys iddo o dan ddarpariaethau Rhan II:-

## **1. Gweithrediad Cychwynol y Polisi Cymhwyster Cludiant o'r Cartref i'r Ysgol:-**

Mewn ymateb i'r nifer o ymholiadau a chwynion a godwyd gydag Aelodau Etholedig lleol, yn ystod gwyliau haf yr ysgolion, ac ers dechrau'r flwyddyn ysgol newydd, roedd y Grŵp Cadeiryddion ac Is-gadeiryddion Archwilio wedi dweud wrth y Pwyllgor i ystyried y mater hwn fel eitem busnes brys yn y cyfarfod.

Pwysleisiodd y Cadeirydd na fyddai'r Pwyllgor yn edrych ar achosion unigol neu fannau codi penodol, ond yn canolbwyntio ar yr egwyddor y tu ôl i'r polisi a'i weithrediad cychwynol.

Cyflwynodd y Pennaeth Cwsmeriaid a Chymorth Addysg yr adroddiad ac amlinellodd y cefndir i weithredu'r polisi. Eglurodd bod y Gwasanaeth wedi cyflwyno'r polisi cludiant ysgol fel dewis arbedion posibl o fis Medi 2016 i Weithdy Rhyddid a Hyblygrwydd yn ystod 2014.

Roedd Aelodau Etholedig, wrth sylweddoli faint o arbedion posibl sy'n gysylltiedig â'r gyllideb hon, yn y rhanbarth o £300K, wedi cyfarwyddo swyddogion i weithio tuag at weithredu'r polisi o fis Medi, 2015 gyda'r bwriad o ddiogelu'r Gwasanaeth Addysg ei hun rhag toriadau llym yn 2015/16. Roedd y penderfyniad hwn wedi golygu bod angen bodloni rhai terfynau amser tyn er mwyn cyhoeddi'r newidiadau polisi arfaethedig o fewn y gofynion statudol o 11 mis cyn ei weithredu.

Cyn i'r Cabinet gymeradwyo'r 'Polisi Cymhwyster Cludiant o'r Cartref i'r Ysgol' ar 30 Medi, 2014, roedd llythyr wedi ei anfon at rieni a oedd yn debygol o gael eu heffeithio i dynnu eu sylw at y posibilrwydd o gyflwyno polisi o'r fath. Roedd y polisi drafft wedi ei ystyried gan y Pwyllgor Archwilio Cymunedau ar 11 Medi, 2014 a gan y Cyngor Sir ar 9 Medi, 2014. Yn dilyn penderfyniad y Cabinet a chyhoeddi'r polisi ym mis Hydref, 2014 anfonwyd copi i bob ysgol. Ym mis Mai, 2015 cafodd yr holl rieni a oedd wedi gwneud cais am gludiant ysgol ar gyfer eu plant lythyr yn rhoi gwybod iddynt am y penderfyniad i weithredu'r polisi yn llym o fis Medi 2015, a dywedwyd y byddai cyswllt pellach â nhw gyda rhestr o fannau codi dynodedig ar draws y sir. Roedd nifer uchel o rieni wedi ffonio'r Cyngor am y polisi newydd ac er eu bod yn cydnabod y byddai ei weithredu yn achosi anghyfleustra iddynt roedd nifer wedi gwneud sylwadau eu bod wedi synnu o gael 'gwasanaeth o ddrws i ddrws' i ddechrau.

Pwysleisiodd Swyddogion fod yr Aelodau wedi penderfynu bod y polisi yn cael ei weithredu ar gyfer plant ysgol uwchradd yn y Sir yn unig. Roedd cludiant ysgol yng Nghymru yn cael ei lywodraethu gan y Mesur Teithio gan Ddysgwyr (Cymru) a oedd yn nodi i bob pwrpas fod gan Awdurdod Lleol ddyletswydd i wneud trefniadau teithio rhesymol i hwyluso taith plentyn i ysgol uwchradd os oeddent yn byw dair milltir neu fwy o'r ysgol addas agosaf. Nid oedd y Mesur yn nodi ei bod yn ddyletswydd ar yr awdurdod lleol i ddarparu cludiant o gartref y plentyn i'r ysgol addas agosaf. Cyfrifoldeb y rhieni/gwarcheidwaid oedd gwneud yn siŵr bod y plentyn yn cyrraedd y man codi. I ddangos y pwynt hwn nododd y Pennaeth Gwasanaethau Cyfreithiol achos a aeth i'r Uchel Lys (RV Devon County Council exparte George 1988) lle roedd penderfyniad y Cyngor i beidio â darparu cludiant

ysgol i blentyn 8 oed a oedd yn byw mewn ardal wledig, 2.8 milltir o'r ysgol ac a oedd yn gorfod teithio i'r ysgol ar hyd ffordd gul heb olau, wedi ei gadarnhau.

Roedd y rhestr o fannau dynodedig arfaethedig wedi ei dosbarthu i Gynghorwyr ar 3 Gorffennaf ac wedi'i thrafod mewn sesiwn briffio'r Cyngor ar 7 Gorffennaf, 2015, ac yn dilyn newidiadau a awgrymwyd yn y cyfarfod hwnnw anfonwyd llythyrau at bob rhiant yn ystod yr wythnos yn dechrau 10 Awst i roi gwybod iddynt am y man casglu ar gyfer eu plentyn (plant). Roedd nifer digon uchel o ymholiadau wedi dod i law yn dilyn yr hysbysiad hwn ac roedd swyddogion wedi gweithio gyda rhieni i geisio datrys problemau. Dim ond pan ddechreuodd y flwyddyn ysgol newydd y daeth yn amlwg bod rhai plant wedi bod yn defnyddio cludiant i'r ysgol er nad oedd eu rhieni/gwarcheidwaid erioed wedi gwneud cais am gludiant yn y lle cyntaf. Oherwydd hyn, ni chysylltwyd â hwy cyn gweithredu'r polisi gan nad oeddent wedi eu rhestru ar y gronfa ddata cludiant ysgol. Roedd hyn wedi achosi ymholiadau ychwanegol.

Ers gweithredu'r polisi roedd rhai rhieni eisoes wedi gweithio gyda'i gilydd i gomisiynu eu gwasanaeth tacsï eu hunain i gael y plant i'r man codi dynodedig, tra bod eraill yn cymryd eu tro i fynd â'r plant i'r man codi.

Wrth ymateb i gwestiynau'r swyddogion, gwnaeth Aelodau:-

- amlinellu dyletswydd y Cyngor i addysgu plant oedran ysgol statudol yn y Sir a chyfrifoldebau rhieni o ran sicrhau bod eu plant yn gallu cael mynediad i'r addysg a gynigir;
- cadarnhau bod yr holl fannau codi newydd wedi bod yn destun asesiad risg iechyd a diogelwch cyn cael eu hystyried yn addas. Byddai unrhyw fannau codi newydd posibl yn y dyfodol yn destun yr un lefel o brofion asesu risg;
- dangos y diffiniad o 'lwybrau peryglus' a sut y mae ei weithredu i ddisgyblion sy'n byw llai na 3 milltir o'r ysgol addas agosaf yn wahanol ar gyfer plant sy'n byw mwy na 3 milltir o'u hysgol addas agosaf ond llai na 3 milltir o'u man codi dynodedig ar gyfer cludiant ysgol;
- cadarnhau bod cymeradwyaeth y polisi wedi bod drwy'r broses ddemocrataidd yn sesiynau agored y gwahanol bwyllgorau, yr unig agwedd a oedd wedi mynd drwy broses Briffio'r Cyngor oedd rhannu manau codi dynodedig arfaethedig ar gyfer y diben o geisio barn a safbwyntiau aelodau lleol arnynt. Er bod y polisi wedi ei gymeradwyo gan y Cabinet, yn unol â'i bwerau gweithredol, roedd toriad y gyllideb ei hun wedi ei gymeradwyo gan y Cyngor Sir pan wnaeth osod cyllideb y Cyngor ar gyfer 2015/16;
- rhoi gwybod bod y tâl am gludiant ysgol rhatach i ysgol o'u dewis, nad oedd yn ysgol addas agosaf iddynt, yn £50 y tymor. Byddai plentyn yn cael caniatâd i ddefnyddio teithio rhatach ar fws os oedd seddi 'gwag' ar fws yn unig. Er bod rhai bysiau fel pe bai ganddynt seddau dros ben ar rai dyddiau, barnwyd bod y seddi hynny ar gael i ddisgyblion sy'n gymwys i gael cludiant ysgol am ddim sy'n mynychu eu hysgol addas agosaf. Os nad oedd y plant hynny yn defnyddio'r cludiant a ddarperir ar bob adeg ni allai eu 'seddi' gael eu dyrannu i deithwyr rhatach;
- dweud na allai teithio rhatach gael ei gynnig i ddisgyblion a all fod eisïau ei ddefnyddio nes bod y disgyblion i gyd wedi ymgartrefu yn eu hysgolion, ac roedd yr

Awdurdod yn gwybod yn union faint o blant oedd yn defnyddio'r cludiant am ddim a gynigir iddynt i'w hysgol addas agosaf;

- cadarnhau na allai unrhyw fanteision gael eu rhagweld o gynnig dewis optio i mewn / optio allan o gynllun cludiant ysgol am ddim i'r ysgol addas agosaf, gan y byddai'r mwyafrif yn optio i mewn hyd yn oed os byddent dim ond yn defnyddio'r cludiant sydd ar gael ar yr adegau prin y byddent ei angen;
- cynghori bod y defnydd o gludiant am ddim yn cael ei adolygu'n rheolaidd a bod dulliau cludiant yn cael eu haddasu os oes angen. Fodd bynnag, ni allai'r Cyngor gomisiynu bysiau mwy o faint ar sail y nifer o deithwyr rhatach ar lwybr, gallai hynny gael ei wneud yn seiliedig ar nifer y disgyblion cymwys sy'n mynychu eu hysgol addas agosaf yn unig ac sydd felly â hawl i gludiant am ddim;
- cadarnhau mai'r cyfnod rhybudd o dynnu allan ar gyfer teithio rhatach yw un tymor ysgol;
- dweud mai'r 'ysgol addas agosaf' fyddai naill ai ysgol gymunedol, ysgol sy'n darparu addysg drwy gyfrwng y Gymraeg neu ysgol ffydd, yn dibynnu ar ddewis rhieni;
- cadarnhau lle bo hynny'n briodol bod y Cyngor yn cyfuno contractau gwasanaeth ac ysgolion i gyfuno llwythi (ar gyfer dysgwyr uwchradd yn unig) ac nad oedd unrhyw bryderon diogelwch gyda'r trefniant hwn;
- sicrhau'r aelodau na fyddai staff wedi dweud wrth unrhyw riant neu warcheidwad y dylai plentyn gerdded i'r man codi dynodedig, byddent wedi dweud wrthynt mai cyfrifoldeb y rhiant / gwarcheidwad oedd sicrhau eu bod yn cyrraedd y man codi dynodedig i gael mynediad i'r cludiant am ddim;
- dweud p'un a yw'r polisi yn cael ei weithredu ym mis Medi 2015 neu 2016, y byddai'r materion a ddaw i'r amlwg yn ystod ei weithrediad yn debyg iawn;
- dweud wrth Aelodau pe bai'r Cyngor yn awyddus i droi'n ôl at y polisi blaenorol y gellir gwneud hynny, ond byddai angen i'r arbedion £300K a fyddai'n cael eu gwireddu gan ei weithredu ddod o rywle arall yng nghyllideb y Gwasanaeth Addysg;
- cadarnhau bod swyddogion yn edrych ar bob ymholiad neu gŵyn unigol a dderbyniwyd ac yn gweithio gyda rhieni i geisio eu datrys. Roeddent hyd yn oed yn ceisio hwyluso darparu gwasanaeth tacsï ar gyfer grwpiau o rieni a oedd yn barod i dalu am y gwasanaeth er mwyn sicrhau bod eu plant yn cyrraedd yn brydlon ac yn ddiogel yn eu manau codi dynodedig;
- egluro bod pob achos unigol yn cael ei farnu ôl ei rinweddau/amgylchiadau ei hun. Os bydd rhieni unigol o'r farn nad oedd y penderfyniad i beidio â darparu cludiant o'r cartref i'r ysgol am ddim ar gyfer eu plentyn (plant) wedi ei gyfiawnhau roedd ganddynt hawl i apelio i'r Pennaeth Addysg. Os byddai'r apel yn cael ei gwrthod gallent ddefnyddio proses gwynion y Cyngor, mynd at Ombwdsmon Gwasanaethau Cyhoeddus Cymru neu yn y pen draw gallent ofyn am Adolygiad Barnwrol;
- rhoi sicrwydd i Aelodau bod pob ymholiad/cwyn yn cael ei ystyried ar sail unigol a bod pob cam posibl yn cael ei gymryd gan swyddogion i sicrhau ateb boddhaol.

Ar ddiwedd y drafodaeth diolchodd y Cadeirydd i'r Aelodau a'r swyddogion am drafodaeth agored a didwyll. Wrth grynhoi gofynnodd fod yr Aelodau'n cael dolenni i'r llwybr o drafodaeth/penderfyniadau mewn perthynas â chymeradwyo a gweithredu'r polisi. Roedd yn croesawu parodrwydd a pha mor agored oedd y



Gwasanaeth i weithio gyda rhieni/gwarcheidwaid gyda golwg ar ddelio â phob ymholiad unigol yn ôl ei rinweddau ei hun ac i ddatrys materion heb eu datrys. Awgrymodd hefyd y gallai fod yn ddefnyddiol pe gellid cyfleu gwybodaeth am y polisi teithio rhatach i'r holl aelodau etholedig er mwyn iddynt allu cyfeirio ati pe baent yn derbyn ymholiadau gan breswylwyr, a phe gellid darparu darlun ar gyfer y rheol 2/3 milltir gan ei fod yn ymwneud â llwybr 'peryglus'.

**PENDERFYNWYD** – yn amodol ar y sylwadau uchod, fod y Pwyllgor yn: -

(a) derbyn y wybodaeth a gafwyd o ran gweithrediad cychwynnol y Polisi Cymhwyster Cludiant o'r Cartref i'r Ysgol o 2015, a:

(b) gofyn am gyflwyno adroddiad pellach i'r Pwyllgor ym mis Tachwedd, 2015 i adolygu gweithrediad y Polisi a manylu ar y mesurau a gymerwyd i ddatrys materion a godwyd yn ystod cyfnod cychwynnol ei weithredu.

Cytunodd y Pwyllgor fod Eitem 7 ar y Rhaglen "Adroddiad Cynnydd Proffilio Grŵp Cymunedol" yn cael ei ystyried yn y fan hon yn y cyfarfod.

#### 4 COFNODION

Cyflwynwyd Cofnodion cyfarfod y Pwyllgor Archwilio Cymunedau a gynhaliwyd ddydd Iau 9 Gorffennaf, 2015.

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

#### 5 CYNLLUNIO ARIANNOL

Roedd adroddiad ar y cyd gan y Prif Swyddog Cyllid, a oedd yn tynnu sylw at rai o'r penderfyniadau ariannol a gymerwyd gan Lywodraeth Cymru yn y flwyddyn ddiwethaf ac yn amlinellu'r effaith ar gynllunio ariannol y Cyngor, wedi'i ddisbarthu gyda'r papurau ar gyfer y cyfarfod.

Amlygodd yr Aelod Arweiniol dros Gyllid, y Cynllun Corfforaethol a Pherfformiad, rai o benderfyniadau cyllido Llywodraeth Cymru yn y flwyddyn ddiwethaf a'u heffaith ar gynllunio ariannol y Cyngor. Croesawodd y Cadeirydd Gyfarwyddwr Adnoddau Cymdeithas Llywodraeth Leol Cymru (CLILC), Mr Jon Rae, i'r cyfarfod ar gyfer y drafodaeth ar yr adroddiad. Eglurodd fod gwahoddiad wedi'i estyn i Weinidog Gwasanaethau Cyhoeddus Llywodraeth Cymru i fynychu'r cyfarfod ar gyfer y drafodaeth hon, fodd bynnag, roedd wedi gwrthod ac awgrymodd fod cynrychiolydd o CLILC yn cael ei wahodd i fod yn bresennol. Roedd enghreifftiau o newidiadau heb eu cynllunio, boed hynny'n gadarnhaol neu'n negyddol, sy'n effeithio ar y gweithgaredd a ariennir gan grant wedi'u cynnwys yn Atodiad 1.

Eglurwyd, yn ystod adegau caled, roedd yr anawsterau cynllunio ariannol a wynebwyd gan Sir Ddinbych wedi deillio o lefel yr ansicrwydd sydd ynghlwm wrth amcangyfrifon Grant Cynnal Refeniw dangosol Llywodraeth Cymru (LIC) ac roedd pa mor hwyr oedd rhai hysbysiadau cyllid grant wedi effeithio'n ddifrifol ar eu gallu i gynllunio a rheoli eu cyllideb mor effeithiol ag y byddent yn dymuno. Nid oedd y

problem yn unigryw i Sir Ddinbych, roedd pryderon tebyg wedi eu codi gan holl Awdurdodau Lleol Cymru.

Gallai rhoi gwybod yn hwyr am ddyraniadau grant fod â goblygiadau pellgyrhaeddol ar Awdurdodau Lleol, yn dibynnu ar ddiben y grant, y gofynion archwilio / monitro sydd ynghlwm wrtho, neu a oedd cyflogi aelodau staff yn dibynnu ar wybod a fyddai'r ffrwd ariannu hwnnw yn parhau h.y. y Grant Cofnodi Symud Trwyddedu Anifeiliaid a restrir yn yr Atodiad i'r adroddiad. Roedd nifer o grantiau yn y blynyddoedd diwethaf wedi eu dyfarnu o fewn wythnosau i ddiwedd y flwyddyn ariannol gyda gofyniad bod yr arian yn cael ei wario erbyn diwedd y flwyddyn ariannol, nid oedd amserlen mor fyr ar gyfer tendro a chaffael gwaith ac ati yn cyfateb i ddefnydd effeithiol ac effeithlon o adnoddau gwerthfawr.

Roedd anghysonderau'r drefn archwilio sy'n llywodraethu grantiau amrywiol hefyd yn bryder gan nad oedd gwerth rhai o'r grantiau yn gydlynol â'r gofynion archwilio a nodir ar eu cyfer. Roedd Cymdeithas Llywodraeth Leol Cymru ar sawl achlysur wedi cyflwyno sylwadau i Lywodraeth Cymru, drwy'r Cyngor Partneriaeth ar gyfer Is-grŵp Cyllid Cymru, ar y sefyllfa anodd sy'n wynebu Awdurdodau Lleol yng Nghymru o ganlyniad i roi gwybod yn hwyr am y Grant Cynnal Refeniw ac arian grant. Amcangyfrifwyd y gallai gweinyddiaeth y cyllid grant i gyd gyfateb i tua 10% o'i werth gwirioneddol a oedd i bob pwrpas yn golygu bod un rhan o ddeg o'r arian grant yn cael ei wario ar gostau gweinyddu.

Roedd yr Is-grŵp Cyllid, ar 9 Gorffennaf, 2015, wedi ailadrodd ei bryderon i Lywodraeth Cymru. Roedd Cymdeithas Llywodraeth Leol Cymru yn parhau i lobïo Llywodraeth Cymru ar y sail bod trefnau grant mewn rhannau eraill o'r DU wedi eu llacio'n sylweddol tra yng Nghymru roedd dros 50 o gynlluniau grant yn parhau i fod yn rhan o system ganolog, e.e. roedd yr Alban wedi diddymu pob un ond dau o'i grantiau a ddyrannwyd yn flynyddol, ac yn Lloegr roedd dwsin neu fwy o grantiau yn parhau i fodoli.

Yn ddiweddar roedd Gweinidogion Llywodraeth Cymru wedi dangos parodrwydd i gydgrynhoi nifer y grantiau a ddyfarnwyd ganddynt. Er bod hwn yn gam cadarnhaol roedd yn cario risg fod cyfuno yn dod law yn llaw â gostyngiadau llym mewn gwerth ariannol grantiau yn y dyfodol.

O ran amseriad y setliad nesaf, roedd y rhagolygon ar gyfer 2016/17 yn ymddangos i fod yn dynn iawn gan ei fod yn awr yn ymddangos yn debygol na fyddai Canghellor y DU yn gwneud ei ddatganiad Adolygiad Cynhwysfawr o Wariant tan 25 Tachwedd. Byddai hyn yn achosi oedi o ran cyhoeddiad LIC ar ei gyllideb tan o leiaf y Nadolig neu'r flwyddyn newydd gyda'r cyhoeddiad Grant Cynnal Refeniw terfynol yn debygol o fod yn gynnar yn 2016, tua thri mis yn hwyrach nag arfer. Byddai hyn yn effeithio ar osod y gyllideb ALL ar gyfer y flwyddyn ariannol nesaf ymhellach.

Eglurwyd y byddai'n ddefnyddiol i wahanol lefelau o lywodraethau weithio'n agos gyda'i gilydd i adeiladu lefel uchel o ymddiriedaeth a pharch gyda golwg ar ddad-bridianu nifer o'r grantiau, a'u cynnwys yn setliad cyffredinol y Grant Cynnal Refeniw gyda sicrwydd disgwylidig y byddai'r arian yn cael ei ddefnyddio ar gyfer eu dibenion a fwriadwyd. Byddai hefyd yn ddefnyddiol iawn pe gallai Cymru

fabwysiadu model fframwaith canlyniadau cenedlaethol, yn debyg i'r un a ddefnyddir yn yr Alban, lle roedd y llywodraeth genedlaethol yn caniatáu i ALLau osod eu blaenoriaethau eu hunain a defnyddio'r Grant Cynnal Refeniw ar gyfer y diben o'u cyflawni cyn belled â'u bod yn cyfrannu tuag at y gwaith o gyflawni'r canlyniadau cenedlaethol maes o law.

Roedd Cymdeithas Llywodraeth Leol Cymru ar hyn o bryd yn gweithio ar ddylanwadu ar fanifesto'r pleidiau gwleidyddol cyn etholiadau Cynulliad Cymru'r flwyddyn nesaf ar y sail nad yw datganoli yn dod i ben gyda datganoli pŵer gan Lywodraeth y DU i Lywodraeth Cymru, ond ei fod hefyd yn cynnwys 'datganoli dwbl' pŵerau a hyblygrwydd i Awdurdodau Lleol ac i Gynghorau Tref a Chymuned.

Roedd yr Aelodau'n awyddus bod sylwadau yn cael eu gwneud i bob Aelod Cynulliad lleol ar y gost o weinyddu grantiau unigol o gymharu â'r canlyniadau gwirioneddol a gyflawnwyd o'u dyfarnu, a'r ffaith y gallai gwell gwerth am arian gael ei gyflawni pe gallai gwerth y grantiau hyn gael ei gynnwys yn y Grant Cynnal Refeniw.

Yn dilyn trafodaeth fanwl gwnaeth y Pwyllgor:-

***BENDERFYNU:-***

- (a) bod Cymdeithas Llywodraeth Leol Cymru yn cyfleu sylwadau'r Pwyllgor uchod i Lywodraeth Cymru drwy'r Cyngor Partneriaeth ar gyfer Is-grŵp Cyllid Cymru; a*
- (b) bod llythyr yn cael ei anfon at bob Aelod Cynulliad lleol yn cofrestru pryderon y Pwyllgor fel a amlinellir uchod.*

**6 GWASANAETH CEFNOGI BYW'N ANNIBYNNOL**

Roedd copi o adroddiad gan y Pennaeth Cefnogaeth Gymunedol, a oedd yn monitro effeithiolrwydd y Gwasanaeth Cefnogi Byw'n Annibynnol newydd, wedi ei ddsbarthu gyda'r papurau ar gyfer y cyfarfod.

Cyflwynodd yr Aelod Arweiniol dros Ofal Cymdeithasol (Gwasanaethau Oedolion a Phlant) yr adroddiad, a ddsbarthwyd yn flaenorol, a oedd yn rhoi trosolwg o ganfyddiadau'r gwerthusiad strategol diweddar o'r gwasanaeth dan arweiniad Cefnogi Pobl. Roedd cynigion ar gyfer y gwasanaeth yn y dyfodol hefyd yn cael eu hamlinellu yn yr adroddiad.

Cydnabu'r Aelod Arweiniol, er bod y cynnydd o ran symud yr hen wasanaeth warden i mewn i'r Gwasanaeth Cefnogi Byw'n Annibynnol newydd wedi bod yn araf, roedd yn symud ymlaen yn awr a byddai maes o law yn darparu'r math o wasanaeth oedd Llywodraeth Cymru am weld Cynghorau yn eu darparu.

Dywedodd y Rheolwr Gwasanaeth: Datblygu Strategol wrth yr Aelodau fod rhai meysydd o fewn y prosiect a oedd angen sylw brys, sef:-

- gwireddu gwerth am arian gan y gwasanaeth, trwy hyrwyddo ei fod ar gael ac annog mwy o bobl i'w ddefnyddio.

- codi ymwybyddiaeth o'r gwasanaeth a'r ffaith ei fod yn wasanaeth a oedd ar gael i holl breswylwyr y Sir a allai elwa ohono, heb ei gyfyngu gan fod y gwasanaeth blaenorol i bobl sy'n byw mewn llety gwarchod.
- cydlynu gwell o'r gwasanaeth gyda gwasanaethau Iechyd a Gofal Cymdeithasol eraill h.y. Ailalluogi, Pwynt Mynediad Sengl.

