

At: Aelodau'r Pwyllgor Craffu
Cymunedau

Dyddiad: 28 Awst 2020

Rhif Union: 01824 712554

ebost: democrataidd@sirddinbych.gov.uk

Annwyl Gyngorydd

Fe'ch gwahoddir i fynychu cyfarfod y **PWYLLGOR CRAFFU CYMUNEDAU, DYDD IAU, 3 MEDI 2020 am 10.00 am.**

SYLWCH: YN SGIL Y CYFYNGIADAU AR DEITHIO A'R ANGEN I GADW PELLTER CYMDEITHASOL, NI GYNHELIR Y CYFARFOD HWN YN EI LEOLIAD ARFEROL. BYDD YN GYFARFOD O BELL TRWY FIDEO-GYNADLEDDA AC NI FYDD AR AGOR I'R CYHOEDD.

Yn gywir iawn

G Williams
Pennaeth Gwasanaethau Cyfreithiol, AD a Democrataidd

AGENDA

1 YMDDIHEURIADAU

2 DATGANIADAU O FUDDIANT

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

3 MATERION BRYD FEL Y'U CYTUNWYD GAN Y CADEIRYDD

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 Pwyllgor Archwilio Cymunedau a gynhaliwyd ar 12 Mawrth 2020 (copi ynghlwm).

5 CYNLLUN ADFER AR GYFER YSGOLION (Tudalennau 15 - 26)

Ystyried adroddiad (copi'n amgaeedig) gan Bennaeth Dros Dro Addysg, ar y cynnydd a wnaed i alluogi ysgolion i agor yn ddiogel i bob disgybl ym mis Medi ac i archwilio'r Cynlluniau Adfer ar ôl COVID ar gyfer ysgolion.

10:05 – 10:40

6 CYNLLUN ADFER AR GYFER ADEILADAU'R CYNGOR (Tudalennau 27 - 56)

Ystyried adroddiad (copi'n amgaeedig) gan y Pennaeth Cyllid ac Eiddo ar gynnydd thema adfer Isadeiledd – Adeiladau'r Cyngor.

