

# Pecyn Dogfen Cyhoeddus



At: Aelodau'r Cabinet

Dyddiad: 17 Mai 2023

Rhif Union: 01824712568

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Annwyl Gyngorydd

Fe'ch gwahoddir i fynychu cyfarfod y **CABINET, DYDD MAWRTH, 23 MAI 2023** am **10.00 am** yn **SIAMBR Y CYNGOR, NEUADD Y SIR, RHUTHUN A THRWY GYNHADLEDD FIDEO.**

Yn gywir iawn

G Williams  
Swyddog Monitro

## AGENDA

### 1 YMDDIHEURIADAU

### 2 DATGANIADAU O FUDDIANT

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

### 3 MATERION BRYN

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

### 4 COFNODION (Tudalennau 7 - 14)

Derbyn cofnodion cyfarfod y Cabinet a gynhaliwyd ar 25 Ebrill 2023 (copi'n amgaeedig).

**5 CANLYNIAD ADOLYGIAD PWYLLGOR CRAFFU PARTNERIAETHAU O BENDERFYNIAD CABINET SY’N YMWNEUD Â’R CEISIADAU AR Y RHESTR FER AR GYFER CYLLID O’R GRONFA FFYNIANT GYFFREDIN**

Ystyried canlyniad yr adolygiad o’r penderfyniad a gymerwyd gan y Cabinet ar 25 Ebrill 2023 yn berthnasol i Geisiadau ar y Rhestr Fer ar gyfer y Gronfa Ffyniant Gyffredin sydd wedi bod yn destun craffu ac wedi cael ei ystyried gan y Pwyllgor Craffu Partneriaethau ar 18 Mai 2023.

**6 CAM 2 O GONTRACT GWAITH - GORSAF TROSGLWYDDO GWASTRAFF CSDD NEWYDD, YMESTYN STAD DDIWYDIANNOL COLOMENDY - DIWEDDARIAD** (Tudalennau 15 - 50)

I ystyried adroddiad gan y Cynghorydd Barry Mellor, Aelod Arweiniol yr Amgylchedd a Chludiant (copi’n amgaeedig) yn gofyn am gefnogaeth y Cabinet ar gyfer y bwriad arfaethedig o symud ymlaen i gwblhau gwaith Cam 2 yn yr Orsaf Trosglwyddo Gwastraff newydd yn Ninbych, ar ôl i’r prif gontractwr fynd i ddwylo’r gweinyddwyr, a darparu diweddariad ar bwysau cyllideb oherwydd y sefyllfa.

**7 PREMIWM TRETH CYNGOR AR GARTREFI GWAG HIRDYMOR AC AIL GARTREFI** (Tudalennau 51 - 70)

Ystyried adroddiad gan y Cynghorydd Gwyneth Ellis, Aelod Arweiniol Cyllid, Perfformiad ac Asedau Strategol (copi’n amgaeedig) yn diweddar’r Cabinet ar ddeddfwriaeth a gyflwynwyd gan Lywodraeth Cymru i gynyddu’r uchafswm lefel o bremymau treth y cyngor ar gyfer ail gartrefi a chartrefi gwag hirdymor a gofyn am safbwyntiau'r Cabinet ar sut i symud ymlaen gydag unrhyw godi tâl ychwanegol posib ar y cartrefi hyn yn Sir Ddinbych.

**8 POLISI GWEITHIO’N HYBLYG DRAFFT** (Tudalennau 71 - 152)

Ystyried adroddiad gan y Cynghorydd Julie Matthews, Aelod Arweiniol Polisi, Cydraddoldeb a Strategaeth Gorfforaethol (copi’n amgaeedig) yn gofyn am gymeradwyaeth y Cabinet ar y Polisi Gweithio’n Hyblyg a dogfennau canllawiau cysylltiedig.

**9 FFRAMWAITH ADEILADU GOGLEDD CYMRU (NWCF) CAM 3 - CYFNOD 1 - CYCHWYN Y PROSIECT** (Tudalennau 153 - 182)

Ystyried adroddiad gan y Cynghorydd Julie Matthews, Aelod Arweiniol Polisi, Cydraddoldeb a Strategaeth Gorfforaethol (copi’n amgaeedig) yn gofyn am gymeradwyaeth y Cabinet i ddechrau ar y broses o gaffael ar gyfer Cam 3 o Fframwaith Adeiladu Gogledd Cymru.

**10 LLYWODRAETHU ARIAN CRONFA FFYNIANT BRO** (Tudalennau 183 - 204)

Ystyried adroddiad gan y Cynghorydd Jason McLellan ac Aelod Arweiniol Twf Economaidd a Threchu Amddifadedd (copi'n amgaeedig) ar y trefniadau llywodraethu ar gyfer goruchwyllo'r broses o gyflawni prosiectau wedi'u hariannu gan y Gronfa Ffyniant Bro.

**11 ADRODDIAD ARIANNOL (SEFYLLFA ARIANNOL DERFYNOL 2022/23)**  
(Tudalennau 205 - 216)

Ystyried adroddiad gan y Cynghorydd Gwyneth Ellis, Aelod Arweiniol Cyllid, Perfformiad ac Asedau Strategol (copi ynghlwm) yn nodi'r sefyllfa referniw derfynol ar gyfer 2022/23 a'r defnydd arfaethedig o gronfeydd wrth gefn a balansau.

**12 BLAENRAGLEN WAITH Y CABINET** (Tudalennau 217 - 222)

Derbyn Rhaglen Gwaith i'r Dyfodol y Cabinet sydd ynghlwm a nodi'r cynnwys.

**MEMBERSHIP**

**Y Cynghorwyr**

Gwyneth Ellis  
Gill German  
Elen Heaton  
Julie Matthews  
Jason McLellan

Barry Mellor  
Win Mullen-James  
Rhys Thomas  
Emrys Wynne

**COPIAU I'R:**

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

Mae tudalen hwn yn fwriadol wag

DEDDF LLYWODRAETH LEOL 2000

Cod Ymddygiad Aelodau

## DATGELU A CHOFRESTRU BUDDIANNAU

Rwyf i,  
(enw)

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

Cyngor Sir Ddinbych

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

Dyddiad Datgelu:

Pwyllgor (nodwch):

Agenda eitem

Pwnc:

Natur y Buddiant:

(Gweler y nodyn isod)\*

Llofnod

Dyddiad

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

Mae tudalen hwn yn fwriadol wag

## CABINET

Cofnodion cyfarfod y Cabinet a gynhaliwyd yn Siambr y Cyngor, Neuadd y Sir, Rhuthun a thrwy gynhadledd fideo ddydd Mawrth, 25 Ebrill 2023 am 10.00am.

## YN BRESENNOL

Y Cynghorwyr Jason McLellan, Arweinydd ac Aelod Arweiniol Twf Economaidd a Threchu Amddifadedd; Gill German, Dirprwy Arweinydd ac Aelod Arweiniol Addysg, Plant a Theuluoedd; Gwyneth Ellis, Aelod Arweiniol Cyllid, Perfformiad ac Asedau Strategol; Elen Heaton, Aelod Arweiniol Iechyd a Gofal Cymdeithasol; Julie Matthews, Aelod Arweiniol Polisi, Cydraddoldeb a Strategaeth Gorfforaethol; Barry Mellor, Aelod Arweiniol yr Amgylchedd a Chludiant; Win Mullen-James, Aelod Arweiniol Datblygu Lleol a Chynllunio; Rhys Thomas, Aelod Arweiniol Tai a Chymunedau, ac Emrys Wynne, Aelod Arweiniol y Gymraeg, Diwylliant a Threftadaeth

**Arsylwyr:** Y Cynghorwyr Ellie Chard, Ann Davies, Karen Edwards, Justine Evans, Hugh Irving, Huw Hilditch-Roberts, Brian Jones, Paul Keddie, Terry Mendies, Arwel Roberts, Gareth Sandilands, Peter Scott, Andrea Tomlin a Mark Young

## HEFYD YN BRESENNOL

Y Prif Weithredwr (GB); Cyfarwyddwyr Corfforaethol: Gwasanaethau Cymdeithasol ac Addysg (NS); Llywodraethu a Busnes/Swyddog Monitro (GW), a'r Amgylchedd a'r Economi (TW); Penaethiaid Gwasanaeth: Cyllid ac Archwilio (SG) a Thai a Chymunedau (LG); Pennaeth ar y Cyd Dros Dro Gwasanaeth Cefnogi: Perfformiad, Digidol ac Asedau (NK); Pennaeth Gwasanaeth Dros Dro: Adnoddau Dynol (LD); Rheolwr Cyllid Allanol (AS); Partner Busnes Caffael (RS); Partner Busnes Arweiniol Adnoddau Dynol (HE); Prif Gyfrifydd (RE) a Gweinyddwyr Pwyllgorau (KEJ a NPH [Gweddarlledwr])

### 1 YMDDIHEURIADAU

Ni chafwyd unrhyw ymddiheuriadau.

### 2 DATGAN CYSYLLTIAD

Datganodd yr aelodau canlynol gysylltiad personol yn eitem 5 ar y rhaglen, Ceisiadau ar y Rhestr Fer ar gyfer Cyllid y Gronfa Ffyniant Gyffredin -

Y Cynghorydd Emrys Wynne gan ei fod ar Fwrdd Cyfarwyddwyr Cadwyn Clwyd  
Y Cynghorydd Brian Jones gan ei fod ar y Bwrdd Prosiect ar gyfer un o'r ceisiadau.

### 3 MATERION BRYD

Ni chodwyd unrhyw faterion bryd.

### 4 COFNODION

Cyflwynwyd cofnodion cyfarfod y Cabinet a gynhaliwyd ar 28 Mawrth 2023.

**Materion yn Codi** - Tudalen 9: Terfynu'r Contract am Brif Gontractwr ar gyfer Cam 2 y Depo Gwastraff - cyfeiriodd y Cynghorydd Peter Scott at yr effaith ariannol ar y Cyngor a gofynnodd, os oedd y costau ychwanegol yn afresymol, a oedd Cynllun B? Dywedodd y Cyfarwyddwr Corfforaethol: Yr Amgylchedd a'r Economi fod swyddogion yn gweithio ar fanylion yr adroddiad oedd yn dod yn ôl gerbron y Cabinet ym mis Mai, oedd yn nodi'r dewisiadau oedd ar gael er mwyn gorffen darparu'r cynllun.

**PENDERFYNWYD** derbyn cofnodion y cyfarfod a gynhaliwyd ar 28 Mawrth 2023 a chadarnhau eu bod yn gywir.

## **5 CEISIADAU AR Y RHESTR FER AR GYFER CYLLID Y GRONFA FFYNIANT GYFFREDIN**

Cyflwynodd y Cynghorydd Jason McLellan yr adroddiad ar y broses ymgeisio a llunio rhestr fer ar gyfer y Gronfa Ffyniant Gyffredin a cheisiodd gymeradwyaeth y Cabinet i ariannu'r prosiectau a argymhellwyd gan y Grŵp Partneriaeth Craidd. Roedd yr adroddiad yn cynnwys atodiadau cyfrinachol am y ceisiadau (oedd yn cynnwys materion ariannol a busnes) a'r canlyniadau a argymhellwyd, a chafodd y Cabinet eu cyngori gan y Swyddog Monitro i symud i sesiwn breifat i drafod yr elfennau hynny.

Roedd y Pennaeth Tai a Chymunedau, Pennaeth Gwasanaeth Dros Dro: Perfformiad, Digidol ac Asedau a'r Rheolwr Cyllid Allanol yn bresennol ar gyfer yr eitem hon.

Arweiniwyd y Cabinet yn fanwl drwy'r broses ymgeisio a llunio rhestr fer. Cafwyd mwy o geisiadau ar gyfer y gronfa na'r adnoddau sydd ar gael sef 110 o geisiadau gyda chyfanswm o £88.7miliwn yn erbyn dyraniad o £25.6miliwn. Darparwyd trosolwg o'r arian a dderbyniwyd a phrosiectau a argymhellwyd i'w cymeradwyo, prosiectau na argymhellwyd i'w cymeradwyo a rhestr wrth gefn o brosiectau (Atodiad C yr adroddiad). Roedd adborth ar y rhestr hir o brosiectau gan y grŵp partneriaeth ehangach (Atodiad B yr adroddiad) wedi cael ei rannu â'r Grŵp Partneriaeth Craidd i lywio eu trafodaethau. Roedd ceisiadau nad oedd wedi pasio'r sgrinio cychwynnol hefyd wedi eu cynnwys yn ogystal â cheisiadau am arian a ddyrannwyd eisoes i Gyngor Gwasanaethau Gwirfoddol Sir Ddinbych neu Gadwyn Clwyd, fyddai'n cael eu cyfeirio at y sefydliadau hyn (Atodiad A yr adroddiad). Roedd gan bob prosiect ei rinweddau a byddai'r rhai na chymeradwywyd yn cael adborth positif a'u cyfeirio am gymorth pellach.

Amlygodd y Pennaeth Tai a Chymunedau y canlynol hefyd -

- wynebier heriau yn lleol a rhanbarthol oherwydd yr amodau a osodwyd i weinyddu'r rhaglen a'r dyraniad cyllid mewn amserlen dynn
- goblygiadau i brosiectau rhanbarthol oedd angen cymeradwyaeth ar draws gwahanol feysydd y cyngor, a defnyddio rhestr wrth gefn os bydd cyllid yn dod ar gael. Gofynnwyd i'r Cabinet ddirprwyo awdurdod i'r Arweinydd i wneud hynny, mewn ymgynghoriad ag eraill



- y dull a ddefnyddiwyd gyda'r thema Pobl a Sgiliau i Sir Ddinbych yn Gweithio i gomisiynu gwasanaethau.

Trafododd y Cabinet y broses ymgeisio a llunio rhestr fer, a'r farn oedd ei bod yn gadarn a chynhwysol iawn ac yn heriol o ran gwneud penderfyniadau ar brosiectau. Roedd nifer y ceisiadau a gafwyd o'i gymharu â'r cyllid oedd ar gael yn golygu na ellid cymeradwyo llawer o'r ceisiadau'n anffodus. Roedd y Cabinet wedi cael sicrwydd y byddai'r Cyngor yn parhau i weithio gydag ymgeiswyr aflwyddiannus i roi cymorth pellach a llwybrau posibl at ffrydiau cyllid eraill neu yn y dyfodol er mwyn datblygu'r prosiectau hynny drwy ffyrdd eraill pan fyddai'n bosibl. Amlygwyd y sefyllfa ar ôl Brexit hefyd a nodwyd bod nifer o'r dangosyddion wedi dynodi diffyg sylweddol yng nghynlluniau ariannu Llywodraeth y DU i ddisodli cyllid yr UE.

Roedd y Cabinet wedi bod yn falch o nodi cydbwysedd y cynrychiolwyr ar y grŵp partneriaeth ehangach hefyd, gyda mewnbwn eang ar draws sectorau gwahanol yn y broses honno. Amlygwyd hefyd bod Cyngor Gwasanaethau Gwirfoddol Sir Ddinbych a Chadwyn Clwyd wedi cael eu comisiynu i weinyddu grantiau lefel is i brosiectau a meithrin gallu yn y gymuned a diolchodd yr Arweinydd i'r sefydliadau hynny am eu mewnbwn. Cafodd dull comisiynu i Sir Ddinbych yn Gweithio ei groesawu hefyd, yn enwedig ar gyfer ymgysylltu â grwpiau anodd eu cyrraedd. Nodwyd bod y prosesau penderfynu eraill ar draws y rhanbarth yn amrywio, a bod dull Sir Ddinbych drwy'r Cabinet yn cynnig proses agored a thryloyw. Ystyriodd y Cabinet fod preswylwyr a chymunedau wedi bod ar flaen y broses gwneud penderfyniadau er mwyn targedu'r rhai â'r angen mwyaf, rhai diamddiffyn ac anodd eu cyrraedd, a diolchwyd i bawb oedd yn rhan o'r broses am eu mewnbwn.

Ar y pwynt hwn, agorodd yr Arweinydd y drafodaeth i aelodau nad oeddent yn aelodau o'r Cabinet.

Codwyd nifer o gwestiynau ac ymatebodd yr Arweinydd a swyddogion iddynt -

- roedd y meini prawf ar gyfer Cam 1 wedi bod yn glir ac nid oedd cyswllt uniongyrchol wedi'i wneud ag ymgeiswyr gan fod digon o wybodaeth wedi'i ddarparu i wneud argymhellion; roedd Cam 2 yn cynnwys cael mwy o fanylion am ddulliau darparu, canlyniadau ac allbynnau
- nid oedd yr amserlenni'n caniatáu amser i geisiadau unigol aflwyddiannus gael hawl i apelio; roedd y mecanwaith galw i mewn ar gyfer craffu ar gael
- anghytuno y dylai'r broses fod wedi cynnwys darparu mwy o fanylion ar y dechrau, roedd digon o wybodaeth wedi'i darparu i wneud argymhelliad a darparwyd mwy o wybodaeth a diwydrwydd dyladwy yn ail gam y broses
- derbyniwyd y byddai ymgeiswyr aflwyddiannus yn siomedig ond dim ond hyn a hyn o arian oedd ar gael i'w ddyrannu a byddai'r sgwrs yn parhau gyda'r ymgeiswyr aflwyddiannus a byddai adborth positif yn cael ei roi, ynghyd â'u cyfeirio at gymorth pellach a ffynonellau ariannu posibl eraill fel bo'n briodol
- roedd Llywodraeth y DU wedi gosod rhannau helaeth o'r dull o gynnal y broses o ran yr amodau ariannu a chynnwys y Grŵp Partneriaeth Craidd, oedd wedi cael ei ymestyn i gynnwys ymgynghoriad ehangach
- nid oedd swyddogion yn ymwybodol o unrhyw brosiectau oedd wedi cael eu hisraddio oherwydd diffyg eglurder am amserlenni darparu

- fel oedd yn orfodol, roedd cyllid wedi'i ddyrannu ar draws themâu yn hytrach na dosbarthiad daearyddol ar draws y sir. Fodd bynnag, roedd mwyafrif y prosiectau a argymhellwyd i'w cymeradwyo yn rhai i'r sir gyfan
- o ran cyllid i'r dyfodol, roedd yn debygol y byddai Llywodraeth y DU yn cyhoeddi cyllid pellach ar ddiwedd y rhaglenni Ffyniant Bro a'r Gronfa Ffyniant Gyffredin presennol.

## **GWAHARDD Y WASG A'R CYHOEDD**

Cynigiodd y Cabinet y dylid trafod yr atodiadau cyfrinachol yn yr adroddiad a -

***PENDERFYNWYD*** o dan Adran 100A Deddf Llywodraeth Leol 1972, y dylid gwahardd y Wasg a'r Cyhoedd o'r cyfarfod ar gyfer yr eitemau busnes a ganlyn ar y sail ei fod yn ymwneud â datgelu gwybodaeth eithriedig fel y'i diffinnir ym Mharagraff 14 Rhan 4 Atodlen 12A y Ddeddf.

Crynhodd y Pennaeth Tai a Chymunedau yr argymhellion ar gyfer y prosiectau ar y rhestr fer fesul thema, oedd wedi eu rhannu eto i gyd-fynd yn agos â blaenoriaethau'r cynllun corfforaethol, ac roedd y prosiectau wedi eu blaenoriaethu yn erbyn y cyllid a ddarparwyd.

Nododd y Cabinet bod fframwaith y rhaglen a'r amodau ariannu wedi cael eu gosod gan Lywodraeth y DU ac roedd y sefyllfa'n parhau'n hyblyg. Yn dilyn trafodaethau â Llywodraeth y DU, cadarnhawyd y gellir ailddyrrannu'r tanwariant lluosog ym Mlwyddyn 1 i Flwyddyn 2 ac roedd trafodaethau pellach ar y gweill o ran y posibilrwydd o ailddyrrannu tanwariant o Flynyddoedd 2 a 3 i themâu eraill wrth symud ymlaen, fyddai o fudd i brosiectau ar y rhestr wrth gefn. Oherwydd y cyllid cyfyngedig oedd ar gael, roedd yn anorodol y byddai ymgeiswyr aflwyddiannus yn siomedig, ond dywedwyd eto y byddai'r ymgeiswyr hynny yn cael adborth positif ac yn cael eu cyfeirio at gymorth pellach a ffrydiau ariannu pellach pan fo'n bosibl.

Yn ystod y drafodaeth ehangach, tynnodd rai cynghorwyr sylw at rinweddau prosiectau penodol yn eu wardiau nad oedd wedi cael eu hargymell i'w cymeradwyo, i'r Cabinet eu hadolygu a sicrhau y byddai ymdrech fawr yn cael ei gwneud o leiaf i gefnogi'r prosiectau hynny i ddatblygu yn y dyfodol. Soniodd yr Arweinydd eto am yr addewid i weithio gydag ymgeiswyr aflwyddiannus i ddatblygu prosiectau fel bo'n briodol ac ymhelaethodd y swyddogion am y rhesymau pan nad oedd y prosiectau penodol hynny wedi cael eu hargymell i'w cymeradwyo. Tynnwyd sylw at effaith cais aflwyddiannus Dyffryn Clwyd am gyllid Ffyniant Bro ar rai o'r prosiectau hyn hefyd.

Trafododd aelodau bwysigrwydd ymdrin â thlodi ac amddifadedd drwy brosiectau'r Gronfa Ffyniant Gyffredin. Nodwyd bod y Cynllun Buddsoddi Rhanbarthol yn cyd-fynd yn agos â'r Cynllun Corfforaethol a'i fod yn targedu gwella lles ac ymdrin ag amddifadedd ar draws y sir; gellid mesur effaith y prosiectau hynny dros dymor y cyngor. Wrth ymateb i gwestiynau, dywedodd y swyddogion bod trosolwg o'r prosiectau wedi'i gynnwys yn Atodiad B yr adroddiad a'i fod yn ehangu ar y rhesymeg y tu ôl i'r cynigion yn seiliedig ar gyfres o brosiectau i gyflawni allbynnau a chanlyniadau pob thema o fewn y cyllid cyfyngedig sydd ar gael. Roedd y

Cynghorydd Peter Scott yn falch o nodi'r prosiectau a argymhellwyd yn Ardal Aelod Elwy.

Wrth gloi'r drafodaeth, soniodd yr Arweinydd eto am y penderfyniadau anodd oedd angen eu gwneud a diolchodd i'r aelodau am graffu a herio hynny. Cytunodd y Cabinet ar ddiwygiad i gynnwys paragraff 4.10 yn argymhelliad 3.3.

**PENDERFYNWYD** bod y Cabinet yn –

- (a) *cadarnhau eu bod wedi deall y broses ymgeisio a llunio rhestr fer ac yn cymeradwyo bod y gweithdrefnau hynny'n deg ac agored.*
- (b) *cytuno i ariannu'r prosiectau a roddwyd ar y rhestr fer gan y Grŵp Partneriaeth Craidd (Atodiad C yr adroddiad) a*
- (c) *rhoi pwerau dirprwyol i'r Arweinydd i wneud penderfyniadau dilynol, mewn ymgynghoriad â'r Aelod Arweiniol Polisi, Cydraddoldeb a Strategaeth Gorfforaethol a Chyfarwyddwr Corfforaethol yr Amgylchedd a'r Economi. Efallai y bydd angen y penderfyniadau hynny pe bai'r amgylchiadau a nodwyd ym mharagraffau 4.9, 4.10 a 4.11 yr adroddiad yn digwydd.*

Ar y pwynt hwn (11.35 am) cymerodd y pwyllgor egwyl am luniaeth.

## **SESIWN AGORED**

Ar ôl cwblhau'r busnes uchod, ailddechreuodd y cyfarfod mewn sesiwn agored.

## **6 GWASANAETH A REOLIR AR GYFER DARPARU GWEITHWYR ASIANTAETH**

Cyflwynodd y Cynghorydd Julie Matthews yr adroddiad yn ceisio cymeradwyaeth y Cabinet i ddechrau proses dendro, ar y cyd â Chyngor Sir y Fflint, i ddarparu staff asiantaeth allanol drwy wasanaeth a reolir, a gofynnodd am awdurdod dirprwyedig i ddyfarnu contract newydd yn dilyn yr ymarfer caffael.

Tynnwyd sylw'r Cabinet hefyd at yr Aseiad o'r Effaith ar Les a'r effaith positif ar gyflogaeth yn lleol, tâl teg a thelerau ac amodau da.

Crynhodd y Pennaeth AD yr adroddiad, gan ddweud bod y contract presennol yn dod i ben ym mis Awst 2023, rhoddodd fanylion y broses gaffael a'r gwariant a ragwelir ar y contract a dadansoddiad o wariant fesul gwasanaeth. Byddai'r contract yn cynnwys absenoldebau heb eu cynllunio a staff arbenigol tymor byr yn bennaf. Oherwydd yr amserlen dynn ar gyfer dyfarnu'r contract a'r angen i reoli'r trawsnewid i ddarparu'r newydd o bosibl, gofynnwyd hefyd am gymeradwyaeth y Cabinet i ddirprwyo'r penderfyniad ar ddyfarnu'r contract.

Ymatebodd y Swyddogion i gwestiynau fel a ganlyn -

- nid oedd staff asiantaeth yn cael eu defnyddio i lenwi swyddi parhaol
- roedd costau cyflogi staff asiantaeth yn debyg i gyflogi'n uniongyrchol gan fod y costau cyflogau yr un fath, yn dechrau ar waelod y raddfa berthnasol

- dan y contract presennol, roedd ffi o 9 ceiniog yr awr yn daladwy i Matrix
- roedd adrannau'n craffu ar y defnydd o staff asiantaeth a chostau a byddai AD yn gwneud mwy o waith yn y dyfodol gyda'r bwriad o leihau costau
- nid oedd y contract asiantaeth yn cynnwys athrawon llanw na gweithwyr asiantaeth gofal cartref y gwasanaethau cymdeithasol
- roedd staff asiantaeth yn cael eu defnyddio'n bennaf i lenwi swyddi gweigion tymor byr, megis absenoldeb salwch ac roedd mwyafrif y gwariant mewn Gwasanaethau Priffyrdd, Cyfleusterau ac Amgylcheddol yn cyflenwi gwasanaethau rheng flaen
- weithiau, roedd yn anodd recriwtio i swyddi arbenigol neu dechnegol a byddai staff asiantaeth yn cael eu defnyddio am gyfnod byr
- nid oedd costau cludiant a/neu lety yn daladwy fel rhan o'r contract ac roedd llawer o asiantaethau lleol yn cael eu defnyddio, gyda staff asiantaeth oedd yn byw yn lleol.