Amlinellodd y Rheolwr Gwasanaeth y tair lefel o gefnogaeth y mae'r Gwasanaeth Cefnogi Byw'n Annibynnol yn ei ddarparu ar gyfer defnyddwyr gwasanaeth. Dywedodd hefyd fod y Cynllun Gweithredu Cefnogi Byw'n Annibynnol yn mynd i'r afael â nifer o gamau gweithredu a nodir yng Nghynllun Heneiddio'n Dda y Cyngor, a gymeradwywyd gan y Cyngor Sir bythefnos ynghynt.

Dywedwyd wrth yr Aelodau bod y cyllid grant Cefnogi Pobl ar gyfer Sir Ddinbych oddeutu £6 miliwn, a thra roedd disgwyl i'r swm ar gyfer y flwyddyn nesaf fod yn is na'r hyn a ddyfarnwyd ar gyfer y flwyddyn hon roedd yn dal i gyfateb i swm sylweddol o arian. Arian oedd angen ei wario'n ddoeth a'i dargedu i gefnogi'r rhai mwyaf diamddiffyn yn y gymuned. Teimlai'r Aelodau ei bod yn bwysig felly bod Aelodau Cynulliad lleol yn cael gwybod am yr effaith bosibl ar breswylwyr diamddiffyn o ganlyniad i doriadau i'r cyllid grant penodol hwn.

Gofynnodd yr Aelodau hefyd fod adroddiad cynnydd yn cael ei gyflwyno iddynt ym mis Rhagfyr, 2015 a ddylai gynnwys y Cynllun Gweithredu Cefnogi Byw'n Annibynnol, manylion am yr ymgyrch codi ymwybyddiaeth y tu mewn a'r tu allan i'r Cyngor, mentrau eraill i wireddu gwerth am arian a nifer y rhai sy'n derbyn y Gwasanaeth Cefnogi Byw'n Annibynnol ym mhob ward y Cyngor.

Ar ddiwedd y drafodaeth:-

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

- (a) *derbyn yr adroddiad ac, yn amodol ar y sylwadau uchod, yn cefnogi'r dull a ddefnyddir i sefydlu a mewnosod y Gwasanaeth Cefnogi Byw'n Annibynnol yn Sir Ddinbych, a*
- (b) *bod adroddiad cynnydd pellach, gan gynnwys y Cynllun Gweithredu Cefnogi Byw'n Annibynnol, yn cael ei gyflwyno i'r Pwyllgor yn ei gyfarfod ym mis Rhagfyr 2015.*

## **7 ADRODDIAD CYNNYDD PROFFILIO GRWPIAU CYMUNEDOL**

Roedd adroddiad gan y Swyddog Arweiniol: Pobl Ifanc, Diogelu a Datblygu'r Gweithlu, oedd yn rhoi'r wybodaeth ddiweddaraf am fapio a phroffilio grwpiau cymunedol a themâu allweddol sy'n dod i'r amlwg, wedi ei ddsbarthu gyda'r papurau ar gyfer y cyfarfod.

Cyflwynodd yr Aelod Arweiniol ar gyfer Datblygu Cymunedol yr adroddiad ac amlinellodd y themâu a oedd yn dod i'r amlwg o'r gwaith mapio. Dywedodd y Pennaeth Cyfathrebu a Hamdden Dros Dro a'r Swyddog Arweiniol: Pobl Ifanc, Diogelu a Datblygu'r Gweithlu, o'r tua 1000 o grwpiau cymunedol sy'n bodoli yn Sir Ddinbych fod tua 300 wedi eu proffilio hyd yn hyn.

Byddai'r gwaith proffilio yn helpu'r Cyngor i gynllunio ar gyfer anghenion plant a phobl ifanc yn y dyfodol, yn enwedig gweithgareddau y tu allan i oriau ysgol. Roedd y camau nesaf yn y prosiect wedi eu nodi yn yr adroddiad. Gan ymateb i gwestiynau a phryderon yr Aelodau, dywedodd y swyddogion: -

- Roedd y gwaith proffilio ym mhob ardal yn cynnwys cydraddoldeb ac amrywiaeth sefydliadau/grwpiau, a oedd yn cwmpasu pob math o anabledau boed yn gorfforol neu'n anabledau dysgu. Roedd y Gwasanaeth hefyd yn gweithio'n agos gyda'r Adran Gwasanaethau Cymdeithasol ar faterion megis cynhwysiad, cynlluniau gwyliau ac ynghylch a ellid defnyddio'r Pecyn Gwaith Anabled ar gyfer gwaith ehangach y Gwasanaeth Ieuentid;
- Er bod rhai themâu cychwynol yn dod i'r amlwg yn y cyfnod hwn, yn enwedig o ran hygyrchedd i unigolion anabl i grwpiau cymunedol, gyda dim ond tua 30% o'r gwaith proffilio wedi'i gwblhau rhagwelwyd unwaith yr oedd oddeutu 80% o'r proffilio wedi'i gwblhau, gellid tynnu rhai casgliadau pendant ar nifer y grwpiau sy'n hygyrch i'r anabl. Ar y pwynt hwn rhagwelwyd y gellid gofyn i'r sector gwirfoddol helpu i gefnogi'r maes hwn yn y dyfodol;
- Cadarnhawyd y dylai'r broses fapio fwy neu lai fod wedi'i chwblhau erbyn diwedd y flwyddyn ariannol gyfredol;
- Gyda golwg ar annog pobl ifanc i ymgysylltu â grwpiau cymunedol/gweithgaredd, a gyda grwpiau oedran gwahanol, roedd sefydlu 'gwasanaeth ieuentid rhithwir' yn cael ei gynnig, fel ffordd o rannu gwybodaeth a chyfathrebu gwybodaeth am y grwpiau amrywiol sydd ar gael yn y Sir;
- Roeddent yn ymwybodol o brinder darpariaeth benodol ar gyfer rhai 12 i 25 oed yn ardal Prestatyn. Fodd bynnag, roedd angen gwaith pellach i benderfynu a oedd pobl ifanc yn y grŵp oedran hwn yn ymgysylltu â grwpiau cymunedol eraill ag ystod oedran ehangach yn yr ardal honno, ac a oeddent yn cymryd rhan mewn mwy nag un o'r grwpiau hyn. Roedd y Bartneriaeth Plant a Phobl Ifanc wedi amlygu yn ddiweddar materion iechyd meddwl lefel isel o fewn y grŵp oedran penodol hwn;
- Cadarnhawyd eu bod yn gweithio'n agos gyda Menter Iaith a'r Urdd gyda'r bwriad o gynyddu argaeledd lleoliadau cymdeithasol lle gallai disgyblion ddefnyddio'r Gymraeg tu allan i leoliad addysgol ffurfiol. Roedd Clybiau Ieuentid y Sir ei hun yn annog y defnydd o'r Gymraeg yn eu sesiynau ac roedd Grŵp Strategol y Gymraeg mewn Addysg (WESG) hefyd yn edrych ar gyfleoedd posibl ar gyfer gwneud hyn. Dywedodd yr Aelod Arweiniol ei fod wedi cysylltu â Chomisiynydd y Gymraeg yn ddiweddar mewn perthynas â'r mater hwn.

Cytunodd y Swyddog Arweiniol i hyrwyddo'r angen i bob grŵp fod mor gynhwysol â phosibl ac yn hygyrch i bobl ag anabledau. Gan fod y rhan fwyaf o'r grwpiau yn grwpiau cymunedol a gaiff eu rhedeg gan wirfoddolwyr byddai angen iddynt gael eu perswadio a'u dylanwadu i fod yn gynhwysol i bawb. Teimlai'r Aelodau ei bod yn bwysig bod angen i grwpiau cymunedol gydweithio'n agos i ategu ei gilydd ac i sicrhau nad oes unrhyw grŵp oedran penodol neu elfen o'r gymuned yn teimlo wedi'u hymddieithrio neu'n ynysig.

Llongyfarchodd yr Aelodau y swyddogion am eu cynnydd gyda'r gwaith proffilio ar draws y Sir, yn enwedig gyda throseddwyr ifanc wrth eu hadsefydlu a'u troi oddi wrth fywyd o drosedd. Byddai'r gwaith hwn yn ddi-os yn talu ar ei ganfed yn y dyfodol.

Yn dilyn trafodaeth bellach:-

**PENDERFYNWYD** – *fod y Pwyllgor, yn amodol ar y sylwadau uchod yn:-*

- (a) *derbyn y wybodaeth a ddarparwyd; a*
- (b) *chefnogi parhau â'r gwaith i fapio a phroffilio'r grwpiau cymunedol ar draws y sir.*

Holodd y Cyngorydd M LI Davies pam fod dogfennau'r Cyngor yn ymddangos yn ddiweddar i fod wedi dychwelyd i ddefnyddio'r wyddor Saesneg ar gyfer is-baragraffau ac nid y wyddor Gymraeg. Roedd o'r farn bod hyn yn groes i Bolisi Iaith y Cyngor. Dywedodd y Cydlynnydd Archwilio y byddai'n edrych i mewn i'r mater ac yn adrodd yn ôl i'r Pwyllgor maes o law.

## **8 RHAGLEN WAITH ARCHWILIO**

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

Roedd copi o 'ffurflen o gynnig gan Aelod' wedi'i gynnwys yn Atodiad 2. Mewn ymateb i gwestiwn gan y Cyngorydd R.M. Murray, eglurwyd y byddai ffurflenni cynnig wedi'u llenwi yn gofyn am gynnwys eitemau busnes ar raglen y Pwyllgor yn cael eu hystyried. Eglurodd y Cydlynnydd Archwilio y byddai cymorth i lenwi ffurflenni ar gael os oes angen. Roedd Rhaglen Gwaith i'r Dyfodol y Cabinet wedi'i chynnwys yn Atodiad 3 ac roedd tabl yn rhoi crynodeb o'r penderfyniadau Pwyllgor diweddar ac a oedd yn hysbysu'r Aelodau ynglŷn â'r cynnydd gyda'u gweithrediad, wedi'i gynnwys yn Atodiad 4.

Rhoddodd y Pwyllgor ystyriaeth i ddrafft eu Rhaglen Gwaith i'r Dyfodol ar gyfer cyfarfodydd y dyfodol, Atodiad 1, a chytunwyd ar y newidiadau a'r ychwanegiadau canlynol:-

5 Tachwedd, 2015:- Cytunodd y Pwyllgor fod yr Aelodau Arweiniol, Cyngorwyr B.A. Smith, D.I. Smith ac E.W. Williams, yn cael eu gwahodd i fynychu'r cyfarfod.

Mewn ymateb i gais gan yr Aelod Arweiniol roedd cyflwyno'r Strategaeth Tai drafft wedi ei ohirio tan gyfarfod mis Tachwedd. Byddai hyn yn galluogi'r Aelod Arweiniol a'r swyddogion i ymgorffori'r adborth a'r sylwadau a gafwyd ar y Strategaeth drafft mewn gweithdy staff tai a gynhaliwyd ddiwedd mis Awst i mewn i'r Strategaeth.

Dywedodd y Cydlynnydd Archwilio wrth y Pwyllgor fod adroddiad gwybodaeth yn ymwneud â'r Gwasanaeth Ailalluogi wedi ei ddsbarthu gyda'r Briff Gwybodaeth ar gyfer y cyfarfod.

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

## **9 ADBORTH GAN GYNRYCHIOLWYR Y PWYLLGOR**

Nid oedd dim wedi dod i law.

Daeth y cyfarfod i ben am 12.55pm.

Mae tudalen hwn yn fwriadol wag



|                            |                                                                                   |
|----------------------------|-----------------------------------------------------------------------------------|
| Adroddiad i'r:             | Pwyllgor Archwilio Cymunedau                                                      |
| Dyddiad y Cyfarfod:        | 5 Tachwedd 2015                                                                   |
| Aelod / Swyddog Arweiniol: | Y Cyngorydd Eryl Williams / Jackie Walley - Pennaeth Cefnogi Addysg a Chwsmeriaid |
| Awdur yr Adroddiad:        | Jackie Walley - Pennaeth Cefnogi Addysg a Chwsmeriaid                             |
| Teitl:                     | Polisi Cludiant Ysgolion                                                          |

1. Am beth mae'r adroddiad yn sôn?
  - 1.1 Mae'r adroddiad hwn yw darparu gwybodaeth ychwanegol ynghylch adolygiad o'r Polisi Cludiant Ysgolion, fel y gofynnwyd yn y Pwyllgor Archwilio Cymunedau ar 10 Medi 2015.
2. Beth yw'r rheswm dros lunio'r adroddiad hwn?
  - 2.1 Yng Ngweithdy Rhyddid a Hyblygrwydd 17 Mehefin 2014 cymeradwyodd yr Aelodau Etholedig y bwriad o gynnal adolygu'r Polisi Cludiant Ysgolion. Diwedd y broses hon oedd Polisi diwygiedig a gafodd ei roi ar waith o fis Medi 2015. Ar 10 Medi, gofynnodd Cadeirydd y Pwyllgor Archwilio, fel eitem frys, i'r Pennaeth Cwsmeriaid a Chymorth Addysg fod yn bresennol i drafod pryderon diweddar a fynegwyd gan Aelodau.
3. Beth yw'r Argymhellion?
  - 3.1 Bod yr Aelodau'n ystyried yr wybodaeth ychwanegol a ddarparwyd yma.
4. Manylion yr Adroddiad
  - 4.1 Yn y cyfarfod Archwilio Cymunedau ar 10 Medi 2015, gofynnodd yr Aelodau i'r wybodaeth atodol ganlynol gael ei ddarparu:
    - Llinell amser o ddigwyddiadau yn amlinellu'r penderfyniadau ac ymgynghoriadau a wnaed drwy gydol y broses o ddiwygio'r Polisi Cludiant Ysgolion.
    - Cadarnhad o'r broses apelio.
    - Disgrifiad o'r rheol 3 milltir ar gyfer teithio i'r ysgol uwchradd am ddim, gydag esboniad clir sut y caiff llwybrau peryglus eu hystyried o fewn y polisi.
    - Eglurhad clir o'r polisi consesiynol.
  - 4.2 Llinell Amser

Mae Atodiad 1 sydd ynghlwm, yn cynnwys y llinell amser o ddigwyddiadau sy'n cynnwys y penderfyniadau cynharaf a'r ymarfer ymgynghori a gynhaliwyd â rhieni/gofalwyr a oedd wedi derbyn cludiant o'r blaen. Mae Atodiad 2 ynghlwm hefyd yn cynnwys copi o'r llythyr ymgynghori a anfonwyd at rieni a gofalwyr.

#### 4.3 Proses Apeliadau

Mae'r broses apelio fel yr amlinellir yn Adran 7 y Polisi Cludiant Ysgolion i'w weld isod:

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

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

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

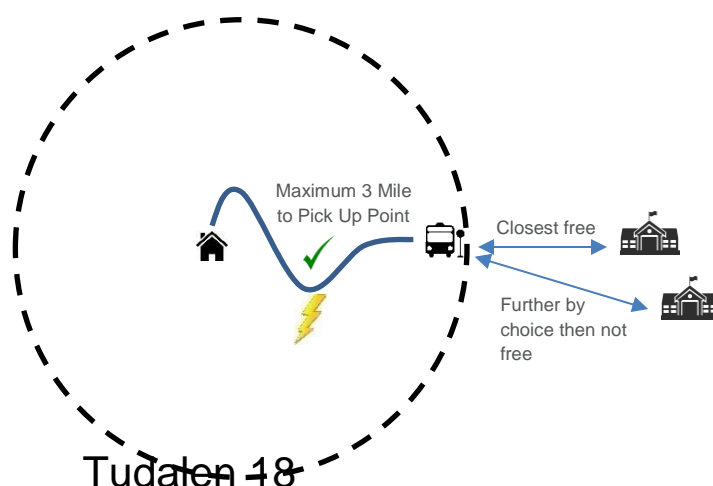
**7.4 Bydd y riant, gwarcheidwad neu ofalwr yn cael ei hysbysu o ganlyniad eu hapêl yn ysgrifenedig o fewn 5 diwrnod gwaith i ddyddiad derbyn eu hapêl, cyn belled nad oes angen unrhyw wybodaeth bellach i gefnogi'r penderfyniad. Yn dilyn y penderfyniad hwn nid oes unrhyw sail arall dros apelio.**

O ran y broses hon, y 'Swyddog Annibynnol' fydd Swyddog Sir Ddinbych nad oedd yn gysylltiedig â'r asesiad o'r cais. Bydd y broses apelio yn ystyried a yw'r Polisi wedi ei ddefnyddio yn gywir ac yn rhoi gwybod i'r sawl sy'n apelio am y penderfyniad hwnnw. Os yw'r sawl sy'n apelio yn dymuno, yna gallant apelio at Ombwdsmon Gwasanaethau Cyhoeddus Cymru, ac mae eu manylion cyswllt wedi cael eu darparu yn ôl y gofyn.

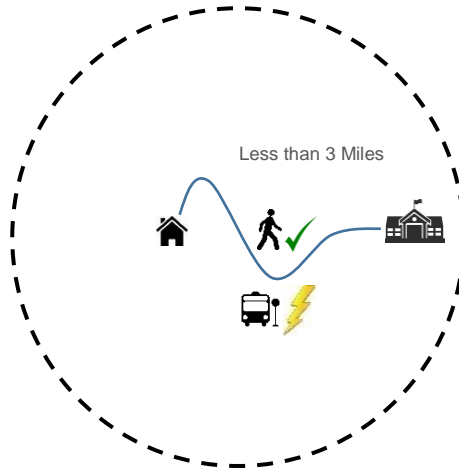
#### 4.4 Y Rheol 3 Milltir ar gyfer Cludiant Ysgolion Uwchradd

Os yw'r ysgol addas agosaf dros 3 milltir o bellter cerdded yna mae angen darparu cludiant ysgol am ddim. Nodir nad y pellter cerdded o reidrwydd yw'r pellter byrraf ar y ffordd. Dyma'r llwybr byrraf y gall plentyn, gyda chwmni yn ôl yr angen, gerdded ar ei hyd yn rhesymol ddiogel. Felly, bydd y manau codi yn cael eu darparu o fewn 3 milltir o'r cartref gyda theithio am ddim i'r ysgol addas agosaf. Mae'r polisi yn amlinellu mai cyfrifoldeb rhieni/gofalwyr yw gwneud trefniadau i fynd â'u plant i'r man codi hyd yn oed os yw'r daith rhwng y cartref a'r man codi wedi ei ddynodi'n beryglus.

Ar ben hynny, nodir os yw rhieni/gofalwyr yn dewis anfon eu plant i ysgol nad yw'n ysgol addas agosaf, yna ni ddarperir cludiant am ddim.



Os yw'r ysgol addas agosaf o fewn 3 milltir i'r cartref, nid yw cludiant yn cael ei ddarparu oni bai bod y llwybr dynodedig yn beryglus. Lle caiff ei ddynodi'n beryglus caiff cludiant i'r ysgol ei ddarparu yn rhad ac am ddim o fan codi priodol.



#### 4.5 Y Polisi Cludiant Consesiynol

O fewn y Polisi newydd, mae adran 4.12 yn ymdrin â Chludiant Consesiynol, mae dyfyniad ohono isod:

##### **Cludiant Consesiynol**

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

**(a) Codir tâl rhesymol bob tymor. Byddwn yn adolygu hyn yn flynyddol**

**(b) Gellir dileu'r consesiwn ar fyr rybudd pan na fydd seddau ar gael**

**(c) Ni ellir rhoi tocynnau rhatach ar fyr rybudd ar ddechrau'r flwyddyn academaidd gan fod angen canfod a oes llefydd dros ben ar gerbydau contract**

**(d) Ni ellir cynnig tocynnau teithio rhatach pan fo cludiant cyhoeddus ar gael ochr yn ochr â chludiant ysgol**

O ran y broses a ddilynwyd, bydd adran Cludiant Sir Ddinbych yn archwilio yn rheolaidd i ganfod faint o lefydd am ddim sydd yn cael eu derbyn er mwyn sicrhau ein bod yn cyflawni'r capasiti uchaf posibl ar y cludiant a ddarperir.

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

5.1 Mae'r newidiadau i'r Polisi Cludiant Ysgolion wedi cefnogi'r flaenoriaeth o "Wella Addysg" ac yn sicrhau hefyd fod y ddarpariaeth yn gost-effeithiol ac yn cynnig gwerth am arian.

6. Faint fydd hyn yn ei gostio a sut y bydd yn effeithio ar wasanaethau eraill?
  - 6.1 Mae'r cynnig wedi cael effaith uniongyrchol ar y Gwasanaeth Cludiant Teithwyr. O bosibl, mae'n sicrhau arbedion o fwy na £200,000. Cafodd dadansoddiad llawn o'r arbedion a amcangyfrifwyd eu darparu yng nghyfarfod y Cyngor Llawn ar 11 Medi, 2014.
7. Beth yw prif gasgliadau'r Asesiad o Effaith ar Gydraddoldeb (AEC) a gynhaliwyd ar y penderfyniad? Dylai'r templed AEC wedi'i lenwi gael ei atodi fel atodiad i'r adroddiad.
  - 7.1 Mae'r Asesiad gwreiddiol o Effaith ar Gydraddoldeb ar y Polisi diwygiedig wedi dangos nad oes unrhyw grŵp dan unrhyw anfantais anghymesur o ganlyniad i'r newidiadau hyn. Cafodd yr adroddiad hwn ei gyflwyno yng nghyfarfod y Cyngor Llawn ar 11 Medi 2014.
8. Pa ymgynghoriadau a gynhaliwyd gyda'r Pwyllgorau Archwilio ac eraill?
  - 8.1 Cynhaliwyd ymgynghoriad llawn gyda'r holl fudd-ddeiliaid ar y newidiadau Polisi a chafodd y canfyddiadau eu cyflwyno i'r Cabinet ar 30 Medi 2014.
9. Datganiad y Prif Swyddog Cyllid
  - 9.1 Cytunodd Aelodau Etholedig i adolygu'r Polisi Cludiant yn y Gweithdy Rhyddid a Hyblygrwydd i Aelodau a gynhaliwyd ym mis Mehefin 2014. Eglurwyd, gan fod y gwasanaeth yn gorwario ar hyn o bryd, mai bwriad yr adolygiad fyddai canfod arbedion er mwyn dod â'r gwasanaeth i sefyllfa o fod yn adennill costau. O'r herwydd, bydd yr arbedion posibl yn cael eu cadw o fewn y gwasanaeth er mwyn unioni'r diffyg parhaus yn y gyllideb. Bydd y sefyllfa'n cael ei monitro'n ofalus a bydd unrhyw arbedion y tu hwnt i'r hyn y mae ei angen i'r gwasanaeth adennill costau yn cael eu dynodi fel arbedion corfforaethol wrth bennu cyllidebau yn y dyfodol
10. Pa risgiau sydd ac a oes unrhyw beth y gallwn ei wneud i'w lleihau?
  - 10.1 Fel y nodwyd yn flaenorol, mae'r cynnig wedi arwain at gyhoeddusrwydd anffafriol i'r Cyngor ac mewn sylwadau a chwynion cyhoeddus anffafriol. Mae'r Cyngor yn ymateb i'r rhain tra'n sicrhau bod y Polisi yn cael ei gymhwyso'n gywir.
11. Pŵer i wneud y Penderfyniad
  - 11.1 Deddf Safonau a Sefydliadau Ysgolion (Cymru) 2013  
Deddf Addysg 2002  
Gwybodaeth am Deithio gan Ddysgwyr (Cymru) 2009

## Timeline of Events

- **June 17th 2014** - Elected Members agreed to review the Transport Policy at the Freedoms and Flexibilities Members Workshop.
- **July 2014** - Education and Transport Officers undertook detailed work on the financial and operational aspects of the review to prepare consultation documentation.
- **August 8th 2014** - Hard copies (Welsh and English) of Draft Policy were sent to all parents of pupils in years 7 – 11 accessing school transport in September 2014. This was sent via first class mail.
- **August 12th 2014** - Consultation published on the Denbighshire Website and press release completed.
- **August 13th 2014** - Email copies of consultation papers sent to all consultees as follows:
  - Conwy County Council;
  - Flintshire County Council;
  - Wrexham County Council
  - The Church in Wales Diocese of St Asaph and the Wrexham Roman Catholic Diocesan Authority;
  - Head teachers;
  - Chairs and Clerks of Governors of all schools;
  - All Denbighshire County Councillors;
  - All Assembly Members and Members of Parliament;
  - Internal Staff;
  - City, Town and Community Councils;
  - Welsh Strategic Group;
  - School Business & Finance Managers
- **September 9th 2014** – Report to Full Council at which members resolved that *‘members received and considered the Revised Home to School Transport Policy, which would also be presented at Scrutiny and Cabinet’*
- **September 11th 2014** – Report to Communities Scrutiny at which members resolved that subject to the comments made at the meeting recommend to Cabinet that from September 2015 onwards –
  - (a) *Free school transport should be provided to each pupil in secondary education who qualifies for free transport, from a designated pick-up point to their ‘nearest suitable school’, and that pupils who are currently attending a school which is not deemed to be their ‘nearest suitable school’, being given free transport until such time as they cease to attend that school;*
  - (b) *Concessionary travel should be available at designated pick-up points to new pupils who choose not to attend their ‘nearest suitable school’ only if surplus places are available on already commissioned school transport, and*
  - (c) *For clarity the name of the policy should be amended to ‘Home to School Transport Eligibility Policy’.*
- **September 12th 2014** - Consultation closes at 5pm.