10:40 – 11:15

~~~~~ **EGWYL (11.15am - 11.30am)** ~~~~~

**7 CYNLLUN ADFER AR GYFER PRIFFYRDD A'R PARTH CYHOEDDUS**  
(Tudalennau 57 - 66)

Ystyried adroddiad (copi'n amgaeedig) gan Bennaeth Priffyrdd, Cyfleusterau a Gwasanaethau Amgylcheddol, yn nodi manylion y cynllun adfer ar gyfer priffyrdd a'r parth cyhoeddus o ganlyniad i effaith Covid-19.

11:30 – 12:05

**8 RHAGLEN WAITH ARCHWILIO** (Tudalennau 67 - 90)

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

**AELODAETH**

**Y Cynghorwyr**

Y Cynghorydd Huw Williams  
(Cadeirydd)

Mabon ap Gwynfor  
Brian Blakeley  
Rachel Flynn  
Tina Jones  
Merfyn Parry

Y Cynghorydd Graham Timms (Is-  
Gadeirydd)

Anton Sampson  
Glenn Swingler  
Andrew Thomas  
Cheryl Williams

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

Kathleen Jones  
Neil Roberts

**COPIAU I'R:**

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

Mae tudalen hwn yn fwriadol wag

## PWYLLGOR CRAFFU CYMUNEDAU

Cofnodion cyfarfod o'r Pwyllgor Craffu Cymunedau a gynhaliwyd yn Siambr y Cyngor, Neuadd y Sir, Rhuthun, LL15 1YN, Dydd Iau, 12 Mawrth 2020 am 10.00 am.

### YN BRESENNOL

Y Cynghorwyr Brian Blakeley, Tina Jones, Merfyn Parry, Anton Sampson, Glenn Swingler, Andrew Thomas, Graham Timms (Is-Gadeirydd), Cheryl Williams a/ac Huw Williams (Cadeirydd)

### HEFYD YN BRESENNOL

Y Cynghorydd Meirick Lloyd Davies (Cefn Meiriadog), Y Cynghorydd Hugh Evans, Y Cynghorydd Huw Hilditch-Roberts, Y Cynghorydd Martyn Holland, Y Cynghorydd Brian Jones a/ac Y Cynghorydd Emrys Wynne

#### 1 YMDDIHEURIADAU

Cafwyd ymddiheuriadau am absenoldeb gan y Cynghorwyr Mabon ap Gwynfor a Rachel Flynn.

#### 2 DATGAN CYSYLLTIAD

Datganodd y Cynghorydd Huw Williams gysylltiad personol ag Eitem 5 – Polisi Cludiant i Ddysgwyr Sir Ddinbych. Elfennau Anstatudol, gan fod ganddo blant sy'n defnyddio'r ddarpariaeth cludiant i'r ysgol.

Datganodd y Cynghorydd Huw Hilditch Roberts gysylltiad personol ag Eitem 5 – Polisi Cludiant i Ddysgwyr Sir Ddinbych: Elfennau Anstatudol, gan ei fod yn rhiant-lywodraethwr.

Datganodd y Cynghorydd Brian Blakeley gysylltiad personol ag Eitem 6 - adroddiad cynnydd ar argymhellion yn tarddu o adolygiad o dân mynydd Llantysilio, gan ei fod yn aelod o Fwrdd Tân ac Achub Gogledd Cymru.

Datganodd y Cynghorydd Meirick Lloyd Davies gysylltiad personol ag Eitem 5 – Polisi Cludiant i Ddysgwyr Sir Ddinbych: Elfennau Anstatudol, gan ei fod yn rhiant-lywodraethwr.

Datganodd y Cynghorydd Meirick Lloyd Davies gysylltiad personol ag Eitem 6 - adroddiad cynnydd ar argymhellion yn tarddu o adolygiad o dân mynydd Llantysilio, gan ei fod yn aelod o Fwrdd Tân ac Achub Gogledd Cymru.

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

Dim eitemau bryd.

## 4 COFNODION

Cyflwynwyd cofnodion cyfarfod y Pwyllgor Archwilio Cymunedau a gynhaliwyd ar 23 Ionawr 2020.

### **Cywirdeb –**

Tudalen 10 – roedd y Cynghorydd Graham Timms yn Gadeirydd Llangollen 2020 a oedd yn fuddiolwr posibl yn yr Ardal Gwella Busnes.

### **Materion sy'n Codi -**

Tudalen 8 - Materion Sy'n Codi – roedd diweddariad wedi cael ei gylchredeg i aelodau yn darparu'r ymateb a dderbyniwyd gan Gronfa Dreftadaeth y Loteri Genedlaethol.

Tudalen 9 – Deddf Llesiant Cenedlaethau'r Dyfodol mewn perthynas â Rheoli Perygl Llifogydd yn Sir Ddinbych – darparwyd cadarnhad bod dau faes cyllid wedi cael eu canfod - Cyfoeth Naturiol Cymru a'r Cyngor. Byddai Wayne Hope yn gallu cynorthwyo aelodau i gael cyllid grant ar gyfer llifogydd mewn ardaloedd lleol. Cyfarwyddwr Corfforaethol: Economi a'r Parth Cyhoeddus, tynnodd Graham Boase sylw at weithdy aelodau a fyddai'n cael ei drefnu mewn ymateb i'r tywydd difrifol a gafwyd yn ddiweddar.

Tudalen 13 – rhwydweithiau band eang a symudol mewn ardaloedd gwledig – cafodd ymateb Llywodraeth Cymru ei gylchredeg i aelodau er gwybodaeth.

***PENDERFYNWYD*** yn amodol ar yr uchod, y dylid derbyn a chymeradwyo cofnodion cyfarfod y Pwyllgor Craffu Cymunedau a gynhaliwyd ar 23 Ionawr 2020 fel cofnod cywir.

## 5 POLISI CLUDIANT I DDYSGWYR SIR DDINBYCH: ELFENNAU ANSTATUDOL

Roedd yr Aelod Arweiniol ar gyfer Addysg, Plant a Phobl Ifanc, y Cynghorydd Huw Hilditch-Roberts, y Prif Swyddog Cyllid a Sicrwydd, Martyn Dodd, Rheolwr Cynllunio ac Adnoddau, Ian Land, Prif Rreolwr – Moderneiddio Addysg, Geraint Davies a Rheolwr Adran Cludiant Teithwyr, Peter Daniel i gyd yn bresennol ar gyfer yr eitem hon.

Cyflwynodd y Cynghorydd Huw Hilditch-Roberts yr adroddiad yn darparu gwybodaeth ynglŷn â Pholisi Cludiant i Ddysgwyr Sir Ddinbych: Elfennau Anstatudol. Dywedodd bod yr adroddiad wedi ymddangos gyntaf fel testun dadlau ym Mhwyllgor Craffu mis Mai 2019. Ers yr adroddiad dechreuol hwnnw roedd gwaith wedi cael ei gwblhau gan Swyddogion a'r gweithgor i ddargadw cludiant ysgol i rai ôl-16. Esboniwyd bod Llywodraeth Cymru yn cynnal adolygiad o'r ddeddfwriaeth bresennol, a allai arwain at orfod gwneud newidiadau ar ôl iddo gael ei gwblhau.

Clywodd aelodau gan y Rheolwr Cynllunio ac Adnoddau (RhCA) am y rheoliadau newydd ar gyfer cerbydau gwasanaeth cyhoeddus a'u heffaith ar y cludiant ysgol sy'n daladwy yn ôl disgrisiwn.

Yn ystod y drafodaeth, codwyd y pwyntiau canlynol:

- Cadarnhad bod yr awdurdod yn darparu cludiant i golegau.  
O fewn y polisi roedd yr awdurdod yn darparu cludiant addas i'r ddarpariaeth addysg agosaf. Os yw unigolion yn dewis darparwyr amgen, esboniwyd y byddai'r gost yn cael ei hadolygu gan yr awdurdod a'r darparwr, i ganfod pwy fyddai'n ariannu'r costau cludiant.
- Trafodwyd pryderon ynglŷn â gorwariant ar y gyllideb cludiant i ddysgwyr.  
Pwysleisiodd y RhCA bod y ddeddfwriaeth yn datgan bod gofyniad statudol i ddarparu cludiant i ysgolion. Gan hynny os yw plentyn yn gymwys i gael cludiant i'r ysgol, mae'n rhaid i ni fel awdurdod ddarparu'r gwasanaeth hyd yn oed os yw'n fwy na'r gyllideb. Clywodd aelodau bod cynnydd wedi'i gymeradwyo yn y gyllideb cludiant i ysgolion.
- Pe bai polisi'r Cyngor yn newid ac yn codi tâl ar fyfyrwyr ôl-16 byddai'n rhaid adolygu'r ddarpariaeth fflyd cludiant ysgolion i sicrhau bod y Cyngor yn cydymffurfio.  
Mae'n bosibl y gallai achosi problemau o ran argaeledd cerbydau addas.
- Roedd cyfarfodydd a drefnwyd i aelodau o'r Gweithgor Cludiant i Ddysgwyr wedi darparu llawer o wybodaeth ac wedi rhoi darlun o sefyllfa'r awdurdod i'r aelodau.  
Rhoddodd eglurder a gwybodaeth i aelodau am gyllideb a pholisi cludiant i'r ysgol.
- O fewn y polisi dylid darparu rhywfaint o hyblygrwydd a disgrisiwn o ran ffiniau tir.
- Roedd trafodaethau wedi cael eu cynnal gyda'r adran dai.  
Roedd cyfathrebiadau â'r adran dai a'r tîm digartrefedd yn parhau. Roedd elfen disgrisiwn y polisi wedi caniatáu i blentyn barhau i dderbyn cludiant i'w hysgol hyd yn oed ar ôl symud allan o'r ardal. Roedd pob achos unigol a'r holl opsiynau yn cael eu harchwilio. Byddai penderfyniadau yn cael eu gwneud gan y Pennaeth Gwasanaeth i gynnig cludiant i ysgolion a byddai pob achos yn cael ei asesu ar ei rinweddau ei hun.

Diolchodd y Cadeirydd i'r holl Swyddogion am yr adroddiad manwl. Felly:

**Penderfynwyd: - yn amodol ar y sylwadau uchod -**

- (i) ardystio argymhelliad y Gweithgor na ddylid gwneud unrhyw newidiadau i'r elfennau anstatudol yn y Polisi Cludiant i Ddysgwyr;***
- (ii) yn unol ag awgrym Cadeirydd y Gweithgor, na ddylid chwalu'r Gweithgor ac y dylai'r Awdurdod gadw briff gwyllo dros y 12 mis nesaf ar effaith y Rheoliadau Hygyrchedd Cerbydau Cyhoeddus (PSVAR) ac adolygiad Llywodraeth Cymru o Deithio gan Ddysgwyr Ôl-16, gan y bydd y ddau yn cael dylanwad sylweddol ar drafodaethau cludiant ôl-16; a***
- (iii) darparu adroddiad i'r Pwyllgor faes o law ar effaith yr uchod ar bolisi cludiant i ddysgwyr y Cyngor a'r gyllideb gysylltiedig.***

## **YN Y FAN HON, CYTUNWYD AMRYWIO TREFN Y RHAGLEN.**

### **6 STRATEGAETH ARWYDDION TWRISTIAETH AR GYFER SIR DDINBYCH**

Roedd yr Arweinydd, Cynghorydd Hugh Evans, Rheolwr Parcio a Diogelwch ar y Ffyrdd, Mike Jones a'r Arweinydd Tîm – Twristiaeth, Marchnata a Digwyddiadau a Peter McDermott yn bresennol ar gyfer yr eitem hon.

Cyflwynodd yr Arweinydd, Cynghorydd Hugh Evans yr adroddiad (a ddosbarthwyd eisoes) i ddarparu gwybodaeth ynglŷn â datblygu'r Strategaeth Arwyddion Twristiaeth, gan gynnwys adroddiad cynnydd ar gynlluniau parhaus arwyddion twristiaeth.

Clywodd aelodau bod yr adroddiad yn amlygu'r angen i fynd i'r afael ag Arwyddion Twristiaeth yn Sir Ddinbych. Mae twristiaeth yn bwysig iawn i Sir Ddinbych ac mae swyddogion wedi buddsoddi llawer iawn o amser a gwaith ynddo. Amlygwyd bod yr adroddiad wedi dyddio gan fod y gyllid a oedd yn weddill ar gyfer arwyddion Dyffryn Clwyd i'w gosod ar yr A55 wedi cael eu cytuno gan y Grŵp Buddsoddi Strategol. Croesawodd yr Arweinydd sefydlu gweithgor i ddatblygu Strategaeth Arwyddion Twristiaeth dilynol gyda'r bwriad o gyfeirio twristiaid at bob rhan o'r sir. Codwyd pryderon ynglŷn â chyllid ar gyfer y strategaeth, a fyddai disgwyliadau uchel yn gyraeddadwy gan y sector preifat ac a fyddai'r strategaeth yn gydnaws â Ffordd Cymru?

Rhoddodd y Rheolwr Traffig, Parcio a Diogelwch ar y Ffyrdd esboniad i'r pwyllgor o gylch gorchwyl y Gweithgor. Roedd aelodau o bob un o'r grwpiau ardal wedi cael eu gwahodd i fynychu'r grŵp. Bwriad y grŵp oedd goruchwyllo datblygiad y Strategaeth Arwyddion Twristiaeth. Byddai pump amcan arfaethedig y strategaeth, a amlinellir yn yr adroddiad, yn cael eu monitro gan y Gweithgor.

Rhoddwyd trosolwg o Ffordd Cymru i Aelodau gan yr Arweinydd Tîm – Twristiaeth, Marchnata a Digwyddiadau. Cadarnhawyd bod Sir Ddinbych yn gynwysedig yn Ffordd Gogledd Cymru ynghyd â phob Awdurdod arall yn y Gogledd. Rhoddwyd pwyslais ar bwysigrwydd gweithio mewn partneriaeth gydag awdurdodau eraill. Roedd Cymru a'i hatyniadau yn cael eu hyrwyddo trwy wybodaeth Ffordd Cymru er mwyn annog twristiaid i ymweld â Chymru.

Cafwyd trafodaethau ynglŷn â'r arwyddion o'r A55 tuag at y Rhyl. Cadarnhaodd y Rheolwr Traffig, Parcio a Diogelwch ar y Ffyrdd bod swyddogion wedi bod yn archwilio nifer o opsiynau. Esboniwyd bod nifer o gwynion wedi'u derbyn gan drigolion Dyserth ynglŷn â thraffig. Cytunodd swyddogion y byddai arwyddion ar gyfer y Rhyl o Gyffordd 31 yn cynyddu traffig sy'n pasio trwy Dyserth gan arwain at gynydd mewn cwynion. Esboniwyd bod swyddogion wedi edrych ar ddatrysiadau



eraill. Bydd yr arwyddion newydd arfaethedig yn caniatáu i'r cyhoedd gyrraedd cyrchfan ac yna mynd ymlaen i atyniad twristiaid.

Nid oedd arwyddion ar gyfer pwyntiau gwefru mewn meysydd parcio wedi cael eu cynnwys yn nyluniad yr arwyddion twristiaid newydd, cadarnhaodd y Rheolwr Traffig, Parcio a Diogelwch ar y Ffyrdd y gallai hynny fod yn bwnc trafod yn y dyfodol. Roedd gorsafoedd gwefru ar gyfer 'Smart Cars' yn cael eu cefnogi gan dechnoleg 'Smart' a oedd yn cynnwys mapiau gorsafoedd gwefru, teimlwyd bod hynny'n ddigonol ar gyfer y galw presennol.

Cadarnhawyd mai dim ond newydd gymeradwyo'r cyllid oedd y Cyngor. Clywodd aelodau nad oedd yr hysbysiad o gymeradwyaeth wedi cael ei drafod gyda Chynghorau Tref, Dinas a Chymuned hyd yma. Byddai'r Cyngor yn cyfathrebu gyda Llywodraeth Cymru ynglŷn ag amserlenni gwaith er mwyn cael amserlen mewn lle erbyn haf 2020.

Datganodd y Cadeirydd bod y gefnffordd yn mynd trwy nifer o wardiau lleol, awgrymwyd y dylai Asiantaeth Cefnffyrdd Gogledd a Chanolbarth Cymru fod yn rhan o'r Gweithgor ynghyd â'r aelodau. Pwysleisiwyd pa mor bwysig yw bod y gweithgor yn archwilio pryderon aelodau gan gynnwys cyllid a chyllidebau.

Cefnogodd yr Arweinydd y gallai'r gweithgor edrych ar yr awgrym o ddefnyddio symbolau ar arwyddion twristiaid o'r Gefnffordd. Gellid anfon llythyr at Lywodraeth Cymru yn gofyn i'r polisi gael ei adolygu er mwyn hyrwyddo trefi sy'n bellach i ffwrdd o'r gefnffordd.

Roedd aelodau yn falch o weld lluniau o Sir Ddinbych yn cael eu cynnwys yn nogfen Ffordd Gogledd Cymru. Cadarnhawyd y byddai mwy o wybodaeth ac atyniadau twristiaid Sir Ddinbych yn cael eu hyrwyddo ar-lein ac mewn dogfennau pellach.

Ar ddiwedd trafodaeth y Pwyllgor:

**Penderfynwyd:**

- (i) yn amodol ar yr arsylladau uchod, cefnogi parhad y gwaith i ddatblygu'r Strategaeth Arwyddion Twristiaeth, gan gynnwys estyn gwahoddiad i gynrychiolwyr o Asiantaeth Cefnffyrdd Gogledd a Chanolbarth Cymru i gyfrannu at ddatblygu'r Strategaeth pan fyddai'r Gweithgor yn ystyried hynny'n briodol; a***
- (ii) derbyn drafft terfynol o'r Strategaeth Dwristiaeth ar ddiwedd 2020 / dechrau 2021 i'w harchwilio cyn ei chymeradwyo***

**Ar y pwynt hwn (11.35 a.m.) cafwyd egwyl o 15 munud.**

**Ailddechreuodd y cyfarfod am 11.50 a.m.**

**7 ADRODDIAD CYNNYDD AR YR ARGYMHELLION SY’N DEILLIO O ADOLYGIAD TÂN MYNYDD LLANTYSILIO**

Roedd y Pennaeth Cynllunio a Gwarchod y Cyhoedd, Emlyn Jones, Uwch Swyddog Cefn Gwlad, David Shiel a chynrychiolwyr Cyfoeth Naturiol Cymru, Nick Thomas a Rhys Ellis, yn bresennol ar gyfer yr eitem hon.

Arweiniodd y Pennaeth Cynllunio a Gwarchod y Cyhoedd yr aelodau trwy’r adroddiad (a ddosbarthwyd eisoes) gan ddarparu diweddariad am y cynnydd a wnaethpwyd yn erbyn argymhellion a wnaethwyd gan y Pwyllgor Craffu Cymunedau ynglŷn â’r adolygiad o Dân Mynydd Llantysilio yn haf 2018. Darparwyd yr adroddiad ar gais y Pwyllgor.

Rhoddodd Cyfoeth Naturiol Cymru y wybodaeth ddiweddaraf i aelodau am y gwaith yr oeddent wedi’i gwblhau ar y safle a’r opsiynau ar gyfer gwaith pellach. Roedd adolygiad o’r opsiynau i adfer yr ardal wedi’i gwblhau. Cynhaliwyd cyfarfodydd gyda pherchnogion tir. Roedd cyfarfod wedi’i drefnu gyda phorwyr cyn i’r gwaith ddechrau yn y gwanwyn. Cytunwyd cyflogi swyddog rhostir a chymeradwywyd cyllid gan Sir Ddinbych a Chyfoeth Naturiol Cymru. Byddai deiliad y swydd yn monitro gwaith ar y safle a gwaith gyda pherchnogion tir a phorwyr lleol. Roedd aelodau am ddiolch i Gyfoeth Naturiol Cymru am y bartneriaeth ariannu i recriwtio swyddog rhostir ar gyfer y safle. Mynegodd yr aelodau siom nad oedd yr Awdurdod Tân ac Achub wedi cytuno i gyfrannu’n ariannol at swydd y swyddog rhostir. Pwysleisiodd swyddogion bod y Gwasanaeth Tân wedi gofyn am gael cymryd rhan yn yr hyfforddiant a chefnogi deiliad y swydd newydd, ond na allai gyfrannu’n ariannol at y swydd. Cadarnhawyd na chysylltwyd yn uniongyrchol ag unrhyw awdurdodau lleol eraill am help i ariannu’r swydd.

Cododd aelodau bryderon am ffensio ardaloedd ar y safle. Pwysleiswyd bod angen cyfathrebu gyda’r porwyr. Mae’r berthynas gyda’r porwyr yn hynod bwysig. Roedd cynnwys porwyr yn y gwaith o adfer y tir yn cael ei ystyried yn hanfodol. Amlygwyd bod y problemau a wynebwyd gan y porwyr ar y pryd ac yn dilyn y tân wedi bod yn eithriadol o heriol.

Roedd y syniad o ffensio ardaloedd yn cael ei gynnig ar gyfer rhannau o’r tir, ond ni ddaethpwyd i unrhyw benderfyniad. Esboniwyd yr anawsterau sy’n gysylltiedig â ffensio tiroedd comin gan y byddai angen cael cytundeb Adran 194 gan Lywodraeth Cymru. Roedd Cyfoeth Naturiol Cymru o’r farn y dylid osgoi ffensio ardaloedd o dir, yn ddibynnol ar drafodaethau â’r porwyr. Trafodwyd pryderon am lefelau llystyfiant mewn rhannau o’r mynydd. Cadarnhawyd bod rhai ardaloedd wedi gweld mwy o ddifrod nag eraill. Roedd nifer o wahanol dechnegau a dulliau o adennill a meithrin y llystyfiant yn cael eu cynllunio a byddent yn cael eu treialu. Byddai rhai ardaloedd yn cymryd llawer o amser i’w trwsio a’u datblygu.

Esboniodd y Pennaeth Cynllunio a Diogelu’r Cyhoedd bwysigrwydd y gweithgor i fonitro ac adolygu gwaith a wnaethpwyd ar y safle i adfer a phori’r tir. Roedd Cyfoeth Naturiol Cymru o’r farn y gellid pori’r tir ymhellach ymhen amser. Byddai swydd newydd y Swyddog Rhostir yn helpu i feithrin perthynas dda gyda phorwyr a hwyluso gwaith gyda Sir Ddinbych ac asiantaethau eraill. Byddai’r swydd newydd

yn darparu dolen allweddol i'r porwyr â Sir Ddinbych a Chyfoeth Naturiol Cymru er mwyn cyfathrebu unrhyw bryderon neu arsylwadau.

Yn dilyn trafodaeth y Pwyllgor:

**Penderfynwyd:**

- (i) yn amodol ar yr arsylwadau uchod, cydnabod y cynnydd a wnaethpwyd hyd yma i weithredu argymhellion y Pwyllgor yn dilyn ei ymchwiliad i'r tân ar Fynydd Llantysilio a'i effaith;*
- (ii) cadarnhau fel rhan o'u hystyriaeth eu bod wedi darllen, deall a chymryd i ystyriaeth yr Aseiad o Effaith ar Les ar gyfer y Prosiect Rheoli Rhostir ac Atal Tanau Gwyllt (Atodiad 2 yr adroddiad); a*
- (iii) y dylai sylwadau gael eu rhoi i Wasanaeth Tân ac Achub Gogledd Cymru, trwy gynrychiolwyr y Cyngor ar yr Awdurdod Tân ac Achub, yn gofyn iddo ailystyried y penderfyniad i beidio â darparu cymorth ariannol i'r swyddog Rheoli Rhostir a fyddai'n cael ei sefydlu yn y dyfodol agos.*

**8 LLES CENEDLAETHAU'R DYFODOL: ARCHWILIAD O GYMRYD CAMAU I ADOLYGU CASGLIADAU GWASTRAFF Y CARTREF, CEFNOGI'R AMCAN LLES O DDARPARU AMGYLCHEDD DENIADOL A GWARCHODEDIG**

Roedd yr Aelod Arweiniol ar gyfer Gwastraff, Trafnidiaeth a'r Amgylchedd, y Cynghorydd Brian Jones, Pennaeth Priffyrdd a Gwasanaethau Amgylcheddol, Tony Ward a chynrychiolydd o Swyddfa Archwilio Cymru, Jeremy Evans, yn bresennol ar gyfer yr eitem hon.

Cyflwynodd y Pennaeth Priffyrdd, Cyfleusterau a Gwasanaethau Amgylcheddol yr adroddiad (a ddosbarthwyd eisoes) i ddarparu gwybodaeth ynglŷn â'r adroddiad gan Swyddfa Archwilio Cymru am y camau yr oedd y Cyngor yn eu cymryd i adolygu casgliadau gwastraff y cartref a sut oedd y camau hynny yn cefnogi'r flaenoriaeth gorfforaethol o ddarparu amgylchedd deniadol a ddiogelir sy'n cyd-fynd â gofynion Deddf Llesiant Cenedlaethau'r Dyfodol (Cymru) 2015.

Amlinellodd adroddiad Swyddfa Archwilio Cymru rai meysydd gwella, datganodd y Pennaeth Priffyrdd, Cyfleusterau a Gwasanaethau Amgylcheddol mai ei rôl oedd ymateb i'r meysydd hynny a amlygwyd. Roedd y gwelliannau arfaethedig wedi cael eu hystyried ac roedd rhai elfennau eisoes ar waith. Un pryder oedd y gyllideb bresennol, byddai'n anodd cael cyllid i wneud y gwelliannau. Byddai gwaith yn cael ei gwblhau o fewn adnoddau a chyllideb bresennol y gwasanaeth gwastraff. Esboniodd Jeremy Evans (Swyddfa Archwilio Cymru) wrth yr aelodau pam yr oedd yr adroddiad wedi'i greu. Dywedodd eu bod wedi sylwi ar nifer o bethau cadarnhaol yn ystod yr adroddiad gan gynnwys; buddion ehangach posibl, cydweithio sefydledig a chynnwys trigolion lleol. Roedd y meysydd gwella a awgrymwyd wedi cynnwys strategaeth mwy hirdymor.

Cafwyd trafodaeth bellach a chodwyd y pwyntiau canlynol:

- Roedd cyfathrebu yn hanfodol i ddarparu newidiadau i'r gwasanaeth.

Byddai cynnwys preswylwyr a sefydliadau eraill yn bwysig er mwyn pontio yn esmwyth.

- Cytunwyd bod addysgu plant o oedran ifanc yn hanfodol er mwyn deall pwysigrwydd ailgylchu a defnyddio llai o blastig ac ôl-troed carbon y Cyngor. Byddai angen gwneud gwaith allweddol gydag ysgolion.
- Roedd angen adolygu gwastraff o ysgolion er mwyn gweithio'n fwy effeithiol gyda gwell lefelau ailgylchu.  
Cadarnhawyd bod gwefan ar gael sy'n rhoi gwybod i ble mae gwastraff Sir Ddinbych yn mynd. Byddai'r Pennaeth Priffyrdd, Cyfleusterau a Gwasanaethau Amgylcheddol yn holi a yw'r ddolen i'r wefan ar gael trwy wefan Cyngor Sir Ddinbych.
- Roedd yn rhaid i gynaliadwyedd strategaeth wastraff mwy hirdymor ymgorffori'r strategaethau newydd a gyflwynir gan Lywodraeth Cymru. Nid oedd y strategaethau newydd wedi cael eu gwneud yn glir hyd yma. Ar ôl cael eglurhad byddent yn cael eu cynnwys yn y strategaeth. Roedd y model newydd wedi'i lunio i fod yn fwy cynaliadwy gyda'r gallu i ymateb i strategaethau newydd. Roedd adroddiad Swyddfa Archwilio Cymru wedi annog y Cyngor i edrych ar gynaliadwyedd y strategaeth yn y dyfodol a'i hadolygu fel rhan o'r adroddiad. Cafwyd cadarnhad y byddai'r strategaeth newydd yn cael ei chyflwyno i'r pwyllgor craffu yn y dyfodol.

Diolchodd y pwyllgor i swyddog Swyddfa Archwilio Cymru ac i'r Pennaeth Priffyrdd, Cyfleusterau a Gwasanaethau Amgylcheddol am yr adroddiad positif a byddai'n croesawu'r adroddiad am y strategaeth pan fyddai wedi'i gwblhau.

Ar ddiwedd trafodaeth y Pwyllgor:

***Penderfynwyd: - Ar ôl ystyried canfyddiadau Swyddfa Archwilio Cymru ac yn amodol ar yr arsylwadau uchod, cadarnhau ei fod yn fodlon ag ymateb y Cyngor i'r cyfleoedd i wella a awgrymir yn adroddiad Swyddfa Archwilio Cymru.***

## 9 RHAGLEN WAITH ARCHWILIO

Cyflwynodd y Cydlynnydd Craffu adroddiad (a ddisbarthwyd yn flaenorol) yn gofyn i'r aelodau adolygu Rhaglen Gwaith y Pwyllgor a rhoi diweddariad ar faterion perthnasol.

Canolbwyntiodd y drafodaeth ar y canlynol –

- Yn y cyfarfod nesaf sydd wedi'i drefnu ar gyfer 7 Mai 2020, roedd 3 eitem ar y flaenraglen waith ar hyn o bryd.  
Roedd lle i ychwanegu un eitem arall yn y cyfarfod nesaf. Byddai Aelodau Arweiniol yn cael gwahoddiad.
- Byddai'r cyfarfod i Gadeiryddion ac Is-gadeiryddion yn cael ei gynnal yr wythnos ganlynol ac mae'n bosibl y bydd eitem yn cael ei gynnegi ar gyfer agenda'r cyfarfod sydd ar ddod.

Atgoffodd y Cydlynnydd Craffu aelodau am y ffurflen cynnig craffu (Atodiad 2 a ddsbarthwyd eisoes) a dywedodd y dylid anfon unrhyw gynigion yn uniongyrchol ati hi fel eu bod yn cael eu hystyried gan y Grŵp Cadeiryddion ac Is-gadeiryddion Craffu i'w cynnwys ar y rhaglen gwaith i'r dyfodol.

Gofynnodd y Cydlynnydd Craffu i aelodau am geisiadau am sylw mewn cyfryngau cymdeithasol, cytunodd y pwyllgor ar y canlynol -

- Roedd y cyllid gan Gyfoeth Naturiol Cymru tuag at y swydd swyddog rhostir wedi'i gadarnhau.
- Cadarnhawyd y byddai cludiant i ysgolion ar gael i bob disgybl ysgol.

***PENDERFYNWYD***, yn amodol ar yr uchod, cymeradwyo'r rhaglen gwaith i'r dyfodol fel ag y mae yn Atodiad 1 i'r adroddiad.

## **10 ADBORTH GAN GYNRYCHIOLWYR PWYLLGORAU**

Dim adborth.

**Daeth y cyfarfod i ben am 1.05 p.m.**

Mae tudalen hwn yn fwriadol wag

|                                           |                                                                                                                            |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| <b>Adroddiad i'r</b>                      | <b>Pwyllgor Craffu Cymunedau</b>                                                                                           |
| <b>Dyddiad y cyfarfod</b>                 | <b>3 Medi 2020</b>                                                                                                         |
| <b>Swyddog Arweiniol/Aelod Arweiniol:</b> | <b>Huw Hilditch-Roberts (Aelod Arweiniol<br/>Addysg, Plant a Phobl Ifanc/Geraint Davies<br/>(Pennaeth Addysg Dros Dro)</b> |
| <b>Awdur yr Adroddiad</b>                 | <b>Geraint Davies (Pennaeth Addysg Dros Dro)</b>                                                                           |
| <b>Teitl</b>                              | <b>Cynlluniau Adfer ar gyfer Ysgolion ar ôl<br/>Covid</b>                                                                  |

## 1. Am beth mae'r adroddiad yn sôn?

1.1. Mae'r adroddiad yn rhoi diweddariad ar y cynnydd a wnaed i alluogi ysgolion i agor yn ddiogel i bob disgybl ym mis Medi ac i archwilio Cynlluniau Adfer i Ysgolion ar ôl COVID.

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

2.1. Rhoi gwybodaeth yn ymwneud â'r camau gweithredu a gymerwyd i sicrhau bod ysgolion yn agor yn ddiogel i bob disgybl ac i addasu i fywyd ar ôl COVID.

## 3. Beth yw'r Argymhellion?

3.1 Estynnwyd gwahoddiad i Aelodau Craffu i drafod manylion yr adroddiad hwn a'i argymhellion; ac i nodi unrhyw agwedd o'r gwaith adfer a fyddai'n elwa o archwiliad manwl yn y dyfodol.

## 4. Manylion yr Adroddiad

4.1. Ers 29 Mehefin, mae ysgolion wedi bod yn cynnig cyfle i bob dysgwr i fynd i sesiynau, cadw mewn cysylltiad, dal i fyny a pharatoi. Mae'r sesiynau hyn wedi bod yn dda iawn, ac mae ysgolion wedi gweithio'n galed i sicrhau bod pob

dysgwr sy'n cymryd rhan wedi elwa o'r sesiynau hyn ac wedi cael profiad cadarnhaol.

- 4.2. Cyhoeddodd y Gweinidog Addysg ar 9 Gorffennaf y byddai pob dysgwr yn dychwelyd i'r ysgol yn nhymor yr hydref. Argymhellodd Grŵp Cyngor Technegol Cymru, sy'n darparu cyngor gwyddonol a thechnegol i'r Llywodraeth yn ystod argyfyngau bod ysgolion yn *"cynllunio i agor ym mis Medi gyda 100% o ddisgyblion yn bresennol yn gorfforol ar safleoedd yr ysgol, yn amodol ar ostyngiad graddol i bresenoldeb COVID-19 yn y gymuned."*
- 4.3. Cyhoeddodd Llywodraeth Cymru [Canllawiau gweithredol ar gyfer ysgolion a lleoliadau o dymor yr hydref](#) a [Chanllawiau ar ddysgu mewn ysgolion a lleoliadau o dymor yr hydref](#) ar 13 Gorffennaf i ddarparu canllawiau ar y gofynion sy'n caniatáu i ysgolion ailagor ym mis Medi.
- 4.4. Mae Atodiad 1 yn darparu crynodeb o'r prif negeseuon sy'n cael eu cynnwys yn y canllawiau gweithredol.
- 4.5. Mae'r Rhanbarth, yr ALI ac Ysgolion wedi bod yn paratoi ymlaen llaw ar gyfer 4 digwyddiad posibl:
  - ✓ Y byddai ysgolion yn parhau i fod ar gau ym mis Medi a byddai dysgu o bell cario yn cael ei weithredu
  - ✓ Byddai cadw mewn cysylltiad, dal i fyny a pharatoi yn parhau i 30% o'r disgyblion
  - ✓ Byddai'r mesurau Cadw pellter cymdeithasol yn cael eu lleihau i 1m ac felly byddai 50% o ddisgyblion yn gallu mynd i'r ysgol ar yr un pryd
  - ✓ Ysgolion i ailagor i 100% o'r disgyblion
- 4.6. Yn dilyn y cyhoeddiad ar 9 Gorffennaf, mae ysgolion wedi bod yn gweithio gyda'r ALI a GwE wrth baratoi i ailagor yn llawn ym mis Medi. Mae paratoadau wedi cael eu gwneud yn y meysydd canlynol:
- 4.7. Fel rhan o'r gwaith cynllunio i ddychwelyd yn llawn yn nhymor yr hydref, mae'n ofyniad cyfreithiol bod ysgolion yn mynd dros eu **hasesiadau risg** ac yn eu diweddarau, gan adeiladu ar beth a ddysgwyd hyd yma a'r arferion y maent eisoes wedi eu datblygu. Mae ysgolion wedi bod yn adolygu eu hasesiadau risg cyfredol ac mae lechyd a Diogelwch Corfforaethol yn cyd-weithio gyda hwy i



sicrhau eu bod yn addas ac yn gadarn. Cwblhawyd asesiadau risg i gefnogi disgyblion ac ysgolion ymhellach yn y meysydd canlynol:

1. Cludiant Teithwyr
2. Staff Peripatetig
3. Diogelwch Tân

- 4.8. Er bod y canllawiau yn nodi'n glir nad oes angen defnyddio Cyfarpar Diogelu Personol (PPE) wrth fynd i'r afael â gweithgareddau addysgol arferol yn yr ystafell ddosbarth/sefydliad addysgol, mae ysgolion wedi cael cyflenwad o PPE digonol ar gyfer gweithgareddau nad ydynt yn arferol megis gofal personol neu Gymorth Cyntaf.
- 4.9. Mae pob ysgol wedi gallu cael mynediad i gyflenwyr **arwyddion** corfforaethol, ac wedi derbyn arwyddion angenrheidiol i gyfeirio ac i hysbysu myfyrwyr, staff ac ymwelwyr o'r prosesau a'r gweithdrefnau a amlygir yn eu Hasesiad Risg.
- 4.10. Mae Prydau Ysgol Am Ddim yn cael eu darparu trwy daliad uniongyrchol i deuluoedd cymwys. Bydd y dull darparu hwn yn dod i ben ar 31 Awst. Gan y bydd ysgolion yn ailagor yn llawn ym mis Medi, bydd pob pryd, gan gynnwys prydau ysgol am ddim ar gael yn yr ysgolion drwy'r gwasanaeth prydau ysgol. Bydd strategaeth gyfathrebu i sicrhau bod rhieni'n cael eu hysbysu ac yn deall y newid hwn yn ystod gwyliau'r haf.
- 4.11. Mae'r **Gwasanaeth Prydau Ysgol** wedi bod mewn trafodaethau gyda phob ysgol ac mae trefniadau ar waith i sicrhau bod y prydau yn cael eu darparu'n ddiogel. Mae pob sefydliad yn wahanol ac mae trefniadau yn adlewyrchu adeiladau unigol ac asesiadau risg unigol. Rydym wedi derbyn adborth cadarnhaol gan rieni ac ysgolion mewn perthynas â phrydau ysgol yn ystod y cyfnod clo.
- 4.12. Mae gofyn i ysgolion lunio amserlen glanhau sy'n sicrhau bod arferion glanhau yn cael eu gwella, gan gynnwys glanhau ystafelloedd a manau y cyffyrddir yn aml yn fwy rheolaidd. Mae'r 17 ysgol sy'n derbyn Cytundebau Lefel Gwasanaeth Cyngor Sir Ddinbych yn cael eu cefnogi ac mae modd i'r gweddill dderbyn cefnogaeth fel bo'r angen os yw capasiti'n caniatáu. Mae pob ysgol, ni waeth os ydynt yn derbyn cefnogaeth Cytundebau Lefel Gwasanaeth ai peidio,

wedi cael Asesiad Risg Glanhau gyda'r camau gweithredu gofynnol ar gyfer eu safle. Rydym wedi derbyn cyllid ychwanegol gan Lywodraeth Cymru i sicrhau bod gan ysgolion gyflenwad digonol o ddeunyddiau glanhau ar gyfer dechrau'r tymor. Rydym wedi dyrannu deunyddiau yn seiliedig ar ysgolion bach (llai na 100 disgybl), mawr (dros 100 o ddisgyblion) ac uwchradd. Yn dilyn trafodaethau a chefnogaeth gan Wasanaethau Glanhau Sir Ddinbych, bydd pob deunydd glanhau yn cael ei ddanfoni i'r ysgol yn ystod wythnos gyntaf mis Medi.

- 4.13. Mae **Cludiant Teithwyr** yn parhau i fod yn faes heriol. Mae'r canllawiau a gyhoeddwyd ar 13 Gorffennaf yn nodi y byddai'r cyngor a'r canllawiau diweddaraf mewn perthynas â chludiant cyhoeddus yn cael eu cyhoeddi maes o law, ac fe'i dderbyniwyd yn mis Awst. Fe gaeodd ysgolion ar gyfer gwyliau'r haf ar 17 Gorffennaf, heb wybodaeth fanwl mewn perthynas â chludiant disgyblion ym mis Medi. Ar y pryd, roedd yn anochel. Mae Cludiant Teithwyr wedi llunio Asesiad Risg sydd wedi cael ei rannu a'i fabwysiadu'n genedlaethol mewn ymateb i'r canllawiau a dderbyniwyd. Mae Sir Ddinbych wedi dynodi gwasanaethau cludiant ysgol a chludiant cyhoeddus, heblaw eich bod wedi'ch eithrio yn feddygol. Penderfynwyd hyn yn dilyn cwblhau Asesiad Risg manwl.
- 4.14. Mae swyddogion ALI wedi cynnal cyfarfodydd gydag ysgolion i drafod y canllawiau diweddar i sicrhau dealltwriaeth a rannwyd ar yr agweddau amrywiol. Mae ysgolion wedi creu **cynlluniau gweithredol** sy'n berthnasol i'w sefydliadau unigol ac sy'n ymateb i'w gofynion unigol.
- 4.15. Nid oedd disgwyl i Awdurdodau Lleol barhau gynnig darpariaeth **gofal plant** mewn argyfwng yn nhymor yr hydref, a daeth y ddarpariaeth Hwb Gofal Plant ar gyfer gweithwyr allweddol ar ben ar 17 Gorffennaf, 2020. Fe gychwynnodd y ddarpariaeth gwyliau'r plant yn ystod gwyliau'r haf.
- 4.16. Yn ystod y cyfnod hwn, lluniwyd Llawlyfr Teuluoedd a Dysgwyr Diamddiffyn a oedd yn cynnig cyngor a chyfarwyddyd i bob teulu, yn ogystal â hynny, postwyd ystod eang o wybodaeth ar [wefan](#) Cyngor Sir Ddinbych i **gefnogi disgyblion** wrth iddynt baratoi ar gyfer y cyfnod pontio yn ôl i addysg llawn amser.
- 4.17. Mae ysgolion wedi derbyn cyngor a chyfarwyddyd ar bob agwedd o **Adnoddau Dynol**. Defnyddiwyd dull rhanbarthol o weithio a chyhoeddodd pob un o'r 6

awdurdodau lleol yn Ngogledd Cymru yr un canllawiau. Cafodd hyn ymateb cadarnhaol gan yr ysgolion.

- 4.18. Derbyniom hysbysiad o gyllid ychwanegol i fodloni gofynion **Recriwtio, Adfer, Codi Safonau: Rhaglen Cyflymu Dysgu** fel y cyhoeddwyd gan y Gweinidog Addysg ar 9 Gorffennaf, 2020. Prif bwrpas y nawdd oedd galluogi buddsoddiad mewn ysgolion i'w caniatáu i recriwtio a rhannu capasiti dynol ychwanegol i gefnogi dysgwyr wrth fynd i'r afael â'u hanghenion yn dilyn argyfwng gwreiddiol COVID-19 a chyfnod o gau'r ysgol. Mae pob ysgol wedi derbyn eu dyraniad yn nhermau'r grant.
- 4.19. Yn ystod y cyfnod clo, ac wrth baratoi ar gyfer ailagor ysgolion, mae'r Adran Addysg wedi gweithio'n agos gyda phob gwasanaeth arall. Mae pob gwasanaeth wedi dod ynghyd ac wedi cydweithio'n effeithiol mewn sefyllfa oedd eithriadol o anodd a heriol. Fel Gwasanaeth Addysg, rydym yn credu bod hyn wedi bod yn gryfder, ac ni fyddai ysgolion mewn sefyllfa gadarnhaol heb y cydweithio hwn.
- 4.20. Drwy gydol y cyfnod clo mae **Diogelu** wedi bod yn flaenoriaeth. Dros y 23 wythnos diwethaf, mae Gwasanaethau Plant wedi derbyn cyfanswm o 6,852 o atgyfeiriadau, o'i gymharu â 7,463 yn ystod yr yn cyfnod llynedd. Dyma ostyngiad o 8.19% yn gyffredinol. Wrth i ysgolion ailagor yn llawn ym mis Medi, mae sicrhau bod diogelu yn parhau i fod yn flaenoriaeth yn hollbwysig, ac mae cynnydd mewn atgyfeiriadau yn bosibl. Mae systemau monitro wedi cael eu datblygu i graffu ar bresenoldeb ein teuluoedd mwyaf diamddiffyn, a fe luniwyd hyfforddiant diogelu diweddar ar y cyd gyda Barnardo's.
- 4.21. Sefydlwyd Microsoft **SharePoint** gyda holl ysgolion Cyngor Sir Ddinbych i rannu dogfennau a chanllawiau. Paratowyd dros 80 dogfen ar gyfer ysgolion, i'w cefnogi ymhellach. Mae'r dogfennau hyn yn trafod materion megis:

**Diogelwch** (Asesiadau Risg, Newidiadau i Bolisïau, a chyngor), **Staffio** (Cyngor AD Rhanbarthol), **Cyfathrebu** (Llythyrau templed at ddefnydd yr ysgolion) **Safle a Chyfleusterau** (Newidiadau i Bolisïau, cyngor, cefnogaeth a chanllawiau), **Dysgu ac Addysgu** (Dysgu Cyfunol, cyngor ar ddysgu o bell), **Tasgau Rheoli**, Cefnogaeth Dysgwyr (Cefnogaeth lles i ddisgyblion).

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

5.1. Amherthnasol

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

Bydd costau'n cael eu bodloni gan gyllidebau dirprwyedig presennol i ysgolion.

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

Amherthnasol

## **8. Pa ymgynghoriadau sydd wedi'u cynnal gyda Chraffu ac eraill?**

8.1. Nid oes gofyniad i ymgynghori gyda'r pwyllgor craffu, fodd bynnag, bu trafodaethau gydag undebau llafur a phenaethiaid yn gadarnhaol iawn.

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

9.1. Amherthnasol

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

10.1. Mae'r holl risgiau a'r camau i'w lliniaru wedi eu cynnwys yn yr Asesiad Risg Agor Ysgolion.

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

Mae pwerau'r Pwyllgor Craffu mewn perthynas â'r materion y manylwyd arnynt yn yr adroddiad hwn fel y ganlyn:

- 7.1 Adran 21 Deddf Llywodraeth Leol 2000;
- 7.2 Adran 7 o Gyfansoddiad y Cyngor

## Appendix 1 (Operational Guidance Summary)

|                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Introduction</b>                                 | <ul style="list-style-type: none"> <li>• We also know that the risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low</li> <li>• Taking into account the improved situation we now find ourselves in, the balance of risk is now overwhelmingly in favor of children returning to school</li> <li>• There cannot be a one size fits all approach, it is recognised that each school and setting will have local challenges to address</li> <li>• Local authorities will not be expected to continue to provide emergency childcare provision in the autumn term</li> </ul> |
| <b>PHW Advice</b>                                   | <ul style="list-style-type: none"> <li>• A requirement that people who are unwell with symptoms of COVID-19 stay at home;</li> <li>• Robust hand and respiratory hygiene including ventilation;</li> <li>• Continue increased cleaning arrangements;</li> <li>• Active engagement with Test Trace Protect; and</li> <li>• Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable</li> </ul>                                                                               |
| <b>Risk assessment</b>                              | <ul style="list-style-type: none"> <li>• As part of planning for full return in the autumn term, it is a legal requirement that schools should revisit and update their risk assessments by building on the learning to date and the practices they have already developed.</li> </ul>                                                                                                                                                                                                                                                                                                                           |
| <b>Prevention</b>                                   | <p>Under no circumstances should learners or staff attend schools/setting if they;</p> <ul style="list-style-type: none"> <li>• feel unwell, have any of the four identified COVID-19 symptoms (a new continuous cough, a high temperature or loss of taste or smell) or they have tested positive to COVID-19 in the past 7 days;</li> <li>• live in a household with someone who has symptoms of COVID-19 or has tested positive to COVID-19 in the past 14 days</li> </ul>                                                                                                                                    |
| <b>Clean hands thoroughly more often than usual</b> | <ul style="list-style-type: none"> <li>• Whether the school/setting has enough hand washing or hand sanitiser 'stations' available so that all learners and staff can clean their hands regularly;</li> <li>• Supervision of the use of hand sanitiser given the risks around ingestion. Small learners and pupils with complex needs should continue to be helped to clean their hands properly; and</li> <li>• building these routines into the school's culture, supported by behaviour expectations and helping</li> </ul>                                                                                   |

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|-------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                           | ensure younger learners and those with complex needs understand the need to follow them                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>3. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</b>                                           | <ul style="list-style-type: none"> <li>• The ‘catch it, bin it, kill it’ approach continues to be very important, so schools and settings must ensure that they have enough tissues and bins available in the school to support learners and staff to follow this routine</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>4. Increased cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach</b> | <ul style="list-style-type: none"> <li>• Putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes:</li> <li>• More frequent cleaning of rooms / shared areas after they have been used by different groups</li> <li>• Frequently touched surfaces being cleaned more often than normal</li> <li>• Where possible provide separate toilets for different contact groups, where this is not possible, using hand sanitizer before entering the toilet and ensure toilets are cleaned regularly will help. Learners must be encouraged to clean their hands thoroughly after using the toilet</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>How to group learners</b>                                                                                                              | <ul style="list-style-type: none"> <li>• It is accepted that learners and especially the youngest learners, cannot socially distance from staff or from each other and consistent groups provide an additional protective measure</li> <li>• In secondary schools, particularly in the older age groups at key stage 4 and key stage 5, the contact groups are likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects and for students to receive specialist teaching</li> <li>• At primary school, and in the younger years at secondary (key stage 3), schools may be able to implement smaller groups the size of a full class.</li> <li>• Whatever the size of the group, they should be kept apart from other groups where possible and older learners should be encouraged to keep their distance within groups</li> <li>• We recognise that younger learners will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.</li> <li>• All teachers and staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable</li> <li>• Where mixing between groups cannot be avoided, schools and practitioners should run the <i>approach to risk estimation and management</i> process to reduce the risk of transmission between contact groups</li> </ul> |

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| <b>Measures within the classroom</b>               | <ul style="list-style-type: none"> <li>• It is strong public health advice that staff in secondary schools maintain distance from their learners, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from learners</li> <li>• When staff or learners cannot maintain distancing, particularly with younger learners in primary schools, the risk can also be reduced by keeping learners in the smaller, class-sized groups described above</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Measures elsewhere</b>                          | <ul style="list-style-type: none"> <li>• Contact groups should be kept apart where possible, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group</li> <li>• While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits.</li> <li>• Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Measures for arriving at and leaving school</b> | <ul style="list-style-type: none"> <li>• Where possible, schools should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school.</li> <li>• Staggered start and finish times should not reduce the amount of overall teaching time.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Other considerations</b>                        | <ul style="list-style-type: none"> <li>• Supply teachers, peripatetic teachers and/or other temporary staff can move between schools</li> <li>• Where a learner routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and an alternative provision setting or special school, schools should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the learner.</li> <li>• Schools and settings should ensure outdoor playground equipment should be more frequently cleaned</li> <li>• For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and learners have their own items that are not shared.</li> <li>• If non-symptomatic children present behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting) or require care that cannot be provided without close hands-on contact, they should continue to receive care in the same way, including any existing routine use of PPE</li> </ul> |

|                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| <b>PPE – Routine activities</b>                              | <ul style="list-style-type: none"> <li>• No PPE</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Suspected COVID-19</b>                                    | <ul style="list-style-type: none"> <li>• Gloves, aprons and a fluid-resistant surgical mask</li> <li>• Eye protection</li> <li>• Gloves and aprons</li> </ul>                                                                                                                                                                                                                                                                                                             |
| <b>Intimate care - PPE</b>                                   | <ul style="list-style-type: none"> <li>• Gloves and aprons</li> <li>• Fluid-resistant surgical mask and eye protection</li> <li>• Gloves, fluid repellent gown, FFP3 mask and eye protection are indicated when undertaking aerosol generating procedures such as suction.</li> <li>• Gloves and aprons should be used when cleaning equipment or surfaces that might be contaminated with body fluids such as saliva or respiratory secretions.</li> </ul>               |
| <b>Use of face coverings for health purposes</b>             | <ul style="list-style-type: none"> <li>• The Chief Medical Officer has been clear that there is no evidence to support the widespread wearing of non medical face coverings in the community</li> </ul>                                                                                                                                                                                                                                                                   |
| <b>Transport</b>                                             | <ul style="list-style-type: none"> <li>• New guidance in relation to public transport is being issued shortly</li> </ul>                                                                                                                                                                                                                                                                                                                                                  |
| <b>Attendance</b>                                            | <ul style="list-style-type: none"> <li>• All learners will return their school or setting in the autumn term unless they have a medical/health reason not to</li> <li>• Welsh Government view is that it would be difficult for a local authority/school to justify the issuing a Fixed Penalty Notice (FPN) or commencing proceedings for non-school attendance</li> </ul>                                                                                               |
| <b>Extremely vulnerable or 'shielding staff' or learners</b> | <ul style="list-style-type: none"> <li>• These individuals will have received a shielding letter from the Chief Medical Officer. Staff and learners in this category must not be asked to attend schools or settings but should be supported to work or learn from home.</li> <li>• Shielding is advisory and is not enforceable by law. We anticipate that updated guidance on shielding will be published shortly, we will update this guidance accordingly.</li> </ul> |
| <b>Supply teachers</b>                                       | <ul style="list-style-type: none"> <li>• Schools can continue to engage supply teachers and other supply staff during this period</li> </ul>                                                                                                                                                                                                                                                                                                                              |



|                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Expectation and deployment of student teachers</b> | <ul style="list-style-type: none"> <li>• We therefore strongly encourage schools within ITE Partnerships to continue hosting student teachers.</li> </ul>                                                                                                                                                                                                                                                                 |
| <b>Catering</b>                                       | <ul style="list-style-type: none"> <li>• We expect that kitchens will be fully open from the start of the autumn term and normal legal requirements will apply about provision of food to all pupils who want it, including for those eligible for free school meals</li> </ul>                                                                                                                                           |
| <b>Estates</b>                                        | <ul style="list-style-type: none"> <li>• We do not consider it necessary for schools and setting to make significant adaptations to their site to enable them to welcome all learners back, based on the latest scientific and medical advice</li> </ul>                                                                                                                                                                  |
| <b>School uniform</b>                                 | <ul style="list-style-type: none"> <li>• It is for the governing body of a school to make decisions regarding school uniform. Some schools relaxed their uniform policy over the summer term. We would, however, encourage all schools to return to their usual uniform policies in the autumn term. Uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone</li> </ul> |
| <b>Breakfast Clubs and after school provision</b>     | <ul style="list-style-type: none"> <li>• Local authorities, working with their schools should consider resuming any breakfast and after school provision, where possible whether this is provision offered by the school or run out of the school by a private provider.</li> </ul>                                                                                                                                       |

Mae tudalen hwn yn fwriadol wag

|                                |                                                                                                                           |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <b>Adroddiad i'r</b>           | <b>Pwyllgor Craffu Cymunedau</b>                                                                                          |
| <b>Dyddiad yr adroddiad</b>    | <b>3 Medi 2020</b>                                                                                                        |
| <b>Aelod Arweiniol/Swyddog</b> | <b>Julian Thompson-Hill, Aelod Arweiniol Cyllid, Perfformiad ac Asedau Strategol/Steve Gadd, Pennaeth Cyllid ac Eiddo</b> |
| <b>Awdur yr Adroddiad</b>      | <b>Steve Gadd, Pennaeth Cyllid ac Eiddo</b>                                                                               |
| <b>Teitl</b>                   | <b>Ymateb Cyngor Sir Ddinbych i'r Coronafeirws: Seilwaith – Adeiladau'r Cyngor</b>                                        |

## 1. Pwrpas yr Adroddiad

- 1.1 Er mwyn diweddarau'r Pwyllgor Craffu ar gynnydd y thema adfer Seilwaith – Adeiladau'r Cyngor fel y nodir yn yr adroddiad 'Ymateb Cyngor Sir Ddinbych i'r Coronafeirws: Cynllunio ar gyfer Adfer' y cytunwyd arno gan yr Uwch Dîm Arweinyddiaeth a'r Cabinet.

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

- 2.1 I amlinellu'r cynnydd ynghylch:

- Paratoi ein hadeiladau ar gyfer ailagor
- Digomisiynu unrhyw ddefnyddiau dros dro
- Cynnal y llwyth gwaith sydd yn aros i'w wneud

- 2.2 Galluogi Aelodau i gyflawni eu rôl craffu drwy archwilio'r materion hyn.

## 3. Beth yw'r Argymhellion?

- 3.1 Bod y Pwyllgor yn trafod cynnwys yr adroddiad, ac os yw'n briodol, nodi unrhyw agweddau o waith adfer a fyddai'n elwa o archwiliad manwl yn y dyfodol.

## 4. Manylion yr Adroddiad

Dylid nodi bod y gwaith yn y maes hwn weithredol iawn o ran ei natur, ac mae angen ei addasu a'i newid yn gyflym i unrhyw newid mewn rheoliadau a chanllawiau a dderbyniwyd. Nid yw'r adroddiad yn cynnwys y meysydd Ysgolion neu'r Stoc Dai yn fanwl oherwydd bod 'rhain yn dod o dan Themâu Adfer, fel y trefniadau, canllawiau ac yn unrhyw newidiadau i batrymau gweithio, sy'n dod o dan Thema Adfer Alan Smith, dylunio trefniadau Busnes fel Arfer a'r Thema Adfer Staffio dan Catrin Roberts.

4.2 Mae'r maes ynghylch defnyddio Adeiladau'r Cyngor eto'n croesi adrannau a gwasanaethau, ac o ganlyniad mae'n cynnwys nifer o arbenigaeth ac arbenigedd gan sawl unigolyn. Mae'r themâu a'r arweinwr yn y maes hwn wedi'u rhestru isod:

- **Trefniadau Gweithio Adeiladau Swyddfa** - Tom Booty, Landlord y Sir a Nigel Highfield, Prif Reolwr – Contractau a Chyfleusterau
- **Iechyd a Diogelwch** - Gerry Lapington, Rheolwr Iechyd a Diogelwch Corfforaethol
- **Parhad Busnes** – Alan Smith, Pennaeth Modelu Gwybodaeth Adeiladu
- **Seilwaith Adeiladau** - Dave Lorey, Swyddog Arweiniol Eiddo Corfforaethol a Thai
- **Statws Cyfleusterau** – A reolir gan Jamie Groves yn ystod yr argyfwng – Russel Vaughan, Rheolwr Prosiect.

### 4.2 Trefniadau Gweithio Adeiladau Swyddfa

Mae **Atodiad 1** yn adroddiad a ddatblygwyd gan Tom Booty mewn ymgynghoriad gyda Rheoli Cyfleusterau a'r Grŵp Parhad Busnes. Mae'n manylu ar:

- Y swyddfeydd y mae'r canllaw yn eu trafod (er mae'r canllaw yn cynnwys ffynhonnell dda o gyngor ar gyfer eiddo arall hefyd)
- Cyngor ac Egwyddorion Cyffredinol, gan gynnwys cyngor ynghylch staff yn dangos symptomau
- Mesurau atal heintiau sylfaenol
- Canllawiau gwaith manwl

### 4.3 Iechyd a Diogelwch

Mae sampl / templed Asesiad Risg wedi cael ei ddatblygu ac mae'n cael ei gynnwys fel **Atodiad 2**. Fodd bynnag, mae angen pwysleisio nad yw cynnwys y templed yn gyflawn, a gellir ei ddefnyddio i helpu llunio asesiad risg sy'n berthnasol i bob Gwasanaeth, Tîm