Cytunodd y Cabinet i ddiwygiad yn cynnwys ymgynghori â'r Aelod Arweiniol Polisi, Cydraddoldeb a Strategaeth Gorfforaethol o ran argymhelliad 3.2.

**PENDERFYNWYD** bod y Cabinet yn –

- cymeradwyo dechrau'r broses dendro i ddarparu staff asiantaeth drwy wasanaeth a reolir yn unol â Rheolau Gweithdrefn Gontractau y Cyngor (5.5.4(iii)), a*
- dirprwyo awdurdod i'r Pennaeth AD i ddyfarnu'r contract i'r darparwr llwyddiannus mewn ymgynghoriad â'r Swyddog Monitro, Swyddog Adran 151 ac Aelod Arweiniol Polisi, Cydraddoldeb a Strategaeth Gorfforaethol.*

## **7 EISTEDDFOD GENEDLAETHOL CYMRU - DATGAN DIDDORDEB**

Cyflwynodd y Cynghorydd Emrys Wynne yr adroddiad i geisio cymeradwyaeth y Cabinet i ddatgan diddordeb ar ran y Cyngor i gynnal Eisteddfod Genedlaethol Cymru.

Oherwydd bod yr Eisteddfod Genedlaethol yn symud rhwng y Gogledd a'r De bob blwyddyn, byddai yn cael ei chynnal yng Ngogledd Cymru yn 2027, 2029 a 2031. Tynnwyd sylw at werth cynnal yr Eisteddfod Genedlaethol yn lleol, o ran ymwelwyr a budd economaidd, yr effaith bositif ar y Gymraeg a'r diddordeb mewn diwylliant a threftadaeth Cymru. O ran lleoliad, roedd Cyngor Tref Rhuddlan wedi cynnig safle, ac roedd y Cynghorydd Wynne o blaid cynnig y safle yn Rhuddlan i Bwyllgor yr Eisteddfod fel y safle a ffefrir yn Sir Ddinbych.

Yn ystod trafodaeth, roedd cefnogaeth aruthrol i'r Cyngor gynnig cynnal yr Eisteddfod Genedlaethol, ac roedd yr aelodau'n cydnabod y manteision economaidd a diwylliannol a'r effaith bositif ar y Gymraeg. O ran lleoliad, mynegodd y Cynghorydd Gwyneth Ellis y byddai'n well ganddi safle yn ne'r sir, megis Corwen. Mynegodd aelodau eraill y byddai'n well ganddynt safleoedd yng ngogledd neu dde'r sir hefyd ond roeddent i gyd yn cytuno y byddai croeso i'r Eisteddfod Genedlaethol ble bynnag y byddai'n cael ei chynnal yn y sir. Dywedodd yr Arweinydd fod argymhelliad yr adroddiad yn ymwneud â datgan diddordeb yn unig

ar hyn o bryd. Byddai trafodaethau manwl yn cael eu cynnal yn nes ymlaen am safle posibl. Eglurwyd mai mater i Bwyllgor yr Eisteddfod oedd lleoliad y safle, ond gofynnir i awdurdodau lleol helpu i ddynodi safleoedd posibl i'w hystyried ynghyd â budd-ddeiliaid eraill megis yr Heddlu a Chyfoeth Naturiol Cymru.

**PENDERFYNWYD** bod y Cabinet yn cymeradwyo'r cais ar ran y Cyngor i ddatgan diddordeb mewn cynnig llety i Eisteddfod Genedlaethol Cymru.

## **8 Y WYBODAETH DDIWEDDARAF AR STRATEGAETH ARIANNOL TYMOR CANOLIG 2024/25 I 2026/27**

Cyflwynodd y Cynghorydd Gwyneth Ellis yr adroddiad yn nodi'r rhagamcanion ariannol diwygiedig am y cyfnod o 3 blynedd 2024/25 i 2026/27 ynghyd â'r strategaeth gyllidebol arfaethedig ar gyfer gosod y gyllideb ar gyfer 2024/25.

Rhodddwyd ychydig o gefndir yn cynnwys crynodeb o sefyllfa gosod cyllideb 2023/24 ynghyd â'r risgiau am gostau ynni, cynnydd mewn cyflogau a phwysau ar gyllidebau gwasanaethau penodol. Roedd y cynnydd yn y setliad cyfartalog dangosol o 3% yn 2024/25 wedi arwain at sefyllfa ariannol anodd iawn gyda chwyddiant uchel a dychwelyd at setliad sy'n llawer is na chwyddiant. Roedd y rhagamcanion cyllideb diwygiedig ar gyfer 2024/25 (Atodiad 1 yr adroddiad) yn dangos amcangyfrif o bwysau ac effaith bosibl cynnydd yn Nhreth y Cyngor a'r Grant Cynnal Refeniw, ar roedd yn enghraifft o ansicrwydd y ffigurau a'r gwaith sydd angen ei wneud o hyd.

Ychwanegodd y Pennaeth Cyllid ac Archwilio ei grynodedb o'r adroddiad.

Nododd y Cabinet y pwysau ariannol digynsail ar y Cyngor wrth symud ymlaen a'r penderfyniadau anodd fydd yn gorfod cael eu gwneud yn y dyfodol i sicrhau ei fod yn mantoli'r gyllideb ac yn darparu gwasanaethau sy'n bodloni anghenion preswylwyr orau. Rhodddwyd teyrnged i'r Pennaeth Cyllid ac Archwilio a'i dîm ynghyd â'r Aelod Arweiniol am eu hymrwymiad a'u gwaith caled i lunio strategaeth gyllideb tryloyw a chynhwysol ar gyfer gosod y gyllideb ar gyfer 2024/25. Tynnwyd sylw at bwysigrwydd ymgysylltu â'r holl fudd-ddeiliaid a bod gan staff, aelodau a phreswylwyr i gyd ran i'w chwarae mewn cynllunio ariannol i'r dyfodol. Croeswyd y ffaith y bydd Cynllun Cyfathrebu yn cael ei ddatblygu cyn gynted â phosibl, o ran egluro'r rhesymeg y tu ôl i'r penderfyniadau anodd fydd yn gorfod cael eu gwneud a rhoi cyfle i bawb gyfrannu at y broses gosod cyllideb. Trafodwyd yr hinsawdd ariannol heriol a'r pwynt gwleidyddol a wnaed bod yr anawsterau presennol yn ganlyniad uniongyrchol y penderfyniadau gwleidyddol a wnaed gan Lywodraeth y DU.

Dywedodd y Cynghorydd Gwyneth Ellis ei bod yn galonogol clywed ymateb unedig y Cyngor a phwysleisiodd mor bwysig oedd bod aelodaeth ehangach y cyngor i gyd yn cydweithio er lles preswylwyr a chyflawni canlyniad gyda'r effaith lleiaf bosibl. Ailadroddodd yr Arweinydd bwysigrwydd bod yn agored a gonest am y pwysau sylweddol sy'n wynebu'r awdurdod ac ymgysylltu â staff, aelodau a'r cyhoedd wrth greu cynlluniau ariannol yn y dyfodol. Byddai Cymdeithas Llywodraeth Leol Cymru yn parhau i lobïo Llywodraeth Cymru ar sefyllfa ariannol awdurdodau lleol.

**PENDERFYNWYD** bod y Cabinet yn nodi'r rhagamcanion ariannol diwygiedig am y cyfnod o 3 blynedd 2024/25 i 2026/27 ynghyd â'r strategaeth gyllidebol arfaethedig ar gyfer gosod y gyllideb ar gyfer 2024/25.

## **9 RHAGLEN GWAITH I'R DYFODOL Y CABINET**

Cyflwynwyd rhaglen gwaith i'r dyfodol y Cabinet i'w hystyried, a nododd yr aelodau'r diwygiadau canlynol –

- Cynigion Buddsoddi'r Gronfa Ffyniant Gyffredin – tynnwyd o fis Mai/Mehefin
- Pleidlais Ardal Gwella Busnes y Rhyl – efallai y bydd yn llithro o fis Mehefin i fis Gorffennaf

**PENDERFYNWYD** nodi rhaglen gwaith i'r dyfodol y Cabinet.

Daeth y cyfarfod i ben am 1.00pm.

<b>Adroddiad i'r</b>	Cabinet
<b>Dyddiad y cyfarfod</b>	23 Mai 2023
<b>Aelod Arweiniol / Swyddog</b>	Y Cyng. Barry Mellor, Aelod Arweiniol yr Amgylchedd a Chludiant / Tony Ward, Cyfarwyddwr Corfforaethol: Yr Amgylchedd a'r Economi
<b>Pennaeth Gwasanaeth</b>	Andy Clark, Pennaeth Dros Dro Priffyrdd a Gwasanaethau Amgylcheddol
<b>Awdur yr adroddiad</b>	Peter Clayton, Rheolwr Prosiect Corfforaethol
<b>Teitl</b>	Cam 2 o Gontract Gwaith - Gorsaf Trosglwyddo Gwastraff Cyngor Sir Ddinbych newydd, Ymestyn Ystâd Ddiwydiannol Colomendy - Diweddariad

## 1. Am beth mae'r adroddiad yn sôn?

- 1.1. Mae'r adroddiad yn rhoi diweddariad ar y sefyllfa o ran gwaith Cam 2 i gwblhau'r Orsaf Trosglwyddo Gwastraff newydd, ar Ystâd Ddiwydiannol Colomendy, Dinbych. Mae hefyd yn gofyn am benderfyniad i gefnogi'r bwriad arfaethedig o symud ymlaen i gwblhau'r prosiect wedi i'r prif gontractwr fynd i ddwylo'r gweinyddwyr, ac mae'n rhoi diweddariad ar bwysau cyllideb oherwydd y sefyllfa honno.

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

- 2.1. Gofyn am gefnogaeth i'r ffordd ymlaen a ffefrir i gwblhau gwaith Cam 2 yn yr Orsaf Trosglwyddo Gwastraff newydd yn Ninbych wedi i'r prif gontractwr fynd i ddwylo'r gweinyddwyr, a rhoi diweddariad ar bwysau cyllideb oherwydd y sefyllfa honno.

## 3. Beth yw'r Argymhellion?

- 3.1. Bod y Cabinet yn cadarnhau ei fod wedi darllen, deall ac ystyried yr Asesiad o'r Effaith ar Les (Atodiad 2) fel rhan o'i ystyriaethau.

Mae'r ddogfen hon ar gael yn Saesneg.

- 3.2. Bod y Cabinet yn cefnogi'r ffordd ymlaen a ffefrir i gwblhau gwaith Cam 2 yn yr Orsaf Trosglwyddo Gwastraff newydd ar Ystâd Ddiwydiannol Colomendy, Dinbych.
- 3.3. Bod y Cabinet yn cydnabod y pwysau diweddaraf ar y gyllideb ac yn cytuno i barhau i weithio ar risg wrth i drafodaethau am ffynonellau cyllid posibl ar gyfer y pwysau gael eu cynnal â Llywodraeth Cymru. Mae angen hyn er mwyn lliniaru'r risg o oedi pellach fyddai'n effeithio eto ar gostau a'r rhaglen, yn cynnwys y rhaglen ehangach o newid mewn gwasanaeth y mae cwblhau'r Orsaf yn hanfodol ar ei chyfer.

## **4. Manylion yr adroddiad**

- 4.1. Dyfarnwyd Contract Dylunio ac Adeiladu NEC4 ECC i RL Davies & Son Ltd ym mis Mehefin 2022 i gyflawni Cam 2 y gwaith i gwblhau'r Orsaf Trosglwyddo Gwastraff yng Ngholomendy, Dinbych. Mae angen yr Orsaf newydd i gefnogi'r newid yn y model casglu gwastraff a gynigir o fis Mawrth 2024, pan fydd y Cyngor yn symud i'r glasbrint casglu sy'n cael ei ffafrio gan Lywodraeth Cymru.
- 4.2. Dechreuodd RLD ar y gwaith ar Gam 2 ar y safle ym mis Awst 2022 ond yn anffodus, ar 16 Chwefror 2023, cawsant eu rhoi yn nwylo'r Gweinyddwyr. Ar y pryd, amcangyfrifwyd mai cost Cyfrif Terfynol Cam 2 oedd £6.9 miliwn yn erbyn cyllideb yn cynnwys Arian At Raid o £7.022 miliwn. Cyfwynwyd adroddiad ar benodiad gwreiddiol RLD a therfynu'r contract wedi iddynt gael eu rhoi yn nwylo'r gweinyddwyr gerbron y Cabinet ar 25 Mawrth 2023.
- 4.3. Ers 16 Chwefror, ac er mwyn sicrhau bod y gwaith yn mynd yn ei flaen ar y safle ac i liniaru'r oedi, cytunwyd y byddai Adroddiad Eithrio yn cael ei baratoi i ganiatáu i'r Cyngor godi archebion a thalu'n uniongyrchol i isgcontractwyr oedd yn gweithio i RLD, tra bod penderfyniad yn cael ei wneud ar y ffordd ymlaen yn y tymor hirach. Mae hyn wedi caniatáu i'r gwaith barhau ar y safle i liniaru'r effaith ar y rhaglen.
- 4.4. Fel rhan o'r Eithriad tymor byr, sefydlwyd Is-gontractau safonol byr NEC4 ECC ag isgcontractwyr i aros am y penderfyniad am y ffordd ymlaen yn y tymor hirach.
- 4.5. Cafodd nodyn briffio ei baratoi i ddechrau i'r Tîm Gweithredol Corfforaethol ddiwedd mis Chwefror wedi i RLD fynd i ddwylo'r gweinyddwyr i roi diweddariad ar y sefyllfa a nodi dewisiadau ar gyfer y ffordd ymlaen, sydd bellach wedi'i ddiweddarau ac sydd ynghlwm yn Atodiad 1.



4.6. O'r dewisiadau a amlinellir yn Atodiad 1, Dewis 4 yw'r dewis a ffefrir sy'n cael ei argymhell erbyn hyn, ble bydd CSDd yn parhau i weithredu fel Contractwr Rheoli gyda nifer o Is-gontractau Byr NEC4 ECC gyda'r isgontractwyr a'u pecynnau a etifeddwyd gan RLD a gyda'r Is-gontractwr Sifil a benodwyd fel Prif Is-gontractwr gan CSDd i gymryd cyfrifoldeb dros reoli'r safle, lechyd a Diogelwch, cydymffurfio â Rheoliadau Dylunio a Rheoli Adeiladu, darparu Yswiriant Pob Risg i Gontractwyr ar gyfer y safle a rheoli nifer gyfyngedig o becynnau isgontractwyr. Yn ei hanfod, wrth ddilyn y dewis a ffefrir, byddwn yn ffurfioli'r trefniadau a roddwyd ar waith dan yr Adroddiad Eithrio sydd wedi caniatáu i'r gwaith barhau ers diwedd mis Chwefror.

## **5. Sut mae'r penderfyniad yn cyfrannu at Gynllun Corfforaethol 2022 i 2027: Y Sir Ddinbych a Garem?**

5.1. Bydd y penderfyniad yn cyfrannu at Thema 6 y Cynllun Corfforaethol: *Sir Ddinbych mwy gwyrdd, a 9: Cyngor sy'n cael ei redeg yn dda ac yn perfformio'n dda* drwy hwyluso cynnydd yn y cyfraddau ailgylchu i fodloni targed Llywodraeth Cymru o 70% o 2024/25 ymlaen a chaniatáu i'r Gwasanaeth Gwastraff reoli casgliadau gwastraff yn fwy effeithlon a hwyluso'r gwaith didoli a bwndelu ffrydiau gwastraff a gasglwyd, fydd wedyn yn gallu cael ei froceru i greu incwm.

5.2. Bydd y penderfyniad yn gwneud cyfraniad positif at nod y Cyngor o fod yn Ddi-garbon Net ac yn Bositif yn Ecolegol erbyn 2030 drwy osod Pymphiau Gwres yr Awyr, System Casglu Dŵr Glaw a phaneli Ffotofoltäig yn yr Orsaf Trosglwyddo Gwastraff newydd ynghyd â chyfleusterau i gefnogi fflyd o Gerbydau Trydan.

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

6.1. Ar ôl i RLD fynd i ddwylo'r gweinyddwyr, mae gwaith wedi bod ar y gweill i gysylltu ag isgontractwyr i gadarnhau eu costau pecyn tendro a chostau i gwblhau yn seiliedig ar y ffordd ymlaen a ffefrir.

6.2. Yr amcangyfrif diweddaraf o'r costau i gyflawni gwaith contract Cam 2 hyd at gwblhau yw £7,547,739 yn erbyn cyllideb (yn cynnwys Arian At Raid ar gyfer Cam 2 ar yr adeg pan aeth RLD i ddwylo'r gweinyddwyr) o £7,021,951. Yn ychwanegol, amcangyfrifir £207,550 pellach i gynnwys costau nifer o eitemau y tu allan i waith y contract yn cynnwys cysylltiadau cyfleustodau, costau ychwanegol yn gysylltiedig â'r gwaith tirlunio / ffensio a ffioedd mewnol ac allanol ychwanegol i reoli gweddill y

contract dan y trefniant arfaethedig. Hefyd, awgrymir y dylid dyrannu Arian At Raid o £157,649, sy'n seiliedig ar 5% o amcangyfrif o werth y gwaith hyd at gwblhau o ddiwedd mis Mai 2023. Felly yn gyffredinol mae pwysau ar y gyllideb o £890,987. Mae'r manylion i'w gweld yn Atodiad 3.

- 6.3. Mae trafodaethau ar y gweill â Llywodraeth Cymru i weld a ydynt yn gallu/yn barod i ymdrin â'r pwysau diweddaraf ar y gyllideb o £890,987. Er na chafwyd ymateb ffurfiol ar adeg cyflwyno'r adroddiad hwn, rhagwelir y byddwn yn cael ymateb ffurfiol erbyn diwedd mis Mai, a gobeithio cyn cyfarfod y Cabinet ar 23 Mai. Os bydd raid i'r Cyngor ariannu'r pwysau yn llawn, yn cynnwys yr Arian At Raid, mae hyn yn golygu £56,000 o Fenthyca Darbodus ychwanegol yn seiliedig ar gyfradd bresennol o 4.58% dros 25 mlynedd.
- 6.4. Bydd yr Orsaf Trosglwyddo Gwastraff newydd yn cynnwys technolegau i leihau ôl troed carbon drwy ddefnyddio ystod eang o baneli Ffotofoltäig, pypiau gwres yr awyr, casglu dŵr glaw a gosod manau gwefru Cerbydau Trydan er mwyn gallu symud i fflyd o Gerbydau Trydan.
- 6.5. Mae'r cyllid ar gyfer yr elfen hon o'r prosiect yn rhan o becyn ariannu ehangach i gefnogi'r gwaith mwy cyffredinol o Ailfodelu Gwasanaethau Gwastraff, ac mae'r Orsaf Trosglwyddo Gwastraff newydd arfaethedig yn ffurfio elfen allweddol ohono.

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

- 7.1. Gweler Atodiad 2 am wybodaeth bellach ar yr Asesiad o'r Effaith ar Les a gynhaliwyd ar gyfer Ailfodelu Gwasanaeth Gwastraff yn gyffredinol lle mae'r datblygiad ar gyfer Gorsaf Trosglwyddo Gwastraff newydd yn elfen allweddol i gefnogi'r model ar gyfer gwasanaethau newydd arfaethedig. Mae canlyniad terfynol yr Asesiad o'r Effaith ar Les yn bositif.

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

- 8.1. Mae Gwasanaethau Cyfreithiol a Chaffael a'r Tîm Gweithredol Corfforaethol wedi bod yn rhan o drafodaethau am y dewisiadau tymor byr a thymor hir i gyflawni Cam 2.
- 8.2. Mae **Grŵp Ardal Aelodau Dinbych** yn cael y wybodaeth ddiweddaraf am gynnydd a chynigion ar gyfer datblygu yn cynnwys Gorsaf Trosglwyddo Gwastraff newydd

arfaethedig Cyngor Sir Ddinbych drwy eitem sefydlog ar Agenda'r Grŵp. Y tro diwethaf iddynt ymweld â'r safle oedd 21 Ebrill 2023 i weld cynnydd.

- 8.3. Ymgynghorwyd ag Aelod Arweiniol yr Amgylchedd a Chludiant ac Aelod Arweiniol Cyllid a chawsant y wybodaeth ddiweddaraf drwy eu safle ar y **Bwrdd Prosiect**.
- 8.4. Cafodd yr egwyddor gyffredinol o ddatblygu Gorsaf Trosglwyddo Gwastraff newydd i gefnogi'r newid cyffredinol i'r gwasanaeth gwastraff ei gymeradwyo'n wreiddiol yn y **Grŵp Gwella Gwasanaeth a'r Cabinet** ym mis Rhagfyr 2018 a chafodd diweddariadau pellach ar gynnydd eu cyflwyno yn **Sesiwn Frifio'r Cabinet** a'r **Pwyllgor Craffu Cymunedau** yn ystod 2019, 2021 a 2022 ac yn fwyaf diweddar ym mis Mawrth 2023 ar gynnydd yn cynnwys y diweddaraf ar yr Orsaf. Hefyd, aeth y mater o brynu tir yng Ngholomendy, Dinbych a datblygiad yr Orsaf Trosglwyddo Gwastraff arfaethedig ar y tir hwnnw fel dewis a ffeirir gerbron y **Grŵp Rheoli Asedau** ym mis Mawrth 2019.
- 8.5. Ymgynghorwyd â'r **Prif Swyddog Ariannol** – gweler yr ymateb isod:

## 9. Datganiad y Prif Swyddog Ariannol

- 9.1. Mae'r adroddiad yn gosod cefndir y sefyllfa y mae'r prosiect yn ei wynebu'n glir. Er bod y pwysau a nodwyd yn amlwg yn newyddion siomedig, croesewir y ffaith bod swyddogion wedi llunio cynllun ar gyfer symud ymlaen. Oherwydd y rhagolwg ariannol anodd iawn a amlinellwyd yn y Cynllun Ariannol Tymor Canolig yng nghyfarfod y Cabinet ym mis Ebrill, os na fydd cyllid yn dod gan Lywodraeth Cymru i helpu i ariannu gorwariant y prosiect, mae'n bosibl y bydd yn rhaid oedi prosiectau eraill.

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

- 10.1. Rheoli is-gontractwyr - bydd angen i Gyngor Sir Ddinbych barhau â'r berthynas agos ag is-gontractwyr allweddol sy'n gweithio ar Gam 2 i sicrhau ein bod yn ymdrin ag unrhyw faterion fel maent yn codi i liniaru problemau a sicrhau bod y gweithgareddau'n dilyn y rhaglen. Yn seiliedig ar yr adolygiad diweddaraf o'r Rhaglen, rhagwelir o hyd y bydd Cam 2 yn cael ei gwblhau erbyn mis Tachwedd 2023.

- 10.2. Pwysau pellach ar gostau - mae arian at raid o 5% wedi ei gynnig yn y cynllun diwygiedig i ddelio ag unrhyw bwysau pellach ar gostau / pethau na ellir eu rhagweld.
- 10.3. Llwyth gwaith parhaus i dîm allweddol Cyngor Sir Ddinbych - wedi ei gynnwys yn y gyllideb ychwanegol costau diwygiedig ar gyfer cymorth / adnoddau mewnl parhaus.

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

- 11.1. a.24 Deddf Llywodraeth Leol ac Etholiadau (Cymru) 2021 a Rheoliadau Contractau Cyhoeddus 2015.

## **BRIEFING NOTE - POSITION AND OPTIONS FOR WAY FORWARD WITH PHASE 2 OF WTS FOLLOWING RL DAVIES & SONS LTD ENTERING ADMINISTRATION**

### **POSITION**

RL Davies & Sons Ltd (RLD) were appointed to deliver the Phase 2 Contract to complete construction of the new Waste Transfer Station (WTS) in June 2022. The Contract Sum was £6.231M. The form of contract used was the NEC4 Engineering and Construction Contract (ECC) Option A. Work commenced on site in August 2022. Up to end January 2023 the latest estimated Final Account for Phase 2 was £6.9M which included for a number of Compensation Events (CE's) approved since site start to capture scope changes from the Service which were approved by Board in September 2022 and other issues that have arisen on site. A number of further CE's were still to be priced by RLD and remained outstanding at time of administration but were estimated to take a revised Final Account Estimate to close to £7M. At present the approved overall budget for Phase 2 including Contingency is £7.022M. Spend to date following the final account on administration on the Phase 2 contract with RLD to February 16<sup>th</sup> 2023 and including cost of any direct payments to key subcontractors was £3.2M (c. 45%) and the anticipated Completion Date was November 10<sup>th</sup> 2023.

Following RLD entering administration on Thursday February 16<sup>th</sup> 2023 the site was secured and appropriate actions taken. Following this news and after obtaining necessary approvals within DCC, a Termination Notice was served on RLD and their appointed Administrator on Monday February 20<sup>th</sup> terminating the Contract between DCC and RLD as allowed for under the NEC4 form of contract in use on the scheme. On termination the subcontractors and their tendered packages fall back to DCC. A Report was taken to Cabinet on 25<sup>th</sup> March on the initial award of and subsequent termination of the contract with RLD.

In the short term an Exception Report has been produced in order to appoint the key subcontractors required to keep the works progressing while a decision is made on the longer term way forwards for delivering the scheme and also to enable payment of subcontractors in the short term. This Exception Report has allowed key works on the site to progress in order to minimise delay to programme as far as is possible. We are using the NEC4 Engineering and Construction Short Subcontract for the appointment of subcontractors and Procurement and Legal have and are being consulted on this.

Listed below is a number of Options for discussion on possible ways forward in the longer term.