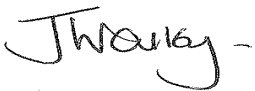
- **September 13th, 14th & 15th 2014** - Consultation responses collated
- **September 16th 2014** - Papers for Cabinet finalised
- **September 30th 2014** – Report taken Cabinet. Some concerns were raised at the meeting. Cabinet asked that an impact review of the policy be undertaken following its implementation. Cabinet resolved that it :
  - (a) agrees to amend the existing policy to introduce central pick up points for all secondary school pupils;*
  - (b) notes the full policy in Appendix 1 to the report which in summary will provide free transport to the nearest suitable secondary school from a designated pick up point;*
  - (c) allows existing secondary school pupils to continue to access free transport for the remainder of their existing statutory school life from a central pick up point;*
  - (d) notes there is no change to transport for primary school pupils;*
  - (e) agrees that the recommendations above be implemented immediately in accordance with the Council's call in procedure rules contained in the constitution in light of the circumstances set out in paragraph 4.1 of the report;*
  - (f) requests that the Welsh in Education Strategic Group review the language categorisation of all schools during the autumn term and present a report to Scrutiny in early spring 2015, and*
  - (g) an assessment of the impact of the review of the policy be conducted and presented to Scrutiny at the end of the first year of implementation.*
- **1<sup>st</sup> October 2014** - New Policy published and sent to all schools on 30<sup>th</sup> Sept 2014
- **May 2015** – Letter sent to parents confirming changes to the policy and that pick-up points will be implemented from Sept 2015. Also sent to schools for distribution to affected parents.
- **3<sup>rd</sup> July 2015** – The draft list of pick-up points was sent to Councillors for consideration.
- **7<sup>th</sup> July 2015** – Informal Council meeting to discuss the draft pick-up points. Some minor changes made after consultation.
- **Week beginning 10<sup>th</sup> August 2015** - Letters sent to parents detailing their designated pick-up point and times.
- **Week beginning 17<sup>th</sup> August 2015** – Letters sent to the parents of pupils attending St Brigid's, because of the nature of the school with primary and secondary pupils sharing the same bus.

Eich cyf / Your ref:

Ein cyf / Our ref: School Transport

Dyddiad / Date: 8 August 2014

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Annwyl Riant/Warchodydd,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Dear Parent/Guardian/Carer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Mae Aelodau Etholedig wedi penderfynu adolygu'r Polisi Cludiant o'r Cartref i'r Ysgol cyfredol ac felly rydym yn cysylltu â chi i gael eich barn ar fersiwn drafft o'r polisi newydd. Cyn iddo gael ei weithredu rydym yn ymrwymo i'r gymuned i ddylanwadu'r dull rydym yn darparu gwasanaeth. Mae'r polisi drafft wedi ei atodi.                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Elected members have taken the decision to review the current Home to School Transport Policy and are writing to you to seek your views on the new draft policy prior to implementation as we are committed to allowing the community to shape the way we provide services. The draft policy is attached.                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Mae'r Cyngor yn mynd trwy gyfnod ariannol anodd ac er mwyn gwarchod cyllidebau rheng flaen bydd yn rhaid i aelodau etholedig wneud penderfyniadau caled ar wasanaethau dewisol. Rydym yn gwario dros £4m y flwyddyn ar gludiant o'r cartref i'r ysgol. Ar y sail hon yr ydym yn adolygu'r ddarpariaeth.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | The Council is currently going through a difficult financial period and in order to protect the frontline budgets our Elected members will have to make difficult decisions in areas which are discretionary services. The spend on Home to School Transport is in excess of £4m so will be reviewed accordingly.                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Mae'r cyfnod ymgynghori yn dechrau ar ddydd Llun yr 11eg o Awst a daw i ben ar ddydd Gwener y 12fed o Fedi yn gynhwysol.</b> Os ydych yn dymuno ymateb i'r ymgynghoriad gallwch wneud hyn drwy lythyr neu drwy ebost.<br>Os ydych am ymateb drwy lythyr, anfonwch ef at:<br>Ymgynghoriad Polisi Cludiant Ysgolion,<br>Cwsmeriaid a Chymorth Addysg,<br>Neuadd y Sir,<br>Ffordd Wynnstay,<br>RHUTHUN,<br>LL15 1YN<br>Os ydych am ymateb drwy ebost, anfonwch ebost at:<br><br><a href="mailto:derbyniadau@sirddinbych.gov.uk">derbyniadau@sirddinbych.gov.uk</a><br><br>Rhaid i bob ymateb gael ei dderbyn cyn 5yp ar Ddydd Gwener y 12fed o Fedi 2014.<br><br>Bydd y polisi yn cael ei ystyried gan y Cabinet ar y 30ain o Fedi 2014 ac os caiff ei dderbyn, bydd yn cael ei weithredu o'r 1af o Fedi 2015. | <b>The Consultation period runs from Monday 11 August to Friday 12 September 2014 inclusive.</b><br>If you wish to respond you can do so either in writing or by email.<br><br>If you wish to reply in writing, send your letter to:<br>School Transport Policy Consultation,<br>Customers and Education Support,<br>County Hall,<br>Wynnstay Road,<br>RUTHIN,<br>LL15 1YN.<br>If you wish to email a response send to:<br><br><a href="mailto:admissions@denbighshire.gov.uk">admissions@denbighshire.gov.uk</a><br><br>All responses must be received before 5.00pm on Friday 12 September 2014.<br><br>This policy will be considered by Cabinet on 30 <sup>th</sup> September 2014 and if adopted, will be implemented from the 1 <sup>st</sup> September 2015. |

|                                                                                                                                                                                                                                   |                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Byddwn yn ymdrechu i weithio'n uniongyrchol gyda rhieni disgyblion a all gael eu heffeithio gan y newidiadau er mwyn sicrhau bod trosglwyddiad llyfn i drefniadau newydd.                                                         | We will endeavor to work directly with parents of pupils who may be affected by the changes to ensure that there is a smooth transition to the new arrangements |
| Mae'r wybodaeth hefyd ar gael ar: <a href="https://www.denbighshire.gov.uk/cy/eich-cyngor/ymgyngoriadau/ymgyngoriadau-cyfredol.aspx">https://www.denbighshire.gov.uk/cy/eich-cyngor/ymgyngoriadau/ymgyngoriadau-cyfredol.aspx</a> | All the information is also available at : <a href="http://www.denbighshire.gov.uk/consultations">www.denbighshire.gov.uk/consultations</a>                     |
| Ni fydd unrhyw benderfyniad sydd yn cael ei wneud yn hawdd, ond cofiwch y bydd rhaid cael cydbwysedd rhwng yr angen i wneud arbedion a barn ein cwsmeriaid.                                                                       | Any decisions that are made will not be easy, but please bear in mind that we must balance the need to make savings with the views of our customers.            |
| Dyma'r ymgynghoriad cyntaf ynglŷn â Chludiant Ysgolion, noder y gall mwy cael eu cynnal yn y dyfodol.                                                                                                                             | This is the first consultation for School Transport, please be aware that there may be others in the future.                                                    |
| Yn ffyddlon                                                                                                                                                                                                                       | Yours faithfully                                                                                                                                                |
|                                                                                                                                                |                                                                                                                                                                 |

## Jackie Walley

**Pennaeth Cwsmeriaid a Chefnogaeth Addysg** – Tim Rhaglen Moderneiddio Addysg  
**Head of Customers and Education Support** – *Modernising Education Programme*  
*Team - Customer and Education Support*

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Website: [www.denbighshire.gov.uk](http://www.denbighshire.gov.uk)



|                                   |                                                                        |
|-----------------------------------|------------------------------------------------------------------------|
| <b>Adroddiad i'r:</b>             | <b>Pwyllgor Archwilio Cymunedau</b>                                    |
| <b>Dyddiad y Cyfarfod:</b>        | <b>5 Tachwedd 2015</b>                                                 |
| <b>Aelod / Swyddog Arweiniol:</b> | <b>Y Cyngorydd David Smith / Alan Smith a<br/>Graham Boase</b>         |
| <b>Awdur yr Adroddiad:</b>        | <b>Isobel Bourke-Bennett</b>                                           |
| <b>Teitl:</b>                     | <b>Diweddariad Prosiect Rheoleiddio Meysydd<br/>Carafannau yn Well</b> |

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## 1. Am beth mae'r adroddiad yn sôn?

Mae'r adroddiad hwn yn dilyn yr un a gyflwynwyd i'r Pwyllgor Archwilio Cymunedau ym mis Gorffennaf 2015. Bydd yn amlinellu'r gwaith a wnaed hyd yn hyn a'r camau nesaf a gynlluniwyd ar gyfer y prosiect.

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

Darparu gwybodaeth am gynnydd ar y prosiect hwn ers yr adroddiad pwyllgor archwilio blaenorol.

## 3. Beth yw'r Argymhellion?

Bod y Pwyllgor yn rhoi sylwadau ar gynnydd y prosiect hyd yma ac yn cytuno ar y camau nesaf a gynlluniwyd.

## 4. Manylion yr Adroddiad Cefndir

Yn y Pwyllgor Archwilio ym mis Gorffennaf 2015 penderfynodd yr Aelodau i ymestyn cwrmpas y prosiect. Gofynnodd yr Aelodau i ddadansoddiad manylach gael ei wneud (y tu hwnt i'r astudiaeth beilot gychwynnol o 5 safle) o raddfa bosibl meddiannaeth breswyl heb awdurdod o garafannau gwyliau yn y Sir. Y gobaith oedd y gallai'r dadansoddiad ehangach hwn wedyn ddarparu mwy o eglurder o ran y goblygiadau ariannol a goblygiadau eraill ar y Sir, galluogi tynhau gweithdrefnau gwasanaeth i reoli mynediad at wasanaethau'r Cyngor a rhoi sylfaen dystiolaeth fwy cadarn er mwyn galluogi gwell rheoleiddio.

Mae'r adroddiad, felly, wedi ei rhannu'n dair rhan. Yn gyntaf, mae'n tynnu sylw at y **sefyllfa bresennol** yn y Sir drwy ddadansoddiad o gasglu data gwasanaeth, gan amlygu goblygiadau ariannol posibl. Yn ail, mae'r adroddiad yn awgrymu ffyrdd y gallwn **fonitro ceisiadau mynediad yn y dyfodol** gan drigolion carafannau yn well, ac yn manylu ar y **dewisiadau rheoliadol** sydd ar gael i roi sylw i achosion o dorri rheolau cynllunio a thrwyddedu. Yn olaf, mae'r adroddiad yn crynhoi'r **camau nesaf a argymhellir** ar gyfer y prosiect yn ei gyfanrwydd.

## Y Sefyllfa Bresennol

### **Casglu data gwasanaeth**

Mae data wedi'i gasglu'n llwyddiannus o bob gwasanaeth mewnol perthnasol. Gweler **Atodiad 1** am adroddiad manwl ar y data a gasglwyd o bob system gwasanaeth. Yn gyffredinol, mae'r data a gasglwyd o bob system gwasanaeth wedi datgelu'r canlynol:

- **Cofrestr Etholwyr** - 60 o garafannau gwyliau wedi'u cofrestru ar y gofrestr etholiadol ar hyn o bryd mewn 12 safle yn y sir.
- **Gwasanaethau Cymdeithasol** - 7 achos yn derbyn sylw gan y gwasanaethau cymdeithasol mewn 4 safle carafannau gwyliau yn y sir ar hyn o bryd.
- **Addysg** - 20 o blant wedi'u cofrestru ar hyn o bryd mewn ysgolion yn Sir Ddinbych o 9 safle carafannau gwyliau yn y sir.
- **Cludiant Teithwyr** - Mae mwy na 295 o docynnau rhatach yn weithredol ar 24 o safleoedd carafannau gwyliau yn Sir Ddinbych ar hyn o bryd.
- **Budd-dal Tai** - 21 o hawliadau (6 llwyddiannus, 15 yn aflwyddiannus) ar gyfer budd-dal tai o safleoedd carafannau gwyliau yn Sir Ddinbych dros y 5 mlynedd diwethaf.
- **Tai Cyngor** - 36 o ymgeiswyr o 11 o safleoedd carafannau gwyliau yn Sir Ddinbych ar hyn o bryd ar y rhestr aros am dai. 40 o ymgeiswyr wedi eu cartrefu'n flaenorol o 11 o safleoedd carafannau gwyliau dros y 10 mlynedd diwethaf.
- **Trwyddedu** (h.y. trwyddedu tacsis) - 6 o drwyddedau tacsis wedi eu dyrannu i 3 safle carafannau gwyliau yn Sir Ddinbych dros y 3 blynedd diwethaf.

Trwy gydol y broses o gasglu a dadansoddi data nodwyd bod y rhan fwyaf o'r ceisiadau am wasanaethau wedi cael eu gwneud gan y safleoedd carafannau gwyliau mwy o faint yn y sir; gyda chyfran sylweddol yn cael ei wneud yn benodol o Safleoedd Parciau Gwyliau Lyons (gweler **Atodiad 4**).

### **Goblygiadau Ariannol**

Ceir manylion llawn am y goblygiadau ariannol sy'n gysylltiedig â'r amcangyfrif o'r nifer o bobl sy'n byw yn anghyfreithlon mewn carafannau gwyliau yn y sir ar hyn o bryd yn **adran 3.2. o Atodiad 1**.

Ar y cyfan, mae ein cyfrifiadau ariannol yn datgelu bod yna leiafswm diffyg amcangyfrifedig o **£86,000** bob blwyddyn ar gyfer taliadau treth y cyngor, oherwydd y lefelau presennol o feddiannaeth breswyl anghyfreithlon o garafannau gwyliau. Yn ogystal, mae'n bosibl y collir allan ar leiafswm amcangyfrifedig o **£204,000** y flwyddyn yn y Grant Cynnal Refeniw (GCR) o ganlyniad i'r ffaith nad yw preswylwyr carafannau'n cael eu cofnodi'n gywir o fewn y cyfrifiad.

## Cynlluniau Monitro yn y Dyfodol

Fel y gwelwch o'r canllawiau meini prawf cymhwyster yn **Atodiad 5**, yn y mwyafrif o achosion ni chyfyngir ar fynediad i wasanaethau'r cyngor o ran preswyl, h.y. nid oes angen i unigolyn fod yn breswlydd parhaol o fewn y sir er mwyn bod yn gymwys i fynediad i nifer o wasanaethau allweddol y cyngor. Fel y cyfryw, nid ydym yn gallu gwrthod mynediad i'r garfan hon i wasanaethau'r cyngor ac mae'n rhaid yn hytrach dibynnu ar ddatblygu technegau monitro mwy cywir a chymryd camau yn seiliedig ar achosion o dorri amodau cynllunio a thrwyddedu (gweler yr adran ganlynol).

Credir mai wrth wella a pharhau i fonitro'r defnydd preswyl o garfannau gwyliau yn y sir, y gall hyn annog hunan-reoleiddio ymysg perchenogion safleoedd carfannau; gan leihau'r tebygolrwydd o garfannau gwyliau yn cael eu defnyddio fel preswylfa barhaol.

Un mater a amlygwyd yn ystod y broses o gasglu data oedd yr anhawster a achosir gan ddiffyg UPRNs a gofnodwyd o fewn rhai systemau gwasanaeth, ynghyd â diffyg cysondeb yn y fformat a ddefnyddir i gofnodi ac adrodd ar ddata o'r systemau hyn. Mae'r materion hyn wedi amharu ar ddatblygiad system awtomatig ar gyfer cynhyrchu adroddiadau ar ddefnydd y gwasanaeth.

Er mwyn i'n technegau monitro wella, yna mae angen gwneud gwaith i reoleiddio gweithdrefnau ar gyfer mewnbynnu cyfeiriadau carfannau i mewn i systemau gwasanaeth. Fel y cyfryw datblygwyd canllawiau cofnodi data ar gyfer cyfeiriad carfannau (gweler **Atodiad 6**).

Yn ogystal, mae gwaith wedi cael ei wneud i gasglu mapiau safle carfannau a chyfeiriadau carfannau unigol er mwyn datblygu rhestr gynhwysfawr o gyfeiriadau carfannau yn y Rhestr Tir ac Eiddo Lleol. Hyd yma cysylltwyd â phob un o'r 93 o safleoedd (**gweler Atodiad 2**) a llwyddwyd i gasglu gwybodaeth mapiau/cyfeiriad ar 29 o safleoedd (gweler **adran 3.5 o Atodiad 1**). Bydd camau nesaf y prosiect yn cynnwys dechrau'r broses o fewnbynnu'r cyfeiriadau hyn i mewn i'r Rhestr Tir ac Eiddo Lleol.

## Opsiynau Rheoleiddio

Mae'r gwaith a wnaed i ganfod graddfa meddiannaeth breswyl posibl o safleoedd carfannau gwyliau yn y Sir yn amlygu rhai safleoedd "problem" posibl. Mae hefyd yn amlwg bod yna lawer o safleoedd carfannau gwyliau sy'n cael eu rhedeg yn dda yn y Sir sy'n defnyddio meini prawf gwerthu caeth i atal defnydd heb awdurdod.

Bydd sefydlu strategaeth fonitro gorfforaethol a fydd yn tynnu sylw at ymholiadau mynediad i wasanaeth o safleoedd carfannau gwyliau yn y dyfodol yn darparu sylfaen dystiolaeth gadarn i fynd i'r afael ag achosion posibl o dorri rheolau cynllunio a thrwyddedu yn y dyfodol.

Gan ystyried yr uchod nawr bwriedir cynhyrchu Llawlyfr Gweithdrefnau Rheoleiddio. Cynigir bod y ddogfen hon yn cael ei rheoli gan y Gwasanaeth Cynllunio a Gwarchod y Cyhoedd a bydd yn ceisio gwneud y canlynol:

- Cydlynu pwerau cynllunio a thrwyddedu mewn un ddogfen er mwyn galluogi swyddogion o'r Gwasanaeth Cynllunio a Gwarchod y Cyhoedd i ddilyn

gweithdrefnau safonol ar gyfer plismona parciau carafannau gwyliau yn effeithiol.

- Nodi'n glir yr opsiynau rheoliadol sydd ar gael, a'r ôl-ffeithiau cysylltiedig, gan ystyried y dystiolaeth a gasglwyd o bob carafán a safle.
- Galluogi i safleoedd risg uchel gael eu targedu'n gyflym gyda gweithdrefnau gorfodi safonol yn cael eu gweithredu.

Mae swyddogion yn ceisio cytundeb y Pwyllgor i'r bwriad uchod ar gyfer Llawlyfr Gweithdrefnau Rheoleiddio. Mae swyddogion yn bwriadu cyflwyno'r Llawlyfr Gweithdrefnau yn ôl i'r Pwyllgor Archwilio Cymunedau yn y dyfodol lle gellir cytuno ar y cynnwys.

## Argymhellion

- Defnyddio'r gronfa ddata cyfeiriadau corfforaethol a system fonitro newydd i fynd i'r afael â meddiannaeth breswyl heb awdurdod posibl o garafannau gwyliau yn y dyfodol drwy reolaethau cynllunio a thrwyddedu ar y cyd.
- Datblygu gweithdrefnau a dogfennau safonol ar gyfer monitro, ymchwilio a gorfodi safleoedd.
- Datblygu strategaeth ragweithiol ar gyfer mynd i'r afael â'r safleoedd mwy sy'n "broblem" yn y Sir lle mae tystiolaeth o anheddiad preswyl heb awdurdod yn fwyaf cyffredin. Bydd angen i'r strategaeth hon sefydlu cyfnodau amser priodol lle na ellir ystyried bod gweithredu yn briodol ar ôl hynny.
- Sefydlu cysylltiadau pellach gyda Chymdeithas Parc Gwyliau a Chartref Prydain (BHHPA) er mwyn creu gweithdrefnau rheoli parc ar gyfer pob safle.

### 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?

Nid yw'r prosiect yn cael ei ystyried i fod angen unrhyw staff neu adnodd cyllid ychwanegol ar hyn o bryd.

### 7. Beth yw prif gasgliadau'r Aseiad 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 aseiad o effaith ar gydraddoldeb wedi'i gwblhau ar gyfer y prosiect hwn 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 yn bennaf (**gweler Atodiad 7**). Fodd bynnag, mae hon yn cael ei hystyried yn ddogfen ddeinamig a fydd yn parhau i gael ei hadolygu wrth i'r prosiect ddatblygu.

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

Ymgynghorwyd â'r Pwyllgor Archwilio Cymunedau trwy gydol datblygiad y prosiect hwn. Ymgynghorwyd â phob gwasanaeth hefyd ar gynnwys eu hadrannau perthnasol o'r adroddiad yn **Atodiad 1** ac yn ystod datblygiad y meini prawf cymhwyster yn **Atodiad 5**.

**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 sydd i'w gweld yng nghofrestr risg y prosiect yn **Atodiad 8**.

**11. Pŵer i wneud y Penderfyniad**

Deddf Llywodraeth Leol 2000. Mae Erthygl 6.3.3 o Gyfansoddiad y Cyngor yn nodi polisi'r Pwyllgor Archwilio.

Mae tudalen hwn yn fwriadol wag

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

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Mae tudalen hwn yn fwriadol wag



## Appendix 2

Table 1: Table showing the location and allowances for all Denbighshire's holiday sites

| UPRN         | Site Name                           | Town       | Site Allowances |         |             |       | Site Type<br>(Static, Touring, Camping or Mixed Use) |
|--------------|-------------------------------------|------------|-----------------|---------|-------------|-------|------------------------------------------------------|
|              |                                     |            | Static          | Touring | Residential | Tents |                                                      |
| 200002946702 | Lyons Lido Beach Holiday Park       | Prestatyn  | 813             |         |             |       | Static                                               |
| 200002946276 | Lyons Robin Hood Holiday Camp       | Rhyl       | 762             |         |             |       | Static                                               |
| 200004299565 | Marine Caravan Park                 | Rhyl       | 446             |         |             |       | Static                                               |
| 200004299292 | New Pines Caravan Park              | Rhyl       | 421             |         |             |       | Static                                               |
| 200004297318 | Parc Farm Caravan Park              | Mold       | 355             | 20      |             |       | Mixed use (Static & touring)                         |
| 200004299869 | Lyons Eryl Hall Caravan Park        | St Asaph   | 304             |         |             |       | Static                                               |
| 10003932731  | Lyons Woodlands Hall Caravan Park   | Ruthin     | 210             |         |             |       | Static                                               |
| 10012914325  | Presthaven Sands Holiday Park       | Prestatyn  | 208             | 147     |             |       | Mixed use (Static & touring)                         |
| 200002946327 | Sun Valley Caravan Park             | Rhyl       | 194             |         |             |       | Static                                               |
| 200002946772 | Plas Newydd Caravan Camp            | Prestatyn  | 134             |         |             |       | Static                                               |
| 200004313898 | Terfyn Pella                        | Rhyl       | 115             |         |             |       | Static                                               |
| 10012910860  | Hendwr                              | Corwen     | 99              | 55      |             |       | Mixed use (Static & touring)                         |
| 200002946486 | Pleasant View Camp                  | Rhyl       | 95              | 17      |             |       | Mixed use (Static & touring)                         |
| 10003931534  | Abbey Farm Caravan Park             | Llangollen | 95              |         |             |       | Static                                               |
| 200004301584 | Spring Gardens Holiday Park         | St Asaph   | 72              |         |             |       | Static                                               |
| 100100948709 | Tan Y Don Caravan Park 263          | Prestatyn  | 71              |         |             |       | static                                               |
| 10091597598  | Plas Deva 117                       | Prestatyn  | 65              |         |             |       | Static                                               |
| 200004305703 | Ty Canol Caravan Park               | Llangollen | 60              |         |             |       | Static                                               |
| 200002946712 | Pen Y Ffrith Caravan Park           | Prestatyn  | 50              |         |             |       | Static                                               |
| 10002232126  | Riverside Caravan Park              | Rhyl       | 41              |         |             |       | Static                                               |
| 10003932604  | Cilan Caravan Park                  | Corwen     | 36              |         |             |       | Static                                               |
| 10012914420  | Maerdy Mawr Caravan Site            | Corwen     | 35              | 5       |             |       | Mixed use (Static & touring)                         |
| 10023750078  | Ty Ucha                             | Llangollen | 30              | 10      |             |       | Mixed use (Static & touring)                         |
| 10003931257  | Bryn Howel Caravan Park             | Llangollen | 28              |         |             |       | Static                                               |
| 10003927466  | Allt Gymbyd Caravan Park            | Mold       | 25              |         |             |       | Static                                               |
| 10023750139  | White House By The Sea Caravan Park | Prestatyn  | 22              |         |             |       | Static                                               |
| 10012915057  | Y Felin                             | Corwen     | 22              |         |             |       | Static                                               |