a/neu weithgaredd. Mae angen i bob gwasanaeth ymgymryd â'u hasesiad risg eu hunain mewn perthynas â gweithgareddau gwaith eu staff i atal neu leihau unrhyw risg posib o fod yn agored i'r Coronafeirws.

Mae cyngor gan Lywodraeth Y DU, ar beth i'w ystyried ar gyfer meysydd gwaith penodol ar gael ar y wefan ganlynol: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

Mae'n bwysig nodi bod Iechyd a Diogelwch yn **ddyletswydd statudol** ac mae angen ei gymryd o ddifrif er budd iechyd ein staff a'n preswylwyr i gyd.

#### 4.4 Parhad Busnes

**Amserlen Gydlynol ar gyfer Adfer Gwasanaeth** - Trafodwyd hyn yn y Grŵp Parhad Busnes Corfforaethol. Y farn oedd, na fyddai ymdrechion i geisio sefydlu rhaglen gydlynol sengl o ailgychwyn gwasanaethau yn effeithiol. Fe reolodd pob Gwasanaeth y broses o gau ei wasanaethau i gyd ac eithrio gwasanaethau hanfodol ar ddechrau'r cyfnod clo, ac mae pob un yn llunio cynlluniau ar gyfer eu hadfer. Dylai Gwasanaethau barhau i reoli dychwelyd i Fusnes fel Arfer, gan eu bod yn y safle gorau i ddeall gofynion lleol neu genedlaethol. Dylai rôl yr Uwch Dîm Arweinyddiaeth sicrhau, wrth i wasanaethau ddychwelyd i Fusnes fer Arfer (cyn belled bod hyn yn bosib dan amodau Cadw Pellter Cymdeithasol), bod hyn yn cael ei gyfathrebu'n gywir i'n cyhoedd a'n partneriaid.

#### 4.5 Seilwaith Adeiladau

Ni ddylai agor adeiladau fod yn broblem yn nhermau eu gweithrediad – bydd angen ystyried y materion cydymffurfio canlynol fodd bynnag:

- **Asbestos** – Rydym wedi rhagweld y byddai'r risg yn isel gan ystyried bod nifer llai o Ail-arolygiadau Asbestos wedi cael eu cynnal dros y misoedd diwethaf. Mae hyn oherwydd bod y deunydd risg uchel a'r eitemau hynny sydd mewn cyflwr gwael wedi cael eu disodli gan stoc eiddo Sir Ddinbych. Bydd rhaglen gyflym yn cael ei chynnal pan mae gwasanaethau arferol yn ailgychwyn. Byddwn yn gwneud hyn drwy ofyn i'r ddau syrfêwr weithio ar yr un pryd i gynnal arolygon o bob eiddo a fethwyd oherwydd y coronafeirws. (Fel arfer, mae'r syrfewyr yn gweithio bob yn ail mis).
- **Asesiadau Perygl Tân** – Gostyngodd berfformiad hyn i ddechrau wrth iddo fynd yn heriol i gael mynediad i ysgolion. Rydym yn disgwyl mai eiddo Categori 1 (sy'n cael

eu hadolygu'n flynyddol) ac eiddo Categori 2 (adolygiadau dwy waith y flwyddyn) fydd yn cael eu heffeithio fwyaf. Lluniodd y Rheolwr Diogelwch Tân amserlen diwygiedig sy'n cynnwys oedi adolygiadau eiddo Categori 2 er mwyn cwblhau eiddo Categori 1 yn gyntaf (gan olygu gostyngiad anochel i berfformiad DPA). Yn dilyn hyn, bydd eiddo categori 2 yn cael eu cwblhau unwaith mae gweddill eiddo Categori 1 wedi cael eu diweddarau. Mae'r Tîm wedi recriwtio aelod newydd o staff i gwblhau sawl swyddogaeth weinyddol, a fydd yn lleihau'r pwysau ar ein Rheolwr Diogelwch Tân, er mwyn canolbwyntio ar gwblhau asesiadau. Disgwylir y bydd y Perfformiad DPA yn dychwelyd i'r canradd 90% erbyn y Nadolig, a byddwn wedi ailgynllunio'r holl raglen er mwyn sicrhau rhaglen hawdd i'w rheoli â strwythur dda ar gyfer 21/22.

- **Gwasanaeth Cynnal a Chadw Nwy ac ati.** - Mae gwasanaethu cynnal a chadw i gydymffurfio yn parhau ar foeleri, monitro dŵr, Tân, Liffiau a systemau chwistrellu. Nid yw larymau diogelwch yn cael eu gwasanaethu, ond byddant yn cael eu atgyweirio os ydynt yn torri (nid yw hyn yn fater cydymffurfio). Pan nad ydym wedi gallu cael mynediad am gyfnod hirach o amser, cyn i adeilad agor, yn benodol ar gyfer hylendid dŵr, bydd angen fflysio'r systemau. Bydd liffiau'n cael eu harchwilio a'r boeler yn cael eu wasanaethu os yw'n hwyr. Rydym wedi gofyn i HSL (hylendid dŵr) a Knowsley Lifts i'n hysbysu ni pan nad ydynt wedi gallu cael mynediad.
- Mae'r **Timau Cynnal a Chadw Adeiladau** yn gweithio gyda Gwasanaethau a rheolwyr adeiladau i sicrhau bod pob system yn weithredol ac yn cydymffurfio cyn i adeiladau ddychwelyd i weithredu'n llawn. Mae gwiriadau'n cael eu gwneud yn nhermau systemau awyru mecanyddol i sicrhau bod unrhyw gylchrediad aer mecanyddol wedi'i nodi a'i ynysu. Yn y tymor byr, efallai fydd hyn yn golygu bod rhai adeiladau'n dibynnu ar ffynonellau awyru naturiol yn unig (agor ffenestri).

#### 4.6 Statws Cyfleusterau

Mae prosesau monitro a diweddarau rheolaidd wedi cael eu cynnal yn ystod yr argyfwng, felly mae gennym restr lawn o statws eiddo - rhagwelir y bydd hyn yn parhau yn ystod y cyfnod adfer. Mae'r rhestr ddiweddaraf yn manylu ar:

- Maes Gwasanaeth a phwynt Cyswllt
- Manylion yr Ased
- Statws – (COCH wedi cau), (OREN – yn rhannol agor / llai o oriau) a (GWYRDD - ar agor yn llawn).

- Trefniadau Rheoli – Pwrpas Arolygiadau
- Unigolyn Cyfrifol
- Cysylltiadau Safle
- Mae rhestr wirio fer wedi cael ei llunio i helpu gyda diogelu'r adeilad i'w ddefnyddio fel pwynt cyfeiriad ar gyfer gwiriadau rheolaidd yn ystod cyfnodau o gau dros dro.

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

- 5.1. Bydd galluogi staff i ymgymryd â'u rolau yn effeithlon ac yn effeithiol yn helpu i sicrhau bod y Blaenoriaethau Corfforaethol yn gallu parhau i gael eu darparu a'u cyflawni.

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

- 6.1. Mae'r costau tymor byr wedi cynnwys prynu arwyddion ac eitemau Cyfarpar Diogelu Personol megis hylif diheintio dwylo. Roeddem yn gallu hawlio'r rhan fwyaf o gostau cychwynnol o Gronfa Galedi Awdurdod Lleol COVID-19 LIC. Nid oes gwaith mawr wedi bod y angenrheidiol hyd yma.

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

- 7.1. Teimlid nad oes angen Asesiad o'r Effaith ar Les ar gyfer yr adroddiad hwn.

## **8. Pa ymgynghoriadau sydd wedi'u cynnal gyda Chraffu ac eraill?**

- 8.1. Mae cynnwys yr adroddiad wedi cael ei drafod gyda'r Aelod Arweiniol, yr Uwch Dîm Arweinyddiaeth, Cabinet Anffurfiol ac Undebau Llafur yn ystod mis Mai 2020. Cabinet Anffurfiol (Mehefin 2020). Mae trafodaethau ac ymgynghoriad pellach yn cael eu cynnal pan fo angen canllawiau newydd.

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

- 9.1. Mae'r goblygiadau ariannol wedi'u nodi yn Adran 6.

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

10.1. Gall y risgiau o beidio cael hyn yn iawn gael effaith enfawr ar iechyd a lles staff ac ymwelwyr. Mae risgiau penodol wedi'u manylu yn yr atodiadau a bydd asesiadau risg penodol ar gyfer pob maes gwasanaeth yn nodi ac yn lliniaru risgiau sy'n benodol i'r gwasanaeth.

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

11.1 Mae pwerau'r Pwyllgor Craffu mewn perthynas â'r materion y manylwyd arnynt yn yr adroddiad hwn fel y ganlyn:

- 7.1 Adran 21 Deddf Llywodraeth Leol 2000;
- 7.2 Adran 7 o Gyfansoddiad y Cyngor



# Guidance for Managers & Staff

## Social Distancing in the office workplace

VER: DRAFT 0.5 / May 2020

### THIS GUIDANCE APPLIES AT THE FOLLOWING MAIN OFFICES:

| Property      | Location | Managing Service |
|---------------|----------|------------------|
| County Hall   | Ruthin   | HFES (FMU)       |
| Caledfryn     | Denbigh  | HFES (FMU)       |
| Russell House | Rhyl     | HFES (FMU)       |

### AND THE FOLLOWING ANCILLARY OFFICES:

| Property                                 | Location               | Managing Service |
|------------------------------------------|------------------------|------------------|
| DCC Resource Centre, 19 Bedford Street   | Rhyl                   | CSS              |
| Brickfield Pond Unit, Ffordd Derwen      | Rhyl                   | PPPCS            |
| Botanical Gardens Depot                  | Rhyl                   | HFES             |
| Rhyl Library                             | Rhyl                   | CC               |
| Bodelwyddan Kinmel Depot                 | Bodelwyddan            | HFES             |
| Fleet Workshop, Expressway Business Park | Bodelwyddan            | HFES             |
| Corporate Store                          | Ruthin                 | HFES (FMU)       |
| Lon Parcwr Depot                         | Ruthin                 | HFES             |
| The Old Gaol                             | Ruthin                 | BIM/PPPCS        |
| Loggerheads Country Park/Plas Newydd     | Loggerheads/Llangollen | PPPCS            |
| Y Capel, Castle Street                   | Llangollen             | CC/PPPCS         |

## Introduction & General Principles

This guidance set out measures to maintain social distancing requirements in the council's office buildings in order to reduce the possibility of transmission of COVID-19 in the workplace, as and when lockdown restrictions are eased. The lockdown was implemented to reduce opportunities for transmission through social contact, and as far as possible we should continue with the principal of reducing social contact until such time as the government advises otherwise. As such, this means:

- Wherever possible, staff should work from home
- When staff cannot work from home, they should minimise the number of days they work in an office setting
- Staff who have received a letter advising them to "shield" should not attend the workplace until advised otherwise by national government and/or their GP
- Staff, or anyone living in their household, who are displaying any COVID-19 symptoms should not attend the workplace and self-isolate in accordance with the latest government's advice
- Where staff are required to attend the office workplace, social distancing of 2m (6 ft) should be adhered to at all times, including breaks

## **What to do if staff develop COVID-19 symptoms**

To reduce the risk of infection, staff are encouraged to self-monitor in relation to symptoms of COVID-19 – fever (37.8°C) or a new continuous cough.

- **Staff who develop symptoms outside the workplace should not attend work, and should notify their supervisor/manager**
- **If a worker's symptoms start at the workplace, they must advise their supervisor/manager and return home without delay to start self-isolation**

In the latter case, if well enough, they can drive their own vehicle. Alternatively they should request a member of their household pick them up immediately. If neither is possible, the worker can take public or private transport home directly to start self-isolation.

If they are so unwell that they require an ambulance, phone 999 and let the call handler know you are concerned about COVID-19. Whilst you wait for advice or an ambulance to arrive, try to find somewhere safe for the unwell person to sit which is at least 2 metres away from other people.

If possible and it is safe to do so, find a room or area where they can be isolated behind a closed door, such as a meeting room. If it is possible to open a window, do so for ventilation. The individual should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze, and then put the tissue in the bin. If no bin is available, put the tissue in a bag or pocket for disposing in a bin later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow.

## **Basic infection prevention measure**

All staff should adhere to the following infection prevention measures in the workplace:

- **Stay at home if you are feeling sick or exhibiting any COVID-19 symptoms**
- **Wash your hands frequently and thoroughly**
- **Cover coughs and sneezes with a disposable tissue or into the crook of your elbow**
- **Do not shake hands – use other non-contact methods of greeting**
- **Routinely clean and disinfect all frequently touched surfaces in the workplace (desks, keyboards, phones, etc.**
- **Do not prepare food or drinks for any colleagues in the workplace, and immediately clean and put away any plates, cups, cutlery, etc. after use**

## At Work Guidelines

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1.</b> | <b>Car Parking</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 1.1       | Whenever possible staff should leave one bay clear each side of their vehicle when parking.                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>2</b>  | <b>Entrances</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 2.1       | Staff are advised to wash their hands or use hand sanitisers/gels after use of door handles in and out of buildings (as well as within buildings). These will be provided by FMU by visiontime screens and/or close to main entrances, but staff are also encouraged to bring and use their own personal supply of hand sanitiser/gel.                                                                                                                                                          |
| <b>3</b>  | <b>Visiontime</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 3.1       | Where possible, staff should use their personal computers to log into visiontime rather than using the communal screen. Some visiontime screens will be removed/closed off where all staff within the building have alternative means of logging on and off.                                                                                                                                                                                                                                    |
| 3.2       | Where this is not possible and visiontime screens remain, staff using the communal screen should immediately use sanitiser to clean their hands immediately after touching the screen and logging on (sanitisers to be provided by FMU at each visiontime screen).                                                                                                                                                                                                                              |
| <b>4</b>  | <b>Stairs, Lifts &amp; Corridors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 4.1       | Strict 2m social distancing should be observed when using stairs. In some cases, FMU may designate some stairs as either “up” or “down”. Where this is the case they will be clearly signed and all staff should abide by this requirement. Where stairs are not designated “up” or “down” then staff should wait if any person is using the stairs in the opposite direction (i.e. coming down when you need to go up or vice versa) for that person to complete their use of the stairs.      |
| 4.2       | Lifts should only be occupied by one person at a time, and should only be used if absolutely necessary (e.g. Because of a mobility problem or transporting heavy items).                                                                                                                                                                                                                                                                                                                        |
| 4.3       | Where corridors are wide enough to maintain a 2m distance, staff should keep left when passing others using the corridor. Where corridors are too narrow to maintain a 2 m distance, then staff should wait if any person is using the corridor in the opposite direction for that person to complete their use of the corridor. In some cases, FMU may designate some corridors as one-way. Where this is the case they will be clearly signed and all staff should abide by this requirement. |
| 4.4       | Fire doors should not be wedged open. Handles will be cleaned regularly by FMU/housekeeping.                                                                                                                                                                                                                                                                                                                                                                                                    |

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5   | <b>Workstations/Desks</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 5.1 | In order to maintain social distancing, there should always be at least one empty workstation/desk between occupied workstations/desks. Equally, where desks are arranged in “banks” the workstation/desk directly opposite an occupied workstation/desk should not be occupied (diagonally opposite is allowed). Consideration must also be given to adjacent “banks” of workstations/desks that back onto others to ensure a strict 2m distance (which may require discussion and agreement with other teams).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 5.2 | Workstations/desks should be cleaned by the member of staff using it prior to commencing any work, and at the end of the working day. Cleaning materials will be provided in each office by FMU. In order to maintain the highest level of cleanliness, a <b>clear desk policy</b> should be enforced to ensure no documents or other unnecessary paraphernalia is left on the workstation/desk surface at the end of the working day.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 5.3 | If possible (i.e. if there are sufficient workstations/desks for each individual member of staff), supervisors/managers should allocate each member of staff with an individual workstation/desk, and <b>clearly label</b> this, and the associated chair, with the member of staff’s name. <b>No other staff member should use a labelled workstation or chair designated for a particular staff member.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 5.4 | Where all staff in a team have a dedicated workstation/desk, it is the responsibility of the supervisor/manager of that team to schedule staff attendance at the workplace to ensure that the alternate workstation/desk requirement detailed in 5.1 above is strictly adhered to. This may mean introducing a rota system or staggered hours. This may also require discussion and agreement with other teams using adjacent workstations/desks to ensure rotas coordinate between teams and the required 2m social distancing requirement is maintained.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 5.5 | Where a rota system is introduced, consideration should be given to reducing the number of people each person has contact with by using “fixed teams or partnering” (so each person works only with a few others).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 5.6 | Where the number of staff in a team is greater than the number of workstations/desks, supervisors/managers will need to consider the most appropriate way of managing this situation and maintaining social distancing. This may be a mixture of dedicated (and clearly labelled) workstations/desks and chairs for members of staff who regularly attend the office, and shared workstations/desks for staff who attend less regularly. Where desks are shared, the most straightforward way of managing this would be to assign one workstation/desk to no more than two people, and label both the workstation/desk and chair with the name of the two allocated individuals. In this situation, the attendance of the two individuals who share a workstation/desk will need to be managed so that they do not attend the workplace at the same time. For such shared workstations/desks, the requirement for members of staff occupying the desk to clean at the outset and end of the working day as detailed in 5.2 above should be <b>very strictly</b> adhered to. |

|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.7      | Wherever possible “corridors” between workstations/desks should be at least 2m wide to enable the required social distancing when individuals are walking past workstations/desks. Where this is not possible, any person walking through should politely request anyone using a workstation/desk less than 2m distance away to temporarily move aside in order that the person can pass at a safe distance.                                                                    |
| 5.8      | If changes are required to desk allocations whilst social distancing requirements are still in place, the workstations/desks should be thoroughly cleaned before reallocating, and once reallocated should be clearly labelled with the individual(s) names as detailed in 5.3 and 5.5 above. Wherever possible, individuals should retain the same chair prior to any reallocation, but where this is not possible the chair should be thoroughly cleaned before reallocating. |
| <b>6</b> | <b>Hot-desking</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 6.1      | All dedicated hot-desking areas will be closed and not available for agile working. These can be reallocated as dedicated desks for staff members through arrangement with FMU, but where this is the case the workstation/desk should be <b>clearly labeled</b> this with the member of staff’s name.                                                                                                                                                                          |
| <b>7</b> | <b>Phones</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 7.1      | Where a staff member has a dedicated workstation/desk (see section 5), only the person assigned to this workstation/desk should use the equipment on it (phones, keyboards, etc.), but even in this case staff are encouraged to use a mobile phone or their personal jabber headsets rather than the desk phone.                                                                                                                                                               |
| 7.2      | No desk phones will be provided on workstations/desks that have not been allocated to an individual officer. Staff using these workstations/desks are required to use a mobile phone or their personal jabber headsets.                                                                                                                                                                                                                                                         |
| 7.3      | All phones (and other frequently touched equipment such as keyboards) should be routinely cleaned.                                                                                                                                                                                                                                                                                                                                                                              |
| <b>8</b> | <b>Meetings</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 8.1      | Avoid face to face meetings wherever possible by using alternative means such as videoconferencing. Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout.                                                                                                                                                                                                                                                                 |
| 8.2      | Meeting room capacities have been reduced to ensure the 2m social distancing requirement can be adhered to by removing chairs, and in some cases tables. The maximum capacity of the room (i.e. the number of chairs in the room) <b>must not</b> be exceeded, and additional chairs or tables should not be brought into any meeting room.                                                                                                                                     |

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| 8.3       | Meeting room tables should be cleaned by a member of staff involved in the meeting prior to commencing the meeting, and then again at the end of the meeting. Cleaning materials and hand sanitiser will be provided in each meeting room by FMU. Avoid transmission during meetings, for example, avoid sharing pens and other objects. No documents or other paraphernalia should be left on the table/in the room at the end of the meeting.                                          |
| 8.4       | When practicable, open windows in meeting rooms to improve ventilation (or even consider holding “walk & talk” or other outdoor meetings if possible).                                                                                                                                                                                                                                                                                                                                   |
| <b>9</b>  | <b>Print Rooms</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 9.1       | Print rooms should only be occupied by one person at a time.                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 9.2       | Printers should be cleaned prior to use, and then again at the end of use. Cleaning materials will be provided in each meeting room by FMU.                                                                                                                                                                                                                                                                                                                                              |
| <b>10</b> | <b>Toilets</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 10.1      | Toilets should only be occupied by one person at a time. Signage will be provided by FMU to indicate whether the toilet is engaged or not. Staff using the toilet will need to change the sign as they enter and exit the toilet.                                                                                                                                                                                                                                                        |
