

At: Aelodau'r Cabinet

Dyddiad: 20 Chwefror 2019

Rhif Union: 01824712568

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Annwyl Gyngorydd

Fe'ch gwahoddir i fynychu cyfarfod y **CABINET, DYDD MAWRTH, 26 CHWEFROR 2019** am **10.00 am** yn **SIAMBR Y CYNGOR, NEUADD Y SIR, RHUTHUN.**

Yn gywir iawn

G Williams

Pennaeth Gwasanaethau Cyfreithiol, AD a Democrataidd

AGENDA

RHAN 1 – ESTYNNIR GWAHODDIAD I'R WASG AC AELODAU'R CYHOEDD FOD YN BRESENNOL YN Y RHAN YMA O'R CYFARFOD

1 YMDDIHEURIADAU

2 DATGANIAD 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 BRYG

Hysbysiad 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 - 14)

Derbyn cofnodion cyfarfod y Cabinet a gynhaliwyd 22 Ionawr 2019 (copi'n amgaeedig).

5 POLISI'AU CYFLOGAETH (Tudalennau 15 - 156)

Ystyried adroddiad gan y Cyngorydd Mark Young, Aelod Arweiniol dros Safonau Corfforaethol (copi'n amgaeedig) yn argymhell mabwysiadu nifer o bolisiau cyflogaeth.

6 ADRODDIAD CYLLID (Tudalennau 157 - 172)

Ystyried adroddiad gan y Cynghorydd Julian Thompson-Hill, Aelod Arweiniol Cyllid, Perfformiad ac Asedau Strategol (copi ynghlwm) ynglŷn â'r sefyllfa ariannol ddiweddaraf a'r cynnydd a wnaed o ran y strategaeth y cytunwyd arni ar gyfer y gyllideb.

7 RHAGLEN GWAITH I'R DYFODOL Y CABINET (Tudalennau 173 - 176)

Derbyn Rhaglen Gwaith i'r Dyfodol y Cabinet sy'n amgaaedig, a nodi'r cynnwys.

RHAN 2 - MATERION CYFRINACHOL

GWAHARDD Y WASG A'R CYHOEDD

Argymhellir, yn unol ag Adran 100A (4) Deddf Llywodraeth Leol 1972, bod y Wasg a'r Cyhoedd yn cael eu gwahardd o'r cyfarfod tra bydd yr eitem ganlynol yn cael ei thrafod oherwydd ei bod yn debygol y bydd gwybodaeth eithriedig yn cael ei datgelu fel y'i diffinnir ym mharagraff 14, Rhan 4, Atodlen 12A y Ddeddf.

8 PENODI CONTRACTWYR I FFRAMWAITH ADEILADU GOGLEDD CYMRU 2 (Tudalennau 177 - 198)

Ystyried adroddiad cyfrinachol gan y Cyng. Julian Thompson-Hill, Aelod Arweiniol Cyllid, Perfformiad ac Asedau Strategol (copi'n amgaaedig) yn argymhell penodi contractwyr i Fframwaith Adeiladu Gogledd Cymru 2.

AELODAETH

Y Cynghorwyr

Hugh Evans
Bobby Feeley
Huw Hilditch-Roberts
Richard Mainon

Tony Thomas
Julian Thompson-Hill
Brian Jones
Mark Young

COPIAU I'R:

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

DEDDF LLYWODRAETH LEOL 2000

Cod Ymddygiad Aelodau

DATGELU A CHOFRESTRU BUDDIANNAU

Rwyf i,
(enw)

*Aelod /Aelod cyfetholedig o
(*dileuer un)

Cyngor Sir Ddinbych

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

Dyddiad Datgelu:

Pwyllgor (nodwch):

Agenda eitem

Pwnc:

Natur y Buddiant:

(Gweler y nodyn isod)*

Llofnod

Dyddiad

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

Mae tudalen hwn yn fwriadol wag

CABINET

Cofnodion cyfarfod o'r Cabinet a gynhaliwyd yn Siambr y Cyngor, Neuadd y Sir, Rhuthun, Dydd Mawrth, 22 Ionawr 2019 am 10.00 am.

YN BRESENNOL

Y Cyngorwyr Hugh Evans, Arweinydd ac Aelod Arweiniol yr Economi a Llywodraethu Corfforaethol; Bobby Feeley, Aelod Arweiniol Lles ac Annibyniaeth; Huw Hilditch-Roberts, Aelod Arweiniol Addysg, Plant a Phobl Ifanc; Brian Jones, Aelod Arweiniol Priffyrdd, Cynllunio a Theithio Cynaliadwy; Richard Mainon, Aelod Arweiniol Datblygu Seilwaith Cymunedol; Tony Thomas, Aelod Arweiniol Tai, Rheoleiddio a'r Amgylchedd; Julian Thompson-Hill, Aelod Arweiniol Cyllid, Perfformiad ac Asedau Strategol, a Mark Young, Aelod Arweiniol Safonau Corfforaethol.

Arsylwyr: Y Cyngorwyr Mabon Ap Gwynfor, Meirick Davies, Martyn Holland, Alan James, Gwyneth Kensler, Arwel Roberts, Peter Scott, Glenn Swingler,, Rhys Thomas, Graham Timms, Huw Williams ac Emrys Wynne

HEFYD YN BRESENNOL

Prif Weithredwr (JG); Cyfarwyddwyr Corfforaethol: Cymunedau (NS) ac Economi a'r Parth Cyhoeddus (GB); Penaethiaid Gwasanaeth: Cyfreithiol, AD a Gwasanaethau Democrataidd (GW), Cyllid/ Swyddog A. 151 (RW), a Gwasanaethau Cymorth Cymunedol (PG); Rheolwr Gwasanaeth - Gwasanaethau Cymorth Cymunedol (AP); Swyddog Arweiniol Tai Cymunedol (GD) a'r Gweinyddwr Pwyllgorau (KEJ)

1 YMDDIHEURIADAU

Ni chafwyd unrhyw ymddiheuriadau.

2 DATGAN CYSYLLTIAD

Datganodd yr aelodau gysylltiad personol yn yr eitemau a ganlyn -

Cynghorydd Meirick Davies – Eitem 6 ar y Rhaglen fel Cadeirydd Awdurdod Tân Gogledd Cymru ac Eitem 8 ar y Rhaglen gan ei fod yn rhentu garej gan y cyngor

Y Cynghorydd Glenn Swingler – Eitem 5 ar y Rhaglen fel Gweithiwr Cefnogi ar gyfer pobl gydag anableddau dysgu ac Eitem 8 ar y Rhaglen gan ei fod yn gynghorydd ar Gyngor Tref Dinbych

Y Cynghorydd Rhys Thomas – Eitem 8 ar y Rhaglen gan ei fod yn gynghorydd ar Gyngor Tref Dinbych

3 MATERION BRYD

Dim materion bryd wedi eu codi ac angen penderfyniad arnynt.

Roedd cwestiwn wedi ei dderbyn gan y Cyngorydd Rhys Thomas y cytunodd yr Arweinydd y gellir delio ag o dan faterion brys.

Cyflwynodd y Cyngorydd Rhys Thomas y cwestiwn canlynol:

“Yn sgil y newyddion fod Hitachi wedi atal eu gwaith yn y Wylfa Newydd oherwydd costau cynyddol, a yw'r Cabinet wedi ystyried goblygiadau'r newyddion ar Gynnig Twf Gogledd Cymru gan ei fod yn dibynnu'n drwm, fel y mae, ar ddau brosiect mawr arall sy'n gysylltiedig â'r diwydiant niwclear?”

Ymatebodd yr Arweinydd i'r cwestiwn drwy nodi, gan fod y cyhoeddiad ond newydd gael ei wneud ar ddiwedd yr wythnos flaenorol, nid oedd y Cabinet wedi cael cyfle hyd yma i ystyried y mater. Fodd bynnag, roedd Bwrdd Uchelgais Economaidd Gogledd Cymru (NWEAB) wedi cwrdd â chynrychiolwyr Llywodraeth Cymru ac Ynni Niwclear Horizon y diwrnod blaenorol ac wedi rhyddhau'r datganiad canlynol –

“Mae'r Bwrdd yn llwyr gefnogol i ddatblygu atomfa niwclear newydd yn Wylfa ar Ynys Môn a'r buddion economaidd y bydd hyn yn ei gynnig i'r rhanbarth cyfan.

Rydym wedi ymrwymo i adeiladu ar y perthnasau gwaith agos sydd eisoes wedi eu sefydlu gyda Llywodraethau'r DU a Chymru, y sector preifat a Horizon Nuclear Power, ac yn ogystal ag archwilio'r camau nesaf a'r ffordd orau o fwrw ymlaen.

Hoffai'r Bwrdd nodi'n glir na fydd y penderfyniad i atal gwaith ar y Wylfa Newydd yn cael unrhyw effaith o gwbl ar unrhyw brosiectau ym Margen Dwf Gogledd Cymru. Mae'r prosiectau hynny'n sefyll ar eu traed eu hunain gydag achosion busnes wedi eu cymeradwyo a byddant yn hanfodol i ffyniant economaidd pellach yr ardal.

Byddwn rŵan yn dechrau ar drafodaethau pellach gyda Llywodraethau'r DU a Chymru i edrych ar gymorth ychwanegol a chyfleoedd ariannu yn sgil y penderfyniad hwn.”

Caniatawyd cwestiwn atodol a holodd y Cyngorydd Rhys Thomas a fyddai unrhyw gyfle i gael prosiectau ynni adnewyddadwy eraill yng Ngogledd Cymru a fyddai'n fwy manteisiol i Sir Ddinbych pe na bai'r prosiect yn mynd yn ei flaen. Ymatebodd yr Arweinydd gan ddweud fod NWEAB yn parhau i gefnogi'r datblygiad ac roedd trafodaethau'n parhau gyda'r rhai a oedd yn ymwneud â chynnydd y prosiect fel y bwriadwyd yn wreiddiol os oedd modd. Os na fyddai modd cyflawni hynny, byddai cyfleoedd i ailedrych ar brosiectau presennol o fewn y Fargen Dwf na fyddai angen cymaint o ffocws ar ynni niwclear ar gyfer y rhanbarth. Roedd hefyd cyfle i geisio cyllid ychwanegol gan Lywodraeth y DU ar gyfer y Fargen Dwf, a fyddai, pe bai'n llwyddiannus, yn galluogi prosiectau eraill i amlygu eu hunain.

4 COFNODION

Cyflwynwyd cofnodion cyfarfod y Cabinet a gynhaliwyd ar 18 Rhagfyr 2018.

Materion yn Codi – Tudalen 8, Eitem 4 y Cofnodion – Cabinet 30 Hydref 2018 (Darpariaeth Sipsiwn a Theithwyr) – holodd y Cyngorydd Peter Scott ynghylch cynnydd o ran dadansoddi ymatebion i'r ymgynghoriad cyn cyflwyno cais cynllunio,

ac o ystyried y sibrydion oedd ar led ynglŷn â'r mater, gofynnodd am eglurhad i drigolion Llanely. Cadarnhaodd y Cynghorydd Tony Thomas fod y dadansoddiad bron yn gyflawn, nid oedd unrhyw benderfyniad wedi ei wneud hyd yma, a byddai adroddiad yn cael ei gyflwyno er mwyn cael penderfyniad yn y Gwanwyn. I ymateb i'r sibrydion, cytunodd yr Arweinydd y byddai'n Cyngor yn cadarnhau'r sefyllfa bresennol yn gyhoeddus.

PENDERFYNWYD derbyn a chadarnhau cofnodion y cyfarfod a gynhaliwyd ar 18 Rhagfyr 2018 fel cofnod cywir.

5 STRATEGAETH ANABLEDDAU DYSGU GOGLEDD CYMRU

Cyflwynodd y Cynghorydd Bobby Feeley yr adroddiad a oedd yn cynnwys Strategaeth Anabledd Dysgu Gogledd Cymru 2018 – 2023 a gofynnodd am gymeradwyaeth y Cabinet i gyfranogiad y Cyngor yn y Strategaeth honno.

Datblygwyd y Strategaeth ar y cyd rhwng Bwrdd Iechyd Prifysgol Betsi Cadwaladr, chwe chyngor Gogledd Cymru, ac wedi ei chefnogi gan Iechyd Cyhoeddus Cymru. Roedd yn cynnwys dull rhanbarthol o weithio tuag at wasanaethau anabledd dysgu integredig yng Ngogledd Cymru ac wedi ei llywio gan bobl gydag anableddau dysgu a'u gofawyr gyda'r nod o gyflawni gwell ansawdd bywyd i'r rhai hynny sydd ag anableddau dysgu. Roedd y Strategaeth yn cynnwys pum maes gwaith ac roedd yn cyd-fynd â blaenoriaethau corfforaethol y Cyngor. Roedd y costau darparu wedi eu cefnogi gan werth £1.7m o gyllid Llywodraeth Cymru ac ni ddylai greu unrhyw bwysau ychwanegol yn lleol.

Trafododd y Cabinet y dogfennau gyda'r Aelod Arweiniol a swyddogion a -

- ddarparodd sicrwydd ynghylch materion cydraddoldeb a chael gafael ar wasanaethau
- cadarnhaodd yr heriau a gyflwynwyd wrth ddiwallu anghenion ardaloedd gwledig a oedd wedi eu nodi ac roedd cryn dipyn o waith yn cael ei wneud i'r perwyl hwnnw i liniaru effeithiau negyddol o ran diogelu a hyrwyddo annibyniaeth
- cadarnhaodd y byddai dull rhanbarthol yn cryfhau gwasanaethau ac nid eu gwanhau
- eglurodd ddarpariaeth cyllid grant a oedd yn parhau am flynyddoedd i ddod a'r angen i gyd-fynd â'r galwadau cynyddol ar wasanaethau.

Wrth ymateb i gwestiynau gan gynghorwyr nad oedd yn Aelodau o'r Cabinet, gwnaeth yr Aelod Arweiniol a swyddogion -

- gadarnhau y gellid darparu gwasanaethau drwy gyfrwng y Gymraeg
- adrodd ar y sefyllfa o safbwynt o ran ymateb cwmnïau bysiau o safbwynt dangos chwarae teg i bobl gydag anableddau dysgu drwy hunan-eiriolaeth
- nodi fod diogelu a'r oes ddigidol yn fater ehangach ac roedd protocolau pendant ynghylch camdriniaeth ar y we, a oedd yn fater arall
- cadarnhau y gellid trefnu hyfforddiant perthnasol ar gyfer cynghorwyr
- egluro fod rhaid defnyddio cyllid rhanbarthol at ddibenion penodol ac roedd un o'r pum maes gwaith yn y Strategaeth yn canolbwyntio ar ddatblygu'r gweithlu

- nodi fod y Strategaeth yn cael ei chyfieithu ar hyn o bryd a byddai fersiwn Gymraeg ar gael mor fuan â phosibl.

PENDERFYNWYD bod y Cabinet yn cymeradwyo cyfranogiad Cyngor Sir Ddinbych yn y Strategaeth Anabledd Dysgu Rhanbarthol.

6 GOSOD RHENT TAI A CHYLLIDBAU REFENIW TAI A CHYFALAF 2019/20

Cyflwynodd y Cynghorydd Julian Thompson-Hill yr adroddiad a oedd yn gofyn am gymeradwyaeth i gynnydd rhent blynyddol Tai Sir Ddinbych, Cyfalaf y Cyfrif Refeniw Tai a Chyllidebau Refeniw ar gyfer 2019/20 a'r Cynllun Busnes Stoc Dai. Soniodd y Cynghorydd Thompson-Hill wrth yr aelodau am ffigurau'r gyllideb a rhagdybiaethau lefel yr incwm a oedd wedi'u cyfrifo gan ystyried Polisi Llywodraeth Cymru ar gyfer Rhenti Tai mewn perthynas â thai cymdeithasol a'i dull ar gyfer cynyddu rhenti. Y cynnydd ar gyfer 2019/20 oedd 2.4% a byddai'n gadael 40% o gartrefi ar lefelau rhent targed. Daeth y polisi presennol i ben yn 2018/19 ac roedd y cynnydd ar gyfer 2019/20 yn bolisi dros dro am flwyddyn ac mae disgwyl cyhoeddiad gan Lywodraeth Cymru ar y polisi rhent yn y dyfodol ym mis Ebrill 2019. Dangosodd yr adolygiad blynyddol o'r Cynllun Busnes Stoc Dai ei fod yn parhau'n gadarn ac yn hyfyw'n ariannol ac roedd digon o adnoddau i gefnogi rheolaeth a goruchwyliaeth o'r gwasanaeth tai a'r angen am fuddsoddiad yn y stoc.

Wrth ystyried yr adroddiad, trafodwyd y materion canlynol -

- eglurwyd y gofyniad i gynnwys darpariaeth dyledion drwg ynghyd ag effaith Credyd Cynhwysol a dull rhagweithiol y Cyngor i'r perwyl hwnnw a darparu cyngor ariannol a chymorth i denantiaid – nodwyd fod cyfraddau casglu rhent yn parhau'n uchel ac roedd yr ôl-ddyledion ymhlith y rhai isaf yng Nghymru.
- o safbwynt colli incwm ar Dai Gwag, cydnabuwyd ei bod wedi cymryd amser i gwblhau gwaith i sicrhau fod eiddo gwag o safon uchel - roedd y bendithion yn cynnwys cyn lleied o amhariad â phosibl i denantiaid yn y dyfodol a chartref o ansawdd uchel gyda llai o gostau atgyweirio yn y dyfodol, rhywbeth roedd tenantiaid yn ei werthfawrogi.
- nodwyd nad oedd yr adroddiad yn ymdrin â garejys gan nad oedd yn destun Polisi Rhenti Llywodraeth Cymru a byddai'n cael ei adolygu gan y Pennaeth Gwasanaeth dan awdurdod dirprwyedig - yn hanesyddol, roedd rhenti garejys yn dueddol o gael eu cynyddu yn unol â rhenti tai. Teimlai'r Cynghorydd Huw Hilditch-Roberts y byddai rhinwedd i'r Cabinet osod lefelau rhenti garejys wrth osod lefelau rhent ar gyfer tai. Roedd yr adolygiad o garejys yn tynnu at ei derfyn, a gofynnodd yr Arweinydd i aelodau gael eu hysbysu ar ôl i'r adolygiad gael ei gwblhau, a fyddai hefyd yn amser priodol i ystyried y pwynt a godwyd gan y Cynghorydd Hilditch-Roberts
- derbyniwyd y gallai Ffederasiwn Tenantiaid a Thrigolion Sir Ddinbych fod yn fwy cynrychioliadol, fodd bynnag roedd perthynas dda'n bodoli gyda thenantiaid ac roedd cynllun cyswllt manwl i gael adborth a llywio cynlluniau yn y dyfodol
- gwerthfawrogwyd y gallai unrhyw gynnydd rhent gael effaith ar allu rhai tenantiaid i gyflawni eu hymrwymiaadau ariannol a byddai swyddogion yn parhau i helpu cwsmeriaid i reoli eu cyllid yn effeithiol a chynyddu eu hincwm.

Cydnabuwyd yr angen i sicrhau fforddiadwyedd a gwerth am arian, a dangosodd adborth cychwynol gan yr arolwg STAR diweddaraf fod 89% o denantiaid yn ystyried fod eu cartref yn cynnig gwerth am arian.

PENDERFYNWYD –

- (a) *mabwysiadu Cyllideb y Cyfrif Refeniw Tai ar gyfer 2019/20 (Atodiad 1 i'r adroddiad) a Chynllun Busnes y Stoc Dai (Atodiad 2 i'r adroddiad); a*
- (b) *cynyddu rhent anheddau'r Cyngor yn unol â Pholisi Llywodraeth Cymru ar gyfer Rhent Tai Cymdeithasol i rent wythnosol cyfartalog o £89.77 i'w weithredu o ddydd Llun 1 Ebrill 2019.*

7 ARGYMHELLION Y GRŴP BUDDSODDI STRATEGOL

Cyflwynodd y Cyngorydd Julian Thompson-Hill yr adroddiad gan geisio cefnogaeth y Cabinet i brosiectau a nodwyd i'w cynnwys yng Nghynllun Cyfalaf 2019/20 fel yr argymhellwyd gan y Grŵp Buddsoddi Strategol (GBS) ac fel y nodwyd yn Atodiad 1 i'r adroddiad.

Arweiniodd y Cyngorydd Thompson-Hill yr aelodau drwy'r adroddiad ac ymhelaethodd ar y cyllid sydd ar gael ar gyfer dyraniadau bloc ar gyfer rhaglenni gwaith parhaus a oedd hefyd yn cynnwys dyraniadau dros dro cyn cael cadarnhad o'r cyllid grant cyfalaf cyffredinol ychwanegol o £1.680m. Mae'r arian grant ychwanegol wedi ei gadarnhau gan Lywodraeth Cymru ers hynny ac felly gallai'r dyraniadau dros dro gael eu cadarnhau hefyd. Cyfeiriwyd at waith y GBS wrth adolygu'r cynigion am ddyraniadau a darparwyd crynodeb o'u hargymhellion ac fe ymhelaethodd arnynt ymhellach yn y cyfarfod. Mewn ymateb i gwestiwn gan y Cyngorydd Gwyneth Kensler, cadarnhawyd nad oedd rhan o'r dyraniad bloc ar gyfer priffyrdd yn cynnwys elfen o atgyweirio troedffyrdd a fyddai'n cael ei flaenoriaethu fel oedd yn briodol gan yr adran honno.

PENDERFYNWYD *bod y prosiectau a nodwyd yn Atodiad 1 i'r adroddiad i'w cynnwys yn Nghynllun Cyfalaf 2019/20 yn cael eu cefnogi a'u hargymhell i'r Cyngor llawn.*

Ar y pwynt hwn (11.30 a.m.) cymerodd yr aelodau egwyl am luniaeth.

8 CYLLIDEB 2019/20 – CYNIGION TERFYNOL

Cyflwynodd y Cyngorydd Julian Thompson-Hill yr adroddiad a oedd yn amlinellu goblygiadau Setliad Llywodraeth Leol 2019/20 a'r cynigion ar gyfer cyllideb derfynol 2019/20, gan gynnwys lefel Treth y Cyngor.

Darparodd y Cyngorydd Thompson-Hill drosolwg o broses y gyllideb a sefyllfa ddiweddaraf y gyllideb ac ymhelaethodd ar y cynigion i'w hystyried a'r argymhelliad i'r cyngor llawn er mwyn gosod y gyllideb ar gyfer 2019/20. Roedd y setliad terfynol wedi arwain at sefyllfa ariannu niwtral, ond er mwyn i'r sefyllfa ariannu aros yn niwtral o safbwynt y pwysau ariannu isafswm, byddai angen i'r setliad fod yn nes at +5%. Roedd y pwysau'n cynnwys tâl, pensiwn, Cyflog Byw Cenedlaethol,

chwyddiant pris/ ynni, ardoll y gwasanaeth tân, lwfansau ar gyfer cynnydd yn y cynllun gostyngiad Treth y Cyngor, gostyngiad yng Ngrant Gweinyddu'r Adran Gwaith a Phensiynau ac arian wrth gefn canolog. Mae pwysau ar y gyllideb mewn meysydd blaenoriaeth hefyd wedi ei gydnabod gan gynnwys gofal cymdeithasol, ysgolion a chludiant. Mae cynnydd o 6.35% mewn Treth y Cyngor wedi ei gynnig er mwyn codi £797,000 yn ychwanegol o'i gymharu â'r cynnydd mewn Treth y Cyngor yn 2018/19, i'w ddefnyddio fel rhan o'r pecyn cyffredinol i fynd i'r afael â'r diffyg ar y gyllideb – roedd hyn yn cynnwys £2 filiwn yn ychwanegol ar gyfer gofal cymdeithasol.

Diolchodd y Prif Weithredwr i aelodau'r Cabinet a swyddogion am roi pecyn o arbedion at ei gilydd a oedd yn diogelu gwasanaethau rheng flaen am gyhyd â phosibl a hefyd yn cydnabod pwysau o ran galw. Roedd y pecyn wedi ei gyflawni drwy ganolbwyntio ar arbedion effeithlonrwydd a datblygu modelau darparu amgen. Cydnabuwyd fod penderfyniadau anodd wedi eu gwneud, gan gynnwys o ran lefel Treth y Cyngor, a chydnabuwyd y byddai'r blynyddoedd i ddod yr un mor heriol.

Wrth ystyried yr adroddiad, trafododd aelodau'r Cabinet y cynigion yn fanwl, ynghyd â swyddogion, ac ymatebwyd i gwestiynau amrywiol a oedd yn ymwneud â meysydd penodol o fewn eu portffolios gan gynnwys ystod eang o wahanol faterion.

Canolbwyntiwyd ar y prif faterion trafod a ganlyn -

- y rhesymeg tu ôl i gyfran y dyraniad cyllid ychwanegol arfaethedig i Wasanaethau Cymorth Cymunedol (CCC) a thrafodwyd Addysg a Gwasanaethau Plant (AGP) o ystyried y gwahaniaethiad yn y cyllidebau sail. Nodwyd fod cynigion cyllid wedi eu trafod yn seiliedig ar amcanestyniadau galw ar gyfer y gwasanaethau unigol er mwyn mynd i'r afael yn briodol â materion uniongyrchol ym mhob maes gwasanaeth. Roedd y strategaeth ar gyfer ymdrin â CCC hefyd yn cynnwys defnydd o gronfa wrth gefn benodol i reoli'r pwysau ac roedd argaeledd tebygol cymorth grant ychwanegol ar gyfer 2019/20 wedi ei ystyried hefyd. Roedd CCC ac AGP yn wasanaethau statudol ond, er fod y mwyafrif o wasanaethau i oedolion yn gallu cael eu darparu o fewn y sir, roedd yn rhaid diwallu anghenion rhai plant y tu allan i'r sir mewn darpariaeth arbenigol am gost sylweddol. Roedd £750,000 ychwanegol wedi ei neilltuo i CCC yn y flwyddyn ariannol ddiwethaf ac roedd £1.5 miliwn yn ychwanegol wedi ei gynnig ar gyfer 2019/20 – gobeithiwyd fod y dull o godi'r gyllideb sail yn mynd i'r afael â'r mater yn y tymor hir.
- mae'r cyngor yn parhau i gefnogi ysgolion drwy ariannu tâl a chwyddiant cysylltiedig ac unrhyw newid mewn perthynas â nifer y disgyblion. Gofynnwyd i ysgolion nodi arbedion gwerth 2% ac er bod hynny'n anodd, cafwyd ymateb cadarnhaol gan benaethiaid drwy'r Fforwm Cyllidebau Ysgolion ac roedd hyder y byddai modd cyflawni arbedion. Mater i ysgolion unigol fyddai asesu effaith yr arbedion a'u gweithredu, a fyddai'n wahanol ar gyfer pob ysgol
- o safbwynt yr arbediad arfaethedig o £23,000 yn ymwneud â chostau rhedeg Neuadd y Dref Dinbych, eglurwyd fod yr adeilad wedi ei ystyried i'w waredu cyn oedd arian dros ben i ofynion y Cyngor. O ystyried ei fod yn ased pwysig i Sir Ddinbych a bod Cyngor Tref Dinbych yn gweithredu oddi yno, cysylltwyd â'r Cyngor Tref a gwnaethant gadarnhau y byddai diddordeb ganddynt mewn cymryd y rhydd-ddaliad yn ddarostyngedig i'w

fforddiadwyedd ac roedd ymchwiliadau yn parhau ar hyn o bryd i'r perwyl hwnnw. Fel mesur dros dro roedd y Cyngor Tref wedi cytuno i gyfrannu ar y costau cynnal ar sail pro rata yn ddibynnol ar drafodaeth. Ar y sail hwnnw, roedd modd cyflawni'r cynnig i arbed £23,000 yn 2019/20 ac nid oedd yn ddibynnol ar benderfyniad y Cyngor Tref i gymryd y rhydd-ddaliad. Pe na bai'r Cyngor Tref yn cymryd y rhydd-ddaliad, yna byddai'r Cyngor yn ystyried dewisiadau eraill ar gyfer yr adeilad. Mynegodd y Cynghorydd Glenn Swingler bryderon ynghylch y posibilrwydd o golli ased cymunedol pwysig i arbed £23,000, yn arbennig pan roedd buddsoddiad yn cael ei wneud mewn cyfleusterau tebyg mewn rhan arall o'r sir. Mewn ymateb, cyfeiriwyd at drosglwyddo Neuadd y Dref Llangollen i Gyngor Tref Llangollen dan amgylchiadau tebyg a'r buddsoddiad yn llyfrgell a chanolfan hamdden Dinbych

- mynegwyd pryderon ynghylch ansicrwydd o ran argaeledd a swm y cyllid grant yn y dyfodol a oedd yn creu anawsterau ar gyfer cynllunio ariannol a gosod y gyllideb yn y dyfodol.