| UPRN         | Site Name                | Town       | Site Allowances |     |   |  | Site Type                                   |
|--------------|--------------------------|------------|-----------------|-----|---|--|---------------------------------------------|
|              |                          |            |                 |     |   |  |                                             |
| 10012915563  | Aberkinsey               | Rhyl       | 21              |     |   |  | Static                                      |
| 10012915064  | Midnant Farm             | Prestatyn  | 20              |     |   |  | Static                                      |
| 10003932100  | Dyffryn Ial Caravan Site | Mold       | 17              |     |   |  | Static                                      |
| 200004298903 | Carmel Caravan Park      | Rhyl       | 14              |     |   |  | Static                                      |
| 200004299767 | Dolfechlas Caravan Park  | Denbigh    | 11              |     |   |  | Static                                      |
| 10012915054  | Plas Morfa Farm 54       | Prestatyn  | 11              |     |   |  | Static                                      |
| 200004304879 | Eryrys Park              | Mold       | 10              |     | 1 |  | Mixed use (Static & 1 residential)          |
| 10012915061  | Bryn Bowlio Farm         | Mold       | 10              |     |   |  | Static                                      |
| 10091597507  | Erw Deg                  | Denbigh    | 10              |     |   |  | Static                                      |
| 10012914856  | Ffynnon Y Berth          | Mold       | 9               | 8   | 1 |  | Mixed use (Static, touring & 1 residential) |
| 10023750068  | Efenechtyd               | Corwen     | 9               |     |   |  | Static                                      |
| 10023750477  | Aelwyd Ucha              | St Asaph   | 7               |     |   |  | Static                                      |
| 10012915596  | Cymmo Farm               | Llangollen | 7               |     |   |  | Static                                      |
| 10003931725  | Caer Mynydd Farm         | Denbigh    | 6               | 12  |   |  | Mixed use (Static & touring)                |
| 10023750448  | Abbey Farm               | Rhyl       | 6               |     |   |  | Static                                      |
| 10023750342  | The Poplars              | Rhyl       | 6               |     |   |  | Static                                      |
| 10012914338  | Tower Farm               | Llangollen | 5               | 10  |   |  | Mixed use (Static & touring)                |
| 10023750443  | Aberwheeler Farmhouse    | Denbigh    | 5               |     |   |  | Static                                      |
| 10002231305  | Wern Isa Farm            | Llangollen | 5               |     |   |  | Static                                      |
| 10023750475  | Llanbenwch               | Ruthin     | 4               |     |   |  | Static                                      |
| 10003930963  | Ty Mawr Field            | Corwen     | 4               |     |   |  | Static                                      |
| 10023750444  | Bryn Dedwydd             | Mold       | 3               |     |   |  | Static                                      |
| 10023750067  | Coed Y Glyn              | Corwen     | 3               |     |   |  | Static                                      |
| 200004832649 | Graig Ddu Farm           | Llangollen | 3               |     |   |  | Static                                      |
| 10091597478  | Newlyn Caravan Park 47   | Prestatyn  | 3               |     |   |  | Static                                      |
| 10023750446  | Bryn Saeson Isa          | Mold       | 2               |     |   |  | Static                                      |
| 10023749776  | Pen Y Waen               | Mold       | 2               |     |   |  | Static                                      |
| 10023749784  | Tyddyn Draw              | Mold       | 2               |     |   |  | Static                                      |
| 10023750447  | Tyn Y Groesffordd        | Mold       | 1               |     |   |  | Static                                      |
| 200004313891 | Nant Mill Farm           | Prestatyn  |                 | 150 |   |  | Touring                                     |
| 10012915048  | Clwyd View               | Rhyl       |                 | 75  |   |  | Touring                                     |

| UPRN         | Site Name                             | Town       | Site Allowances |    |  |    | Site Type                     |
|--------------|---------------------------------------|------------|-----------------|----|--|----|-------------------------------|
| 200004314721 | Penisar Mynydd Caravan Park           | St Asaph   |                 | 75 |  |    | Touring                       |
| 10023750440  | Tyn Yr Eithin                         | Denbigh    |                 | 60 |  |    | Touring                       |
| 200001751010 | Gaer Hyfryd                           | Corwen     |                 | 38 |  |    | Touring                       |
| 10091597591  | Rhuallt Country Park                  | St Asaph   |                 | 35 |  |    | Touring                       |
| 10012915049  | Faenol Fawr                           | Rhyl       |                 | 28 |  |    | Touring                       |
| 10012915050  | Station House                         | Denbigh    |                 | 26 |  |    | Touring                       |
| 200004299629 | Cwybr Fawr                            | Rhyl       |                 | 19 |  |    | Touring                       |
| 10023751646  | Corn Bwch                             | St Asaph   |                 |    |  | 10 | Camping                       |
| 10091598146  | Plas Ifan Guest House (17 Fforddilas) | Prestatyn  |                 |    |  | 3  | Camping                       |
| 10023751914  | Garreg Einws                          | Ruthin     | Unknown         |    |  |    | Camping                       |
| 200002946783 | Albert Wilson Memorial Field          | Prestatyn  | Unknown         |    |  |    | Camping                       |
| 10023751198  | The Warren                            | Denbigh    | Unknown         |    |  |    | Mixed use (Static & touring)  |
| 200004300314 | Penddol Farm                          | Llangollen | Unknown         |    |  |    | Mixed use (Static & touring)  |
| 200004314424 | Maes Elwy Farm                        | St Asaph   | Unknown         |    |  |    | Mixed use (Static & touring)  |
| 10003930967  | Station Camp Site                     | Corwen     | Unknown         |    |  |    | Mixed use (Touring & Camping) |
| 10023752591  | Wern Ddu                              | St Asaph   | Unknown         |    |  |    | Mixed use (Touring & Camping) |
| 10023751577  | Llyn Rhys                             | Wrexham    | Unknown         |    |  |    | Mixed use (Touring & Camping) |
| 10091597592  | Rhuallt Country Park                  | St Asaph   | Unknown         |    |  |    | Static                        |
| 10091597707  | Llannerch Holiday Park                | St Asaph   | Unknown         |    |  |    | Static                        |
| 200004300252 | Caravan Site                          | Ruthin     | Unknown         |    |  |    | Static                        |
| 10023752167  | Four Winds Farm                       | Prestatyn  | Unknown         |    |  |    | Touring                       |
| 10003931255  | Pen Y Bryn                            | Llangollen | Unknown         |    |  |    | Unknown                       |
| 10023749877  | The Old Farmhouse                     | Ruthin     | Unknown         |    |  |    | Unknown                       |
| 10023750066  | Ty Isa                                | Corwen     | Unknown         |    |  |    | Unknown                       |
| 10091597479  | Waen Dyllog                           | Mold       | Unknown         |    |  |    | Unknown                       |
| 10091597586  | Faenol Brodor                         | Rhyl       | Unknown         |    |  |    | Unknown                       |
| 10091597634  | Pen Isa                               | Abergele   | Unknown         |    |  |    | Unknown                       |
| 200004300424 | Leisure Caravan Site                  | Llangollen | Unknown         |    |  |    | Unknown                       |

Table 2: Sites identified as residential, having a single caravan or closed

| UPRN         | Site Name                      | Town        | Site Allowances |         |             |       | Site Type      |
|--------------|--------------------------------|-------------|-----------------|---------|-------------|-------|----------------|
|              |                                |             | Static          | Touring | Residential | Tents |                |
| 10023752136  | Casgan Dittw                   | Llandegla   | Unknown         |         |             |       | Residential    |
| 200004313909 | Dyserth Falls Resort           | Dyserth     | Unknown         |         |             |       | Residential    |
| 10012915517  | Glanynys                       | Llanynys    | Unknown         |         |             |       | Single Caravan |
| 200004308722 | Tyddyn Isa                     | Rhewl       | Unknown         |         |             |       | Single Caravan |
| 10091597626  | Tyn Pistyll                    | Glyndyfrdwy | Unknown         |         |             |       | Single Caravan |
| 10003932540  | Gwindy Cottage                 | Cynwyd      | Unknown         |         |             |       | Closed         |
| 10023751843  | White House Country Lodge Park | Rhuallt     | Unknown         |         |             |       | Closed         |

## Appendix 3 – Letters to site owners

Eich cyf / Your ref

Ein cyf / Our ref PJM

Dyddiad / Date 5 August 2015

Rhif union / Direct dial 01824 706712



**THE OWNER/MANAGER  
CARAVAN SITE  
CARAVAN ROAD  
TOWN  
DENBIGHSHIRE  
POSTCODE**

Dear **Owner/Manager**,

You may be aware that Denbighshire County Council has been working over the past few years to try and address the perception that holiday caravans across the county are being used for permanent residential purposes.

As part of this work, the need to establish a comprehensive list of individual holiday caravan addresses has been identified as a priority.

Our aim is to create individual records for all approved holiday caravans in the county on the Council's Local Land and Property Gazetteer. Having this information will mean that the Council will have a better understanding of the levels of service use by those using holiday caravans in the county. We'll also be able to make sure that services aren't being given out to those who are not eligible.

It is hoped that by being able to more closely monitor service use this will subsequently have a positive impact upon your business. Not only by encouraging more short term visitors, who have been shown to spend more on local facilities in comparison to those who stay for extended periods, but also by supporting you to ensure your business is functioning within the conditions set out in your planning and licensing permissions.

As such we are contacting caravan site owners across the County to ask them to provide information on their up to date site layouts. Specifically, we are requesting **a map of the site which shows plot/caravan names and/or numbers and any internal street names (where applicable)**. Any further information such as how you police the occupancy of your holiday caravans would also be helpful. This information should be returned **within 21 days of the date of this letter** either via email or in the pre-paid envelope provided.

The Council is committed to supporting businesses in the County and feels that the better regulation of holiday caravan parks will contribute to this aim. We want to work with Park owners to create a level playing field for all operators. This will help to ensure tourism flourishes in Denbighshire and visitors can stay in a safe and secure environment.

Continued/2...

Cyngor Sir Ddinbych, Caledfryn, Ffordd Smithfield, Dinbych, Sir Ddinbych LL16 3RJ  
Ffôn: 01824 706727 e-bost: [cynllunio@sirddinbych.gov.uk](mailto:cynllunio@sirddinbych.gov.uk) Gwefan: [www.sirddinbych.gov.uk](http://www.sirddinbych.gov.uk)

**Tudalen 49**

Denbighshire County Council, Caledfryn, Smithfield Road, Denbigh, Denbighshire, LL16 3RJ  
Phone: 01824 706727 e-mail: [planning@denbighshire.gov.uk](mailto:planning@denbighshire.gov.uk) Website: [www.denbighshire.gov.uk](http://www.denbighshire.gov.uk)



**Please note the Council will use its powers under the Planning and/or Licensing legislation to get relevant information from Caravan owners and to enforce identified breaches. Your co-operation in this matter is appreciated.**

If you have any questions please do not hesitate to contact me using the contact details provided below.

Yours faithfully

**Paul Mead**

**Rheolwr Datblygu** - Gwasanaethau Cynllunio a Gwarchod y Cyhoedd  
**Development Manager** - Planning and Public Protection Service

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

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Mae tudalen hwn yn fwriadol wag



## **Appendix 5- Service Eligibility Guidance**

### **1. Electoral Services**

A person's name may appear on the electoral register only if they reside at an address within the electoral area. Residence is not defined in law, and those wishing to be added to the electoral roll do not have to provide any evidence to prove their residency. This is true even where someone is registering to vote at a second address. It is permissible under electoral law to have more than one residence, and therefore to register more than once. It's only an offence to vote more than once in an election to the same legislative body.

*N.B. In the case of Hipperson v. Newbury (1985)<sup>26</sup> the court established that unlawful occupation of grounds or a dwelling does not disqualify a person from registering there if it is determined that this is their permanent residence. Consequently, any issue regarding tenancy, ownership or legal occupation of the property by the applicant must be disregarded in determining whether or not the residence requirement has been met.*

As stated previously despite the fact that enrolment on the electoral role is compulsory there are a number of individuals who chose not to register or chose not to be placed on the public register. Consequently, the information provided by electoral role databases may not be fully representative of the true scale of residential occupation of holiday caravans.

### **2. Council Tax**

Information on Council tax liability for caravans can be found in Section 7 of the Local Government Finance Act 1992.

When an individual contacts the Council tax service requesting to start paying Council Tax on their property an officer would search the Academy system to establish whether the requested property is already taxable and has been banded. If the property in question is a caravan, the applicant would also be asked whether they occupy the caravan permanently and if there are any restrictions to their occupancy.

If the caravan is already banded (suggesting permanent residential use is permitted) an account would be created in the occupant's name. If the caravan isn't banded an officer would issue a report to the Valuation Office Agency to advise of the new occupation. A Valuation Officer would be the one to ascertain if the caravan would be taxable and banded for Council tax purposes they would also carry out any checks on Planning Permission to ensure that the property has been approved for permanent residential use.

## *Class G Exemption*

If the occupation of the caravan is restricted to 10 months per year there is an exemption available to award for the other months where the occupation is restricted. This is a Class G Exemption (see Council Tax (Exempt Dwellings) Order 1992) and it is a 100% exemption from paying Council Tax for the period that the occupation is prohibited.

### **3. Social Services (Adults and Children's)**

#### **3.1. Children and Family Services**

In terms of child protection matters and potential Section 47 enquiries a service would be provided regardless of status, this would include those children whose parents did not have access to public funds. Domestic Violence is also covered in terms of alternative accommodation and legal aide.

Equally, access to longer term services such as Families First are also not restricted by residency. The service uses vulnerable families indicators as the access criteria. Families must have two or more of those indicators to access Families First services. Residency would not be taken into account due to a duty which requires authorities to respond to children in need in their area. If the service applicant is identified as being normally resident elsewhere then in some circumstances the service will seek to redirect the applicant to their home authority or seek a contribution from the home authority to the services offered (but this would not impact upon the service provided).

#### **3.2. Adult services (Community Care Services)**

An individual has to be an 'ordinary resident' which means their usual address is in Denbighshire. As such if an individual is living permanently in a caravan in the County, they would be eligible for social care services. Even if they are a temporary resident, they would be eligible for emergency services to maintain their safety.

### **4. Education**

It is a statutory requirement for local authorities to offer school placements to any of those who request them, regardless of their stated permanent residential address. The only exception to this rule occurs when oversubscription is an issue at which point residency may be brought into question.

Furthermore, local authorities are required to supply free school transport for those pupils within the authority who require it regardless as to whether they are living on a holiday caravan site (as long as they meet the distance and school choice criteria). The Learner Travel (Wales) Measure 2008 states:

*"3. Local authority duty to make transport arrangements*

*(1) This section applies in relation to a child of compulsory school age if—*

*(a) the child is ordinarily resident in a local authority's area.....*

*(2) The local authority must make suitable transport arrangements to facilitate the attendance of the child each day at the relevant places where the child receives education or training.”*

If a child is identified as living in a holiday caravan in the county then their holiday caravan will be identified as their 'ordinary residence'. The Learner Travel (Wales) Measure 2008 states:

*“(1) If a person has no ordinary residence, that person is to be treated for the purposes of this Measure as being ordinarily resident at the place at which he or she is for the time being resident.”*

In some cases a child may be living on a holiday caravan site which holds a 10 month licence, as such the child is required to move off site for 2 months of the year. In these cases the child's 'ordinary residence' would change from the caravan site to the address at which they are based for that 2 month period.

If their new 'ordinary residence' is out of County then it is the responsibility of the local authority where the child is an 'ordinarily resident' to arrange transport. Additionally, the child would likely be moved to a school closer to their new 'ordinary residence' during this 2 month period.

If the child's new 'ordinary residence' remains in Denbighshire then the policy states that transport would be provided (if they meet the policy requirements); however this would usually be to the nearest school. Arrangements would be made for them attend the closest school to their new 'ordinary residence' for that 2 month period and then they would be transferred back to their original school when they moved back on site (providing that school had places)

However, in some cases there may need to be a degree of discretion to review whether or not to provide transport within Denbighshire, since there is a requirement to assess the needs of the individual. Therefore there could be children who would benefit from staying in the same school, even if technically another could accommodate their needs and was closer.

## **5. Passenger Transport**

New guidelines were recently implemented in relation to the eligibility for concessionary bus passes in the county. As such, any individual who provides a holiday caravan site address as their permanent residence when applying for a concessionary bus pass will no longer be eligible.

## **6. Housing Benefits**

In order to be eligible for Housing Benefit, a person must be liable for rent for a dwelling they normally occupy as their home. (The primary legislation for this is The

Social Security and Contributions and Benefits Act 1992 - Section 130, paragraph (1) and the secondary legislation is under Regulations 7 (1)(2), 8 (1) and 12 (1) of the Housing Benefit Regulations 2006).

If an individual making an application for Housing Benefit declares that they are living in a caravan on a holiday caravan site, Benefits officers will make further enquiries as to what permanent address the applicant has declared to the site owner (as declaration of a residential address elsewhere is a requirement under the site habitation licence). Officers must be satisfied that, on the balance of probability, which address/property the applicant occupies as their normal home (their caravan or the declared residential address).

If officers are satisfied that the caravan is the dwelling normally occupied as the home, and there is a rent liability (normally ground rent evidenced by an agreement from the site owner) then Housing Benefit is able to be awarded. However, the applicant would be advised that by declaring that they are living on a holiday site on a permanent basis, they may well be in breach of the site licence, and as such enforcement action may be taken to have them removed from the site.

The details of any individuals claiming benefits in this manner are communicated to Planning and Public Protection in order that appropriate action may be taken.

## **7. Council Housing**

The only eligibility criteria in relation to being on the housing list is that applicants must be able to satisfy the housing service that they are a British Citizen, a Citizen of the European Economic Area (EEA), have been granted refugee status or granted exceptional or indefinite leave to remain. Applicants must also pass a habitual residency test (that is they have to live in the UK on a permanent basis rather than for example having retired abroad).

When an application is received it will be assessed and awarded a certain number of points. The number of points allocated depends on things like whether they already live in Denbighshire, social reasons, health reasons, the suitability of their current accommodation and the type and location of accommodation they are looking for.

Generally speaking an applicant currently living in a caravan would not get a higher level of priority for housing than an applicant in a standard residential dwelling, they are treated equally. However, in some cases a difference in circumstances may result in a greater priority to house the caravan resident. For example, an applicant living in a caravan that had medical problems that were exacerbated by living in a damp, difficult to heat caravan may get additional medical points; whereas an applicant with the same medical condition living in a well maintained warm house or bungalow would not get the additional points.

## **8. Licensing (e.g. taxi licence)**

Eligibility criteria relating to residency does not exist for any licences which falls within the remit of the licensing service. Personal Licence Holders are required to live in the County but the legislation does allow for exceptions to be made for out of county applicants.

## **9. Waste Disposal (Bulky item collection)**

Council tax pays for the disposal element of a bulky household items and a £5 charge covers the cost of item collection. However, the disposal element of bulky trade items is not subsidised in this way. A cost for the collection and disposal of bulky trade items would be agreed dependent upon the description and number of items to be collected but would cost a minimum of £20.

For example, a householder requesting disposal of their own mattress from domestic use would be charged £5, but a bed and breakfast establishment looking to have an identical item removed from an address next door would be asked to pay £20.

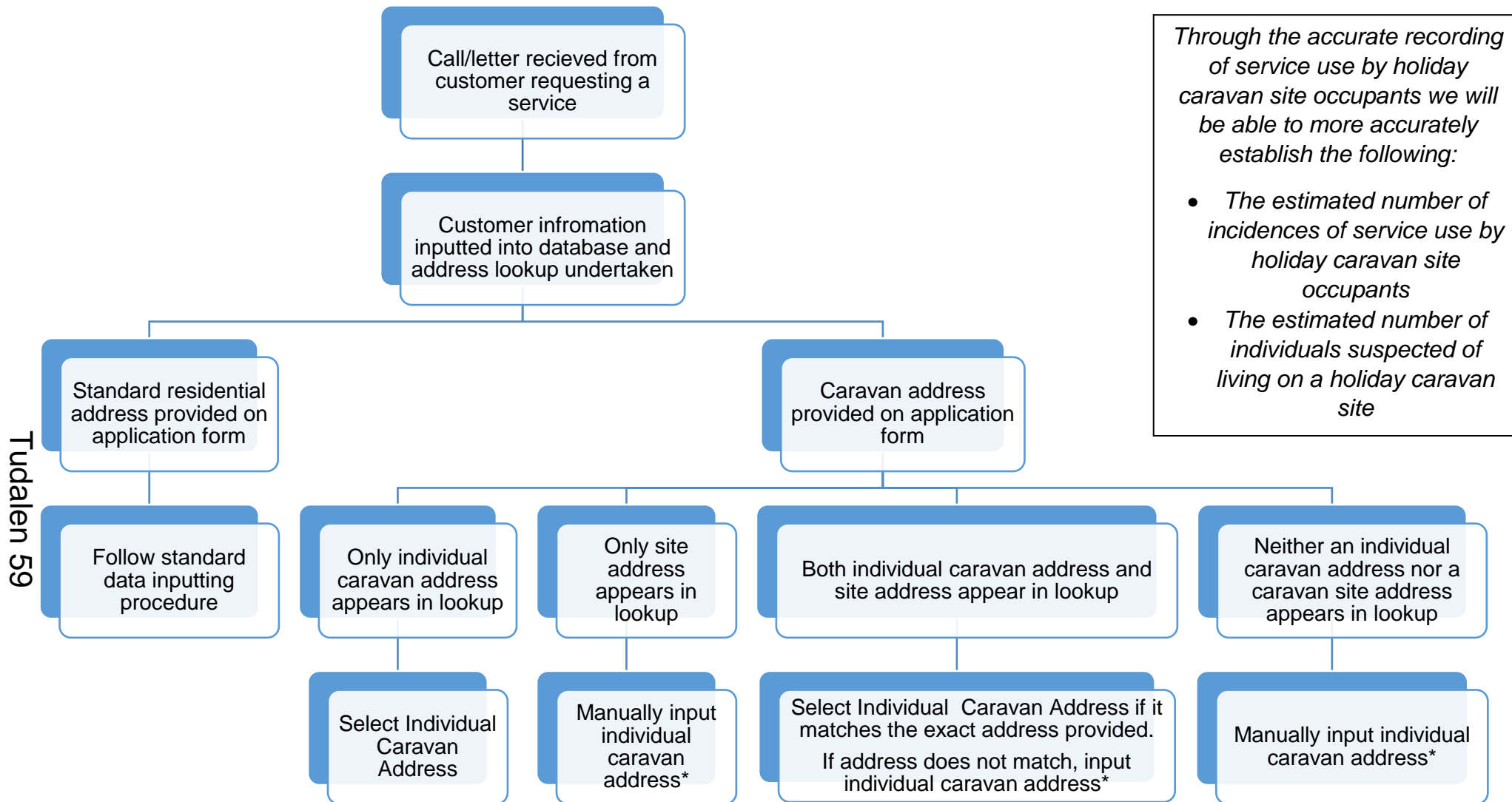
The law on this says that waste from “a caravan” be considered commercial waste in the following circumstances:

- a) “The caravan” is used in the course of a business for the provision of self-catering accommodation
- or
- b) “The caravan” is not allowed to be used for human habitation throughout the year by virtue of a licence or planning permission

As the caravans on holiday caravan sites in Denbighshire satisfy both of these statements, then bulky items for collection from holiday caravan sites in the county should be completed via bulky trade item collection and as such should be charged at the higher rate.