| <b>11</b> | <b>Staff Rooms/Areas/Kitchens (including lunchtime arrangements)</b>                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 11.1      | The capacity of staff rooms and other staff welfare areas have been reduced to ensure the 2m social distancing requirement can be adhered to by removing chairs. The maximum capacity of the room (i.e. the number of chairs in the room) <b>must not</b> be exceeded, and additional chairs should not be brought into any staff rooms or welfare areas.                                                                                                                                |
| 11.2      | Where kitchen rooms/areas are provided, they should only be used by one person at a time. Staff should wash their hands before and after using the kitchen areas.                                                                                                                                                                                                                                                                                                                        |
| 11.3      | All crockery and cutlery has been removed from kitchens and kitchen areas. Staff should bring in and use one dedicated cup/mug/crockery/cutlery that is personal to them for any drinks and or food. This should be immediately washed up and put away in a personal locker or other personal storage space after use, and not left in the sink or on the draining board. Kitchen cupboards should no longer be used for storing crockery and cutlery, and may be removed if left there. |
| 11.4      | Staff should not prepare drinks or other refreshments for other members of staff or visitors.                                                                                                                                                                                                                                                                                                                                                                                            |
| 11.5      | Food and drink items placed in the fridge should be clearly labelled with a name and date. Staff should ensure they wash their hands before and after they place items in the fridge.                                                                                                                                                                                                                                                                                                    |
| 11.6      | Staff are encouraged to bring in their own packed lunches rather than going out to buy food. Where a staff member has a dedicated workstation/desk (see section 5), meals                                                                                                                                                                                                                                                                                                                |

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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|           | should be eaten at this workstation/desk, or on benches outside where these are present (maintaining a 2m social distance). Where staff do not have a dedicated workstation/desk, they should eat lunch at the workstation/desk they have been assigned for that day. Ideally workstations/desks should be cleaned before and after meals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 11.7      | Staff who leave the office during lunchtime (or any other time during the working day) should maintain social distancing requirements, and should not go in groups greater than 3 people. Staff should wash their hands before leaving and on returning to the workplace.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>12</b> | <b>Reception and Waiting Areas</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 12.1      | Separate guidance will be developed for reception areas and other areas where there is an interface with the public.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>13</b> | <b>Commuting and Business Travel</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 13.1      | Where practicably possible, staff should travel in their own vehicles rather than use public transport. Lift sharing should be avoided at all times.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 13.2      | Carefully consider whether travel is required to avoid all non-essential travel. Consider using videoconferencing for work related meetings.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 13.3      | The use of pool vehicles should be minimised, and ideally pool vehicles should be allocated to one person or a very limited number of people. Staff using a pool vehicle should wash their hands thoroughly both before and after using the vehicle. It is also advised that sanitising wipes are provided in pool vehicles to wipe down the steering wheel, other controls, doors, handles, etc. before use. Use gloves when filling a vehicle with fuel.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>14</b> | <b>Face Coverings &amp; Personal Protective Equipment (PPE)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 14.1      | <p>The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms. Wearing a face covering in the workplace is not required, but staff may choose to wear one as a personal choice. If you do choose to wear a face covering:</p> <ul style="list-style-type: none"> <li>• Wash your hands thoroughly before putting a face covering on, and after removing it.</li> <li>• When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.</li> <li>• Change your face covering if it becomes damp or if you've touched it.</li> <li>• Continue to wash your hands regularly.</li> <li>• Change and wash your face covering daily</li> <li>• If the material is washable, wash in line with the manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.</li> <li>• Practice social distancing.</li> </ul> |

|           |                                                                                                                                                                                                                                                                                                              |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 14.2      | There is currently no requirement for staff to wear PPE in the office setting. This will be continually reviewed and revised in line with government recommendations.                                                                                                                                        |
| <b>15</b> | <b>Emergency Evacuations</b>                                                                                                                                                                                                                                                                                 |
| 15.1      | If an emergency evacuation of the workplace is required, try to maintain the social distancing rules if possible. However, if there is a clear an immediate risk to life and limb through fire, bomb threat, etc., the absolute priority is to evacuate the building rather than maintain social distancing. |
| 15.2      | One way systems and up/down stair signs can be ignored in the event of an emergency evacuation and the nearest exit should be used.                                                                                                                                                                          |
| 15.3      | Social distancing should be practiced at Fire Assembly Points.                                                                                                                                                                                                                                               |



**Appendix 2**

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|                                  |                                       |                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                              |                                          |        |             |
|----------------------------------|---------------------------------------|--------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|------------------------------------------|--------|-------------|
| Tudalen 41                       | Description of what is being assessed |                                                                                                              | <p><i>*This is a SAMPLE/TEMPLATE RISK ASSESSMENT – The contents of the template are not exhaustive but can be used to help develop a risk assessment relevant to your Service teams and activities.</i></p> <p><i>Each Service needs to undertake their own risk assessment in relation to the work activities of their staff to prevent or reduce any potential risk of exposure to Corona virus.</i></p> <p><i>The risk ratings in red are indicative ratings only Assess and score the Risks based on your Service Information and work activities*</i></p> <p><i>Please Delete this red text when you develop your own risk assessment.</i></p> <p><b>General risk assessment for Employees returning to work following partial relaxation of COVID lock down period. Recovery Phase</b></p> <ul style="list-style-type: none"> <li>• Services preparing to resume previous work and activities.</li> <li>• Return to work subject to National UK Government guidance.</li> <li>• Service re-start will be subject to tight controls for an unspecified length of time.</li> <li>• Through media coverage and DCC guidance, all Employees are aware of (and conditioned to) covid-19 symptoms, physical distancing requirements and personal hygiene/handwashing precautions.</li> </ul> |                              |                                          |        |             |
|                                  | Service                               |                                                                                                              | Department \ team                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                              | Review Date                              | / /    | / /         |
| Assessor(s)                      |                                       | Assessment Date                                                                                              | / /                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | By                           |                                          |        |             |
| Identify the significant Hazards | Identify who might be harmed & how    | <ul style="list-style-type: none"> <li>• Identify how the risk is currently controlled</li> <li>•</li> </ul> | Assess the risk level with the controls                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Identify any further actions | Risk level after any additional controls | Action | Target date |

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|            | (Provide an approximation of the numbers of people exposed to the hazard)                                                                                                                                                                                                 | (If you are planning a new activity, what will you be doing to control the risk?)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Severity | Likelihood | Risk Level H/M/L | (These actions are something you could or should do, they may or may not reduce the risk further).                                                                                                                                                                                                                                                   | Severity | Likelihood | Risk Level H/M/L |  |  |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------|------------------|--|--|
| Tudalen 42 | <p><b>Criteria for critical teams/essential workers with requirement to access the workplace</b></p> <p><b>Who:</b> Employee, colleagues and any other contacts.</p> <p><b>How:</b> Potential spread of infection through face to face contact/contaminated surfaces.</p> | <ul style="list-style-type: none"> <li>Line Managers will review &amp; prioritise work activities and consider requests to attend the workplace.</li> <li>Line managers to limit numbers and frequency of persons attending the workplace.</li> <li>Vulnerable persons/or those Shielding are not permitted to attend the workplace.</li> <li>Review and revise risk assessments and safe methods of work.</li> <li>Line managers advise and consult with employees or employee representatives regarding changes in working and operational procedures and DCC site rules.</li> <li>Site Rules to be issued to all employees/Team members.</li> </ul> | 5        | 2          | 10 (M)           | <ul style="list-style-type: none"> <li>Continue to monitor national guidance on Corona virus testing for key workers and respond accordingly as an organisation.</li> <li>Managers to consider the benefits of employees/team attending the workplace for limited periods to reduce isolation, improve morale and maintain team dynamics.</li> </ul> |          |            |                  |  |  |
|            | <p><b>Non-compliance with site rules and social</b></p> <p><b>Who:</b> Employee, colleagues and any other contacts.</p>                                                                                                                                                   | <ul style="list-style-type: none"> <li>Site Rules to be issued to all employees/Team members</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 5        | 2          | 10 (M)           |                                                                                                                                                                                                                                                                                                                                                      |          |            |                  |  |  |

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|            |                                                                                             |                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |          |          |               |                                                                                                                                                                             |  |  |  |  |
|------------|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|
| Tudalen 43 | <p><b>distancing requirements</b></p>                                                       | <p><b>How:</b> Potential spread of infection through face to face contact/ contaminated surfaces.<br/>                 Potential Inability to carry out social distancing.</p> | <ul style="list-style-type: none"> <li>• Signage displayed to reinforce site rules and guidance.</li> <li>• Nominated Managers and Supervisors will monitor and enforce site rules and social distancing requirements.</li> <li>• Employees not complying to be reminded by Managers of Government guidelines and DCC rules.</li> <li>• Disciplinary actions will be taken against individuals who repeatedly/wilfully fail to follow any site/DCC Rules.</li> </ul> |          |          |               |                                                                                                                                                                             |  |  |  |  |
|            | <p><b>Current health of Employees attending the workplace and their fitness to work</b></p> | <p><b>Who:</b> Employee, colleagues and any other contacts.<br/><br/> <b>How:</b> Potential spread of infection through face to face contact/ contaminated surfaces.</p>       | <ul style="list-style-type: none"> <li>• Personal assessment by employee to confirm that they are Covid Symptom free with no other seasonal illness/allergy etc. before attending workplace.</li> <li>• If feeling unwell/displaying covid symptoms to leave workplace immediately and follow self-isolation guidelines.</li> <li>• Line Managers to monitor general health</li> </ul>                                                                               | <b>5</b> | <b>2</b> | <b>10 (M)</b> | <ul style="list-style-type: none"> <li>• Monitor and follow National Government guidelines.</li> <li>• Monitor requirements for COVID 19 testing of individuals.</li> </ul> |  |  |  |  |

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|                                                                                   |                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |          |          |               |                                                                                                                                                                        |  |  |  |  |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|
|                                                                                   |                                                                                                                                                                                                                                    | <p>and wellbeing of employees.</p> <ul style="list-style-type: none"> <li>Report any incidence of reported covid symptoms in the workplace(DCC A/I system).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |          |          |               |                                                                                                                                                                        |  |  |  |  |
| <p><b>Increased numbers of employees attending Council offices/facilities</b></p> | <p><b>Who:</b> Employee, colleagues and any other contacts.</p> <p><b>How:</b> Increased potential spread of infection through face to face contact/contaminated surfaces. Potential inability to carry out social distancing.</p> | <ul style="list-style-type: none"> <li>Home working to be carried out whenever possible and is the default work option where practicable.</li> <li>Manager's permission is required to access the workplace.</li> <li>Managers to risk assess the requirement for employee to attend workplace &amp; control numbers attending at any time e.g. rota system, staggered start/finish times.</li> <li>Line managers to limit numbers and frequency of persons attending the workplace.</li> <li>Vulnerable persons/or those Shielding are not permitted to attend the workplace.</li> <li>Social distancing 2m rule applies in all areas (including lifts and stairways).</li> </ul> | <b>5</b> | <b>2</b> | <b>10 (M)</b> | <ul style="list-style-type: none"> <li>Monitor Government guidance on the use of personal precautionary face masks/coverings and implement if/when advised.</li> </ul> |  |  |  |  |

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|            |                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |          |          |               |  |  |  |  |  |  |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|---------------|--|--|--|--|--|--|
|            |                                                                                                                                                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>Regular hand washing guidance distributed (signage also displayed) and common knowledge.</li> <li>Employees should attend the workplace on foot or by car in preference to public transport.</li> <li>Physical distancing between cars in the car park should be observed.</li> </ul>                                                                                                                                                                                                                  |          |          |               |  |  |  |  |  |  |
| Tudalen 45 | <p><b>Access and egress to buildings, internal traffic routes, stairs and lifts.</b></p> <p><b>Who:</b> Employee, colleagues and any other contacts.</p> <p><b>How:</b> Potential spread of infection through face to face contact/contaminated surfaces. Potential Inability to carry out social distancing.</p> | <ul style="list-style-type: none"> <li>Where possible, implement a one way system for in/out routes to buildings and access stairs. (reinforced by suitable signage).</li> <li>Install taped floor markings at 2m spacing at access/egress points as a visual cue for physical distancing discipline.</li> <li>Implement a 'keep to the left policy' in all walkways and corridors (reinforced by suitable signage).</li> <li>Demarcate 2m Safe zone around general signing in point/clock in screens where use cannot be avoided.</li> </ul> | <b>5</b> | <b>2</b> | <b>10 (M)</b> |  |  |  |  |  |  |

## Appendix 2

### Health and Safety Risk Assessment

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|            |                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |          |          |               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |  |  |  |  |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|
|            |                                                                                                                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>• Cleaning/hygiene stations to be located in close proximity to entrances/ signing in points.</li> </ul>                                                                                                                                                                                                                                                                                                                                       |          |          |               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |  |  |  |  |
| Tudalen 46 | <p><b>Insufficient social distancing space within workplace, and congested room layouts</b></p> <p><b>Who:</b> Employee, colleagues and any other contacts.</p> <p><b>How:</b> Potential spread of infection through face to face contact/ contaminated surfaces. Potential inability to carry out social distancing.</p> | <ul style="list-style-type: none"> <li>• Managers to risk assess requirement for employee to attend workplace.</li> <li>• Managers to control numbers attending at any time, based on available space (e.g. rota system, staggered start/finish times, queue systems)</li> <li>• Hot desking is not permitted.</li> <li>• All workstations should be kept clear of all paperwork, books, drawings and unnecessary clutter to enable hygienic cleaning (clear desk policy).</li> </ul> | <b>5</b> | <b>2</b> | <b>10 (M)</b> | <ul style="list-style-type: none"> <li>• Review furniture and room layouts – consider placing workstations temporarily out of use/removing to enable social distancing and safe access to/from workstations (2m distance).</li> <li>• Review capacity of meeting rooms and consider removing tables to enable physical distancing (2m rule).</li> <li>• Consider installing Perspex type screens in smaller meeting rooms to enable 1:1 meetings.</li> <li>•</li> </ul> |  |  |  |  |  |
|            | <p><b>Insufficient space/access to Welfare facilities, toilets/mess rooms/dining areas.</b></p> <p><b>Who:</b> Employee, colleagues and any other contacts.</p> <p><b>How:</b> Potential spread of infection through face to face contact/ contaminated surfaces.</p>                                                     | <ul style="list-style-type: none"> <li>• Limited numbers of employees permitted in workplace to enable physical distancing (2m rule) and improve access to welfare facilities.</li> <li>• Numbers of employees in mess rooms/dining rest areas to be strictly</li> </ul>                                                                                                                                                                                                              | <b>5</b> | <b>2</b> | <b>10 (M)</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |  |  |  |  |

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|                                              |                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |          |          |           |                                                                                             |  |  |  |  |  |
|----------------------------------------------|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|-----------|---------------------------------------------------------------------------------------------|--|--|--|--|--|
|                                              | Potential Inability to carry out social distancing. | <p>limited to enable physical distancing.</p> <ul style="list-style-type: none"> <li>• Pre-prepared food/sandwiches should be eaten at the workstation in preference to a communal area.</li> <li>• Employees should not prepare 'rounds' of drinks for colleagues, individuals should prepare their own drinks/food only.</li> <li>• Any shared cooking equipment (e.g. microwave oven) must be suitably and hygienically cleaned before and after use)</li> <li>• Communal cups, plates and cutlery should not be used unless hygienically steam cleaned.</li> <li>• Access to toilet areas/rest rooms to be limited to enable physical distancing.(e.g. one person at a time)</li> <li>• All facilities cleaned frequently to enhanced levels with anti-bacterial cleaning products.</li> </ul> |          |          |           |                                                                                             |  |  |  |  |  |