## **WAY FORWARD – OPTIONS**

### **OPTION 1:**

Description: Re-tender Contract

- 1) Would put significant cost on the scheme due to delay and repricing via new tender
- 2) Would impact the scheme programme and would delay waste roll out
- 3) Storage costs for materials and equipment already procured would be significant

Not Recommended

### **OPTION 2:**

Description: Appoint Second Place Tenderer to Main Contractor

- 1) Second place tenderer priced scheme in Q2 2022 at £8.1M which was £1.9M more than the lowest price tender (RLD)
- 2) Following a review of the Tender price, applying BCIS Price Inflation since Q2 2022 when initial Tenders were prepared, and based on c. 50% of works to still be completed on Phase 2 it is estimated this Option would cost c. £570K more than the recommended Option
- 3) It is likely there will need to be a period of negotiation before the Contract can be novated and could only be novated if the Contractor was willing to take on all liabilities including design as per the original contract, initial discussions indicate this is not likely
- 4) This option will cause delay and is likely to be more expensive, and given work will be progressing on site in interim, by Contract award main elements of work will be complete
- 5) Have limited knowledge of the scheme after initial tendering or working knowledge of the subcontractors inherited so would be heavily reliant on DCC working knowledge
- 6) The scheme will be substantially completed before any Contract Award (more than 50%).

Not recommended

### **OPTION 3:**

Description: Appoint Civils Subcontractor to Main Contractor

- 1) Discussions have been held with Civil Subcontractor to sound out option
- 2) They have a working knowledge and understanding of the scheme

- 3) Other subcontractors may want to continue with direct payment after their difficulties with RLD
- 4) The scheme would be open book with DCC in a partnering arrangement
- 5) Subcontractors may be nervous of accepting sub contracts
- 6) To date the Civil Subcontractor have been unable to get Design Liability Insurance which prevents novation of the original contract as it can only be novated if it remains fundamentally unchanged
- 7) This Option would cost c. £400K more than the preferred Option
- 8) At present subcontractors approached have accepted subcontracts from DCC so to change this approach would have a cost / time impact.

Not Recommended

**OPTION 4:**

Description: Management Contract – DCC continue to manage subcontractors

- 1) Bring the Contract in house and issue sub contract packages using the NEC4 Short Sub Contract Package using the main Contract terms – this is the approach DCC has been following since RLD entered Administration in order to keep works progressing on site – subcontracts have been issued for packages of work
- 2) The Civils Subcontractor has been appointed to expand their role to include Principal Subcontractor role to manage the site on behalf of DCC and cover CDM, H&S, provide Contractors All Risks Insurance and take on management of a limited number of the subcontract packages.
- 3) The scheme was originally designed by the DCC Works Unit with specialist designer's employed to undertake certain tasks. The design responsibility will revert to DCC as the Principal Designer and the RLD specialist designers have been taken on by DCC to complete their packages of work. All designers have the relevant level of Professional Indemnity Insurance and as DCC undertake design works on a regular basis the necessary design insurance is already in place.
- 4) It has partially mitigated costs pressures compared to other Options
- 5) We are employing an open book policy with all subcontractors
- 6) This approach has mitigated delay
- 7) This approach allows completion to remain as close as possible to the RLD completion date on Nov 10<sup>th</sup> 2023

8) This will help minimise disruption and minimises cost increases

### **Recommended Option**

**NOTE 1:** Phase 1 Enabling Works Contract cost £1.84M. Estimated cost, including Contingency, for Phase 2 via Option 4 is £7.9M – Total WTS works costs £9.74M. Excludes Fees, Surveys, and Equipment costs.

**NOTE 2:** In Q2 2019 via a Framework an initial outline design estimate for the scheme of £13M was prepared based on the outline design at that time, this excluded Client Fees, subsequent changes to the design scope (e.g. inclusion of second weighbridge, dust & odour suppressions system) and any of the collaboration work undertaken in Phase 1 with local businesses.





## **UPDATE OPTION 5 (Preferred) - Weekly Kerbside Sort (including food waste), 4-weekly residual, AHP service: Well-being Impact Assessment Report**

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

**Assessment Number:** 407

**Brief description:** This assessment is required as the Council needs to fundamentally change the way we collect household waste to further improve recycling in the County as part of strategy to meet Welsh Government 70% recycling target by 2024/25 and to address on-going increasing budget pressure due to the cost of sending our mixed recycling for further separation at a Materials recovery Facility. In Option 5 (preferred) the comingled blue recycling 240l bin would be replaced with a TrolliBocs System, where residents present sorted waste into separate stackable containers. The Trollibocs and the existing food waste caddy would be collected weekly on the same vehicle, resulting in resource revenue savings from the provision of higher quality, pre-sorted recycling. . Residual waste would be collected every 4 weeks in a 240l bin (plan to re-use redundant 240l blue bins). An optional human hygiene waste (AHP) service would be offered to remove "smelly waste" from the residual bin where required. New recycling waste streams would be targeted, including batteries, small electrical, electronic equipment (WEEE) and textiles and collected. Currently residents put paper, card, wax cartons, plastic containers/bottles, can and glass bottles/jars altogether in a 240litre blue bin which is collected fortnightly.

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**Completed by:** Peter Clayton

**Responsible Service:** Highways and Environmental Services

E OPTION 5 (Preferred) - Weekly Kerbside Sort (including food waste), 4-weekly residual, AHP

**Localities affected by the proposal:** Whole County,

**Who will be affected by the proposal?** All Residents / Households in Denbighshire; Operational Waste Team as new model rolled out, Trade Waste Customers, Landlords/Social landlords, Contact Centre and range of Council departments

**Was this impact assessment completed as a group?** No

## **Summary and Conclusion**

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

### **Score for the sustainability of the approach**

**3 out of 4 stars**

**Actual score : 33 / 36.**

### **Summary for each Sustainable Development principle**

#### **Long term**

We will develop a wider waste strategy linking to the Welsh Government strategy /ambition to become carbon neutral by 2030. Developed a Benefits Realisation Plan that will be tracked during and beyond project implementation. The service change will include modernisation through the use of in cab technology / pioneering microchipped waste containers. Application of trial data on latest advancements with electric vehicles will be used to optimise green fleet procurement.

#### **Prevention**

Working with partners on assessing carbon reduction impact of new service model. Working with Partners to promote pro-recycling behaviours. Wider adoption of social norming to instructional messages and nudges including via associated communication plans. Introduction of microchipped containers to prevent recyclables being put in residual bin. Implementation of In-Cab technology to improve data gathering to allow more targeted engagement to address issues.

#### **Integration**

Consortium of local businesses involved in depot project, providing a wider industrial development on a site allocated under the LCP for expansion. The depot design evolved to include Highway/Streetscene Services waste streams. The Modernisation of Technology is being led by the ICT business Partner and compliments the wider corporate ambition to digitise and streamline

E OPTION 5 (Preferred) - Weekly Kerbside Sort (including food waste), 4-weekly residual, AHP customer channels and processes.

## Collaboration

HMO licence/agreement amendments. SLA with Co-Options (Third Sector (textiles). WRAP on various waste campaigns. Private Sector (Schaeffer) to test and develop microchip technology; Integration of plans with DCC Carbon Reduction Team. Working with private business on site in Colomendy to facilitate expansion of their premises / business via collaboration on Phase 1 works.

## Involvement

Communication strategy; Community champions, engagement with DCC Staff Council; Ongoing stakeholder Events/roadshows; Eco Schools engagement as school children will become our recycling champions reinforcing accurate messaging in the home. Additional staff budgeted deal with higher numbers of calls at the contact centre during implementation.

## Summary of impact

Well-being Goals	Overall Impact
<a href="#">A prosperous Denbighshire</a>	Positive
<a href="#">A resilient Denbighshire</a>	Positive
<a href="#">A healthier Denbighshire</a>	Neutral
<a href="#">A more equal Denbighshire</a>	Positive
<a href="#">A Denbighshire of cohesive communities</a>	Neutral
<a href="#">A Denbighshire of vibrant culture and thriving Welsh language</a>	Neutral
<a href="#">A globally responsible Denbighshire</a>	Positive

## **Main conclusions**

Overall the proposed project to Remodel the Waste Service Collection should have positive impacts in terms of a prosperous and resilient and a globally responsible Denbighshire as the new service will increase recycling performance by 6%. The higher quality recyclable stream will support the adoption of EU Circular Economy measures and the Welsh Economic Action Plan. The model is also the most cost efficient of all options considered, bringing in a new income stream that protects other council services from further resource reductions. There is also a positive impact on equality due to the introduction of a new service to deal with hygiene waste sometimes produced by young families and the elderly, greater capacity afforded to store and present waste and more frequent recycling collections. We are also offering weekly residual collections to flats in our most deprived areas who are unable to store their waste in bins. We have reviewed our waste policies to ensure exemptions can be awarded to households that struggle to participate fully in the recycling service for genuine physical or mental health reasons. There are no health implications for the new service. Residual waste will be collected less frequently but smelly waste such as nappies and food waste will be collected fortnightly. There is a neutral impact on vibrant culture and Welsh language as all communications will be available in Welsh and English. There will be a significant focus on community engagement throughout and post implementation, encouraging intergenerational learning (young people as ambassadors) and motivational communications material. There is a neutral impact on cohesive communities as the new waste model supports and strengthens a social enterprise operating model for the collection and re-use of textiles, and the service changes are supported through a new (draft) household waste collection policy, to support the regulation of the new operating model.

## **The likely impact on Denbighshire, Wales and the world.**

### **A prosperous Denbighshire**

#### **Overall Impact**

Positive

#### **Justification for impact**

The new waste service will secure the long term future of the service and associated jobs and importantly contribute to increasing recycling rates in the County which will minimise residual waste generated by the County's residents. There is an overall reduction in the Council's carbon footprint through enhanced capture of recycling, especially food waste. Materials recycled are of higher quality which will help stimulate growth in the manufacturing industry within the UK.

#### **Further actions required**

Maximising the positive impacts from higher recycling rates will be dependant on undertaking a comprehensive communication campaign and ongoing education strategy that provides both instructional and motivational information to encourage people to take the extra effort to recycle more and separate their household waste items into various containers. A YouGov Survey stated that 70% of people want to know what happens to their rubbish and 32% would be more likely to separate their materials if they knew what happened to them. the Viridor Recycling Index 2017 (consumer survey) showed that only a quarter of people believed their waste was properly recycled and showed a clear need for better education, with seven in ten (69%) people feeling frustrated about not having enough education materials on recycling. There is an opportunity to re-engage with Denbighshire citizens to provide the information that will inform and influence pro-environmental behaviours.

Consideration to reducing manual handling concerns will be given when specifying the new kerbside recycling vehicles, including consultation with Unions and the workforce. W and R team to investigate introduction of a "ready for work" programme to train up new operatives (workforce succession planning) and career pathways opportunities for existing employees to upskill.

#### **Positive impacts identified:**

##### **A low carbon society**

## E OPTION 5 (Preferred) - Weekly Kerbside Sort (including food waste), 4-weekly residual, AHP

Application of the waste hierarchy, enhanced opportunity for closed loop recycling. Increased in recycling performance of projected to meet WG target of 70%. There is a wide evidence base to show that Kerbside Sort yields a lower carbon footprint than co-mingled collections. The carbon impacts of different methods of collection and post collection sorting were shown by the ADAS report for London Borough of Camden which stated that: "The carbon footprint of the whole process for the co-mingled collection, transfer and MRF is 77% greater than for the kerbside sorted recycle collection system."

High quality materials are more likely to be used in closed loop recycling where glass bottles and jars are recycled into similar products, paper into paper and so on. The carbon benefits of the closed loop recycling of glass were demonstrated in a 2006 paper "The impact of the carbon agenda on the waste management business", Grant Thornton, Oakdene Hollins.

The reduced carbon impact of kerbside sort vehicles compared to large Refuse Collection Vehicles currently used to collect recycling in DCC are considerably lower, as supported by the following paper "Kerbside Recycling in Wales: Environmental Costs, Waste and Resources action Programme (WRAP), March 2009. Opportunity to integrate Ultra Low Carbon Emission vehicles due to timing of vehicle procurement. Depot development includes PV and air source heat pump and rain water harvesting. Heat offtake from existing food waste anaerobic digestion plant can be used to power AHP treatment facility. recovered bins will be collected and sent for recycling. Recovered plastic is often recycled into new waste containers. procurement of new containers will specify some recycled content (whilst maintaining strength / life expectancy of the container).

### **Quality communications, infrastructure and transport**

All new waste collection rounds will undertake route optimisation analysis to reduce unnecessary mileage and optimise efficiency, as well as round risk assessments to avoid traffic congestion where practical. The changes will be supported by a communications plan, to include face to face public engagement, a schools education package, and revised instructional material. Option 5 will result in significant capital investment in local authority depots (North Wales) and new waste containers. Centralised depot will reduce overall fleet mileage compared to other options considered.

### **Economic development**

Collected recycling will be of adequate quality to be reprocessed in the UK (as opposed to being shipped overseas), encouraging home grown manufacturing industries to develop/expand. Collecting high quality recycling through source segregation is a priority for Welsh Government as they recognise the opportunities the EU "Circular Economy" package brings to helping Wales grow its own economy, and in a more sustainable way (www.gov.wales news article "Wales leading the way

towards becoming a circular economy" 28th June 2018. Positive impacts of the circular economy on economic growth are also recognised in the Welsh Government's Economic Action Plan.

The paper by the Resources Association "Putting quality recycling at the heart of a circular economy" August 2015 concludes that mandatory source separation of recyclables, including biowaste, would reduce recycling contamination and create new economic opportunity. By example, an article by Simon Weston (LetsRecycle.com 17th July 2017) director of raw materials (Confederation of Paper Industries) states "Recent work conducted by the Confederation of Paper Industries (CPI) estimates that an increase of one percentage point in contamination would increase costs by about £8 million per annum across the entire UK mill system. For a large paper reprocessor this could equate to as much as £1.25 million per percentage point increase for each 100,000 tonnes of raw material procured. These sorts of additional costs undermine the viability of domestic re-processors when compared with foreign competitors using other material streams, and could lead to plant closures and job losses."

Kerbside Sort systems yield very low contamination rates (1% Friends of the Earth, compared to Commingled recycling schemes that rarely achieve contamination rates below 5% and often in excess of 10%.

Hygiene waste will be collected separately in the Option. It is possible that this waste stream can be recycled and future discussions with Welsh Government are anticipated over the opportunity for this waste to be re-processed in Denbighshire. This would create further jobs through the construction and operation of a new facility. Phase 1 Depot works included collaboration with local businesses to facilitate their expansion securing their presence in the County and option to expand further.

### **Quality skills for the long term**

Waste operatives will require enhanced manual handling training. In addition, the service will be modernised to closely monitor recycling habits of individuals through enhanced data capture of weight based information. Team members will be trained to use route optimisation software. DCC's waste technical team will be trained to collate and report on a wider range of performance data. The team will be required to deliver behaviour change messages to a wide range of audiences, including to school groups and private/social landlords. Increased procurement skills and experience will also be required. The service change would be supported through the adoption of an environmental enforcement policy which the team will be required to adopt. Whilst the existing enforcement team have all existing knowledge and skills, wider adoption by the rest of the team will be required. Potential develop and Operate a treatment facility for Absorbent Hygiene product treatment (nappies and incontinence waste ) in DCC will lead to upskilling of workforce and additional employment.



### **Quality jobs for the long term**

All waste operatives will be required to become "recycling ambassadors" as their acceptance/rejection of presented material will be fundamental to providing weekly feedback to the residents about what can and can not be collected on the kerbside sort scheme. Expected that Waste team jobs will be secured, may be need for additional Waste Team members depending on future operational model - to be confirmed as part of further development of Business Case. The baseline is unaffordable and jobs across other council service are at risk should we not change the way we deliver our services.

This option will secure at least 9 full time jobs in a local Social Enterprise, and support people with learning disabilities, through the collection, sorting , cleaning and resale of textiles.

### **Childcare**

There are no known increased benefits arising from changing from the baseline to Option 5. Working hours are not modelled to change.

### **Negative impacts identified:**

#### **A low carbon society**

c. 30,000 black residual bins will become redundant.

### **Quality communications, infrastructure and transport**

None

### **Economic development**

None - the current receiver of comingled recycling would prefer source segregated material, due to higher quality of paper.

### **Quality skills for the long term**

It is envisaged that the increased manual handling requirements on the kerbside sort option will lead to a number of operatives seeking redeployment or retirement. This will produce a knowledge gap in the service for which we must prepare over the next 2 years.

### **Quality jobs for the long term**

The manual handling implications of the kerbside sort system may present as a barrier to older operatives or operatives with pre-existing conditions that limit repetitive lifting operations. A key HR work stream has been set up to identify redeployment opportunities for staff who may not be able to carry out the new duties and jobs will be re-evaluated to reflect the change in operations. The Service has already identified the Council's Career Pathways programme as a strategy to deliver succession planning and develop skills of existing employees. They are also proactively engaged in promoting career opportunities externally, such as attending job fairs.

### **Childcare**

There are no known increased implications arising from changing from the baseline to Option 5.

### **A resilient Denbighshire**

#### **Overall Impact**

Positive

#### **Justification for impact**

Overall, despite potential for negative consequences due to potential increase in collection vehicle mileage and possible negative behaviour reactions by disgruntled residents who may take against recycling agenda as a consequence overall it is felt the overall message will raise awareness of the importance of recycling and the new model will support the capacity to further increase domestic recycling rates. New WTS incorporates LCZ technologies to mitigate and minimise impact and reduce carbon including on management of surface water. In addition new service will roll out a number of ULEV vehicles as part of new Fleet

#### **Further actions required**

Negative behaviour issues will be tackled through targeted communications on the benefits of the change to collection model to try to get all residents on board. As far as is possible new collection vehicles will be the most fuel efficient models affordable to reduce fuel consumption and emissions as far as practical to mitigate this issue. Electric vehicles will be integrated into the new fleet to further reduce emissions.

## **Positive impacts identified:**

### **Biodiversity and the natural environment**

This option enables the reprocessing industry to operate closed loop recycling solutions, saving the need to use virgin materials extracted from the natural environment across the world. More recycling will be recovered than the baseline option. Evidence suggests that people adopting pro-recycling behaviours on a kerbside sort system become more supportive of wider environmental issues. As part of development of new WTS a committed sum paid for off site ecological enhancements plus on site enhancements including pond creation.

### **Biodiversity in the built environment**

Currently around 5000 households are receiving a sack collection for residual/recyclable waste. Sacks are ripped open by scavenging animals (seagulls, rats and foxes) providing an unnatural source of food, leading to unhealthy increases in populations of some species that may displace other species. This option will seek to reduce the number of households on a sack collection and provide a more regulated system that will prohibit residents placing food waste into sacks. The Trollibocs system does help contain litter as it must be presented lidded but will require enforcement to ensure boxes are not presented off the trolley and without lids.

### **Reducing waste, reusing and recycling**

Option will improve and increase domestic recycling performance and produce cleaner material more suitable for closed loop recycling. Potential to recycle new waste streams such as absorbent hygiene products.

### **Reduced energy/fuel consumption**

Food waste is co-collected on the same recycling vehicle as dry material and the number of residual collection passes per month associated with this are reduced. Integration of some electric vehicles through the fleet procurement. PV and air source heat pump installation and rainwater harvesting at depot.

### **People's awareness of the environment and biodiversity**

New collection model will further raise awareness of need to and issues around recycling. A communications Strategy has been developed and includes an Education Campaign to promote

pro-recycling behaviours in young people, and encourage them to take home important messages.

### **Flood risk management**

SUDS and surface water attenuation applied to design of new WTS in Colomendy to meet 100 year + 30 year event risk to mitigate impacts from surface water flooding events

### **Negative impacts identified:**

#### **Biodiversity and the natural environment**

None

#### **Biodiversity in the built environment**

None

#### **Reducing waste, reusing and recycling**

May encourage negative behaviour from disgruntled Residents who take against new arrangements and deliberately reduce recycling efforts. . there is no evidence to suggest an increase in fly tipping in these authorities. However, it is necessary to support these service changes with fair but firm household waste collection policy and resource enforcement activities adequately to ensure that dumping of rubbish and deliberately cross contaminating waste streams is appropriately regulated.

#### **Reduced energy/fuel consumption**

None

#### **People's awareness of the environment and biodiversity**

May encourage negative behaviour from disgruntled Residents who take against new arrangements and deliberately reduce recycling

### **Flood risk management**

None

## **A healthier Denbighshire**

### **Overall Impact**

Neutral

### **Justification for impact**

Neutral overall as few relevant impacts, where potential impacts do exist they are likely to be minimal - mainly in relation to good local environmental quality being associated to better feeling of well being.

### **Further actions required**

Engaging people in a positive way will be stressed and highlighted as part of communications during/post implementation. Introduction of a behaviour change support with enhanced education and targeted enforcement through data gathered by microchipped bins / In Cab Technology is planned to mitigate the risk of people failing to comply with the new scheme and waste escaping into the environment as a result. Additional capacity for cardboard containerisation is also planned to prevent waste escaping.

### **Positive impacts identified:**

#### **A social and physical environment that encourage and support health and well-being**

This option requires the householder to do more to manage their waste responsibly. More support will be offered to residents to comply and a sustained and focussed environmental campaign will offer opportunities for social norming and intergenerational learning, where schools and their pupils encourage their communities to recycle more.

#### **Access to good quality, healthy food**

NONE

#### **People's emotional and mental well-being**

Engaging people further in the need and activity of increasing recycling will engage them in a positive activity that can improve their sense of participation and doing good. There is evidence that people

E OPTION 5 (Preferred) - Weekly Kerbside Sort (including food waste), 4-weekly residual, AHP

using a kerbside sort system are more "bought into" recycling as they believe more strongly the material is going to be made into new products. There is also evidence to suggest engaged recyclers are more likely to engage or be supportive of wider environmental initiatives.

**Access to healthcare**

NONE

**Participation in leisure opportunities**

NONE

**Negative impacts identified:**

**A social and physical environment that encourage and support health and well-being**

There is a risk that those residents who do not currently engage with DCC's waste collection system will find the new system more challenging. therefore incidents of alleyway dumping may increase if not managed. DCC will introduce a new enforcement policy and increased communications programme to mitigate these risks. the introduction of microchipped bins is planned to mitigate this risk and optimise recycling.

**Access to good quality, healthy food**

NONE

**People's emotional and mental well-being**

Possible issues with the change upsetting residents and affecting their well being due to change and the need to adapt to new arrangements which they may feel antagonism towards, or be fearful they will not be able to cope with the new system.

**Access to healthcare**

NONE

**Participation in leisure opportunities**

NONE

## **A more equal Denbighshire**

### **Overall Impact**

Positive

### **Justification for impact**

Most protected groups should be unaffected by the new waste model as households already present and segregate their rubbish. There may be a negative impact on residents with disability or who are elderly/infirm but variants to the main system will be put in place to recognise and manage this. The service will see more capacity provided to all households for managing waste and more frequent collections. residual waste frequencies for those on a sack service will be weekly or fortnightly (not monthly as on the standard service). This means residents in shared accommodation, or with very little storage will be able to manage their waste better in the future, compared to the current service. In Cab technology and microchipped technology will enable early intervention /support and monitoring of vulnerable and non-compliant households.

### **Further actions required**

Recycling rates in areas with poor economic circumstances is often lower than in other areas. More targeted communications, such as roadshows, School visits and door to door support will be required to ensure residents in these areas fully understand the new system and take care to store their waste and recycling containers on their own properties so they are not abused or stolen.

### **Positive impacts identified:**

**Improving the well-being of people with protected characteristics. The nine protected characteristics are: age; disability; gender reassignment; marriage or civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation**

The new Service will include a free separate collection of nappy/incontinence waste upon request, helping households with young children, or residents with medical needs cope better with the Waste Collection Service. This is an improvement to the existing service. Where possible discreet but accessible collection points from inside the household property boundary may be requested for

E OPTION 5 (Preferred) - Weekly Kerbside Sort (including food waste), 4-weekly residual, AHP those requiring the services due to medical conditions.

### **People who suffer discrimination or disadvantage**

The Service recognises the challenges inherent in our most deprived communities. The West Rhyll project will ensure the service design reflects local limitations, such as storage for containers and social challenged, to include alternative container sizes, curtilage collections and a more frequent service where needed.

### **People affected by socio-economic disadvantage and unequal outcomes**

People in poverty often produce more waste - especially food waste and packaging waste. The new model provides greater capacity overall, on a 4 weekly basis to manage and contain waste.

### **Areas affected by socio-economic disadvantage**

All trollibocs and new waste containers will be provided free of charge during the service change, even though the Council has a right to charge for them.

W and R department will liaise with the Council's troubled families team and other appropriate outreach workers to ensure that waste requirements are understood and passed on to households, should waste issues or questions arise.

A schools Education programme will be launched to support the new waste model, and priority focus will be given to schools in deprived areas.

The new waste model will increase the opportunities for employment and "ready to work" schemes.

### **Negative impacts identified:**

**Improving the well-being of people with protected characteristics. The nine protected characteristics are: age; disability; gender reassignment; marriage or civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation**

People with some disabilities may find the new way of presenting waste more challenging, due to the need to separate waste into more containers, and due to the fact that they may need a larger residual bin, which could be heavier to manoeuvre. Consultation with disability user group representatives has also identified that the new Trollibocs system requires more "bending" that could prevent or put off



some infirm residents from using the service. The Trolliboc design will take account of feedback received through consultations. DCC operate an assisted collection service so if a household find their residual bin too heavy due to size can either be given a smaller bin (subject to having capacity) two smaller bins, or may apply to be on the assist list where we collect the bin from the curtilage of their property.

The new DCC waste enforcement policy will allow for households to be listed as exempt from recycling some or all materials if a disability and/or lack of support genuinely prevents them from doing so (e.g. sheltered accommodation with occupants with dementia).

Trollibocs can be provided with braille stickers where needed and all associated instructional material will be provided in appropriate mediums for sight impaired occupants.

Opportunities for upskilling and redeployment will be provided to employees who are unable to manage the new manual handling requirements of the collection service

### **People who suffer discrimination or disadvantage**

If a household has suffered discrimination from sections of their community in the past, they are more likely to be reported to us if they struggle to comply with the new system.

The DCC enforcement policy will always include an initial educational step before enforcement action is taken to help residents to adjust to the new requirements.

### **People affected by socio-economic disadvantage and unequal outcomes**

The Council has the right to issue a fixed penalty to residential occupants for failing to recycle, or dumping black bag waste. In order for the new scheme to work longer term, it will be necessary to monitor activities of non-complying households more rigorously, that could lead to FPN's being issued. However, the revised Council enforcement procedure will ensure that every household will be given the opportunity to correct behaviours. In addition, an early payment option with a reduced fine level can also be included.

### **Areas affected by socio-economic disadvantage**

Recycling rates in areas with poor economic circumstances is often lower than in other areas.