Mae tudalen hwn yn fwriadol wag

## Appendix 6 - Caravan Address Data Entry Guidance



\*Manually inputted individual caravan addresses must include the caravan name/number, the site name and be prefixed with the word 'Caravan'

*Example 1: Caravan 1, Holiday Caravan Park, Holiday Street, Rhyl, LL18 3AN*

*Example 2 (where an internal site street name is provided): Caravan 1 Snowdon Court, Holiday Caravan Park, Holiday Street, Rhyl, LL18 3AN*

Mae tudalen hwn yn fwiadol wag



## Appendix 7

# Denbighshire Caravan Site Strategy for Managing Residential Occupancy

05 June 2015  
(updated 06 October 2015)

Equality Impact Assessment

# Denbighshire Caravan Site Strategy for Managing Residential Occupancy

**Contact:** Isobel Bourke-Bennett, Business Improvement & Modernisation

**Updated:** 06.10.15

## 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 was previously undertaken within Planning and Public Protection which identified the wider issues associated with the residential use of holiday caravans. These issues included the impact on a wider range of council services than initially anticipated and the range of people who would be affected if enforcement action was taken against sites. From early indications, there are a number of protected characteristics impacted which will be considered throughout the project 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 early stages of the project (particularly in relation to what enforcement action may or may not be taken), 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)?**

|            |                                                                      |
|------------|----------------------------------------------------------------------|
| <b>Yes</b> | <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.

|                     |          |
|---------------------|----------|
| <b>Review Date:</b> | 01.01.16 |
|---------------------|----------|

| Name of Lead Officer for Equality Impact Assessment | Date     |
|-----------------------------------------------------|----------|
| Isobel Bourke-Bennett                               | 06.10.15 |

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

\_\_\_\_\_

## 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.

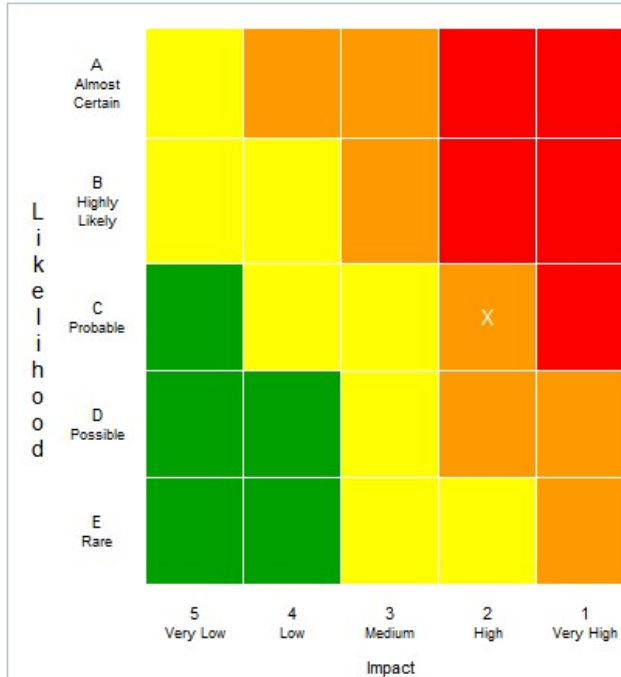
## Risk

Organisational/Management/Human Factors

## Active

Yes

## Likelihood &amp; Impact



## Owners

David Morgan

## 00002 Data reliability

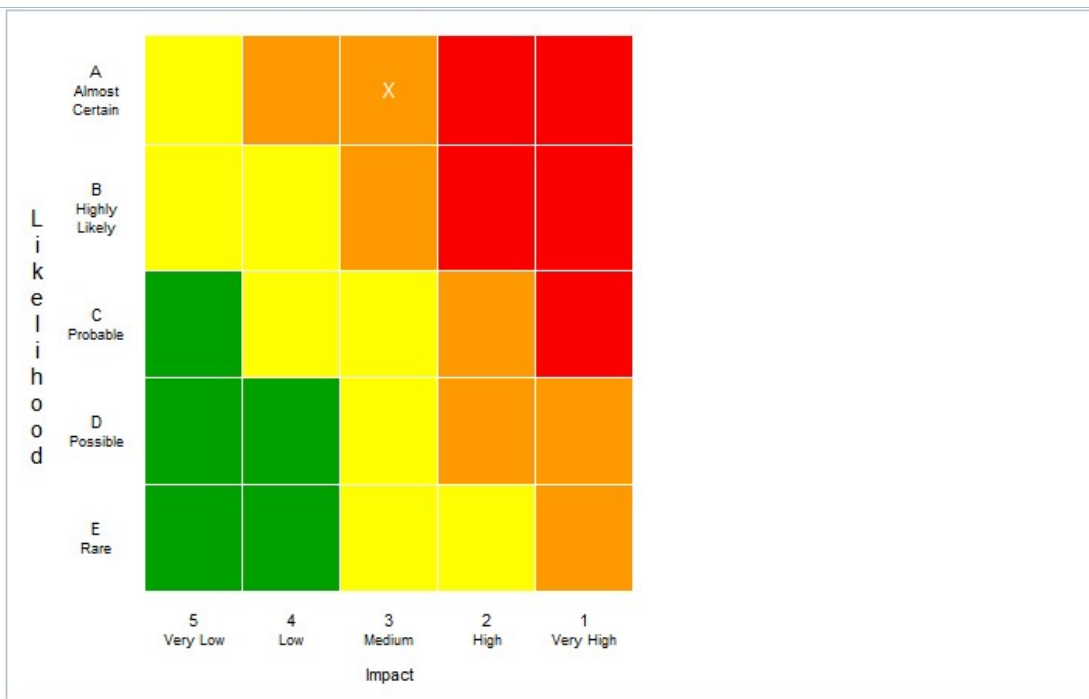
## Description

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 brought 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

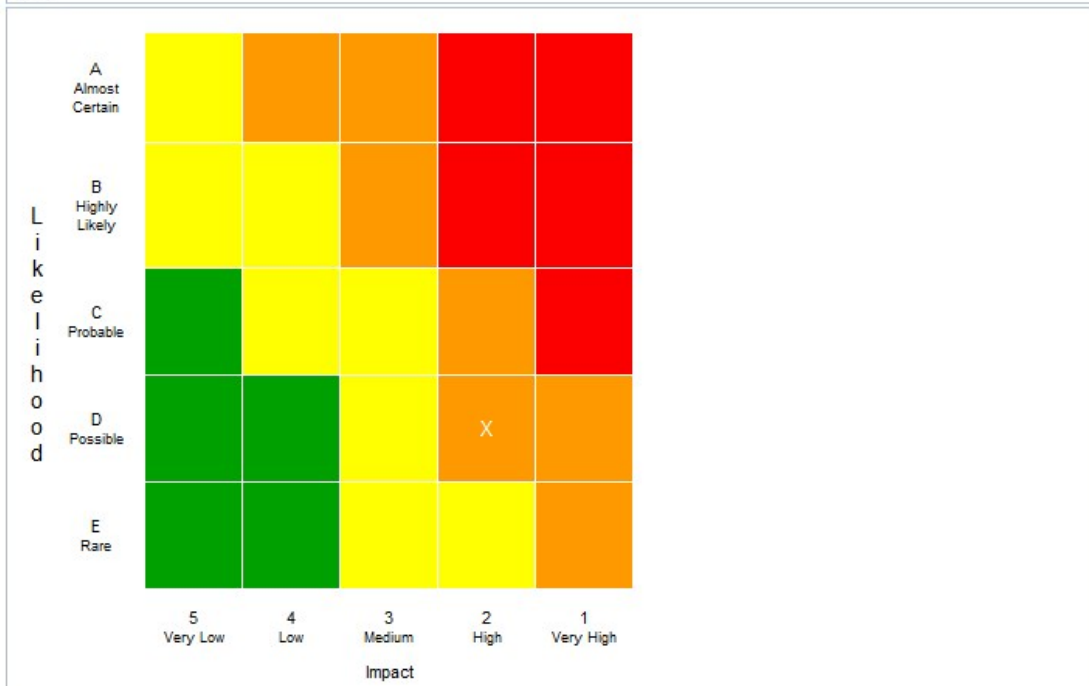
Data must be gathered from a number of individual services who each use a variety of different legacy systems. In order to access the information we require service to either provide us with access to these systems or provide us with reports of relevant data. If services are not compliant then this will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

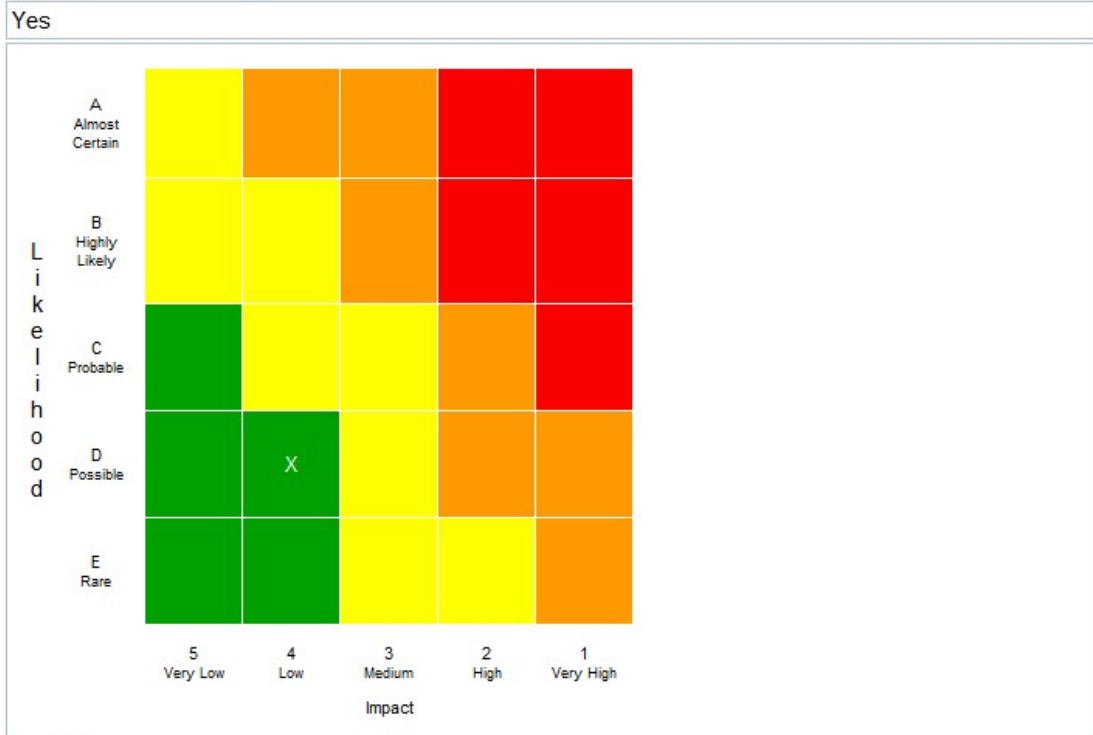
Description

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.

Tudalen 66



Active  
Likelihood & Impact



Owners

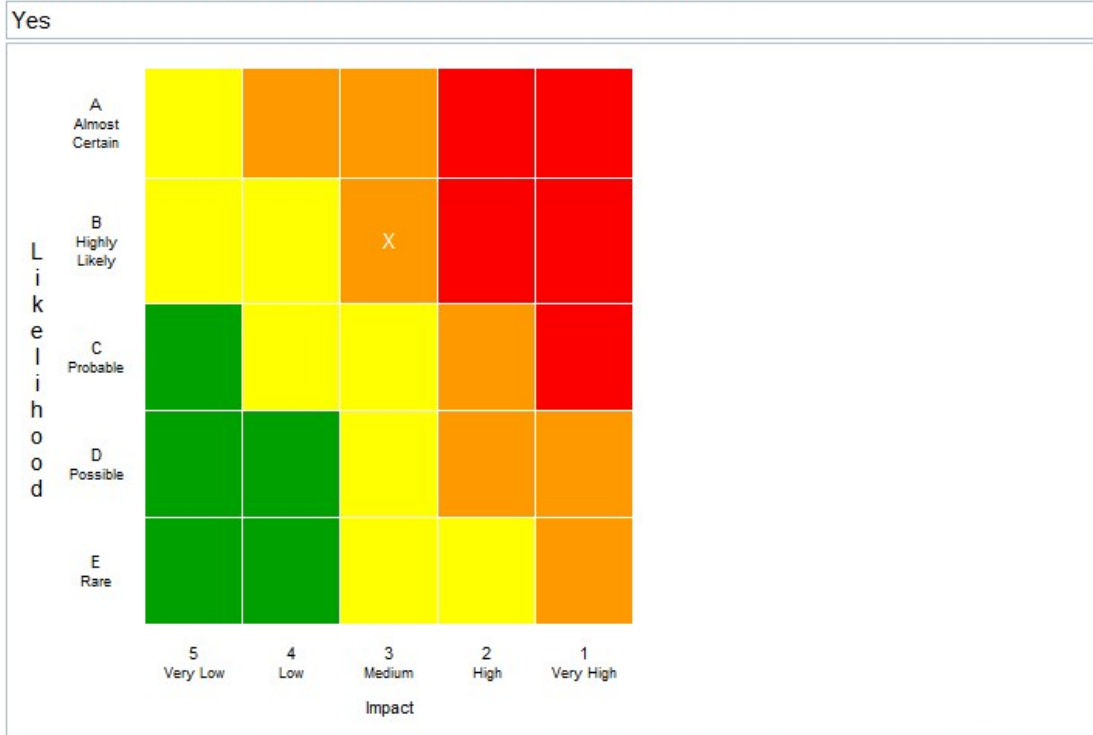
David Morgan

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

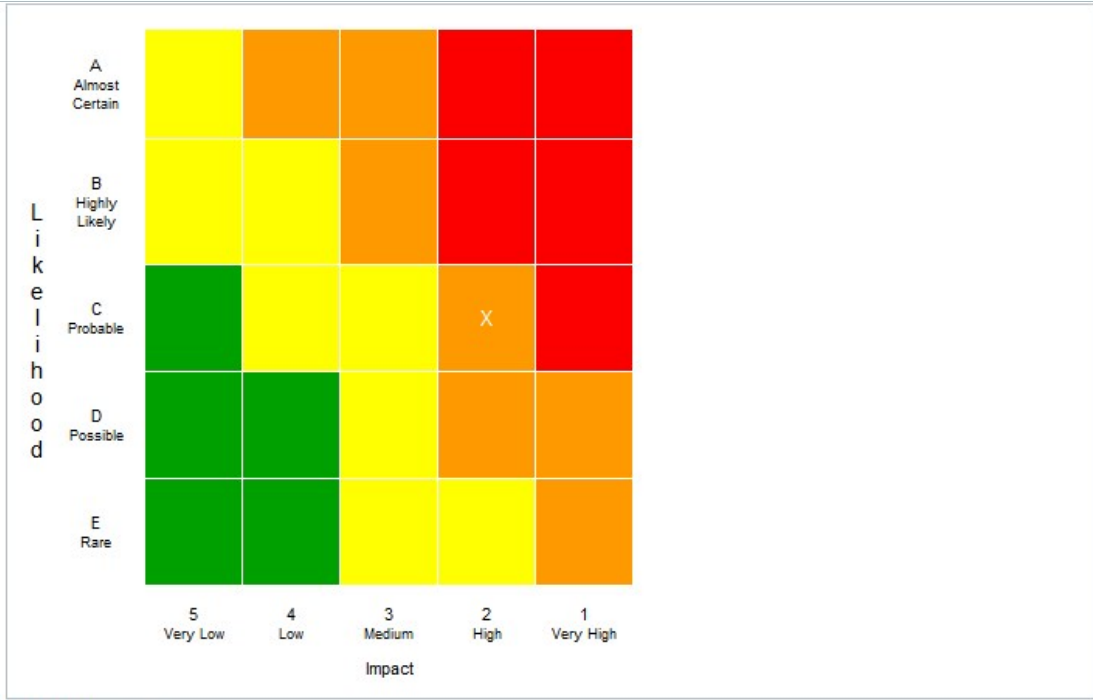
Dependent on the strategy undertaken there could be potentially major impacts upon site owners e.g. in extreme cases some sites may be forced to close due to non-compliance, others may close due to the costs of functioning within the allowances of their licencing and planning permissions being far higher 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

# Tudalen 67

Likelihood & Impact



Owners

David Morgan

00007 Loss of Resource

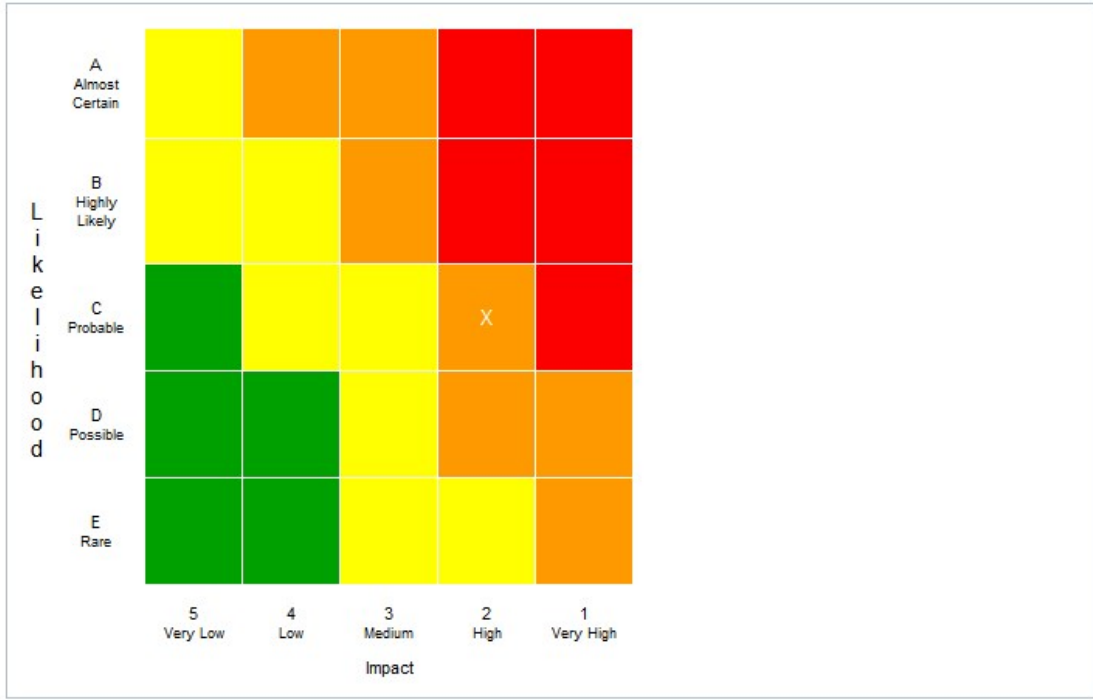
Description

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

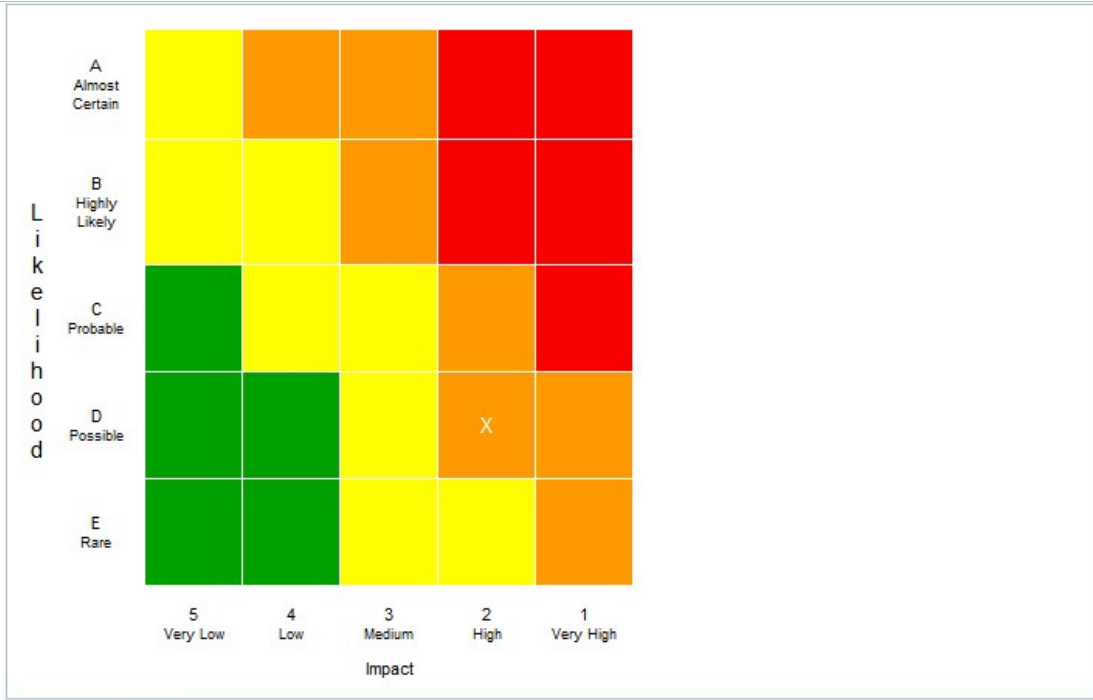
There is the potential that the impact of any action on key services may be underestimated and that the true impact would not be identified until key decisions have already been made.

Active

Yes



Likelihood & Impact



Owners

David Morgan

00009 Impact on reputation of organisation

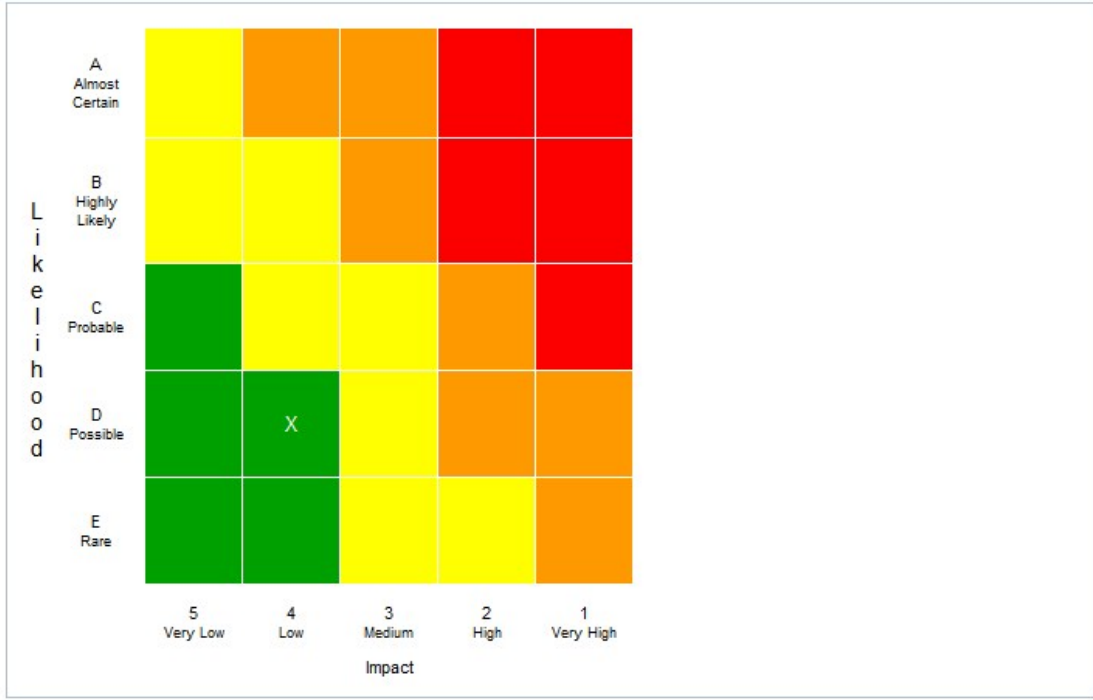
Description

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

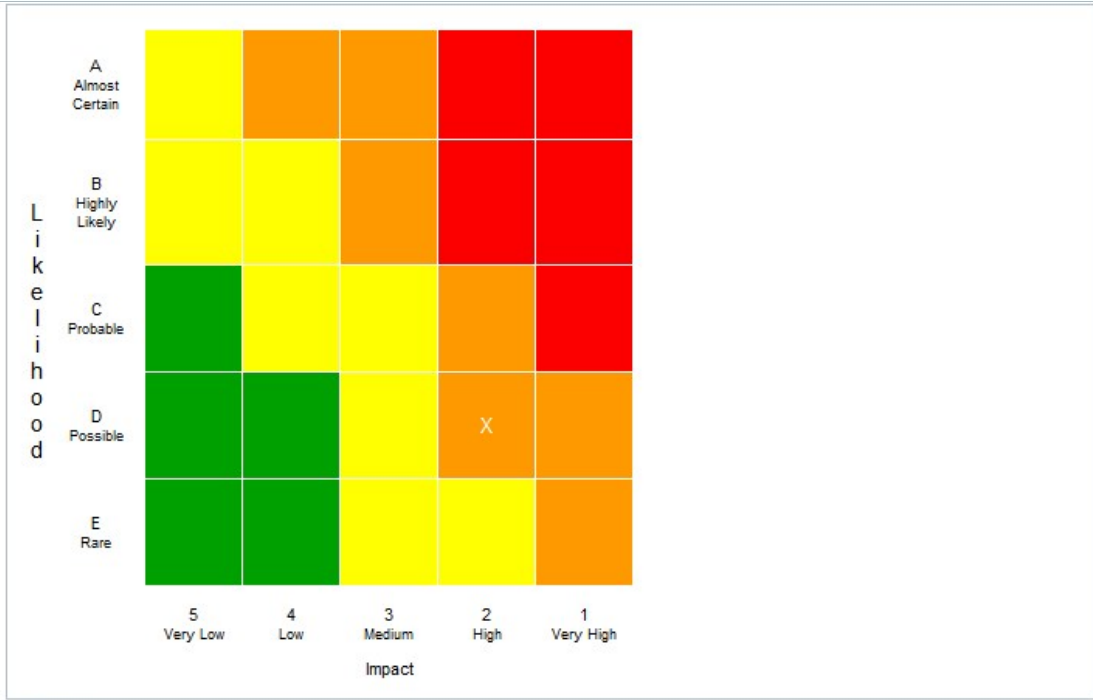
Description

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

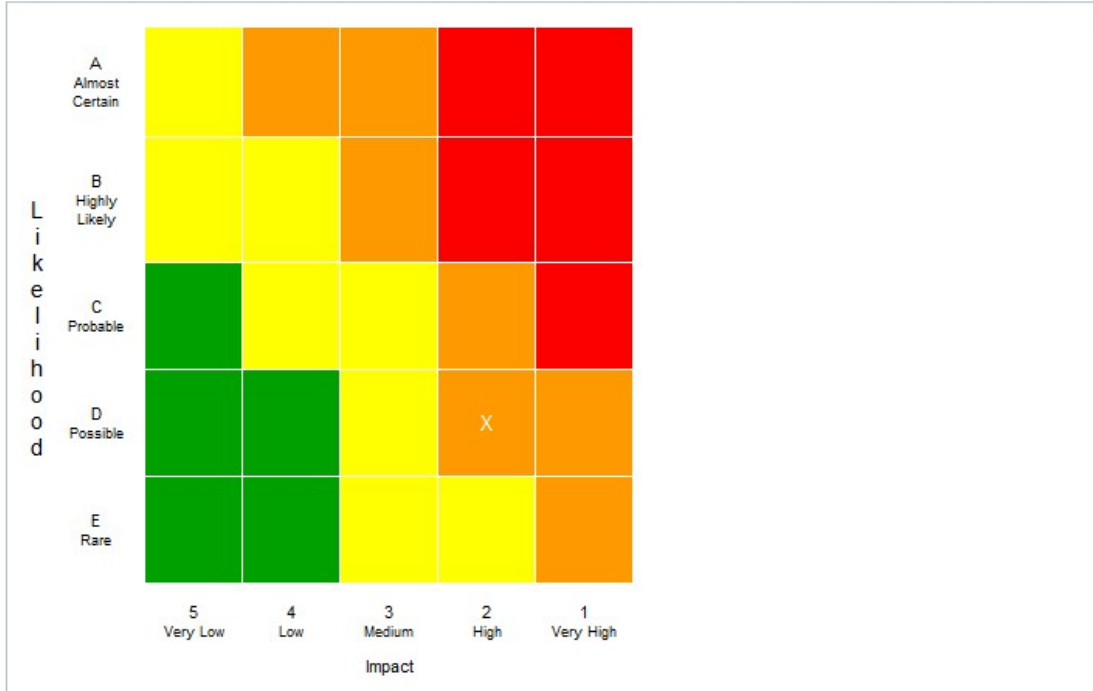
Description

We may face some difficulties while attempting to input individual caravan address data into the Gazetteer system e.g. 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

Active

Yes

Likelihood & Impact



Owners

David Morgan

00014 Increase in post to caravan sites

Description

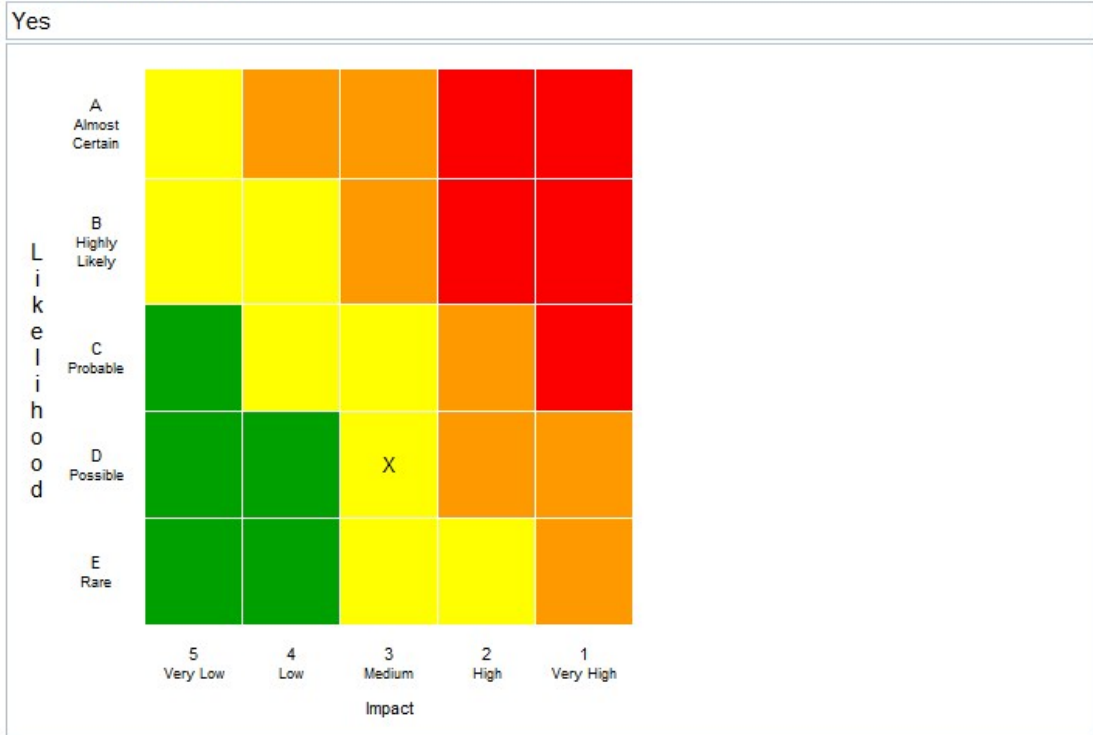
Due to allocating individual addresses to all holiday caravans through the LLPG these addresses will essentially be available in the public domain. As such there may be a significant increase in the amount of post being delivered to holiday caravan sites which may place an additional administrative burden upon site owners.