| <b>Increased cleaning requirement/burden</b> | <b>Who:</b> FMU/Other cleaners                      | <ul style="list-style-type: none"> <li>• Increased cleaning regime in place with</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>5</b> | <b>2</b> | <b>10</b> | <ul style="list-style-type: none"> <li>• Monitoring by FMU Cleaning supervisors.</li> </ul> |  |  |  |  |  |

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|            |                                                                                                                                                                               |                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                |   |     |        |                                                                                                                                                                     |  |  |  |  |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|
|            | <p><b>How:</b> Potential spread of infection through face to face contact/contaminated surfaces.<br/>                 Potential Inability to carry out social distancing.</p> | <p>special attention to regular touch points.</p> <ul style="list-style-type: none"> <li>• Provision of suitable PPE for cleaning staff.</li> <li>• Hygiene notices displayed at all pertinent locations.</li> </ul>                          |                                                                                                                                                                                                                                                                                                                                                                                                                                |   | (M) |        |                                                                                                                                                                     |  |  |  |  |
| Tudalen 48 | <p><b>Lack of/Insufficient access to Hygiene/Cleaning materials for employees</b></p>                                                                                         | <p><b>Who:</b> Employee, colleagues and any other contacts.</p> <p><b>How:</b> Potential spread of infection through face to face contact/contaminated surfaces.<br/>                 Potential Inability to carry out social distancing.</p> | <ul style="list-style-type: none"> <li>• Workstations cleaned regularly by Cleaning staff.</li> <li>• Access to alcohol gels for hand cleansing.</li> <li>• Guidance to all employees on regular hygienic cleaning of workstations.</li> <li>• Cleaning wipes provided to sanitize fixed workstation equipment e.g. keyboards, screens etc.</li> <li>• Site Managers to re-supply, replenish materials as required.</li> </ul> | 5 | 2   | 10 (M) | <ul style="list-style-type: none"> <li>• Team Managers to review provision of hand gels to team members.</li> </ul>                                                 |  |  |  |  |
|            | <p><b>Use of personal protective equipment (PPE) within the workplace</b></p>                                                                                                 | <p><b>Who:</b> Employee, colleagues and any other contacts.</p> <p><b>How:</b> Potential spread of infection through prolonged use of PPE, hand to mouth/face contact, contact with</p>                                                       | <ul style="list-style-type: none"> <li>• The routine use of disposable gloves in the workplace is not recommended due to increased likelihood of spreading infection.</li> <li>• The routine use of face masks within the workplace is not</li> </ul>                                                                                                                                                                          | 5 | 2   | 10 (M) | <ul style="list-style-type: none"> <li>• Monitor Government guidance on the use of personal precautionary face masks/coverings and implement if advised.</li> </ul> |  |  |  |  |



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|            |                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |          |          |               |                                                                                                                                                                                                                                                                                                                                                             |  |  |  |  |  |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|
|            | contaminated surfaces.                                                                                                                                                                                                                                                             | <p>currently advised by UK Government.</p> <ul style="list-style-type: none"> <li>Regular hand washing with soap and water / hand gels will be encouraged in accordance with NHS guidelines.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                         |          |          |               |                                                                                                                                                                                                                                                                                                                                                             |  |  |  |  |  |
| Tudalen 49 | <p><b>Meetings Projects/Teams/1:1/informal ad-hoc</b></p> <p><b>Who:</b> Employee, colleagues and any other contacts.</p> <p><b>How:</b> Potential spread of infection through face to face contact/contaminated surfaces. Potential Inability to carry out social distancing.</p> | <ul style="list-style-type: none"> <li>Webbex video conferencing and other technology solutions are the preferred method of conducting meetings.</li> <li>Face to face meetings in the workplace to be agreed/arranged in advance with no ad-hoc desk side meetings to enable social distancing to be observed.</li> <li>Tool box talks can be conducted in open air spaces.</li> <li>Small team meetings/briefings to be conducted in suitable area to enable physical distancing (2m rule).</li> <li>Use of technology e.g. projectors or TV screens to present/share information.</li> </ul> | <b>5</b> | <b>2</b> | <b>10 (M)</b> | <ul style="list-style-type: none"> <li>Consult with ICT and review available technology/software packages e.g Teams, Zoom, Google Classroom.</li> <li>Managers to consider the balance of risk versus the benefits to employees/teams attending the workplace for limited periods to improve team efficiency, morale and maintain team dynamics.</li> </ul> |  |  |  |  |  |

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|                                                                                                               |                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                 |                 |                      |  |  |  |  |  |  |
|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|----------------------|--|--|--|--|--|--|
| <p><b>Customer facing activities (Employees/ members of the public (e.g. Receptions/payment counters)</b></p> | <p><b>Who:</b> Employee, colleagues and any other contacts.</p> <p><b>How:</b> Potential spread of infection through face to face contact/ contaminated surfaces. Potential inability to carry out social distancing.</p> | <ul style="list-style-type: none"> <li>• Avoid customer facing activity by promoting alternative contact methods such as telephone, email, electronic payments etc.</li> <li>• Advertise new preferred methods of contact to customers via website/social media/message banners on correspondence etc.</li> <li>• When face to face communication is still required, substitute physical face to face contact by other technical means such as video technology such as webex/zoom/ Facetime. (e.g. Potential for public video conference terminal in reception areas).</li> <li>• Where face to face contact is unavoidable, install engineering controls such as Perspex screening to segregate reception staff from visitors/customers, physical distance barriers, taped floor markings indicating</li> </ul> | <p><b>5</b></p> | <p><b>2</b></p> | <p><b>10 (M)</b></p> |  |  |  |  |  |  |
|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|----------------------|--|--|--|--|--|--|

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|  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |  |  |  |  |  |  |  |  |
|--|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|--|--|--|
|  |  | <p>social distancing requirements.</p> <ul style="list-style-type: none"> <li>• Implement one way pedestrian systems (e.g. separate in/out doors, keep left systems for pedestrian routes/corridors, stairs for ascending/others for descending where practicable).</li> <li>• Develop and implement a safe system of work to reduce exposure for employees (including emergency procedures following contact with potential covid positive visitor).</li> <li>• Provide information, instruction and training for customer facing employees.</li> <li>• Provide information and prominent reinforcement signage for visitors and members of the public (including penalties for failing/refusing to observe the required procedures.</li> <li>• DCC Unacceptable behaviour signage displayed in a prominent position as a point of reference.</li> </ul> |  |  |  |  |  |  |  |  |  |
|--|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|--|--|--|

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|            |                                                                                    |                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |          |               |  |  |  |  |  |
|------------|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|---------------|--|--|--|--|--|
| Tudalen 52 |                                                                                    | <ul style="list-style-type: none"> <li>• Provide personal protective equipment for customer facing employees as a final resort.</li> <li>• Hygienic cleaning materials must be available at all reception areas.</li> <li>• Anti-bacterial Hand Gels to be made available at all reception areas.</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |          |               |  |  |  |  |  |
|            | <p><b>Site Visits</b><br/>E.g. Work sites, Schools, Care Homes, Citizens homes</p> | <p><b>Who:</b> Employee, colleagues and any other contacts.</p> <p><b>How:</b> Potential spread of infection through face to face contact/ contaminated surfaces.<br/>Potential Inability to carry out social distancing.</p>                                                                                | <ul style="list-style-type: none"> <li>• Line Managers to review &amp; prioritise work activities.</li> <li>• All site visits to be sanctioned by Line Manager.</li> <li>• Essential site visits only to be carried out.</li> <li>• All site visits to managed sites should be by appointment only.</li> <li>• Communicate with Site Managers before attending, to establish rules in place for accessing that site.</li> <li>• Maintain physical distancing rules (2m+) at all times.</li> </ul> | <b>5</b> | <b>2</b> | <b>10 (M)</b> |  |  |  |  |  |

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|            |                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |          |          |               |  |  |  |  |  |  |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|---------------|--|--|--|--|--|--|
| Tudalen 53 | <p><b>Use of vehicles</b></p> <p><b>Who:</b> Employee, colleagues and any other contacts.</p> <p><b>How:</b> Potential spread of infection through face to face contact/ contaminated surfaces.</p> | <ul style="list-style-type: none"> <li>• Only essential travel to be carried out.</li> <li>• Persons travelling for work purposes should travel in separate vehicles i.e. driver only.</li> <li>• Where not practicable e.g. Refuse vehicles. two persons maximum per vehicle driving with windows fully open. Additional crew members to travel in a separate vehicle.</li> <li>• Vehicle cabs and door handles to be cleaned/sanitised before and after use.</li> <li>• Frequent handwashing/sanitising gel to be used.</li> <li>• Vehicles parked in car parks to be parked to allow social distancing (2m+ spacing).</li> </ul> | <b>5</b> | <b>2</b> | <b>10 (M)</b> |  |  |  |  |  |  |
|            | <p><b>Use of shared/communal equipment</b></p> <p><b>Who:</b> Employee, colleagues and any other contacts.</p> <p><b>How:</b> Potential spread of infection through face to face contact/</p>       | <ul style="list-style-type: none"> <li>• Use of shared equipment/tools to be minimised.</li> <li>• Equipment to be cleaned/sanitised before and after use.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>5</b> | <b>2</b> | <b>10 (M)</b> |  |  |  |  |  |  |

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|                                                                                     |                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |          |          |               |                                                                                                                                                           |  |  |  |  |  |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|
|                                                                                     | contaminated surfaces.                                                                                                                                                | <ul style="list-style-type: none"> <li>• Single operator to be assigned to use equipment if practicable.</li> <li>• Personal computers and mobile phones/headsets to be used in preference to communal equipment.</li> <li>• Staff to be discouraged from using the vision time terminal and Clock in/out through mobile devices or personal laptop where possible.</li> <li>• Communal office equipment such as photocopiers, vision time terminals to be cleaned before/after use with hygienic wipes</li> </ul> |          |          |               |                                                                                                                                                           |  |  |  |  |  |
| <p><b>Information, Instruction, Training Supervision of Hygiene Precautions</b></p> | <p><b>Who:</b> Employee, colleagues and any other contacts.</p> <p><b>How:</b> Potential spread of infection through face to face contact/ contaminated surfaces.</p> | <ul style="list-style-type: none"> <li>• Maintain up to date knowledge of the latest national guidance, and any supporting DCC guidance via LINC, email or Facebook page.</li> <li>• Line managers advise / disseminate information to employees, any changes in working practice and operational procedures to reflect the latest national guidance.</li> </ul>                                                                                                                                                   | <b>5</b> | <b>2</b> | <b>10 (M)</b> | <ul style="list-style-type: none"> <li>• Continue to monitor national guidance and respond accordingly as an organisation and as an individual</li> </ul> |  |  |  |  |  |

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|            |                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                               |          |          |               |                                                                                                                                  |          |          |               |                                  |                   |  |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|---------------|----------------------------------------------------------------------------------------------------------------------------------|----------|----------|---------------|----------------------------------|-------------------|--|
|            |                                                                                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>Regular briefings for employees – using best available methods/technology</li> </ul>                                                                                                                                                                                                                                                   |          |          |               |                                                                                                                                  |          |          |               |                                  |                   |  |
| Tudalen 55 | <p><b>Air Conditioning &amp; forced air ventilation systems.</b></p> <p><b>Who:</b> Employee, colleagues and any other contacts.</p> <p><b>How:</b></p> <ul style="list-style-type: none"> <li>Potential spread of infection through face to face contact/contaminated surfaces/distribution via air circulating systems.</li> </ul> | <ul style="list-style-type: none"> <li>Maintenance routines</li> <li>Regular monitoring of the condition and operation of all air conditioning, forced air ventilation and similar air handling equipment.</li> <li>Regular monitoring of the condition of filters to maintain the proper replacement rate of indoor air. (exceeding normal maintenance frequency)</li> </ul> | <b>5</b> | <b>2</b> | <b>10 (M)</b> | <ul style="list-style-type: none"> <li>Review monitoring frequency over time. Consider modifying frequency either way</li> </ul> | <b>5</b> | <b>2</b> | <b>10 (M)</b> | Facilities management unit (FMU) | Determined by FMU |  |

|             |          |
|-------------|----------|
| Risk Matrix | Severity |
|-------------|----------|

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|            |               | 1 Insignificant | 2 Minor | 3 Moderate | 4 Major | 5 Catastrophic |
|------------|---------------|-----------------|---------|------------|---------|----------------|
| Likelihood | 1 Unlikely    | Very Low        | Low     | Low        | Low     | Medium         |
|            | 2 Rare        | Low             | Low     | Medium     | Medium  | Medium         |
|            | 3 Possible    | Low             | Medium  | Medium     | Medium  | High           |
|            | 4 Likely      | Low             | Medium  | Medium     | High    | High           |
|            | 5 Very Likely | Medium          | Medium  | High       | High    | Very High      |

#### Examples of Severity

|            |                          |                                       |                                    |                                                     |                                         |                                      |
|------------|--------------------------|---------------------------------------|------------------------------------|-----------------------------------------------------|-----------------------------------------|--------------------------------------|
| Risk Types | <b>Injury</b>            | Negligible injury but worth recording | Minor cuts, bumps and bruises      | Injury with short term effect or visit to hospital  | RIDDOR Level event                      | Single/multiple fatalities           |
|            | <b>Damage/Loss</b>       | Negligible damage but worth recording | Minor building or equipment damage | Damage to equipment or property – short term effect | Temporary loss of facility or equipment | Total loss of building or equipment. |
|            | <b>Effect on Service</b> | Negligible effect but worth recording | Effect on some Service/Citizens    | Noticeable effect on Service/Citizens               | Detrimental effect on Service/Citizens  | Loss of Service/ Adverse PR          |



|                                  |                                                                                                                                                              |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Adroddiad i'r</b>             | <b>Pwyllgor Craffu Cymunedau</b>                                                                                                                             |
| <b>Dyddiad y cyfarfod</b>        | <b>3 Medi 2020</b>                                                                                                                                           |
| <b>Aelod Arweiniol / Swyddog</b> | <b>Y Cyngorydd Brian Jones: Aelod Arweiniol Gwastraff, Cludiant a'r Amgylchedd / Tony Ward: Pennaeth Priffyrdd, Cyfleusterau a Gwasanaethau Amgylcheddol</b> |
| <b>Awdur yr Adroddiad</b>        | <b>Tony Ward</b>                                                                                                                                             |
| <b>Teitl</b>                     | <b>Thema Adfer: Isadeiledd – Priffyrdd a'r Parth Cyhoeddus</b>                                                                                               |

## 1. Am beth mae'r adroddiad yn sôn?

- 1.1. Mae'r adroddiad yn sôn am "adfer" mewn perthynas â phriffyrdd a'r parth cyhoeddus. Mae Adfer yn y cyd-destun hwn yn golygu adfer ar ôl Covid-19.

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

- 2.1. Er mwyn galluogi Aelodau i gyflawni eu rôl craffu drwy archwilio'r materion sy'n ymwneud ag adfer ar gyfer priffyrdd a'r parth cyhoeddus, yn ogystal â'r cynlluniau sydd eisoes ar waith i gyflawni ein hamcanion adfer.

## 3. Beth yw'r Argymhellion?

- 3.1 Bod y Pwyllgor yn cefnogi'r cynllun adfer, fel y nodir yn Atodiad A y ddogfen hon;
- 3.2 os yw'n briodol, nodi unrhyw agweddau o waith adfer a fyddai'n elwa o archwiliad manwl yn y dyfodol.

## 4. Manylion yr Adroddiad

- 4.1. Gellir gweld adfer ar gyfer Priffyrdd mewn dau gam. Mae Cam 1 yn adfer tymor byr, h.y. yr angen i ddychwelyd i weithgareddau cynnal a chadw priffyrdd "arferol". Mae hyn yn hanfodol, oherwydd po hiraf y byddwn yn mynd heb ddychwelyd i weithgareddau "arferol", anoddaf fydd hi i ddychwelyd y rhwydwaith yn ôl i'w chyflwr cyn y llifogydd ym mis Chwefror, 2020.

- 4.2. Cam 2 yw'r angen i sefydlu model mwy sefydlog o gynnal a chadw'r priffyrdd i safon sy'n cyd-fynd a disgwyliad ein preswylwyr ac Aelodau Etholedig yn yr hirdymor.
- 4.3. Mae'r cynllun adfer, sydd ynghlwm fel Atodiad A, yn canolbwyntio'n bennaf ar Gam 1: "adfer tymor byr". Bydd Cam 2: "adfer yn yr hirdymor a chynaliadwyedd" yn cael ei drafod yn fanylach yn ystod 2020/21, a bydd yn cael ei drafod yng nghyfarfodydd y Bwrdd Cyllideb, y Grŵp Buddsoddi Strategol, ac ati yn y dyfodol, fel rhan o'r broses gosod cyllideb.

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

- 5.1. "Mae buddsoddi mewn ffyrdd a phontydd i gynnal seilwaith hyfyw, cynaliadwy" yn rhan o'r blaenoriaeth Clymu Cymunedau – *"Mae cymunedau wedi'u cysylltu ac mae ganddynt fynediad at nwyddau a gwasanaethau lleol, ar-lein a thrwy gysylltiadau cludiant da"*.

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

- 6.1. Mae cost adfer priffyrdd, h.y. y gost o ddychwelyd ein rhwydwaith priffyrdd a'r seilwaith priffyrdd cysylltiedig yn ôl i'r cyflwr cyn llifogydd mis Chwefror 2020 yn anhysbys ar hyn o bryd. Bydd angen gwaith cyfrifol pellach unwaith rydym wedi gallu cwblhau archwiliad manwl o'n holl asedau. Fodd bynnag, ni ddylai dychwelyd i weithgareddau "arferol" cynnal a chadw priffyrdd (ar ôl seibiant a achoswyd gan Covid-19) gostio arian ychwanegol. Mae gennym eisoes gyllid cyfalaf ar gael i ddarparu cynlluniau arwynebu (yn amodol ar argaeledd contractwyr), ac mae ein gweithlu priffyrdd mewnol nawr yn dychwelyd i'r gwaith, gan fod y cyfyngiadau yn llacio.

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

- 7.1. Teimlid nad oes angen Asesiad o'r Effaith ar Les ar gyfer yr adroddiad hwn.

## **8. Pa ymgynghoriadau sydd wedi'u cynnal gyda Chraffu ac eraill?**

- 8.1. Trafodwyd yr adroddiad gyda'r Aelod Arweiniol (Mehefin 2020); yr Uwch Dîm Arweinyddiaeth (18 Mehefin 2020); Cabinet Anffurfiol (6 Gorffennaf 2020) ac Arweinwyr Grŵp (14 Gorffennaf 2020). Cafwyd trafodaethau am y Rhaglen Gyfalaf

Priffyrdd a'r cynigion yn ymwneud â biniau halen yng nghyfarfodydd anffurfiol y Grŵp Ardal Aelodau drwy gydol mis Gorffennaf 2020.

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

9.1. Mae safle ariannol y Cyngor yn parhau i fod yn heriol ac yn ansicr. Bydd gofyn bod penderfyniadau heriol yn parhau bob blwyddyn i gydbwysu'r canlynol:

- arbedion gwasanaeth, rhesymoliad ac arbedion effeithlonrwydd
- yr angen i ariannu pwysau nad ellir eu hosgoi
- blaenoriaethau ac uchelgeisiau'r Cyngor
- lefel Treth y Cyngor

Mae proses gosod cyllideb flynyddol ar waith i helpu gyda chydbwysu'r elfennau cystadleuol hyn.