### **A Denbighshire of cohesive communities**

## **Overall Impact**

Neutral

## **Justification for impact**

Overall positive impact as new collection model offers opportunities to raise awareness of need to and increase ability to recycle for residents and benefit this may bring to engagement and reducing littering but is small risk it may also lead to feeling that change being done to residents and an associated problem of littering and fly tipping may result however this is thought to be low risk. The new system will be better regulated to identify non-compliance quickly and target behaviour change processes efficiently. There will be less (no) abandoned contaminated bins on the streets in the future preferred model.

The Recycle More Waste Less Survey showed that households are currently more likely to have space in their residual black bin on collection day than their recycling bins, evidencing that the new model, to increase recycling capacity by 57litres per week and reducing residual capacity by 10litres per week is manageable. This, combined with the fact that on average 51% of the waste in the black bins could be recycled on our existing services supports a move to shift the focus and resources to collecting more recyclable waste.

## **Further actions required**

There is a perception that a reduced residual collection frequency could attract pests. The new model will offer a weekly opt-in service for human hygiene waste and the weekly food waste service will continue and be expanded to all houses, meaning waste most likely to attract pests and vermin should not be in the residual bin. Households remaining on a sack collection will be provided with gull-proof sacks to contain their disposal pink sacks. This will keep waste and odours contained and enable the Council to regulate the capacity given to sack customers so that recycling behaviours are still incentivised.

## **Positive impacts identified:**

### **Safe communities and individuals**

All wheeled bins and Trollibocs will be assigned to individual properties, encouraging ownership so they are not left out on the highway where they pose a fire risk. Currently there are excessive numbers of abandoned blue recycling bins on the public highway in high density areas due to them becoming

E OPTION 5 (Preferred) - Weekly Kerbside Sort (including food waste), 4-weekly residual, AHP contaminated. This will not be an issue in the new model. Microchipping of residual bins will also mean we can return lost or stolen bins to the correct household.

### **Community participation and resilience**

All residents have had the opportunity to be surveyed about the changes and will have the opportunity to raise concerns they may have already that can be addressed via the proposed changes or concerns they may have in relation to the new change.

A sustained schools education programme will result in a significant number of young people becoming recycling ambassadors, and offering learning /recycling opportunities within their communities.

### **The attractiveness of the area**

With improved recycling it may be that this leads to a reduction in litter / waste as more recyclable material is captured via the new collection arrangements. Sack collections and on street solutions (currently abused) will be phased out wherever possible. Enhanced consultation with HMOs and private landlords will seek to ensure adequate and appropriate provision is made for tenanted properties.

### **Connected communities**

Intention to use social norming as a way to promote pro-recycling behaviours and identify recycling champions.

### **Rural resilience**

In Cab technology, on board cameras on all new fleet and microchipped bins will help deliver a reliable service in these areas. the new kerbside sort vehicles will be able to access more properties than the Refuse Collection Vehicles, meaning some can come off the sack service for recycling. Animal proof sacks will be offered to households on a sack service to prevent pests such as foxes. End of lane collection points will be reviewed to ensure reliable access to the collection points.

### **Negative impacts identified:**

### **Safe communities and individuals**

Residents who fail to comply with the new system and dump their waste will lower the environmental

## E OPTION 5 (Preferred) - Weekly Kerbside Sort (including food waste), 4-weekly residual, AHP

quality where they live - leading to the broken windows effect. The new waste model, however, will have boosted resources to target those individuals with appropriate education and enforcement action. It is not envisaged, however that these issues will increase in number from the baseline model. Areas causing issues now will be visited to ensure the optimal system is put in place to prevent waste escaping into the environment.

### **Community participation and resilience**

Many residents will not have actively engaged during the proposal phase and provide resistance as the service is rolled out.

### **The attractiveness of the area**

Residents who fail to comply with the new system and dump their waste will lower the environmental quality where they live - leading to the broken windows effect. The new waste model, however, will have boosted resources to target those individuals with appropriate education and enforcement action. It is not envisaged, however that these issues will increase in number from the baseline model. Areas causing issues now will be visited to ensure the optimal system is put in place to prevent waste escaping into the environment.

There is a perception that a reduced residual collection frequency could attract pests but minimise risk by getting as many properties as possible on weekly food collection..

### **Connected communities**

Initially some recyclers may disengage with the new service if they disagree with the proposals. Mitigate with regular and targeted coms using the Waste Recycling Action Programme's (WRAP's) segmentation research. New scheme must be flexible to address individual needs where appropriate.

### **Rural resilience**

The service intends to revisit and apply its existing lane ends collection policy wherever practical to optimise the service. This may be met with resistance by some rural properties than are requested to present their bins on the public highway.

### **A Denbighshire of vibrant culture and thriving Welsh language**

## **Overall Impact**

Neutral

## **Justification for impact**

There will be a lot of communications material produced to provide instructional and motivational information to target audiences and the public in general. Every opportunity to promote the Welsh Language and cultures will be taken during the development of our campaigns.

## **Further actions required**

There are no identified negatives.

## **Positive impacts identified:**

### **People using Welsh**

The proposed waste collection system is more aligned to those in the other Welsh authorities. This consistency will assist in general understanding in any language as families and friends communicate beyond County boundaries. All communications, including the survey, media releases and instructional information will be produced in Welsh as well as English.

### **Promoting the Welsh language**

There is an opportunity to display bi-lingual advertisements with simple messages/ catch phrases

### **Culture and heritage**

In the longer term, once kerbside capture of materials is maximised, there is an opportunity to promote re-use of kerbside materials and carry out campaigns to extend the life of items through repair. This will encourage people to learn traditional skills, such as sewing. There is also an opportunity to appeal to target audiences through tying together traditional activities and recycling/re-use behaviours

## **Negative impacts identified:**

**People using Welsh**

NONE

**Promoting the Welsh language**

NONE

**Culture and heritage**

NONE

**A globally responsible Denbighshire**

**Overall Impact**

Positive

**Justification for impact**

Positive overall as aligns with other North Wales LA's - developing common resident experience and producing higher quality resources that can stimulate local and national manufacturing opportunities. The main purpose of this service change is to improve the environmental benefits of our waste collection processes.

**Further actions required**

As part of design and communications around collections model change Denbighshire will learn from experience at Conwy CBC and from all previous service changes in Wales and wider afield, through data held by WRAP (Waste Resources Action Programme)

Service to work with eth newly establish carbon reduction team to calculate and monitor carbon impact of the physical service changes.

**Positive impacts identified:**

**Local, national, international supply chains**

The baseline waste model produces low quality recycling which has limited markets, often overseas.

## E OPTION 5 (Preferred) - Weekly Kerbside Sort (including food waste), 4-weekly residual, AHP

This option produces source segregated material which can be used by local and national manufacturing companies.

### **Human rights**

NONE

### **Broader service provision in the local area or the region**

By making the proposed changes the waste collection model in Denbighshire will more closely align with others across North Wales, including specifically Conwy CBC therefore making any option for Service of Council mergers in future a simpler task. DCC are proposed to be the lead operators of a treatment facility for the recycling of nappies and incontinence waste, to be used by all participating North Wales authorities.

### **Reducing climate change**

reduced carbon footprint through: Increasing recycling from 64% to 70% ; Integration of electric vehicles in the waste collection fleet; energy saving initiatives for the depot design such as PV, water harvesting and air source heat pump. Green supply chain procurement.

### **Negative impacts identified:**

#### **Local, national, international supply chains**

Initially there will be a drop in the volume of some non-target plastic that is currently being marketed but the benefits of producing cleaner material far outweigh this.

### **Human rights**

To support the introduction of the new scheme, the Council will be reviewing its waste enforcement policies to ensure the scheme is regulated. The Council will, in all cases act in accordance with the Regulators Code (2014).

### **Broader service provision in the local area or the region**

NONE

E OPTION 5 (Preferred) - Weekly Kerbside Sort (including food waste), 4-weekly residual, AHP

### **Reducing climate change**

Initial carbon impact of infrastructure provision - additional vehicles , containers and new depot - this impact will need to be calculated and netted off the overall gains.



<b>Phase 1 Final Cost</b>	<b>£1,843,755.00</b> actual cost on completion in April 2022
<b>Phase 2 Current Budget</b>	<b>£7,021,951.00</b> Includes Contingency
<b>Phase 2 Cost to Feb 16th via RLD</b>	£1,648,894.08 Cost to RLD Final Account (APF7) on Administration Feb 16th 2023
<b>Phase 2 Costs Paid Direct to Subcontractors to end Feb</b>	£1,573,180.79 Cost paid direct during works up to end Feb 2023 (AFP8)
<b>Phase 2 Cost to Complete from end Feb</b>	£4,325,664.35 Based on updated subcontractor package costs, assessment of issues with RLD pricing and material price increases
<b>SUB TOTAL</b>	<b>£7,547,739.22</b>
Contingency	£157,648.85 5% of estimated cost to complete from end May 2023
<b>SUB TOTAL</b>	<b>£7,705,388.07</b>
Landscaping	£15,000.00 Seeding, Trees, Newt Fence - taken out of scope of Phase 2 works to reduce cost
Dwr Cymru / Welsh Water	£25,000.00 Fire Main and Domestic Connections for WTS
BT Openreach	£15,000.00 New Fibre connection into WTS
DCC ICT	£12,000.00 Cabinet Switches, WAP's, Screens etc.
Baling & Sorting Equipment	£35,000.00 Material price increase on concrete bay panels and steel bale wire and storage to end July 2023
Internal Fees	£30,000.00 Project Management Fees
Internal Fees	£50,000.00 Highways & Environment Fees
External Fees	£25,550.00 External QS/Cost Consultant Support
<b>SUB TOTAL</b>	<b>£207,550.00</b>
<b>OVERALL TOTAL</b>	<b>£7,912,938.07</b>
<b>PRESSURE</b>	<b>£890,987.07</b>

Mae tudalen hwn yn fwiadol wag

<b>Adroddiad i'r</b>	Cabinet
<b>Dyddiad y cyfarfod</b>	23 Mai 2023
<b>Aelod/Swyddog Arweiniol</b>	Gwyneth Ellis/ Paul Barnes / Leah Gray
<b>Pennaeth y Gwasanaeth</b>	Steve Gadd
<b>Awduron yr Adroddiad</b>	Paul Barnes / Leah Gray / Elaine Edge
<b>Teitl:</b>	Premiwm Treth y Cyngor ar Ail Gartrefi / Eiddo Gwag Hirdymor

## 1. Am beth mae'r adroddiad yn sôn?

- 1.1. Mae'r adroddiad yn rhoi'r wybodaeth ddiweddaraf i'r Cabinet ar y ddeddfwriaeth a gyflwynwyd gan Lywodraeth Cymru yn ymwneud â chynyddu'r lefelau uchaf o bremiymau treth y cyngor y gellir eu codi ar ail gartrefi ac eiddo gwag hirdymor. Ceisir cyngor ar sut yr hoffai'r Cabinet symud ymlaen gyda chodi unrhyw bremiwm ychwanegol posibl ar y tai hyn yn Sir Ddinbych.

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

- 2.1. Rhoi gwybodaeth i'r Cabinet ar y data cyfredol cysylltiedig ag ail gartrefi ac eiddo gwag hirdymor yn Sir Ddinbych.
- 2.2. Amlygu'r posibilrwydd o newid y premiymau treth y cyngor a godir ar ail gartrefi ac eiddo gwag hirdymor.
- 2.3. Rhoi diweddariad ar y newidiadau yn y meini prawf ar Drethi Annomestig Cenedlaethol (NNDR) cysylltiedig â llety gwyliau gan y gallai olygu y bydd rhai tai'n cael eu hailddosbarthu'r ail gartrefi (Atodiad B 1.2).
- 2.4. Ceisio cyngor ac arweiniad ar sut yr hoffai'r Cabinet weithredu yn seiliedig ar yr ystyriaethau a amlinellir yn y papur hwn.

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

- 3.1. Bod y Cabinet yn adolygu'r papur a'r wybodaeth ategol a gyflwynwyd a chynghori sut y maent am i swyddogion symud ymlaen. Bydd pecyn ymgynghori cyhoeddus yn cael ei baratoi os bydd yr aelodau'n argymhell cynnydd o 50% yn fwy na'r premiwm presennol.
- 3.2. Argymhellir bod unrhyw gynnydd mewn premiymau yr un fath i ail gartrefi safonol ac eiddo gwag, fel na fydd trethdalwyr yn ceisio osgoi talu (drwy wneud cais i newid i'r categori mwyaf ffafriol) ac i sicrhau nad yw'r baich gweinyddol yn cynyddu'n arwyddocaol, heblaw am eiddo sy'n dod o fewn yr argymhellion.
- 3.3. Bod y Cabinet yn cytuno â'r cynigion canlynol a fydd yn hysbysu ymgynghoriad cyhoeddus cyn i'r Cabinet a'r Cyngor wneud eu penderfyniadau terfynol:
- 3.3.1 Bod y premiwm a godir ar ail gartrefi ac eiddo gwag hirdymor yn aros ar 50% o Ebrill 2023 ac yna'n cynyddu i 100% o Ebrill 2024 ac i 150% o Ebrill 2025.
- 3.3.2 Bod eiddo sydd wedi bod yn wag a heb ei ddodrefnu ers 5 mlynedd neu fwy yn talu premiwm o 50% yn fwy na'r premiwm safonol.

### **4 Manylion yr adroddiad**

Gwybodaeth ychwanegol wedi'i darparu i gefnogi'r adroddiad ac i roi rhagor o fanylion pe bai angen.

- 4.1 Y cefndir a'r cyd-destun (Atodiad B 1.1)
- 4.2 Newidiadau deddfwriaethol (Atodiad B 1.2)
- 4.3 Ystyriaethau (Atodiad B 1.3)
- 4.4 Dewisiadau posibl - mae nifer di-ben-draw o ddewisiadau ar gael, ond mae'r rhyddid yn canolbwyntio ar:
- Cadw at y gyfradd bresennol o 50%

- Codi'r premiwm ar eiddo gwag hirdymor i uchafswm o 300% (300% yn ychwanegol, ar ben y swm treth y cyngor safonol). Y gwerth ariannol a welir yn eitem 6, Atodiad A.
- Codi'r premiwm ar ail gartrefi i uchafswm o 300% (300% yn ychwanegol, ar ben y swm treth y cyngor safonol). Y gwerth ariannol a welir yn Eitem 6, Atodiad A
- Cyflwyno ymdriniaeth daprog tuag at eiddo gwag hirdymor - er enghraifft, codi 200% ar eiddo sydd wedi bod yn wag am fwy na 5 mlynedd ac yna 300% ar ôl 10 mlynedd (ar hyd o bryd nid ydym yn tapro unrhyw bremiymau a godir).

Yn amlwg mae llawer o ddewisiadau ar agor i'r aelodau a allent ganiatáu cynnydd o hyd at 300% ar gyfer ail gartrefi ac eiddo gwag hirdymor.

Bwriad Llywodraeth Cymru drwy'r polisi hwn yw newid ymddygiad ac annog perchnogion i ddod ag eiddo gwag yn ôl i ddefnydd mewn cymunedau, yn hytrach na chynyddu incwm o dreth y cyngor. Gyda hyn mewn golwg efallai y bydd Aelodau'n penderfynu cynyddu premiymau neu ganolbwyntio ar gynnydd ar eiddo gwag hirdymor.

Fodd bynnag byddai swyddogion yn argymhell ymateb pwylllog o ran unrhyw gynnydd er mwyn galluogi ymdriniaeth dysgu a gwerthuso. Hefyd byddai unrhyw gynnydd mawr sydyn neu newid arwyddocaol i'r premiwm yn arwain at nifer fawr o geisiadau Adran 13a am ryddhad yn ôl disgrisiwn rhag talu'r premiwm. Bydd hyn yn gofyn am adnoddau arwyddocaol yn ogystal â chynnydd disgwylidig mewn apeliadau a chwynion. Bydd yn rhaid adlewyrchu'r costau gweinyddol os mai dyma yw'r achos.

Mae argymhellion y swyddogion yn anelu at geisio cydbwysedd er mwyn ystyried sut i weinyddu'r cynllun yn effeithiol, gan ystyried y cyd-destun rhanbarthol a ffactorau deddfwriaethol ehangach.

## **5 Sut mae'r penderfyniad yn cyfrannu at Gynllun Corfforaethol 2022 i 2027: Y Sir Ddinbych a Garem?**

5.1 Pwrpas y premiwm yw cynyddu nifer y tai fforddiadwy yn Sir Ddinbych a chynnal/meithrin cymunedau ffyniannus a chynaliadwy. Ni fydd y cynllun yn cael unrhyw effaith ar ymdrechion y Cyngor i fod yn garbon sero net ac yn ecolegol gadarnhaol erbyn 2030.

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

6.1 Bydd effaith ar adnoddau staffio h.y. bydd cynnydd mewn ymgysylltiad cwsmeriaid o fewn y tîm treth y cyngor os caiff y premiwm ei gynyddu. Bydd yn rhaid i'r arolygydd eiddo gynnal mwy o ymweliadau er mwyn sicrhau cyn lleied â phosibl o dwyll neu achosion o osgoi talu'r dreth. Fodd bynnag bydd rhagor o incwm yn cael ei godi os cynyddir canran y premiwm.

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

7.1 Rydym wedi dechrau datblygu ein hasesiad o effaith ar les a bydd casgliadau'r ymgynghoriad cyhoeddus yn elfen allweddol o'i ddatblygiad.

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

8.1 Yr adroddiad yw dechrau'r broses ymgysylltu a bydd y cyngor a geir gan y Cabinet yn pennu'r camau nesaf, yn cynnwys ymgynghoriad cyhoeddus.

## **9 Datganiad y Prif Swyddog Ariannol**

9.1 Mae'r adroddiad yn amlinellu'n glir yr opsiynau sydd ar gael i'r Cyngor wrth fynd ati i arfer yr hyblygrwydd newydd ar gyfer codi cyfraddau uwch ar eiddo gwag hirdymor ac ail gartrefi. Mae'n bwysig nodi y gellir adolygu'r penderfyniad i ddefnyddio'r rhyddid hwn yn flynyddol fel rhan o'r broses o osod Treth y Cyngor. Yr argymhelliad yw ymdriniaeth bwyllog tra byddwn yn dysgu o brofiadau awdurdodau eraill - ond yn amlwg rydym yn cydnabod fod hwn yn benderfyniad gwleidyddol dros ben. Bydd unrhyw benderfyniad i newid y cyfraddau'n cynnwys ymgynghoriad ehangach a byddai angen i hwn gychwyn cyn gynted â phosibl.

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

10.1 Bydd y risgiau'n cael eu dynodi a'u gwerthuso unwaith y bydd yr aelodau wedi rhoi gwybod beth yw'r opsiwn y maent yn ei ffafrio. Mae'r ystyriaethau ar hyn o bryd yn ymwneud â'r angen am ymgynghoriad cyhoeddus ar unrhyw newidiadau

arfaethedig a nifer y newidiadau/newidiadau arfaethedig a allent effeithio ar y diwydiant twristiaeth yn Sir Ddinbych.

10.2 Gallai unrhyw gynnydd mewn premiymau gynyddu'r risg o dwyll ac achosion o osgoi talu'r dreth. Bydd gwyliadwriaeth swyddogion a'r defnydd ychwanegol o'r Arolygydd Eiddo yn lleihau'r risg.

## **11 Pŵer i wneud y penderfyniad**

- Deddf Tai (Cymru) 2014
- Rheoliadau'r Dreth Gyngor (Eithriadau rhag Symiau Uwch) Cymru 2015
- Rheoliadau'r Dreth Gyngor (Anheddau Gwag Hirdymor ac Anheddau a Feddiannir yn Gyfnodol) (Cymru) 2022

Mae tudalen hwn yn fwriadol wag



# Appendix A

## Item 1:

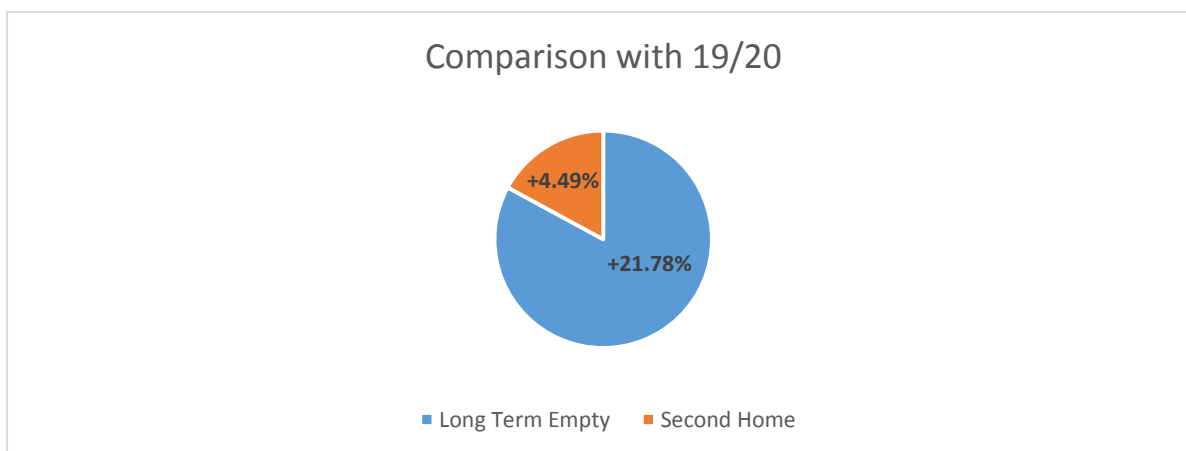
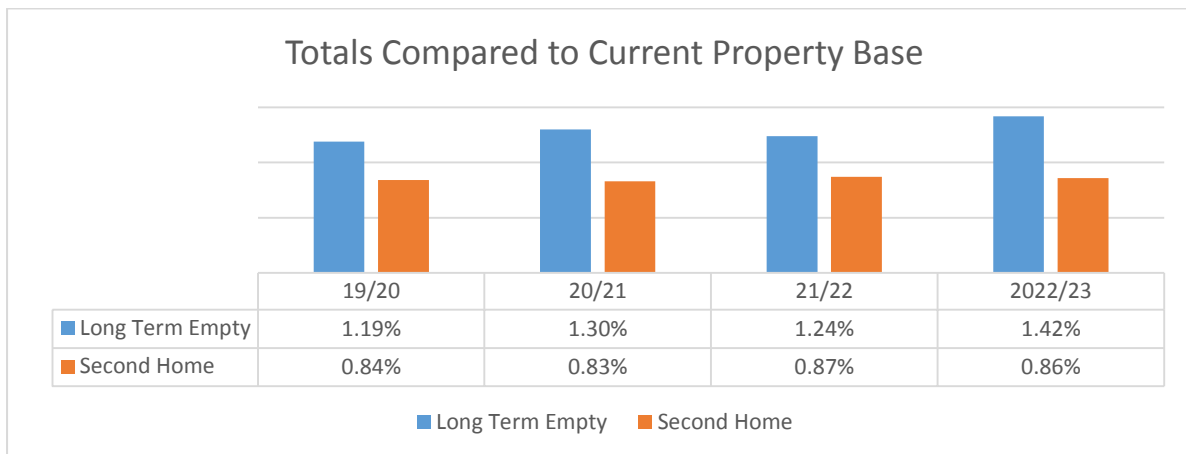
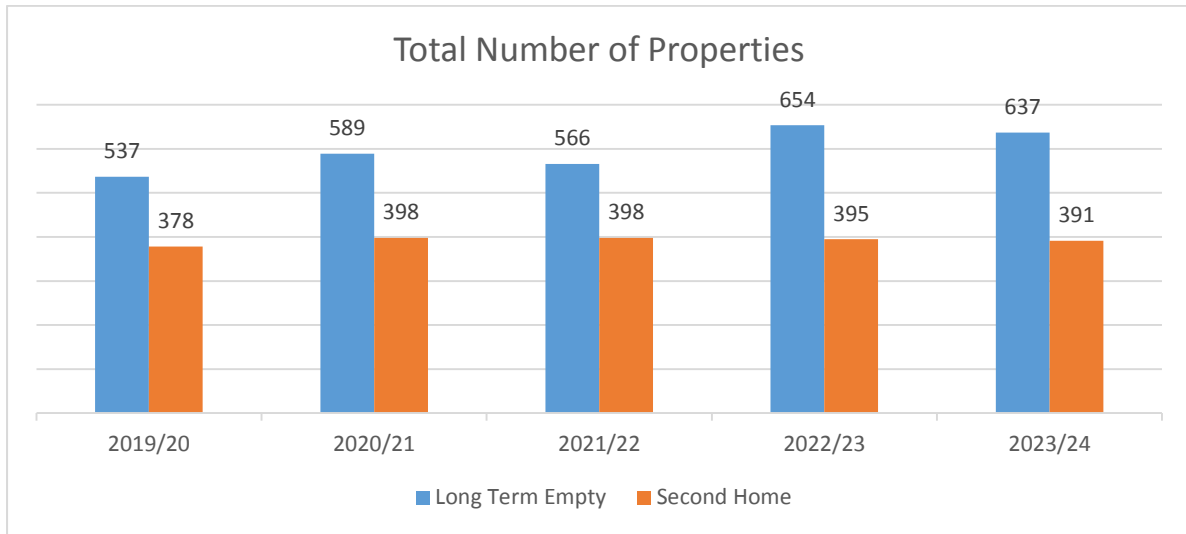
Classes of Dwellings	Definition	Application
Class 1	Dwellings being marketed for sale or where an offer to buy the dwelling has been accepted, time-limited for one year	Long-term empty properties and second homes
Class 2	Dwellings being marketed for let or where an offer to rent has been accepted, time-limited for one year	Long-term empty properties and second homes
Class 3	Annexes forming part of, or being treated as part of, the main dwelling	Long-term empty properties and second homes
Class 4	Dwellings which would be someone's sole or main residence if they were not residing in armed forces accommodation	Long-term empty properties and second homes
Class 5	Occupied caravan pitches and boat moorings	Second homes
Class 6	Dwellings where by virtue of a planning condition, year-round or permanent occupation is prohibited or has been specified for use as short-term holiday accommodation only or prevents occupancy as a person's sole or main residence	Second homes
Class 7	Job-related dwellings	Second homes

## Item 2

Income	2019/20	2020/21	2021/22	2022/23	2023/24
Long Term Empty	£272,973	£399,251	£396,375	£483,685	£489,008
Second Home	£327,883	£328,339	£352,217	£292,134	£300,160