Mitigating Action

Caravan addresses entered into the Gazetteer will not include a postcode and as such should not receive increased levels of post.

Tudalen 71

Active  
Likelihood & Impact



Owners

David Morgan

|                            |                                                          |
|----------------------------|----------------------------------------------------------|
| <b>Adroddiad i'r:</b>      | <b>Pwyllgor Archwilio Cymunedau</b>                      |
| <b>Dyddiad y Cyfarfod:</b> | <b>5 Tachwedd 2015</b>                                   |
| <b>Aelod Arweiniol:</b>    | <b>Y Cynghorydd Barbara Smith</b>                        |
| <b>Awdur yr Adroddiad:</b> | <b>Angela Loftus, Rheolwr Cynllunio Strategol a Thai</b> |
| <b>Teitl:</b>              | <b>Strategaeth Dai Ddrafft Sir Ddinbych</b>              |

---

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

- 1.1 Pwrpas yr adroddiad hwn yw rhoi diweddariad o gynnydd ar Strategaeth Dai Sir Ddinbych ac amlinelliad o'r camau nesaf arfaethedig. Bydd mewnbwn gan Bwyllgor Craffu Cymunedau yn helpu i lywio datblygiad y Strategaeth derfynol a'r Cynllun Gweithredu. Cafodd cynnig amlinellol ar gyfer y dull a awgrymwyd i'r Strategaeth Dai ei drafod ym Mriff y Cyngor ym mis Ebrill 2015. Mae crynodeb o ddrafft y Strategaeth Dai ynghlwm fel Atodiad 1 ac mae'r Cynllun Gweithredu drafft wedi ei atodi fel Atodiad 2. Gellir gweld y Strategaeth Dai lawn drwy'r ddolen ganlynol: [Denbighshire's Draft Housing Strategy](#)
- 1.2 Mae sicrhau mynediad at dai o ansawdd da yn flaenoriaeth allweddol yn y Cynllun Corfforaethol. Bydd Strategaeth Dai Sir Ddinbych yn nodi ymagwedd y Cyngor tuag at fynd i'r afael â'r flaenoriaeth honno, gan nodi a blaenoriaethu'r camau gweithredu allweddol sy'n ofynnol.

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

- 2.1 Mae'r adroddiad hwn wedi cael ei baratoi o ganlyniad i gais gan y Pwyllgor Craffu Cymunedau i adolygu'r Strategaeth Dai sy'n dod i'r amlwg a darparu mewnbwn i hysbysu'r Strategaeth, cyn ei gyflwyno i'r Cyngor ym mis Rhagfyr. Adolygodd y Pwyllgor Craffu Cymunedau argymhellion y Grŵp Gorchwyl a Gorffen o ran Tai Fforddiadwy yn flaenorol. Mae'r argymhellion hyn wedi'u hadlewyrchu yn y Strategaeth Dai sy'n dod i'r amlwg, lle y bo'n briodol.

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

Bod y Pwyllgor yn ystyried ac yn rhoi sylwadau ar Strategaeth Dai Ddrafft Sir Ddinbych (crynodeb ynghlwm fel Atodiad 1) gyda Chynllun Gweithredu drafft (ynghlwm fel Atodiad 2) ac yn rhoi arweiniad ar lywodraethu yn y dyfodol.

## **4. Manylion yr Adroddiad**

- 4.1 Mae sicrhau mynediad at dai o ansawdd da yn flaenoriaeth gorfforaethol allweddol a bydd datblygu Strategaeth Dai glir a chadarn yn darparu'r fframwaith ar gyfer holl swyddogaethau perthnasol y Cyngor i fynd i'r afael â'r flaenoriaeth hon yn llwyddiannus. Bwriad y Strategaeth Dai yw darparu

datganiad clir o weledigaeth a nodau'r Cyngor ar gyfer tai yn y Sir dros y 5 mlynedd nesaf.

- 4.2 Mae'n nodi'r heriau a'r materion allweddol sy'n effeithio ar y Sir a pha swyddogaethau amrywiol y mae'r Cyngor yn bwriadu eu gwneud i helpu i oresgyn yr heriau hyn. Nod y Strategaeth Dai yw mynegi ymagwedd gorfforaethol amlddisgyblaethol i faterion a darpariaeth tai yn y Sir, gan ddarparu fframwaith ar gyfer strategaethau, polisiau, gweithdrefnau ac ati eraill mwy manwl, a Chynlluniau Busnes perthnasol. Mae'r Strategaeth sy'n dod i'r amlwg yn adlewyrchu'r ystod lawn o faterion a darpariaeth tai: eiddo i'r cyngor, landlordiaid cymdeithasol cofrestredig, rhent preifat a pherchnogion-breswylwyr, a'r angen i fynd i'r afael â phryderon Swyddfa Archwilio Cymru mewn perthynas â darparu tai fforddiadwy yn Sir Ddinbych. Mae tai fforddiadwy wedi cael ei amlygu fel thema allweddol yn y Strategaeth.
- 4.3 Mae'r Strategaeth yn nodi 5 "Thema" sydd yn feysydd blaenoriaeth i'w rhoi ar waith, ac mae'r rhain yn ffurfio craidd y Strategaeth. Y themâu hyn yw:
1. Mwy o gartrefi i ddiwallu'r angen a'r galw lleol
  2. Creu cyflenwad o dai fforddiadwy
  3. Cartrefi diogel ac iach
  4. Cartrefi a chefnogaeth i bobl ddiamddiffyn
  5. Rôl tai wrth sicrhau cymunedau cynaliadwy
- 4.4 Ar gyfer pob thema, mae'r materion, heriau, camau gweithredu a chanlyniadau dymunol wedi'u nodi'n glir gyda dangosyddion llwyddiant. Mae enghreifftiau o brosiectau cyfredol ac arferion da yn cael eu hamlygu o dan bob thema. Y Strategaeth Dai ddrafft: Mae crynodeb ynghlwm fel Atodiad 1.
- 4.5 Bydd ystadegau manwl a gwybodaeth gefndirol yn cael ei atodi fel dogfen ategol, ond mae crynodeb o'r wybodaeth gyd-destunol briodol sy'n berthnasol i bob thema wedi'i gynnwys ym mhrif destun y ddogfen Strategaeth. Y nod yw cael Strategaeth glir, gryno, y gellir ei defnyddio ac sy'n gynaliadwy.
- 4.6 Ynghyd â'r Strategaeth, bydd Cynllun Gweithredu, ac mae'r Cynllun Gweithredu drafft wedi ei atodi fel Atodiad 2. Mae gwaith ar y Cynllun Gweithredu yn barhaus a rhagwelir y bydd hyn yn ddogfen fyw, yn amodol ar fonitro ac adolygu rheolaidd. Mae'r Cynllun Gweithredu yn nodi'n fanylach y camau y bydd y timau perthnasol o fewn y Cyngor yn canolbwyntio arnynt a sut y bydd yn gweithio gyda phartneriaid yn ystod y 5 mlynedd nesaf er mwyn helpu i wireddu gweledigaeth y Cyngor. Mae'n bwysig i flaenoriaethu camau gweithredu a fydd yn cael yr effaith fwyaf tra hefyd yn bod yn realistig am yr hyn y gellir ei gyflwyno gydag adnoddau cyfyngedig.
- 4.7 Mae gwaith ar y Strategaeth Dai sy'n dod i'r amlwg wedi cael ei lywio gan grŵp o Aelodau Arweiniol gyda chyfrifoldeb dros ardal o dai o fewn eu portffolios. Mae'r grŵp yn cynnwys y Cynghorwyr David Smith (cynllunio, cartrefi gwag, gorfodaeth tai, tai y sector preifat a grantiau), Julian Thompson-Hill (tai cyngor, cyllid a Chyfrif Refeniw Tai), Bobby Feeley (gofal ychwanegol, pobl hŷn, gofal cymdeithasol a lles) Hugh Irving (digartrefedd a sipsiwn a

theithwyr) a chaiff ei gadeirio gan y Cynghorydd Barbara Smith, sydd â chyfrifoldeb cyffredinol am gyflawni'r Strategaeth Dai.

- 4.8 Bydd y Strategaeth Dai yn ddogfen gorfforaethol allweddol ac mae'r Tîm Cynllunio Strategol a Thai wedi bod yn gweithio gyda swyddogion ar draws y Cyngor i ddatblygu'r Strategaeth a'r Cynllun Gweithredu cysylltiedig, gan gynnwys y rhai sydd â chyfrifoldebau am ddatblygu cymunedol, datblygu cymdogaethau, tai gwag, y sector rhentu preifat, gorfodi, effeithlonrwydd ynni, anabledau a gofal ychwanegol, cefnogi pobl, diogelu'r cyhoedd a chynllunio, digartrefedd a stoc tai. Mae swyddogion wedi mynychu cyfarfod tîm Gwasanaethau Cymorth Cymunedol, a chynhaliwyd gweithdy ar gyfer staff y gwasanaethau tai, cynnal a chadw, digartrefedd a'r gwasanaethau ieuencid ar 17 Awst er mwyn sicrhau bod ganddynt fewnbwn i'r Strategaeth. Mae allbwn o'r gweithdy hwn wedi ffurfio mewnbwn allweddol i'r Strategaeth ddrafft. Mae'r Tîm hefyd wedi cwrdd â Landlordiaid Cymdeithasol Cofrestredig sy'n weithgar yn y Sir. Adolygodd y Bwrdd Partneriaeth Strategol amlinelliad y Strategaeth arfaethedig a'i drafod, ac mae wedi darparu mewnbwn defnyddiol.
- 4.9 Sefydlwyd Grŵp Gorchwyl a Gorffen Tai Fforddiadwy mewn ymateb i bryderon ymysg Aelodau ynghylch polisi a darpariaeth tai fforddiadwy. Dechreuodd y Grŵp Gorchwyl a Gorffen gyfarfod ym mis Medi 2014, a chynhaliwyd 7 cyfarfod i gyd. Ystyriodd amrywiaeth o faterion tai fforddiadwy yn fanwl, a thrafodwyd argymhellion terfynol yn y Pwyllgor Craffu Cymunedau ar 28 Mai 2015. Cytunwyd arnynt gan y Cabinet ar 30 Mehefin 2015. Mae'r argymhellion hyn wedi cael eu hadlewyrchu yn y Strategaeth Dai sy'n dod i'r amlwg, lle y bo'n briodol.
- 4.10 Mae gwaith ar y Strategaeth Dai yn mynd rhagddo ac mae mewnbwn i'r Cynllun Gweithredu gan bartneriaid yn hanfodol er mwyn sicrhau cymeradwyaeth gan bawb a fydd â rôl i'w chwarae wrth gyflwyno'r Strategaeth yn llwyddiannus. Mae mewnbwn gan Uwch Dîm Arwain wedi helpu i lunio y Strategaeth a'i Gynllun Gweithredu cysylltiedig.
- 4.11 Bydd angen i uwch swyddogion ac Aelodau Arweiniol ystyried trefniadau ar gyfer llywodraethu yn y dyfodol, ond mae'n amlwg bod yr aelodaeth ehangach yn awyddus i gael ei gynrychioli. Byddai safbwyntiau'r Pwyllgor Craffu yn cael eu croesawu.

### **Beth fydd yn digwydd nesaf?**

- 4.12 Y bwriad yw adrodd y Strategaeth Tai i'r Cyngor ym mis Rhagfyr, a bydd sylwadau gan y Pwyllgor Craffu Cymunedau yn hysbysu'r adroddiad hwnnw.

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

- 5.1 Bydd Strategaeth Tai Sir Ddinbych sy'n dod i'r amlwg yn cyfrannu at y blaenoriaethau corfforaethol canlynol:



- Datblygu'r economi leol – bydd datblygu o fewn y Sir yn cyfrannu tuag at sicrhau cyfleoedd cyflogaeth lleol yn y sector adeiladu
- Sicrhau mynediad i dai o ansawdd da – bydd cyflawni'r camau arfaethedig yn llwyddiannus yn galluogi gwell darpariaeth tai fforddiadwy a thai'r farchnad agored ar draws Sir Ddinbych i ddiwallu anghenion y Sir.
- Mae pobl ddiamddiffyn yn cael eu diogelu ac yn gallu byw mor annibynnol â phosibl

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

6.1 Bydd cyflwyno'r camau a nodwyd yn y Strategaeth Dai yn llwyddiannus yn dibynnu ar ddull partneriaeth o fewn y Cyngor, gan gynnwys mewnbwn gan wasanaethau Cyllid, Cyfreithiol, Eiddo, Cynllunio ac Amddiffyn y Cyhoedd.

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

7.1 Bydd Asesiad o Effaith ar Gydraddoldeb yn cael ei wneud ar gyfer datblygu Strategaeth Dai Sir Ddinbych cyn ei mabwysiadu'n ffurfiol.

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

8.1 Adolygodd y Pwyllgor Craffu Cymunedau argymhellion y Grŵp Gorchwyl a Gorffen o ran Tai Fforddiadwy yn flaenorol. Mae'r argymhellion hyn wedi'u hadlewyrchu yn y Strategaeth Dai sy'n dod i'r amlwg, lle y bo'n briodol.

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

9.1 Bydd rhaid ystyried y goblygiadau cost manwl ymhellach wrth i'r strategaeth ddatblygu.

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

10.1 Mae cyflwyno'r Strategaeth Dai yn flaenoriaeth allweddol i'r Cyngor a bydd gwella'r ddarpariaeth o dai fforddiadwy yn y Sir yn nod sylfaenol i'r Strategaeth. Byddai methu â symud y Strategaeth ymlaen yn golygu colli'r cyfle i ddarparu dull clir o faterion tai yn y Sir a dangos camau gweithredu i Swyddfa Archwilio Cymru.

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

11.1 Mae Erthygl 6.3.3 o Gyfansoddiad y Cyngor yn nodi swyddogaethau datblygu polisi'r Pwyllgor Archwilio.

Swyddog Cyswllt:  
Rheolwr Cynllunio Strategol a Thai



Ffôn: 01824 706912

Mae tudalen hwn yn fwriadol wag

Denbighshire County Council

# Denbighshire's Housing Strategy: Summary 2015 - 2020



## Local Context

### Population & Households

 **94.5k**

2013 mid-year population estimates for Denbighshire

 **41k**

2013 mid-year estimate of Denbighshire households

 **1.1k**

Forecasted increase in households 2015-2020

 **£23.8k**

Median household income in Denbighshire 2014

 **£1.5k**

Decrease in median household income since 2007

 **21%**

Population in Denbighshire aged 65 and over

 **24%**

Population in Denbighshire with an activity limiting illness or disability

 **64%**

Increase in full homelessness decisions awarded in 2014/15 from 2013/14

 **14%**

14% of Denbighshire is classed as being in top 10 of the most deprived areas in Wales (Welsh Index of Multiple Deprivation - WIMD)

### Housing Market

 **176**

New properties completed 2014/15 up 17 on 2013/14

 **50%**

Population cannot afford a 2 bedroom open market house in Denbighshire

 **1.1k**

Forecasted increase in households 2015-2020

 **37%**

Households in Denbighshire who own their homes outright

 **32%**

Households in own properties with a mortgage

 **732**

Properties purchased under Right-to-Buy between 2000 and 2014.

### Rental Market (Based on 2011 Census)

 **3.2k**

Households in Denbighshire renting from council in 2011 (decrease of 0.5k from 2001)

 **2k**

Households renting from housing associations in (increase of 0.5k from 2001)

 **6.4k**

Households renting in the private sector (increase of 1.5k from 2001)

## Why do we need a Housing Strategy?

Ensuring access to good quality housing is a key priority for the Council and fundamental to the well-being of Denbighshire's residents. The Housing Strategy provides the framework for addressing this.

The intention of the Housing Strategy is to provide a clear statement of the Council's vision and aims for housing in the County for the next 5 years. It sets out the key challenges and issues affecting the County and what the Council intends to do to help overcome these challenges.

### Our strategic vision:

"Everyone is supported with pride to live in homes that meet their needs, within the vibrant and sustainable communities Denbighshire aspires to."

### Our key themes:

1. More homes to meet local need and demand
2. Creating a supply of affordable homes
3. Safe and healthy homes
4. Homes and support for vulnerable people
5. Housing's role in delivering sustainable communities

### Underlying principles:

- **Supporting the local economy** – through house building and regeneration
- **Reducing inequalities** – by aiming to ensure that decent homes are available for all and vulnerable people are supported
- **Engagement and involvement** – with partners to help to collectively deliver decent homes and with residents in the regeneration of their neighbourhoods
- **Sustainability** - supporting a sustainable housing market and delivering sustainable communities
- **Welsh Language & culture** – consideration & promotion in new development

- **Monitoring & review** – an annual review report will be produced to outline progress and any changes to agreed actions
- **Outcome focussed** – the strategy will focus on the delivery of the identified outcomes

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## Theme One: More Homes to Meet Local Need and Demand

We need to ensure that sufficient suitable homes are provided to meet local needs and demands. Housing need and demand is largely identified through the statutory Local Housing Market Assessment (LHMA). This must be carried out every two years from 2016 onwards. This enables the strategic planning of housing development/supply across the County. Increasing the supply of homes includes all types of accommodation:

- open market housing and low cost ownership schemes,
- private, intermediate and social rented accommodation
- gypsy and traveller pitches.

### Our desired outcomes:

1. An increased supply of new homes of all types and tenures to meet the needs and demands of households and communities in Denbighshire as defined by the two-yearly Local Housing Market Assessment, which provides current need and demand data for the county.
2. Better use of the existing housing stock by continuing to target empty homes across the county.
3. Gypsies and Travellers accommodation needs are identified and addressed

## Issues and Challenges

### New Homes

- A two yearly completed Local Housing Market Assessment is a statutory requirement
- Population profile of older people is increasing currently 21% of Denbighshire's residents are aged 65 or over
- Expected increase in number of households and consequently a need for approximately 1000 new dwellings to be built by 2020.
- Decrease in in the number of new build dwellings since 2007
- Low levels of planning applications for residential development
- Delivering the allocated housing sites within the Local Development Plan.
- Decrease in volume of house sales in the county since 2007 and static house prices.

### Empty Homes

- Approximately 600 residential empty properties in Denbighshire

- Difficulty in engaging owners to bring empty homes back into use
- Complexity of legislation and the risk of additional costs to the council

### **Gypsy & Travellers**

- The Housing (Wales) Act 2014 makes it mandatory for all councils to carry out an assessment of Gypsy & Traveller accommodation needs, and take action on the findings.
- We have regular unauthorised Gypsy & Traveller encampments although generally small, indicating there is some need
- We have no authorised Gypsy & Traveller sites in the County

### **Key Actions**

- 1 Develop Site Development Briefs , Supplementary Planning Guidance and Site Directories to provide clarity and information about allocated housing sites for developers and investors
- 2 Develop housing need and demand data to produce an up to date Local Housing Market Assessment
- 3 Review Local Development Plan housing policies and land allocations
- 4 Investigate the use of a reduced commencement period on planning conditions, to discourage land-banking
- 5 Take action to bring forward stalled sites in the County
- 6 Produce an Infrastructure Plan for Denbighshire to identify and address infrastructure issues
- 7 Update and implement the Empty Homes Delivery Plan and continue to innovate to bring the dwellings back into use
- 8 Undertake an up-to-date Gypsy & Traveller accommodation needs assessment



## Theme Two: Creating a Supply of Affordable Homes

A significant proportion of Denbighshire's residents are unable to afford general market housing (either for sale or rent). We need to ensure that the supply of affordable housing is improved to meet these needs.

### Our desired outcomes:

1. Improved supply of affordable housing of all types and tenures across the county
2. Working with partners to maximise affordable housing development
3. An increase in applicants registered on the affordable housing register

## Issues & Challenges

### Affordable Housing

- Personal income levels in Denbighshire have fallen in recent years, with severe deprivation identified in areas of Rhyl, Denbigh and Henllan
- Levels of affordable housing development have fallen
- Significant gap between affordable housing need and supply
- Affordable Housing provision through planning obligation has reduced to 10%
- Financial challenges being faced by the Council and partners
- Low turnover of Council/Housing Association stock
- Welfare Reform changes combined with a changing population profile necessitating a need to build smaller properties
- Public perception of affordable housing

### Funding and Registered Social Landlords

- Lack of financial certainty for Council & Housing Associations partners
- Reduction in public funding for affordable housing through Social Housing Grant (accessible to Housing Associations only)
- Increasing costs for building
- A limited range of partners able to access funding which the Council currently work with

### Affordable Housing Register

- Negative perception of affordable housing
- Lack of awareness of different affordable housing schemes
- Complexity of application process

## Key Actions

- 1 Establish an affordable housing delivery / investment programme
- 2 Review of Local Development Plan policies such as affordable housing in rural areas and commuted sums
- 3 Undertake a review of public landholdings, working with partners, to identify suitability and availability for affordable housing
- 4 Investigate alternative mechanisms for the funding and delivery of affordable housing
- 5 Investigate developing a council protocol for the disposal of council land and property assets to consider best value
- 6 Active promotion of the affordable housing register to increase applications, as more applicants will evidence demand to developers. Review registration process
- 7 Publicise successful affordable housing schemes

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## Theme Three: Safe & Healthy Homes

We need to ensure that our residents are able to live in safe and healthy homes. This needs to be addressed across all types of accommodation: affordable housing, private rented accommodation and owner occupied homes including mobile home sites.

### Our desired outcomes:

1. Council and Housing Association accommodation is brought up to and is maintained at the Welsh Housing Quality Standard (WHQS)
2. Improved standards in the Private Rented Sector
3. Accommodation will be of good quality and will be adaptable to residents changing needs
4. Limited financial assistance to support the Private Housing Sector
5. Properties will be more energy efficient helping the environment and improving housing quality
6. Controls over the use of holiday caravan parks for residential purposes are improved

### Issues & Challenges

#### **Welsh Housing Quality Standards**

- 4% of Council properties have not been renovated to Welsh Housing Quality Standards
- Maintenance of homes to the recommended standards

#### **Enforcement & Licensing**

- Challenges in developing good relationships with landlords
- Establishing an accurate database of landlords in the County.
- Poor quality multi-occupation dwellings (particularly in the north of the county)
- Improving the quality of private rented sector stock

#### **Planning**

- Response to the changing demographic of the county (smaller household size, disabilities and increasing older person profile)

#### **Regeneration**

- Large scale regeneration projects such as Rhyl West End

#### **Private Sector Grant Scheme**

- Capital grant schemes reducing

- Need to introduce more innovative schemes including offering different loans
- Raising awareness on what is available
- **Energy Efficiency**
- Challenges with securing funding to support projects
- No dedicated capital budget
- The reduction of fuel poverty requires funding for energy efficiency
- **Caravans**
- Occupation of holiday caravans as permanent homes
- Some are longstanding and/or include unsuitable accommodation
- Pressure on local public services as they are not being funded

### Key Actions

1. Welsh Quality Housing Standards are achieved by all social housing providers in Denbighshire
2. Implement Landlord Licensing Scheme
3. Develop and implement an Energy Conservation Delivery Plan
4. Establish a priority database of people affected by fuel poverty
5. Develop a Private Rented Sector Action Plan
6. Establish relevant data of all caravan parks within the county
7. Develop a regulatory procedure for holiday caravans
8. Sharing intelligence across departments

## Theme Four: Homes & Support for Vulnerable People

This theme aims to address the issues surrounding vulnerable people, their housing choices and what is needed and offered in housing related support. In this theme we also concentrate on the homelessness services that are available and what changes need to be taken, in light of the Housing (Wales) Act 2014 and the Renting Homes (Wales) Bill, which is currently being debated in Welsh Government and expected to be passed as legislation in early 2016.