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

10.1. Mae adran yn ymwneud â risgiau i'w gweld yn adroddiad y cynllun adfer, ac ynghlwm wrth Atodiad A.

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

11.1. Mae pwerau'r Pwyllgor Craffu mewn perthynas â'r materion y manylwyd arnynt yn yr adroddiad hwn fel y ganlyn:

- 7.1 Adran 21 Deddf Llywodraeth Leol 2000;
- 7.2 Adran 7 o Gyfansoddiad y Cyngor

Mae tudalen hwn yn fwriadol wag

**Recovery Theme Plan Template**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| <b>Recovery Theme Title:</b> Infrastructure – Highways and Public Realm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Lead Officer:</b> Tony Ward - Head of Highways, Facilities & Environmental Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Lead Member:</b> Cllr Brian Jones - Lead Member for Waste, Transport and the Environment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Introduction:</b><br><br><p>This paper is concerned with “recovery” for highways and public realm. Recovery for Highways can be seen in two phases. Phase 1 is short-term recovery, i.e. the need to resume “normal” highways maintenance activities. This is critical, as the longer we go without returning to “normal”, the harder (and more expensive) it will be to return the network back to the condition prior to the floods of February 2020.</p> <p>Phase 2 is the need to establish a more sustainable model of maintaining the highways network to a standard that matches the expectation of our residents and Elected Members in the longer-term.</p> <p>This report focusses largely on Phase 1: “short-term recovery”. Phase 2: “long-term recovery and sustainability” will be debated in greater detail during 2020/21, and will be discussed at future meetings of the Budget Board, SIG, etc. as part of the future budget-setting process.</p>                                                                                                          |
| <b>Summary of Recovery Theme:</b><br><br><p>A succession of major storms in February had a significant impact on our highways infrastructure. The storms also tied up our highways and public realm teams for several weeks, as they were required to deal with the aftermath of those weather events.</p> <p>Then came Covid-19, which has had a profound impact on our ability to undertake maintenance of our highways assets, and to deliver public realm functions. In fact, Covid restrictions have even prevented us from doing a full assessment of the storm damage in February. Nevertheless, we know that there has been damage to our drainage assets, so our current inability to address these is a major concern ahead of next autumn / winter, and is something we urgently need to address.</p> <p>For public realm functions, the issue is largely that Covid put us significantly behind schedule in terms of the activities that normally take place during the spring and early summer. It has proved difficult to catch-up with such work, and we have</p> |

ended up with a backlog of work that has had an overall impact on the public realm. We are only now (late August 2020) getting to a position where the majority of our workforce is returning to work, and around 20% of our frontline Streetscene workforce have had to refrain from work completely since lockdown began.

The impact of 2020 has been even more significant for highways. Water is the main enemy of the roads, and the floods will have had a significant impact on the overall condition of the network. To compound that, due to Covid-19, virtually no highways maintenance has taken place since March, and getting much work done this summer/autumn is proving to be a challenge. To miss the usual window of opportunity to maintain and renew our roads, and then go straight back into another winter, is inevitably going to take its toll on the network. This lack of work doesn't just relate to surfacing and patching, but includes the lower key but equally fundamental elements of sweeping, ditch clearance and, to some extent, gully emptying. The recent thunderstorms have only added to this backlog with a lot of debris now evident in many locations.

Our reduced ability to maintain the network as normal this year will have implications for years to come. We cannot just return the network back to its previous condition by catching up later with the work we should have delivered during the past 6 months and during the rest of 2020. Once a road deteriorates into a poor condition, it can only be brought back to an acceptable standard at considerable cost.

In terms of major works that have not happened, we were only able to deliver 40 of the 54 planned surfacing schemes on the 2019/20 Capital Programme. Many of the remaining 14 schemes had been programmed in prior to Covid-19, but were subsequently postponed.

In addition to needing to deliver the remaining 14 priority schemes from 2019-20, we also have a Capital Programme for 2020/21 to deliver. We would normally be progressing well with that by this time of year. However, as noted above, very little has happened since the outbreak of Covid-19. We had hoped to put a micro asphalt programme together as part of the 2020/21 plan, but we have already lost the window of opportunity to undertake that work (i.e. the spring), so we will now look to include some additional roads to the priority list for re-surfacing instead.

Some contractors have returned to work to some extent, and we have been able to complete a few jobs that we were previously planned for March/April. Other work took place to get roads ready for our planned £700,000 Surface Dressing programme. However, we are still having issues with securing work from local contractors with most now trying to manage a backlog of work for a wide range of clients. This results in us being slotted in to suit their works programming and is therefore giving us less certainty as to what can be achieved. Progress is being made, and we have completed a few resurfacing and structures works in recent weeks, but we are not making the smooth progress that we would like. Although we are able to plan by measuring capital schemes up, delivering the work is still a

major challenge. The 'lockdown' is now easing, but things have been slow in terms of returning to normal levels of operation. With social distancing restrictions likely to be in place for the foreseeable future, it would appear that some operations may remain difficult for some time.

**Key Objectives:**

- Resuming “normal” highways maintenance activities
- Restoring highways to (or better than) the standard pre-February 2020 floods
- Re-establishing the statutory requirement to inspect the whole network, and thus regain the understanding of its current condition.
- Maintenance of public realm to expected standards.
- Delivery of Winter Maintenance, even if we see a 2<sup>nd</sup> second wave of Covid-19 this winter.

**Key Milestones (include any decision points e.g. Cabinet):**

1. Approval of recovery plan by Lead Member (achieved June 2020)
2. Discussion with SLT (18<sup>th</sup> June 2020)
3. Discussion and approval by Cabinet (Informal Cabinet – 6<sup>th</sup> July 2020)
4. Engagement with wider Members’ group (Group Leaders - 14<sup>th</sup> July 2020 and discussion about Capital Programme and salt bins at informal MAG meetings throughout July)
5. Communities Scrutiny Committee (3<sup>rd</sup> September 2020)

**Risks:**

1. That the network suffers irrevocable damage following the double-whammy of the February floods and the inability to undertake sufficient maintenance during 2020/21 due to Covid-19.
2. That the reputation of Council suffers significant damage, due to declining road conditions and declining standards of public realm standards.
3. That the Council faces an increased number of claims for damage that it is unable to defend, and that has a big financial, as well as reputational, impact.
4. That we are unable to deliver much of what we would normally achieve via our in-house teams before the inevitable constraints of Winter Maintenance restrict our capacity (e.g. when we grit during the night, those staff must rest during day and cannot deliver their substantive roles).

5. That an increased demand for public realm cleansing and grounds maintenance is not matched by our ability to deliver, due to limitations on our resources.
6. That the inevitable delay in our planned Ash Dieback project has a significant impact on our ability to tackle this issue in a timely manner. The plan was to have tree inspectors in place by 1<sup>st</sup> April in order to maximise the benefit of the Spring/Summer period, where visual inspection for Ash Dieback is much easier.
7. That the Council is unable to commit sufficient financial resources to enable the service to maintain the highways network in a sustainable manner in the long-term (this is Phase 2 of the recovery discussion, alluded to earlier).
8. That the Council is not able to fulfil its statutory duty regarding winter maintenance due to a 2<sup>nd</sup> wave of Covid-19 this winter. This is primarily because many of winter maintenance drivers are the same people who had to refrain from work during the 1<sup>st</sup> wave of Covid-19, with many in receipt of shielding letters from the NHS.

**Opportunities/plans:**

1. We are taking all necessary steps to try to deliver as much of the 2020/21 Capital Programme as possible. We are currently in regular dialogue with Surfacing and Minor Works Contractors to determine their availability and to see who is currently operating. At the same time, we are also working with procurement to establish the most expeditious way to appoint them. However, it should also be noted that utility companies and others are also taking the opportunity to clear backlogs, and this creates issues with planning works for all of us. The Streetworks team are doing their best to facilitate this effort and have been extremely busy as a result.
2. We developed a business case for a new approach to the provision of salt on non-gritted roads, with the aim of freeing up capacity within our in-house highways crews to undertake more highways maintenance work during the autumn. As highlighted earlier, this proposal was discussed (and supported) in various meetings with SLT, Informal Cabinet, Group Leaders and Informal MAGs. We are now in the process of implementing the proposal, and we have issued suitable communications to all members and the City, Town & Community Councils.
3. Review materials and processes used for highways maintenance, to explore new technologies and the potential for lower carbon options, in line with our corporate ambitions to become net carbon neutral.
4. Where resources allow, or where necessary to achieve best value for money in the medium-term, contractors are being used to deliver public realm works that we have fallen behind on.



5. We continue to look for opportunities to create additional wildflower areas within the public realm. Prior to reintroducing grass cutting in open spaces after lockdown, over 90 public realm areas were assessed for biodiversity potential. We identified 21 additional grassland sites which are now being managed in a different way (as a pilot), moving away from frequent mowing to create wildflower areas. The aim of this is to increase biodiversity.
6. Work with Conwy on a joint project re. Ash Dieback. We have recently appointed 2 tree inspectors (on 12-month secondments), and the Head of Service is in discussions with Conwy about establishing a joint project, with Conwy as the lead partner.

### **What does Success Look Like?**

- The highways network is not only restored to the condition that existed prior to the February 2020 floods, but the condition of the network matches the expectation of our residents and Elected Members.
- “Salt-heaping” replaced by more efficient and environmentally-friendly model, using salt bins, whilst still maintaining this important service.
- Public realm standards return to “normal”, i.e. to standards that existed before Covid-19.
- Increased number of sites being managed for biodiversity.
- We develop/agree a Corporate Ash Dieback Action Plan.
- We are able to fulfil our statutory duty regarding winter maintenance, even if we suffer from a 2<sup>nd</sup> wave of Covid-19 this winter

### **Next Steps:**

- Continue the work to secure the services of Surfacing and Minor Works Contractors to deliver the remaining schemes from 2019/20 and as much of the 2020/21 Capital Programme as possible in this financial year.
- Put forward options for the future highways funding model via the appropriate mechanisms in autumn 2020, e.g. Budget Board, SIG, etc.
- Formally establish a joint project board/team with Conwy to progress the Ash Dieback Project.
- Introduce (and document) additional measures to mitigate against the impact of a 2<sup>nd</sup> wave of Covid-19 on our ability to deliver Winter Maintenance.

Mae tudalen hwn yn fwriadol wag

|                           |                                        |
|---------------------------|----------------------------------------|
| <b>Adroddiad i'r</b>      | <b>Pwyllgor Craffu Cymunedau</b>       |
| <b>Dyddiad y cyfarfod</b> | <b>3 Medi 2020</b>                     |
| <b>Swyddog Arweiniol</b>  | <b>Rhian Evans - Cydlynnydd Craffu</b> |
| <b>Awdur yr Adroddiad</b> | <b>Rhian Evans - Cydlynnydd Craffu</b> |
| <b>Teitl</b>              | <b>Rhaglen Waith Craffu</b>            |

## 1. Am beth mae'r adroddiad yn sôn?

Mae'r adroddiad yn gofyn i'r Pwyllgor Craffu Cymunedau adolygu ei raglen gwaith i'r dyfodol drafft i adlewyrchu goblygiadau'r ffocws ar weithrediadau critigol i fusnesau yn ystod cyfnod argyfwng y pandemig COVID -19 a'r rhaglenni gwaith sydd ar waith neu'n cael eu cynllunio dan y cyfnod adfer.

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

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

## 3. Beth yw'r Argymhellion?

Bod y Pwyllgor

- 3.1 ar ôl ystyried yr wybodaeth a ddarperir yn ystod y cyfarfod, gan gynnwys unrhyw faterion a nodir wrth ystyried cynlluniau darparu'r flaenoriaeth adfer a'r testunau hynny a restrwyd ar y 'restr gadw' (Atodiad 1b) yn penderfynu ar gynnwys ei rhaglen gwaith i'r dyfodol; ac yn
- 3.2 Yn nodi negeseuon allweddol a themâu o'r cyfarfod presennol y mae'n dymuno rhoi cyhoeddusrwydd iddynt drwy'r wasg ac / neu gyfryngau cymdeithasol.

## 4. Manylion yr Adroddiad

- 4.1 Mae Erthygl 7 Cyfansoddiad Cyngor Sir Ddinbych yn nodi cylch gorchwyl, swyddogaethau ac aelodaeth pob Pwyllgor Craffu, yn ogystal â rheolau gweithdrefnau a trafodaethau.
- 4.2 Mae'r Cyfansoddiad yn amodi bod yn rhaid i bwyllgorau craffu'r Cyngor osod, ac adolygu'n rheolaidd, rhaglen ar gyfer eu gwaith i'r dyfodol. Trwy adolygu a blaenoriaethu materion, gall aelodau sicrhau bod y rhaglen waith yn cyflwyno agenda a arweinir gan yr aelodau.
- 4.3 Arfer sydd wedi'i fabwysiadu yn Sir Ddinbych ers nifer o flynyddoedd yw bod pwyllgorau archwilio'n cyfyngu ar nifer yr adroddiadau a ystyrir mewn unrhyw gyfarfod i uchafswm o bedwar, yn ogystal ag adroddiad rhaglen waith y Pwyllgor ei hun. Nod y dull hwn yw hwyluso trafodaeth fanwl ac effeithiol ar bob pwnc.
- 4.4 Yn y blynyddoedd diweddar mae Llywodraeth Cymru (LIC) ac Archwilio Cymru wedi tynnu sylw at yr angen i gryfhau rôl craffu ar draws llywodraeth leol a gwasanaethau cyhoeddus yng Nghymru, gan gynnwys defnyddio craffu fel modd o ymgysylltu â phreswylwyr a defnyddwyr gwasanaeth. O hyn allan, disgwylir i graffu ymgysylltu'n well ac yn amlach â'r cyhoedd gyda bwriad i sicrhau penderfyniadau gwell a fydd yn y pen draw yn arwain at well canlyniadau i ddinasyddion. Bydd Archwilio Cymru yn mesur effeithiolrwydd craffu wrth gyflawni'r disgwyliadau hyn.
- 4.5 Gan ystyried y weledigaeth genedlaethol ar gyfer craffu a chanolbwyntio ar yr un pryd ar flaenoriaethau lleol, gwnaeth y Grŵp Cadeiryddion ac Is-gadeiryddion Craffu (GCIGC) argymhell yn ddiweddar y dylai pwyllgorau archwilio'r Cyngor, wrth benderfynu ar eu rhaglenni gwaith, gan ganolbwyntio ar y meysydd allweddol canlynol:
- arbedion ar y gyllideb;
  - cyflawni Amcanion y Cynllun Corfforaethol (gyda phwyslais arbennig ar y modd o'u cyflawni yn ystod cyfnod o galedi ariannol);

- unrhyw eitemau eraill a gytunwyd gan y Pwyllgor Craffu (neu'r GCIGC) fel blaenoriaeth uchel (yn seiliedig ar y meini prawf profion PAPER - gweler ochr gefn y 'Ffurflen Cynnig gan Aelodau' yn Atodiad 2);
- Materion brys, na ragwelwyd neu flaenoriaeth uchel; a
- Cefnogi gwaith adfer y Cyngor mewn perthynas ag effeithiau'r argyfwng COVID-19 ar wasanaethau'r Cyngor, yr economi leol a chymunedau'r sir

#### 4.6 Ffurflenni Cynnig ar gyfer Craffu

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

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

## Rhaglen Gwaith i'r Dyfodol y Cabinet

- 4.8 Wrth benderfynu ar eu rhaglen gwaith i'r dyfodol mae'n bwysig fod pwyllgorau craffu yn ystyried amserlen rhaglen waith y Cabinet. At y diben hwn, mae copi o rhaglen gwaith i'r dyfodol y Cabinet ynghlwm yn Atodiad 3.

## Datblygiad Penderfyniadau'r Pwyllgor

- 4.9 Yn Atodiad 4 o'r adroddiad hwn mae tabl yn crynhoi penderfyniadau diweddar y Pwyllgor ac yn cynghori'r aelodau ar ddatblygiadau yn sgil y penderfyniadau.

## **5. Grŵp Cadeiryddion ac Is-Gadeiryddion Craffu**

- 5.1 Yn ystod y cyfnod clo, dim ond penderfyniadau hanfodol ar gyfer busnes a wnaed gan y Cabinet ac Aelodau Arweiniol. Mae'r Cyngor nŵan yn ailgydio mewn nifer o wasanaethau pob dydd eraill yn ogystal â gwneud gwaith i gefnogi gwasanaethau'r Cyngor, busnesau lleol a chymunedau i adfer ar ôl ymateb i'r argyfwng a dod allan ohono.
- 5.2 Dan drefniadau archwilio'r Cyngor mae Grŵp Cadeiryddion ac Is-Gadeiryddion Craffu (GCIGC) yn gweithredu fel pwyllgor cydlyn. Cyfarfu'r grŵp drwy fideo gynhadledd ym mis Mehefin a Gorffennaf 2020 i ystyried sut orau i ailgydio yng ngwaith y pwyllgorau craffu yn dilyn cyfnod yr argyfwng COVID-19.
- 5.3 Roedd rhaglenni gwaith i'r dyfodol y tri phwyllgor eisoes yn eithaf llawn cyn y pandemig coronafeirws. Roedd angen i'r Grŵp ystyried dull Craffu cyfan ar gyfer craffu ar y cynlluniau adfer pwysig a sut y gallai'r pwyllgorau reoli'r gwaith o ymgorffori'r eitemau yr oedd Craffu yn eu hystyried yn bwysig cyn y pandemig yn y rhaglenni gwaith i'r dyfodol newydd.
- 5.4 I hwyluso hyn, cytunodd y Grŵp fod angen clirio eitemau sy'n weddill o raglenni gwaith pob pwyllgor, gan roi'r testunau hyn ar 'restr gadw' tra bo ymholiadau'n cael eu gwneud i benderfynu a yw'r materion yn dal yn gyfredol, yn gysylltiedig â gwaith adfer y Cyngor a pha bryd y mae disgwyl yn resymol i swyddogion fod mewn sefyllfa i adrodd arnynt i'r pwyllgorau. Byddai mabwysiadu'r dull hwn yn rhyddhau'r pwyllgorau yn eu cyfarfodydd cyntaf ers y cyfnod clo i ganolbwyntio ar y cynlluniau cyflenwi drafft ar gyfer Blaenoriaethau Adferiad COVID-19 y Cyngor. Bydd gan Craffu, am weddill tymor y Cyngor hwn, ran bwysig iawn i'w chwarae wrth gefnogi

adferiad y Cyngor o ymateb i'r pandemig a nodi'r gwersi a ddysgwyd ohono i helpu llunio modelau darparu gwasanaeth yn y dyfodol a chynlluniau i ymateb i unrhyw ddiwyddiadau tebyg a allai fod o'n blaenau. Dyma'r rheswm pam fod y Pwyllgor yn canolbwyntio ei waith heddiw ar y cynlluniau cyflenwi drafft a ddangosir ar y rhaglen.

- 5.5 Gellir gweld eitemau oedd ar rhaglen gwaith i'r dyfodol gwreiddiol y Pwyllgor a osodwyd ar y 'rhestr gadw' yn Atodiad 1(b) a gofynnir i'r Pwyllgor ystyried pa un o'r eitemau hyn sy'n deilwng i'w cynnwys ar y rhaglen gwaith i'r dyfodol ddiwygiedig ac amseriad eu cynnwys ar y rhaglen.
- 5.6 Mae cyfarfod nesaf y Grŵp Cadeiryddion ac Is-gadeiryddion Craffu wedi'i drefnu ar gyfer 10 Medi 2020.
- 5.7 Gyda'r nod o godi proffil Craffu ac annog ymgysylltu cyhoeddus, penderfynodd y Grŵp yn ddiweddar y dylai'r tri pwyllgorau craffu, am gyfnod prawf, nodi themâu neu negeseuon allweddol sy'n codi o'u cyfarfodydd i gyhoeddi drwy dudalennau cyfryngau cymdeithasol yr Awdurdod a'r wasg leol. Gofynnir felly i'r Pwyllgor nodi pa themâu neu negeseuon y mae'n dymuno ei amlygu o'r cyfarfod presennol.

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

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

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

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

## **8. Beth yw prif gasgliadau'r Asesiad o'r Effaith ar Les?**

Nid oes Asesiad o Effaith ar Les wedi ei wneud mewn perthynas â phwrpas neu gynnwys yr adroddiad hwn. Ond bydd y Pwyllgor Archwilio, drwy ei waith yn archwilio darpariaeth gwasanaethau, polisiâu, gweithdrefnau ac argymhellion, yn ystyried eu heffaith neu eu heffaith posib ar yr egwyddor o ddatblygu cynaliadwy a'r amcanion o ran lles a nodir yn Neddf Llesiant Cenedlaethau'r Dyfodol (Cymru) 2015.

## **9. Pa ymgynghoriadau sydd wedi'u cynnal gyda Chraffu ac eraill?**

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

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

Nid oes risg wedi ei ganfod o ran y Pwyllgor yn ystyried ei raglen waith. Fodd bynnag, drwy adolygu ei raglen gwaith i'r dyfodol yn rheolaidd, gall y Pwyllgor sicrhau y rhoddir ystyriaeth ac yr archwilir meysydd risg pan eu bod yn cael eu nodi, a gwneir argymhellion gyda'r bwriad o fynd i'r afael â'r risgiau hynny.

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

Mae Adran 7.11 Cyfansoddiad y Cyngor yn datgan y bydd pwyllgorau craffu ac / neu'r Grŵp Cadeiryddion ac Is-gadeiryddion Craffu yn gyfrifol am osod eu rhaglenni gwaith eu hunain, gan ystyried dymuniadau Aelodau o'r Pwyllgor nad ydynt yn aelodau o'r grŵp gwleidyddol mwyaf ar y Cyngor.

### **Swyddog Cyswllt:**

Rhian Evans - Cydlynnydd Craffu

Rhif Ffôn: (01824) 712554

E-bost: [rhian.evans@denbighshire.gov.uk](mailto:rhian.evans@denbighshire.gov.uk)



## Communities Scrutiny Committee Forward Work Plan

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

| Meeting     | Lead Member(s)                    | Item (description / title) |                                            | Purpose of report                                                                                   | Expected Outcomes                                                                                                                                                                                                                                                      | Author                         | Date Entered       |
|-------------|-----------------------------------|----------------------------|--------------------------------------------|-----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|--------------------|
| 3 September | <b>Cllr. Julian Thompson-Hill</b> | 1.                         | Infrastructure – Council Buildings         | To examine the post COVID-19 Recovery Plan for Infrastructure – Council Buildings Recovery Priority | (i) Assurances that the Recovery Priority deals with all critical aspects of the recovery of Council buildings to deliver services to the public;<br>(ii) Identification of any future areas for scrutiny relating to this Recovery Priority                           | Steve Gadd                     | By SCVCG July 2020 |
|             | <b>Cllr. Brian Jones</b>          | 2.                         | Infrastructure – Highways and Public Realm | To examine the post COVID-19 Recovery Plan for Infrastructure – Highways and Public Realm           | (i) Assurances that the Recovery Priority deals with all critical aspects of the recovery of the Council's public realm to pre-February 2020 floods and pre-COVID standard;<br>(ii) Identification of any future areas for scrutiny relating to this Recovery Priority | Tony Ward                      | By SCVCG July 2020 |
|             | <b>Cllr. Huw Hilditch-Roberts</b> | 3.                         | Schools<br><b>[Education]</b>              | To examine the post COVID-19 Recovery Plan for Schools                                              | (i) Assurances that the Recovery Priority deals with all critical aspects of the recovery of the Council's schools and safeguarding matters;<br>(ii) Identification of any future areas for scrutiny relating to this Recovery Priority                                | Geraint Davies/Rhiain Morrelle | By SCVCG July 2020 |
| 22 October  |                                   |                            |                                            |                                                                                                     |                                                                                                                                                                                                                                                                        |                                |                    |
|             |                                   |                            |                                            |                                                                                                     |                                                                                                                                                                                                                                                                        |                                |                    |

Communities Scrutiny Committee Forward Work Plan

| Meeting                           | Lead Member(s) | Item (description / title) | Purpose of report | Expected Outcomes | Author | Date Entered |