# Appendix A

## Item 3



# Appendix A

## Item 4

<b>Parish</b>	<b>Long Term Empty</b>	<b>% of properties in parish</b>
Rhyl	521	3.20%
Prestatyn	90	0.90%
Llangollen	35	1.63%
Corwen	33	2.77%
Denbigh	58	1.32%

<b>Parish</b>	<b>Second Homes</b>	<b>% of properties in parish</b>
Rhyl	63	0.39%
Prestatyn	55	0.57%
Llangollen	44	2.05%
Corwen	32	2.68%
Denbigh	20	0.45%

# Appendix A

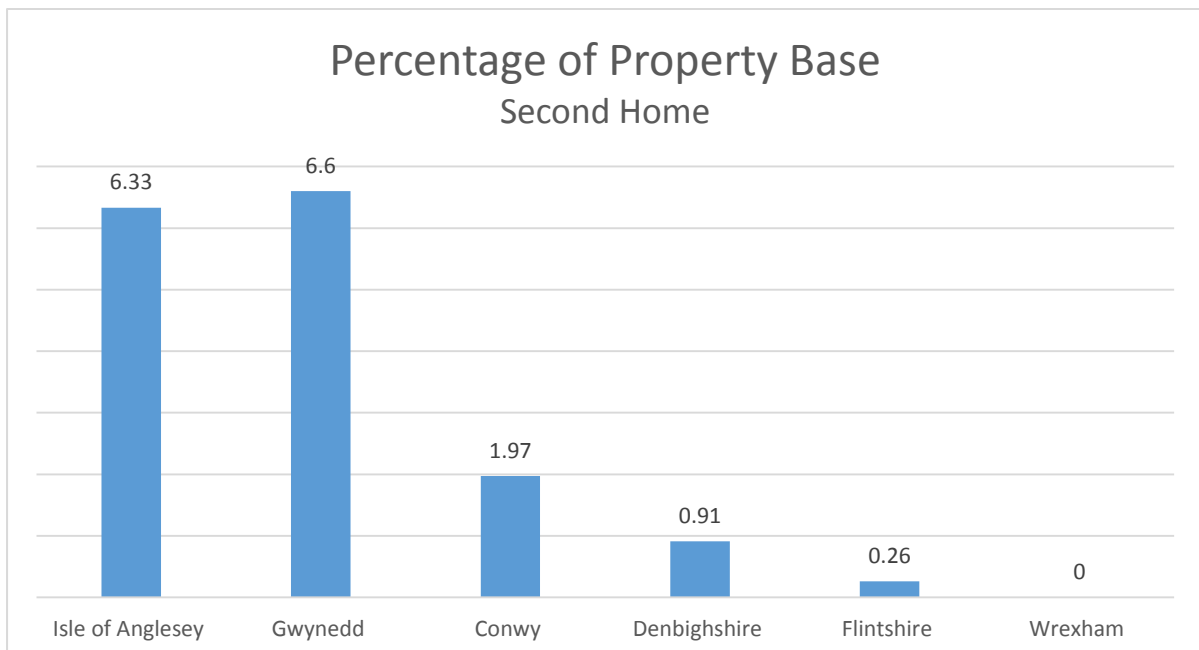
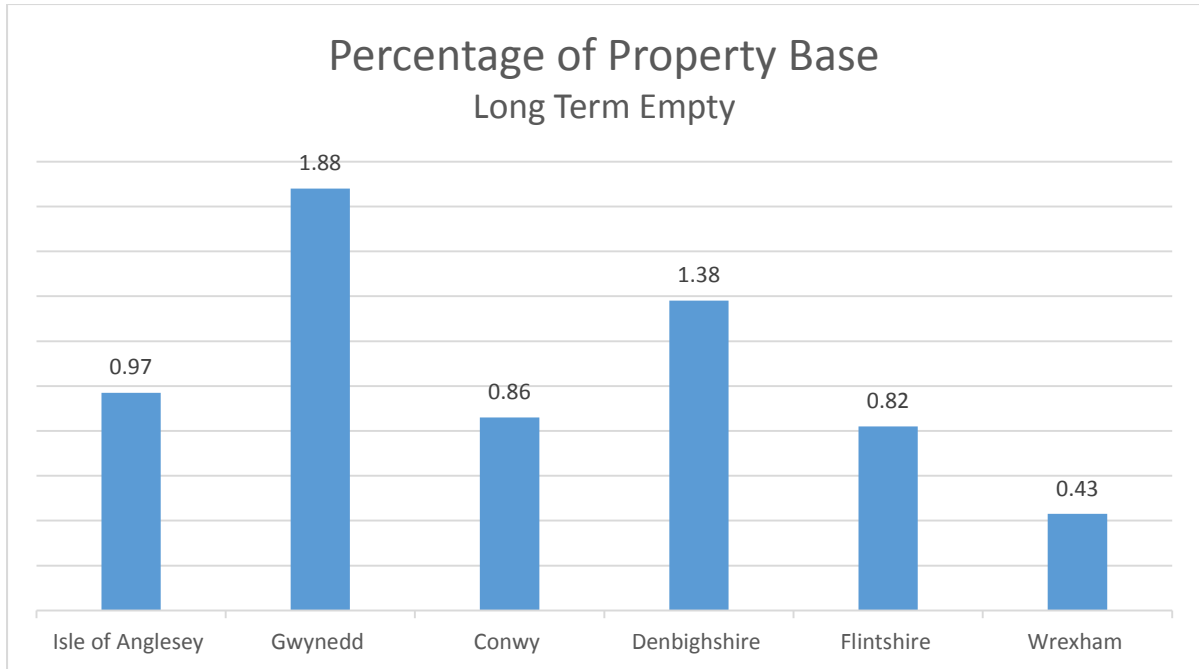
## Item 5 –

<b>Long Term Empty</b>	<b>22/23</b>	<b>23/24</b>
Conwy	50%	50%
Gwynedd	100%	100%
Flintshire	50%	50%
Wrexham	50%	50%
Anglesey	100%	100%
Denbighshire	50%	50%

<b>Second Homes</b>	<b>22/23</b>	<b>23/24</b>
Conwy	50%	50%
Gwynedd	100%	150%
Flintshire	50%	50%
Wrexham	50%	50%
Anglesey	35%	50%
Denbighshire	50%	50%

# Appendix A

Item 5: Information extracted from Welsh Government, Statistics for Wales Release  
January 2023: SFR 3/2023



# Appendix A

Item 6

## Predicted Revenue from Long Term Empty properties.

<b>Premium Increase</b>	<b>2024/25</b>	<b>2025/26</b>
100%	£1,017,136	£1,057,821
125%	£1,271,420	£1,322,276
150%	£1,525,704	£1,586,731
175%	£1,779,988	£1,851,187
200%	£2,034,272	£2,115,642
225%	£2,288,556	£2,380,097
250%	£3,051,408	£2,644,552
275%	£3,559,976	£2,909,008
300%	£3,051,408	£3,173,463

# Appendix A

Item 6

## Predicted Revenue from Second Homes.

Premium Increase	2024/25	2025/26
100%	£624,333	£649,306
125%	£780,416	£811,632
150%	£936,499	£973,959
175%	£1,092,582	£1,136,286
200%	£1,248,666	£1,298,612
225%	£1,404,746	£1,460,938
250%	£1,404,749	£1,623,265
275%	£1,716,315	£1,785,592
300%	£1,872,999	£1,947,918

### Relevant Considerations

The legislation which allows local authorities to charge up to 300% from April 2023 can be found here: <https://www.legislation.gov.uk/wsi/2022/370/contents/made>

WG provided a statement in March 2022 outlining their commitment to address the issue of second homes and unaffordable housing. This can be found here:

<https://www.gov.wales/new-tax-rules-second-homes>

Mae tudalen hwn yn fwriadol wag



## 1.1 The Background and context

WG have made a commitment to address the issue of second homes and unaffordable housing facing many communities in Wales. Using the planning, property and taxation systems, they plan, in collaboration with local government to take action.

The Council Tax Premium is intended to be a tool to help bring long-term empty properties back into use to provide safe, secure, and affordable homes and to support local authorities in increasing the supply of affordable housing and enhancing the sustainability of local communities.

There are various classes of dwellings that are exempt from paying the premium, these are detailed in Item 1 of Appendix A:

From April 2023, local authorities are able to charge up to 300% council tax premiums on second homes and long-term empty properties. A premium is an additional percentage on top of the standard council tax bill. Previously the maximum premium for these properties was set at 100%. Local authorities are given the autonomy to make the decision to increase the premium based on local needs, and apply different levels for second homes and long-term empty dwellings.

In 2016 Denbighshire Council agreed to charge a 50% premium on a property that has been unoccupied and unfurnished for 12 months or more. For second homes there is a 50% premium immediately and this was introduced April 2017.

Item 2 in Appendix A highlights the income raised as a result of the premiums. Item 3 details the number of long-term empty properties and second homes in Denbighshire that are charged a premium.

WG have provided updated guidance on the implementation and administration of the Council Tax Premium. Some key points to note include,

allowing local authorities discretion on the charging of the premium, taking into account local needs.

It has also added two categories where the premium won't be charged. This includes properties that are restricted by planning conditions which mean that they can only be used as short-term holiday lets or where the property is prevented from being used as someone's main residence.

## **1.2 Legislative changes Considerations**

Currently dwellings that are classed as a holiday let, can be transferred from the Council Tax listing to the NNDR list. The majority of these properties then qualify for Small Business Rate Relief (SBRR) and so don't contribute to either tax.

The criteria, as set by Welsh Government, for a holiday let to be considered for NNDR was previously:

- Property has to be let for at least 70 days per year;
- Property has to be available to let for at least 140 days per year.
- This changed from April 2023 to:
- Property has to be let for at least 182 days per year;
- Property has to be available for at least 252 days per year.

The change is intended to provide a clearer demonstration that the properties concerned are being let regularly as part of a genuine holiday accommodation business, and making a substantial contribution to the local economy.

There have been significant concerns raised within the tourism sector in Wales to these changes, citing in some cases units can only be used seasonally, reducing the available number of days that a property could be advertised for let and physically occupied, which is below the minimum threshold. Further concerns have been raised in respect of Air BNB properties, which can in many instances be part of a resident's home and not

liable either for council tax or NNDR. In response WG have provided LA's with amended guidance to exempt properties that can only be let short term, and cannot be used as a sole or main residence as part of the planning regulations. This guidance came into effect from 1<sup>st</sup> April 2023.

WG have also increased the Land Value Tax (LVT) on second homes in Wales to help fund increased social housing. Those purchasing a second property now have to pay a 4% levy on the LVT.

Since the introduction of the 50 % premium on second homes in 2017, 156 dwellings have been transferred from council tax to NNDR. Many of these will have transferred naturally without the premium as all new holiday lets are initially banded within the Council as liable for council tax and only transferred to NNDR when the Valuation Office Agency agrees it meets the criteria to be treated as a business. There was an increase in transfers to NNDR during the Covid pandemic as holiday let owners needed to be liable for NNDR in order to receive the grant payments. Additionally, because of the international travel restrictions 'Staycations' increased significantly, which increased the levels of commerciality and numbers of properties moving across to NNDR. It is expected that some of these properties will transfer back over to Council Tax now that foreign travel is fully accessible.

The consideration when initially introducing the 50% premium was to ensure there wasn't a significant loss to the tax base impacting on DCC revenue, whilst having a positive impact in reducing the number of long-term empty and second homes and increasing revenue in which to support the need for affordable housing. It is difficult to confirm over the last 3 years if this has had the desired effect as the council tax team are more vigilant in identifying empty properties or second homes.

### **Update from DCC Planning**

On 4th July 2022 the First Minister and the Leader of Plaid Cymru announced a package of measures to address the negative impact second homes and short-term holiday lets can have on the viability and affordability of housing for local people in communities in Wales. As part of the three pronged approach

proposed including changes to local taxation, this also built in a land use planning element with the introduction of three new use classes. These three new use classes will give local planning authorities the ability, where they have evidence, to make local amendments to the planning system through an Article 4 Direction, allowing them to consider whether planning permission would be required to change from one use class to another and to control the number of additional second homes and short-term lets in an area. These changes came into force on 20th October 2022.

As part of the package of measures, WG also intend to introduce a statutory licencing scheme for all visitor accommodation providers in Wales. The scheme will aim to ensure that all providers meet health & safety requirements such as gas and electrical safety, are insured and have planning permission to allow the premises to be let. It will also provide WG and local authorities with better intelligence and a comprehensive register of visitor accommodation providers. WG have consulted on proposals for the scheme and are currently reviewing the responses to the consultation. It is anticipated that WG will finalise the scheme later this year.

Officers will be analysing the approach taken by other Council's across Wales where the impacts of second homes and short-term holiday lets are more pronounced. Once the licensing scheme has been finalised, as the final element of WG's three pronged approach, the intention is to report to Communities Scrutiny Committee to discuss the potential impact of the measures and the Council's approach moving forward.

### **1.3 Considerations**

Parity between the Long-Term Empty and Second Home Premium needs to be considered. Having parity, reduces loopholes in that an owner states the property is unfurnished to gain 12 months before the premium is charged, whereas second homes incur the premium immediately. There would be

additional resource required should parity not be maintained. An increase in property inspections and investigative work as well as more detailed administrative tasks will be required. This is estimated at an increased cost of £32k.

Regionally Denbighshire has relatively low numbers of second homes compared to other areas, such as Gwynedd and Ynys Mon. Due to this the impact is not as high on communities compared to others in the North and Mid Wales region. Please see Item 5 in Appendix A the premium charges currently in place across North and Mid Wales.

There are areas within Denbighshire that have relatively high numbers of second homes listed in council tax. These are detailed as Item 4 in Appendix A.

The total number of Long-Term Empty properties over 5 years that could be charged the additional premium are currently: 493

Mae tudalen hwn yn fwriadol wag

<b>Adroddiad i'r</b>	Cabinet
<b>Dyddiad y cyfarfod</b>	Dydd Mawrth 23 Mai 2023
<b>Aelod / Swyddog Arweiniol</b>	Y Cyngorydd Julie Matthews
<b>Pennaeth Gwasanaeth</b>	Louise Dougal, Pennaeth Adnoddau Dynol Dros Dro
<b>Awdur yr Adroddiad</b>	Andrea Malam, Partner Busnes Adnoddau Dynol Arweiniol
<b>Teitl</b>	Polisi Gweithio'n Hyblyg Drafft

## 1. Am beth mae'r adroddiad yn sôn?

1.1. Mae'r polisi Gweithio'n Hyblyg presennol wedi ei adolygu yn dilyn y ffyrdd newydd o weithio yr oedd y Cyngor wedi eu datblygu yn ystod ac ar ôl pandemig COVID. Mae'r Polisi wedi ei rannu'n dair dogfen ar wahân:

- Y Polisi Gweithio'n Hyblyg arfaethedig newydd
- Yr hawl i ofyn i gael Gweithio'n Hyblyg
- Gweithdrefnau VisionTime (Fflecsi)

1.2. Mae'r adroddiad hwn yn darparu gwybodaeth am y Polisi Gweithio'n Hyblyg drafft y gofynnir i'r Cyngor ei ystyried a'i gymeradwyo. Mae'r Polisi a'r Canllawiau yn Ffigyrau 1 – 5 Atodiad yr adroddiad hwn.

1.3. Mae'r hawl ffurfiol i ofyn i gael gweithio'n hyblyg a'r gweithdrefnau VisionTime (Fflecsi) a oedd yn y ddogfen wreiddiol wedi'u dileu a'u rhoi mewn dogfen ganllaw arall eu hunain er mwyn osgoi unrhyw ddryswch. Ni fu unrhyw newidiadau i unrhyw un o'r prosesau hyn a gytunwyd.

1.4. Nid yw'r polisi drafft na'r adroddiad yn cynnwys cyfeiriad at y prosiect adeiladau/asedau sy'n dod ar wahân i'r polisi hwn a'i gynnwys.

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

2.1. Cymeradwyo'r Polisi Gweithio'n Hyblyg a'r dogfennau canllaw cysylltiedig.

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

3.1. Bod y Cabinet yn cymeradwyo'r Polisi Gweithio'n Hyblyg a'r dogfennau canllaw cysylltiedig.

3.2. Bod y Pwyllgor yn cadarnhau ei fod wedi darllen, deall ac ystyried yr Asesiad o Effaith ar Les (Atodiad Ffigur 6) fel rhan o'i ystyriaethau.

## **4. Manylion yr adroddiad**

### **Polisi Gweithio'n Hyblyg**

4.1. Cyn Pandemig COVID 19, roedd gan y Cyngor bolisi Gweithio'n Hyblyg ar waith a oedd yn cynnwys manylion am brosesau oriau hyblyg, gweithio gartref o bryd i'w gilydd a defnyddio'r hawl gyfreithiol i ofyn i gael gweithio'n hyblyg. Thema drosfwaol y polisi hwn oedd bod â lleoliad sefydlog lle byddai'r rhan fwyaf o'r gwaith yn cael ei wneud. Mae'r Polisi Gweithio'n Hyblyg drafft newydd hwn wedi'i ddiwygio, mae'r hawl gyfreithiol i ofyn i gael gweithio'n hyblyg a'r canllawiau oriau hyblyg wedi'u symud i ddogfennau polisi gwahanol er mwyn osgoi unrhyw ddryswch.

4.2. Nod y Polisi Gweithio'n Hyblyg drafft (i'r gweithwyr hynny y mae eu swyddi'n caniatáu gweithio'n hyblyg) yw galluogi gweithwyr i fod â rhagor o ddewis o ran sut, lle a phryd maen nhw'n gweithio. Bydd pob penderfyniad o ran gweithio'n hyblyg yn dechrau o'r hyn sy'n darparu'r canlyniadau gorau posibl i breswylwyr, defnyddwyr gwasanaeth, cwsmeriaid, y Cyngor a budd-ddeiliaid, nawr ac yn y dyfodol. Pan fydd anghenion busnes wedi'u hystyried, anogir y gweithiwr i weithio mewn modd hyblyg sy'n diwallu eu hanghenion personol eu hunain er mwyn galluogi cydbwysedd derbyniol rhwng bywyd a gwaith ac sy'n ystyried anghenion lles i weithwyr. Mae'n bwysig nodi na all pob swydd gael ei gwneud wrth weithio'n hyblyg oherwydd eu natur, felly mae'r polisi hwn yn berthnasol i'r aelodau o staff sy'n gallu gweithio mewn modd hyblyg yn unig.



4.3. Mae pedair dogfen ganllaw ychwanegol ynghlwm wrth y Polisi Gweithio'n Hyblyg drafft bellach;

- Canllaw i Weithwyr – Sut i weithio mewn ffordd hyblyg
- Canllaw i Reolwyr – Sut i ymgysylltu â thîm hyblyg
- Canllaw i Reolwyr – Sut i sefydlu gweithwyr hyblyg
- Canllaw i Weithwyr – Disgwyliadau Cyfarfodydd

4.4. Mae'r Polisi Gweithio'n Hyblyg drafft yn darparu dull ffurfiol a chyson o reoli gweithwyr mewn ffordd hyblyg, gan nodi canllawiau clir o ran cyfathrebu, offer TGCh, trefniadau iechyd a diogelwch, lwfansau a threuliau. Mae'r polisi yn glir o ran na fydd gweithwyr yn gallu hawlio lwfansau na threuliau sy'n gysylltiedig â gweithio gartref, h.y. costau gwres, golau, band eang.

4.5. Mae'r polisi'n amlinellu buddion gweithio mewn modd hyblyg, ar gyfer y Cyngor a'i weithwyr, ond mae hefyd yn nodi'r disgwyliadau i reolwyr a gweithwyr ac mae'n darparu asesiadau risg i sicrhau bod iechyd a diogelwch gweithwyr yn y gwaith yn cael ei ystyried a'i drafod.

4.6. Mae 3 math o Ddull Gweithio wedi'u cofnodi yn y polisi; Gweithiwr Hyblyg, Gweithiwr Lleoliad Sefydlog a Gweithiwr Symudol. Mae enghreifftiau o deitlau swyddi ar gyfer pob dull gweithio wedi'u darparu yn y polisi i sicrhau eglurder. Caiff pob gweithiwr ei gategoreiddio mewn un dull gweithio, yn dibynnu ar ei swydd. Ar gyfer gweithwyr nad ydynt yn ffitio yn y categorïau hynny, caiff eu hamgylchiadau eu hystyried yn unigol.

## **5. Sut mae'r penderfyniad yn cyfrannu at Gynllun Corfforaethol 2022 i 2027: Y Sir Ddinbych a Garem?**

5.1. Bydd y Polisi Gweithio'n Hyblyg newydd yn cael effaith ar bob un o'r naw thema sydd wedi'u cynnwys yn y cynllun corfforaethol mewn rhyw ffordd. Yn y pen draw, bydd y Polisi Gweithio'n Hyblyg yn cyfrannu at sicrhau bod Cyngor Sir Ddinbych yn Gyngor sy'n cael ei gynnal yn dda ac sy'n uchel ei berfformiad trwy sicrhau bod y gweithwyr sy'n gymwys i weithio mewn modd hyblyg, oherwydd eu swyddi, yn cael eu trin mewn modd teg a chyson trwy weithredu'r polisi hwn.

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

6.1. Nid oes unrhyw gostau yn gysylltiedig â'r adroddiad hwn.

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

7.1. Yn gyffredinol, daeth yr asesiad o effaith ar les i'r casgliad bod y polisi'n cael effaith gadarnhaol ar fwyafrif y nodau lles, gydag un nod niwtral. Mae effeithiau cadarnhaol yn cynnwys mwy o gydbwysedd rhwng bywyd a gwaith i weithwyr, a'r gallu i gyfran fawr o staff fod yn hyblyg o ran eu diwrnod gwaith a gweithio o gysur eu cartrefi eu hunain. Mae hyn yn golygu llai o deithio a llai o allyriadau carbon o gerbydau. Mae trefniadau gweithio'n hyblyg yn fudd deniadol hefyd o ran recriwtio a chadw staff a bydd yn helpu i ddenu ymgeiswyr o bellach i ffwrdd, gan ehangu ein dewis o ymgeiswyr.

7.2. Mae effaith negyddol anfwriadol yn cynnwys unigedd ymhlith gweithwyr sy'n gweithio gartref neu yn y swyddfa ar eu pen eu hunain a allai effeithio ar iechyd meddwl. Bydd cynnydd o ran defnydd ynni yng nghartrefi gweithwyr o ran gwres, golau, band eang, yn cael effaith ar yr amgylchedd a gallai fod gostyngiad o ran nifer y bobl sy'n defnyddio siopau a busnesau lleol lle mae'r prif swyddfeydd. Fodd bynnag, mae'n bosibl y bydd y gostyngiad o ran teithio a defnyddio tanwydd yn gwrthbwysu'r costau hyn i'r mwyafrif o staff. Efallai na fydd adeiladau'r Cyngor yn cael eu defnyddio gymaint â phosibl ond bod y gwres a'r goleuadau'n dal i fod ymlaen mewn lleoedd gwag, er enghraifft.

7.3. Canlyniad anfwriadol arall yw nad yw gweithio'n hyblyg yn berthnasol i bob swydd yn y Cyngor, felly gellid ystyried bod y polisi'n annheg.

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

8.1. Mae'r polisi drafft wedi'i gymeradwyo gan y Tîm Arwain Strategol ac mae wedi bod trwy broses ymgynghori ac adborth gyda'r Undebau Llafur.

8.2. Mae'r Polisi drafft wedi'i gymeradwyo gan y Cyd-bwyllgor Ymgynghorol ar Iechyd a Diogelwch a Chysylltiadau Gweithwyr i'w gyflwyno i'r Cabinet hefyd.

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

9.1. Amherthnasol.

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

10.1. Os na chaiff y Polisi Gweithio'n Hyblyg ei gymeradwyo gan y Cabinet, mae'n bosibl y bydd dull gweithredu anghyson yn y Cyngor o ran gweithio'n hyblyg. Mae'r Polisi'n cynnwys canllawiau clir o ran y modd y dylai gweithio'n hyblyg gael ei weithredu a'i reoli yn y Cyngor, felly mae angen dull cyson o ran ei weithredu cyn gynted ag sy'n bosibl.

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

11.1. Mae'r pŵer i wneud y penderfyniad yn dod o dan adran 112 Deddf Llywodraeth Leol 1972.

Mae tudalen hwn yn fwriadol wag

# Agile Working Policy

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## Guidance to accompany policy

- Guidance for Employees – How to work in an agile way
- Guidance for Managers – How to engage an agile team
- Guidance for Managers – How to induct agile employees
- Guidance – Meeting Etiquette
- Office Buildings Guidance

## Definitions that apply to this policy

<b>Agile Working</b>	<p>Agile working is the term used by the council to describe how employees can work flexibly from different locations, at different times and using mobile devices.</p> <p>This could be from a council building, within the community from home working or any combination of these.</p>
<b>Flexible Working</b>	<p>Flexible working is the term used to describe the different ways in which employees can change the ways in which they work and can include changes to their working pattern including part time hours, job sharing, annualised hours and term time only working as some examples.</p>
<b>Work Styles</b>	<p>The different work styles describe and define the mobility and flexibility of location for each individual member of staff</p>
<b>Hot-Desking</b>	<p>A hot desk is a desk that can be used by any employee to complete work from, if not occupied by a “Desk Based” employee.</p> <p>A “Desk Based” employee’s desk can be used as a hot desk, if the employee is not using the desk e.g. due to a non-working day, working remotely or being on annual leave.</p>



## **Purpose of the Policy**

The Agile Working Policy sets out an overall framework, enabling the council's workforce to carry out duties in a more efficient and effective way. The framework, as set out by the policy, provides a medium for consistency and fair practice when implementing and maintaining agile working.

This policy will enable both managers and employees to gain a better understanding of agile working and understand the basic principles, which can then be considered and applied to specific roles.

This policy covers the provision of facilities by the council to enable employees to have secure and reliable access to any of the council's information systems which they have been authorised to use.

## **Introduction**

### **What is Agile Working?**

'Agile working' is an arrangement which enables employees to work from a variety of locations to best serve the customer and the service without changing contractual hours or base of work. Agile working allows the council to deliver its services in the most cost effective manner whilst providing greater flexibility for employees in how they work, subject to business need and manager approval.