O safbwynt y sefyllfa ar gyfer y flwyddyn ariannol nesaf, nid oedd disgwyl gostyngiadau o'r lefelau a welwyd mewn blynyddoedd blaenorol ac roedd disgwyl arian grant cyfalaf ychwanegol ar gyfer cynnal priffyrdd a hefyd grantiau refeniw ychwanegol ar gyfer gofal cymdeithasol. Fodd bynnag, y consensws gan lywodraeth leol oedd y byddai'n fwy o gymorth i gynllunio ariannol pe bai mwy o gyllid grant ar gael yn barhaol heb ei neilltuo er mwyn galluogi gwariant i gael ei bennu'n lleol

- Nododd y Cynghorydd Meirick Davies fod Ardoll lawn y Gwasanaeth Tân (£237k) wedi ei nodi fel pwysau ac nid oedd yr arian a ddarparwyd gan Lywodraeth Cymru yn y setliad ariannol tuag at yr ardoll wedi cael ei ystyried. Eglurwyd, er bod yr elfen o gyllid ar gyfer Ardoll y Gwasanaeth Tân wedi ei gynnwys yn lefel gyffredinol y setliad, nid oedd unrhyw beth penodol yn cael ei basportio er mwyn cyllido cynnydd yn y praesept tân ar y raddfa hon, o ganlyniad roedd yn rhaid i gost ychwanegol y praesept syrthio fel pwysau i gael ei ariannu'n lleol. Amlygwyd fod elfen lefel Tân y setliad wedi cynyddu o ganran llawer yn is na'r swm y newidiodd yr ardoll
- o safbwynt y gostyngiad arfaethedig o £200,000 yn y gyllideb refeniw ar gyfer Strydwedd, y bwriad oedd lliniaru'r effaith drwy ddisodli rhywfaint o'r elfen honno gyda dyraniad cyfalaf yn y gyllideb i gefnogi gwaith cynnal priffyrdd a fyddai hefyd yn cynnig rhagor o sicrwydd i'r gwasanaeth ac roedd yn aros am gadarnhad ar y posibilrwydd o gyllid grant ychwanegol ar gyfer priffyrdd.
- cytunodd y Pennaeth Cyllid/ Swyddog A. 151 i ddarparu ymatebion ysgrifenedig i gwestiynau a godwyd gan y Cynghorydd Meirick Davies ynghylch Treth y Cyngor ar eiddo gwag a'r Cynghorydd Gwyneth Kensler ynghylch y cynnydd canrannol mewn costau ynni gwahanol.

Nododd y Cabinet y setliad heriol a gafwyd gan Lywodraeth Cymru a'r pwysau aciwt sy'n wynebu'r awdurdod. Derbyniwyd y byddai angen cynnydd uwch mewn Treth y Cyngor i ddarparu cyllid ar gyfer yr holl bwysau a nodwyd ac yn parhau gyda lefel effeithiol a rhesymol o wasanaeth i drigolion.

PENDERFYNWYD bod y Cabinet –

- (a) yn nodi effaith Setliad Llywodraeth Leol 2019/20;

- (b) *cefnogi'r cynigion a amlinellwyd yn Atodiad 1 yr adroddiad, sy'n cyd-fynd â'r cynigion a gyflwynwyd yn y gweithdy cyllideb i'r aelodau a gynhaliwyd ar 11 Ionawr 2019, ac felly'n eu hargymell i'r Cyngor llawn er mwyn cwblhau cyllideb 2019/20;*
- (c) *cymeradwyo'r arbedion sy'n dod i gyfanswm o £223,000 wedi'u rhestru yn Atodiad 2 fel rhan o'r pecyn cyllideb;*
- (d) *argymell i'r Cyngor y cynnydd cyfartalog o 6.35% yn Nhref y Cyngor, sy'n cydnabod pwysau cynyddol amrywiol, gan gynnwys cynnydd o ran costau ar wasanaethau gofal cymdeithasol plant ac oedolion ac yn cefnogi'r dyraniad o £2.0 filiwn o gyllid ychwanegol ar draws y ddau wasanaeth, a*
- (e) *cadarnhau ei fod wedi darllen, deall ac ystyried yr Asesiadau o Effaith ar Les a gyflwynwyd fel rhan o'r adroddiad hwn.*

9 ADRODDIAD CYLLID

Cyflwynodd y Cynghorydd Julian Thompson-Hill yr adroddiad yn rhoi manylion ynglŷn â'r sefyllfa ariannol ddiweddaraf a'r cynnydd a wnaed o ran y strategaeth y cytunwyd arni ar gyfer y gyllideb. Rhoddodd grynodedb o sefyllfa ariannol y Cyngor fel a ganlyn -

- y gyllideb refeniw net ar gyfer 2018/19 oedd £194.418 miliwn (£189.252m yn 2017/18)
- roedd amcanestyniad o orwariant o £0.756 miliwn ar gyllidebau gwasanaethau a chorfforaethol
- rhoddwyd manylion arbedion ac arbedion effeithlonrwydd gwerth £4.6 miliwm a gytunwyd arnynt gan gynnwys y rhai hynny a oedd eisoes wedi eu cyflawni gyda'r dybiaeth y byddai pob arbediad effeithlonrwydd/ arbediad yn cael eu cyflawni – byddai unrhyw eithriadau yn cael eu hadrodd i'r Cabinet lle bo angen
- amlygwyd risgiau ac amrywiadau cyfredol yn ymwneud â meysydd gwasanaeth unigol, a
- darparwyd y wybodaeth gyffredinol ddiweddaraf ar y Cyfrif Refeniw Tai, y Cynllun Cyfalaf Tai a'r Cynllun Cyfalaf (gan gynnwys yr elfen Cynllun Corfforaethol).

Ymatebodd aelodau'r Cabinet i nifer o gwestiynau a godwyd, gan ymhelaethu ar y rhesymeg y tu ôl i'r gorwariant yn y gwasanaethau Cwsmeriaid, Cyfathrebu a Marchnata a'r gwasanaethau Priffyrdd a'r Amgylchedd. O safbwynt cludiant i'r ysgol, roedd y mater o ran a fyddai'n well gosod y gyllideb o fewn Priffyrdd a'r Amgylchedd neu Addysg a Gwasanaethau Plant wedi ei drafod yn flaenorol er ei fod yn bwysau a gydnabuwyd a oedd angen mynd i'r afael ag o ble bynnag y byddai'n cael ei leoli.

PENDERFYNWYD bod y Cabinet yn nodi'r cyllidebau a bennwyd ar gyfer 2018/19 a'r cynnydd a wnaed yn erbyn y strategaeth gyllidol y cytunwyd arni.

10 RHAGLEN GWAITH I'R DYFODOL Y CABINET

Cyflwynwyd Rhaglen Gwaith i'r Dyfodol y Cabinet i'w hystyried a nodwyd y byddai'r eitemau a ganlyn yn cael eu hychwanegu at y rhaglen waith ar gyfer mis Mawrth – Rhoi Model Darparu Amgen ar waith ar gyfer gwahanol weithgareddau / swyddogaethau cysylltiedig â hamdden (i gymeradwyo'r achos busnes).

PENDERFYNWYD nodi Rhaglen Gwaith i'r Dyfodol y Cabinet.

11 GWAHARDD Y WASG A'R CYHOEDD

PENDERFYNWYD dan ddarpariaethau Adran 100A Deddf Llywodraeth Leol 1972, gwahardd y Wasg a'r Cyhoedd o'r cyfarfod ar gyfer yr eitemau canlynol ar y sail y byddai gwybodaeth eithriedig yn debygol o gael ei datgelu fel y'i diffinnir ym Mharagraffau 12, 14 a 15 Rhan 4 Atodlen 12A y Ddeddf.

12 RHOI MODEL DARPARU AMGEN (MDA) AR WAITH AR GYFER GWAHANOL WEITHGAREDDAU / SWYDDOGAETHAU CYSYLLTIEDIG Â HAMDDEN

Cyflwynodd y Cynghorwyr Bobby Feeley a Julian Thompson-Hill adroddiad cyfrinachol ar y cyd yn ceisio cymeradwyaeth y Cabinet i'r Briff Prosiect Model Darparu Amgen, i'n galluogi i fwrw ymlaen â'r achos busnes llawn ar gyfer y prosiect.

Amlygwyd gwerth a phwysigrwydd darpariaeth gwasanaeth hamdden y Cyngor a bod buddsoddiad sylweddol wedi bod yn ei gyfleusterau. Eglurwyd y rhesymeg y tu ôl i'r prosiect er mwyn cynnal a, gobeithio, gwella'r ddarpariaeth honno o ystyried y cyfyngiadau ariannol sy'n wynebu'r awdurdod a'r arbedion sylweddol y gellid eu cynhyrchu gan ymagwedd o'r fath. Pwrpas y briff prosiect oedd ystyried y cwmpas o safbwynt pa weithgareddau / swyddogaethau cysylltiedig â hamdden y dylid eu symud ymlaen i achosion busnes ar hyn o bryd, tra hefyd yn cydnabod y cyfleoedd posibl i ychwanegu swyddogaethau / gweithgareddau yn y dyfodol fel y bo'n briodol. Eglurwyd y rhesymeg y tu ôl i'r elfennau o'r ddarpariaeth a gynigiwyd eu cynnwys o fewn cwmpas y briff prosiect er mwyn adlewyrchu'r busnes hamdden craidd a'r elfennau hynny a oedd yn cynnig eu hunain i ddull mwy masnachol.

Trafododd y Cabinet rinweddau'r briff prosiect a chwmpas gweithgareddau yn ymwneud â hamdden i'w cynnwys fel rhan o'r cam nesaf. Holodd y Cynghorydd Huw Hilditch-Roberts a fyddai modd defnyddio matrices sgorio i asesu'r elfennau hynny i'w cynnwys i sicrhau rhesymeg glir y tu ôl i'r penderfyniad i gynnwys neu hepgor elfennau penodol ynghyd â chostau manwl. Rhoddwyd sicrwydd ynghylch lefel y manylion a fyddai'n cael eu cynnwys o fewn yr achos busnes. Canolbwyntiodd y drafodaeth bellach ar elfennau staffio ac adnoddau'r cynnig a rhoddwyd cadarnhad, er fod angen gwaith pellach o safbwynt datblygu'r costau gweithredol a fyddai'n cael eu cynnwys fel rhan o'r achos busnes, gellid cyflenwi arbedion ar unwaith o safbwynt rhyddhad ar drethi busnes ac esemptiadau TAW. O safbwynt yr effaith ar y Gymraeg, rhoddwyd sicrwydd y byddent yn ymdrin â'r mater fel rhan o unrhyw drefniadau llywodraethu yn y dyfodol a byddai ymlyniad at bolisi'r Cyngor yn cael ei gynnwys yn nhelerau ac amodau'r cwmni darparu amgen newydd. Rhoddwyd sicrwydd pellach hefyd o safbwynt sicrhau bod gwasanaethau hamdden yn parhau'n fforddiadwy i drigolion o ystyried y ffocws ar ddull mwy masnachol. O safbwynt yr amserlenni, y bwriad oedd cynnig gwybodaeth ar yr

achos busnes i Frîff y Cabinet ym mis Chwefror, wedi ei ddilyn gan Weithdy Aelodau ym mis Mawrth, rydym yn aros am benderfyniad ar yr achos busnes sy'n cael ei ystyried gan y Cabinet ar ôl y Gweithdy Aelodau gyda phenderfyniad terfynol yn cael ei wneud gan y Cyngor ym mis Ebrill.

PENDERFYNWYD bod y Cabinet –

- (a) yn cymeradwyo'r Brîff Prosiect yn amgaaedig i'r adroddiad er mwyn gallu symud Achos Busnes llawn y Prosiect ymlaen, a*
- (b) yn cadarnhau ei fod wedi darllen, deall a chymryd yr Asesiad o'r Effaith ar Lesiant i ystyriaeth (Atodiad B o'r adroddiad) fel rhan o'i benderfyniad.*

Daeth y cyfarfod i ben am 14.15 pm.

Adroddiad i'r:	Cabinet
Dyddiad y Cyfarfod:	26 Chwefror 2019
Aelod / Swyddog Arweiniol:	Y Cyngorydd Mark Young
Awdur yr Adroddiad:	Andrea Malam, Partner Busnes Arweiniol ar gyfer Datblygiad Sefydliadol
Teitl:	Polisiau Cyflogaeth

1. Am beth mae'r adroddiad yn sôn?

Mae chwech o bolisiau/gweithdrefnau cyflogaeth sydd wedi cael eu datblygu/diwygio wrth ymgynghori â'r Undebau Llafur cydnabyddedig.

Mae'r polisiau wedi'u rhestru isod:

1. Gweithdrefn Presenoldeb yn y Gwaith (Diwygiedig) **ATODIAD FFIGUR 1**
2. Canllawiau Addasiadau Rhesymol (Newydd) **ATODIAD FFIGUR 2**
3. Polisi Menopos (Newydd) **ATODIAD FFIGUR 3**
4. Polisi Camddefnyddio Alcohol a Sylweddau (Diwygiedig) **ATODIAD FFIGUR 4**
5. Polisi Dim Smygu (Diwygiedig) **ATODIAD FFIGUR 5**
6. Geiriad Seibiant mewn Argyfwng wedi'i gynnwys o fewn y Polisi Amser o'r Gwaith (Geiriad Diwygiedig) **ATODIAD FFIGUR 6**

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

I gael cymeradwyaeth y Cabinet i fabwysiadu'r polisiau a restrir uchod.

3. Beth yw'r Argymhellion?

Yr argymhellion yw bod y Cabinet yn cymeradwyo'r polisiau a restrwyd uchod ar gyfer eu mabwysiadu o fewn y Cyngor.

4. Manylion yr Adroddiad

Gweithdrefn Presenoldeb yn y Gwaith

Cafodd y weithdrefn bresennol ei rhoi ar waith yn 2014 ac felly roedd angen ei hadolygu.

Sefydlwyd gweithgor polisi er mwyn adolygu'r weithdrefn. Roedd y gweithgor hwn yn cynnwys Cynrychiolwyr Undebau Llafur, Adnoddau Dynol, a chynrychiolydd cyfreithiol.

Mae'r weithdrefn bellach wedi ei diweddarau yn unol ag adborth a dderbyniwyd gan y gweithgor polisi, ac mae'r holl newidiadau wedi eu hamlygu mewn melyn. Mae unrhyw eiriau neu frawddegau y bwriedir ei dileu wedi eu croesi allan.

Mae'r prif newidiadau fel a ganlyn:

Mae eglurhad ynghylch y broses gysylltu, cyn ac yn ystod cyfnod o absenoldeb salwch, wedi'i fewnosod yn y weithdrefn.

Bydd y sbardunau salwch yn aros yr un fath o fewn y weithdrefn.

Ar hyn o bryd, mae'r weithdrefn yn cynnwys cymal anffurfiol a thri chymal ffurfiol fel rhan o'r broses sbardunau presenoldeb. Fel rhan o'r ymgynghori â'r undebau llafur, cytunwyd i gael gwared ar y cymal anffurfiol a pharhau â'r tri chymal ffurfiol sydd yn digwydd pan fydd sbardun yn cael ei weithredu. Mae symudiad trwy'r cymalau ffurfiol yn ddibynnol ar weithredu sbardunau.

Mae eglurdeb pellach ar gyfarfodydd presenoldeb ffurfiol, canlyniadau a'r cynllun gwella wedi ei gynnwys o fewn y weithdrefn.

Mae eglurdeb ynghylch y broses dychwelyd i'r gwaith ynghyd â ffurflen dychwelyd i'r gwaith diwygiedig wedi eu gosod yn y weithdrefn er mwyn sicrhau fod rheolwyr yn cwblhau cyfweiliad dychwelyd i'r gwaith, yn mewnbynnu'r dyddiad dychwelyd ar iTrent, ac yn anfon y copi yn ôl at yr adran Adnoddau Dynol ar gyfer y ffeil personél.

Mae Adran 17 wedi ei chynnwys o fewn y polisi, sydd yn broses ddiwygiedig i weithwyr sydd â chyflyrau hirdymor y mae arnynt angen triniaeth ar eu cyfer.

Polisi Camddefnyddio Alcohol a Sylweddau

Mae'r polisi presennol wedi cael ei adolygu a'i ddiwygio fymryn i gynnwys 'Anterthau cyfreithlon' ynghyd â chyffuriau ac alcohol.

Mae unrhyw ddiwygiadau wedi eu hamlygu mewn melyn.

Polisi Menopos

Dyma bolisi newydd sydd wedi cael ei greu er mwyn cefnogi gweithwyr benywaidd sydd yn cael eu heffeithio gan y menopos. Mae'n cynnwys canllawiau i weithwyr a rheolwyr ar sut i gefnogi'r gweithiwr hwnnw yn ystod holl gyfnodau'r menopos.

Mae'r polisi yn egluro rolau a chyfrifoldebau, ac yn cynnwys mathau o gefnogaeth y gellir eu cynnig i weithwyr.

Canllawiau Addasiadau Rhesymol

Mae'r canllawiau hyn yn ddogfen newydd er mwyn helpu gweithwyr a rheolwyr llinell fel ei gilydd i ddeall addasiadau rhesymol ac anabledd yn y gweithle. Mae'r canllawiau yn amlygu'r hyn a nodir yn Neddf Cydraddoldeb 2010, a'r hyn sy'n ofynnol i Gyngor Sir Ddinbych fel cyflogwr ei wneud wrth weithio ag unigolyn sydd ag anabledd y llywodraethir drostynt gan y ddeddfwriaeth.

Mae'r canllawiau wedi eu cynllunio er mwyn:

- Darparu canllawiau ar y broses 'Addasiadau Rhesymol'
- Darparu canllawiau ar sut i gael mynediad at gefnogaeth
- Darparu cefnogaeth i reolwyr wrth iddynt ystyried beth yw addasiad rhesymol, a'u cynorthwyo yn y broses o ddod i benderfyniad
- Nodi'r addasiadau mewn fformat cofnodedig fel bod yr holl bartïon yn ymwybodol o'r hyn sy'n ddisgwyliedig
- Nodi'r safbwynt cyfreithiol a'r hyn a olygir gan y term 'Addasiadau Rhesymol'.

Bydd y canllawiau'n berthnasol i bob gweithiwr, rhai newydd a rhai sy'n bodoli eisoes. Bydd y canllawiau hefyd yn cael eu defnyddio ar y cyd â'r weithdrefn presenoldeb yn y gwaith, lle bo hynny'n berthnasol, er mwyn atal absenoldeb neu hwyluso'r broses o ddychwelyd i'r gwaith.

Polisi Dim Smygu

Mae'r polisi cyfredol wedi cael ei ddiwygio i gadarnhau na chaniateir ysmegu oni bai fod ardal ddynodedig wedi cael ei nodi a'i chytuno arni gan yr Uwch Dîm Arweinyddiaeth. Mae eglurdeb o ran manau â chaniatâd i ysmegu ac ysmegu y tu allan i gerbydau cwmni hefyd wedi ei gynnwys o fewn y polisi.

Mae'r polisi yn datgan nad oes unrhyw ddyletswydd gyfreithiol i ddarparu ardal ysmegu ddynodedig, ac mai mewn cytundeb â'r Uwch Dîm Arweinyddiaeth yn unig y darperir un.

Geiriad Seibiant mewn Argyfwng (rhan o'r Polisi Amser o'r Gwaith)

Mae Adran 7 y Polisi Amser o'r gwaith wedi cael ei diwygio gyda chytundeb yr Uwch Dîm Arweinyddiaeth er mwyn egluro'r broses yn nhermau seibiant mewn argyfwng ar gyfer y gweithwyr hynny sydd yn medru gweithio'n hyblyg, a'r rhai hynny sydd yn statig neu'n rhwym wrth ddesg.

Bydd disgwyl i weithwyr symudol a hyblyg sydd â'r cyfleuster i weithio'n hyblyg naill ai weithio mewn lleoliad gwahanol neu gartref ac ni chânt eu had-dalu am unrhyw amser a gollir.

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

Bydd pob un o'r polisiâu uchod yn cynorthwyo'r Blaenoriaethau Corfforaethol ac yn sicrhau bod rheolwyr a gweithwyr yn ymwybodol o'u rhwymedigaethau yn unol â deddfwriaeth ac arfer da.

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

Nid oes angen adnoddau ychwanegol, felly ni fydd unrhyw gostau ynghlwm wrth weithredu'r polisiâu hyn. Ni fydd unrhyw effaith benodol ar adran arbennig. Bydd y gweithdrefnau a pholisiâu yn berthnasol i bob aelod o staff (lle nodir).

7. Beth yw prif gasgliadau'r Asesiad o'r Effaith ar Les?

Gweler yr Aseidiadau o Effaith ar Les ynghlwm. Mae'r holl bolisiâu a gynhwysir o fewn yr adroddiad hwn yn berthnasol i'r holl weithwyr beth bynnag eu nodweddion gwarchoddedig, ac fe fyddant yn cael eu rhoi ar waith yn unol â deddfwriaeth a thelerau ac amodau cyflogaeth.

Mae'r holl ddogfennau polisiâu/gweithdrefnau a chanllawiau wedi derbyn Aseiad o Effaith ar Les, ac mae'r prif ganfyddiadau naill ai'n niwtral neu'n gadarnhaol yn Nhermau'r opsiynau cefnogaeth a gweithio hyblyg sydd ar gael i weithwyr.

8. Pa ymgynghoriadau a gynhaliwyd gyda Chraffu ac eraill?

Mae'r chwe dogfen wedi bod drwy'r broses o ymgynghori â'r undebau llafur cydnabyddedig a chynrychiolydd o'r adran gyfreithiol. Mae'r polisi dim ysmygu a geiriad y cyfnod mewn argyfwng wedi bod drwy'r broses ymgynghori drwy e-bost a thrafodwyd y polisiâu sy'n weddill mewn manylder mewn nifer o weithdai polisi. Cytunwyd ar yr holl newidiadau gyda'r gweithgor polisi.

9. Datganiad y Prif Swyddog Cyllid

Dim angen

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

Mae'r unig risgiau yn gysylltiedig â pheidio rhoi rhai o'r polisiâu a atodir ar waith gan fod angen eglurdeb er mwyn sicrhau fod y prosesau yn cael eu gweithredu'n gywir a chyson gan reolwyr ac Adnoddau Dynol.

11. Pŵer i wneud y Penderfyniad

Y pŵer i wneud y penderfyniad yw a112 Deddf Llywodraeth Leol 1972.

ATTENDANCE AT WORK PROCEDURE

Attendance at Work Process Flowchart

Employee Actions - calls in sick

Employees should expect to speak with manager, if not available when call in expect manager to call back. There will also be a two way conversation / dialogue between manager and employee on the regularity of contact depending upon the expected length of the absence. Employees must phone their line manager as early as possible, and definitely within the first hour of expected usual attendance at work (where reasonably practical). Texts and emails are not permitted unless it is a reasonable adjustment. If the employee's line manager is unavailable then a message must be left with a phone number on which they can be contacted on that same day. The employee will be expected to answer the phone and have that discussion with their line manager. If the employee's line manager is on holiday or absent from the workplace then the employee must contact their manager's manager/ senior manager.

Managers Actions – Employee calls in sick:

Reporting Absence Form

Manager to enter the absence on iTrent

Refer to Occupational Health Unit if required Occupational Health Unit Referral Form

Establish Duration of absence

Over 7 days – Fit note required from a medical practitioner

Under 7 days – Self Certification

Employees Responsibilities:

Employees should expect to maintain regular contact with their manager through the period of absence

Should the absence period or reason alter it is the employees' responsibility to inform the manager ASAP.

Employees are expected to provide consecutive fit notes on or as soon as possible on expiry of a previous certificate.

Managers Responsibilities - Return to Work

Managing return to work process – this is to be completed for all absences

Review of individuals absence data – have any absence trigger levels been reached – refer to trigger levels

Managers to undertake a Return to Work Interview and utilise the Return to Work Form

Guidance on the format of the return to work interview meeting can be found in

Return to Work completion to be recorded on Trent, under stages

Absence to be ended on Trent

Conduct informal capability meeting if necessary

ROLES AND RESPONSIBILITIES

EMPLOYEES

- Manage health and wellbeing to support their ability to attend work.
- Attend work unless unfit to do so.
- Expect managers to make and maintain contact during period of absence.
- Ensure they are familiar with the Attendance at work procedure.
- **Make contact within the first hour of expected usual attendance (where reasonable practical) at the earliest opportunity to confirm absence and maintain regular contact with their line manager, keeping them updated throughout the period of absence.**
- Provide reasons and outcomes of consultations with medical practitioners to managers through updates.
- Co-operate and attend meetings.
- **Provision of certification or information in a timely manner and ensure that any Drs notes (Fit notes) cover the full period of absence.**
- Not undertake any out of work activities which might delay recovery and return to work.
- **Be expected to discuss alternative work opportunities whilst absent from work should the condition absent with support such actions to enable a return to work or prevent an absence, if applicable.**
- Raise concerns with manager, trade union, Occupational Health Unit (OHU) or other person if there are aspects of a job which are believed to be having an impact on their health.

SUPERVISOR / MANAGER / HEAD OF SERVICE

- To review and ensure all absence from work is appropriately reviewed, recorded and discussed with employee.
- Ensure employee is aware and has access to Attendance at work procedure.
- To ensure, as far as possible, their employees' health, safety and wellbeing at work. Taking action to alleviate situations causing concern.
- To maintain accurate iTrent absence records.
- To appropriately and accurately refer to Occupational Health Unit (OHU).
- To maintain contact with employee during period of absence.
- To review opportunities for alternative work and discuss these with employee and seeking OHU input as appropriate.
- **To input Fit Notes in iTrent and send to HR for the employee file.**
- Conduct return to work meeting **for each period of absence regardless of the length**, ensuring employees suitability to return to work – fully or reduced in some way, impact absence has had on role, team, service, and employee's position concerning absence review triggers.

- Manager to input Return to Work completion date into Trent, under stages and send an electronic copy to HR Direct for filing.
- To send copies of all letters (which have been sent to employees) to HR Direct for their employee file.

OCCUPATIONAL HEALTH AND HR

- To provide support to managers and employee to facilitate return to work, access to support needed or ongoing interventions which prioritise the wellbeing of the individual and their return to work in the shortest timescale.
- Provide advice and guidance to managers for discussion and review concerning the impact of an employee's health on their ability to carry out their role.
- Support managers in identifying and understanding interventions and options available to support their teams' ability to maintain their attendance in work.
- Assess employees' health status for roles with particular health requirements.
- Obtain employee medical records (with the employees written permission) in order to provide more support to the employee and manager.
- Facilitate access to interventions that can support employees such as physiotherapy, counselling (refer to Physio-therapy and Counselling Policy), healthy you initiatives such as stop smoking etc.
- HR support managers in reviewing and managing absence in line with the process.
- HR Business Partner to review any decisions to dismiss an employee with Head of Service to ensure consistency of decision making.

TRADE UNIONS

- Support and advise their members at work
- Advise members of their responsibilities regarding the policy

WORK COLLEAGUE SUPPORT

- Support work colleagues (cannot advise)
- Cannot answer questions on their behalf

Equality Act 2010

Consideration when managing absence must be given to the Equality Act 2010. This defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day

activities. Long-term means that the effect of the impairment has lasted or is likely to last for at least **twelve** months. Where an employee has a disability or medical condition that is considered under the Equality Act 2010, the council will make reasonable adjustments to help such employees carry out their job, and to have the same opportunities to perform well and develop during their employment as any other employee.

* Please note that throughout the procedure, where there lists of options, these lists may not be exhaustive.

Length of Absence

1 -7 days - short term absences

8-27 days - mid-term absence

28 days or longer – long term absence.

Tudalen 23

1. Initial contact:

- ~~If an employee calls to notify their absence from work and they do not speak with their manager, they should expect that their manager returns the call to seek further understanding of the absence.~~

- ~~Employees are expected to call in to report their absence from work as early as possible, and definitely within the first hour of expected attendance at work.~~
- If an employee is unable to attend work due to illness, they must phone and speak to their line manager as soon as possible, and within the first hour of expected usual attendance at work (where reasonable practical). Please note that texts and emails are not permitted unless this is a reasonable adjustment and has been pre-authorized.
- If the line manager is unable to take the call from the employee, then the employee must leave a message with a contact phone number on which they can be contacted on, the same day. The employee will be expected to answer the phone and have a discussion with their line manager.
- Employees should expect their managers to ask them a number of questions when they are reporting an absence from work. These questions may be revisited by the managers on all calls that follow the initial absence reporting.

2. Reporting and recording sickness absence

- All absence is to be recorded on ITrent. It must be entered on notification of absence, updated as received and at the end of the absence period. Please see the intranet for ITrent People Manager Guidance on Recording and Managing Absence.
- It is important that the correct reason for the absence is captured in the system.
- Fit notes are to be held securely by the manager in line with the DCC and data protection act rules on holding information.
[See Fit Notes \(4\)](#)

3. Occupational health unit referrals

Criteria for referring an employee to Occupational Health:

- Employees reporting an absence from work due to:
 1. Musculo skeletal condition - In order to access physiotherapy treatment to prevent a sickness absence from occurring or to aid an earlier return to work.
 2. Stress, depression, anxiety – Employee to complete a stress questionnaire. The stress questionnaire should be used as a tool to identify which issues can be dealt with *without* the need for a referral to occupational health; ie when there are issues for management to address. Where a referral to occupational health is required, that referral will be made.
- 2. ~~Back related condition~~

3. Employees who have been absent from work on a long term basis (28 days or more). If an absence begins as short term and subsequently progresses into a long term absence, an employee will then need to be referred.

How to refer to the Occupational Health Unit (OHU)

The [Management Referral for Occupational Health Sickness Absence Assessment Form](#) is located on the HR Direct and Occupational Health Intranet pages.

For employees with a condition or duration of absence that requires immediate referral the form can be activated in iTrent at the same time as recording the absence. Guidance for completing this can be found on the intranet pages under occupational health.

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

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

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

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

In order to help support the employee and line manager, occupational health can also request written copies of medical reports or records (with the employees written consent).

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

Occupational Health Appointments – Non Attendance

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

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

If an employee does not attend scheduled OHU appointments the manager will be notified. Non-attendance and the reasons will be taken into account when deciding the course of action regarding the management of the employee's sickness absences at any formal attendance meetings.

4. Fit notes

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

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

It should be noted that fit notes are considered guidance from the GP to the employer, and whilst advice stated must be considered, there may be times where it is not possible to adhere to it.

Managers are required to input Fit Notes onto iTrent and the original must be sent to HR for the employee file.

See [Fit notes – for Long term conditions which requires treatment](#) under other factors and considerations for further information.

5. Contact during absence from work

The Manager and the employee are expected to make and maintain regular contact for the duration of the absence.

The manner, frequency and pattern of contact will be discussed and considered at the start of the absence process and reviewed on a regular basis. Contact may be considered necessary on a daily weekly, fortnightly, or monthly basis or as appropriate to the circumstances of the individual absence. During periods of short term absences then contact could be considered daily, during periods of long term absences then contact should be considered weekly / fortnightly / monthly.

Contact should direct between the employer and the employee directly, unless there are exceptional circumstances which have been discussed and agreed beforehand.