### Our desired outcomes:

1. A range of housing choices for older people
2. A range of housing choices and support placements for younger people
3. Vulnerable people are assisted to lead independent lives in appropriate accommodation to meet their needs
4. Suitable accommodation options are available for the prevention of homelessness
5. Those that are declared homeless are provided with appropriate temporary accommodation and assisted in finding suitable long term accommodation
6. A Common Housing Waiting List (Single Access Route to Housing SARTH) is introduced to simplify the accommodation process for those in housing need
7. Fuel poverty is targeted and affected residents are assisted

### Issues & Challenges

#### **Accommodation for older people (Supported Independent Living, Extra Care, Residential & Nursing Homes)**

- There is now more emphasis on people retaining independence by remaining in their own homes.
- Older people require a greater range of housing options to meet their varied needs.

#### **Vulnerable Adults accommodation & placements**

- Lack of availability of community living schemes
- Reactive housing options rather than proactive
- Financial insecurity for supporting organisations, due to the reduction the Supporting People budget

- Need for varied work and care placements for vulnerable adults of all ages

### **Supporting People**

- Financial insecurity for the organisations providing advice and support
- Welfare Reform challenges such as introduction of the benefit cap, and Universal Credit
- Increase in personal debt levels

### **Homelessness**

- Availability and suitability of emergency accommodation
- Additional duties on placed on local authorities through the Housing (Wales) Act 2014, regarding homelessness prevention measures
- Shortage of appropriate affordable housing across all tenures

### **SARTH**

- IT capability to manage new allocations method
- Staff resources to manage triage system to begin process

### **Fuel Poverty**

- Targeting people affected by fuel poverty

### **Key Actions**

1. Two Extra Care Facilities in development by 2017
2. Review Supported Independent Living provision and demand
3. Investigate the formation of a social lettings agency
4. Investigate options for homelessness emergency accommodation
5. Develop a pre-move programme for vulnerable people to maximise successful placements
6. Progress SARTH implementation by early 2016
7. Anti-Fuel Poverty Plan continues to be implemented and monitored

## Theme Five: Housing's Role in Delivering Sustainable Communities

Housing has a key role in creating and maintaining sustainable local communities. We will be working with housing and third sector partners to develop communities where people want to live and work, which have a sense of ownership by the people who live there.

### Our desired outcomes:

1. Neighbourhood based activities help people remain safe and independent
2. Sustainable communities are maintained through innovative 'eyesore' site projects with partners
3. Council housing estates are regenerated to help create and sustain desirable neighbourhoods
4. Community initiatives are supported and maintained with partner organisations

### Issues & Challenges

#### Neighbourhood Development

- Contacting and involving hard to reach groups, such as young people
- Neighbourhood disputes between residents
- Keeping resident's interest in projects and helping them take ownership of them.

#### Eyesore Sites

- Viability of sustainable schemes
- Challenges in engaging owners to enable a solution to be found.
- Council Estate Regeneration & Rhyl West End Regeneration
- Capacity & ability of residents to participate
- Achieving commitment from residents and sustaining the projects without external involvement
- Prioritisation of areas to be regenerated
- Partnership working

### Key Actions

1. Development of Neighbourhood Engagement Strategy
2. Prioritisation of the areas to be regenerated
3. Building a business case for funding from the Housing Revenue Account
4. Review Resident Inclusion Strategy
5. Tackling housing sites and empty properties

Mae tudalen hwn yn fwriadol wag





Denbighshire County Council

# Denbighshire's Housing Strategy

Draft Action Plan

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Planning & Housing Strategy Team

# Denbighshire's Housing Strategy: Draft Action Plan

## Introduction

The Housing Strategy is the amalgamation of all of our actions concerned with housing and housing related support. As a result the implementation of the Strategy will be undertaken by several different departments, in many instances working with partner organisations.

The relevant actions will be included in each service business plans as appropriate and will be monitored by the relevant Lead Members and Heads of Service. The overall lead on the Housing Strategy is the Lead Member for Housing. The Housing Strategy is based around 5 key themes:

1. More homes to meet local need and demand
2. Creating a supply of affordable homes
3. Safe and healthy homes
4. Homes and support for vulnerable people
5. Housing's role in delivering sustainable communities

The Action Plan sets out the key actions required to deliver the desired outcomes for each key Theme. For each Action we have identified outcomes & benefits, potential resources and partners required to deliver the action, indicative timescales and the Lead Member and Head of Service responsible for ensuring the action is delivered.

The key priority actions for the Council are:

- Establish and implement an affordable housing delivery / investment programme to enable resources to be targeted to priority sites and actions (this will include utilising a wider range funding & delivery mechanisms)
- To ensure additional extra care facilities are provided
- Develop a homelessness strategy (including investigating options for prevention and emergency provision)

Newsletter updates on the delivery of the Housing Strategy: Action Plan will be sent to all Members and the Council's Senior Leadership Team (SLT). Updates on progress will also be provided to the multi-agency Strategic Partnerships Board. The intention is for this Action Plan to be a living document, regularly updated and reviewed.

We will also continue to welcome comments and suggestions to improve the Strategy and enhance delivery over the next five years.

| Ref                                                      | Action                                                                                                                                                                                 | Priority    | Outcomes & benefits                                                                                                                                                                                                                 | Resource requirements                      | Identified partners                                                                                    | Indicative timescales                    | Lead Member/ Head of Service |
|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|--------------------------------------------------------------------------------------------------------|------------------------------------------|------------------------------|
| <b>THEME 1: More homes to meet local need and demand</b> |                                                                                                                                                                                        |             |                                                                                                                                                                                                                                     |                                            |                                                                                                        |                                          |                              |
| 1.1                                                      | Develop site development briefs for key development sites allocated for housing in the LDP                                                                                             | Medium term | This will ensure that detailed site information and guidance is readily available to potential developers. This will help to speed up the planning process and accelerate delivery of housing on sites allocated in the LDP.        | LDP Members Steering Group<br>Officer time | - Strategic Planning & Housing Team<br>-Development Management<br>- Finance & Assets Service<br>- RSLs | Complete work programme by December 2016 | Cllr David Smith<br>GB       |
| 1.2                                                      | Develop appropriate Supplementary Planning Guidance                                                                                                                                    | Medium term | This will ensure that appropriate and clear guidance is readily available to potential developers. This will help to speed up the planning process and contribute to accelerated delivery of housing on sites allocated in the LDP. | LDP Members Steering Group<br>Officer time | - Strategic Planning & Housing Team<br>- Development Management                                        | Complete work programme by December 2016 | Cllr David Smith<br>GB       |
| 1.3                                                      | To develop a housing sites directory to promote sites across Denbighshire to builders/ developers. Survey builders/ developers to identify any barriers to development in Denbighshire | Short term  | This will ensure that detailed site information is readily available to RSLs and developers. Accelerate delivery of housing on sites allocated in the LDP and publicise available sites.                                            | Officer time                               | Strategic Planning & Housing Team<br>Finance & Assets Service                                          | Complete by December 2015                | Cllr David Smith<br>GB       |

| Ref | Action                                                                                                                                | Priority    | Outcomes & benefits                                                                                                                                                                                                                                                             | Resource requirements                   | Identified partners                                                                      | Indicative timescales            | Lead Member/ Head of Service |
|-----|---------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|------------------------------------------------------------------------------------------|----------------------------------|------------------------------|
| 1.4 | Update Local Housing Market Assessment incorporating housing need and demand data                                                     | Medium term | Housing need and demand data for the County is updated and clarified. This is a statutory requirement and will provide up to date information on Denbighshire's housing market with an analysis of current and future housing needs. This will help to inform policy decisions. | Officer time<br>Statistical information | - Strategic Planning & Housing Team                                                      | By April 2018                    | Cllr David Smith<br>GB       |
| 1.5 | Review LDP housing allocations and policies as part of LDP Review, with scope to remove any allocations which are not being delivered | Medium term | Contact relevant landowners to advise them of the Council's approach before the review. Accelerate delivery of housing on sites allocated in the LDP and avoidance of land banking.                                                                                             | Officer time<br>Legal advice            | - Strategic Planning & Housing Team<br>- Landowners<br>- Developers                      | LDP Review to start by June 2017 | Cllr David Smith<br>GB       |
| 1.6 | Investigate use of reduced commencement period conditions on planning permissions                                                     | Short-term  | Accelerate delivery of housing on sites with planning permission and avoidance of landbanking. Lobby WG to change legislation to require completion of development within defined time periods                                                                                  | Officer time<br>Legal advice            | - Strategic Planning & Housing Team<br>- Development Management Team<br>- Legal Services | 2015                             | Cllr David Smith<br>GB       |

| Ref | Action                                                                                                                        | Priority           | Outcomes & benefits                                                                                                                                                                      | Resource requirements                   | Identified partners                                                                                                                           | Indicative timescales          | Lead Member/ Head of Service |
|-----|-------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|------------------------------|
| 1.7 | Bring forward development on stalled sites through a clear programme of action                                                | Medium – long term | Analysis of reasons for stalled sites & intervention & influence to facilitate development, where possible, through a package of measures such as gap funding, underwriting development. | Officer time                            | Strategic Planning & Housing Team<br>Economic Development Team<br>Finance & Assets<br>RSLs                                                    | Develop programme by June 2016 | Cllr David Smith<br>GB       |
| 1.8 | To develop an Infrastructure Plan for Denbighshire                                                                            | Medium             | Identification of infrastructure issues and requirements to enable housing growth and development                                                                                        | Officer time                            | Strategic Planning & Housing Team<br>Economic Development Team,<br>Highways,<br>Education<br>Infrastructure providers (incl DCWW, BCUHB, etc) | By June 2016                   | Cllr David Smith<br>GB       |
| 1.9 | Update and revise the Council's Empty Homes Delivery Plan and investigate innovative mechanisms for bringing empty homes back | Medium term        | Better use of existing housing stock by continuing to target empty homes across the County. There is potential for new initiatives such as purchase                                      | Officer time<br>Funding<br>Legal advice | Finance & Assets Service<br>RSLs<br>Developers                                                                                                | By December 2016               | Cllr David Smith<br>GB       |

| Ref  | Action                                                                                                                                                       | Priority          | Outcomes & benefits                                                                                                                                                                                                                                                                                                        | Resource requirements                                                                            | Identified partners                                                               | Indicative timescales                                                                      | Lead Member/ Head of Service |
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|      | into use and work with partners to develop new initiatives.                                                                                                  |                   |                                                                                                                                                                                                                                                                                                                            |                                                                                                  |                                                                                   |                                                                                            |                              |
| 1.10 | Undertake a Gypsy and Traveller accommodation needs assessment<br>Support delivery of appropriate accommodation if a need is identified                      | Short term        | This is a statutory requirement and will provide up to date information on gypsy & traveller accommodation needs in Denbighshire. This will help to inform policy decisions. Work with other N Wales authorities to address any identified needs.                                                                          | Officer time<br>Financial support for needs assessment<br>Funding for site provision if required | Strategic Planning & Housing Team<br>Finance & Assets Service<br>Welsh Government | By February 2016                                                                           | Cllr Hugh Irving<br>GB       |
| 1.11 | Remove the requirement for rural buildings to be converted to affordable housing (after economic use is proved unfeasible), in preference for market housing | Short-medium term | LDP policy change can only be carried out through the formal LDP Review process. Revised Supplementary Planning Guidance & LDP policy on conversion of redundant rural buildings. This will remove a potential source of affordable housing in rural areas but will provide an increased supply of market housing instead. | Officer time                                                                                     | Strategic Planning & Housing Team                                                 | Revised SPG adopted by Planning Committee May 2015<br><br>LDP Review to start by June 2017 | Cllr David Smith<br>GB       |
| 1.12 | Increase access to training opportunities and employment for local people in the construction / housebuilding sector                                         | Medium term       | Development of a protocol for use in Section 106 planning agreements to require access to training opportunities for local people. Encourage RSLs,                                                                                                                                                                         | Officer time<br>Legal advice                                                                     | Strategic Planning & Housing Team                                                 | June 2016                                                                                  | Cllr David Smith<br>GB       |

| Ref  | Action                                                                                         | Priority    | Outcomes & benefits                                                                                                                                                    | Resource requirements                   | Identified partners                                                   | Indicative timescales | Lead Member/ Head of Service                         |
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|      |                                                                                                |             | developers and other partners to offer apprenticeships, work placements, mentoring/ coaching opportunities to local people.                                            |                                         | Economic Development Team<br>Legal services<br>RSLs<br>Other partners |                       |                                                      |
| 1.13 | Encourage development of good quality intermediate and market rented homes to meet local needs | Medium term | Potential for RSLs/ Council to develop homes for market rent or manage homes developed by others to increase supply of good quality homes in the private rented sector | Officer time<br>Funding<br>Legal advice | Finance & Assets Service<br>RSLs                                      | By December 2016      | Cllr David Smith/ Cllr Julian Thompson Hill<br>GB/JG |

| Ref                              | Action                                                                                                                                         | Priority    | Outcomes & benefits                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Resource requirements | Identified partners                                                                                                                               | Indicative timescales | Lead Member/ Head of Service |
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| <b>THEME 2: Affordable Homes</b> |                                                                                                                                                |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                       |                                                                                                                                                   |                       |                              |
| 2.1                              | Establish and implement an affordable housing delivery / investment programme to enable resources to be targeted to priority sites and actions | Medium term | <p>A clear programme for delivery of affordable housing which:</p> <ul style="list-style-type: none"> <li>• Establishes a targeted programme for S106 &amp; HRA funds</li> <li>• Maximises use of external funding, including SHG</li> <li>• Identifies suitable sites already in Council ownership and establishes a programme for delivery</li> <li>• Identifies investment opportunities for using capital funding</li> <li>• Identifies opportunities for collaboration on development on other public sector land</li> </ul> | Officer time          | <ul style="list-style-type: none"> <li>- Strategic Planning &amp; Housing Team</li> <li>- Finance &amp; Assets Service</li> <li>- RSLs</li> </ul> | By June 2016          | Cllr David Smith<br>GB       |



| Ref | Action                                                                                                                                                                             | Priority    | Outcomes & benefits                                                                                                                                                                                                                                                                                                                                                    | Resource requirements | Identified partners                                                                  | Indicative timescales | Lead Member/ Head of Service                             |
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|     |                                                                                                                                                                                    |             | This will contribute to an improved supply of affordable housing of all types and tenures.                                                                                                                                                                                                                                                                             |                       |                                                                                      |                       |                                                          |
| 2.2 | Widen the range of options on which commuted sums for affordable housing can be spent.                                                                                             | Medium term | Revised commuted sum policy. This will set out how and where the Council will spend the money required from developers for affordable housing. A larger number of smaller amounts are expected to be received in future and a revised policy, with a wider range of options, will maximise the benefit secured and minimise unspent sums being returned to developers. | Officer time          | - Strategic Planning & Housing Team<br>- Finance & Assets Service                    | By December 2016      | Cllr David Smith/ Cllr Julian Thompson-Hill<br><br>GB/JG |
| 2.3 | Review public landholdings, both Council and other bodies, working with other public sector agencies, to determine suitability and availability for affordable housing development | Short-term  | List of publicly owned sites which may be available for affordable housing development. Influence delivery and make best use of public sector assets to deliver new housing, including affordable and specialised housing.                                                                                                                                             | Officer time          | Strategic Planning & Housing Team<br>Finance & Assets Service<br>Other public bodies | March 2016            | Cllr Julian Thompson-Hill<br>JG                          |

| Ref | Action                                                                                                                                                                     | Priority    | Outcomes & benefits                                                                                                                                                                                                                                                                                                                     | Resource requirements           | Identified partners                                                         | Indicative timescales | Lead Member/ Head of Service                             |
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| 2.4 | To fully investigate utilising a wider range of affordable housing funding & delivery mechanisms, e.g. HRA funding, joint venture, establishing a housing delivery company | Short term  | A clear understanding and assessment of potential delivery options to inform the development of the affordable housing delivery programme.                                                                                                                                                                                              | Officer time<br>Legal advice    | - Strategic Planning & Housing Team<br>- Finance & Assets Service<br>- RSLs | By June 2016          | Cllr David Smith/ Cllr Julian Thompson-Hill<br><br>GB/JG |
| 2.5 | Investigate developing a council protocol for the disposal of Council land and property assets to consider best value                                                      | Medium term | Adoption of a protocol to allow for sale of Council land at reduced value would allow for delivery of additional affordable housing on these sites                                                                                                                                                                                      | Officer time<br>Legal advice    | - Strategic Planning & Housing Team<br>- Finance & Assets Service           | By Dec. 2016          | Cllr Julian Thompson-Hill<br><br>JG                      |
| 2.6 | To develop a marketing policy to promote the affordable housing register or equivalent. Review current process for registration.                                           | Short term  | Revised simplified process for registration which is consistent across the region. This should make it easier for people to register. Wider promotion of the register will lead to improved awareness and take up by those in need of affordable housing, with an increase in applicants registered on the affordable housing register. | Officer time<br>Input from RSLs | Strategic Planning & Housing Team<br>RSLs                                   | March 2016            | Cllr David Smith<br>GB                                   |

| Ref | Action                                                                                                                                                            | Priority   | Outcomes & benefits                                                                                                                                                                                                                                                                                 | Resource requirements                                         | Identified partners                                                                | Indicative timescales | Lead Member/ Head of Service |
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| 2.7 | To develop a publicity policy to ensure successful affordable home schemes are fully promoted                                                                     | Short term | Promotion of successful schemes. This will help to improve negative public perceptions and improve take up of development.                                                                                                                                                                          | Officer time                                                  | Strategic Planning & Housing Team<br>RSLs                                          | March 2016            | Cllr David Smith<br>GB       |
| 2.8 | Investigate the possibility of establishing one central fund for affordable housing commuted sums.                                                                | Short-term | Creation of a central fund for affordable housing commuted sums. If possible, pooling all sums received would enable a more strategic approach to spending commuted sums and assist the Council in building its own affordable homes. It would also ensure effective use of smaller sums collected. | - Officer time<br>- Funding to secure legal (counsel) input?? | - Strategic Planning & Housing Team<br>- Finance & Assets Service                  | March 2016            | Cllr David Smith<br>GB       |
| 2.9 | Develop a standard s106 agreement / clauses for securing affordable housing through planning applications. Ensure that this meets mortgage providers requirements | Short-term | Template s106 legal agreements, or template clauses to be included in SPG and publicised on website. This will reduce the length of time taken to negotiate the terms of s106 agreements prior to                                                                                                   | Officer time                                                  | Strategic Planning & Housing Team<br>Development Management Team<br>Legal Services | By March 2016         | Cllr David Smith<br>GB       |

| Ref  | Action                                                                                                                                                                                                                            | Priority    | Outcomes & benefits                                                                                                                                                                                                                                                                                                                                    | Resource requirements                                                  | Identified partners                                                                                | Indicative timescales | Lead Member/ Head of Service         |
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|      |                                                                                                                                                                                                                                   |             | planning permission being granted.                                                                                                                                                                                                                                                                                                                     |                                                                        |                                                                                                    |                       |                                      |
| 2.10 | Involvement of the Council's Finance & Assets Service in negotiations on planning applications to deliver affordable housing.                                                                                                     | Short-term  | Revised planning process to include consultation and negotiation with the Finance & Assets Service where the provision of affordable housing is affecting overall site delivery. Use of Council funds can enable stalled or marginally viable private housing developments to proceed, thus increasing delivery of both affordable and market housing. | - Officer time<br>- HRA / other housing funding??                      | - Strategic Planning & Housing Team<br>- Development Management Team<br>- Finance & Assets Service | By June 2015          | Cllr Julian Thompson - Hill<br>JG/GB |
| 2.11 | Test a range of approaches to calculating the value of affordable properties, to ensure this is set at an appropriate level. Consideration should also be given to the particular circumstances of self-build affordable housing. | Short term  | Inclusion of any new approach in a revised Supplementary Planning Guidance document. An appropriate value should be genuinely affordable to those in need but not so low as to be economically unviable for developers.                                                                                                                                | Officer time                                                           | Strategic Planning & Housing Team<br>Finance & Assets Service                                      | By March 2016         | Cllr David Smith<br>GB               |
| 2.12 | Review the current approach and thresholds for affordable housing requirements in LDP policies relating to affordable housing. This can only be                                                                                   | Medium term | Revised LDP policies and Supplementary Planning Guidance on affordable housing. This will ensure that the amount of affordable housing being                                                                                                                                                                                                           | - Officer time<br>- Funding for viability testing of policy approaches | Strategic Planning & Housing Team<br>Finance & Assets Service                                      | By June 2017          | Cllr David Smith<br>GB               |

| Ref  | Action                                                                                                                                                                                  | Priority   | Outcomes & benefits                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Resource requirements                                         | Identified partners                                     | Indicative timescales | Lead Member/ Head of Service |
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|      | carried out through the formal LDP Review process.                                                                                                                                      |            | delivered by private developers is maximised without preventing overall housing delivery. Requirements for rural affordable housing, and the Council's approach, will also be reconsidered to ensure this supports sustainable rural communities.                                                                                                                                                                                                                                                                          |                                                               |                                                         |                       |                              |
| 2.13 | Introduce a mechanism to secure financial contributions for affordable housing following scheme completion, where viability has improved beyond that originally projected ('clawback'). | Short-term | Revised Supplementary Planning Guidance on affordable housing. Where housing developments are delivered over a long time period, or the wider economic climate subsequently changes, the resultant scheme may have been able to deliver more affordable housing than agreed at the time of planning permission being granted. Introducing a mechanism to assess development viability after completion will ensure the Council can claim a contribution towards affordable housing, which would previously have been lost. | - Officer time<br>- Funding to secure legal (counsel) input?? | - Strategic Planning & Housing Team<br>- Legal Services | By March 2016         | Cllr David Smith<br>GB       |

| Ref  | Action                                                                                                                                                          | Priority    | Outcomes & benefits                                                                                                                                                           | Resource requirements                    | Identified partners                                                     | Indicative timescales | Lead Member/ Head of Service    |
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| 2.14 | To establish a development fund through selling assets where there is little or no housing need                                                                 | Medium term | This would enable acquisition of land and investment in those areas with identified housing needs. This would form part of the Affordable Housing Delivery Programme.         | Officer time<br>Legal & financial advice | - Strategic Planning & Housing Team<br>- Finance & Assets Service       | By Dec. 2016          | Cllr Julian Thompson-Hill<br>JG |
| 2.15 | To identify a wider range of development partners to assist in increasing the supply of affordable housing                                                      | Medium term | This could include both public and private sector partners and would contribute to achieving the affordable housing delivery programme.                                       | Officer time<br>Legal & financial advice | - Strategic Planning & Housing Team<br>- RSLs                           | By June 2016          | Cllr David Smith<br>GB          |
| 2.16 | To develop a business plan to ensure more Council homes are provided                                                                                            | Medium term | Contribution to an improved supply of affordable housing in the County. Development by the Council could deliver a mix of tenures, however further investigation is required. | Officer time<br>Legal & financial advice | - Strategic Planning & Housing Team<br>Finance & Assets Service<br>RSLs | By March 2016         | Cllr Barbara Smith<br>JG        |
| 2.17 | Test a range of methods for calculating financial contributions towards affordable housing, with the aim of reducing the number of calculations currently used. | Medium term | Potential to simplify the calculations for commuted sums for affordable housing, whilst ensuring that contributions are maximised without jeopardising development viability. | Officer time                             | Strategic Planning & Housing Team<br>Finance & Assets Service           | June 2017             | Cllr David Smith<br>GB          |

| Ref                                    | Action                                                                                                                                            | Priority    | Outcomes & benefits                                                                                                                                                                | Resource requirements | Identified partners                    | Indicative timescales                                                                                           | Lead Member/ Head of Service      |
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| <b>THEME 3: Safe and Healthy homes</b> |                                                                                                                                                   |             |                                                                                                                                                                                    |                       |                                        |                                                                                                                 |                                   |
| 3.1                                    | To ensure Council and Housing Association accommodation is brought up to and maintained at the Welsh Housing Quality Standard                     | Medium term | Welsh Government require that all social housing meets WHQS by 2020.                                                                                                               | Investment in WHQS    | RSLs                                   | By December 2017                                                                                                | CLlr Barbara Smith<br>JG          |
| 3.2                                    | To improve the standard of houses in multiple occupation & to enforce mandatory and additional licencing schemes in houses in multiple occupation | Medium      | House in multiple occupation have some of the worst living conditions in Denbighshire. This approach will target the worst of these to ensure they are improved                    | Officer time          | Public Protection<br>Private landlords | Improve more than 300 private high risk dwellings by December 2017. License 60 additional HMOs by December 2017 | CLlr David Smith/<br>Graham Boase |
| 3.3                                    | Implement Landlord Licensing Scheme, including a comprehensive database of all private land lords                                                 | Medium term | New legislation is introducing the requirement for all private landlords to register with Denbighshire County Council<br>The scheme is being administered by Cardiff City Council. | TBC                   | Public protection<br>Private landlords | By October 2016                                                                                                 | CLlr David Smith/<br>Graham Boase |