### **What is Flexible Working?**

Flexible working is about how we work, e.g. different working patterns such as annualised hours, 9-day fortnight or even the flexibility to take lunch breaks at a different time of day.

## The Benefits of Agile Working

It is anticipated that agile working will offer benefits to our employees, residents, service users and the council. The key benefits of agile working are as follows:

- Increased productivity – enabling employees to manage their own workload effectively, enabling concentration and avoiding office environment interruptions.
- Reduces unnecessary travel and time related costs.
- Lowers our carbon footprint, through reduced travel and emissions.
- Improving work life balance which in turn can increase employee wellbeing.
- Improve the recruitment and retention rates of experienced and skilled employees by offering a range of workstyles to match preferences.
- Reduced absence rates and any associated costs.

## Our Approach to Agile working

The Council's aim is to enable employees to have a greater choice about how and when they work. All decisions regarding agile working will start from what provides the best possible outcomes for residents, service users, customers, the council and stakeholders both now and in the future. Managers are required to identify and maximise the agile working of their employees. In support of the delivery of the service, employees will be encouraged to work in a number of ways. Typical examples include:

- Working from their contractual base of work
- Working from home
- Working from a council office desk anywhere in the County
- Working from customer / clients premises
- Working in a council library.

Managers are expected to:

- Enable employees to maximise agile working where possible (business needs will take priority), ensuring that adequate cover is available during business hours
- Agree a working style and working pattern with their employees
- Work with their employees to ensure that work activities and environments are Risk Assessed
- Ensure employees carry out Workstation Risk Assessments (please see section Health and Safety Risk Assessments)
- Review working styles and patterns with employees on a regular basis
- Agree how and when they will communicate with employees
- Agree and carry out regular 1-2-1 meetings. Record the 1-2-1's on iTrent
- Ensure frequent check ins with employees take place to ensure health and wellbeing is not being negatively impacted by working arrangements
- Ensure employees take responsibility for the security of council equipment and sensitive /confidential information, ensuring they comply with GDPR and report any breaches, loss or theft immediately.

Employees are expected to:

- Discuss, agree and review their working pattern and working style with their line manager on a regular basis
- Discuss and agree methods of communication
- Complete a Workstation Risk Assessment for any workplace/workstation that they operate from (please see section Health and Safety Risk Assessments)
- Have adequate internet access and ICT equipment.
- Inform their line manager of any requested changes to agile working arrangements in a timely manner
- Be contactable via Jabber (during working hours) and ensure their calendar is kept up to date
- Be available for face to face or online meetings as and when requested (please refer to Guidance for Employees - Meeting Etiquette for further details)

- Raise any concerns with their line manager regards to their health, safety, wellbeing, information security or any other matter.

Our approach to agile working links to the council's vision to address the climate emergency, placing emphasis on the importance of sustainability and the health and wellbeing of both employees and the community. The benefits of improved work life balance, employee engagement and reduced travel make a direct contribution to this strategic priority.

For administrative purposes, including the claiming of travel expenses, employees working in an agile way will retain a designated contractual work base.

## **Our Principles for Successful Agile and Working**

1. The council will support the principles of this agile working arrangement. Where the job role allows, employees will work in an agile manner. As a general principle, employees will be given greater flexibility to work from home (providing they have a suitable working environment). Visits to a traditional workplace should be reduced where possible, however, this will depend on business and operational needs.
2. Agile working must not impact the provision of services, therefore managers are to ensure they have systems in place to maintain a suitable level of service as required and to monitor the level of front line facing staff on duty at any one time.
3. In order to ensure that practical and operational arrangements are considered, an initial consultation will be held with individuals and teams about working in an agile manner.
4. Methods of communication should be agreed to ensure that both parties are fully consulted and informed, using a combination of virtual, electronic, face to face conversations, emails, telephone and team meetings/briefings. Managers will need to ensure that employees have regular one to one meetings and are subject to regular catch ups and conversations.

5. Agile working arrangements should be reviewed on a regular basis through one to one discussions. These discussions should include expected work outputs and performance. Significant findings or conclusions should be recorded on the employee's personnel file.
6. Employees who work in an agile manner will have a base of work for admin purposes, which is usually where the main function is based. Travel will only be permitted when online meetings are not possible or suitable for the subject matter etc. Managers will be required to monitor and approve all travel claims. Employees will be able to claim travel and time expenses in line with the Travel and Subsistence Policy based on the following principles: -
  - Deduct home to contractual work base travel mileage and time from the total journey
  - Mobile workers will need to refer to the Travel and Subsistence Policy for further details on travel and time.

Please see section on [Travel](#)

7. Employees may be required to attend work on a particular day, at the request of their line manager or Head of Service for meetings, training, customer appointments that the line manager and/or Head of Service have determined should be conducted in person. Similarly, there may be circumstances in which employees are asked to work remotely or from other work locations, when employees would otherwise expect to attend the workplace. In such cases, employees will be given as much notice as possible, however they will be expected to attend.
8. Working patterns for agile working might fall out of the normal office hours. It will therefore be essential to agree a work schedule so that managers and colleagues are aware of individual working patterns, where they are located and how to contact them. The hours of work must be agreed in advance for those employees that will be working from home as part of the agile working arrangements. For those subject to the flexi time system, your working hours of

work (including start and finish times) must be agreed in advance for those employees who work from home as part of this agile working arrangement, employees who work more than 6 hours in a working day must take a break of at least 30 minutes. Further details can be found in the Vision Time policy.

9. Employees must note that the ability to work from home is not a substitute for child care or similar carer responsibilities. It will be an employee's responsibility to ensure that adequate childcare / caring facilities are in place.
  
10. Agile working is based on the concept of mutual trust between the employer and the employee, any fundamental breach of that trust will be viewed as a conduct matter and will be addressed under the council's Disciplinary Policy.

## Workstyles

The council has 3 workstyles that have been created:

- **Fixed Location Worker** – a workplace based employee who operates from an office, depot or DCC Building, i.e. receptionist, street scene operative, catering assistant. A fixed worker will typically remain at a workstation or place of work for most of the day. Employees will only be given a fixed workstation in limited circumstances due to the nature of the job or specific workstation requirements.
- **Agile Worker** – an employee can carry out their activities from a mixture of appropriate locations, e.g. work from home, work from a council building, in the community visiting people and/or to attend meetings where required. An agile worker could be an Admin Officer, Project Manager, Finance/HR Officer for example.
- **Mobile Worker** – an employee who works at different locations on a daily basis within the community normally away from their contractual base e.g. building maintenance operatives. Please refer to the Travel and Subsistence Policy for further details on travel and subsistence for Mobile workers.

In assessing whether a role is suitable for agile working, managers will need to consider the nature of the work being undertaken. There will be roles that are not suitable for agile working and business needs will take priority. For those who do not fit into the above categories, their circumstances will be considered on an individual basis.

## **Working Environment**

All employees will be provided with a contractual base from which they can work. Employee's will also be able to access other council buildings to work from.

Subject to agreement with Managers, there are a number of working environments employees will be able to work from, the main environments are as follows:

- Denbighshire Buildings (Offices, Depots etc.) – the council will be responsible for ensuring office and building spaces are available for employees to use. The Council is responsible for this working environment and will provide, desk, chair, heating, lighting, ventilation and connection to the Council's ICT network.
- Home – the employee will be responsible for this working environment and the safety aspects of this environment including desk, chairs, heating, lighting, ventilation and enabling connection through broadband to Denbighshire's ICT network. Working from the home will not be authorised if any of these factors cannot be met.
- In the Community. Line managers with employees will be responsible for understanding and risk assessing the work environments and the activities carried out in them.

If an employee is working from home, the expectation is that this will be the home address supplied to the council. If employees wish to work from another address or location, then the employee should seek authorisation via their line manager.

Undertaking work from a second home / holiday home location in the UK will only be permitted with line manager approval. Employees who wish to work outside of the UK will need to seek authorisation from their Head of Service and the Head of ICT and this will only be granted in exceptional circumstances.

## Technology and Work Equipment

Employees will be provided with the necessary ICT equipment and technology in order to work in an agile manner. As a minimum you will be provided with:

- A laptop
- Keyboard and Mouse
- Laptop stand
- Headset

Employees may discuss any additional requirements they have with their line manager.

Employees will be responsible for providing their own broadband for agile working purposes. Employees working from home are required to provide suitable working conditions including a chair and desk, however, in line with the Equality Act 2010, the council will consider and support any reasonable adjustments. All requests for special equipment will be considered by Occupational Health.

Employees must take care of any equipment provided. All equipment will remain council property and employees should notify their line manager and the ICT helpdesk if there are any faults or issues with the equipment.

Employees will not be permitted to buy their own equipment and claim this back, instead they will need to discuss with their line manager and contact ICT. All equipment must be returned to the employee's line manager upon leaving the council.

Where an employee cannot connect to the ICT (CAG) facilities for any reason, they will need to travel to an office facility where they can work effectively.

## Communication and Contact

Communication arrangements must be open and robust. Employees working in an agile manner should be contactable, via teams, email, telephone and Jabber during their working day. Employees must keep their calendar up to date at all times and ensure that read only access is given to managers and colleagues.



It is the responsibility of line managers to agree the communication arrangements with their employees and ensure these are reviewed on a regular basis and at one to one discussions.

Managers and Employees are encouraged to have face to face contact agreed as part of their communications on a regular basis.

- Employees must not carry out face to face meetings in their own home with customers, elected members or officers from other agencies.
- Employees must keep their electronic calendar up to date if they have plans to attend site meetings or site visits direct from home. Lone working arrangements must be put in place for these circumstances.

## **Lone Working**

Line managers must ensure that a Lone working safe system of work is in place for their employees. Any Lone worker safe system of work will be determined from the findings of a lone worker risk assessment.

## **New Starters**

Agile working should be encouraged, where appropriate, for new starters. Where possible there should be opportunities to integrate the new starter into the team, in person, on a regular basis. As part of the employee's probation review, agile working arrangements should be discussed and documented alongside performance expectations.

Please see [Manager Guidance – How to Induct an Agile Working Employee](#).

## **Corporate Image**

For those employees who work in an agile manner, Denbighshire adopt the 'Dress for your day', allowing employees to tailor their clothing choice to suit their day and demands of the role. Employees should consider their day's schedule, tasks being performed and the people they will be interacting with. Good judgement should be applied when making decisions on workday attire, e.g. if you are attending face to face or virtual meeting with a

Councillor, member of the public or customer then smart/professional clothing must be worn.

Formal face to face or virtual/webcast meetings such as; Planning Committee, Licensing Committee, Scrutiny Committees, Cabinet and Council (not exhaustive) will require professional work attire at all times.

Clothing should always be suitable and safe for the work being performed.

Employees may not opt out of using/wearing personal protective equipment (PPE) whenever it is identified as a requirement in the findings of a risk assessment.

## **Travel and Expenses**

It is anticipated in the majority of circumstances, the costs of working from home will be offset by the savings in the cost and time of commuting to work, and the benefits of an improved work/life balance. Therefore, any additional costs incurred by working in an agile manner will not be met by the council.

Mileage claims will be reimbursed under the usual terms and conditions of claiming expenses and subsistence allowance. For the purposes of mileage claims, agile workers will have a nominated base of work. This will be the main location that their department/service operates from.

Employees will be reimbursed for any additional mileage undertaken. Where an employee is undertaking a business journey which starts or ends at their home, there is a requirement to deduct the normal home to work mileage from the total business mileage incurred. Employees must also deduct the time for the normal home to work journey from any claim.

Employees who have been identified as Mobile Workers will need to refer to the Travel and Subsistence Policy for details on travel and time.

Please refer the Travel and Subsistence Policy for further information.

## Additional Allowances for working from home

Employees will not be eligible to claim expenses for homeworking.

## Health and Safety

Health and Safety Regulations apply to the employer and to all employees. Employees have a responsibility for their own (and others) health and safety whilst carrying out any work activities regardless of the work location and in accordance with the council's health and safety guidance.

- When agile working is employed, line managers with their employees must ensure that suitable and sufficient risk assessments are in place and reviewed when necessary. (see below Health and Safety Risk Assessments section).
- Accidents or incidents at home during work time are classed as work related accidents/incidents and must be reported immediately to the line manager and also be reported by the employee on the DCC online incident/accident form. This form can be found on the Corporate Health and Safety pages on Linc (Intranet). Employees will only be required to report incidents if they are related to the work activity being done and the equipment DCC have provided to carry out that work.
- Employees will be provided with equipment which is appropriate for their job roles and in line with any reasonable adjustments that an individual has. Any other equipment requested outside of the standard equipment provision will need to be considered once a clear business reason has been made by the individual.
- Employees who use other council locations to work should familiarise themselves with the local arrangements for managing health and safety. Particular attention must be paid to fire safety arrangements and actions required when hearing a fire alarm and ensure they adhere to the signing in and out arrangements. Please see the attached [Office Building Guidance](#).

## Health and Safety Risk Assessments

The Management of Health and Safety at Work Regulations requires employers to ensure that a risk assessment of all activities is carried out with the significant findings being recorded and safe working systems developed where necessary. Agile working requires the following:

Managers are required to:

- Develop and record an Agile Working Risk Assessment with their employees.
- Ensure that employees understand the findings of their risk assessments and follow them.

Employees are required to:

- Complete a Homeworking Checklist and share any significant issues with their line manager.
- Carry out a Workstation Risk Assessment and feedback any significant findings to their line manager e.g. requirement for additional resources or unsuitability of their home setup.
- Follow the findings of any team risk assessments and report any concerns or lack of understanding to their line manager.

The above documents can be found on the Intranet (Linc) under the Corporate Health and Safety pages.

Risk Assessments must be carried out and reviewed periodically or when there are any significant changes or when an accident/incident has occurred. Line managers must keep records of Risk Assessments, Checklists and working agreements. The records may be held in any format e.g. on paper or electronically but they must be available to employees.

If an employee is unable to work safely at home, then they will be required to work from an appropriate council office.

Wherever an employee is working with DSE equipment they will need to assess its suitability for their individual needs.

Further information can be found in the attached [Guidance for Employees – How to Work in an Agile Way](#).

## **Mental Health and Wellbeing**

Working in an agile manner will contribute to improved wellbeing. Employees and managers must communicate on a regular basis to ensure that the workloads, demands and training needs are discussed.

Employees are encouraged to use their annual leave and take regular breaks, avoiding working long hours and replying to emails outside of normal working hours. Employees will need to ensure that they take at least 30 consecutive minutes if working more than 6 hours and make time to switch off. Working in an agile way should not significantly change the hours an employee works.

Further support can be accessed via the council's EAP (Employee Assistance Programme) provided by CareFirst. This service is able to provide confidential practical and emotional support for issues in work or at home, which is available 24 hours a day.

To contact Care first, please call **0800 174 319** or alternatively, access this service confidentially online at [Care First: Lifestyle \(external website\)](#)

Username and password details can be accessed via the Occupational Health page on the Intranet (LINC) or by asking your line manager, Occupational Health or Human Resources.

See attached guidance on [Guide for Employees – How to Work in an Agile Way](#)

## **Sickness Absence**

When working remotely, if an employee is not able to work due to being unwell, the council's sickness absence reporting procedures apply as it would if the employee was attending the workplace. Please refer to the council's Attendance at Work Procedure for

further details.

Return to work interviews can be carried out via telephone and Microsoft Teams if it is not practical to meet face to face on the employees first day back at work.

## **Data Protection and Security**

Employees who are working in an agile manner must comply with all relevant legislation and council policies. Access to council systems and the processing of data must only be carried out on approved devices. The employee is responsible for the security of equipment, files and any information in their possession. This includes the transportation of such items when working in an agile manner.

The Council's Information Security Policy must be followed in relation to protecting information appropriately. If handling personal data, the council's Data Protection (GDPR) Policy and procedure must be adhered to.

Managers must ensure their employees:

- Understand their responsibilities under the Data Protection Act and the councils Information Security Policies.
- Do not remove or store work files off the corporate network and save to home computers.
- Do not send work related emails or sensitive data to an employee's personal computer.
- Understands that any loss of equipment or information is reported immediately to their line manager.
- Never leave a logged on computer with an 'unlocked screen' when unattended.
- Ensure conversations of a sensitive / confidential nature should not be carried out in public spaces.
- Family members or any other individuals should not have access to personal data on paper or as electronic records.

- Printed documents must be kept locked away when not in use.
- Confidential waste should be disposed of in the normal way.

Please refer to the Data Protection Policy and Procedure which is available on the Denbighshire website.

## **Insurance, Mortgage and Tenancy Arrangements**

Computers, laptops, phones and other items of equipment provided by the Council are covered by the council's insurance policy. However, employees will still need to make sure the equipment and any information on it is safe and secure.

Employees should only use equipment that they are competent to use and all equipment should be checked by the user before use to ensure that it shows no signs of fault or damage. Faulty or damaged equipment must be replaced.

Employees are responsible for contacting anyone with an interest in their property (e.g. mortgage lenders, landlords, leaseholders, building and contents insurer) to make sure there is nothing they need to consider when working from home. The council will not be responsible for any additional costs as a result.

Employees working at home or from home will be covered by the council's Employers Liability Policy. Any accidents must be reported immediately in accordance with the council's reporting guidelines.

## **Requesting Flexible Working**

This policy is for agile working arrangements, but there are other forms of flexible working. Employees can refer to the Employee Handbook which contains details on the formal Right to Request Flexible Working.

Flexi Time (Vision Time) will remain in place and should be used in accordance with this policy. Further details and guidance on Vision Time can be accessed on the Denbighshire

website.

## **Reviewing Arrangements**

Arrangements made between managers and employees must be reviewed on a regular basis to ensure they are suitable for service delivery and business need. This policy will be reviewed on a regular basis by Human Resources.



# **Guidance – How to work in an agile way**

## Version control

This document is subject to regular review due to legislative and policy changes. The latest versions of all our publications can be found on our website. Before contacting us about the content of this document, we recommend that you refer to the most recent version on the website and any relevant guidance.

Version	Date approved	Approved by	Notes / changes
v1.0			New guide

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# **Guidance – How to work in an agile way**

## **Introduction**

There's a certain energy that comes with being in a physical office space. It can be driven by morning routines, familiar conversations, and casual kitchen/printer or corridor interactions. That energy can be difficult to recreate when employees work in an agile way.

Denbighshire County Council is committed to ensuring that all employees are supported whilst working in an agile way. It is proved that employees who have the choice as to whether they work in the office, at home or another location will have a positive work engagement. However, the council recognise that there is a need to support some employees who may find this way of working more of a challenge.

This guide will give employees some general guidance and offer advice of things that they can consider to adopt when working in an agile way. Some of the suggestions may not work for all employees and working in this manner will dependant on business needs also, but there may be some useful ideas that could be adopted which would support a more agile way of working.

## **Definition**

Agile working is a form of flexible working where employees spend some of their time working remotely (usually, but not necessarily, from home) and some in the employer's workspace. At the same time, it is important to recognise that agile working may not work well for everyone. There may also be certain roles or tasks that require employees to be co-located (i.e. working in the same physical location as colleagues), and that working at home or from another location would not suit the service.

It is advised that managers and employees continually review their working arrangements as part of the 1 to 1 discussions. Circumstances and job roles frequently change and evolve, and it is therefore important that the working arrangements works for both parties, that an open dialogue is adopted. Business needs will remain the priority when working arrangements are being discussed and agreed.

If any employee requires any additional support when working in an agile manner, the following pages on the council website might be of use:

<https://www.denbighshire.gov.uk/en/jobs-and-employees/my-employment/mental-health-wellbeing/mental-health-and-wellbeing.aspx>

## **Points to consider when working in an agile way**

This guide will look at the main important points that employees may wish to consider when working in an agile way.

### **Corporate Image**

For those employees who work in an agile manner, Denbighshire adopt the 'Dress for your day', allowing employees to tailor their clothing choice to suit their day and demands of the role. Employees should consider their day's schedule, tasks being performed and the people they will be interacting with. Good judgement should be applied when making decisions on workday attire.

Clothing should always be suitable and safe for the work being performed. Employees may not opt out of using/wearing personal protective equipment (PPE) whenever it is required.

### **Agile working may mean lone working**

Ensure that a lone worker risk assessment has been carried out with your line manager, this should cover you and the way you work. A lone worker "safe working procedure" must be in place for you.

### **Create a space to work from**

Employees should, where possible, have a physical space specifically set aside where they can work consistently. While not all employees will be able to have an ideal setup, things to consider when trying to optimise the space include personal comfort, privacy, noise, Wi-Fi connection strength, natural light and a temperature-controlled area. The kitchen table will do for short term working, but employees might want to think more strategically if they're setting up for longer stretches of time.

Consider some of the following:

- Set up a designated workspace. Separate space for yourself to work in, somewhere you can focus on tasks without being distracted and set up with everything you need for a normal working day – laptop, keyboard, mouse, stationery, papers etc.
- Make sure you have all the technology you need. This includes a reliable and secure internet connection, any necessary files, hardware and software, remote access to your company network (CAG) and, importantly, knowledge of how to get IT support.
- You will need to consider Health and Safety. Your Line manager should have developed an Agile Working Risk assessment with you and your team.
- Employees are responsible for their own home set up and are required to complete a **‘Workstation Risk Assessment Checklist’** and the **‘Homeworking Checklist’** which can be accessed via the Corporate Health and Safety pages on Linc (intranet). You should inform your line manager if your workstation assessment identifies that you require additional DSE equipment, you will not be charged for this.
- You may not necessarily need office type furniture or equipment at home to achieve a good posture. Equally your own furniture or equipment may not be suitable or sufficient. The Workstation Risk Assessment Checklist is a useful tool to help decide what is needed for your situations and circumstances.
- Make sure that you are comfortable and have the appropriate chair and screen as well as any other equipment which will make things easier for you to work from home.
- It is important to note that if you do not have the required space or equipment to work from home, then there will be office space available for you to use.

Please ensure that you:

- Arrange equipment and furniture to avoid trailing leads and cables
- Check that your plugs, leads, wires and cables are in good condition
- Keep your work area tidy and free from obstructions that could cause slips or trips

- Check you have adequate lighting in your work area to avoid eyestrain
- Report any work related incidents and/or accidents to your line manager immediately. All incidents and/or accidents must be reported using the Accident / Incident Form available on the Corporate Health Safety pages in the intranet (Linc).

## **Set a beginning and end time for the workday**

Remote worker burnout is a concern. Come up with a plan and stick to it consistently. Some employees might find adhering to an 9am-5pm schedule will work for them, however for some employees this will not work, due to personal commitments and childcare.

Employees must note that the ability to work from home is not a substitute for child care or similar carer responsibilities. It will be an employee's responsibility to ensure that adequate provision is in place to avoid conflict with work performance whilst at home. All working arrangements, working patterns and working hours will need to be discussed on a regular basis and agreed in advance with your line manager. Business needs will take priority.

Flexibility is a benefit to agile working and being able to have a better work life balance has proved to be successful in keeping employees engaged and morale high. However, you need to understand what your manager expects of you and this should be discussed on a regular basis. It is essential that the needs of the service has equal priority to your Health Safety and Welfare.

Consider some of the following:

- Know when to step away from your desk. Be clear about when your working day begins and ends and take breaks to refresh. It's easy to let yourself be 'always on' when your home and office are the same place.
- At the end of the day ensure that you close the door on the work space where possible as if you would when leaving the office or your other place of work. If you have no dedicated work space, ensure that you pack away your work equipment out of sight until the following day, so that you have a clear distinction between home and work.

- For those sending emails outside of the normal 9-5 working pattern, the following sentence should be added to the signature of emails to prevent an “always on” culture, “Please be aware that I work flexible hours, so whilst this is a convenient time for me to send this email to you - I do not expect a response from you outside your normal working hours.”

## **Set a routine for the working day**

Employees should treat the beginning of their day as if it were any other day. Shower and get dressed and have breakfast, as you would if you were going to a place of work. From there, have time set aside for daily tasks, team meetings, and even breaks throughout the day. Having a good routine will keep energy levels high. It may be that you complete a daily exercise class before or after work, walking the dog, reading or spending some time meditating.

Consider some of the following:

- Get dressed. Changing into working clothes will help you mentally switch to productive work mode. It will also help you distinguish between ‘homeworking’ and ‘home life’.
- Make sure to take time for lunch and don't have lunch at your desk. Take the time to re-energise at lunch break for example. It's really easy for employees to just work through lunch and then have a snack so ensure you have a proper break.
- When scheduling meetings try and not to schedule back to back meetings. When commuting between locations for meetings travel time was always considered, however when it is a virtual meeting there is a likelihood that in between time will not be factored in. Employees need this time to be able to de-brief and re-focus.
- At the end of the day ensure you switch off and ‘shut down’ the laptop. It will be far easier to glance and check emails again later in the evening if the laptop is still on and not shut down.
- Use what was your commuting time from work, to walk the dog, exercise or anything that will determine that the working day has ended.



## Build in self care

Those extra flights of stairs and the walk from the parking to your base were a built-in way of keeping employees moving. It is important that you are able to look after your mental health and wellbeing and finding a routine of self-care that works for you. It may be that you try and do your daily exercise class before or after work as part of what would have been your commuting time. Or you may be able to work flexibly to fit in a virtual or face to face class in throughout the day, or even a lunch time walk. Speak to your manager at your regular 1 to 1 meetings and agree what would work for the team and you individually.

Consider some of the following:

- When work is over, be sure you switch off to avoid burnout. Think about having 'core hours' which people you work with are around for.
- Go for a walk or outside where possible to get some much needed vitamin D.
- Work from a different location a morning or two a week, this could mean moving locations in your house.
- Suggest to your manager that you would like to have a 1 to 1 meeting whilst walking so that you can meet in person.
- Make agile working work for you. Change where you sit, put on music, whatever helps you work.
- Continue to monitor your working time to ensure that you monitor the hours you work, and make sure that your manager is aware of any issues that may arise.
- Rather than feeling obliged to attend all the meetings that you are invited to, consider and discuss with the organiser whether to attend for part of the agenda items only, rather than the full meeting.
- Set aside and block out time in the online diary for the completion of work, break times and lunch breaks. Always keep your online calendar up to date so that colleagues are aware of when you are available.
- Write a daily to-do list. Set out a list of realistic, achievable tasks to keep you focused.