1 -7 days - short term absences

8-27 days mid-term absence

28 days or longer – long term absence.

~~Both managers and employees are expected to make and maintain regular contact for the duration of the absence with their manager. The frequency and method of contact should be agreed between both parties as soon as possible and contact must not be via a third party. Failure or refusal to maintain this contact or the provision of any supporting documentation if requested without exceptional circumstances could be considered as a conduct issue and may result in disciplinary processes being taken.~~

6. Returning to work

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

- Adjustments to the working environment – temporary or permanent.
- Flexible working i.e. hours of work, patterns of work.
- Phased / managed return to work – these need to be appropriate to allow the person to contribute to the role they are returning to. These are not typically any longer than 4 weeks, unless exceptional circumstances. Managers can seek guidance from OHU. Refer to Phased Return to Work Procedure, which can be found on the intranet.
- Alternative employment either on a temporary or permanent basis.

Returning to work whilst covered by a Fit Note

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

7. Absence trigger points

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

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

Trigger levels:

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

8. Return to work meetings

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

Managers therefore must hold a formal return to work meeting with the employee, regardless of the length of absence and for each period of absence, using the [Return to Work Form](#). A return to work meeting is to take place on the first day an employee returns to work, where possible, however it is expected that a return to work interview is completed within 7 days of an employee returning to work.

Managers must record that a return to work interview has taken place and input the date in Trent, under absence stages. This is mandatory for every period of absence regardless of the length. Managers must send an electronic copy of the Return to Work Form to HR for the employee file.

9. Absence to be closed off on iTrent

Please refer to Trent guidance – [Recording and Managing absence](#)

10. Managing Short term, frequent, persistent absence (1-7days)

Short term, persistent or frequent absences are usually minor illnesses, which can often be unconnected, ranging from a single day to one week for example.

The use of triggers, outlined within this procedure, will allow managers to monitor the levels of attendance and provide a consistent and appropriate method of taking action in order to improve attendance.

By using any of the below methods, or combining them, will enable managers to monitor attendance and establish whether there is an underlying medical condition or if there are any other factors which are contributing to the reduced attendance. Discussions with the employee and where appropriate, referrals to occupational health, will allow the manager to understand the cause of the absence, explain the attendance at work procedure and establish what support is required in order to minimise any future attendance concerns.

11. Managing Long term absence (28 days or more)

Long term absence is regarded as any absence where an employee is away from work for a period of four weeks (28 days) or more. This can be distinguished from frequent short term absence in that it is continuous and/or can be traced to an underlying medical condition.

If an employee is absent, or are likely to be absent, for a period of four weeks or more, the manager must refer the employee to Occupational Health using the [Management Referral for Occupational Health Sickness Absence Assessment Form](#)

The purpose of the occupational health referral is to:

- Obtain information from the employee regarding the medical condition and the employee's ability to attend work.
- Establish a return to work date.
- Enable occupational health to provide a continual support mechanism during the employee's absence and provide any assistance during the return to work process.

12. Other factors or considerations

There may be circumstances whereby the absence falls under short term or long term but requires a different approach when managing attendance in accordance with treatment and recovery.

Mid-term absences are classed at 8 – 27 days in length.

13. Managing absence related to a disability

The Equality Act 2010 says a person is disabled if they have “**A physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities**”. The Equality Act 2010 places a duty on the council to make reasonable adjustments to employment arrangements and/or premises to accommodate the needs of an employee who has a disability. Long-term means that the effect of the impairment has lasted or is likely to last for at least **twelve months**.

Where an employee has a disability or medical condition that is considered under the Equality Act 2010, the council will consider reasonable adjustments to help such employees carry out their job, and to have the same opportunities to perform well and develop during their employment as any other employee.

A 'reasonable' adjustment may include:

- Allowing an employee to work reduced or different hours
- Allowing an employee to work partly from home
- Flexible working
- Changing an employee's start and finish times to accommodate travel arrangements
- Providing specialist equipment or auxiliary aids

The above list is not exhaustive, there may be a range of other reasonable adjustments which can be considered, please refer to the Reasonable Adjustment Guidance and discuss these options with your HR Specialist / Business Partner.

If an employee has a disability that may affect attendance at work, the employee should inform their Manager and discuss their individual needs so that the Manager may work with the employee to support attendance. If the employee discloses that they have a disability, this will help the Manager to support them.

All absences that are disability related will be monitored in line with this procedure and will be recorded in line with the trigger system.

Disability leave is used for the purposes of rehabilitation, treatment and assessment, and is for a fixed period or periods of time that the employer and the employee know about in advance. In other words, it is pre-planned and there is a fixed end date for the leave. It is not intended for when the employee is not well enough to come in to work. Disability leave is also suitable for absences of a short period of time that are needed on a regular basis. Please refer to the Time off Work Policy for further details on disability leave and entitlements.

Where it is likely that an employee is unable to return to their normal duties, to facilitate a return to work, reasonable adjustments will be discussed so that these can be put in place prior to a return, and a risk assessment undertaken. Where all reasonable adjustments have been made, and the employee is still unable to return to their substantive post, then consideration will be given to applying the Redeployment Procedure.

Carer Protection

Under the Equality Act 2010 carers are protected from discrimination by virtue of their caring association to a disabled person. It is advisable to employees to ensure a line Manager is advised of any caring responsibilities if this is likely to affect an employee's attendance.

14. Ill health retirement

If an employee is a member of the Clwyd Pension Scheme, the employee may be eligible for early retirement on the grounds of ill-health. Further information is available via Clwyd Pension Scheme, Occupational Health or via the Intranet.

15. Non-attendance at work due to other medically related procedures

i. Elective procedures / Gender reassignment

Should employees plan and arrange elective procedures they will not be considered absent from the workplace under the Attendance at Work procedure. All appointments and associated time off from work will need to be taken as annual leave or flexi. Consideration for a period of unpaid sick leave can be made but approval must be provided by the Manager, for

such cases employees would need to provide a medical certificate and they may be able to receive statutory sick pay in these circumstances.

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

ii. IVF treatment

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

iii. Medical appointments – GP/Hospital/ Dentist/Optician

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

For further information on the above please refer to the Time off Work Policy which can be found on the intranet.

iv. Pregnancy related

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

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

For further information on the above please refer to the Parental Leave policy which can be found on the intranet.

16. Domestic Abuse

Domestic abuse is best described as the use of physical and/or emotional abuse or violence (including undermining of self-confidence) sexual violence or the threat of violence, by a person who is or has been in a close relationship. Anyone can be the victim of domestic abuse and it can take many forms. Domestic abuse affects people in their place of work and can result in absenteeism, decreased productivity and poor performance. It can also lead to unhealthy stress levels of employees that may affect their overall health.

Employees are encouraged to advise their line manager or Occupational Health if they are experiencing domestic abuse and discuss the support they may need at work. Managers and or Occupational health, once aware of the underlying causes of the absence, should take this into account when taking steps to manage absence and apply this and other relevant policies.

17. Fit notes – for long term conditions which requires treatment

If an employee has a long term condition which requires treatment but the employee feels that they are capable of working and wants to work, then the employee can ask their GP for a Fit note. This fit note must outline the hours and days that an employee can / or is able to work.

Hours of work must be reasonable, for example employees will not be permitted to work for one hour per day and this option will be time bound for a maximum period of three months, which will be regularly reviewed during that three month period and reviewed thereafter.

Benefits to the employee:

- The employees sickness record will be reduced as the absence will be not be counted towards sickness, given that they are still in work.
- Does not affect current pay.
- The employee still feels part of the team and is able to work around their treatment.

*This process will be reviewed in relation to this procedure after 12 months from implementation of this revised procedure. A

Business Partner will need to be involved at all stages.

10. Guidance for managers – informal attendance capability meeting guidance

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

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

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

Preparation for the meeting should include:

- The employee should be formally invited to the informal attendance capability meeting—[Invite to Informal Attendance Capability Meeting Letter](#). This should be issued a minimum of 5 days before the meeting, providing 2 copies of any relevant paperwork relevant to the meeting. The employee has the right to be represented at this meeting by a Trade Union Representative or work colleague.
- Manager prepares all of the information concerning non-attendance history to demonstrate the fact that the employee has met one of the trigger levels.
- Ensure adequate time is put aside for the meeting.
- Ensure that an appropriate confidential area is available for the meeting.

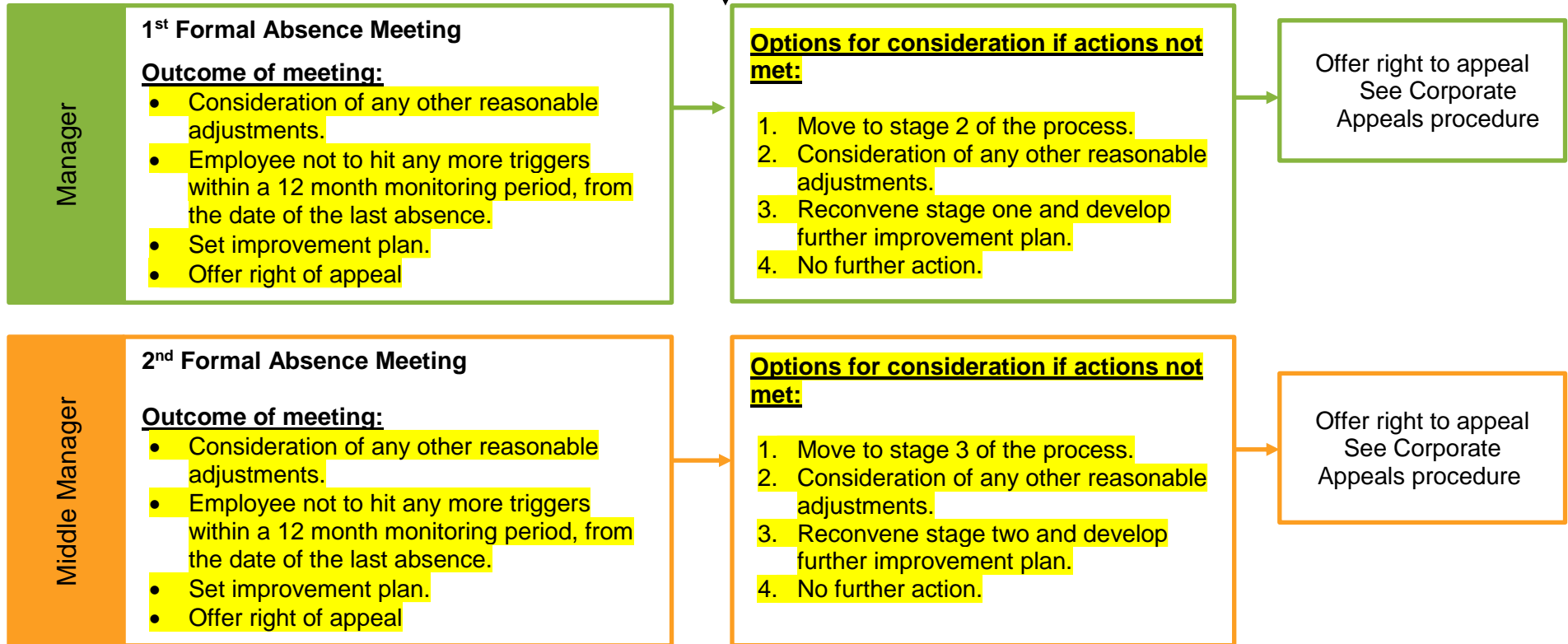
During the meeting:

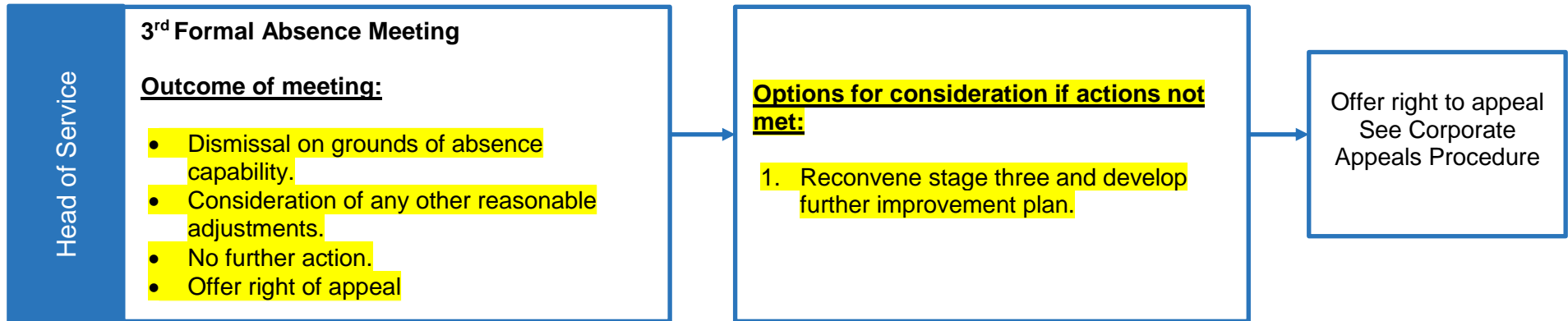
- Manager to share concerns relating to non-attendance at work. This should be undertaken in a positive and supportive manner, whilst asking for an explanation and encouraging the employee to engage in the discussion using open questions.
- Define the areas that are of concern e.g. number of days, type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

- ~~Write to confirm the discussions and outcome of the meeting with the employee using the [Outcome of Informal Capability Letter](#). Please ensure that a copy of this letter is sent to HR Direct for the employee file.~~

Identification of sickness absence triggers being reached

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





18. Guidance for managers – conducting a formal attendance capability meeting

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

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

The purpose of this formal attendance ~~capability~~ meeting:

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

Who will be present at the formal attendance ~~capability~~ meeting?

- The Manager will conduct all of the Formal Attendance ~~Capability~~ Meetings at stage 1 and 2 **and when required supported by a HR Officer;** the 3rd meeting will be conducted by the Head of Service.
- **The Head of Service will conduct all of the Formal Attendance Stage 3 meetings and will be supported by a HR Business Partner – a possible outcome from this meeting could be dismissal**
- ~~A HR Business Partner is involved in the 3rd Formal Attendance ~~Capability~~ Meeting, as a possible outcome from this meeting could be dismissal.~~

Arrangements for the formal attendance ~~capability~~ meeting

- The employee should be formally invited to the meeting – [Invite to Formal Attendance Capability Meeting Letter](#). This should be issued a minimum of 5 days before the meeting, providing 2 copies of any relevant paperwork relevant to the meeting. The employee has the right to be represented at this meeting by a Trade Union Representative or work colleague.
- Manager prepares all of the information concerning non-attendance history to demonstrate the fact that the employee has met one of the trigger levels.
- Ensure adequate time is put aside for the meeting.
- Ensure that an appropriate confidential area is available for the meeting.

- Ensure that sufficient notes are taken of the meeting ~~and should the employee request these should be provided to them.~~ These notes are the basis for the manager formulating the [Outcome of Formal Attendance Capability Meeting Letter](#). Should the Manager require a note taker this should be arranged by the Manager (HR do not undertake this role). Please ensure a copy of the outcome letter is sent to HR for the employee file.

19. Format for the formal attendance capability meeting

Introductions

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

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

Main meeting discussion points:

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

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

Adjournment:

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

- No further action is required – the employee’s sickness is considered satisfactory or there are extenuating circumstances which have a material effect on the employee’s sickness record.
- Issue realistic targets which are to be outlined in the improvement plan (see section 22).
- Employees are to be monitored for 12 months period in addition to the improvement plan.
- Redeployment, as an alternative to dismissal. Occupational Health will need to advise on whether redeployment will be suitable.
- Dismissal – the meeting must be conducted by a Head of Service, consultation with HR Business Partner and provision of advice from Occupational Health. The employee has the right to appeal against the outcome of the meeting, including dismissal.

Decision making:

The Manager chairing the formal meeting should be satisfied that:

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

20. Reconvene meeting and confirming the outcome:

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

The outcome of the meeting is to be confirmed in writing within 5 days of the meeting, including advice on the appeals process. Where targets and an improvement plan are issued, the letter should include details of the improvement plan, the monitoring period and how progress will be monitored, any reasonable adjustments to be made, any support available and depending on what stage the procedure is at, that any failure to improve attendance could lead to further warnings or ultimately dismissal.

21. No further action

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

22. The improvement plan and setting targets

Managers should think through the following aspects when they are considering the setting of targets within **the improvement plan:** ~~and monitoring periods:~~

- **An improvement plan** should consist of actions that are realistic, reasonable and achievable and that they are reflective of the absence experience to date. Consideration should be made against the requirements of the Equality Act 2010 and given targets that provide reasonable adjustments.
- The employee is aware of the possible consequences of not meeting **targets set within the improvement plan.**

Examples of targets within the improvement plan:

- **Improved attendance, i.e no further triggers met**
- **To submit fit notes in a timely manner**
- **To attend any hospital /specialist appointments, keeping your line manager up to date with progress**
- **To attend Occupational Health appointments**
- **To attend a review meeting if necessary. Date to be specified within the improvement plan.**

Targets must not include the following:

- **No absence within the agreed improvement plan and /or 12 month monitoring period**
- **Absence less than x days within the agreed improvement plan and / or monitoring period**

23. Monitoring periods

- The monitoring period is a 12 month period (from the date of the last absence) and must be discussed with the employee along with the expectations of them during the monitoring period.
- ~~If there are any actions there must be an agreement on how the employee's progress will be monitored. Please see attached letter and how an assessment during the monitoring period will be made.~~
- ~~Regular feedback is given to the employee during the monitoring period. This can be carried out in one to one meetings but a written record of the discussion and position must be kept with a copy provided to the employee.~~
- The employee knows where to go for help and support during the monitoring period.

If the employee reaches another trigger point within the 12 month monitoring period, the next steps will need to be considered. This will take place at either at the return to work meeting or if the employee is still absent (on long term sickness for example), the manager needs to consider the next steps at that point. The outcome of this review may results in the following:

1. Move to the next stage of the process
2. Consideration of any other reasonable adjustments
3. Reconvene the current stage and develop further improvement plan
4. No further action

- ~~The monitoring period should be reflective of the stage of the absence capability process and relevant to the historical absence trend. Managers through the review process outlined above should consider all of the options available to them and set periods appropriate to this.~~
- ~~A monitoring period may be extended beyond 12 months, depending on the nature of the absence.~~
- ~~If the employee breaches the conditions of the monitoring period and / or they hit another trigger, then that monitoring period will be reconvened and reviewed. See process flowchart.~~

~~Examples of periods, which must be agreed in the formal meetings:-~~

- ~~2/3 months — this could be for stage 1 of the process~~
- ~~1-2 months for stage 2 of the process~~
- ~~1 month for stage 3 of the process~~

24. Review meeting

~~During the review meeting the employee's attendance and progress against agreed actions should be reviewed. If there is no progress then the decision should be made to issue the appropriate warning. If sufficient progress has been made the outcome may be that no further action is required. The employee should have the right of appeal against the decision made at this stage and an [Outcome of Appeal Decision Letter](#) issued following any such meeting. Please ensure that a copy of this letter is sent to HR Direct for the employee file.~~

25. Progressing through the stages:

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

24. Absence dashboard – Managers only

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

25. Pay when absent from work

- Unauthorised absence is unpaid. Absences which are 7 days or more must be covered by a Drs note (Fit note). It is an employee's responsibility to make sure they have an adequate Drs note (Fit note) to cover the full period(s) of absence.
- Following written notice from a manager, if a medical certificate is not provided by a stipulated date, the period of absence will be unpaid and the individual would be subject to the disciplinary procedure.
- The organisation may, with notice, refuse to continue to pay enhanced (occupational) sick pay for certificated or un-certificated absence from work. For example: where an employee continues to participate in outside work activities which have a repeat impact on their health and ability to attend work, or if an employee refuses to attend an occupational health appointment or engage with occupational health, the manager or HR department in order for the Manager to understand the absence from work and impact in more detail than an employee's explanation of the situation.

28. Removal of right to self-certification

At the first formal absence capability meeting a manager can insist that any subsequent absence from work during the monitoring period will require the individual to provide certification of their inability to attend work. Should an employee not provide this:

- Enhanced (occupational) sick pay will be removed
- Escalation of the management in the non-attendance process
- A review of conduct under the disciplinary process may be considered

Examples of when this would be applied may be when an employee has persistent short term absences or patterns of absence which are a cause for concern.

Please note that, in order to carry out the above action, the employee must be at least Stage 2 of the process and the manager must agree this action with their Head of Service and HR Business Partner before this can be carried out. An employee must produce a written letter from their GP if the GP is unable to provide the required fit note. The council will not reimburse an employee if the GP practice charges for Fit notes during the self-certification period as stated in the Single Status terms and conditions document.

26. Suspension on medical grounds

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

27. Annual leave

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

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

Annual leave accrual

Employees, who are off long term sick, still accrue their holiday entitlement, and they can choose to take annual leave during a period of absence, they need to do this in agreement with their Manager. If an employee does go on holiday during a long term period of absence they need to take this period as annual leave. It should be noted that employees should not engage in activities that are:

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

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

28. Grievance raised during other proceedings e.g. attendance, disciplinary, redundancy etc.

There may be occasions where an employee, who is subject to another procedure, raises a grievance. The way in which this is handled will depend on the facts of each case. An assessment of the facts should take into account how the grievance is related (if at all) to the matter in hand.

Whether or not the grievance and the ongoing case are associated will be determined by the appointed Deciding Officer of the case.

Where the grievance and the other case are related

In exceptional circumstances it may be appropriate to temporarily hold the ongoing proceedings while the grievance matter is investigated further. The aim here is to establish whether the complaint has a material impact on the case and eventual outcome.

Be mindful that other ongoing proceedings should not be delayed unnecessarily.

Where the grievance and the other case are not considered to be related

In such cases it is advised that both cases are dealt with separately and that they run concurrently. The proceedings of the case in question may not be impacted by the grievance raised and should therefore be able to continue as planned.

Refer to the Grievance procedure for details relating to the grievance process.

29. How to calculate triggers for part-time and term time employees

- 3 x separate sickness absences of any duration in a 3 month period.

Part time & Term Time Employees:

Each occasion of absence within the 3 month period will count, regardless if the employee may work part time or term time. As long as the employees' working pattern is correct on iTrent, it will automatically recognise the part time or term time working periods and calculate the number of absences.

- 5 x separate sickness absences in a 12 month period.

Part time & Term Time Employees:

Each occasion of absence within the 12 month period will count, regardless if the employee may work part time or term time. As long as the employees' working pattern is correct on iTrent, it will automatically recognise the part time or term time working periods and calculate the number of absences.

- A total of 12 days sickness absence in a 12 month period (pro rata for part time employees).

Part time & Term Time Employees:

The employees working pattern on iTrent will automatically recognise the employee's part-time or term time working periods and calculate the number of days absent.

e.g. If an employee works 18 hours per week, then you would follow their pro rata calculation below:

step 1:
$$\frac{18 \text{ (working hours)}}{37 \text{ (full time hours)}} = 0.4864$$

step 2:
$$0.4864 \times 12 \text{ (working days)} = 5.83$$

step 3: 5.83 is the confirmed pro rata days calculation

- A pattern of absence that causes concern.
The cause for concern will be determined by Manager / Head Teacher etc.
- Single episode of 4 continuous weeks or more.
Regardless if employee works full time, part time or term time, the reference to four continuous weeks is to calendar weeks, not any work pattern.

31. Appeals process

Please refer to the Corporate Appeals Procedure.

32. Absences as a result of a third party or Industrial injury

If the absence was as a result of an accident caused by a third party i.e. personal injury claim, or an industrial injury please inform the Payroll Section. In the case of an industrial injury, corporate health and safety must be informed immediately and a completed accident/incident report form must be recorded.

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Return to Work Interview Form

Employee Full Name			
Employee Job Title			
Absent From		Absent To	
Date Returned to Work			
Managers Name			

Preparation and What we expect as an organisation

Preparation for Discussion	What you can expect.
For the Manager	<p>The Manager will arrange for the Return to Work interview to take place as soon as possible after the employee has returned to work. The Manager will ensure they have the correct information available, including the Absence Dashboard and any patterns of absence.</p> <p>The purpose of the return to work meeting is to determine the cause of absence. You should listen to the employee and make a note of what is being said. Each aspect will be covered below but be prepared to ask the necessary questions, which may be difficult. Be sensitive, and understanding and remember that this is not a disciplinary process. If necessary, challenge the information you are being provided with appropriate questions.</p>
For the Employee	<p>The purpose of the return to work meeting is to determine the cause of your absence. The Manager will listen to what you have to say and will ask appropriate questions. The Manager is there to assist you, and together you can discuss what help and support can be offered to you in the work place to avoid any further absences. You have an obligation to be open and honest with your Manager throughout this process.</p>

Discussion Notes

1	What was the reason for your absence from work?		
2	Are you in a position to say what causal factors contributed to your absence from work? Include anything at work, home or medical or illness.		
3	Has the Employee identified with having a disability which might fall under the Equality Act 2010?	Yes	No
4	Have you discussed Reasonable Adjustments with the Employee? [Please refer to the Reasonable Adjustment Guidance]	Yes	No
5	Manager to note: Please ensure the absence on Trent is recorded as Disability related.	Noted	
6	Is it appropriate to complete a Stress Questionnaire at this time?	Yes	No
7	Is a referral to Occupational Health appropriate in the circumstances? NB There is an automatic referral for any musculo skeletal condition, or stress/anxiety or depression.	Yes	No

8	Does the employee consider they are fit to return to work?	Yes	No
9	Does the manager consider that the employee is fit to return to work?	Yes	No
10	Did the employee notify of their absence in an appropriate manner? If not, please detail what the issue was.	Yes	No
11	Did the employee maintain appropriate contact throughout the period of absence?	Yes	No
12	Did the manager maintain appropriate contact throughout the period of absence?	Yes	No
13	What could have been done better?		
Triggers, Indicators and Attendance Management			
Please list all absences, including dates and days lost within the last 12 months			
	Absence Date	Absence Days lost	Reason
Has the employee been absent in any of the following circumstances?			✓ Tick
Three separate sickness absences of any duration in a three month period.			
Five separate sickness absences or a total of 12 days absence in a 12 month period*			
A pattern of absence that causes concern (i.e. regularity, day of the week or type of absence)*			
Single episode of 4 continuous weeks or more.			
If any of the above are ticked, the manager will arrange a formal absence review meeting.			
Attendance at Work Procedure – copy given to employee, and a discussion about what this means.			
Formal absence review Meeting has been arranged for			
Follow Up / Actions			✓ Completed
Reasonable Adjustments Questionnaire (if applicable)			
Stress Questionnaire (if applicable)			
Occupational Health referral (if applicable)			
Details of support offered, to include timescales for that support and any review dates.			
Recorded in iTrent (Manager)			
Electronic Copy of completed Return to Work to be sent to HR by Manager			

Electronic Copy of completed Return to Work Form to be sent to Employee by Manager	
Any further comments:	
I understand that the information contained within this return to work interview form will be used for the purpose of recording and monitoring attendance at work.	
Manager Signature:	Date:
Employee Signature:	Date:

Managers are to ensure that they have input the Return to Work Interview completion date in Trent, which can be found under stages. A copy must be sent electronically to hrdirect@denbighshire.gov.uk for the employee file and a hard copy must be given to the employee.

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Reasonable Adjustment Guidance

Introduction

Under the Equality Act 2010 the Council has a duty to make reasonable adjustments in order to prevent an employee with a disability or long term condition from being placed at a substantial disadvantage by our premises, policies or practices. This duty applies to all aspects of employment including training, transfer, career development and retention and redundancy.

The Equality Act defines a disability as a physical or a mental condition which has a substantial and long-term impact on your ability to do normal day to day activities.

This document is designed to:-

1. Provide guidance on what disability means and what is meant by the term “reasonable adjustments”.
2. Provide guidance on the process to be used when considering Reasonable Adjustments
3. Provide guidance on how to access support and to give help to those involved in the discussion process.
4. Provide support to line managers in considering what a “reasonable adjustment” is and assist them with decision making.
5. Set down the adjustments in a recorded format so everyone knows what is expected from them.

Many adjustments cost little or nothing, are quite straightforward to arrange and are often a matter of flexibility and developing a creative approach to working practice. There is an expectation that managers and employees will work together to develop workable solutions.

A non-exhaustive list of what could be considered reasonable adjustments can be found in the section [Examples of Reasonable Adjustments](#).

Where managers are unsure of what adjustments are appropriate given the individuals medical condition, Occupational Health can provide advice.

There are also a number of schemes and government programmes, which will be able help. Information about these are available from Job Centre Plus Disability Employment Advisers. Some disabled employees may already have a Disability Employment Adviser assisting them.

Access to Work is a scheme that can help employees if their health or disability affects the way they do their job. It provides advice and support with extra costs that may arise because of their needs. Access to Work might pay towards the equipment needed at work or adapting premises to meet an employee’s needs. Contact details can be found in [Resources and Sources of Support](#).

Employee obligations

As an Employee of the Council we would expect you to:-

- Inform the council if you have a disability and require reasonable adjustments.
- Cooperate fully with the reasonable adjustments assessment process
- Inform your employer as soon as possible if one or more Reasonable Adjustments is not working for you
- Make suggestions about what may assist you
- Be open and honest throughout the process

Employer obligations

As you Employer you can expect that:-

- We will discuss with you in detail any reasonable adjustments
- Will give due consideration to all adjustments which are put forward
- We will give reasons for our decisions in relation to reasonable adjustments which are put forward
- We will, wherever possible, provide assistance to allow you to access additional help and support

Procedure for making reasonable adjustments

1. Difficulties identified/disability established
2. Sources of support identified and requests for advice (if required)
3. Reasonable adjustments assessment completed in all cases
4. Tailored adjustments agreement completed, filed and diarised for review

Reasonable Adjustments Assessment Form

The [Reasonable Adjustments Assessment Form](#) should be completed by the manager in consultation with the Employee. It has been designed to assist managers who may be unsure whether adjustments being requested are reasonable.