| Ref | Action                                                                                                       | Priority    | Outcomes & benefits                                                                                                                                                                                                                                        | Resource requirements          | Identified partners                                                                                                     | Indicative timescales                             | Lead Member/ Head of Service                    |
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| 3.4 | To develop a private rented sector action plan & toolkit                                                     | Short       | The private rented sector is the growth tenure in Denbighshire. Engaging and developing the relationship with private landlords is crucial                                                                                                                 | Officer time                   | Housing options, Enforcement, Strategic Planning and housing                                                            | By June 2016                                      | Cllr David Smith/<br>Graham Boase               |
| 3.5 | To develop an Energy Conservation delivery plan and establish a database to prioritise those in fuel poverty | Medium term | Will focus on targeting action at the properties with the worst energy efficiency. To work with households to move them out of fuel poverty – Welsh Government funding secured                                                                             | Officer time                   | Welsh Government<br>Welsh European funding office<br>Bangor Univ.                                                       | Delivery Plan<br>Plan & data base by August 2016. | Cllr David Smith/<br>Graham Boase               |
| 3.6 | To establish the relevant data for caravan parks and develop a regulatory procedure for holiday caravans     |             | Many people are living in caravans which do not have planning permission for permanent residency. Some caravans provide poor housing conditions and this will help to improve standards and ensure that people are not living in unsuitable accommodation. | Planning and public protection | Business improvement and modernisation<br>Development Management, caravan park owners/<br>Managers<br>Public protection | By April 2016                                     | Cllr David Smith<br>Alan Smith/<br>Graham Boase |



| Ref                                                                 | Action                                                                  | Priority    | Outcomes & benefits                                                                                                                                                      | Resource requirements                                                                                             | Identified partners                                                                                                                       | Indicative timescales                           | Lead Member/ Head of Service     |
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| <b>Theme 4: Supporting independence and preventing homelessness</b> |                                                                         |             |                                                                                                                                                                          |                                                                                                                   |                                                                                                                                           |                                                 |                                  |
| 4.1                                                                 | To ensure additional extra care facilities are provided in Denbighshire | Medium term | More housing options are needed for older people. Denbighshire and public/private partners are examining a range of ways forward                                         | Extra Care manager<br>Head of Community Support Services<br>Housing Associations<br>Procurement<br>Legal services | Community Support Services<br>Property services<br>Housing Associations<br>Strategic Planning and Housing, procurement and Legal services | 2 schemes to be in development by December 2017 | Cllr Bobby Feeley<br>Phil Gilroy |
| 4.2                                                                 | Review supported independent living provision and demand                | Medium term | The appropriateness of some existing schemes given their age and location is in need of review. viability of redeveloping sheltered housing schemes owned by the Council | Community Support                                                                                                 | Housing associations<br>Community Support                                                                                                 | By June 2017                                    | Cllr Bobby Feeley<br>Phil Gilroy |
| 4.3                                                                 | To investigate developing a social lettings agency                      | Short term  | Social lettings agencies are non-profit organisations which can provide a more affordable route to accessing the private rented sector                                   | Housing options<br>Licensing team                                                                                 | Homelessness Planning & Public protection<br>Private landlords                                                                            | By June 2016                                    | Cllr Hugh Irving<br>Phil Gilroy  |

| Ref                                                                 | Action                                                                                     | Priority                     | Outcomes & benefits                                                                                                                                             | Resource requirements                                       | Identified partners                                                  | Indicative timescales        | Lead Member/ Head of Service       |
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| <b>Theme 4: Supporting independence and preventing homelessness</b> |                                                                                            |                              |                                                                                                                                                                 |                                                             |                                                                      |                              |                                    |
| 4.4                                                                 | To investigate options for providing direct emergency homelessness provision in the County | High                         | Will clarify the options for this project and ensure good quality accommodation for homeless people. Potential costs savings                                    | Homelessness<br>Environmental health<br>Housing association | Homelessness<br>Housing management<br>Planning and Public Protection | By December 2017             | Cllr Hugh Irving<br>Phil Gilroy    |
| 4.5                                                                 | To develop a pre-move programme for vulnerable people to maximise successful placements    | Awaiting further information | Awaiting further information                                                                                                                                    | Awaiting further information                                | Social Services<br>Housing management<br>Housing Associations        | Awaiting further information | Cllr Bobby Feeley<br>Phil Gilroy   |
| 4.6                                                                 | To implement the single access route to housing                                            | Medium                       | The project will provide a single waiting list and better housing option advice to ensure applicants are realistic about the housing options available to them. | Operational staff in allocations and housing options        | Housing options and housing management                               | By December 2016             | Cllr Barbara Smith<br>Jamie Groves |
| 4.7                                                                 | To develop a homelessness strategy                                                         | High                         | Welsh government have introduced legislation requiring the development this strategy                                                                            | Homelessness/<br>housing options                            | Homelessness/<br>housing options                                     | By December 2018             | Cllr Hugh Irving<br>Phil Gilroy    |
| 4.8                                                                 | To work closer with the private rented sector to increase access to appropriate properties | Awaiting further information | A Specific officer is/has being employed to work with private landlords and enforcement to bring forward quality properties                                     | Awaiting further information                                | Awaiting further information                                         | Awaiting further information | Cllr David Smith/Phil Gilroy       |

| Ref                                     | Action                                                                          | Priority                     | Outcomes & benefits                                                                                                                                           | Resource requirements        | Identified partners                                                                           | Indicative timescales                                               | Lead Member/ Head of Service      |
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| <b>Theme 5: Sustainable communities</b> |                                                                                 |                              |                                                                                                                                                               |                              |                                                                                               |                                                                     |                                   |
| 5.1                                     | To develop a Neighbourhood Engagement Strategy                                  | Awaiting further information | Awaiting further information                                                                                                                                  | Awaiting further information | Awaiting further information                                                                  | Awaiting further information                                        | CLlr Barbara Smith/Jamie Groves   |
| 5.2                                     | To bring key eyesore sites and empty properties back into use across the county | Medium                       | The need/demand for housing is high across Denbighshire. Empty homes/sites are a wasted resource and require tailor made approach to bring them back into use | Officer time<br>Legal advice | Empty Homes Officer<br>Conservation<br>Strategic Planning and Housing<br>Housing Associations | Bring back 10 of the top 20 eyesore sites into use by December 2017 | CLlr David Smith/<br>Graham Boase |
| 5.3                                     | Develop an Asset Management Strategy                                            | Awaiting further information | This will prioritise areas of Council housing to be regenerated and funding from the Housing Revenue Account.                                                 | Awaiting further information | Awaiting further information                                                                  | Awaiting further information                                        | Awaiting further information      |

|     |                                                         |            |                                                                                                                                                                                                                                                            |                            |                                                                                                                                                     |                                    |                                      |
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| 5.4 | Review resident Inclusion Strategy                      | TBC        | Improvements to the approach to engaging Council tenants in decision making                                                                                                                                                                                | TBC                        | Finance, Assets and Housing                                                                                                                         | TBC                                | Cllr Barbara Smith/<br>Jamie Groves  |
| 5.5 | To bring forward key strategic sites across the County  | High       | Housing and economic development are intrinsically linked. Specific teams are working to bring forward sites                                                                                                                                               | Officer time               | Council assets<br>Economic Development<br>Strategic Planning and Housing Developers                                                                 | TBC                                | Cllr David Smith<br>/Rebecca Maxwell |
| 5.6 | To develop an apprenticeship scheme for Council Housing | Short term | Maintaining the Council stock now it has reached Welsh Housing Quality Standard is crucial. Many of the current workforce are over 50 and these are needed in terms of developing younger people                                                           | Officer time               | Finance, Assets and Housing                                                                                                                         | Appoint 3 apprentices by June 2016 | Cllr Barbara Smith/<br>Jamie Groves  |
| 5.7 | To bring forward new housing opportunities in Rhyl West | Medium     | The demolition of houses has allowed the creation of green space in Rhyl West. West Rhyl Cooperative, North Wales Housing and Pennaf are bringing forward properties in Abbey Street and Gronant Street. These properties are orientated towards families. | Officer time<br>WG funding | Cooperative<br>West Rhyl<br>Community land Trust<br>North Wales<br>Housing<br>Pennaf<br>Welsh<br>Government<br>Strategic<br>Planning and<br>Housing | 31 homes by February 2017          | Rebecca Maxwell                      |

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| <b>Adroddiad i'r:</b>      | <b>Pwyllgor Archwilio Cymunedau</b> |
| <b>Dyddiad y Cyfarfod:</b> | <b>5 Tachwedd 2015</b>              |
| <b>Swyddog Arweiniol:</b>  | <b>Cydlynnydd Archwilio</b>         |
| <b>Awdur yr Adroddiad:</b> | <b>Cydlynnydd Archwilio</b>         |
| <b>Teitl:</b>              | <b>Rhaglen Waith Archwilio</b>      |

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## **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:

- 3.1 ystyried yr wybodaeth a ddarparwyd ac yn cymeradwyo, diwygio neu'n newid ei raglen gwaith i'r dyfodol fel y gwêl yn briodol; ac
- 3.2 yn penodi aelod i wasanaethu fel eilydd i wasanaethu ar y Grŵp Cydraddoldeb Corfforaethol.

## **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.

#### Rhaglen Waith i'r Dyfodol y Cabinet

- 4.8 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.

#### Datblygiad Penderfyniadau'r Pwyllgor

- 4.9 Yn Atodiad 4 mae tabl yn crynhoi penderfyniadau diweddar y Pwyllgor ac yn cyngori aelodau am eu gweithrediad.

### **5. Grŵp Cydraddoldeb Corfforaethol**

Mae gan bob pwyllgor archwilio gynrychiolydd sy'n gwasanaethu ar y Grŵp uchod. Y Cynghorydd Win Mullen-James yw cynrychiolydd y Pwyllgor hwn, a'r eilydd oedd y Cynghorydd Huw O Williams (mae copi o gylch gorchwyl y Grŵp ynghlwm fel Atodiad 5. Gan nad yw'r Cynghorydd Huw O Williams bellach yn aelod o'r Pwyllgor gofynnir i'r aelodau benodi eilydd newydd i wasanaethu ar y Grŵp Cydraddoldeb Corfforaethol.

### **6. Grŵp Cadeiryddion ac Is-Gadeiryddion Archwilio**

Dan drefniadau archwilio'r Cyngor mae Grŵp Cadeiryddion ac Is-Gadeiryddion Archwilio (GCIGA) yn gweithredu fel pwyllgor cydlynu. Cyfarfu'r Grŵp ar 15 Hydref ac fe gyfeiriodd yr eitemau canlynol i'r Pwyllgor hwn eu harchwilio: y ddarpariaeth meddygon teulu ym Mhrestatyn a'r ddarpariaeth meddygon teulu y tu allan i oriau (gweler y manylion ar gyfer cyfarfod 17 Rhagfyr 2015 ar Atodiad 1) a'r Ddeddf Llesiant Cenedlaethau'r Dyfodol (Cynru) 2015 (gweler y manylion ar gyfer cyfarfod 4 Chwefror 2015 ar Atodiad 1).

### **7. 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.

**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. 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.

**10. 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.

**11. 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.

**12. 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](mailto:dcc_admin@denbighshire.gov.uk)



## Communities Scrutiny Committee Forward Work Plan

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

| Meeting     | Lead Member(s)            | Item (description / title)                      | Purpose of report                                                                                                                                                                                                                                                                                                                                           | Expected Outcomes                                                                                                                                                                                                                                   | Author                                           | Date Entered          |
|-------------|---------------------------|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|-----------------------|
| 17 December | <b>Cllr. Bobby Feeley</b> | 1. Supported Independent Living (SIL)           | To consider the progress made with the introduction of the SIL Service, including awareness raising of the Service within and outside the Council (e.g. with the Reablement Service & SPoA etc.) and other initiatives to realise value for money (the report to include the number of SIL Service recipients in each Council ward and the SIL Action Plan) | Ensuring that all possible avenues are being used to raise awareness of the new service and realise value for money whilst protecting vulnerable people and modernising the way social care is delivered in line with the Welsh Government's vision | Phil Gilroy/Katie Newe/John Sweeney/John Sweeney | September 2015        |
|             |                           | 2. Primary Care provision in the Prestatyn area | To discuss the measures being taken to address the shortage of GPs in the area from April 2016 and any alternative provision that will be made available to residents in that                                                                                                                                                                               | To ensure that sufficient primary care provision will be available for residents in the Prestatyn area and alleviate additional pressures on social care delivery in the area                                                                       | BCUHB                                            | By SCVCG October 2015 |

## Communities Scrutiny Committee Forward Work Plan

| Meeting         | Lead Member(s)             | Item (description / title) | Purpose of report                                            | Expected Outcomes                                                                                       | Author                                                                                                                                                                                                                   | Date Entered          |                           |
|-----------------|----------------------------|----------------------------|--------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------------|
|                 |                            |                            | area                                                         |                                                                                                         |                                                                                                                                                                                                                          |                       |                           |
|                 |                            | 3.                         | GP Out of Hours Service                                      | To update members on the review of the GP Out of Hours Service and current service provision            | Assurances that there is a sufficient out of hours service for the residents of Denbighshire and that the service is resilient and will not cause undue pressures on A&E and social care services                        | BCUHB                 | By SCVCG<br>October 2015  |
| 4 February 2016 | <b>Leader</b>              | 1.                         | <i>Well-being of Future Generations (Wales) Act 2015 tbc</i> | <i>To outline how the Council proposes to conform with the requirements of the new act</i>              | <i>Identification of which of the Act's objectives would benefit from scrutiny monitoring their implementation</i>                                                                                                       | Alan Smith/Liz Grieve | By SCVCG<br>October 2015  |
|                 |                            |                            |                                                              |                                                                                                         |                                                                                                                                                                                                                          |                       |                           |
| 24 March        |                            |                            |                                                              |                                                                                                         |                                                                                                                                                                                                                          |                       |                           |
| 12 May          |                            |                            |                                                              |                                                                                                         |                                                                                                                                                                                                                          |                       |                           |
| 30 June         |                            |                            |                                                              |                                                                                                         |                                                                                                                                                                                                                          |                       |                           |
| 8 September     |                            |                            |                                                              |                                                                                                         |                                                                                                                                                                                                                          |                       |                           |
| 27 Oct 2016     | <b>Cllr. Eryl Williams</b> | 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<br>September 2014 |
| 15 December     |                            |                            |                                                              |                                                                                                         |                                                                                                                                                                                                                          |                       |                           |

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

**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 |
|--------------------------------------------------|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|--------------|
| <b>Quarterly Information (Sept/Dec/Mar/June)</b> | Rhyl Going Forward                     | To brief the Committee on the progress in delivering the Programme and its associated workstreams and projects, and to highlight to members areas of concern or slippages | Rebecca Maxwell                         | May 2014     |
| <b>Information Report (May 2016)</b>             | 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        |
|-------------|-------------------|-----------------|------------------------|----------|-----------------|
|             |                   |                 |                        |          |                 |
| 17 December | <b>3 December</b> | 4 February 2016 | <b>21 January 2016</b> | 24 March | <b>10 March</b> |

Communities Scrutiny Committee Forward Work Plan

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15/10/15 RhE

Tudalen 120

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

## Ystyried addasrwydd pwnc ar gyfer craffu

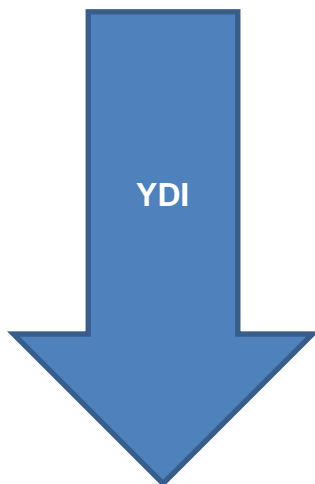
### Ffurflen Gynnig / Cais a dderbyniwyd

(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

Tudalen 123

| Meeting            |   | Item (description / title)                   | Purpose of report                                                                                                                    | Cabinet Decision required (yes/no) | Author – Lead member and contact officer        |
|--------------------|---|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-------------------------------------------------|
| <b>24 November</b> | 1 | Finance Report                               | To update Cabinet on the current financial position of the Council                                                                   | Tbc                                | Councillor Julian Thompson-Hill / Richard Weigh |
|                    | 2 | Corporate Plan Report                        | To update Cabinet on delivery of the Corporate Plan                                                                                  | Tbc                                | Councillor Julian Thompson-Hill / Richard Weigh |
|                    | 3 | Items from Scrutiny Committees               | To consider any issues raised by Scrutiny for Cabinet's attention                                                                    | Tbc                                | Scrutiny Coordinator                            |
| <b>15 December</b> | 1 | Finance Report                               | To update Cabinet on the current financial position of the Council                                                                   | Tbc                                | Councillor Julian Thompson-Hill / Richard Weigh |
|                    | 2 | Corporate Plan Performance Report 2015/16 Q2 | To consider progress against the Corporate Plan                                                                                      | Tbc                                | Cllr Julian Thompson-Hill / Liz Grieve          |
|                    | 3 | Supporting People Local Commissioning Plan   | To approve the Supporting People Local Commissioning Plan 2016-19 for submission to the North Wales Regional Collaborative Committee | Yes                                | Cllr Bobby Feeley / Sophie Haworth-Booth        |
|                    | 4 | Former North Wales Hospital,                 | Tbc                                                                                                                                  | Tbc                                | Graham Boase                                    |

Cabinet Forward Work Plan

Tudalen 124

| Meeting            |   | Item (description / title)          | Purpose of report                                                  | Cabinet Decision required (yes/no) | Author – Lead member and contact officer        |
|--------------------|---|-------------------------------------|--------------------------------------------------------------------|------------------------------------|-------------------------------------------------|
|                    |   | Denbigh - Compulsory Purchase Order |                                                                    |                                    |                                                 |
|                    | 5 | Items from Scrutiny Committees      | To consider any issues raised by Scrutiny for Cabinet's attention  | Tbc                                | Scrutiny Coordinator                            |
|                    |   |                                     |                                                                    |                                    |                                                 |
| <b>12 January</b>  | 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                            |
|                    |   |                                     |                                                                    |                                    |                                                 |
| <b>16 February</b> | 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                            |
|                    |   |                                     |                                                                    |                                    |                                                 |
| <b>29 March</b>    | 1 | Finance Report                      | To update Cabinet on the current financial position of the Council | Tbc                                | Councillor Julian Thompson-Hill / Richard Weigh |
|                    | 2 | Corporate Plan Performance          | To consider progress against                                       | Tbc                                | Cllr Julian Thompson-                           |



Cabinet Forward Work Plan

| Meeting         | Item (description / title) |                                   | Purpose of report                                                  | Cabinet Decision required (yes/no) | Author – Lead member and contact officer        |
|-----------------|----------------------------|-----------------------------------|--------------------------------------------------------------------|------------------------------------|-------------------------------------------------|
|                 |                            | Report 2015/16 Q3                 | the Corporate Plan                                                 |                                    | Hill / Liz Grieve                               |
|                 | 3                          | Items from Scrutiny Committees    | To consider any issues raised by Scrutiny for Cabinet's attention  | Tbc                                | Scrutiny Coordinator                            |
|                 |                            |                                   |                                                                    |                                    |                                                 |
| <b>26 April</b> | 1                          | Finance Report                    | To update Cabinet on the current financial position of the Council | Tbc                                | Councillor Julian Thompson-Hill / Richard Weigh |
|                 | 2                          | Future of Adult Provider Services | To consider the future of adult provider services.                 | Yes                                | Cllr Bobby Feeley / Phil Gilroy / Holly Evans   |
|                 | 3                          | Items from Scrutiny Committees    | To consider any issues raised by Scrutiny for Cabinet's attention  | Tbc                                | Scrutiny Coordinator                            |
|                 |                            |                                   |                                                                    |                                    |                                                 |

Tudalen 125

Note for officers – Cabinet Report Deadlines

| <i>Meeting</i> | <i>Deadline</i>   | <i>Meeting</i>  | <i>Deadline</i>    | <i>Meeting</i>  | <i>Deadline</i>   |
|----------------|-------------------|-----------------|--------------------|-----------------|-------------------|
|                |                   |                 |                    |                 |                   |
| <b>October</b> | <b>13 October</b> | <b>November</b> | <b>10 November</b> | <b>December</b> | <b>1 December</b> |

Updated 09/10/15 - KEJ

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Mae tudalen hwn yn fwiadol wag

## Progress with Committee Resolutions

| Date of Meeting   | Item number and title                                                                           | Resolution                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Progress                                                                                                                                                                                          |
|-------------------|-------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10 September 2015 | <b>3. Urgent Matters: The Implementation of the Home to School Transport Eligibility Policy</b> | <b>RESOLVED</b> – that the, subject to the above observations, the Committee:-<br>(a) accepted the information received with respect to the initial implementation of the Home to School Transport Eligibility Policy from 2015, and<br>(b) requested that a further report be presented to the Committee in November, 2015 reviewing the Policy's implementation and detailing the measures taken to resolve issues raised during the initial period of its implementation. | A further report is scheduled into the Committee's current meeting's business agenda                                                                                                              |
|                   | <b>5. Financial Planning Report</b>                                                             | <b>RESOLVED</b> – that:-<br>(a) the Welsh Local Government Association convey the Committee's observations above to the Welsh Government via the Partnership Council for Wales' Finance Sub-Group; and<br>(b) a letter be sent to all local Assembly Members registering the Committee's concerns as outlined above.                                                                                                                                                         | (a) The WLGA has agreed to convey the Committee's observations to the Welsh Government via the Partnership Council for Wales' Finance Sub-Group;<br>(b) The report presented to the Committee has |

|  |                                                  |                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                  |
|--|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
|  |                                                  |                                                                                                                                                                                                                                                                                                                                                                               | been submitted by the WLGA as evidence to the commission on local government finance and a letter is being sent to all local AMs |
|  | <b>6. Supporting Independent Living Services</b> | <b>RESOLVED</b> – <i>that the Committee:-<br/>(a) receives the report and, subject to the above observations, supports the approach being taken to establish and embed the Supporting Independent Living Service in Denbighshire, and<br/>(b) that a further progress report, including the SIL Action Plan, be presented to the Committee at its December, 2015 meeting.</i> | Further report and Action Plan scheduled for presentation to the Committee at its meeting on 17 December 2015                    |
|  | <b>7. Community Profiling Progress Report</b>    | <b>RESOLVED</b> – <i>that subject to the above observations the Committee:-<br/>(a) receives the information provided; and<br/>(b) supports the continuation of the work to map and profile the community groups across the County.</i>                                                                                                                                       | Officers informed of the Committee's recommendation                                                                              |

## **Terms of Reference – Corporate Equality Group**

### **Aim**

The Corporate Equality Group (CEG) has responsibility for ensuring that the Council demonstrates fairness in its deliver of services and its employment practices. It will work to develop a culture in which all individuals are treated with dignity and respect, and offensive and discriminatory behaviour and harassment are not tolerated. The CEG is not a decision making body, but can refer issues to others (e.g. Scrutiny, Cabinet, Council, CET, SLT etc) when decisions are required.

Specifically, the CEG will:

- ⇒ Give strategic direction to equality related activities within the council.
- ⇒ Work to embed equality and diversity into all the functions of the council.
- ⇒ Ensure that the council effectively undertakes equality impact assessment of proposals and decisions which may impact on its staff and/or communities.
- ⇒ Ensure that a robust Strategic Equality Plan is in place to enable the council to meet its general and specific duties under the Equality Act 2010.
- ⇒ Monitor and scrutinise delivery of the council's Strategic Equality Plan.
- ⇒ Consider and scrutinise an annual report in relation to the delivery of the council's Strategic Equality Plan.
- ⇒ Drive improvements in delivering equality outcomes through an annual self-assessment process.
- ⇒ Act as a link with SLT to promote effective communication of relevant discussions and proposals from either forum.
- ⇒ Monitor Members and staff training and development programmes in relation to equality and diversity.
- ⇒ Ensure the full engagement and involvement of all staff, Elected Members and service users in equality and diversity issues.
- ⇒ Monitor incidences of prejudice in the community in relation to its activities and provision of services.

## **Membership**

The CEG will consist of:

- ⇒ Lead Member for Equalities: Cllr Hugh Evans (Chair)
- ⇒ Representative from Performance Scrutiny: Cllr Colin Hughes
  - ⇒ Substitute: Cllr Geraint Lloyd-Williams
- ⇒ Representative from Partnerships Scrutiny: Cllr Bill Tasker
  - ⇒ Substitute: Cllr Dewi Owens
- ⇒ Representative from Communities Scrutiny: Cllr Win Mullen-James
  - ⇒ Substitute: Cllr Huw O Williams
- ⇒ Representative from Corporate Governance Committee: Cllr Martyn Holland
  - ⇒ Substitute: Cllr Stuart Davies
- ⇒ 2 representatives from SLT: Mohammed Mehmet & Gary Williams
  - ⇒ Substitutes: Peter McHugh & Leighton Rees
- ⇒ Corporate Improvement Team: Keith Amos
- ⇒ Corporate Equality Officer: Karen Beattie
- ⇒ Other people may be invited to attend from time to time, e.g. representatives from specific council services, or union representatives.

Each member of the CEG will need to understand, and be fully committed to, the values of equality & diversity. CEG members will be expected to act as advocates for equality and diversity in all council-related business. CEG members will also be expected to undertake equality and diversity training.

Members of the CEG will be responsible for approaching their nominated substitute(s) if they are unable to attend a particular meeting. Nominated substitutes must also demonstrate the same commitment to equality and diversity as members of the CEG (as described above).

## **Administration**

CEG will meet quarterly, and meetings will be planned in advance for each financial year. Meeting dates will be in the Council diary.

Notes of actions agreed will be taken, rather than minutes.

No more than 4 agenda items for each CEG meeting.

All reports to be submitted to Isabel Williams, 2 weeks prior to each CEG meeting.