## Keeping in touch

When regularly working from home, it is important that employees remain connected and engaged with their working teams and services despite the physical distance. A lack of engagement or connection to the team and service has an impact on morale, mental health, productivity and retention so this is a very important aspect of home working to get right, with the underlying principle being that home workers should feel as integrated and connected to the team as those who are on site or office based.

It is important that you read the Meeting Etiquette guide, as there are still standards that need to be adhered to whether you are attending a face to face meeting or a virtual meeting.

Consider some of the following:

- Stay in conversation. Contribute regularly to team chats/group emails so you don't drop off the radar. Ask about what people are working on and share what's on your to do list. Being physically separated means you miss the 'kitchen or printer chats' so this is a means to keep informed
- Ensure that you and your manager schedule in regular 1 to 1 meetings and these can be face to face or virtually. You may want to suggest meeting and walking if that works for both parties.
- Foster relationships. Make time for non-work chats as you would in the workplace and use video calling to maintain face-to-face contact or even Jabber.
- Be clear in your communication. Speaking in person gives you visual and audio cues that help you communicate. Conversing remotely removes a lot of that extra information so make your communications extra clear and concise.
- When you are communicating virtually in any setting make sure that your camera is on. There is a tendency that you don't want anyone to see you but it is important that you have your camera on in order for everyone to feel part of a team. You wouldn't hide away in a face to face meeting?

- It may be necessary for you to communicate the rest of your team your working pattern and what you are working on so that everyone is clear.
- It may be an idea to meet up as a team for a lunch or a team walk to ensure that feeling of integration and reduce the feeling of isolation.
- Ask for support when needed. Speak out when you need assistance, further training or support. Your manager, colleagues and you are part of a team and should be supporting each other, especially remotely.

Mae tudalen hwn yn fwriadol wag

# **Guidance for Employees**

## **Meeting/Training Etiquette (when working in an agile way)**

## Version control

This document is subject to regular review due to legislative and policy changes. The latest versions of all our publications can be found on our website. Before contacting us about the content of this document, we recommend that you refer to the most recent version on the website and any relevant guidance.

Version	Date approved	Approved by	Notes / changes
v1.0	12/11/2021	AM/LH	New guide

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# **Guidance – Meeting Etiquette (when working in an agile way)**

## **Introduction**

Agile working has become the new way of working with virtual meetings and training becoming an essential part of how the council maintains productivity and continuity. While virtual meetings/training has likely been a part the daily work routine for some time now, it's still easy to fall victim to some major meeting/training faux pas.

Like any other medium, there are differences between face-to-face meetings/training and online video meetings. As a result, virtual meeting and training etiquette differs slightly from standard business etiquette.

Employees need to pay attention to the etiquette that is expected of them, ensuring that the meeting is always productive, professional and effective at all times. Virtual space can be a distraction and employees need to be aware of this as they continue to work in an agile way.

This guide can be used to remind employees of the standards expected and will include some hints and tips and also the do's and don'ts. It is also useful for meeting hosts or trainers as they also have meeting etiquette responsibility.

## **Plan and Prepare**

It is essential that you plan and prepare for your meeting/training in advance. This will mean ensuring that you have a quiet and appropriate place to be able to take part. Think about the location, and whether this is free from distraction and noise.

Ensure that the software and technology is up to date and that it has been loaded correctly, in readiness for the start of the meeting/training. Employees must also ensure they apply the corporate background images, stored with Microsoft Teams, when attending online external meetings.

Employees should also be conversant in how to use the software that is being used, including how to use the variety of functions. If employees are unaware of how to use the



software, User guides are available on the ICT training hub on Linc. Employees should also seek additional guidance from their manager or colleagues.

Employees should ensure that they arrive at the virtual meeting/training on time as they would with any normal face to face meeting. Allowing enough time for them to be able to join and iron out any technological issues. It is also essential that employees are ready to take part in that meeting/training, ensuring that they read any pre-meeting papers or complete any pre-course work that may have been required.

Meeting hosts or trainers should also ensure that they send out the agenda or information in a timely manner and that the participants have had enough time to prepare.

## **Physical preparation**

If face to face meeting/training was taking place employees would prepare physically, but getting up and moving so that they made their way to the meeting room/space. Employees would ensure that they take what they needed with them and got themselves ready. This same approach should be taken with any virtual meeting/training. Think about the area and the distractions – find a space where distractions are at a minimum so that everyone within that meeting/training can focus.

It may be that employees need to prepare physically by getting up from their normal workstation, stretched, get a drink, or log in from a different room. These examples may help to re-focus and get the mind to fully engage with the next meeting/training, and leaving behind the previous piece of work that they have been working on.

## **Dress Code**

The council have a dress code which can be found in the Agile Working Policy, the Employee Handbook and details are contained within the terms and conditions of employment. Employees must ensure they dress appropriately for the meeting and the audience. Employees are representing the council during external meetings and therefore the corporate image must be upheld.

## **Time Keeping**

As with face-to-face sessions, please be on time and be respectful of other people's time. Don't log into the virtual meeting/training at the last moment, this is not professional and can be distracting for all.

It is also important that meetings/training does not go beyond the allocated time set aside. Meetings need to be well managed. Even the most focused attendees can find themselves tuning out when virtual meetings/training take too long.

## **Be Present**

This means that the camera function is switched on. Employees need to be present at the meeting or training and ensure that they switch camera's on, unless there is a requirement to have them off.

It is also good practice that when a meeting/training is taking place that jabber system is turned to 'Meeting' or 'Do not disturb' mode, and that employees are present in that meeting/training and not instant messaging other attendees or colleagues. The same practice needs to be adhered to in relation to answering/checking emails and completing other pieces of work. This can be distracting for all attendees and employees might miss a crucial bit of information or an opportunity to give input.

Employees should avoid having meetings where possible in shared, open office spaces where possible as background noises can be off putting for all attendees. All employees should keep their microphones on mute when not speaking / participating in a conversation to avoid any additional background noise for the host and other attendees.

Leaving your seat during an online meeting and eating food should also be avoided.

## **Top 10 tips for effective online meetings**

1. Embrace video calling. Being present and seeing each other is an important part of keeping connected. Don't hide away or do other work during the meeting.

2. Use headsets or earphones. This will give better sound quality. Speak directly into the mic and remember to mute it when not speaking to limit background noise.
3. Speak clearly and steadily. This will help ensure everyone can understand you. And try to modulate your voice, to keep people interested and engaged.
4. Establish etiquette guidelines. Agree a system to give everyone a voice. Arrange 'hands up' signals to agree who speaks next and use chat functions to allow everyone to contribute.
5. Repeat the question. The chair or presenter should repeat questions they ask or before answering them, to ensure all participants are aware of the original question. Repeating the question in writing within a chat box could provide additional clarity.
6. Use names and give context. When responding to chat comments, repeat the relevant remarks and make clear who you're responding to. Don't just say 'yes, Jane that's right' because others may not have seen Jane's comment and it won't make sense to them.
7. Keep slides simple. Keep to a single thought per slide to help participants understand and focus on what's being discussed. It's better to have more slides with fewer things on them.
8. Keep slides visual. Your participants may be joining from a mobile device and wordy slides will be tough to read. Anchor your presentation on relevant, image-based slides.
9. Engage participants regularly. It's hard to simply listen online for a long time. Invite participants to give comments or ask questions, and use tools like chat or polls.
10. Be explicit about actions and summarise. Spell out clearly any actions that need to be taken and by whom. Summarise meeting takeaways and circulate notes promptly.

Mae tudalen hwn yn fwriadol wag

# **Managers Guidance – How to engage an agile working team**

## Version control

This document is subject to regular review due to legislative and policy changes. The latest versions of all our publications can be found on our website. Before contacting us about the content of this document, we recommend that you refer to the most recent version on the website and any relevant guidance.

Version	Date approved	Approved by	Notes / changes
v1.0			New guide

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# **Guidance – How to engage an agile working team**

## **Introduction**

Denbighshire County Council is committed to ensuring that all employees are engaged in the workplace. Our employees are all working in a different way in which they were used to and it is vital that managers and supervisors ensure that the team are supported. This guide will support managers as to how to engage an agile team.

## **Definition**

Agile working is a form of flexible working where workers spend some of their time working remotely (usually, but not necessarily, from home) and some in the employer's workspace. At the same time, it is important to recognise that agile working may not work well for everyone.

Leading and managing agile teams requires an adaptation of approach, however some aspects of day to day people management (such as keeping people safe in the workplace SFARP\*, communication, relationship building and performance management) will become more important than ever before.

SFARP\* = So far as reasonably practicable

Managers are encouraged to openly talk to their employees and teams about the way in which agile working is working for the business and them personally. Recognising that some employees will struggle to adopt this way of working due to personal circumstances that will not allow for them to be able to work remotely at home or from another location.

There may also be certain roles or tasks that require staff to be co-located (i.e. working in the same physical location as colleagues), and that working at home or from another location would not suit the service.

It is advised that managers and employees continually review their working arrangements as part of the 1 to 1 discussions. Circumstances and job roles frequently change and



evolve, and it is therefore important that the working arrangements works for both parties and that an open dialogue is adopted.

If any employee requires any additional support when working in an agile manner, the following pages on the council website might be of use:

<https://www.denbighshire.gov.uk/en/jobs-and-employees/my-employment/mental-health-wellbeing/mental-health-and-wellbeing.aspx>

## **How do you engage and agile working team?**

Recruiting and inducting a new team member into an established team that is now working in an agile manner will need to be thought through. More planning and preparation is needed, so that the new employee feels part of the team, even though that team may be working in an agile manner.

It is important that an induction plan is devised with various time slots given so that the employee meets the whole team and feels part of a team. More information can be found in the How to Induct an Agile Employee Guide.

It is essential that managers take the lead in engaging their agile working team and not forgetting the 'One Council' approach. Creating a team that work together to deliver the same Chief Executive's 5 key principles of the council:

- Culture
- Communities
- Performance
- Member/Officer relations
- Staff

In this guide we will look at the main important points we believe that managers and supervisors should consider when trying to engage an agile working team.

# **The Denbighshire Way – Chief Executive’s 5 Key Principles and Values**

It is essential to any organisation that employees including managers and supervisors work towards the vision. Denbighshire County Council has set out its vision and priorities and all employees should work towards these by ensuring that they also abide by the organisational values. It is therefore essential that the team are aware of the vision, priorities and values, so that they are able to fulfil the overall aim of the Denbighshire Way.

Consider some of the following:

- Teams should be aware of what the council vision and priorities are and how the team contributes to them. Talk about these in team meetings, check understanding and making this a regular feature in team meetings, 1to1’s and other such meetings.
- The council values should be adopted by all. Managers should ensure that any new employees joining the council demonstrates the values as well as then ensuring that all team members abide by the values whilst in the employment of Denbighshire.
- Teamwork is essential and it is important that managers have a “we” rather than “I” approach.
- Team and individual expectations are communicated thoroughly and regularly.

## **Communication**

Agile working is based on effective communication and is critical to the success of any organisation. When communication is not well managed, it can result in poor information flow, knowledge gaps, and barriers to effective team working and exclusion of team members who are not in the office. Communication needs to be more intentional, as casual or ad-hoc conversations may not happen the same as they used to when people were in the office and talking casually in the office, kitchen and other areas. Employees need to feel connected.

Consider some of the following:

- Meetings should be held on a regular basis and can take many forms, think about doing a mix of face to face and virtual meetings. Also think about different ways in which team meetings can be done, for example going for a team walk and getting out into the fresh air.
- Teams should be encouraged and supported to establish their own principles of communication. This may include making use of daily communication via Jabber, email and phone as well as face to face meetings and walks.
- Build in regular social and human connection opportunities to support employee engagement and team building, for example team walks, sport or getting out and helping the Denbighshire community groups by volunteering as a team.
- Sharing what every team member is working on or focussing on. Some members will not be aware of what projects or key work areas that others are working on.

## **Wellbeing**

It can be more difficult to provide adequate support and maintain social links for agile workers. People who are deprived of social contact through work can feel isolated or disconnected, bringing on pressure and stress or aggravating pre-existing mental health problems.

There are practical things we can do to help manage the risk of stress and mental health problems for agile workers:

- Talk openly with them about the possibility of them becoming stressed or mentally unwell
- Involve them in completing stress risk assessments so they can help identify potential problems and solutions
- Keep them updated on what is happening so they feel involved and reassured
- Have regular keep-in-touch meetings or calls so they can share any concerns

- Make home workers aware of occupational support that is available to them
- Take account of the needs of the individual – if someone is an agile worker for medical reasons you may need to meet their needs differently

## **Ask & Listen**

Regular feedback is critical to keeping you team motivated as it helps with aligning on expectations and objectives. It also demonstrates to the team that managers and supervisors care about their work and their professional development, which will encourage them to take risks and try more innovative approaches, all of which will motivate and engage the team even more. It's easy to forget about feedback in a remote set up. If you're out of sight, feedback can be out of mind.

Consider some of the following:

- Be a coach to your team. Provide regular feedback on how they can constantly become better.
- Ensure 1to1's are completed on a regular basis, and provide quick feedback on their work.
- Ask about their wellbeing, and use the question "How are you?" which is provided in the 1 to 1 form. Be interested in them as a person, ask them about their home or personal aspects, to get that personal connection. Showing that you care goes a long way to motivating your team.
- Ask about their work life balance, those working from home can sometimes work longer hours, making them tired and potentially stressed. Speak regularly about workloads, demands and training needs.
- Encourage employees to take regular breaks and use their annual leave. Make sure people aren't working too long to meet unrealistic deadlines or feel obliged to answer emails outside normal working hours.
- Stress can build up over time and the causes can be work-related or from other issues. Whatever the cause, it's important that any worker gets help as soon as possible, and we should support them to do so.

## **Employee Recognition**

As mentioned employees who work as part of an agile working team need to feel connected and valued. Some employees may not be aware that the work that they do alone and within their own four walls has a positive contribution to the wider team and council priorities. Employees don't need to be seen to be productive. Therefore it is essential that managers and supervisors encourage employee recognition to ensure employees feel valued, motivated and connected.

Consider some of the following:

- Simple regular team 'shout outs' across the team so that the whole team are aware of what individuals have been doing and how great they have been working.
- Share comments and feedback that has been received about your team.

## **Management style and behaviour**

Management style and behaviour is key to building a successful agile working team. The team should be clear on where they are headed, the expectations of them. Together with this it is important to have the right management style and behaviour to lead, manage and engage an agile working team.

When managing an agile team managers and supervisors will need to think about the working environment and giving employees the support they need, and trust them to get them job done, which will encourage motivation and morale.

Consider some of the following:

- Adopt a coaching style, encourage participation and employee development, and empower the team to make decisions, but ensuring that you are visible and available.
- Manage by outcomes rather than presence; recognise effort and accomplishment; avoid micromanaging.

- Get to know your own team and their own personal strengths and attributes.
- Listen to each team member and care about them by facilitating openness and trust.
- Lead by example – role model effective agile working behaviours.
- Consider your own behaviours, including tone of voice (face to face and by email), dress code and expectations in meetings etc.
- Setting boundaries for agile working and what is acceptable and not acceptable e.g. the time in which you send an email, you may want to all agree that there are no expectations that emails will be responded to late or early in the morning. Consider placing sentence “Please be aware that I work flexible hours, so whilst this is a convenient time for me to send this email to you - I do not expect a response from you outside your normal working hours.”
- Consider the health and wellbeing of the team. Asking the team about their health and wellbeing and supporting employees with any challenges that they may have. Therefore, reducing the stigma around mental health.

# **Managers Guidance – How to induct an agile working employee**

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# **Guidance – How to induct and agile working employee**

## **Introduction**

Induction is a key part of the worker experience, and can influence how well the new starter manages with both their new role and their employer. It begins from the point at which an offer is made and accepted, and incorporates the entire joining experience, taking into account learning about the role, understanding the organisation and its culture, and building relationships with new colleagues.

Health and Safety legislation requires employers to provide whatever information, instruction, training and supervision as is necessary to ensure, “so far as is reasonably practicable” (SFARP), the Health Safety and Welfare (HS&W) of employees at work. HS&W training is particularly important when people start work or are new to a role.

Managers need to consider how they manage the whole process of embedding new staff from the interview to the point at which they’re truly part of the team. It is about them moving from being outsiders to being insiders.

Managers will have an established team, who know one another and work well together, it is therefore essential that the new employee feels part of this team and is given the opportunity to be part of that established team. This can be a daunting time for a new employee and it may take more time than usual for them to feel fully integrated into the team. Managers therefore need to spend more time in planning and preparing and utilising the probationary period to its full. We cannot expect a new employee to fit in and thrive with a poor induction programme.

This guide will support managers as to how to induct and agile working employee. More information can be found on the website under induction and new starters and further information can be found in the ‘How to engage an agile working team’ guide, which may be useful.

## **The existing team**

When a new employee is recruited into an existing team, it is essential that all staff are made aware of the new person and when they are starting and be involved where possible in the induction process or programme. This will encourage team work, and give some existing team members a role in helping and supporting the new employee to feel part of the team.

Managers should communicate to the team the information of when the new employee will join and there will be an expectation that all will welcome that employee into the team. Explaining that they were all 'new' to the team at one point and therefore to be on hand to support at any time.

## **The new employee**

Managers should keep in contact with the new employee straight from the point of offer, ensuring that they check in and make sure that the on boarding process is going smoothly and that they are on hand should then new employee have any questions in relation to their new role and induction.

Managers need to ensure what the new employee may need in terms of support or any other additional considerations that need to be given to support their induction.

New employees will no doubt feeling anxious and apprehensive prior to them starting, and managers should try and ease this anxiousness by ensuring that the new employee is fully aware of what the induction process will entail, and be prepared and ready on their first day, with all the information sent or given to them.

New employees need to be made aware of safety processes and measures that the employer has in place to keep them safe SAFRP whilst at work.

## **Induction Process**

Managers need to ensure that they fully understand the induction process. Ensuring that they explain to the new employee what the expectations are in terms of the completion of

mandatory modules within the 6 months probationary period. There are also handy induction checklists that can be used for your new employees. These are devised as a checklist and it may be that you want to use or create a new department specific checklists with specific departmental processes and tasks that you wish to include. For more information please visit <https://www.denbighshire.gov.uk/en/jobs-and-employees/my-employment/probationary-period.aspx>

There is also a dedicated New Starter Website which has all the information that a new employee will need and this needs to be communicated and shared with the staff member at the earliest opportunity. <https://www.denbighshire.gov.uk/en/jobs-and-employees/my-employment/new-starters/new-starters.aspx>

All new employees will receive their E-Learning log on details in their contract of employment and will normally be the first three letters of their first name followed by their payroll number (including the letter), all in lower case. Passwords are always set to Welcome1% (capital W).

It may be that some new employees will have already accessed this site as soon as they have received their contract of employment, and this is encouraged so that they can become familiar with the site and ensure that the site is working for them.

## **Face to face or virtual?**

Managers need to consider whether it is at all possible to conduct all or part of the induction programme face to face within the office environment, or whether any tasks could be done virtually.

Ideally it is always better for the new employee to be shown face to face and if there is no reason why this cannot be done, this should be the preferred and better approach. Of course planning is key and having a rota/timetable where different people are in the office for a set period of time may work.

This will give the new employee an opportunity to meet the team and to be shown first-hand the Denbighshire Way. This can be crucial in embedding and retaining the new employee into the team and into Denbighshire County Council.

## **Buddy and/or pairing up system**

When developing an induction programme, make sure that there is someone within the team that will act as a buddy or be paired up with the new employee to show them the processes.

This will ensure that the new employee will have someone to go to should they have a query or concern later on in their journey when they are working in a more agile manner.

Managers should also consider allocating a single buddy to the new person at the beginning of their journey and throughout their probationary period so that the employee has a point of contact.

When considering a buddy, it may be beneficial to think about their home to work location where maybe they could car share as well as other factors like roles, hobbies and interests etc.

## **Small manageable tasks**

Consider giving your new employee a small number of tasks per day/week which are varied. This will give them a sense of progress and get them used to delivering specific pieces of tasks/work. They will not feel too overwhelmed and will feel that they are contributing to the team.

Ensure that as their manager that you give them feedback on these tasks, this can support with the management of their probationary period, but also set clear expectations as to the standards that are expected of them. Feedback is extremely important to any employee but more so to an employee who is working in an agile manner.

## **The Denbighshire Way**

Ensure that you explain what is meant by the 'Denbighshire Way'. Ensure each new employee (and existing employees) understand what is meant by this. Are they clear the Denbighshire County Council values and the Chief Executives 5 priorities, all establishing the 'one council' approach?

Managers will need to explain how they fit into this and how their role supports the 'one council' approach. Managers should get the whole team to be involved with the new employee's induction process and a good way to set a 'one council' approach.

## **Availability of team**

When the new employee is embarking on their probationary period, and trying to learn the new role and embedding themselves as a team member, it is essential that they know who is available within the team.

It is therefore essential that there is a team rota in place, where they can see who is working and who is not. This can be done via calendars, therefore it is essential that the team keeps their calendars up to date at all times.

The internal Jabber system can also be a tool where new employees can see at a glance of which team member is available to them should they need to call upon someone for support. The new employee needs to understand what it means when an employee is displaying a 'do not disturb' mode or 'away'.

## **Social team time**

Joining a new team can be daunting and overwhelming especially if there is no normal office environment. It is therefore essential that the new employee feels part of the team, and has the time to get to know their colleagues.

This can be done via virtual or face to face social team time. It may be a good idea to introduce the new employee to the whole team via a coffee/tea break which can be done virtually. Managers could also arrange a face to face walk where the team can get together socially and get to spend some time together, which they may not get an opportunity to do all the time. Even meeting for a monthly team lunch followed by a team meeting may be a good way to engage and get the team together to bond and socialise.

It may be an idea to do something fun, and for each existing employee to state a unique fact about themselves so that the new employee can get to know them better. It may also be appropriate if the new employee is willing to share some interesting facts about themselves to the rest of the team.

Agile working is about people and culture as much as processes and practices, so spending time welcoming and getting to know employees is time well spent.

## **Regular 1 to 1's and probationary period reviews**

Throughout the 6-month probationary period it is essential that managers have regular 1 to 1 meetings with all staff including new employees.

This will be an opportunity to talk about how they are settling in and how they are finding the team and to answer any questions or concerns they may have. It will also be an opportunity for managers to feedback on their progress and whether they are meeting the expectations expected of the new employee.

These will need to be conducted in a professional manner, and be recorded appropriately using iTrent. If there are any improvements needed then these should be discussed and agreed with a review period set.

Manager should speak to their HR Business Partner should they need to seek advice and support on this matter.

The best way to improve your employee induction process is to ask about their experiences.

For example;

- What is something you wish we had explained better in the first week?
- What's one piece of advice you would give to the next person who is recruited?
- How could we have done a better job of your induction? What could be improved?

This gives you great feedback to consider and include in your future inductions, as your team grows. It is also a good idea to ask for feedback from them. What do they think is going well in terms of their own induction? How they are finding the process?

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## **Agile Working Policy: Well-being Impact Assessment Report**

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

**Assessment Number:** 1190

**Brief description:** The Agile Working Policy will replace the current flexible working policy.

**Date Completed:** 09/05/2023 09:31:29 Version: 3

**Completed by:** Andrea Malam

**Responsible Service:** Legal, HR and Democratic Services

**Localities affected by the proposal:** Not Applicable,

**Who will be affected by the proposal?** The staff within the council will be affected by the policy and potentially the citizens of Denbighshire due to staff working in an agile manner.

**Was this impact assessment completed as a group?** Yes

## Summary and Conclusion

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

### Score for the sustainability of the approach

**3 out of 4 stars**

**Actual score : 31 / 36.**

### Summary for each Sustainable Development principle

#### Long term

It's important to note that building and assets are being discussed within a separate project and this policy has a focus on employees and how agile working can give an employee more choice in line with business needs.

#### Prevention

Agile working has a positive impact on the environment and the climate. An overall reduction in travel due to smarter ways of working will also contribute to carbon reduction and staff will be able to reduce the need to travel in and around the county.

#### Integration

The local development plan is not applicable to this policy. The corporate priorities are considered at all stages of the policy as employee working environment and conditions have an impact on the plan being delivered.

#### Collaboration

This policy has been developed with SLT, employees, ICT, H&S and trade unions. Feedback has been obtained throughout the process and the policy has been amended to ensure each point is considered.

## Involvement

Public engagement is not applicable for an employee policy.

## Summary of impact

Well-being Goals	Overall Impact
<a href="#">A prosperous Denbighshire</a>	Positive
<a href="#">A resilient Denbighshire</a>	Positive
<a href="#">A healthier Denbighshire</a>	Positive
<a href="#">A more equal Denbighshire</a>	Positive
<a href="#">A Denbighshire of cohesive communities</a>	Neutral
<a href="#">A Denbighshire of vibrant culture and thriving Welsh language</a>	Positive
<a href="#">A globally responsible Denbighshire</a>	Positive

## Main conclusions

Overall the WIA is positive and will help the council run in a more effective and efficient manner. Employees will benefit from agile working along side the community and residents. Any disadvantages or negative impacts can be reduced by employees using an office but it is all about giving employees that choice. Agile working will be essential for recruitment and retention moving forward and help Denbighshire Council become that employer of choice.

## **The likely impact on Denbighshire, Wales and the world.**

### **A prosperous Denbighshire**

#### **Overall Impact**

Positive

#### **Justification for impact**

There are numerous positives which outweigh the negatives. Agile working will create more opportunities for people and give people the choice of when, where and how they work.

#### **Further actions required**

We are looking at more recruitment and retention schemes to ensure that we attract and retain employees and agile working will be a great benefit to existing and future staff.

#### **Positive impacts identified:**

##### **A low carbon society**

agile working means smarter working, less travel and utilising technology more.

##### **Quality communications, infrastructure and transport**

employee's with disabilities are able to make a choice about when and how they work, making our jobs more accessible.

##### **Economic development**

locals towns where employees live will benefit from employees shopping and using facilities closer to home. Less travel will help reduce car maintenance costs, the need for a car potentially and a reduction in fuel costs.

##### **Quality skills for the long term**

agile working will encourage a wider pool of applicants from further afield and also enable people to obtain employment with the council who may have never been able to secure employment due to

## Agile Working Policy

family responsibilities, logistical issues or due to hours of work etc. Employees might also be able to complete a qualification remotely cutting out the need to travel and opens up a larger pool of qualifications and frameworks that can be accessed if they are completed online.