The questions are formulated to assist the manager in coming to a decision on whether or not an adjustment is reasonable. If the adjustment is deemed to be reasonable after completion of this form a Tailored Adjustment Agreement should be completed and recorded.

There may be situations where you, as the manager may need to consult other employees with regards to reasonable adjustments. If the employee does not agree to your involving other employees, you must not breach their confidentiality by telling the other employees about the disabled person's situation.

If an employee is reluctant for other staff to know, and you believe that a reasonable adjustment requires the co-operation of the employee's colleagues, explain that you

cannot make the adjustment unless they are prepared for some information to be shared. It does not have to be detailed information about their condition, just enough to explain to other staff what they need to do.

There may be occasions when a manager feels it is not reasonable to make the adjustments identified, particularly if this impacts on contractual, equality or health and safety issues. On these occasions the Manager should seek advice from Human Resources.

Reasonable Adjustments Assessments Form

This section is to be completed by the manager in conjunction with the employee.

Completed by:			
Position:			
Department:			
Date completed:			
Employee Name:			
Department and Grade:			
Date adjustment/s requested:			
New or existing employee?	New	<input type="checkbox"/>	Existing <input type="checkbox"/>

Please complete the following section in as much detail as possible. Description of difficulties being experienced by the employee and nature of adjustment/s requested:

Has advice been sought from the following:	Yes	No
Occupational Health Advisor		
GP/Specialist		
Access to Work		
Job Centre Plus Adviser		
Other If so please attach a copy of the advice/assessment or provide a date by when this is expected		

Employee Declaration

The information contained in this form has been provided to help the council decide whether the adjustment(s) requested are **reasonable**. It is as accurate and complete as within my knowledge and remit and has been submitted in good faith.

Signed

Dated

Manager Considerations

This section of the form is to be completed by the Manager only.

<p>How effective will the adjustment be in preventing the disadvantage?</p>
<p>How can the reasonable adjustment(s) be achieved? For example how long will it take to implement, will additional training be needed for the disabled employee or anyone else?</p>
<p>Are there any financial considerations of the reasonable adjustment/s?</p>
<p>Are there any structural/service delivery considerations, e.g. disruption to service delivery by making the adjustment/s?</p>
<p>Is financial or other assistance available to help make the adjustment/s e.g. Access to Work?</p>
<p>Are there any other business considerations? e.g. impact on other employees?</p>
<p>Has the employee been consulted on the adjustment/s and agreed that it/they are needed?</p>
<p>Would making the particular adjustment/s result in unacceptable risks to the health and safety of any person (including the disabled person)?</p>

Would making the adjustment/s reduce a health and safety risk for anyone (including the disabled person)?

Factors to be taken into account in assessing 'reasonable' cost

- Recommendations from appropriate experts, i.e. medical, occupational health and/or workplace assessment (to be obtained if not attached).
- The financial and other resources of the council (the whole council must be taken into account not just the departmental or service area budgets).
- Resources such as training that have been invested in the employee by the council.
- The employee's length of service.
- The employee's level of skill and knowledge.
- The value of the employee's knowledge and relationships with service users and/or partners.
- The employees' salary and grade.

Any other relevant factors?

The adjustment (s) requested have been discussed with Insert Employee name (.....) and her/his views on the questions below have been sought and accurately recorded.

Line Manager Declaration

I understand that further information may be needed from (.....) and/or myself as her/his line manager and that expert advice or an assessment may be necessary. The views of other colleagues may also be sought where appropriate.

Signed

Dated

Line Managers recommendation:

Accept/Not Accept (please delete as appropriate)

If 'Accept' has been selected above, has a Tailored Adjustment Agreement been put in place?

Yes No

If 'Not Accept' has been selected above, please detail below the reasons for your decision making. You should take advice from HR and/or Legal services on your decision before it is finalised.

Signed [Line Manager]..... Dated

Tailored Adjustments Agreement

The attached [Tailored Adjustment Agreement Form](#) should be completed when agreeing any adjustments with an employee.

It is designed to allow discussions to take place between an employee and their manager to identify appropriate adjustments that will provide support for the employee to carry out their role effectively, and without barriers.

Adjustments may be required at any time during the employment process; an employee does not have to have had a period of sickness in order for adjustments to be considered.

If a manager is unsure what adjustment may be appropriate they should contact Human Resources or the Occupational Health department for advice and support.

Tailored Adjustment Agreement – individually tailored reasonable adjustments

This 'Tailored adjustment agreement' is a living record of reasonable adjustments agreed between a disabled employee and their line manager.

The purpose of this agreement is to

- Ensure that both parties, the individual and the manager acting on behalf of the employer, have an accurate record of what has been agreed
- Minimise the need to re-negotiate reasonable adjustments every time the employee changes jobs, is re-located or assigned a new manager within the council
- Provide employees and their line managers with the basis for discussions about reasonable adjustments at future meetings

This is a live document and should be reviewed regularly by both the employee and manager and amended as appropriate. Remember, however, that expert advice from third parties, such as occupational health, Access to Work or I.T. specialists may be needed before changes can be agreed and implemented.

Managers who need help in deciding whether or not an adjustment is reasonable will find it helpful to use the Reasonable Adjustments Assessment Form.

Where management responsibility for an employee with a 'Tailored adjustment agreement' changes then the new manager should accept the adjustments outlined in the agreement as reasonable and ensure that they continue to be implemented. The agreement may need to be reviewed and amended at a later date but this should not happen until both parties have worked together for a reasonable period of time.

The agreement allows the employee to:

- Explain the impact of your disability on you at work
- Suggest adjustments that will make it easier for you to do your job
- Offer further information from your doctor, specialist or other expert
- Request an assessment by occupational health, Access to Work or another expert (there

- may be a cost with Access to Work or another expert)
- Review the effectiveness of the adjustments agreed
 - Explain any change in your circumstances
 - Be reassured that your manager knows what to do if you become unwell at work and who to contact if necessary
 - Know how and when your manager will keep in touch with you if you are absent from work because of illness or a disability related reason

The agreement allows the line manager to:

- Understand how a particular employee's disability affects them at work
- Explain the needs of the business or organisation
- Explain the organisation's attendance and reasonable adjustment policy
- Recognise signs that an employee might be unwell and know what the employee wants you to do in these circumstances including who to contact for help
- Know how and when to stay in touch if the employee is off sick
- Consider whether or not the employee needs to be referred for an assessment by an occupational health or another adviser to help both parties understand what adjustments are needed
- Review the effectiveness of the adjustments already agreed
- Explain any change in the employer's circumstances

Tailored Adjustment Agreement Form

This is a record of the reasonable adjustments agreed between:

(1) [.....] and

(2) Denbighshire County council through [.....*line
manager name*]

It is dated the day of

This agreement may be reviewed and amended as necessary with the agreement of both parties:

- At any regular one-to-one meeting
- At a return to work meeting following a period of sickness absence
- At annual appraisals
- Before a change of job or duties or introduction of new technology or ways of working
- Before or after any change in circumstances for either party

Employee - My disability in the workplace

My disability has the following impact on me at work		
Adjustment to be put in place	Details of how this is to be done	Implemented on (date)

Record Keeping

Details of the Reasonable Adjustments requested and decision and Tailored Adjustment Agreement will be retained on the Employees personal file and in iTrent. The Employee should also be provided with a hard copy.

Resources and sources of support

Organisation	Website	Contact details
Job Centre Plus	https://www.gov.uk/contact-jobcentre-plus	Telephone: 0800 121 7479 Textphone: 0800 121 7579
Disability Employment Advisors	https://www.gov.uk/contact-jobcentre-plus	Telephone: 0800 121 7479 Textphone: 0800 121 7579
Access to Work	https://www.gov.uk/access-to-work	Telephone: 0800 121 7479 Textphone: 0800 121 7579
Equality and Human Rights Commission	https://www.equalityhumanrights.com/en/commission-wales	Phone: 0808 800 0082 Textphone: 0808 800 0084
Citizens Advice	https://www.citizensadvice.org.uk/	Adviceline: 03444 77 20 20 Text relay: 03444 111 445
Scope	https://www.scope.org.uk/	Freephone: 0808 800 3333 Textphone: Use Type Talk by dialling 18001 from a textphone followed by 0808 800 3333.
GOV.UK	https://www.gov.uk/	

Examples of Reasonable Adjustments

Please refer to the Equalities and Human Rights Commission website for further details on reasonable adjustments which can be found at the following website:

<https://www.equalityhumanrights.com/en/commission-wales>

Making adjustments to premises:

For example:

An employer makes structural or other physical changes such as widening a doorway, providing a ramp or moving furniture for a wheelchair user; relocates light switches, door handles, or shelves for someone who has difficulty in reaching; or provides appropriate contrast in decor to help the safe mobility of a visually impaired person.

Allocating some of the disabled employee's duties to another employee:

For example:

An employer reallocates minor or subsidiary duties to another employee as a disabled employee has difficulty doing them because of their disability. For example, the job involves occasionally going onto the open roof of a building but the employer transfers this work away from an employee whose disability involves severe vertigo.

Transferring the employee to fill an existing vacancy:

For example:

An employer should consider whether a suitable alternative post is available for an employee who becomes disabled (or whose disability worsens), where no reasonable adjustment would enable the employee to continue doing the current job. This might also involve retraining or other reasonable adjustments such as equipment for the new post or a transfer to a position on a higher grade.

Altering the employee's hours of working or training:

For example:

An employer allows a disabled person to work flexible hours to enable them to have additional breaks to overcome fatigue arising from their disability. It could also include permitting part-time working, or different working hours to avoid the need to travel in the rush hour if this is a problem related to an impairment. A phased return to work with a gradual build-up of hours might also be appropriate in some circumstances.

Assigning the employee to a different place of work or training:

For example:

An employer relocates the work station of a newly disabled employee (who now uses a wheelchair) from an inaccessible third floor office to an accessible one on the ground floor. If the employer operates from more than one workplace, it may be reasonable to move the employee's place of work to other premises of the same employer if the first building is inaccessible and the other premises are not.

Allowing the employee to be absent during working or training hours for rehabilitation, assessment or treatment.

For example:

An employer allows a disabled person who has recently developed a condition to have more time off work than would be allowed to non-disabled employees to enable them to have rehabilitation. A similar adjustment would be appropriate if a disability worsens or if a disabled employee needs occasional treatment anyway.

Giving, or arranging for, training or mentoring (whether for the disabled employee or any other employee). This could be training in particular pieces of equipment which the disabled employee uses, or an alteration to the standard workplace training to make sure it is accessible for the disabled employee.

For example:

All employees are trained in the use of a particular machine but an employer provides slightly different or longer training for an employee with restricted hand or arm movements, or training in additional software for a visually impaired person so that they can use a computer with speech output.

For example:

An employer provides training for employees on conducting meetings in a way that enables a Deaf staff member to participate effectively.

For example:

A disabled person returns to work after a six-month period of absence due to a stroke. Their employer pays for them to see a work mentor, and allows time off to see the mentor, to help with their loss of confidence following the onset of their disability.

Acquiring or modifying equipment:**For example:**

An employer might have to provide special equipment (such as an adapted keyboard for someone with arthritis or a large screen for a visually impaired employees), an adapted telephone for someone with a hearing impairment, or other modified equipment for disabled employees (such as longer handles on a machine).

You do not have to provide or modify equipment for personal purposes unconnected with a employee's job, such as providing a wheelchair if a person needs one in any event but does not have one. This is because the disadvantages do not flow from things you have control over.

Modifying instructions or reference manuals:**For example:**

The format of instructions and manuals might need to be modified for some disabled employees (such as being produced in Braille or on audio CD) and instructions for people with learning disabilities might need to be conveyed orally with individual demonstration or in Easy Read.

Modifying procedures for testing or assessment:

For example:

An employee with restricted manual dexterity who was applying for promotion would be disadvantaged by a written test, so the employer gives that person an oral test instead.

Providing a reader or interpreter:

For example:

An employer arranges for a colleague to read hard copy post to an employee with a visual impairment at particular times during the working day. Alternatively, the employer might hire a reader.

Providing supervision or other support:

For example:

An employer provides a support worker or arranges help from a colleague, in appropriate circumstances, for someone whose disability leads to uncertainty or lack of confidence.

Allowing a disabled employee to take a period of disability leave:

For example:

An employee who has cancer needs to undergo treatment and rehabilitation. Their employer allows a period of disability leave and permits them to return to their job at the end of this period.

Participating in supported employment schemes, such as WORKSTEP.

For example:

A person applies for a job as an office assistant after several years of not working because of depression. They have been participating in a supported employment scheme where they saw the job advertised. As a reasonable adjustment the person asks the employer to let them make private phone calls during the working day to a support worker at the scheme.

Modifying disciplinary or grievance procedures:

For example:

An employee with a learning disability is allowed to take a friend (who does not work with them) to act as an advocate at a meeting with the person's employer about a grievance. Normally the employer allows employees to be accompanied only by work colleagues. The employer also makes sure that the meeting is conducted in a way that does not disadvantage or patronise the disabled employee.

Adjusting redundancy selection criteria:

For example:

An employee with an autoimmune disease has taken several short periods of absence during the year because of the condition. When their employer is taking the absences into account as a criterion for selecting people for redundancy, they discount these periods of disability-related absence.

It may sometimes be necessary for an employer to take a combination of steps.

For example:

A woman who is blind is given a new job with her employer in an unfamiliar part of the building. The employer:

- Arranges facilities for her assistance dog in the new area
- Arranges for her new instructions to be in Braille, and
- Provides disability equality training to all staff.

In some situations, a reasonable adjustment will not work without the co-operation of other employees. Your other staff may therefore have an important role in helping make sure that a reasonable adjustment is carried out in practice. You must make Sure that this happens. It is unlikely to be a valid 'defence' to a claim under equality law for a failure to make reasonable adjustments to argue that an adjustment was unreasonable because your other staff were obstructive or unhelpful when you tried to make an adjustment happen. You would at least need to be able to show that you took all reasonable steps to try and resolve the problem of the attitude of your other staff.

For example:

An employer makes sure that an employee with autism has a structured working day as a reasonable adjustment. As part of the reasonable adjustment, it is the responsibility of the employer to make sure that other employees co-operate with this arrangement.

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MENOPAUSE POLICY AND GUIDANCE V1.0

Policy - Menopause

Policy approved by	Date approved	Date implemented	Policy owner	Review date
Full council				

Prior to contacting Human Resources regarding the content of this policy, it is recommended that you refer to the most up to date version on the intranet and the relevant guides.

As is the case with all intranet documents, this policy is subject to regular review due to legislative and policy changes. The latest versions of all Human Resource documents can be found on the HR intranet pages.

Version No.	Date approved	Approved by	Amendment
v1.0			New policy

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Roles and Responsibilities

Employees:

- Taking a personal responsibility to look after their health;
- Being open and honest in conversations with managers/HR and Occupational Health;
- If a member of staff is unable to speak to their line manager, or if their line manager is not supporting them, they can speak to HR (hrdirect@denbighshire.gov.uk), their Union, or the occupational health team (occupational.health@denbighshire.gov.uk)
- Contributing to a respectful and productive working environment;
- Being willing to help and support their colleagues;
- Understanding any necessary adaptations their colleagues are receiving as a result of their menopausal symptoms.

Line Managers (see Appendix 1 for Managers' Guidance)

- Familiarise themselves with the Menopause Policy and Guidance;
- Be ready and willing to have open discussions about menopause, appreciating the personal nature of the conversation, and treating the discussion sensitively and professionally;
- Use the guidance in Appendices 1 and 2, signposting and reviewing together, before agreeing with the individual how best they can be supported, and any adaptations required;
- Record adaptations agreed, and actions to be implemented;
- Ensure ongoing dialogue and review dates;
- Ensure that all agreed adaptations are adhered to.
- Where adaptations are unsuccessful, or if symptoms are proving more problematic, the Line Manager may:
 1. Discuss a referral to Occupational Health for further advice;
 2. Refer the employee to Occupational Health if appropriate;
 3. Review Occupational Health advice, and implement any recommendations, where reasonably practical;

4. Update the action plan, and continue to review.

Occupational Health

- Carry out an holistic assessment of individuals as to whether or not menopause may be contributing to symptoms/wellbeing, providing advice and guidance in line with up-to-date research;
- Signpost to appropriate sources of help and advice (refer to Appendix 2 for more information);
- Provide support and advice to HR and Line Managers in determining and agreeing adaptations, if required;
- Monitor referrals due to menopause symptoms, and provide additional signposting, where required;
- Review the Menopause Advice Sheet (see Appendix 2), and keep this up to date.

Human Resources (HR)

- Offer guidance to managers on the interpretation of this Policy and Guidance;
- Attend any training sessions made available;
- Monitor and evaluate the effectiveness of this policy in respect of related absence levels and performance.

Introduction

The council is committed to providing an inclusive and supportive working environment for everyone who works here.

Menopause is a natural part of every woman's life, and it isn't always an easy transition. With the right support, it can be much better. Whilst every woman does not suffer with symptoms, supporting those who do will improve their experience at work.

Menopause should not be taboo or 'hidden'. We want everyone to understand what menopause is, and to be able to talk about it openly, without embarrassment. This is not just an issue for women, men should be aware too.

The changing age of the UK's workforce means that between 75% and 80% of menopausal women are in work. Research shows that the majority of women are unwilling to discuss menopause-related health problems with their line manager, nor ask for the support or adaptations that they may need.

This policy sets out the guidelines for employees and managers on providing the right support to manage menopausal symptoms at work. It is not contractual, and does not form part of the terms and conditions of employment – however, if the council wishes to amend the Menopause Policy, employees will be consulted on proposed changes via the recognised Trade Unions.

Aims

The aims of this policy are to:

- Foster an environment in which employees can openly and comfortably instigate conversations, or engage in discussions about menopause.
- Ensure everyone understands what menopause is, can confidently have good conversations, and are clear on the council's policy and practices, supported by Human Resources and Occupational Health.
- Educate and inform managers about the potential symptoms of menopause, and how they can support women at work.
- Ensure that women suffering with menopause symptoms feel confident to discuss it, and ask for support and any adaptations so they can continue to be successful in their roles.
- Reduce absenteeism due to menopausal symptoms.
- Assure women that we are a responsible employer, committed to supporting their needs during menopause.

Definitions

Menopause:

Is defined as a biological stage in a woman's life that occurs when she stops menstruating, and reaches the end of her natural reproductive life. Usually, it is defined as having occurred when a woman has not had a period for twelve consecutive months (for women reaching menopause naturally). The average age for a woman to reach menopause is 51, however, it can be earlier or later than this due to surgery, illness or other reasons.

Perimenopause:

Is the time leading up to menopause when a woman may experience changes, such as irregular periods or other menopausal symptoms. This can be years before menopause.

Post menopause:

Is the time after menopause has occurred, starting when a woman has not had a period for twelve consecutive months.

Symptoms of Menopause

It is important to note that not every woman will notice every symptom, or even need help or support. However, 75% of women do experience some symptoms, and 25% could be classed as severe.

Symptoms can manifest both physically and psychologically including, but not exclusively, hot flushes, poor concentration, headaches, panic attacks, heavy/light periods, anxiety, and loss of confidence. Some women also experience difficulty sleeping.

Overview and Guidance for Managers and Women

The menopause is a natural part of ageing for women. The medical definition of the menopause is when a woman has her last period. It usually occurs between 45 and 55 years of age, although it can occur any time up to a women's mid-60s. A premature menopause can occur, with periods stopping before the age of 40, either naturally or as an effect of a medical condition or its

treatment. Around 1 in 100 women will experience a premature menopause and this of course can be at a time when still planning to conceive.

Around 30-60% of women experience intermittent physical and/or psychological symptoms during the menopause. These are associated with a decrease in the body's production of the hormone oestrogen. For some, symptoms include hot flushes, night sweats and related symptoms such as sleep disruption, fatigue and difficulty concentrating. Hot flushes are short, sudden feelings of heat, usually in the face, neck and chest, which can make the skin red and sweaty. Severe flushes can cause sweat to soak through clothing. Mood disturbances, anxiety and depression are also reported. Symptoms on average continue for four years from the last period, and 1 in 10 women experience symptoms for up to 12 years.

These symptoms can adversely affect the quality of both personal and working life⁵. At work, they can cause embarrassment, diminish confidence and can be stressful to deal with. The menopause may be compounded by the development of other health conditions, as well as coinciding with caring responsibilities for ageing parents and relatives. Some women may also still have children living at home.

There is good reason to consider the needs of this group of workers. In 2016, the employment rate for women in the UK of nearly 70% was among the highest since records began in 1971. Over the last four years the number of women over the age of 50 has also increased: a trend predicted to continue. Employers have responsibilities for the health and safety of all their employees, but there are also clear business reasons for proactively managing an age-diverse workforce. Some employers have been slow to recognise that women of menopausal age may need specific considerations and many employers do not yet have clear processes to support women coping with menopausal symptoms.

These practical guidelines aim to help women experiencing troublesome menopausal symptoms, and to support them and their colleagues and managers in tackling the occupational aspects of menopausal symptoms.

Guidance for managers/employers

Regular, informal conversations between manager and employee may enable discussion of changes in health, including issues relating to the menopause. It may be valuable simply to acknowledge this is a normal stage of life and that adaptations can easily be made. Such conversations can identify support at work that can help women remain fully productive and encourage them to discuss any relevant health concerns with their GP. Employees should be able to expect respectful behaviours at work including those that relate to their gender and age. The provision of information (for example, see the infographic that accompanies this guidance (<http://fom.ac.uk/menopause>)) may be helpful in these discussions and for more general awareness-raising. However,

employers need to recognise that some women may be reluctant to have discussions about their experience of the menopause with their manager and an occupational health professional can be very useful.

There are recommendations about working conditions for menopausal women produced by the European Menopause and Andropause Society (EMAS). These are adapted below:

- Provide training for employees and managers to raise awareness and convey that the menopause can present difficulties for some women at work.
- Facilitate discussion about troublesome symptoms. Employers can help by communicating that health-related problems such as those experienced during the menopause are normal.
- Review control of workplace temperature and ventilation and see how they might be adapted to meet the needs of individuals.
- This might include having a desktop fan in an office, or locating a workstation near an opening window or away from a heat source.
- Consider flexible working hours or shift changes. If sleep is disturbed, later start times might be helpful.
- Provide access to cold drinking water in all work situations, including off site venues.
- Ensure access to wash room facilities and toilets, including when travelling or working in temporary locations.

Additional considerations may be required for specific occupations or locations. For example:

- Where uniforms are compulsory, flexibility is helpful. This might include the use of thermally comfortable fabrics, optional layers, being allowed to remove neckties or jackets, as well as the provision of changing facilities.
- Where work requires constant standing or prolonged sitting, having access to a rest room (e.g. to sit during work breaks) would be helpful, as would space to move about for those women in sedentary roles.
- In customer-focused or public-facing roles, it may help to have access to a quiet room for a short break so as to manage a severe hot flush.

Severe menopausal symptoms and their consequences may combine to have a substantial adverse effect on normal day to day activities – potentially meeting the legal definition of a disability under the Equality Act.

Monitoring the projected age distribution of the workforce will enable employers to be proactive about the needs of their employees, avoiding a reactive approach to age-related health issues. Advice from occupational health professionals can support human resource policy. Information for employers about how to promote a diverse and inclusive workforce encompassing women of

menopausal age can be obtained from a variety of sources such as the Advisory, Conciliation and Arbitration Service (www.acas.org.uk), the Chartered Institute of Personnel and Development (www.cipd.co.uk) and other professional bodies.

Embedding the menopause in a wider health and wellbeing agenda may help encourage discussion of issues related to supporting longer working lives.

Guidance

For women who find their menopausal symptoms are affecting their wellbeing and their capacity to work:

- Find out more about the menopause from available sources of information (see suggestions at the end of this guidance).
- See your GP for advice on available treatment options.
- Discuss your practical needs with your line manager, HR or another manager you feel comfortable talking to.
- Use technology where this is helpful, e.g. for reminders or note taking.
- If there is an occupational health service available, make an appointment to discuss support and possible work adaptations.
- If those you work with are supportive, this can make a big difference. Talk about your symptoms and solutions with colleagues, particularly those who are also experiencing symptoms, use humour to deflect embarrassment, and work out your preferred coping strategies and working patterns.
- Avoid hot flush triggers (such as hot food and drinks) especially before presentations or meetings.
- Consider relaxation techniques such as mindfulness and other potentially helpful techniques such as cognitive behavioural therapy, as these can help reduce the impact of symptoms.
- Consider lifestyle changes such as weight reduction, smoking cessation and exercise.

It is important to be aware that the menopause is a natural and temporary stage in women's lives and that not all women experience significant symptoms. The menopause has been regarded as a taboo subject. But this is changing as employers gradually acknowledge the potential impact of the menopause on women and become aware of the simple steps they can take to be supportive.

Managers' Guidance for employee discussions

We recognise that every woman is different, and it is, therefore, not feasible to set out a structured set of specific guidelines.

All advice is given, and written, in accordance with the Faculty of Occupational Medicine (FOM) recommendations and best practice.

If an employee wishes to speak about their symptoms, or just to talk about how they are feeling (they may not recognise themselves that they are symptomatic), or if a male employee wishes to speak about a family member, please ensure that you:

- Allow adequate time to have the conversation;
- Find an appropriate room to preserve confidentiality;
- Encourage them to speak openly and honestly;
- Suggest ways in which they can be supported (see symptoms below) – hand out the Menopause Advice Sheet (Appendix 2);
- Agree actions, and how to implement them (you should use the template at Appendix 1a to record the meeting, so that all parties agree what has been discussed, and the next steps, before the meeting ends). Ensure that this record is treated as confidential, and is stored securely.
- Agree if other members of the team should be informed, and by whom;
- Ensure that designated time is allowed for a follow up meeting. Do not rely on quick queries during chance encounters in the corridor or break room.

Symptoms Support

Symptoms can manifest both physically and psychologically, including, but not exhaustively or exclusively; support for women should be considered as detailed below:

Hot Flushes:

- Request temperature control for their work area, such as a fan on their desk (where possible a USB connected desk fan to ensure environmentally friendly) or moving near a window, or away from a heat source;
- Easy access to drinking water;

- Be allowed to adapt prescribed uniform, such as by removing a jacket;
- Have access to a rest room for breaks if their work involves long periods of standing or sitting, or a quiet area if they need to manage a severe hot flush.

Heavy/light Periods:

- Have permanent access to toilet and wash facilities;
- Request an extra uniform;
- Ensure sanitary disposable products are available in toilet facilities.
- Provide storage space for a change of clothing if required.

Headaches:

- Have ease of access to fresh drinking water;
- Offer a quiet space to work;
- Offer noise-reducing headphones to wear in open offices;
- Have time out to take medication if needed.

Difficulty Sleeping:

- Ask to be considered for flexible working, particularly suffering from a lack of sleep.
- Consider homeworking if appropriate to the employees role, if fatigued to reduce travelling etc.
- Agree time out from others, when required.
- Identify a 'buddy' for the colleague to talk to – outside of the work area;
- Identify a 'time out space' to be able to go to 'clear their head';
- Contact the council's Employee Assistance Programme provider on

Loss of Confidence:

- Ensure there are regular Personal Development Discussions;
- Have regular protected time with their manager to discuss any issues;
- Offer coaching to the individual which might help with confidence;
- Offer reassurance about a person's value and worth in the organisation
- Have agreed protected time to catch up with work.

Poor Concentration:

- Discuss if there are times of the day when concentration is better or worse, and adjust working pattern/practice accordingly;
- Review task allocation and workload;
- Provide books for lists, action boards, or other memory-assisting equipment;
- Offer quiet space to work;
- Offer noise-reducing headphones to wear in open offices;
- Reduce interruptions;
- Have agreements in place in an open office that an individual is having 'protected time', so that they are not disturbed;
- Have agreed protected time to catch up with work.

Anxiety:

- Promote counselling services provided by EAP.....
- Identify a 'buddy' for the colleague to talk to – outside of work their area;
- Be able to have time away from their work to undertake relaxation techniques;
- Undertake mindfulness activities such as breathing exercises, or going for a walk.

Discuss whether the member of staff has visited their GP. Depending on the discussion, this may be the next step suggested, particularly if the areas of difficulty are sleeping, panic attacks or anxiety.

If they have visited their GP, and are being supported by them, it may be helpful at this point to make an Occupational Health referral to give specific advice regarding the workplace.

Confidential Employee Discussion Template

Employee Details

Name:	DOB:
Department:	Job Title:

Managers Name:

Present at meeting:	
Date of meeting:	

Summary of Discussion:

Agreed Actions/Adaptations:

Date of review meeting:	
Signed:	Employee
	Manager

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References and links

All colleagues can access **counselling** by contacting on....., by emailing....., or online at.....

National Institute for Health and Care Excellence (NICE) guidelines. These explain how your GP will determine what types of treatments and interventions they can offer you. You can find out more on their website.

The **National Health Service** provides an overview of menopause. You can find more on their website

Menopause information. The Royal College of Obstetricians and Gynaecologists offer further information their dedicated area of their website.

Premature Ovarian Insufficiency (POI) information and support on very early menopause. You can find out more their website.

Further Sources of Information

- <http://www.menopausematters.co.uk/>
- The Daisy Network – <https://www.daisynetwork.org.uk/about-us/what-we-do/>
- Healthtalk.org – <http://www.healthtalk.org/peoples-experiences/later-life/menopause/topics>
- Women’s Health Concerns – <https://www.womens-health-concern.org/help-and-advice/factsheets/focus-series/menopause/>
- The Menopause Exchange – <http://www.menopause-exchange.co.uk/>
- NICE Menopause: diagnosis and management – <https://www.nice.org.uk/guidance/ng23>
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Appendix Figure 4

Denbighshire County Council
Alcohol and Substance Misuse Policy

Denbighshire County Council

Alcohol and Substance Misuse Policy

Policy Statement

Denbighshire County Council (DCC) is committed to providing a safe, healthy and productive working environment for all employees, contractors, customers and visitors involved in its operation. This policy sets out the council's aims in reducing and managing alcohol and drug problems in the workplace. Denbighshire County Council endeavours to ensure that employee's use of either alcohol or illegal or other substances does not impair the safe and efficient running of the council or the health of its employees.