|-----------------------------------|----------------|----------------------------|-------------------|-------------------|--------|--------------|
|                                   |                |                            |                   |                   |        |              |
|                                   |                |                            |                   |                   |        |              |
|                                   |                |                            |                   |                   |        |              |
| 10<br>December                    |                |                            |                   |                   |        |              |
|                                   |                |                            |                   |                   |        |              |
|                                   |                |                            |                   |                   |        |              |
|                                   |                |                            |                   |                   |        |              |
| Jan/Feb<br>2021<br><br>(date tbc) |                |                            |                   |                   |        |              |
|                                   |                |                            |                   |                   |        |              |
|                                   |                |                            |                   |                   |        |              |
| March/Apr<br>2021 (date<br>tbc)   |                |                            |                   |                   |        |              |
|                                   |                |                            |                   |                   |        |              |

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## Communities Scrutiny Committee Forward Work Plan

## Future Issues

| Item (description / title) | Purpose of report | Expected Outcomes | Author | Date Entered |
|----------------------------|-------------------|-------------------|--------|--------------|
|                            |                   |                   |        |              |
|                            |                   |                   |        |              |

## For future years

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

## Information/Consultation Reports

| Information / Consultation | Item (description / title) | Purpose of report | Author(s) | Date Entered |
|----------------------------|----------------------------|-------------------|-----------|--------------|
|                            |                            |                   |           |              |

**Note for officers – Committee Report Deadlines**

| Meeting     | Deadline         | Meeting    | Deadline         | Meeting     | Deadline           |
|-------------|------------------|------------|------------------|-------------|--------------------|
| 3 September | <b>20 August</b> | 22 October | <b>8 October</b> | 10 December | <b>26 November</b> |

03/07/2020 RhE

Mae tudalen hwn yn fwiadol wag

## ITEMS LISTED ON SCRUTINY COMMITTEE FORWARD WORK PROGRAMMES PRE COVID-19

| Head of Service/Report Author(s)        | Committee   | Date currently scheduled | Report Title                                                                                                                                                                                                                                                  | Relates to Recovery Theme (Y/N if Y which theme)                                           | Realistic date when report will be available for presentation                                                  |
|-----------------------------------------|-------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Tania Silva/Karen Bellis                | Communities | Was 2 July (cancelled)   | Community Benefits Policy                                                                                                                                                                                                                                     | Yes, goes towards building community resilience and gaining additional value for DCC spend | Prepared for July meeting, ready any time.                                                                     |
| Geraint Davies/James Wood/Dawn Anderson | Communities | Was 2 July (cancelled)   | WG Free Childcare Offer in Denbighshire<br><br>(the Childcare Offer is on hold, replaced by the Coronavirus Childcare Assistance Scheme (C-CAS) which began from the 1 <sup>st</sup> April 2020 and is anticipated to run until 30 <sup>th</sup> August 2020) | No                                                                                         | Requested report could be provided in July 2020 as all relevant data is available. Information report perhaps? |
| Geraint Davies/James Curran             | Communities | Was 2 July (cancelled)   | The process for determining the allocation of 21 <sup>st</sup>                                                                                                                                                                                                | No                                                                                         | Report completed - any time September 2020 onwards                                                             |

|                                         |             |             |                                                                          |                                                                                                                                                                                                                                                                       |                                                                                                                                 |
|-----------------------------------------|-------------|-------------|--------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
|                                         |             |             | Century Schools Band B Funding                                           |                                                                                                                                                                                                                                                                       |                                                                                                                                 |
| Geraint Davies/James Curran             | Communities | 3 September | Impact of the Ruthin Primary Education Area Review                       | No                                                                                                                                                                                                                                                                    | October / November 2020                                                                                                         |
| Emlyn Jones/Peter Daniels               | Communities | 3 September | The Role of Denbighshire in Public Transport and Active Travel Provision | No                                                                                                                                                                                                                                                                    | Need to reflect on what the purpose of this report is and, if we still feel a report is necessary, when this will be presented? |
| Tony Ward/Tara Dumas                    | Communities | 3 September | Waste and Recycling (pilot projects and benefits realisation)            | No                                                                                                                                                                                                                                                                    | 22 October 2020                                                                                                                 |
| Alan Smith/Craig Berry/Sian Lloyd-Price | Communities | 3 September | Ruthin Gaol                                                              | Not related to recovery, but the issue is a bit contentious in Ruthin. We could organise a briefing as an alternative if necessary Not related to recovery, but the issue is a bit contentious in Ruthin. We could organise a briefing as an alternative if necessary | Report should be ready by September                                                                                             |

|                                       |             |                                   |                                                   |                                                                                                                                                           |                                                                                            |
|---------------------------------------|-------------|-----------------------------------|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| Tony Ward/Wayne Hope                  | Communities | 22 October                        | Flood Management Responsibilities in Denbighshire | No                                                                                                                                                        | 10 December 2020                                                                           |
| Tony Ward/Wayne Hope                  | Communities | 22 October                        | Flood Risk Management across Denbighshire         | No                                                                                                                                                        | 10 December 2020                                                                           |
| Emlyn Jones/Mike Jones/Peter Daniels  | Communities | 10 December                       | Draft Tourism Signage Strategy for Denbighshire   | No – although a link to business support recovery plan                                                                                                    | Only one meeting of the Working Group took place before lockdown. Defer further into 2021. |
| Steve Gadd/Paul Barnes/Rachel Thomas  | Communities | Early 2021                        | Universal Credit                                  | No – However Covid has significantly increased the numbers of customers now on UC in Denbighshire, but Covid has not challenged the process for customers | Papers could be produced for early 2021 if still required.                                 |
| Geraint Davies/Ian Land/Peter Daniels | Communities | No date as yet                    | Denbighshire's Learner Transport Policy           | No                                                                                                                                                        | Jan 2021 or later                                                                          |
| Emlyn Jones/Mike Jones                | Communities | Information Report – January 2021 | Car Park Asset/Investment Management Plan         | No                                                                                                                                                        | Info report – can be prepared for early 2021                                               |

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

## Ystyried addasrwydd pwnc ar gyfer craffu

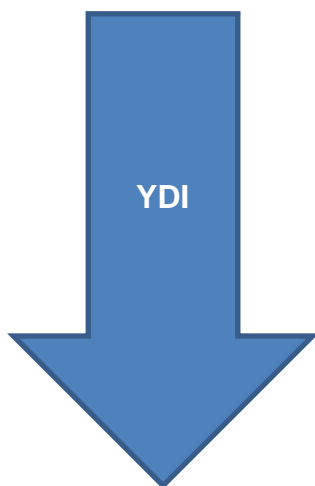
### Ffurflen Gynnig / Cais a dderbyniwyd

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



### Ydi o'n bodloni'r gofynion canlynol?

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



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

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

## Cabinet Forward Work Plan

| Meeting        | Item (description / title) |                                                                   | Purpose of report                                                              | Cabinet Decision required (yes/no) | Author – Lead member and contact officer        |
|----------------|----------------------------|-------------------------------------------------------------------|--------------------------------------------------------------------------------|------------------------------------|-------------------------------------------------|
| <b>22 Sept</b> | 1                          | Final draft Revised Housing & Homelessness Strategy & Action Plan | To seek Cabinet's support and recommendation that Council approve the document | Yes                                | Councillor Tony Thomas / Angela Loftus          |
|                | 2                          | Annual Performance Review                                         | To consider current performance against Corporate Plan priorities 2019-2020    | Tbc                                | Councillor Julian Thompson-Hill / Iolo McGregor |
|                | 3                          | Proposed sale of land formerly part of Lodge Farm in Denbigh      | To seek Cabinet's authorisation to the proposed sale.                          | Yes                                | Councillor Julian Thompson-Hill / Mair Jones    |
|                | 4                          | Finance Report                                                    | To update Cabinet on the current financial position of the Council             | Tbc                                | Councillor Julian Thompson-Hill / Steve Gadd    |
|                | 5                          | Items from Scrutiny Committees                                    | To consider any issues raised by Scrutiny for Cabinet's attention              | Tbc                                | Scrutiny Coordinator                            |
|                |                            |                                                                   |                                                                                |                                    |                                                 |
| <b>20 Oct</b>  | 1                          | Finance Report                                                    | To update Cabinet on the current financial position of the Council             | Tbc                                | Councillor Julian Thompson-Hill / Steve Gadd    |
|                | 2                          | Items from Scrutiny Committees                                    | To consider any issues raised by Scrutiny for Cabinet's attention              | Tbc                                | Scrutiny Coordinator                            |

## Cabinet Forward Work Plan

| Meeting       | Item (description / title) |                                                                                             | Purpose of report                                                                                                        | Cabinet Decision required (yes/no) | Author – Lead member and contact officer                   |
|---------------|----------------------------|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------------------------------------|
|               |                            |                                                                                             |                                                                                                                          |                                    |                                                            |
| <b>24 Nov</b> | 1                          | Corporate Plan Quarter 2 Performance Report                                                 | To monitor the Council's progress in delivering the Corporate Plan 2017-22                                               | Tbc                                | Councillor Julian Thompson-Hill / Iolo McGregor            |
|               | 2                          | Denbighshire and Flintshire Joint Archive Project                                           | To approve the proposals and deliver a new building and commit to allocate match funding for the project                 | Yes                                | Councillor Tony Thomas / Alan Smith / Helen Vaughan-Evans  |
|               | 3                          | North Wales Economic Ambition Board Growth Deal: Governance Agreement for relevant partners | To seek agreement to recommend the Governance Agreement 2 to full Council                                                | Tbc                                | Councillor Hugh Evans / Graham Boase                       |
|               | 4                          | Finance Report                                                                              | To update Cabinet on the current financial position of the Council                                                       | Tbc                                | Councillor Julian Thompson-Hill / Steve Gadd               |
|               | 5                          | Items from Scrutiny Committees                                                              | To consider any issues raised by Scrutiny for Cabinet's attention                                                        | Tbc                                | Scrutiny Coordinator                                       |
|               |                            |                                                                                             |                                                                                                                          |                                    |                                                            |
| <b>15 Dec</b> | 1                          | Contract Procedure Rules                                                                    | To consider the reviewed contract procedures rules which will require adoption and form part of the council constitution | Tbc                                | Councillor Julian Thompson-Hill / Lisa Jones / Helen Makin |

## Cabinet Forward Work Plan

| Meeting | Item (description / title) |                                | Purpose of report                                                  | Cabinet Decision required (yes/no) | Author – Lead member and contact officer     |
|---------|----------------------------|--------------------------------|--------------------------------------------------------------------|------------------------------------|----------------------------------------------|
|         | 2                          | Finance Report                 | To update Cabinet on the current financial position of the Council | Tbc                                | Councillor Julian Thompson-Hill / Steve Gadd |
|         | 3                          | Items from Scrutiny Committees | To consider any issues raised by Scrutiny for Cabinet's attention  | Tbc                                | Scrutiny Coordinator                         |
|         |                            |                                |                                                                    |                                    |                                              |

Note for officers – Cabinet Report Deadlines

| <i>Meeting</i>   | <i>Deadline</i>    | <i>Meeting</i> | <i>Deadline</i>  | <i>Meeting</i>  | <i>Deadline</i>    |
|------------------|--------------------|----------------|------------------|-----------------|--------------------|
|                  |                    |                |                  |                 |                    |
| <i>September</i> | <b>8 September</b> | <i>October</i> | <b>6 October</b> | <i>November</i> | <b>10 November</b> |

Updated 28/07/2020 - KEJ

Cabinet Forward Work Programme.doc

Mae tudalen hwn yn fwiadol wag

## Progress with Committee Resolutions

| Date of Meeting | Item number and title                                            | Resolution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Progress                                                                                                                      |
|-----------------|------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| 12 March 2020   | 5. Denbighshire Learner Transport Policy: Non-Statutory Elements | <p><b><u>Resolved:</u></b> - <i>subject to the above observations</i></p> <p>–</p> <p>(i) <i>to endorse the Working Group's recommendation that there should be no change to the non-statutory elements presently in the Learner Transport Policy;</i></p> <p>(ii) <i>that, in line with the Chair of the Working Group's suggestion, the Working Group should not be disbanded and that the Authority keep a watching brief over the next 12 months on the impact of the Public Vehicle Accessibility Regulations (PSVAR) and the Welsh Government's review of Post 16 Learner Travel, both of which will have significant bearing on post-16 transport discussions; and</i></p> <p>(iii) <i>provide the Committee with a report in due course on the impact of the above on the Council's learner transport policy and associated budget.</i></p> | <p>Lead Member and officers advised of the Committee's recommendations.</p> <p>Also see Appendix 1b to the current report</p> |

|  |                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                       |
|--|--------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p><b>6. Tourism Signage Strategy for Denbighshire</b></p>                                             | <p><b><u>Resolved:</u></b></p> <p>(i) <i>subject to the above observations to support the continuation of the work to develop the Tourism Signage Strategy, including extending an invitation to representatives from the North and Mid Wales Trunk Road Agency (NMWTRA) to contribute towards the Strategy's development as and when the Working Group deemed appropriate; and</i></p> <p>(ii) <i>be presented with the final draft of the Tourism Strategy in late 2020/early 2021 for examination prior to its approval</i></p> | <p>Lead Member and officers advised of the Committee's recommendations. Also Appendix 1b regarding the revised timescale for the draft Strategy's production</p>                                                                                                                                                                                                                      |
|  | <p><b>7. Progress Report on Recommendations Stemming from the Llantysilio Mountain Fire Review</b></p> | <p><b><u>Resolved:</u></b></p> <p>(i) <i>subject to the above observations to acknowledge the progress made to date in implementing the Committee's recommendations following its inquiry into the fire on Llantysilio Mountain and its impact;</i></p> <p>(ii) <i>confirmed that as part of their consideration they had read, understood and taken into account the Well-being Impact Assessment (WIA) on the Moorland Management and Wildfire Prevention Project (Appendix 2 to the report); and</i></p>                        | <p>Lead Member and officers informed of the Committee's observations and recommendations. Fire and Rescue Authority representatives also aware to raise matter detailed in (iii) with the Fire and Rescue Authority</p> <p>Appointment of the Moorland Management Officer has been delayed due to work pressures within the Service caused by the need to respond to the COVID-19</p> |



|  |                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                    |                                                                                              |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
|  |                                                                                                                                                                                                                   | <p>(iii) <i>that representations should be made to North Wales Fire and Rescue Service), via the Council's representatives on the Fire and Rescue Authority, seeking it to reconsider its decision not to provide financial support for the Moorland Management Officer post that was to be established in the near future</i></p> | <p>crisis. The post was advertised recently with a closing date in late August.</p>          |
|  | <p><b>8. Well-being of Future Generations: An examination of taking steps to revise household waste collection, supporting the well-being objective of delivering an attractive and protected environment</b></p> | <p><b><u>Resolved:</u></b> - <i>following consideration of the findings of the Wales Audit Office (WAO) and subject to the above observations, to confirm that it was satisfied with the Council's response to the suggested opportunities for improvement identified within the WAO's report.</i></p>                             | <p>Lead Member and officers informed of the Committee's observations and recommendations</p> |

Mae tudalen hwn yn fwiadol wag