Employees (including volunteers and contractors) must not consume or be under the influence of alcohol, illegal drugs /substances or legal highs during working hours. *(Including breaks, when on-call or stand by)*

As it is difficult to predict the time it takes for an individual to eliminate alcohol and or illegal substances/legal highs from the body, the effects may still be apparent some time afterwards and impair the person's ability to carry out their work safely or effectively.

It is not acceptable for individuals to report for work suffering from the after effects of consuming alcohol or illegal substances/legal highs.

Employees must be made aware that to use, possess, consume, store or sell alcohol or drugs on any DCC premises, will be considered as gross misconduct. The organisations Disciplinary Policy will be invoked leading to disciplinary action being taken, which may include dismissal.

Contents	Page(s)
<u>Introduction</u>	
<u>Policy Aims</u>	
<u>Application/Scope of Process</u>	
<u>Engagement/Participation/Consultation</u>	
<u>Legal & Other References</u>	
<u>Policy Details</u>	
<u>Supporting Documents</u>	

Roles and Responsibilities

Employees have a responsibility:

- to not drink alcohol or use drugs (including legal highs) during contracted working hours;
- to not drink alcohol or use drugs (including legal highs) during breaks or immediately before work;
- to not drink immediately prior to, or when “on call”;
- to not operate machinery or drive a vehicle (whether council owned or private when on council business) whilst under the influence of alcohol or drugs (including legal highs)
- to consider the adverse impression caused by the smell of alcohol on their breath;
- to be familiar with the policy;
- to be more aware of alcohol and drugs issues and act accordingly;
- to seek help if worried about their own drinking/drug habits;
- to avoid covering up or colluding with colleagues;
- to encourage colleagues to seek help if they have any worries about substance usage.

Managers have a specific responsibility:

- to set a good example and be familiar with the policy;
- to ensure that employees are familiar with the policy and understand their role within it;
- to be aware of the effects/signs of alcohol and drug misuse and to monitor changes in performance, attendance etc;
- to intervene early when there are signs of problems and agree a support programme for the employee;
- to develop sensitive interviewing skills and be able to adopt a non-judgmental approach;
- to accept that employees with a problem will not always be ready, or willing to disclose the problem;
- to set a good example through responsible use of alcohol;
- to ensure employees are aware of the adverse impression caused by the smell of alcohol on the breath of an employee on colleagues and particularly where their job involves direct dealings with the public
- to refer employees for assistance as appropriate;
- to be aware of aspects of the work situation which may contribute to future problems e.g. stressful shift patterns.

The Occupational Health Advisor has a responsibility:

- to provide information about alcohol and drugs;
- to respond to referrals and provide an assessment service;
- to provide an impartial, confidential counselling service for employees (which may involve referral to another agency).

HR has a responsibility:

- to refer employees for further help or assistance as necessary.
- to provide relevant training for the implementation of the policy;

- to advise and work with managers in implementing the policy and/or other policies , if appropriate;

The Trade Unions have a responsibility:

- to help and advise employees at work.
- to assist with dissemination of the policy;
- to advise members of their rights and responsibilities under the policy;

Introduction

Employees taking illegal or other substances and/or drinking alcohol to excess or at inappropriate times in relation to their employment become a liability to the council when:

- it interferes with an employee's attendance or performance at work.
- it affects the safety of themselves or other people
- its symptoms offend other people

Therefore employees should not drink alcohol or use illegal or misuse other substances (including legal highs) during contractual hours, immediately before work, during breaks, or whilst undertaking paid home working or "on call".

Denbighshire County Council recognises that employees dealing with a dependency will need support and assistance. This policy aims to ensure that those who are dependent on alcohol or illegal or other substances and those with alcohol and substance misuse related problems, will be treated sympathetically, fairly and consistently and they will be encouraged to seek help and assistance. However if the employee is unwilling to seek medical assistance or there is no improvement in their attendance, performance or conduct once any support is underway, disciplinary action may follow.

All opportunities for increasing an understanding of alcohol and drug related problems and informing employees of the existence of the policy and its procedures will be used. Managers will be offered training to assist them in implementing this policy effectively, enabling them to offer support to employees where appropriate.

Incidents resulting in irresponsible behavior or conduct will be treated as Gross Misconduct under the Disciplinary Policy. This includes the use of council owned vehicles or operating other machinery whilst under the influence of alcohol or illegal or other substances, or driving privately owned vehicles whilst on council business.

The possession, use and/or supply of illegal substances/ legal highs is strictly forbidden. Illegal activities will not be tolerated by the council and will be reported to the Police and a full investigation will be conducted and dealt with under the Disciplinary Policy. Such offences will be regarded as Gross Misconduct which could lead to dismissal.

No job applicant or employee will experience discrimination, harassment or bullying, or receive less favourable treatment because of their age, disability, gender reassignment, marital or civil partnership status, race, pregnancy or maternity, religion or belief, sex, sexual orientation or caring responsibilities.

For the purpose of this policy, the word "drugs" is hereafter used to refer to illegal substances or the misuse of other substances (including legal highs). It does not refer to drugs which are prescribed or taken for medicinal purposes.

Aims

- To ensure the council complies with appropriate legislation
- Reassure employees that matters relating to alcohol and substance abuse will, as far as possible, be dealt with sympathetically and in confidence.
- To minimise the risks associated with alcohol and drugs in the workplace
- To have clear rules regarding alcohol and drugs in the workplace
- To promote the health and well being of employees by raising the awareness of the hazardous effects of alcohol and drug abuse
- To encourage the early identification of employees who may be experiencing alcohol or drug problems.
- To encourage and assist employees who suspect or know they have a problem with alcohol or drugs to seek help, in confidence, at an early stage
- To provide training and support to line managers to ensure they are equipped to support employees experiencing problems.

Application/Scope of Process

The policy applies to all council employees with the exception of:-

- Employees appointed by a School Governing Body

The policy and procedures will apply to full-time, part-time, fixed term and temporary employees who have an employment contract with the council, regardless of the hours worked.

Engagement /Participation/Consultation

This policy has been drafted taking account issues raised by employees attending Staff Road shows & Breakfast meetings. It has also been consulted and negotiated with the Senior Leadership Team, managers and Trade Unions.

Legal & Other References

Under Section 2 of **The Health & Safety at Work Act 1974** the council has a duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees. Under Section 7 of the Act, employees are also required to take reasonable care of themselves and others who could be affected by what they do. Consequently, an employee may be subject to criminal prosecution if their drug or alcohol abuse results in an increased risk.

The **Transport & Works Act 1992** makes it a criminal offence for certain workers to be unfit through drink or drugs while working on railways, tramways and other guided systems.

The **Misuse of Drugs Act 1971** makes it an offence for a person knowingly to allow drugs to be used, kept or supplied on his/her premises. It is also illegal to ignore such occurrences.

Some secondary illnesses arising from the misuse of alcohol or drugs may fall within the definition of 'disability' in accordance with the **Equality Act 2010**, and such cases will be treated in accordance with the Act.

The Management of Health and Safety at Work Regulations 1999 requires employers to carry out a risk assessment to identify hazards in the workplace and put measures in place to minimise these risks.

Policy Details

Social Events/Office Parties

The consumption of alcohol when entertaining customers or clients during normal working hours (including lunch times) is forbidden.

Where social events are attended at lunchtimes, employees must not consume alcohol or take drugs if they are planning to return to work, in accordance with the rules of this Policy. It is assumed that employees attending social events where alcohol will be consumed will not be returning to work that day. The flexible working policy may be utilised for this purpose.

Prescribed Medication

It is acknowledged that some prescription medications may impair a person's ability to perform certain tasks / work duties safely. Individuals should seek advice from their GP or the Occupational Health Department when starting this type of medication.

Legal Highs (Psychoactive Substances)

New psychoactive substances – often and misleadingly called legal highs – contain one or more chemical which produces similar effects to illegal drugs such as cocaine, cannabis and ecstasy.

None of these drugs since the introduction of the Psychoactive Substances Act 2016 are legal to produce, supply or import (even for personal use) for human consumption. This includes selling them or giving them away for free (even to friends) when they are going to be taken to get high.

Not enough is known about these drugs to know their potency, the effects on people, or what happens when they are used with other substances or alcohol.

The main effects of almost all psychoactive drugs can be described using four main categories:

- Stimulants
- Downers or sedatives
- Psychedelics or hallucinogens
- Synthetic cannabinoids

They come as powders, pills, capsules or lollypops, you really can't be sure of what is in a legal high or what effect it is likely to have.

Capability and Conduct

Capability

The council recognises that there are two types of misuse, those associated with dependent alcohol or substance misuse and those with non-dependent alcohol or substance misuse.

Every effort will be made to deal with the situation sympathetically and in confidence. If substance or alcohol misuse is suspected, or if the employee has confided that they have an alcohol or drug addiction, then the employee should be advised to seek immediate advice and guidance from the councils Occupational Health department.

If a manager identifies capability related issues concerning absenteeism, accident levels, work performance or behaviour, or any other observations, and alcohol or substance misuse is suspected, then they will meet with the employee to discuss the reasons for their concerns. Please refer to the Manager Flowchart for Dealing with Suspected Problems and advise Occupational health.

It is in the employee's best interests to be honest about the reasons at an early stage so that support can be offered at the earliest opportunity.

Employees who's over indulgence in alcohol or other illegal substances (including legal highs) results in an isolated incident of rowdy, reckless, dangerous or inappropriate behavior in the workplace may be regarded as non-dependent users and their behavior will be dealt with as misconduct through the Disciplinary Policy.

Dependent alcohol or substance users are normally regarded as having an ill-health problem and should be dealt with like any other illness affecting their work, performance or attendance, normally dealt with under the Attendance at Work Procedure or Capability Policies. However in certain circumstances, it may be appropriate to invoke the disciplinary procedure.

Following referral to Occupational Health a programme of support will be agreed with the employee, which will include recommendations from the Occupational Health Adviser, where appropriate. A three way contract may be agreed to include a programme of support which may include the following:

- A period of sickness absence in order to initiate treatment / counselling;
- Arranging either in house counselling through the Occupational Health department or an appropriate specialist organisation.
- Arranging assessment and/or counselling through CAIS Ltd or any of the other specialist organisations.

- Reallocating certain aspects of work, either for a specified period or permanently – this will be done in accordance with the Attendance at Work procedure which states that there is no pay protection for such adjustments;
- Additional training or retraining;
- Review of workload;
- Risk assessment of post to ensure all Health and Safety Implications have been addressed.
- Agreement to review progress on a regular basis.

(this list is not exhaustive)

The council will grant time off for professional counselling sessions; however, this is expected to be in an employee's own time with the use of flexible working. Employees are entitled to receive the normal benefits under the council's sick pay provisions. Employees may be asked to provide evidence of attendance.

The employee will be expected to actively participate in any support programme discussed. If they fail to do so, or the advice and/or support programme are rejected or ignored, the matter will be pursued through either Capability procedure or the Disciplinary policy.

If medical grounds for incapability are established, there may be a case for termination of employment on grounds of ill-health. In which case reference should be made to the Attendance at Work procedure and advice on the procedure is available from HR.

Conduct

Attendance at work where the rules of this policy are breached, such as someone reporting for work clearly under the influence of alcohol or drugs or suffering from the effects of alcohol or drugs will be classed as a conduct issue and will be dealt with under the normal disciplinary procedures.

As the council does not test for drugs or alcohol, a manager may draw the conclusion that someone is under the influence of alcohol or drugs, merely based on the fact that they can smell alcohol on an employee's breath, affecting work, health and safety issues or because of erratic or irrational behaviour. (Please refer to Appendix 1. a note of caution).

If an employee arrives for work and they are suspected of being under the influence of alcohol or drugs, then they will be advised that there is reason to believe this and that they are therefore not permitted to remain in work due to Health and Safety risks. Arrangements should be made for them to go home (they should not be allowed to drive their car if they have one). They should be asked to come in to work the next day to discuss their conduct. Upon arrival at work the next day, the employee will be interviewed to find out why they came to work in the condition they did. The employee should be given the opportunity to have a Trade Union representative or a work colleague at this meeting if they wish. Lack of availability of representation should not be a

reason to delay this meeting, and an alternative person may be sought if appropriate. The manager will then decide on the appropriate action. HR advice should be sought prior to this meeting.

The council may be held vicariously liable where an employee drives a council vehicle and is found to be under the influence of alcohol (or drugs) in the event of an accident. Therefore it is the responsibility of the supervisor or manager to ensure that they are satisfied that all employees required to drive council vehicles (or their own vehicles whilst on council business) within their department are not suspected of being under the influence of alcohol or drugs. To knowingly do so will be regarded as a failure to perform their duty to an acceptable standard and/or negligence.

Alcohol or drug misuse outside work

- In circumstances where an individual is not suspected of being under the influence of alcohol or drugs at work, but where it is suspected that their performance/conduct at work has deteriorated as a result of alcohol or drug misuse outside work, their manager will investigate the circumstances at the earliest opportunity. This may require the employee to be suspended on full pay during this investigation. If the allegations are substantiated then the manager will decide whether the conduct or capability route will be pursued.

- Employees who are “on call” outside normal working hours will be expected to refrain from the consumption of alcohol and/or drugs prior to the period during which they are “on call” and during the “on call” period. Where an employee is found to be under the influence of alcohol or drugs, or gives the reason not to go on duty as being under the influence of alcohol or drugs, this will be treated as a conduct issue in accordance with this policy and may result in disciplinary action.

- Employees who are asked to respond to unplanned emergency call- outs will be expected to declare to the caller, if they are not capable of carrying out their duties due to their recent consumption of alcohol or drugs, that they are unable to respond for this reason.

When is it an Issue of Gross Misconduct?

Under the influence

Being in the possession of, or under the influence of, non-prescribed illegal drugs or legal highs during working hours, and being under the influence of alcohol during working hours are both regarded as Gross Misconduct under the council’s Disciplinary Policy. If it is suspected that an employee is under the influence of alcohol or drugs whilst on duty the individual may be suspended, on full pay, pending an investigation. If the allegations are substantiated through a disciplinary hearing and regarded as gross misconduct, which could result in dismissal.

Possessing/Supplying/Offering to Supply Controlled Drugs

If an employee is suspected of possessing or supplying or offering to supply

controlled drugs/legal highs they will be suspended, on full pay, pending an investigation. If the allegations are substantiated through a disciplinary hearing and regarded as gross misconduct, this will warrant summary dismissal.

The council is under a legal obligation to inform the Police, who may wish to pursue criminal proceedings. Managers and/or employees should seek the advice of HR in this matter.

This approach may be taken if an individual is suspected of possessing or supplying controlled drugs or legal highs either inside or outside work.

Failure to Improve Performance/Conduct/Attendance

Where alcohol or drug abuse affects an employees performance, conduct or attendance record and they refuse the opportunity to seek help, or having accepted help and support, the employee reverts back to the problems regarding performance, conduct or attendance, this may result in disciplinary action on the grounds of either conduct or capability, which could also result in dismissal.

Conduct or Actions Outside the workplace Bringing Disrepute or a Breach in Trust and Confidence

- Conduct outside the workplace would not normally be a matter for the council. However, there may be justification in taking action where the use of alcohol or drugs outside work either brings the council into disrepute or it undermines the council's trust and confidence in the employee. Grounds for gross misconduct may apply if:
- Conduct or actions outside the work place make the employee unsuitable for the job they do
- Where conduct causes (potential) damage to the council's reputation;
- Where the conduct is unacceptable (for good reason) to the council that they continue to be employed

Examples:

- A security officer assaulting a police officer
- A manager assaults a subordinate at a private function
- A Social Worker for young people caught for substance abuse, causing concern for the adverse impression this would have on those for whom the Social Worker provided a service in work time

Employee Support

- Any individual seeking support regarding their alcohol or drug problem will be guaranteed strict confidentiality from Occupational Health and HR Department.

- Occupational Health and Counselling Support is available to Employees;
- Employees will be granted time off if necessary, to attend for medical appointments, receive treatment and participate in a programme designed to help recovery;

Monitoring and Review

- This policy will be reviewed within twelve months in the first instance to allow changes that result as part of the first year implementation of a new policy.
- The responsibility for reviewing this policy lies with the Health Safety and Welfare Committee.
- Monitoring of the use and compliance of this policy lies with HR Direct and Occupational Health who will feed back information to inform the review in 12mths.
- If employees have concerns about this policy they can be raised with their manager

Possible indicators of alcohol and drug misuse.

Attendance/Absenteeism

- Frequent unexplained absences
- Increased sickness absence
- Excessive absence with similar reasons e.g. stomach upsets, diarrhoea, 'flu.
- Frequent Friday or Monday absence
- Unexplained absences or disappearance from the workplace
- Poor timekeeping
- Late returning from breaks or leaving work early

Work Performance

- Lack of concentration and impaired memory
- Mistakes and errors of judgement
- Unreliability and unpredictability
- Reluctance to accept responsibility
- Improbable excuses for poor work

Changes in Personality and Behaviour

- Altered relationships with colleagues, changes of attitude, avoidance of company etc.
- Irritability or aggression
- Moodiness, depression, apathy
- Oversensitivity
- Changes in attitude to council
- Lethargy

Accidents

- Frequent accidents in or outside of work
- Careless handling of equipment
- Nature, frequency and timing of accidents e.g. in the mornings or immediately after lunch.

Physical Signs

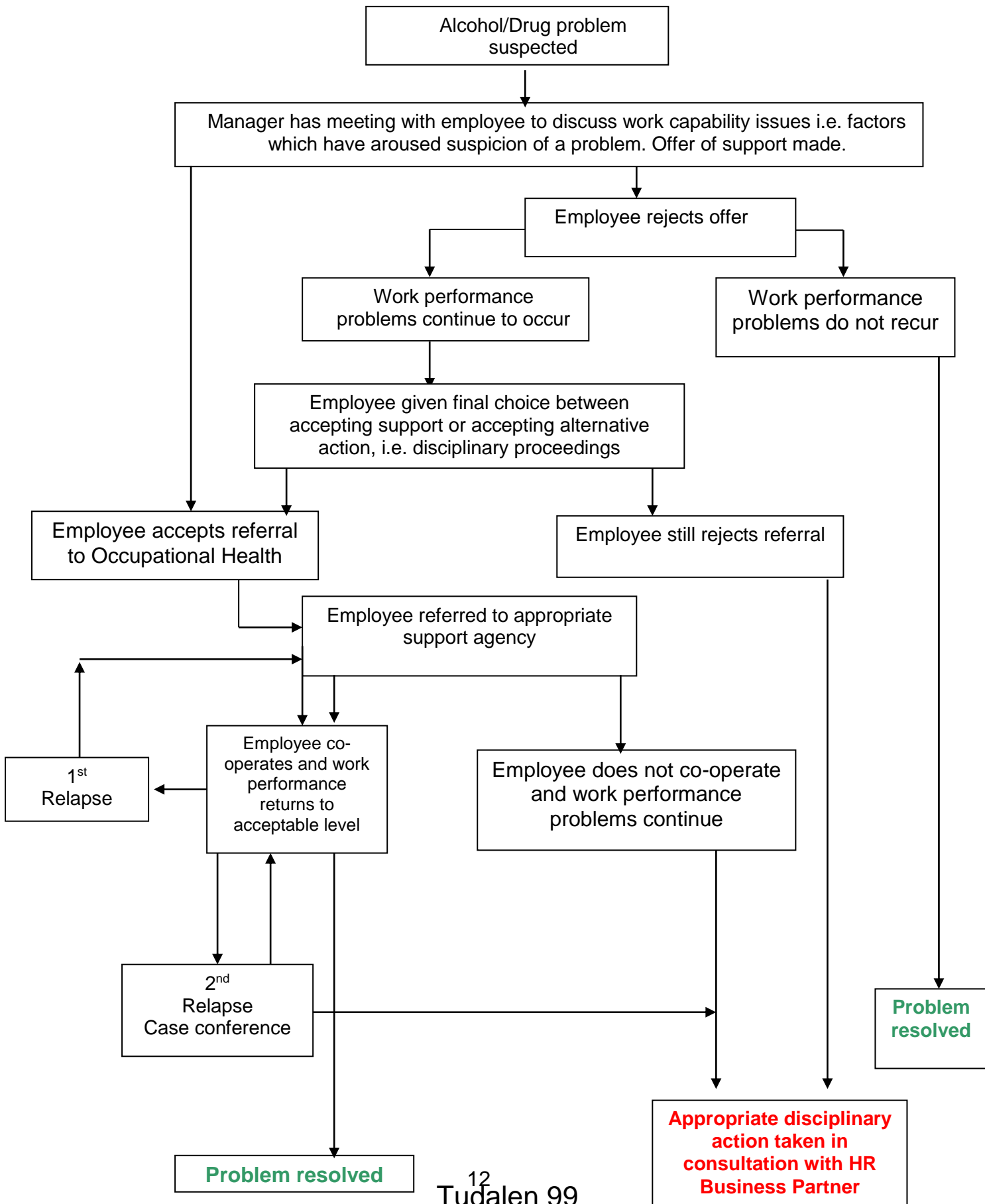
- Smelling of alcohol
- Under the influence of alcohol at work
- Facial flushing
- Puffy or bloodshot eyes
- Hand tremor
- Slurred speech
- Poor personal hygiene

A note of caution.....

Sometimes a person may appear drunk or under the influence of drugs. Be aware that this person may be diabetic and suffering from the effects of low blood sugar. If a diabetic develops symptoms of Hypoglycaemia (sudden loss of energy, hunger, sweating, dizziness, weakness, unsteadiness, headache, irritability, slurred speech, pins and needles), and they might lose consciousness in this event dial 999. They may be going into a hypoglycaemic coma.

Appendix 2

Manager Flowchart for Dealing with Suspected Problems



Appendix 3

Alcohol & Substance Misuse Checklist

Name:		Position:		
Location:		Line Manager:		
No.	Action Required	By	When	Complete
1.	Inform HR			
2.	Invite employee to meeting			
	- Support offered			
	- Occupational Health offered			
3.	Write to employee and confirm discussions			
	<i>Employee rejects offer of support – refer to number 4</i>			
	<i>Employee accepts offer of support – refer to number 9</i>			
	Employee Rejects Offer			
4.	Work performance problems do not recur – problem resolved			
5.	Work performance problems continue to occur			
6.	Invite employee to a meeting: - Discuss concerns with employee - Employee given final choice between accepting support or accepting alternative action			
7.	Write and inform employee of discussion			
8.	Employee still rejects, appropriate disciplinary action taken contact HR and Head of Service.			
	Employee Accepts Offer			
9.	Occupational Health referral with employee's consent			
10.	Occupational Health report received			
11.	Meeting arranged with HR/OH/employee/employee representative			
12.	Arrange time, date, place			
13.	Write to employee inviting them to a meeting			
14.	Hold the meeting			
15.	Write to employee confirming discussions			
16.	Monitor and review progress:			

	<ul style="list-style-type: none"> - Employee co-operates and work performance returns to acceptable level – problem resolved - Employee does not co-operate and work performance problems continue – appropriate disciplinary action contact HR Business Partner and Head of Service 			
17.	1 st relapse, advice sought from Occupational Health			
18.	Meeting arranged with HR/OH/employee/employee representative			
19.	Arrange time, date, place			
20.	Write to employee inviting them to a meeting			
21.	Hold meeting			
22.	Write to employee confirming discussions			
23.	Monitor and review progress			
24.	2 nd relapse, advice sought from Occupational Health			
25.	Meeting arranged with HR/OH/employee/employee representative			
26.	Arrange time, date, place			
27.	Write to employee inviting them to a meeting			
28.	Hold meeting			
29.	Write to employee confirming discussions			
30.	Monitor and review progress			
31.	No improvement – disciplinary action contact HR Business Partner and Head of Service			

Signed : _____ **Date :** _____

Appendix 4

GENERAL GUIDANCE ON ALCOHOL CONSUMPTION and THE MAIN DRUG LAWS

It is important for employees to be aware that the effects of drinking alcohol may continue for a considerable period of time after drinking has finished. Alcohol depresses brain function and may affect judgement, self control, skills and performance. The potential influence of alcohol in an operational employee constitutes an avoidable risk to health and safety.

There have been a number of genuine reports of individuals failing the breathalyser test the morning after the night before. If you enjoy drinking it would be foolish to ignore the warning that these cases provide by assuming it only happens to very heavy drinkers. People's perception of heavy drinking varies considerably, and consumption which some people regard as normal drinking can lead to problems of this type.

It is possible that employees could unknowingly jeopardise their own safety and the safety of others by failing to appreciate how long it can take for the body to get rid of alcohol. The following information is provided so that you can make certain you will not be affected by alcohol whenever you are on duty and to ensure that unnecessary risk to yourself, your colleagues and the public is avoided.

Measurement of Alcohol Consumption

The conventional way of measuring alcohol consumption is based on the standard unit of alcohol. Obviously there are large differences in the alcohol concentration of different beverages, such as spirits, wine, beer, etc. There is also a great deal of variation in the alcohol content or strength within a particular class of drink; beers can range in their alcohol content from 2 units per pint to several units per pint. The table on the next page is a guide to the strength in units of alcohol for many familiar drinks.

How Many 'Units' In Your Drink (all figures are approximate)				
UNITS			UNITS	
BEERS AND LAGERS		SPIRITS		
THE UNIT CONTENT OF ALCOHOLIC DRINKS CAN BE WORKED OUT BY MULTIPLYING THE VOLUME OF THE DRINK IN ML BY THE ALCOHOL BY VOLUME (ABV) AND DIVIDING THE RESULT BY 1000.				
Ordinary strength beer or lager	½ pint 1 pint 1 can	1 2 1½	1 standard single measure in most of England & Wales (1/6 gill)	1
Export beer	1 pint 1 can	2½ 2	1 standard single measure in Northern Ireland (¼ gill)	1 ½
Strong ale or beer	½ pint 1 pint 1 can	2 4 3	1/5 gill measure	1 ¼
Extra strength beer or lager	½ pint 1 pint 1 can	2½ 5 4	¼ gill measure served in some parts of Scotland	1 ½
CIDERS		TABLE WINE		
Average cider	½ pint	1½	(including cider wine	1 standard

	1 pint 1 can	3 6	and barley wine)	glass 1 bottle 1 litre bottle	1 7 10
Strong cider	½ pint 1 pint quart bottle	1½ 3 6	SHERRY AND FORTIFIED WINE		
			1 standard small measure 1 bottle	1 1 2	

Estimating the Duration of Alcohol Breakdown

Alcohol is broken down by the body in the liver at a fairly constant rate. None of the popular 'sobering up' remedies such as drinking coffee or taking exercise make the liver work faster. On average it takes 1 hour for the body of a healthy 70kg male* to get rid of 1 unit of alcohol. If during an evening an individual consumes 10 units of alcohol between 8 and 11pm, at a fairly constant rate, it is unlikely that they will be free from alcohol before 6am the following morning. If an individual consumes 24 units during an evening, at a fairly constant rate, it would be unlikely that he/she would be free from alcohol before 8pm the following evening.

You may estimate your total consumption on any one occasion by referring to the above table. The figure obtained by totalling up the number of units consumed will give the number of hours required to become alcohol free. If drinking takes place at a fairly constant rate, the number of hours may be added onto the time at which drinking began to estimate the time that you are likely to become alcohol free. Below are some typical examples:

*In general the blood concentration in females reaches a higher concentration than in males for the same quantity consumed: female are therefore advised not to apply these estimates as it will take longer than these estimates to clear.

Begin drinking at 8pm – finish at 12 midnight		
Drinks consumed	3 pints strong ale or lager 1 double whisky	12 units 2 units Total 14 units
Average male not free from alcohol before (8pm + 14 hours) = 10am next day.		

Begin drinking at 7pm – finish at 10pm		
Drinks consumed	1 bottle of red wine 1 double brandy	7 units 2 units Total 9 units
Average male not free from alcohol before (7pm + 9 hours) = 4am next day.		

Begin drinking at 8pm – finish at 11pm		
Drinks consumed	8 pints of ordinary strength lager	16 units
Average male not free from alcohol before (8pm + 16 hours) = 12 midday next day.		

Begin drinking at 1pm – finish at 2.30pm		
Drinks consumed	3 pints of ordinary strength lager	6 units
Average male not free from alcohol before (1pm + 6 hours) = 7pm the same day.		

However, if the rate of alcohol consumption is heavier towards the end of the evening or period, then the calculation should take place from the time drinking finished. For example:

Begin drinking at 8pm – finish at 11pm		
Drinks consumed between 9-10pm	2 pints ordinary strength beer	4 units
Drinks consumed between 10-11pm	3 double whiskies	6 units
		Total 10 units
Average male not free from alcohol before (11pm + 10 hours) = 9am next day.		

It is essential to appreciate that these are estimates based on the average male. Some individuals may get rid of alcohol a bit faster, but more importantly others may take longer than suggested by the above examples. Since it is not possible to say which individuals will take longer than average, Service members should allow for this aim to be free from the influence of alcohol well before the commencement of duties. Furthermore, because of individual variation, under no circumstances whatsoever should you adopt a less cautious approach to your drinking habits because of this information – it is intended solely as a guide to avoid drinking habits that could lead to problems.

Finally, for your general health and well being it is important to maintain sensible drinking habits. If you would like further confidential advice you may contact any of the numbers on the Source of Help information sheet

THE MAIN DRUG LAWS

The laws controlling drug use are very complicated. The Misuse of Drugs Act (1971) regulates what are termed controlled drugs. It divides drugs into three classes as follows:

	CLASS A:	These include cocaine and crack (a form of cocaine), ecstasy, heroin, LSD, methadone, processed magic mushrooms and any Class B drug which is injected. These are treated by law as the most dangerous.
	CLASS B:	These include amphetamine, barbiturates and codeine and cannabis, Legal Highs (Psychoactive Substances).
	CLASS C:	Amphetamines, tranquilizers and anabolic steroids

Offences under the Misuse of Drugs Act include:

- Possession of a controlled drug.
- Possession with intent to supply another person.
- Production, cultivation or manufacture of controlled drugs.
- Supplying another person with a controlled drug.
- Import or export of controlled drugs.
- Allowing premises you occupy or manage to be used for the consumption of certain controlled drugs or supply or production of any controlled drug.

N.B. Certain controlled drugs such as amphetamines, barbiturates, heroin and methadone, can sometimes be obtained on prescription. In such cases their possession is not illegal.

Maximum penalties under the Misuse of Drugs Act are as follows:

	<u>Possession</u>	<u>Supply</u>
--	-------------------	---------------

Class A drug	7 years imprisonment + fine		Life imprisonment + fine
Class B drug	5 years imprisonment + fine		14 years imprisonment + fine
Class C drug	2 years imprisonment + fine		14 years imprisonment + fine
The law is even more complicated by the fact that some drugs are covered by other laws, are not covered at all or treated in an exceptional way under the Misuse of Drugs Act.			
<p>Alcohol It is an offence for a vendor to knowingly sell alcohol to an under 18 year old. A 14 year old can go into a pub alone but not consume alcohol. A 16 year old can buy and consume beer or port cider (but not spirits) in a pub if having a meal in an area set aside for this purpose. In some cities there are by-laws restricting drinking alcohol on the streets at any age.</p>			
<p>Magic Mushrooms are not illegal to possess or eat in their raw state. It can be an offence to process them by drying and storing them, making them into a tea or infusion or cooking with them.</p>			
<p>Poppers (liquid gold, amyl or butyl nitrite) are not currently illegal to possess, buy or sell. They are often sold in joke and sex shops but also in some pubs, clubs and tobacconists. However, recent legal cases under the Medicines Act may change this situation making it illegal to supply certain forms of poppers.</p>			
<p>Solvents (aerosols, gases, glues) are not illegal to possess, use or buy at any age. In England and Wales it is an offence for a shopkeeper to sell them to any under 18 year old if they know they are to be used for intoxicating purposes.</p>			
<p>Steroids are not illegal to possess or use without a prescription. It is an offence, under the Medicines Act, to sell or supply them to another person.</p>			
<p>Tobacco - it is not an offence for people of any age to use cigarettes or other tobacco products. It is an offence for a vendor to sell tobacco products to someone they know is under 16 years old.</p>			
<p>Most Tranquilizers (Librium, Valium.) are not illegal to possess or use without a prescription. It is an offence to sell or supply them to another person. It is illegal to be in possession of Temazepam (a tranquilliser that is sometimes prepared for injection) without a doctor's prescription.</p>			

Appendix 5

Sources of Help

<p>ADFAM National Offers support to families facing problems with drugs or alcohol with access to a range of specialised services.</p>	<p>Tel: 020 3817 9410 https://www.adfam.org.uk/ email: admin@adfam.org.uk On twitter, facebook, linkedIn and instagram</p>
<p>Alcohol Concern Cymru Alcohol Concern works to reduce the incidence and costs of alcohol-related harm and offer a range of services to people with alcohol-related problems.</p>	<p>https://www.alcoholconcern.org.uk/Pages/Category/alcohol-concern-cymru email; contact@alcoholconcern.org.uk</p>
<p>Alcohol Anonymous (24 hour info line)</p>	<p>Tel: 0800 9177 650 https://www.alcoholics-anonymous.org.uk/contact email: help@aamail.org</p>
<p>Child Protection Helpline - NSPCC</p>	<p>Tel: 0800 800 500 Email: help@nspcc.org.uk</p>
<p>Citizens Advice Bureau The Citizens Advice service helps people resolve their legal, money and other problems by providing free information and advice.</p>	<p>Tel: 03444 77 20 20 - Adviceline https://www.citizensadvice.org.uk/wales/</p>
<p>CAIS Head Office: 12 Trinity Square, Llandudno, LL302R DAWN Centre, 35-37 Princes Drive, Colwyn Bay, LL29 8PD CAIS offer Alcohol and Drug Counselling for people concerned about their own drinking or drug taking, or about the habits of others close to them. CAIS offer a range of services including self-help manuals, home and inpatient detoxification services, group work and residential facilities.</p>	<p>Tel: 01492 872014 Tel: 01492 523692 http://www.cais.co.uk/</p>
<p>Denbighshire County Council Confidential Counselling Offered through the Occupational Health Department</p>	<p>Occupational Health: Tel: 01824 712522 or 01824 712532</p>
<p>Community Drug and Alcohol Service Community Nurses, Counsellors and Social Workers providing support, counselling, advice, detox, and other help and information on needle and syringe exchange.</p>	<p>Tel: Rhyl: 01745 338868 Bangor: 01248 351829 Wrexham: 01978 261125 Deeside: 01244 831798</p>
<p>North Denbighshire Domestic Abuse Service Ltd</p>	<p>Tel: 01745 337104</p>

Drugs Helpline	Tel: 0800 776600
Drinkline Offers help to problem drinkers, or those concerned about a problem drinker by means of a telephone network.	Tel: 0300 123 1110
G M B Union	Tel: 01492 535313
MIND Offers support to people with experience of mental distress.	Tel: 01745 812461
National HIV / AIDS Helpline	Tel: 0800 567123 Tel: 0800 3711311
National Public Health Service for Wales This body brings together the public health resources of the five former health authorities in Wales and offers: Employees Training and Development, Advice and Consultancy, Help with Policy Formulation, Information, etc.	Tel: 01443 824160
Needle Syringe Exchange Gwynedd Rhyl Chester Wrexham	Tel: 01248 351829 Tel: 01745 338868 Tel: 01244 344999 Tel: 01978 313904
NHS Direct	Tel: 0845 46 47 or 111
North Wales Police	Tel: 0300 330 0101 or 101
Rape/Abuse Line (Men and Women)	Tel: 0808 800 0123
Relate	Tel: 01492 533920
Resolve Advice on Solvent Abuse	Tel: 0808 800 2345
Samaritans The Samaritans offer confidential and emotional support to all	Tel: 116 123 Email: jo@samaritans.org https://www.samaritans.org/how-we-can-help-you/contact-us?gclid=EAlaIqObChMI2c-z3czz3AIVjrvtCh1KHQ11EAAYASABEgLi9PD_BwE
Shelter For advice on housing	Tel: 0345 075 5005 https://sheltercymru.org.uk/contact-us/
Unite the Union	Tel: 01352 733611
Unison	Tel: 01492 543682

Appendix 6 Frequently Asked Questions

A member of staff has come into work and is suffering from the effects of drinking the night before, does this fall under this policy?

It is not acceptable for employees to report for work suffering from the after effects of consuming alcohol or illegal substances. In the first instances you should speak to the member of staff, and inform them that this is unacceptable and should not happen again. Should this persistently occur then the manager should be referred to the Alcohol and Substance Misuse Policy.

How do I check whether an employee has regular Friday and Monday absence?

You can run a report off the iTrent system to establish whether an employee has frequent Monday/Friday absence. For guidance as to how to run this report, [please follow this link →](#)

Am I allowed to have an alcoholic drink at lunchtime?

No. Denbighshire employees are not permitted to consume alcohol during any breaks unless they have agreed with their line manager that they will not be returning to work.

Is it permitted to consume alcohol when on a business lunch?

No. It is not permitted for employees to consume alcohol when entertaining consumers or clients during normal working hours (including lunch times).

Does this policy cover drugs which are prescribed by a doctor or taken for medical reasons?

No, it is understood that some medication may hinder a person's ability to perform certain tasks / work duties safely. Individuals should seek medical advice from their GP or Occupational Health Department when starting this type of medication.

What should I do if a member of my staff turns up drunk to work?

You should send the person home, ensuring that they do not use their own vehicle and ask them to return the following day.

The following day, you should speak to the employee and if necessary instigate disciplinary proceedings.

No Smoking Policy

Denbighshire County Council No Smoking Policy.

Policy Statement

The Council will provide a safe working environment for all employees, which is free from smoke. No employee will be subjected to passive smoke during the course of their employment.

As a public body, the Council also has a duty to promote a positive image to the general public and lead the way for other organisations.

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Introduction

The Council will provide a safe working environment for all employees, which is free from smoke. No employee will be subjected to passive smoke during the course of their employment.

As a public body, the Council also has a duty to promote a positive image to the general public and lead the way for other organisations.

This policy refers to regular cigarettes, cigars and pipe, any other substance that contains tobacco and electronic cigarettes.

Aims

The aim of this policy is primarily to protect the health, safety and welfare of all employees. It will also provide support, advice and counselling for employees who wish to stop smoking.

Application/Scope of Process

This policy will apply to all contractors, agency workers, elected members and employees of Denbighshire County Council.

This policy will apply to all premises occupied and managed by the Council other than premises being used as residential accommodation.

Engagement /Participation/Consultation

This policy has been drafted taking account issues raised by employees attending Staff Road shows and Breakfast meetings. It has also been consulted and negotiated with the Senior Leadership Team, managers and Trade Unions.

Legal and Other References

Section 2(1) of the Health and Safety at Work Act 1974 imposes a general duty on employers to their employees and provides that: “it shall be the duty of every employer to ensure, so far as reasonably practicable, the health, safety and welfare at work of all his employees. Section 2(2)(e) of HSAW 1974, places a specific duty on the employer in respect of employees: “to provide and maintain a safe working environment which is, so far as is reasonably practicable, safe, without risks to health and adequate as regards facilities and arrangements for their welfare at work”.

The key factor in cases for compensation under HSWA is not whether the employer in fact knew about the risks of particular substances or practices in the workplaces, but whether they ought to have known, in the light of knowledge available at the time. This is the concept of “guilty knowledge”. In 1998, ASH obtained a legal opinion from John Melville Williams QC which suggests that the date of guilty knowledge in respect of secondhand smoke would be likely to be held by the courts to be sometime in the early 1990s.

No job applicant or employee will experience discrimination, harassment or bullying, or receive less favourable treatment because of their age, disability, gender reassignment, marital or civil partnership status, race, pregnancy or maternity, religion or belief, sex, sexual orientation or caring responsibilities.

Policy Details

Council premises

~~Smoking will not be permitted in the following premises or their immediate environs:~~

~~Civic centres~~

~~Offices, including reception areas Canteens and mess rooms Depots~~

~~Schools, including staff rooms Sports facilities~~

~~Toilet facilities within any of the above~~

~~Residential homes (other than residents and night staff)~~

~~Smoking will not be permitted near to entrances or windows to a Council premises or any other outside area in the immediate vicinity, whereby smoke may affect other employees or portray a negative image of the Council.~~

Vehicles

Smoking will not be permitted in any vehicle bearing the County Council logo or in any vehicle carrying employees and/or clients in the course of their duties. Employees who traditionally take their lunch break in a Council vehicle should be aware that if they wish to smoke during their official lunch break, they must step outside of the vehicle to do so.

Council premises/locations

Smoking will not be permitted in the following premises or locations or their immediate environs:

- Civic centres
- Offices, including reception areas
- Canteens and mess rooms
- Depots
- Country parks and outside facilities
- Schools, including staff rooms
- Sports facilities
- Toilet facilities within any of the above
- Residential homes (other than residents and night staff)

Unless there are areas designated and agreed by SLT as Permitted Smoking Areas for Staff.

Smoking will not be permitted near to entrances or windows to a Council premises or any other outside area in the immediate vicinity, whereby smoke may affect other employees or portray a negative image of the Council.

Vehicles

Smoking will not be permitted in any vehicle bearing the County Council logo or in any vehicle carrying employees and/or clients in the course of their duties. Employees who traditionally take their breaks in a Council vehicle should be aware that if they wish to smoke during their official breaks, they must step outside and away from the immediate vicinity of the vehicle to do so. Employees should apply discretion as to where they stop giving due consideration to whether it is safe and legal to do so and be mindful of the public perception of the council at all times.

Permitted smoking areas

Anyone wishing to smoke whilst on official breaks or whilst clocked off must either use the Permitted Smoking areas if these are available or leave the immediate vicinity of the Council premises. Smoking will not be permitted near to entrances or windows to a Council premises or any other outside area in the immediate vicinity, whereby smoke may affect other employees or portray a negative image of the Council.

Please note that there is no legal duty on the Council to provide permitted smoking areas and these will only be provided if possible and with the agreement of SLT.

Residential homes

All residential homes will have an internal designated smoking area for the residents only.

Employees (other than night care staff) will not be permitted to smoke in these areas.

Outside workers

Employees who work outside either as part of a group or a lone worker will not be permitted to smoke whilst on duty.

Private functions

All rooms which are available for private functions will be designated as no smoking areas.

Licensed bar areas

All licensed bar areas will be designated as no smoking areas.

Working in client's homes

All clients will be informed that DCC employees should not be subjected to passive smoke, and therefore they should refrain from smoking whilst employees are working in their homes.

Employees will be required to respectfully ask any client who does smoke in their presence to stop until their meeting or work is concluded.

No action will be taken against an employee who refuses to work with clients who smoke in their presence.

Cleaning smoking areas

Designated smoking areas must be closed to clients 2 hours before the smoking area is to be cleaned and the area well ventilated to clear the air of passive smoke.

Concessions

There will be no concessions other than for night staff at residential homes who will be allowed to smoke in internal areas, designated for smoking by residents.

Designated smoking areas

There will be no designated smoking areas. Anyone wishing to smoke whilst on official breaks or whilst clocked off must leave the immediate vicinity of the Council premises. Smoking will not be permitted near to entrances or windows to a Council premises or any other outside area in the immediate vicinity, whereby smoke may affect other employees or portray a negative image of the Council.

Smoking breaks

There will be no smoking breaks allowed.

Breaches of the policy

Employees

This will be treated as a disciplinary issue and the full range of disciplinary penalties as described in the Council's Disciplinary Procedure can be imposed.

Members

This will be treated as if it were a breach of the Code of Conduct, and be dealt with by the Standards Committee.

Contractors

This will be dealt with under the default procedures in contracts and may lead to financial penalties and/or the termination of contract.

Useful contacts

NHS Smoking Helpline 0800 085 2219 (Bilingual) www.stopsmokingwales.com /
www.dimsmygucymru.com

NHS Smokefree Helpline 0300 123 1044 www.smokefree.nhs.uk
www.quit.org.uk

Frequently asked questions

Can an employee take smoking breaks during their working day?

The authority does not provide time for smokers to take a 'smoking break' during working hours. If applicable, smokers may utilise the Flexible Working Policy to smoke during their working day, however, employees must clock out for the whole duration they are absent from their place of work. If an employee is not subject to the flexible working policy then they will only be permitted to smoke on their formal breaks.

What action would be taken if an employee were to contravene any aspect of the policy?

An employee would be subject to the Disciplinary Procedure.

Can employees smoke in a Council vehicle?

An employee is not permitted to smoke in any vehicle bearing the County Council logo, or in any vehicle carrying employees and/or clients of the Council in the course of their duties.

If an employee works outside, can they smoke during their working day?

Employees who work outside, whether the work is as part of a group or alone, will not be permitted to smoke during their working day unless they are on a formal break.

What action can an employee take if working in a client's home and they do not wish to be subject to passive smoking?

No employee should be subject to passive smoking. The authority would take no action against an employee who respectfully asks a client not to smoke in their presence. It is also expected that employees will not smoke in a client's home. Protective gear can be supplied to employees in these circumstances.

Are there designated smoking areas on Council premises?

The Council will not provide designated smoking areas. Employees wishing to smoke during their working day must clock out and then leave the immediate parameters of the council premises. Employees must refrain from smoking by entrances or windows of council premises or in any such area which may affect other employees or portray a negative image of the Council.

Are there any concessions to this policy?

The only concession is for night staff at residential homes, who for safety reasons, will be allowed to smoke in internal areas, designated for smoking by residents

Mae tudalen hwn yn fwiadol wag

7. Emergency leave

Level 1 - employee's responsibility

An emergency of a personal or domestic nature such as a break in at home, illness of a family member or disruption to current childcare arrangements.

Mobile/Flexible Workers

Employees with the facility to work flexible will be granted reasonable time to work at home to deal with a level 1 emergency.

Static/Desk Bound Employees

Employees who are unable to work flexibly will be granted reasonable time off without pay.

Reasonable time is usually classed as a maximum of 2 days.

Level 2 - neither the employer nor the employee's responsibility

This would apply in cases where the emergency is neither the responsibility of the council or the employee and may include extreme weather conditions (snow, flooding etc.), fuel crises or foot and mouth disease.

Employees are expected to make every reasonable effort to reach their usual place of work and continue to work as normal provided they can do so safely without putting themselves and others at risk. Where the employees is unable to attend work or has left work early the following will apply:

Mobile/Flexible Employees

Employees with the facility to work flexibly will be expected to work at a different location or at home and will not be reimbursed for any lost time.

Static/Desk Bound Employees

Employees who are unable to work flexibly will be granted the following:

The 1st day of absence

Where an employee is unable to attend work, they will be granted a half day off (or equivalent for part time staff) with pay and the remaining half day to be taken as unpaid, flexi or annual leave (this applies when a full day or shift is lost).

Where the emergency occurs part way through a working day, the employee will be granted half of the remaining working time for the day, for example.

A full time employee has worked 3 hours:

7.24 (standard day) - 3.00 hours = 4.24 hours remaining. $\frac{1}{2}$ of 4.24 is 2 hours 12 minutes.

The employee will be granted 2 hours 12 minutes paid leave and the remaining 2 hours 12 minutes will have to be taken as flexi, unpaid leave or be made up at a later date.

Employees, who have presented themselves at their normal place of work and that location remains open, but they are unable to carry out their duties due to health & safety reasons, will have their time made up to a normal working day.

The 2nd and subsequent days of absence

The second and subsequent days of absence will have to be taken as annual, flexi or unpaid leave. Employees who have sufficient flexi credit may take flexi leave to make up the remaining working time regardless of whether they have already taken flexi leave during the 6 week period.

Level 3 - employer's responsibility

This will apply where the emergency is solely the responsibility of the council for example, office heating system breaks down.

Mobile/Flexible Employees

Employees with the facility to work flexibly will be expected to either work at a different location or at home and will not be reimbursed for any lost time.

Static/Desk Bound Employees

The employee will be granted the time off with pay. Where the emergency occurs part way through the working day, the employee's time will be made up to a normal working day.

N.B. Where the facilities required to work flexibly are not available e.g. car access, mobile/flexible employees will be granted time off as per a static/desk bound employee. This does not include situations where the employee has left their equipment at work.

7. Emergency leave

Level 1 - employee's responsibility

~~When the emergency is of a personal or domestic nature, the employee will be granted reasonable time off **without pay** to deal with it. Such examples would include a break in at home, illness of a family member or disruption to current childcare arrangements. Reasonable time off is usually classed as a maximum of 2 days.~~

Level 2 - neither the employer nor the employee's responsibility

The 1st day of absence

~~When the emergency is neither the responsibility of the council or the employee, the employee will be granted a half day off (or equivalent for part time staff) with pay and the remaining half day to be taken as unpaid, flexi or annual leave (this applies when a full day or shift is lost). Such examples may include extreme weather conditions (snow, flooding etc.), fuel crises or foot and mouth disease. Where the emergency occurs part way through a working day, the employee will be granted half of the remaining working time for the day, for example.~~

~~A full time employee has worked 3 hours:~~

~~7.24 (standard day) - 3.00 hours = 4.24 hours remaining. 1/2 of 4.24 is 2 hours 12 minutes.~~

~~The employee will be granted 2 hours 12 minutes paid leave and the remaining 2 hours 12 minutes will have to be taken as flexi, unpaid leave or be made up at a later date.~~

The 2nd and subsequent days of absence

~~The second and subsequent days of absence will have to be taken as annual, flexi or unpaid leave. Employees who have sufficient flexi credit may take flexi leave to make up the remaining working time regardless of whether they have already taken flexi leave during the 6 week period.~~

Level 3 – employer's responsibility

~~Where the emergency is solely the responsibility of the council for example, office heating system breaks down, the employee will be granted the time off with pay. Where the emergency occurs part way through the working day, the employee's time will be made up to a normal working day.~~

Mae tudalen hwn yn fwriadol wag

Attendance at Work Procedure

Wellbeing Impact Assessment Report

This report summarises the likely impact of a proposal on the social, economic, environmental and cultural well-being of Denbighshire, Wales and the world.

Assessment Number:	168
Brief description:	The Attendance at Work procedure revised draft in order to ensure consistency when managing attendance within the council.
Date Completed:	24/01/2017 19:47:39 Version: 1
Completed By:	Andrea Malam
Responsible Service:	Legal, HR & Democratic Services
Localities affected by the proposal:	Not Applicable,

IMPACT ASSESSMENT SUMMARY AND CONCLUSION

Before we look in detail at the contribution and impact of the proposal, it is important to consider how the proposal is applying the sustainable development principle. This means that we must act "in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs."

Score for the sustainability of the approach

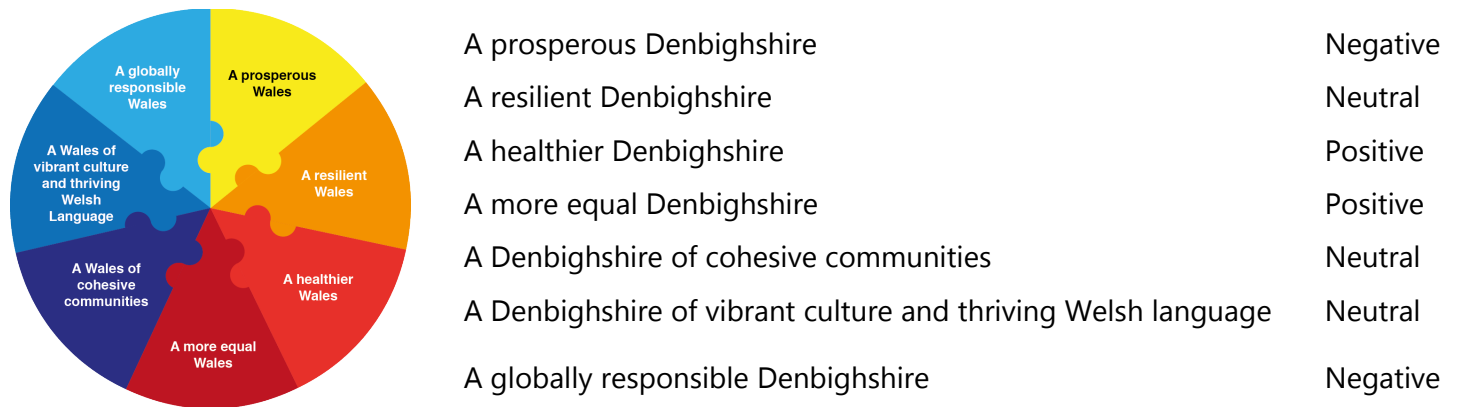
Could some small changes in your thinking produce a better result?
(3 out of 4 stars)



Actual score: 17/ 24.

Summary of impact

Wellbeing Goals



Main conclusions

Unintended negative impacts are mainly around the fact that employees may go through a process which could ultimately lead to dismissal, however the process leading up to that is a well managed process which allows employees to explore options with their manager and occupational health. The aim is to improve attendance at work and the council works with all parties to provide that help and support, regardless of protected characteristics.

THE LIKELY IMPACT ON DENBIGHSHIRE, WALES AND THE WORLD

A prosperous Denbighshire

Overall Impact:	Negative
Justification for Impact:	Any dismissals via ill health capability are taken through consistent processes looking at reasonable adjustments where they fall under the Equality Act 2010, therefore this will be an unintended negative impact

Positive consequences identified:

Increasing attendance levels by actively managing to process, thus having the employees to carry out this action.

Unintended negative consequences identified:

Potential dismissal through ill health capability of employees via the attendance at work process
Potential dismissal through ill health capability of employees via the attendance at work process
Potential dismissal through ill health capability of employees via the attendance at work process could result in key skills being lost.

Mitigating actions:

Any potential dismissals are taken through a process and follow the dismissal process outline within the procedure and legislation.

A resilient Denbighshire

Overall Impact:	Neutral
Justification for Impact:	The attendance at work procedure will have a neutral impact as the above are not applicable.

Positive consequences identified:

Unintended negative consequences identified:

Mitigating actions:

Consideration will be given to a resilient Denbighshire.

A healthier Denbighshire

Overall Impact:	Positive
Justification for Impact:	Managing attendance within the council will have a positive impact on overall health and wellbeing as those discussions/interventions are taking place early, helping managers to ultimately manage attendance levels. Support and assistance is on hand via occupational health and there is a range of help and support available for employees and managers.

Positive consequences identified:

The procedure helps the employee think about lifestyle and wellbeing. Any employee taken through the stages or referred to occupational health will have discussions around health and wellbeing in order to maximise attendance.

Managers may encourage improved health and wellbeing via leisure opportunities.

Managers and occupational health are there to support and look at reasonable adjustments for employees when required.

Employees have access the Occupational health internally.

Unintended negative consequences identified:

Attendance levels are sometimes beyond the control of the employee and therefore will still have to be managed through a process and in line with the Equality Act and reasonable adjustments where applicable.

The illness/absence may contribute to poor attendance at work which may result in the employee hitting triggers and moving through the attendance at work process. This may result in dismissal via ill health capability.

Mitigating actions:

Any negatives will be carefully considered and reasonable adjustments will be explored where applicable. A consistent approach is taken to managing attendance and any outcomes are carried out in line with legislation and the relevant policies.

A more equal Denbighshire

Overall Impact:	Positive
Justification for Impact:	Reasonable adjustments are applied to all protected characteristics and those employees who do not fall under the equality act. Employees undergoing treatment for a long term condition are able, work around their treatment with the support from their GP without any impact on their pay or sickness record. These are positive steps to a more equal Denbighshire.

Positive consequences identified:

The procedure applies to all employees and will be applied consistently regardless of any protected characteristics. Reasonable adjustments will be made and discussed in conjunction with occupational health. Support is offered and given to all employees as and when required e.g. support and advice to quit smoking. Enabling employees to attend work via a fit note when they are undergoing treatment or a long term condition. This doesn't impact their sickness record or pay.

Unintended negative consequences identified:

Employees who have reasonable adjustments made but still have poor attendance may still be managed through the stages of the attendance process which could potentially end in dismissal for ill health capability. There may be a impact on salary when an employee reaches half pay or no pay when absent due to sickness - in line with the council's occupational sick pay scheme.

Mitigating actions:

Minimising negatives would involve managers looking at more reasonable adjustments when managing attendance and offering help and support in order to increase attendance, however this ultimately is down to the employee and ensuring they are taking reasonable steps to attend work.

A Denbighshire of cohesive communities

Overall Impact:	Neutral
Justification for Impact:	N/A

Positive consequences identified:

Unintended negative consequences identified:

Mitigating actions:

N/A

A Denbighshire of vibrant culture and thriving Welsh language

Overall Impact:	Neutral
Justification for Impact:	The procedure will be bilingual and any guidance, promotion and e-learning will also be in Welsh.

Positive consequences identified:

The procedure will be bilingual. Guidance and e-learning will also be provided in the medium of Welsh.
The procedure will be bilingual

Unintended negative consequences identified:

The councils occupational health advisor does not speak Welsh. Therefore the service will be provided in English.

Mitigating actions:

A translation service could be used if an employee requests to be seen by a Welsh speaker or access to a Welsh Occupational Health Advisor from another council. REports may be translated into Welsh by the occupational admin support as they are Welsh speaking.

A globally responsible Denbighshire

Overall Impact:	Negative
Justification for Impact:	Managers will be required to ensure the wellbeing of employees is priority and if employees are attending work when they are visibly unwell, then that will need to be addressed and discussed with the employee.

Positive consequences identified:

Any appeal, grievances or complaints arising from the attendance at work procedure will be dealt with under the relevant policy.

Unintended negative consequences identified:

Employees may come to work even when they are unwell for fear that they may lose their jobs. This can be a potential health and safety concern.

Poor attendance in one department may impact service provision in another.

Mitigating actions:

Management addressing concerns with the employee and seeking advice from occupational health will help to minimise negative consequences.

Mae tudalen hwn yn fwriadol wag

Reasonable Adjustments Guidance

Well-being Impact Assessment Report

This report summarises the likely impact of the proposal on the social, economic, environmental and cultural well-being of Denbighshire, Wales and the world.

Assessment Number:	609
Brief description:	A guidance document for both employees and managers on making reasonable adjustments.
Date Completed:	23/01/2019 15:43:28 Version: 1
Completed by:	Andrea Malam
Responsible Service:	Legal, HR & Democratic Services
Localities affected by the proposal:	Not Applicable,
Who will be affected by the proposal?	All employees
Was this impact assessment completed as a group?	Yes

IMPACT ASSESSMENT SUMMARY AND CONCLUSION

Before we look in detail at the contribution and impact of the proposal, it is important to consider how the proposal is applying the sustainable development principle. This means that we must act "in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs."

Score for the sustainability of the approach

★ ★ ★ ★ (3 out of 4 stars) Actual score : 23 / 30.

Implications of the score

Trade Unions representatives will be consulting on the guidance on behalf of employees and a legal representative has also will have input.

Summary of impact

Well-being Goals

- A prosperous Denbighshire
- A resilient Denbighshire
- A healthier Denbighshire
- A more equal Denbighshire
- A Denbighshire of cohesive communities
- A Denbighshire of vibrant culture and thriving Welsh language
- A globally responsible Denbighshire

- Positive
- Neutral
- Positive
- Positive
- Positive
- Positive
- Neutral



Main conclusions

Training managers and making the guidance available to all is essential in order to enable potential new employees to commence work and to allow existing staff to remain in the workplace. Ensuring that any request which has been refused has been explored in a thorough manner and the advice and involvement from legal and HR have been considered.

Evidence to support the Well-being Impact Assessment

- We have consulted published research or guides that inform us about the likely impact of the proposal
- We have involved an expert / consulted a group who represent those who may affected by the proposal
- We have engaged with people who will be affected by the proposal

THE LIKELY IMPACT ON DENBIGHSHIRE, WALES AND THE WORLD

A prosperous Denbighshire

Overall Impact	Positive
Justification for impact	By making reasonable adjustments in the workplace it will enable a disabled person to enter the workplace or remain in the workplace in the same role or a reasonable alternative.
Further actions required	The greater need for childcare is beyond our control but demand will create supply.

Positive impacts identified:

A low carbon society	Allowing employees to work from home or at alternative locations may help to reduce carbon.
Quality communications, infrastructure and transport	N/A
Economic development	N/A
Quality skills for the long term	Making reasonable adjustments will allow disabled employees to remain in the workplace which will help retain those skills for the long term.
Quality jobs for the long term	Disabled people will have more exposure to a wider variety jobs available with reasonable adjustments in place.
Childcare	A greater demand for childcare may be required for working parents.

Negative impacts identified:

A low carbon society	none
Quality communications, infrastructure and transport	N/A
Economic development	N/A
Quality skills for the long term	None
Quality jobs for the long term	none
Childcare	Childcare facilities may not be close by, suitable or too expensive.

A resilient Denbighshire

Overall Impact	Neutral
Justification for impact	Not applicable

Further actions required	Not applicable
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Positive impacts identified:

Biodiversity and the natural environment	N/A
Biodiversity in the built environment	N/A
Reducing waste, reusing and recycling	N/A
Reduced energy/fuel consumption	N/A
People's awareness of the environment and biodiversity	N/A
Flood risk management	N/A

Negative impacts identified:

Biodiversity and the natural environment	N/A
Biodiversity in the built environment	N/A
Reducing waste, reusing and recycling	N/A
Reduced energy/fuel consumption	N/A
People's awareness of the environment and biodiversity	N/A
Flood risk management	N/A

A healthier Denbighshire

Overall Impact	Positive
Justification for impact	Overall, by having guidance on reasonable adjustments it will remove the barriers for disabled employees which are preventing them from entering or remaining in the workplace. More knowledge, help and support for both managers and employees will impact positively on an employees mental health and wellbeing.
Further actions required	Adjustments made in the workplace have to be reasonable and there might be instances whereby an adjustment is not possible. However all avenues will be explored to try avoid this outcome.

Positive impacts identified: Tudalen 138

A social and physical environment that encourage and support health and well-being	Starting or remaining in employment can have a positive impact on health and wellbeing.
Access to good quality, healthy food	N/A
People's emotional and mental well-being	Starting or remaining in employment can have a positive impact on health and wellbeing. The ability to work with colleagues and the public, the flexibility to work from home will positively impact an employees emotional and mental wellbeing.
Access to healthcare	A reasonable adjustment might be the ability to work from home or adjusted hours which might assist with a greater opportunity to access healthcare.
Participation in leisure opportunities	A reasonable adjustment might be the ability to work from home or adjusted hours which might assist with a greater opportunity to access leisure facilities which may help with their disability.

Negative impacts identified:

A social and physical environment that encourage and support health and well-being	Having to wait for reasonable adjustments or having an adjustment refused may have a negative impact on health and wellbeing.
Access to good quality, healthy food	N/A
People's emotional and mental well-being	Starting or remaining in employment can have a positive impact on health and wellbeing.
Access to healthcare	none
Participation in leisure opportunities	none

A more equal Denbighshire

Overall Impact	Positive
Justification for impact	The guidance will be a resource to help people who fall under a protected characteristic or meet the criteria above and enable them to discuss what options are available to them in order to remain in the workplace or start in a new post.
Further actions required	If an employee does not disclose a disability it may be treated as capability for example. Employees are encouraged but not forced to inform line managers, HR or Occupational health about a disability in order to help that employee and provide the support required.

Positive impacts identified:

Improving the well-being of people with protected characteristics. The nine protected characteristics are: age; disability; gender reassignment; marriage or civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation	The guidance will have a positive impact on all protected characteristics.
People who suffer discrimination or disadvantage	The guidance will have a positive impact on carers as reasonable adjustments will be considered in line with their caring responsibilities.
Areas with poor economic, health or educational outcomes	The guidance offers support and advice to employees who may be impacted by this criteria.
People in poverty	The guidance offers support and advice to employees who may be impacted by this criteria. Employee will not have to pay for reasonable adjustments themselves.

Negative impacts identified:

Improving the well-being of people with protected characteristics. The nine protected characteristics are: age; disability; gender reassignment; marriage or civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation	If an employee does not inform DCC that they are disabled then we are unable to make any adjustments and as a result any issues might be reviewed under a different policy e.g. capability, attendance management.
People who suffer discrimination or disadvantage	none
Areas with poor economic, health or educational outcomes	none
People in poverty	none

Overall Impact	Positive
Justification for impact	The ability to work from home as a reasonable adjustment may allow a person to access facilities, goods and services during opening hours and will have greater access to their community.
Further actions required	Not applicable.

Positive impacts identified:

Safe communities and individuals	N/A
Community participation and resilience	N/A
The attractiveness of the area	N/A
Connected communities	Disabled employees could have the option to work from home keeping them closer to their communities and maintaining their access to local good and services.
Rural resilience	N/A

Negative impacts identified:

Safe communities and individuals	N/A
Community participation and resilience	N/A
The attractiveness of the area	N/A
Connected communities	none
Rural resilience	N/A

A Denbighshire of vibrant culture and thriving Welsh language

Overall Impact	Positive
Justification for impact	The document will be available to all staff bilingually.
Further actions required	not applicable.

Positive impacts identified:

People using Welsh	N/A
Promoting the Welsh language	The guidance will be available bilingually and Welsh lessons are offered to all employees regardless of any protected characteristic.
Culture and heritage	N/A

Negative impacts identified:

People using Welsh	N/A
Promoting the Welsh language	none
Culture and heritage	N/A

A globally responsible Denbighshire

Overall Impact	Neutral
Justification for impact	Employees may feel their human rights are impacted if this guidance is not applied correctly and therefore in order to reduce that impact, any decision to not make an adjustment will have to be discussed with HR and Occupational Health.
Further actions required	Training managers on how to use the guidance and using HR business partners to ensure that all steps are taken to implement adjustments when and where necessary.

Positive impacts identified:

Local, national, international supply chains	N/A
Human rights	Working condition and human rights are fundamental and will be considered at every stage of this process.
Broader service provision in the local area or the region	n/a

Negative impacts identified:

Local, national, international supply chains	N.A
Human rights	Employees may feel the guidance if not applied correctly might breach their human rights.
Broader service provision in the local area or the region	n/a

Menopause Policy, Substance Misuse Policy and No Smoking Policy

Well-being Impact Assessment Report

This report summarises the likely impact of the proposal on the social, economic, environmental and cultural well-being of Denbighshire, Wales and the world.

Assessment Number:	604
Brief description:	menopause- to provide advice and support for any women in the workplacegoing through the menopause. To include legal highs in the substance misuse policy. To include vaping in the no smoking policy
Date Completed:	23/01/2019 13:17:09 Version: 3
Completed by:	alana nicandros
Responsible Service:	Legal, HR & Democratic Services
Localities affected by the proposal:	Not Applicable,
Who will be affected by the proposal?	Employees of Denbighshire County Council
Was this impact assessment completed as a group?	Yes

IMPACT ASSESSMENT SUMMARY AND CONCLUSION

Before we look in detail at the contribution and impact of the proposal, it is important to consider how the proposal is applying the sustainable development principle. This means that we must act "in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs."

Score for the sustainability of the approach

★ ★ ★ ★ (3 out of 4 stars) Actual score : 22 / 30.

Implications of the score

All areas have been considered and research with regards to support services has been updated with regards to accessibility.
Should enable a better quality of life which should have a positive impact on the environment and the public.

Summary of impact

Well-being Goals

- A prosperous Denbighshire
- A resilient Denbighshire
- A healthier Denbighshire
- A more equal Denbighshire
- A Denbighshire of cohesive communities
- A Denbighshire of vibrant culture and thriving Welsh language
- A globally responsible Denbighshire

- Positive
- Neutral
- Positive
- Positive
- Positive
- Neutral
- Neutral



Main conclusions

The policies will support not just employees but their families which should in turn provide work/life balance and continued service within Denbighshire.

Evidence to support the Well-being Impact Assessment

- We have consulted published research or guides that inform us about the likely impact of the proposal
- We have involved an expert / consulted a group who represent those who may be affected by the proposal
- We have engaged with people who will be affected by the proposal

THE LIKELY IMPACT ON DENBIGHSHIRE, WALES AND THE WORLD

A prosperous Denbighshire

Overall Impact	Positive
Justification for impact	Enables employees to develop an indepth understanding of the risks associated with drugs, alcohol and smoking and to provide information as to support available. To provide strategic support for managers with regards to supporting women to provide an efficient continued services whilst going through the menopause. It will also encourage open conversations about what are sometimes considered difficult situations.
Further actions required	No negatives

Positive impacts identified:

A low carbon society	No impact
Quality communications, infrastructure and transport	No impact
Economic development	No impact
Quality skills for the long term	provides a further awareness to staff members of services available to support them some of which can be accessed by the public and members of employees family. NHS Wales quit smoking support, Drugs and Alcohol support agencies. GP and NHS support regarding the menopause
Quality jobs for the long term	Will enable women to be supported in work during the menopause which will be supportive of continued employment which in turn will impact on family providing continued work life balance. To enable an improvement of the employees health reducing sickness absence due to associate medical conditions.
Childcare	No impact

Negative impacts identified:

A low carbon society	
Quality communications, infrastructure and transport	
Economic development	
Quality skills for the long term	
Quality jobs for the long term	
Childcare	

A resilient Denbighshire

Overall Impact	Neutral
Justification for impact	Neutral - No smoking and substance misuse policies already in place, updated to provide new support with regards to new drugs and vaping. changes likely to be minimal as practices already in place.
Further actions required	No negatives

Positive impacts identified:

Biodiversity and the natural environment	No smoking policy could result in decrease of number of smokers within Denbighshire which in turn could improve air quality. No smoking in buildings removes the risk of passive smoking for other non smoking employees and ensure clean air within the working environment.
Biodiversity in the built environment	No impact
Reducing waste, reusing and recycling	No impact
Reduced energy/fuel consumption	No impact
People's awareness of the environment and biodiversity	No impact
Flood risk management	No impact

Negative impacts identified:

Biodiversity and the natural environment	
Biodiversity in the built environment	
Reducing waste, reusing and recycling	
Reduced energy/fuel consumption	
People's awareness of the environment and biodiversity	
Flood risk management	

A healthier Denbighshire

Overall Impact	Positive
Justification for impact	will have a positive effect in developing awareness with regards to risks and support Tudalen 146

Further actions required	No impact
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Positive impacts identified:

A social and physical environment that encourage and support health and well-being	Should enable a more open approach to discussion of this subject of menopause which in turn should enable women to feel more supported and confident in approaching support services. provides advice to encourage people to quit smoking and also advice on services available to support in all three areas of the three policies.
Access to good quality, healthy food	No impact
People's emotional and mental well-being	Should enable support to be implemented for people which should then have a positive impact on their psychological well-being. contains information with regards to support services available for employees and their partners to access should any of the health risks impact on their psychological well-being and family life.
Access to healthcare	Gives clear advice as to where and how to access NHS healthcare and other support groups.
Participation in leisure opportunities	Could encourage an increase in awareness of health and well-being and encourage people to become more healthy and fitter which in turn could increase attendance at Denbighshire's leisure services.

Negative impacts identified:

A social and physical environment that encourage and support health and well-being	
Access to good quality, healthy food	
People's emotional and mental well-being	
Access to healthcare	
Participation in leisure opportunities	

A more equal Denbighshire

Overall Impact	Positive
Justification for impact	Support services to enable implementation of policies freely available for everyone to access.
Further actions required	provide encouragement through OH, managers and HR for employees to access support available.

Positive impacts identified:

<p>Improving the well-being of people with protected characteristics. The nine protected characteristics are: age; disability; gender reassignment; marriage or civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation</p>	<p>guidance will be given with regards to support available to anyone of any protected character. specific advise given with regards to adjustments for women going through the menopause and their partners. Flexible working hours to manage hot flushes, poor sleep from night sweats. Access to counselling services to support in coping strategies.</p>
<p>People who suffer discrimination or disadvantage</p>	<p>Adjustments are in line with the equalities Act 2010.</p>
<p>Areas with poor economic, health or educational outcomes</p>	<p>Support services are free to access making them accessible for everyone</p>
<p>People in poverty</p>	<p>Support services are free to access. Financial benefits with no smoking and drug misuse if habit resolved.</p>

Negative impacts identified:

<p>Improving the well-being of people with protected characteristics. The nine protected characteristics are: age; disability; gender reassignment; marriage or civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation</p>	
<p>People who suffer discrimination or disadvantage</p>	
<p>Areas with poor economic, health or educational outcomes</p>	
<p>People in poverty</p>	

Overall Impact	Positive
Justification for impact	Improvement in the health and well-being of employees which could be filter to provide further support in the community reducing the number of smokers and reducing drug misuse and crime.
Further actions required	Unable to directly resolve crime rates and enforce the services on to employees or members of the public.

Positive impacts identified:

Safe communities and individuals	Less drug misuse should reduce crime often associated with drug dependency. Reduced risk of health conditions from passive smoking.
Community participation and resilience	No impact
The attractiveness of the area	Less people smoking and taking drugs so fewer cigarette stubs/needles discarded on the streets or in public venues.
Connected communities	No impact
Rural resilience	No impact

Negative impacts identified:

Safe communities and individuals	
Community participation and resilience	
The attractiveness of the area	
Connected communities	
Rural resilience	

A Denbighshire of vibrant culture and thriving Welsh language

Overall Impact	Neutral
Justification for impact	No impact
Further actions required	No impact

Positive impacts identified:

People using Welsh	No impact
Promoting the Welsh language	No impact
Culture and heritage	No impact

Negative impacts identified:

People using Welsh	
Promoting the Welsh language	
Culture and heritage	

A globally responsible Denbighshire

Overall Impact	Neutral
Justification for impact	Support services are specialist services equipped to manage increase in demand
Further actions required	Inform support services there may be an influx of referrals due to an increased awareness.

Positive impacts identified:

Local, national, international supply chains	No impact
Human rights	Improved health and safety, support services available to everyone in Denbighshire not just employees.
Broader service provision in the local area or the region	No impact

Negative impacts identified:

Local, national, international supply chains	
Human rights	
Broader service provision in the local area or the region	

Family Friendly Policies

Wellbeing Impact Assessment Report

This report summarises the likely impact of a proposal on the social, economic, environmental and cultural well-being of Denbighshire, Wales and the world.

Assessment Number:	365
Brief description:	Flexible Working Policy Managing Carers Leave Policy Parental Leave Policy (maternity, paternity, adoption, shared) Time off Work Policy
Date Completed:	Version: 0
Completed by:	
Responsible Service:	Legal, HR & Democratic Services
Localities affected by the proposal:	Whole County,

IMPACT ASSESSMENT SUMMARY AND CONCLUSION

Before we look in detail at the contribution and impact of the proposal, it is important to consider how the proposal is applying the sustainable development principle. This means that we must act "in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs."

Score for the sustainability of the approach

Could you do more to make your approach more sustainable?

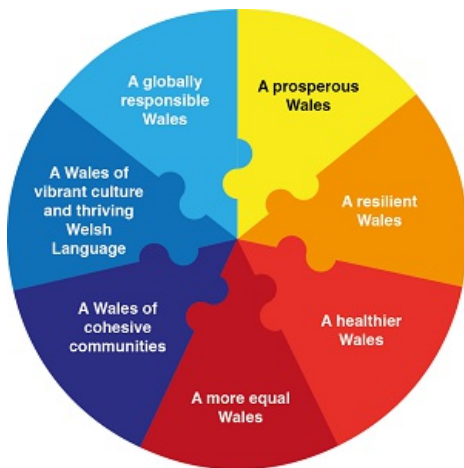


(2 out of 4 stars)

Actual score : 16 / 24.

Summary of impact

Wellbeing Goals



A globally responsible Wales	A prosperous Denbighshire	Positive
A prosperous Wales	A resilient Denbighshire	Neutral
A resilient Wales	A healthier Denbighshire	Positive
A Wales of vibrant culture and thriving Welsh Language	A more equal Denbighshire	Positive
A Wales of cohesive communities	A Denbighshire of cohesive communities	Positive
A healthier Wales	A Denbighshire of vibrant culture and thriving Welsh language	Neutral
A more equal Wales	A globally responsible Denbighshire	Neutral

Main conclusions

THE LIKELY IMPACT ON DENBIGHSHIRE, WALES AND THE WORLD

A prosperous Denbighshire

Overall Impact	Positive
Justification for impact	Overall, the policies provide a mechanism for those with caring and parental responsibilities to remain in work/learning and build skills within the community through facilitating learning/upskilling. Providing a better work life balance and the ability to pursue other opportunities and life skills (e.g. military reservists, on call fire fighter) whilst retaining paid employment

Positive consequences identified:

Flexible working policy encourages the use of alternative methods of working which in turn promotes less travel - working from home, hot desking closer to home/meetings, Jabber, video calling etc. Less cars and congestion in rural/towns - less emissions etc By providing family friendly leave enables families to utilise local services and spend in local shops outside of your normal weekend hours.

More opportunities for some to continue in employment e.g. working parents utilise the flexible working and time off work policies

Facilitates staff to upskill whilst remaining in employment e.g. magistrates, reservists, volunteering, career breaks, courses/qualifications etc.

The policies facilitate working parents and carers to continue in employment/learning, whilst balancing their family needs. Facilitating family friendly policies can encourage parents to return to work and access local Childcare, therefore increasing demand

Unintended negative consequences identified:

Career break, maternity and paternity leave could potentially increase the carbon due to extra travel Less people spending within local shops and communities due to them not being in the office locality. By providing leave employers may attract additional costs to cover the vacated posts.

Less jobs available for new starters in the local area as more people are able to remain in work due to increased retention

The Council could lose skills for a temporary period whilst employees are on leave. Maybe a delay in skills and training being acquired due to the time off work.

More pressure on childcare providers to provide flexible childcare outside of the traditional working day

Mitigating actions:

N/A

A resilient Denbighshire

Overall Impact	Neutral
Justification for impact	As above

Positive consequences identified:

Flexible working means more working at home, therefore buildings can be closed

Unintended negative consequences identified:

Increased energy usage from people working from home/alternative locations

Mitigating actions:

n/a

A healthier Denbighshire

Overall Impact	Positive
Justification for impact	As above

Positive consequences identified:

Allows people to have a healthy work life balance e.g. work around health appointments, exercise classes, children's social activities, healthy hobbies etc.

Allowing a good work life balance, could mean that there is more time to prepare fresh, home cooked meals, or grow your own vegetables.

Allows people to have a healthy work life balance e.g. exercise classes, children's social activities, and exploring outside areas, healthy hobbies, and local community groups etc.

Allows people to have a healthy work life balance, which all reduces stress and improve emotional and mental well-being e.g. exercise classes, children's social activities, and exploring outside areas, healthy hobbies, and local community groups etc.

Family Friendly policies allow easier access to healthcare appointments and services during their normal operating time frames

Unintended negative consequences identified:

Some people can experience social isolation when not in work, which can impact on emotional and mental well-being

Mitigating actions:

A more equal Denbighshire

Overall Impact	Positive
Justification for impact	As Above

Positive consequences identified:

All family friendly policies are applicable to all employees and provide an equal opportunity for all staff and exceed the minimum legislative requirements

The policies allow for staff to be able to accommodate appointments and programmes in a flexible manner (e.g. smoking cessation, caring for a chronic condition with medical appointments)

The family friendly policies enable an employee to retain their employment and reduce benefit claims

Unintended negative consequences identified:

Mitigating actions:

A Denbighshire of cohesive communities

Overall Impact	Positive
Justification for impact	As above

Positive consequences identified:

The time off work policies can encourage participation in volunteer schemes to build a cohesive community

Unintended negative consequences identified:

Mitigating actions:

A Denbighshire of vibrant culture and thriving Welsh language

Overall Impact	Neutral
Justification for impact	

Positive consequences identified:

Unintended negative consequences identified:

Mitigating actions:

A globally responsible Denbighshire

Overall Impact	Neutral
Justification for impact	

Positive consequences identified:

Unintended negative consequences identified:

Mitigating actions:

Mae tudalen hwn yn fwriadol wag

Adroddiad i'r:	Cabinet
Dyddiad y Cyfarfod:	26 Chwefror 2019
Aelod / Swyddog Arweiniol:	Y Cyng. Julian Thompson-Hill / Richard Weigh, Pennaeth Cyllid
Awdur yr Adroddiad:	Steve Gadd, Prif Gyfrifydd
Teitl:	Adroddiad Ariannol (Ionawr 2018/19)

1. Am beth mae'r adroddiad yn sôn?

Mae'r adroddiad yn rhoi manylion am gyllideb refeniw ac arbedion y cyngor fel y cytunwyd arnynt ar gyfer 2018/19. Mae'r adroddiad hefyd yn rhoi diweddariad cryno ar y Cynllun Cyfalaf yn ogystal â'r Cyfrif Refeniw Tai a'r Cynllun Cyfalaf Tai.

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

Pwrpas yr adroddiad yw rhoi'r wybodaeth ddiweddaraf ar sefyllfa ariannol bresennol y Cyngor, a chadarnhau'r cyllidebau gwasanaeth y cytunwyd arnynt ar gyfer 2018/19.

3. Beth yw'r Argymhellion?

Argymhellir bod Aelodau'r Cabinet yn nodi'r cyllidebau a bennwyd ar gyfer 2018/19 a'r cynnydd yn erbyn y strategaeth y cytunwyd arni.

4. Manylion yr adroddiad

Mae'r adroddiad yn crynhoi cyllideb refeniw'r Cyngor ar gyfer 2018/19 fel y nodwyd yn **Atodiad 1**. Cyllideb refeniw net y cyngor yw £194.418 miliwn (£189.252 miliwn yn 17/18). Rhagwelir y bydd gorwariant o £0.774 miliwn ar wasanaethau a chyllidebau corfforaethol (gorwariant o £0.756 miliwn yn yr adroddiad diwethaf). Amlinellir y naratif o amgylch y risgiau a'r rhagdybiaethau presennol sy'n sail i'r asesiad hwn yn Adran 6.

Roedd cyllideb 2018/19 angen nodi a chytuno ar arbedion ac effeithlonrwydd o £4.6 miliwn. Mae'r tabl isod yn rhoi crynodeb o sut cafodd y targed arbedion ei gyflawni. Gellir cadarnhau bod y £2 filiwn o ganlyniad i newidiadau yn y Ddarpariaeth Isafswm Refeniw a'r £1 miliwn o arbedion corfforaethol ehangach eisoes wedi eu cyflawni. Cytunwyd ar arbedion effeithlonrwydd mewn gwasanaethau o £1.2 miliwn ac arbedion o £0.4 miliwn fel rhan o'r gyllideb. Gan fod yr arbedion effeithlonrwydd yn rhan o'r 'arfer' ar gyfer gwasanaethau, cymerir yn ganiataol y bydd y rhain yn cael eu cyflawni. Bydd unrhyw eithriad yn cael ei adrodd wrth y Cabinet yn ôl y gofyn.

Arbedion / Effeithlonrwydd a Gytunwyd ar gyfer 2018/19	£000	% oed
Newid i Ddarpariaeth Refeniw Isafswm	2,000	43%
Arbedion Corfforaethol a Nodwyd 2017/18	1,000	22%
Effeithlonrwydd Gwasanaeth (gweler Atodiad 2)	1,200	26%
Arbedion Gwasanaeth (gweler Atodiad 2)	411	9%
Cyfanswm Llawn	4,611	100%

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

Mae rheoli cyllidebau refeniw a chyfalaf y cyngor yn effeithiol a chyflawni'r strategaeth gyllidebol y cytunwyd arni yn sylfaen i weithgarwch ym mhob maes, gan gynnwys blaenoriaethau corfforaethol.

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

Mae naratifau gwasanaethau pwysig yn egluro amrywiadau a risgiau i'w gweld yn y paragraffau isod.

Ar hyn o bryd, rhagwelir y bydd **Cwsmeriaid, Cyfathrebu a Marchnata** yn gorwario o £7,000 (nodwyd £61,000 y mis diwethaf). Mae'r gostyngiad mewn gorwariant o £54,000 i raddau helaeth yn sgil gostyngiad mewn costau ymadael a ragwelwyd gan fod staff wedi eu hadleoli i brosiectau rhanbarthol.

Ar hyn o bryd rhagwelir y bydd tanwariant o £93,000 yn y **Gwasanaethau Cyfreithiol, Adnoddau Dynol a Democrataidd** (£91,000 o danwariant fis diwethaf) i raddau helaeth oherwydd swyddi gwag staff a fydd yn cyfrannu at gynigion arbed y gwasanaethau ar gyfer y flwyddyn ariannol nesaf.

Ar hyn o bryd, rhagwelir y bydd **Priffyrdd a'r Amgylchedd** yn gorwario o £814,000 (nodwyd £818,000 y mis diwethaf). Dylid nodi'r canlynol:

- **Prosiectau mawr** – cytunwyd mewn adroddiadau blaenorol bod dyraniad o'r gyllideb o £140,000 yn cael ei ryddhau yn ystod y flwyddyn o gronfeydd arian at raid sy'n cael eu dal yn ganolog, er mwyn cael gwared â'r pwysau hanesyddol parhaus hwn.
- **Cludiant i'r Ysgol** - mae cyllid ychwanegol bellach wedi'i ddyrannu i ariannu effaith lawn y polisi cludiant diwygiedig yn ymwneud â llwybrau peryglus, y cytunwyd arno'r llynedd. Er y gobeithiwyd y byddai hyn yn ddigonol i ddarparu'r gwasanaeth, mae'r pwysau canlynol hefyd wedi'u nodi:
 - Mae newidiadau i'r polisi'n ymwneud â rhoi lle i blant Sir Ddinbych yn ysgolion arbennig Sir Ddinbych wedi arwain at gynnydd mewn costau cludiant arbennig. Mae'r costau hyn yn arbennig o uchel gan eu bod yn cynnwys tacsis a hebryngwyr. Mae effaith gyffredinol y newid hwn i'n dull gweithredu, nad yw o fewn rheolaeth y Gwasanaeth Priffyrdd a'r Amgylchedd, wedi arwain at gynnydd mewn costau o oddeutu £300,000.
 - Mae'r cynnydd cyffredinol yn y contractau a gytunwyd o fis Medi yn swm o £291,000, sy'n ymwneud yn bennaf â chynnydd yn nifer cyffredinol y disgyblion a chontractwyr yn trosglwyddo pwysau chwyddiant i'r Cyngor. Mae ymarfer tendro yn dal i gael ei gynnal ar nifer o gontractau a allai effeithio ar ragamcanion y dyfodol.

Mae'r pwysau newydd parhaus a nodwyd yn 2018/19 wedi ei gynnwys mewn cynigion y gyllideb a gytunwyd arnynt yn ddiweddar gan y Cabinet a'r Cyngor.

- **Strydwedd** – Mae'r gwasanaeth wedi nodi gofyniad statudol i ddatrys mater gyda 'Thomenni Hanesyddol'. Amcangyfrifir y bydd cyfanswm cost un-tro hyn yn fwy na £200,000. Mae pwysau ychwanegol o fewn y gwasanaeth yn ymwneud ag amser ychwanegol a weithiwyd gan staff er mwyn rhoi sylw i faterion a godwyd gan y cyhoedd / Aelodau (e.e. gwagio rhagor o finiau yn y Rhyl yn ystod misoedd poeth yr haf).
- **Gwastraff** – Mae llawer o wahanol bwysau yn effeithio ar y Gwasanaeth Gwastraff sydd wedi eu codi yng nghyfarfod Bwrdd y Gyllideb. Mae rhan fwyaf y pwysau yn ymwneud â ffioedd contractau newydd ar gyfer y contract gwastraff ailgylchadwy cymysg. Bydd y pwysau yn 2018/19 a 2019/20 yn cael ei ariannu o'r Gronfa Wrth Gefn Gwastraff ac mae pwysau o £900,000 ar y gyllideb wedi ei gynnwys yn y Cynllun Ariannol Tymor Canolig ar gyfer 2020/21.

Ar hyn o bryd, rhagwelir y bydd y **Gwasanaeth Addysg a Phlant** yn gorwario £1.528 miliwn (nodwyd £1.476 miliwn ym mis Ionawr). Mae'r prif resymau dros y cynnydd mewn gorwariant yn ymwneud â gwariant ychwanegol ar leoliadau arbennig. Mae Gwasanaethau Plant yn parhau i fod yn faes risg uchel oherwydd anwadalwch niferoedd yr achosion a phwysau chwyddiant ar gostau lleoliadau. Gall pob lleoliad unigol fod yn arbennig o ddrud ac felly gall unrhyw gynnydd mewn niferoedd gael effaith fawr ar y gyllideb. Fodd bynnag, mae amcanestyniad y canlyniad terfynol yn cynnwys yr holl

leoliadau cyfredol y tu allan i'r sir a ragwelir i amserlenni realistig. Mae lleoliadau Addysg Tu Allan i'r Sir ac adenillon yn llai na'r hyn a oedd yn y gyllideb yn sgil y gostyngiad yn niferoedd y disgyblion o Awdurdodau Lleol eraill sy'n mynd i ddarpariaeth ysgolion arbennig y Cyngor. Mae'r gorwariant a adroddir yn ystyried cyfraniad cyllideb o £750,000 a gytunwyd fel rhan o broses cyllideb 18/19. Mae goblygiadau ariannol y pwysau hyn ar y Cynllun Ariannol Tymor Canolig ar gyfer 2019/20 wedi cael eu hystyried ac mae dyraniad cyllideb sylfaen ychwanegol o £1.5 miliwn wedi ei gynnwys yng nghynigion presennol y gyllideb a gytunwyd arnynt yn ddiweddar gan y Cabinet a'r Cyngor.

Rhagwelir y bydd **Cyfleusterau, Asedau a Thai** yn gorwario £68,000 (£42,000 wedi'i nodi fis diwethaf) i raddau helaeth oherwydd cynnydd yn y costau sefydlu disgwylidig yn ymwneud â'r prosiect SC2. Mae'r pwysau a oedd yn gyfanswm o £277,000 wedi'i liniaru gan y gwasanaeth drwy'r cynnig i ail-ganolbwyntio'r £138,000 a ddygwyd ymlaen o 17/18 a'r dyraniad o £54,000 o'r incwm a gafwyd o Gytundeb Fframwaith Caffael Alliance Leisure. Mae'r cynnydd o £26,000 yn ymwneud ag amcanestyniadau incwm wedi eu gostwng o fewn Rheoli Eiddo ac Asedau. Bydd gwaith pellach gan y Pennaeth Gwasanaeth yn parhau i adolygu pob ymrwymiad a chadw rheolaeth fanwl ar wariant gyda'r nod o leihau'r gorwariant erbyn diwedd y flwyddyn. Mae cyfalafu rhywfaint o'r gwariant yn dal i fod yn opsiwn os na fydd modd nodi cyfraniadau pellach o fewn y flwyddyn.

Rhagwelir y bydd y **Gwasanaethau Cymorth Cymunedol** yn adennill ei gostau yn dilyn dyrannu cyllideb ychwanegol o £750,000 ar gyfer 2018/19 a chynlluniau i ddefnyddio arian wrth gefn (sy'n gyfraniad pellach o £900,000 yn 2018/19). Mae hyn bellach yn cynnwys cydran Gwasanaethau Cymorth Cymunedol o'r Grant Gwasanaethau Cymdeithasol Cynaliadwy a oedd yn dod i gyfanswm o £366,000. Mae gorwariant o fewn y Gwasanaeth Iechyd Meddwl a Gwasanaethau Darparwyr Mewnol yn parhau i fod yn feysydd lle mae'r pwysau mwyaf. Mae cynigion diweddar y gyllideb a gymeradwywyd gan y Cabinet a'r Cyngor yn cynnwys pwysau ychwanegol o £500,000 ar y gyllideb ar gyfer 2019/20 a'r dybiaeth bresennol yw y bydd angen pwysau cyffelyb ym mhob un o 4 blynedd y Cynllun Ariannol Tymor Canolig, er fod rhagor o waith yn cael ei wneud i asesu'r goblygiadau ariannol ar gyfer blynyddoedd i ddod.

Ysgolion – Bydd y sefyllfa o ran Balansau Ysgolion yn dal i gael ei monitro'n agos, gydag adroddiadau i'r Aelodau bob mis. Mae Cyllid Addysg yn gweithio'n agos iawn gydag ysgolion i ddatblygu cynlluniau cadarn ac, yn ogystal â hynny, mae prif ac uwch swyddogion Addysg a Chyllid yn cyfarfod yn rheolaidd i adolygu'r cynlluniau hynny a chymryd unrhyw gam unioni yn ôl yr angen. Roedd y gyllideb a gytunwyd gan y Cyngor ar gyfer 2018/19 yn ddiweddar yn cynnwys buddsoddiad ychwanegol o £1.8 miliwn yng nghyllidebau dirprwyedig ysgolion. Ddygwyd diffyg net o £0.343 miliwn ymlaen i 2018/19 yn y balansau ysgolion, a oedd yn welliant ar £0.713 miliwn ar y balansau a ddygwyd ymlaen o 2016/17. Ar ddiwedd mis Ionawr, rhagwelir y bydd diffyg net yn y balansau ysgolion o £1.039 miliwn, sy'n gynydd ar y diffyg a ragamcanwyd o £0.696 miliwn ar y balansau a ddygwyd ymlaen o 2017/18. Rhagwelir ar hyn o bryd y bydd y gyllideb heb ei dirprwyo yn tanwario o £15,000 oherwydd tanwariant bychan.

Y Cyfrif Refeniw Tai. Mae'r sefyllfa refeniw ddiweddaraf yn tybio y bydd gostyngiad o £1.031 miliwn mewn balansau ar ddiwedd y flwyddyn, sydd £401,000 yn fwy na'r gostyngiad o £630,000 a nodwyd yn y gyllideb. Mae'r symudiad ers y mis diwethaf i raddau helaeth yn sgil penderfyniad i gynyddu'r cyfraniad refeniw at y Rhaglen Gyfalaf gan felly leihau'r gofyniad benthyca cyffredinol. Felly, rhagwelir y bydd balansau'r Cyfrif Refeniw Tai yn £1.171 miliwn ar ddiwedd y flwyddyn. Mae'r gyllideb Gyfalaf o £10.2 miliwn yn cael ei dyrannu rhwng gwelliannau arfaethedig i'r stoc dai bresennol (£6 miliwn) a datblygiadau tai newydd (£4 miliwn).

Corfforaethol – Ar hyn o bryd amcangyfrifir y bydd arian o gronfeydd corfforaethol at raid, sy'n gyfanswm o £1.55 miliwn, ar gael i'w ryddhau er mwyn helpu i gyllido gorwariant y gwasanaeth (amcangyfrif o £1.2 miliwn y mis diwethaf). Mae gwaith pellach yn parhau mewn meysydd, megis rhagamcan ar gost biliau ynni'r cyngor cyfan, y Gyllideb Ariannu Cyfalaf, adolygiad canol blwyddyn o gronfeydd a glustnodwyd a rhagamcanion ynghylch yr incwm o dreth y cyngor er mwyn cynorthwyo i sicrhau y cedwir y galw ar Falansau Cyffredinol i'r isafswm posibl.

Rheoli'r Trysorlys – Ar ddiwedd mis Ionawr, cyfanswm benthyciadau'r Cyngor oedd £224.884 miliwn ar gyfradd gyfartalog o 4.24%. Roedd balansau buddsoddi yn £9 miliwn ar gyfradd gyfartalog o 0.49%.

Mae crynodeb o **Gynllun Cyfalaf** y Cyngor ynghlwm yn **Atodiad 2**. Mae'r cynllun cyfalaf a gymeradwywyd yn £54.3 miliwn ac mae'r gwariant hyd yma'n £35.8 miliwn. Mae **Atodiad 3** yn cynnwys y wybodaeth ddiweddaraf ar y prif brosiectau sydd wedi eu cynnwys yn y Cynllun Cyfalaf.

7. Beth yw prif gasgliadau'r Asesiad o Effaith ar Les?

Cafodd Asesiadau o'r Effaith ar Les ar gyfer yr arbedion eu cynnwys yn Atodiad 2 a chyflwynwyd y cynnydd yn Nhreth y Cyngor i'r Cyngor ar 30 Ionawr. Roedd asesiad ar gyfer y newid i bolisi Isafswm Darpariaeth Refeniw wedi'i gynnwys yn yr adroddiad i'r Cyngor ym mis Medi 2017.

8. Pa ymgynghoriadau a gynhaliwyd gyda Chraffu ac eraill?

Yn ogystal â'r adroddiadau rheolaidd i'r Pwyllgor Llywodraethu Corfforaethol, mae proses y gyllideb wedi ei hystyried yng nghyfarfodydd y Tîm Gweithredol Corfforaethol, yr Uwch Dîm Arweinyddiaeth a chyfarfodydd briffio'r Cabinet a'r Cyngor. Cynhaliwyd gweithdai rheolaidd ar y gyllideb gydag aelodau etholedig i archwilio cyllidebau gwasanaethau ac ystyried y cynigion o ran y gyllideb. Hysbyswyd yr holl staff am y broses o bennu'r gyllideb ac ymgynghorwyd yn llawn â staff sy'n cael eu heffeithio, neu bwriedir gwneud hynny, yn unol â pholisïau a gweithdrefnau Adnoddau Dynol y Cyngor. Ymgynghorwyd ag Undebau Llafur drwy'r Cydbwyllgor Ymgynghorol Lleol.

9. Datganiad y Prif Swyddog Cyllid

Mae'n bwysig bod gwasanaethau'n parhau i reoli cyllidebau'n ddarbodus a bod unrhyw arian dros ben o fewn y flwyddyn yn cael ei ystyried yng nghyd-destun y sefyllfa ariannol tymor canolig, yn arbennig o ystyried graddfa'r gostyngiadau sydd angen yn y gyllideb yn ystod y ddwy neu dair blynedd nesaf.

Mae pwysau penodol yn parhau i fod yn amlwg yng nghyllidebau gofal cymdeithasol (Oedolion a Phlant) er gwaethaf y buddsoddiad ychwanegol o £1.5 miliwn ar gyfer 2018/19. Mae sefyllfa debyg bellach i'w gweld o fewn Cludiant Ysgolion er gwaethaf buddsoddiad ychwanegol o £0.6 miliwn yn 17/18 a 18/19. Mae darpariaeth ar gyfer y pwysau hyn wedi'u cymeradwyo gan y Cabinet a'r Cyngor ac yn cael eu hystyried wrth ddatblygu'r Cynllun Ariannol Tymor Canolig ar gyfer 2020/21 a'r tu hwnt.

Bydd balansau ysgolion yn parhau i gael eu hadolygu'n ofalus. Mae Cyllid Addysg yn gweithio'n agos iawn gydag ysgolion i ddatblygu cynlluniau cadarn ac, yn ogystal â hynny, mae prif ac uwch swyddogion Addysg a Chyllid yn cyfarfod yn rheolaidd i adolygu'r cynlluniau hynny a chymryd unrhyw gam unioni yn ôl yr angen.

Er gwaethaf dyrannu arian corfforaethol at raid pellach, mae gorwariant cyffredinol y Cyngor yn parhau i fod yn bryder. Efallai y bydd eitemau corfforaethol ychwanegol a fydd yn gymorth pellach i'r sefyllfa fel y nodwyd yn Adran 6. Fodd bynnag, mae'n debygol y bydd angen ariannu gorwariant yn ystod y flwyddyn o'r Balansau Cyffredinol (a fyddai

angen eu disodli erbyn y flwyddyn ariannol nesaf) oni bai bod cynlluniau arbed costau ar draws y Cyngor yn gallu cynorthwyo i leihau'r gorwariant ar wasanaethau.

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

Mae hwn yn parhau yn gyfnod ariannol heriol a bydd methu â chyflawni'r strategaeth a gytunwyd o ran y gyllideb yn rhoi pwysau ychwanegol ar wasanaethau yn y blynyddoedd ariannol presennol ac yn y dyfodol. Bydd monitro a rheoli'r gyllideb yn effeithiol yn helpu i sicrhau bod y strategaeth ariannol yn cael ei chyflawni.

11. Pŵer i wneud y Penderfyniad

Mae'n ofynnol i awdurdodau lleol o dan Adran 151 Deddf Llywodraeth Leol 1972 wneud trefniadau ar gyfer gweinyddu eu materion ariannol yn briodol.

Mae tudalen hwn yn fwriadol wag

Appendix 1

DENBIGHSHIRE COUNTY COUNCIL REVENUE BUDGET 2018/19

Jan-19	Net Budget	Budget 2018/19			Projected Outturn							Variance
	2017/18 (Restated)	Expenditure	Income	Net	Expenditure	Income	Net	Expenditure	Income	Net	Net	Previous Report
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
Customers, Communications and Marketing	2,971	3,461	-634	2,827	3,927	-1,093	2,834	466	-459	7	0.25%	61
Education and Children's Service	12,955	27,624	-13,436	14,188	27,364	-11,648	15,716	-260	1,788	1,528	10.77%	1,476
Business Improvement and Modernisation	4,613	5,354	-806	4,548	5,421	-873	4,548	67	-67	0	0.00%	0
Legal, HR and Democratic Services	2,623	3,962	-1,328	2,634	4,132	-1,591	2,541	170	-263	-93	-3.53%	-91
Facilities, Assets and Housing	6,931	24,252	-16,294	7,958	25,212	-17,186	8,026	960	-892	68	0.85%	42
Finance	2,914	5,370	-2,206	3,164	5,937	-2,773	3,164	567	-567	0	0.00%	0
Highways and Environmental Services	17,514	31,560	-12,601	18,959	33,915	-14,142	19,773	2,355	-1,541	814	4.29%	818
Planning and Public Protection	3,001	5,964	-2,996	2,968	6,110	-3,142	2,968	146	-146	0	0.00%	0
Community Support Services	32,356	51,833	-16,809	35,024	54,616	-19,592	35,024	2,783	-2,783	0	0.00%	0
Total Services	85,878	159,380	-67,110	92,270	166,634	-72,040	94,594	7,254	-4,930	2,324	2.52%	2,306
Corporate	18,942	54,577	-36,524	18,053	53,027	-36,524	16,503	-1,550	0	-1,550	-8.59%	-1,550
Precepts & Levies	4,525	4,569	0	4,569	4,569	0	4,569	0	0	0	0.00%	0
Capital Financing	12,965	11,361	0	11,361	11,361	0	11,361	0	0	0	0.00%	0
Total Corporate	36,432	70,507	-36,524	33,983	68,957	-36,524	32,433	-1,550	0	-1,550	-4.56%	-1,550
Council Services & Corporate Budget	122,310	229,887	-103,634	126,253	235,591	-108,564	127,027	5,704	-4,930	774	0.61%	756
Schools & Non-delegated School Budgets	66,942	76,083	-7,917	68,166	77,086	-8,239	68,847	1,003	-322	681	1.00%	990
Total Council Budget	189,252	305,970	-111,551	194,419	312,677	-116,803	195,874	6,707	-5,252	1,455	0.75%	1,746
Housing Revenue Account	315	16,309	-15,679	630	16,774	-15,743	1,031	465	-64	401		410

Tudalen 163

Mae tudalen hwn yn fwiadol wag

Denbighshire County Council - Capital Plan 2018/19 - 2021/22

APPENDIX 2

Position to end January 2019

	2018/19 ORIGINAL ESTIMATE £000s	2018/19 LATEST ESTIMATE £000s	2019/20 LATEST ESTIMATE £000s	2020/21 LATEST ESTIMATE £000s	2021/22 LATEST ESTIMATE £000s
<u>Capital Expenditure</u>					
Total Estimated Payments - Other	9,355	19,513	16,999	8,453	0
Total Estimated Payments - Major Projects:					
Housing Improvement Grants	1,416	1,556			
Rhyl, New 3-16 Catholic School		12,354	9,636	332	
Ysgol Llanfair, New School		3,676	995	169	
Ysgol Carreg Emlyn, New School		2,818	1,460	83	
Highways Maintenance	3,070	3,152	4,695		
East Rhyl Coastal Defence Scheme	2,634	667	2,417		
Rhyl Waterfront and Waterpark	10,721	10,545	530		
Contingency	500	0	505	500	500
Total	27,696	54,281	37,237	9,537	500
<u>Capital Financing</u>					
External Funding	12,184	18,165	19,692	8,695	4,796
Receipts and Reserves	2,908	10,090	1,886	893	
Prudential Borrowing	12,604	26,026	15,659	4,245	0
Unallocated Funding	0	0	0	(4,296)	(4,296)
Total Capital Financing	27,696	54,281	37,237	9,537	500

Note: 2018-19 Original Estimate is the position as approved by Council on 20th February 2018

Mae tudalen hwn yn fwiadol wag

Appendix 3 - Major Capital Projects Update – February 2019

Rhyl Harbour Development	
Total Budget	£10.624m
Expenditure to date	£10.624m
Estimated remaining spend in 2018/19	£ 0.000m
Future Years estimated spend	£ 0.000m
Funding	WG £2.545m; WEFO £5.899m; Sustrans £0.700m: RWE £155k; WREN/NRW £83k and DCC £1.242m
<p>Narrative:</p> <p>Now that the bridge has been operational for a few years, the maintenance schedule needs to be revised to ensure that the bridge is properly maintained for the longer term. The Corporate Executive Team (CET) have previously considered a report regarding the maintenance regime and agreed in-principle to amend the maintenance schedule, pending a decision about the long term funding.</p> <p>When the revised bridge maintenance contract has been agreed with Dawnus Construction Ltd, the final account for the bridge will be negotiated and this will complete the project. In the meanwhile the necessary maintenance is being undertaken to keep the bridge in working order. Additional costs were incurred during 2017/18 for both reactive maintenance and breakdowns. The new maintenance regime needs to be agreed and implemented so changes can be made and future breakdowns avoided.</p> <p>Options were presented in an updated report to CET on 30th April 2018 and further information was supplied to CET for their meeting on 11th June 2018 where approval was given to proceed with the new bridge maintenance arrangements.</p> <p>Additional maintenance and improvements to reduce future costs are being considered along with changes in reporting procedures to reduce staff time required to administer the contract.</p> <p>The Bridge Final Account has been settled at £45k rather than £60k originally requested by the Contractor.</p>	
Forecast In Year Expenditure 18/19	£0.045m

21st Century Schools Programme - Rhyl New School	
Total Budget	£23.894m
Expenditure to date	£23.761m
Estimated remaining spend in 18/19	£ 0.063m
Future Years estimated spend	£ 0.070m
Funding	DCC £10.205m; WG £13.689m
Narrative:	
<p>The project has provided a new school building for Rhyl High School to accommodate 1,200 pupils in mainstream education and approximately 45 pupils from Ysgol Tir Morfa, the community special school in Rhyl. The works have also included some extensive refurbishment to the exterior of the Leisure Centre.</p> <p>There are now just some playing field remedial works to be completed by the Contractor, and an updated record of the community benefits derived from the project to be provided; both of these items are in hand.</p>	
Forecast In Year Expenditure 18/19	£0.063m

21st Century Schools Programme – Glasdir	
Total Budget	£11.411m
Expenditure to date	£11.286m
Estimated remaining spend in 18/19	£0.000m
Future Years estimated spend	£0.125m
Funding	DCC £2.763m; WG £8.648m
Narrative:	
<p>This project has delivered a new shared school building site for Rhos Street School and Ysgol Penbarras at Glasdir, Ruthin.</p> <p>Since April 2018, the schools have been using their new site. The new facilities have been received very positively by pupils, parents, teachers and governors of both schools.</p> <p>The Council's Design, Construction and Maintenance team are supervising the de-snagging of defects as part of the overall project programme. Snagging work is ongoing and will remain ongoing until the end of the defects period in April 2019. Work to de-commission the old site is complete with the asset managed by the Council's Estate department.</p>	
Forecast In Year Expenditure 18/19	£0.858m

21st Century Schools Programme – Ysgol Carreg Emlyn

Total Budget	£5.059m
Expenditure to date	£2.506m
Estimated remaining spend in 18/19	£1.010m
Future Years estimated spend	£1.543m
Funding	WG £0.221m; DCC £4.838m
<p>Narrative: This scheme is within the Band A proposals for 21st Century Schools Programme. The project will provide a new school building on a new site in Clocaenog and allow the two existing sites to be declared surplus.</p> <p>Works to the internals of the building continue to progress, with mechanical and electrical works progressing. The decoration, second fix and works to form the car park and playground areas have also now commenced.</p> <p>The highway works are also progressing well, to widen the highway and improve the drainage near the new school site.</p> <p>The easement for the Scottish Power H Pole to supply power to the new site is nearing completion with both contracts now signed. Scottish Power have provisionally booked the works for Mid-March.</p> <p>In the coming weeks, progress will continue on the internals of the building and the highway improvements.</p> <p>It is envisaged the new school will open in the Spring of 2019.</p>	
Forecast In Year Expenditure 18/19	£2.818m

21st Century Schools Programme – Ysgol Llanfair

Total Budget	£5.369m
Expenditure to date	£3.080m
Estimated remaining spend in 18/19	£1.125m
Future Years estimated spend	£1.164m
Funding	WG £0.180m; DCC £5.189m
<p>Narrative: This scheme is within the Band A proposals for 21st Century Schools Programme. The project will provide a new school building on a new site in Llanfair DC.</p> <p>The installation of the windows and doors is now complete and the building is now water tight. Internal works have commenced on site including the mechanical and electrical first fix and the start of the plaster boarding, plastering and painting of the internal walls.</p> <p>Over the coming weeks, works will continue to progress to the internal areas (M&E, plastering and painting of the walls). The external cladding and preparation for the render to the external walls will also continue to progress.</p> <p>Discussions are currently on going with the Council, Welsh Water and interested parties of the village hall to agree an easement for connection to the foul drainage chamber in the village hall car park. This will continue to be progressed as well as the works to the external areas.</p> <p>It is envisaged the new bilingual church school will open in the summer term of 2019.</p>	
Forecast In Year Expenditure 18/19	£3.676m

21st Century Schools Programme – Ysgol Glan Clwyd

Total Budget	£16.748m
Expenditure to date	£16.452m
Estimated remaining spend in 18/19	£0.158m
Future Years estimated spend	£0.138m
Funding	WG £11.461m; DCC £5.287m
Narrative:	
<p>This scheme is within the Band A proposals for 21st Century Schools Programme. The project has delivered an extended and refurbished Ysgol Glan Clwyd to accommodate a long term capacity of up to 1,250 pupils via a new three storey extension, partial demolition of existing buildings and refurbishment of the retained buildings. The project has also seen extensive landscaping, with creation of new outdoor hard and soft landscaped areas including a new sports field, extended and rationalised car park and coach parking area.</p> <p>Phase 1, a new three storey extension was completed and handed over for occupation by the school from January 2017.</p> <p>The first two sections of the old buildings following remodelling and refurbishment, comprising Phases 2a and 2b were handed over on 9th May 2017 and 28th June 2017 respectively. Part of Phase 2b included the new Visitors Car Park and the new Main Reception.</p> <p>The final main section of remodelling and refurbishment of the old buildings, Phase 2c, was completed on 4th September 2017 and handed back to the school ready for the start of the new academic year.</p> <p>Remaining internal works to create the new Leisure Centre facility and the final three rooms for the school were completed and handed over on 13th October 2017; at the same time the new Car Park and Coach Area and remaining external landscaping were also completed and handed over.</p> <p>The final activities saw the old Tennis Courts resurfaced and fenced to create a Multi-Use Games Area and clearance of the Contractors site offices and compound; this work was completed and a final handover occurred on Friday 10th November 2017.</p> <p>The School and Leisure Centre have returned to business as usual.</p> <p>As part of dealing with any Defects in association with the 12 month Defects Periods for each of the Phase/Sub Phase sectional completions, Phase 2 internal defects were rectified over the summer school holidays along with the bulk of the Phase 2 external defects. A small number of remaining defects will be addressed in the coming months subject to agreement on access to the school.</p> <p>The final issue of the BREEAM Certification associated with the project is still awaited and is anticipated within the next couple of months following an update from the Contractor. It is hoped the Final Account will be settled in the next few weeks.</p>	
Forecast In Year Expenditure 18/19	£0.200m

21st Century Schools Programme – Rhyl 3-16 Faith School	
Total Budget	£23.813m
Expenditure to date	£9.849m
Estimated remaining spend in 18/19	£3.996m
Future Years estimated spend	£9.968m
Funding	WG £5.541m; DCC £18.272m
Narrative:	
<p>This scheme is within the Band A proposals for 21st Century Schools Programme.</p> <p>Work on site continues to progress well on site, with roofing, cladding and window installation now complete.</p> <p>Gas, water and sprinkler main pipework have now been installed to the boundary. First fix Mechanical and Electrical and partitions are ongoing throughout the building. One section of the build has commenced second fix mechanical and electrical and plastering.</p> <p>Over the next few months, staff at both Ysgol Mair and Blessed Edward Jones will be given the opportunity to visit the site and see the building start to take shape.</p>	
Forecast In Year Expenditure 18/19	£12.354m

Rhyl Waterfront and Waterpark	
Total Budget	£23.467m
Expenditure to date	£19.422m
Estimated remaining spend in 18/19	£ 3.515m
Future Years estimated spend	£ 0.530m
Funding	WG £5.354m; DCC£16.113m; Rhyl Town Council £2.000m
Narrative:	
<p>Construction work on SC2 is nearing completion. SC2 has been partially handed over to the Council, and the external areas and TAG Active will be handed over on 1st March 2019. The facility is still on schedule to open prior to Easter 2019.</p> <p>Travelodge is now complete and open to the general public.</p> <p>Major refurbishment of the Rhyl Central (formerly the Children’s Village Underground) car park is on schedule to complete by late March and open to the public in April 2019.</p> <p>Proposals for the rest of the Children’s Village units and public realm are still being considered.</p>	
Forecast In Year Expenditure 18/19	£10.545m

Rhyl Queens Market Redevelopment	
Total Budget	£5.000m
Expenditure to date	£0.007m
Estimated remaining spend in 18/19	£2.993m
Future Years estimated spend	£2.000m
Funding	WG £5.000m (subject to formal confirmation)
Narrative:	
<p>Approval from Cabinet has been given to accept a Welsh Government grant offer in respect of the Queen's Market Redevelopment. An updated valuation has been received and forwarded on to the Welsh European Funding Office. It is hoped that this will enable an official award letter for the first tranche of funding to be issued to the Council, and for the property acquisition to be completed this financial year.</p>	
Forecast In Year Expenditure 18/19	£3.000m

Rhaglen Gwaith i'r Dyfodol y Cabinet

Cyfarfod	Eitem (disgrifiad / teitl)		Pwrpas yr Adroddiad	Angen penderfyniad y Cabinet (oes/nac oes)	Awdur - Aelod Arweiniol a Swyddog Cyswllt
26 Mawrth 2019	1	Cynllun Datblygu Lleol Newydd Sir Ddinbych – Drafft Cyn Archwilio gan y Cyhoedd (strategaeth a ffefrir) i'w ymgynghori.	Ystyried argymhelliad i'r Cyngor.	I'w gadarnhau	Y Cyngorydd Brian Jones /Angela Loftus
	2	Adroddiad Ariannol	Rhoi'r wybodaeth ddiweddaraf i'r Cabinet am sefyllfa ariannol bresennol y Cyngor	I'w gadarnhau	Y Cyng. Julian Thompson-Hill / Richard Weigh
	3	Eitemau o'r Pwyllgorau Archwilio	Ystyried unrhyw faterion a godwyd gan y Pwyllgor Craffu at sylw'r Cabinet	I'w gadarnhau	Cydlynnydd Craffu
30 Ebrill 2019	1	Model Darparu Amgen arfaethedig ar gyfer amryw o weithgareddau a swyddogaethau yn y maes hamdden	Gweler y Disgrifiad	Oes	Y Cyngorwyr Bobby Feeley a Julian Thompson-Hill / Graham Boase / Siân Lloyd Price
	2	Adroddiad Ariannol	Rhoi'r wybodaeth ddiweddaraf i'r Cabinet am sefyllfa ariannol bresennol y Cyngor	I'w gadarnhau	Y Cyng. Julian Thompson-Hill / Richard Weigh

Rhaglen Gwaith i'r Dyfodol y Cabinet

Cyfarfod	Eitem (disgrifiad / teitl)	Pwrpas yr Adroddiad	Angen penderfyniad y Cabinet (oes/nac oes)	Awdur - Aelod Arweiniol a Swyddog Cyswllt	
	3	Eitemau o'r Pwyllgorau Archwilio	Ystyried unrhyw faterion a godwyd gan y Pwyllgor Craffu at sylw'r Cabinet	I'w gadarnhau	Cydlynnydd Craffu
28 Mai 2019	1	Cytundeb Llywodraethu Cynnig Twf Gogledd Cymru 2	Cymeradwyo'r trefniadau llywodraethu mewn perthynas â gweithredu'r fargen dwf.	Oes	Cyng. Hugh Evans / Graham Boase / Gary Williams
	2	Adroddiad Ariannol	Rhoi'r wybodaeth ddiweddaraf i'r Cabinet am sefyllfa ariannol bresennol y Cyngor	I'w gadarnhau	Y Cyng. Julian Thompson-Hill / Richard Weigh
	3	Eitemau o'r Pwyllgorau Archwilio	Ystyried unrhyw faterion a godwyd gan y Pwyllgor Craffu at sylw'r Cabinet	I'w gadarnhau	Cydlynnydd Craffu
25 Mehefin 2019	1	Adroddiad Ariannol	Rhoi'r wybodaeth ddiweddaraf i'r Cabinet am sefyllfa ariannol bresennol y Cyngor	I'w gadarnhau	Y Cyng. Julian Thompson-Hill / Richard Weigh
	2	Eitemau o'r Pwyllgorau Archwilio	Ystyried unrhyw faterion a godwyd gan y Pwyllgor Craffu at sylw'r Cabinet	I'w gadarnhau	Cydlynnydd Craffu

Rhaglen Gwaith i'r Dyfodol y Cabinet

Cyfarfod	Eitem (disgrifiad / teitl)	Pwrpas yr Adroddiad	Angen penderfyniad y Cabinet (oes/nac oes)	Awdur - Aelod Arweiniol a Swyddog Cyswllt
30 Gorffennaf 2019	1	Adroddiad Ariannol	Rhoi'r wybodaeth ddiweddaraf i'r Cabinet am sefyllfa ariannol bresennol y Cyngor	I'w gadarnhau Y Cyng. Julian Thompson-Hill / Richard Weigh
	2	Eitemau o'r Pwyllgorau Archwilio	Ystyried unrhyw faterion a godwyd gan y Pwyllgor Craffu at sylw'r Cabinet	I'w gadarnhau Cydlynnydd Craffu

Nodyn i swyddogion - Dyddiadau Cau Adroddiadau i'r Cabinet

<i>Cyfarfod</i>	<i>Dyddiad Cau</i>	<i>Cyfarfod</i>	<i>Dyddiad Cau</i>	<i>Cyfarfod</i>	<i>Dyddiad Cau</i>
<i>Mawrth</i>	<i>12 Mawrth</i>	<i>Ebrill</i>	<i>12 Ebrill</i>	<i>Mai</i>	<i>13 Mai</i>

Diweddarwyd 14/02/19 - KEJ

Rhaglen Gwaith i'r Dyfodol y Cabinet.doc

Mae tudalen hwn yn fwiadol wag

Yn rhinwedd Paragraff(au) 14 Rhan 4, Atodlen 12A
Deddf Llywodraeth Leol 1972.

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Mae tudalen hwn yn fwriadol wag

Yn rhinwedd Paragraff(au) 14 Rhan 4, Atodlen 12A
Deddf Llywodraeth Leol 1972.

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