### **Quality jobs for the long term**

There will be an increased number of employment options for candidates in the community (and wider) due to agile working, opening up more options for those with disabilities, families, multiple jobs etc. Agile working will also open up the possibilities for more volunteers in some areas because of the nature of the work and it will be made more accessible.

### **Childcare**

employees with families will have more options to remain in work and work around the family rather than having to end their employment when they start a family for example. It will also encourage working mums to return to work after having children given the agile and flexible employment opportunities. The need for childcare facilities will increase within the local communities, creating employment in those areas due to working parents. Agile working will create less pressure for parents to have to take unpaid leave or use annual leave to look after children who are absent from school due to sickness.

### **Negative impacts identified:**

#### **A low carbon society**

higher consumption of heating, lighting etc in the employees home. However less energy used in office buildings.

#### **Quality communications, infrastructure and transport**

considered but none identified.

#### **Economic development**

increased energy bills at the homes of employees.

#### **Quality skills for the long term**

we could lose staff and have retention issues due to other workplaces being agile and potentially offering a higher salary.

### **Quality jobs for the long term**

applicants may favour another employer due to more employers offering agile working.

### **Childcare**

there are a number of jobs where agile working is not possible and therefore the same opportunities will not apply. More pressure for child care providers to provide care out of normal hours.

### **A resilient Denbighshire**

#### **Overall Impact**

Positive

#### **Justification for impact**

Less travel, less cars on the road, less use of public transport and less energy used within council buildings. There is the option to consider whether all of our buildings are necessary or require to be heated / lights etc.

#### **Further actions required**

Employees will have higher energy bills, however they will be able to consider cheaper options in the long term, with more economical heating solutions, i.e. air sourced heating and solar panels. The reduction in travel costs and time will hopefully offset the higher energy bills.

#### **Positive impacts identified:**

#### **Biodiversity and the natural environment**

Less travel and more working from home or smarter working. More meetings are held online. less energy used i.e. heat and lighting for the council buildings.

**Biodiversity in the built environment**

considered but not applicable

**Reducing waste, reusing and recycling**

more recycling in employees homes. employees who live outside of the county will alleviate pressure on the council waste team.

**Reduced energy/fuel consumption**

less travel equates to less fuel consumption. possible reduction in the number of cars the household requires. more options for households to look at cleaner, economical ways to heat their homes, i.e. air sourced heating. reduced use in public transport due to agile working.

**People's awareness of the environment and biodiversity**

possible increase of awareness and will encourage the need for recycling more.

**Flood risk management**

considered but not applicable

**Negative impacts identified:**

**Biodiversity and the natural environment**

increased energy usage at the home.

**Biodiversity in the built environment**

considered but not applicable

**Reducing waste, reusing and recycling**

possible increase in waste and recycling for council for the employees who live in the county and work from home.

### **Reduced energy/fuel consumption**

increased energy usage in employees homes and potential increased bills.

### **People's awareness of the environment and biodiversity**

none identified.

### **Flood risk management**

considered but not applicable

### **A healthier Denbighshire**

#### **Overall Impact**

Positive

#### **Justification for impact**

Employees will have more freedom of when, how and where they work. There will be more flexibility and more time to enjoy leisure time, exercise more, eat healthier and attend appointments.

Employees who don't have access to agile working are given the time off to attend Drs and dentists appointments.

#### **Further actions required**

Potential isolation and wellbeing concerns for staff who need that interaction. There may be teams who do not meet, bond and consider team working necessary. Management and Heads of service will need to ensure that team dynamics are maintained and team working is still taking place. Any concerns about wellbeing must be dealt with and support immediately offered. One to one meetings are vital to ensure the questions are being asked.

#### **Positive impacts identified:**

#### **A social and physical environment that encourage and support health and well-being**

agile working can improve mental health and wellbeing. there is more time to attend appointments,



visit GPs, dentists, grocery shop, exercise at time which is more convenient to the employee.

### **Access to good quality, healthy food**

people will be able to spend more time accessing supermarkets at a more convenient time to them and also have more time to possibly grow their own fruit and vegetables, whilst working from home.

### **People's emotional and mental well-being**

agile working encourages more of a work life balance, increases wellbeing and allows the employee more flexibility in when, where and how they work.

### **Access to healthcare**

more availability of appointments for GPs and dentists etc as they can work around those appointments and are no longer limited to before 9am and after 5pm.

### **Participation in leisure opportunities**

more options to exercise, spend time with friends and family including caring responsibilities.

### **Negative impacts identified:**

#### **A social and physical environment that encourage and support health and well-being**

working in a remote manner may impact on employee mental health being so isolated.

### **Access to good quality, healthy food**

considered but none identified.

### **People's emotional and mental well-being**

isolation of working alone might impact some employees. new starters might feel they are not part of a team and build those same bonds as people do when they are in the office.

### **Access to healthcare**

considered but none identified.

### **Participation in leisure opportunities**

considered but none identified.

### **A more equal Denbighshire**

#### **Overall Impact**

Positive

#### **Justification for impact**

Agile working opens up a more flexible approach to work which, in turn, enables more candidates to have the option of applying. Single parents, carers, low income households and disabled people for example can find work with the council and be able to work in a way that suits their needs.

#### **Further actions required**

Managers can consider options of car sharing, organising lifts from other team members, meeting in various locations near to those employees so that they can walk to team meetings for example.

#### **Positive impacts identified:**

**Improving the well-being of people with protected characteristics. The nine protected characteristics are: age; disability; gender reassignment; marriage or civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation**

agile working is applicable for all protected characteristics where the job allows. Staff with a disability will be able to work in the way they want and reasonable adjustments are supported in this way of working.

#### **People who suffer discrimination or disadvantage**

agile working will potentially provide more accessible jobs. Employees with caring responsibilities will be able to working around their responsibilities which in turn will help with their own wellbeing.

### **People affected by socio-economic disadvantage and unequal outcomes**

agile working will benefit those from lower income households, as they may not need transport to come into work, they can work from their own homes and we will provide the equipment.

### **Areas affected by socio-economic disadvantage**

agile working will encourage more people to apply for jobs, i.e. single parent families, due to the flexible nature.

### **Negative impacts identified:**

**Improving the well-being of people with protected characteristics. The nine protected characteristics are: age; disability; gender reassignment; marriage or civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation**

none identified.

### **People who suffer discrimination or disadvantage**

none identified.

### **People affected by socio-economic disadvantage and unequal outcomes**

if the person is required to go into the office on a regular basis they might not have the means to.

### **Areas affected by socio-economic disadvantage**

if the person is required to go into the office on a regular basis they might not have the means to.

### **A Denbighshire of cohesive communities**

### **Overall Impact**

Neutral

### **Justification for impact**

## Agile Working Policy

Overall the policy will enable more flexible working and improve communities but there are some negative impacts which might outweigh the positive.

### **Further actions required**

Any employee who is unsafe at home can always work in another location or from the office. There will always be a place to work where they feel safe. Unfortunately we are unable to influence broadband provision and connectivity to an extent but again employees will always have a base where they can work from.

### **Positive impacts identified:**

#### **Safe communities and individuals**

when employees work from home there are more people around in the day and less homes left unoccupied which is beneficial for safe communities.

#### **Community participation and resilience**

considered but none identified.

#### **The attractiveness of the area**

more employees work from home and therefore can maintain their houses in their spare time. there may be less travel and therefore more funds to spend on improving their house because this is now their office.

#### **Connected communities**

demand for reliable broadband will increase and encourage providers improve their offer.

#### **Rural resilience**

the policy will enable employees to visit clients/customers at times which suit both parties, rather than just 9 - 5.

### **Negative impacts identified:**

### **Safe communities and individuals**

agile working and working from home may cause issues for employees that are victims of domestic abuse for example. more work equipment is left in the home.

### **Community participation and resilience**

considered but none identified.

### **The attractiveness of the area**

considered but none identified.

### **Connected communities**

those in rural places may not reliable connections and therefore might not be as agile as they want to be because of where they live. employees might move out of the area for better connectivity.

### **Rural resilience**

those in rural places may not reliable connections and therefore might not be as agile as they want to be because of where they live. employees might move out of the area for better connectivity.

### **A Denbighshire of vibrant culture and thriving Welsh language**

#### **Overall Impact**

Positive

#### **Justification for impact**

There will be more options to attend Welsh classes and lessons online for staff, which will increase the number of Welsh speakers and learners in the council, which will ultimately provide a better service to our communities.

#### **Further actions required**

Translation services and wait times might need to be reviewed.

**Positive impacts identified:**

**People using Welsh**

Services are more accessible for communities and therefore they will be able to access services in Welsh at more convenient times for them. agile working and online courses will allow more people to learn and improve their Welsh during work without the need to travel.

**Promoting the Welsh language**

Agile working means more electronic information which increases the need and use of the Welsh Language.

**Culture and heritage**

staff will have more time to participate and attend Welsh culture activities and events due to agile working

**Negative impacts identified:**

**People using Welsh**

considered but none

**Promoting the Welsh language**

more translation services required and longer waiting times

**Culture and heritage**

considered but none

**A globally responsible Denbighshire**

**Overall Impact**

Positive

### **Justification for impact**

Agile working will make staff more accessible to other organisations possibly outside of normal working hours. Agile working will also reduce the need to keep our buildings operating in the same way and could reduce the current energy bills each building produces.

### **Further actions required**

Increased energy bills may be offset with reduced travel costs and time. There is always the option for staff to work at an office base.

### **Positive impacts identified:**

#### **Local, national, international supply chains**

considered but none

#### **Human rights**

considered but none

#### **Broader service provision in the local area or the region**

more access to staff at a variety of times.

#### **Reducing climate change**

Agile working will contribute to reducing climate change with less travel and smarter working. possible reduction in building required for staff.

### **Negative impacts identified:**

#### **Local, national, international supply chains**

considered but none

#### **Human rights**

considered but none

**Broader service provision in the local area or the region**

considered but none

**Reducing climate change**

increased energy bills at employees home



<b>Adroddiad i'r</b>	Cabinet
<b>Dyddiad y Cyfarfod</b>	23 Mai 2023
<b>Aelod/Swyddog Arweiniol</b>	Julie Matthews
<b>Pennaeth Gwasanaeth</b>	Lisa Jones (Dros Dro)
<b>Awduron yr Adroddiad</b>	Karen Bellis, Helen Spafford
<b>Teitl</b>	Fframwaith Adeiladu Gogledd Cymru (FfAGC) Cam 3 – Cyfnod 1- Cymeradwyo Cychwyn y Prosiect

## 1. Am beth mae'r adroddiad yn sôn?

1.1. Diben yr adroddiad hwn yw ceisio cymeradwyaeth i gychwyn proses gaffael Cam 3 Fframwaith Adeiladu Gogledd Cymru ar gyfer mis Mehefin 2024. Mae disgwyl i Gam 2 FfAGC ddod i ben ddiwedd mis Mai 2024. Er mwyn sicrhau bod yr holl brosiectau yn y rhaglen waith bresennol yn cael eu caffael a'u monitro'n briodol. Bydd hyn yn caniatáu pontio didrafferth trwy barhau i ymgysylltu â budd-ddeiliaid ac i sicrhau ymrwymiad Awdurdodau Lleol Gogledd Cymru.

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

2.1. Yn dilyn llwyddiant FfAGC a'r buddion o ran amser caffael, cost a gwerth ychwanegol a ddarperir ganddo, cynhigir cychwyn prosiect a fydd yn galluogi Awdurdodau Lleol Gogledd Cymru i gael Fframwaith ar gyfer caffael prosiectau adeiladu rhanbarthol.

2.2. Cynhigir diweddarau'r Fframwaith ac ymestyn ei gwmpas i gynnwys yr holl brosiectau adeiladu perthnasol dros y trothwy o £250,000, ac ymgorffori'r gwersi a ddysgwyd o'r iteriad presennol.

2.3. Mae Cam 1 a Cham 2 FfAGC wedi bod yn sbardun ar gyfer ymgysylltu gydag a gwella sgiliau contractwyr lleol sy'n gweithredu o fewn y gadwyn gyflenwi ranbarthol. Bydd hyn yn annog contractwyr lleol i fod yn rhan o FfAGC3.

- 2.4. Ochr yn ochr â'r fframwaith rhanbarthol, bydd y prosiect yn parhau i lywio gwelliant o ran arferion caffael adeiladwaith ledled y rhanbarth, er mwyn sicrhau cysondeb, gwneud y gorau o'r buddion cymunedol, datblygu gwelliant parhaus a gosod targedau newydd ar gyfer arferion gorau.
- 2.5. Cynhigir bod y fframwaith yn cael ei sefydlu gan y chwe Awdurdod Lleol yng Ngogledd Cymru a'i fod yn hygyrch i asiantaethau sector cyhoeddus eraill (e.e. Addysg Uwch, Awdurdod yr Heddlu a'r Gwasanaethau Tân ac Achub, ac ati) erbyn mis Mehefin 2024 ac y bydd ar waith am gyfanswm o 4 blynedd (2+1+1 mlynedd).
- 2.6. Un o amodau cyllid grant y Rhaglen Cymunedau Cynaliadwy ar gyfer Dysgu yw bod un o dri Fframwaith Cymru yn cael eu defnyddio ar gyfer caffael y prosiect.

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

- 3.1 Argymhellir cymeradwyo cychwyn y prosiect ar gyfer caffael FfAGC.
- 3.1. Bod y Pwyllgor yn cadarnhau ei fod wedi darllen, deall ac ystyried yr Asesiad o Effaith ar Les (Atodiad 1) fel rhan o'i ystyriaethau.

### **4. Manylion yr adroddiad**

- 4.1. Mae bwrdd gweithredol FfAGC, a sefydlwyd gan chwe Awdurdod Lleol Gogledd Cymru, yn ceisio parhau i gael Fframwaith adeiladu cydweithredol ar waith, gan ei bod hi'n amlwg bellach bod caffael prosiectau yn y modd hwn yn effeithiol.
- 4.2. Mae hefyd yn helpu i ddarparu gwerth ychwanegol yn gyson, ar ffurf; Recriwtio a Hyfforddiant wedi'u Targedu, gwella sgiliau ac ymgysylltu â'r gadwyn gyflenwi, lleihau amser a chost y broses gaffael, dulliau a phrosesau safonol sydd yn eu tro yn helpu i leihau risgiau, cadw perthynas gydweithredol â'r partneriaid contractwyr yn y Fframwaith, gan leihau gwrthdaro, ac ymgysylltu ag asiantaethau cefnogi i alluogi cyflawni targedau DPA.

#### **Llywodraethu'r Prosiect**

- 4.3. Sefydlwyd y prosiect gyda strwythurau adrodd a llywodraethu cadarn. Gofynnir am gymeradwyaeth y Cabinet i gaffael FfAGC3 a chyn penodi contractwyr llwyddiannus.

## Gwerth a chwmpas y Rhaglen

4.4. Y prif gymhelliant dros gynnal y prosiect yw sicrhau gwerth am arian ar gyfer caffael cyhoeddus a darparu buddion cymunedol ledled y rhanbarth. Y ffordd orau o gyflawni hyn yw trwy gydgasglu prosiectau adeiladu sy'n gysylltiedig â'r Rhaglen Cymunedau Cynaliadwy ar gyfer Dysgu a phrosiectau sector cyhoeddus eraill.

## Strategaeth Lotio (y modd y rhennir y fframwaith yn fandiau gwerth)

4.5. Strwythur lotio arfaethedig ar gyfer y fframwaith –

Lot	Gwerth	Uchafswm Contractwyr
Lot 1	£250,000 – £2 miliwn	Hyd at 10
Lot 2	£2 miliwn - £5 miliwn	Hyd at 6
Lot 3	£5 miliwn - £10 miliwn	Hyd at 6
Lot 4	£10 miliwn - £15 miliwn	Hyd at 6
Lot 5	£15 miliwn+	Hyd at 6

## Strategaeth Gaffael - Trosolwg

4.6. Parhau i wella arferion cyfredol ar gyfer prosiectau adeiladu, gyda dulliau caffael safonol a threfniadau cydweithio, rhannu arferion gorau, datblygu manylebau safonol a rhannu adnoddau.

## Buddion Cymunedol

4.7. Mae'r Bil Diwygio Caffael Cyhoeddus (Y DU) a'r Bil Partneriaeth Gymdeithasol a Chaffael Cyhoeddus (Cymru) sydd i ddod yn cynnwys rhwymedigaethau ar gyfer sicrhau buddion Lles economaidd, cymdeithasol, amgylcheddol a diwylliannol. Bydd

y Fframwaith yn cynnwys y rhwymedigaethau newydd hyn, yn ogystal â Phecyn Gwaith Buddion Cymunedol Cymru.

## **5. Sut mae'r penderfyniad yn cyfrannu at Gynllun Corfforaethol 2022 i 2027: Y Sir Ddinbych a Garem?**

Gweler Atodiad 2

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

- 6.1. Mae gan y Fframwaith presennol Gytundeb Rhyng-Awdurdod ar waith, sy'n galluogi chwe Awdurdod Lleol Gogledd Cymru i ariannu Tîm Rheoli'r Fframwaith.
- 6.2. Cytunwyd ar gyllid o £15,000 y flwyddyn i bob Awdurdod Lleol trwy'r Cytundeb Rhyng-Awdurdod. Rydym yn cynnig bod hyn yn parhau ar gyfer sefydlu FfAGC3.

Gweler dadansoddiad o'r costau yn Atodiad 3

### **Cyfreithiol**

- 6.3. Mae angen Cytundeb Rhyng-Awdurdod er mwyn sicrhau, pe bai unrhyw her gyfreithiol wrth gaffael y fframwaith trosfwaol, y byddai'r gost yn cael ei rhannu rhwng yr awdurdodau cydweithredol ac na fyddai'n faich ar awdurdod unigol, ac i ddarparu strwythur llywodraethu ar gyfer y pedair blynedd nesaf.

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

- 7.1. Mae ymgysylltu â budd-ddeiliaid wedi bod yn rhan allweddol o waith y prosiect. Y budd-ddeiliaid allweddol ar gyfer y broses hon oedd y diwydiant adeiladu, swyddogion ym mhob un o'r chwe awdurdod yng Ngogledd Cymru a Llywodraeth Cymru. Bydd digwyddiadau briffio contractwyr yn cael eu cynnal i ymgysylltu â'r diwydiant Adeiladu ehangach, er mwyn darparu cefnogaeth i gwmnïau lleol, i'w galluogi i wneud cais am FfAGC3. Mae gan yr Asesiad Lles (Rhif 1180, gweler Atodiad 1) sgôr o 32/36. Bydd y Fframwaith, fel sylfaen, yn cynnwys rhwymedigaethau statudol fel y nodir yn y Bil Partneriaeth Gymdeithasol a Chaffael Cyhoeddus (Cymru). Bydd y Fframwaith yn monitro ac adrodd ynglŷn â'r effeithiau lles a gynhyrchir ac a sicreir gan gleientiaid trwy ddefnyddio'r Fframwaith.

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

8.1. Ymgynghorwyd â phartneriaid, cleientiaid a chontractwyr y Fframwaith presennol.

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

9.1. Ymddengys fod cylch cyntaf NWCF wedi bod yn llwyddiannus a chefnogir egwyddor y dull hwn o gaffael cydweithredol. Yn ogystal, nid yw'r cynnig yn cynnwys unrhyw gynnydd yn y ffioedd y mae gofyn i'r Awdurdodau Lleol eu cyfrannau, felly mae CSDd eisoes wedi neilltuo cyllideb i dalu'r cyfraniad. Cefnogir y cynnig

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

10.1 Y prif risg a nodwyd oedd nad yw busnesau bach a chanolig lleol yn cael eu penodi ar gyfer FfAGC3. Nod y tîm prosiect (gan weithio gyda chyrff olrhain cenedlaethol) yw lliniaru hyn trwy ymgysylltu â'r farchnad a sicrhau bod y cyfrwng caffael arfaethedig yn fodel teg a thryloyw i bob sefydliad contractio posibl.

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

11.1 Mesur Llywodraeth Leol (Cymru) 2009 mewn perthynas â dyletswyddau i ystyried cydweithio fel sefyllfa arferol.

Mae tudalen hwn yn fwriadol wag



## **North Wales Construction Framework Phase 3: Well-being Impact Assessment Report**

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

**Assessment Number:** 1180

**Brief description:** Renewal of a Framework to procure public sector construction projects in North Wales in partnership with the North Wales Local Authorities

**Date Completed:** 15/03/2023 15:40:12 Version: 1

**Completed by:** Helen Spafford

**Responsible Service:** Legal, HR and Democratic Services

**Localities affected by the proposal:** Whole County,

**Who will be affected by the proposal?** LA clients, contractors, members of the public

**Was this impact assessment completed as a group?** No

## Summary and Conclusion

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

### Score for the sustainability of the approach

**3 out of 4 stars**

**Actual score : 32 / 36.**

### Summary for each Sustainable Development principle

#### Long term

The framework place importance on delivering the greatest benefit from the investment made ensuring there is a positive impact on local communities.

#### Prevention

The framework place importance on delivering the greatest benefit from the investment made ensuring there is a positive impact on local communities.

#### Integration

The Framework will overall have a positive impact not only in Denbighshire but in the north Wales region by creating new facilities for public use including new schools which will create jobs in the construction sector, improve educational attainment, provide opportunity for community involvement and engagement and help promote vibrant, culture and welsh language

#### Collaboration

The NWCF was established to deliver value for money and the benefits associated with a long term collaborative relationship. We undertook a unique approach of early engagement with clients, contractors and construction bodies via workshops that helped us to define its structure.



## Involvement

It was been built on an ethos of openness, transparency and flexibility achieved by continuous communication and engagement with stakeholders through our Forums and special interest groups (SIGs) These have been invaluable in ensuring that common processes and tools have been established and implemented across the framework for the benefit of the individual projects and ultimately the clients.

## Summary of impact

Well-being Goals	Overall Impact
<a href="#">A prosperous Denbighshire</a>	Positive
<a href="#">A resilient Denbighshire</a>	Positive
<a href="#">A healthier Denbighshire</a>	Positive
<a href="#">A more equal Denbighshire</a>	Positive
<a href="#">A Denbighshire of cohesive communities</a>	Positive
<a href="#">A Denbighshire of vibrant culture and thriving Welsh language</a>	Positive
<a href="#">A globally responsible Denbighshire</a>	Positive

## Main conclusions

The Framework will overall have a positive impact not only in Denbighshire but in the north Wales region by creating new facilities for public use including new schools which will create jobs in the construction sector, improve educational attainment, provide opportunity for community involvement and engagement and help promote vibrant, culture and welsh language.

The framework place importance on delivering the greatest benefit from the investment made

ensuring there is a positive impact on local communities.

## **The likely impact on Denbighshire, Wales and the world.**

### **A prosperous Denbighshire**

#### **Overall Impact**

Positive

#### **Justification for impact**

The large investment in the region will most likely boost the economy through the creation of jobs, training initiatives and the creation of quality new educational facilities.

#### **Further actions required**

Each project will be reviewed individual in order to minimise negative impact. The new Framework is design to create opportunities for medium and small local businesses.

#### **Positive impacts identified:**

##### **A low carbon society**

Use of recyclable and recycled materials.

Carbon reduction special interest groups.

Energy Efficient buildings. Breeam Excellent is the target for the majority of project in the programme.

##### **Quality communications, infrastructure and transport**

The majority of buildings under this Framework will be for education, a travel plan is likely to be included as part of the project.

##### **Economic development**

Imbedded community benefits deliver on each project, support the local supply chain.

Delivers construction jobs.

### **Quality skills for the long term**

There will be training and apprenticeship places as an integral part of construction contracts.

### **Quality jobs for the long term**

Sustainable targeted recruitment and training initiatives incorporated into the Framework Agreement and each project.

### **Childcare**

Majority of projects will be educational buildings.

### **Negative impacts identified:**

#### **A low carbon society**

Materials such as concrete are unavoidable and will have an impact on the environment

#### **Quality communications, infrastructure and transport**

Potential disruption to local businesses during the construction phase.  
Buildings in remote rural areas are likely to face public transport shortage.

#### **Economic development**

[TEXT HERE]

#### **Quality skills for the long term**

[TEXT HERE]

#### **Quality jobs for the long term**

[TEXT HERE]

#### **Childcare**

[TEXT HERE]

## **A resilient Denbighshire**

### **Overall Impact**

Positive

### **Justification for impact**

The new buildings will be developed under an strict set of regulations to minimise their impact and where we are developing on brown field sites it will create the opportunity to improve the environment. The Framework has an specific requirement to educate the community on environmental issues.

### **Further actions required**

Some new building will be on green field sites but we would have undertaken an options appraisal to determine the best location and always seek to minimise the environmental impact of the build.

### **Positive impacts identified:**

#### **Biodiversity and the natural environment**

working to the BREEAM target will mean that biodiversity issues will be incorporated into the whole construction process.

#### **Biodiversity in the built environment**

A lot of the adverse impact will be addressed at the planning stage and working to the BREEAM target will mean that biodiversity issues will be incorporated into the whole construction process.

#### **Reducing waste, reusing and recycling**

The target for projects under the Framework is 95% waste diverted from land fill and on site separation of waste.

### **Reduced energy/fuel consumption**

The buildings will be far more energy efficient than any building they replace.

### **People's awareness of the environment and biodiversity**

We target working with local companies and where possible buying material locally to reduce travel requirements To educate the community through the projects on how the build handles biodiversity and the incorporation or renewables, via site visits and displays.

### **Flood risk management**

Some of the buildings that will be deliver through this project will be in flood risk areas, but the adverse impact will be addressed at the planning stage.

### **Negative impacts identified:**

#### **Biodiversity and the natural environment**

Any significant construction site has the possibility of having a negative impact on natural environment. Some sites may have protected species presence which will require special action.

#### **Biodiversity in the built environment**

Any significant construction site has the possibility of having a negative impact on natural environment. Some sites may have protected species presence which will require special action.

### **Reducing waste, reusing and recycling**

There are products historically used in construction that by their nature are not recyclable.

### **Reduced energy/fuel consumption**

Some specified products in builds may be source abroad and therefore travel long distances

### **People's awareness of the environment and biodiversity**

[TEXT HERE]

## **Flood risk management**

[TEXT HERE]

## **A healthier Denbighshire**

### **Overall Impact**

Positive

### **Justification for impact**

It will increase opportunities for healthy leaving and active lifestyles whilst improving the built environment and create a positive feel for the place where they live 'sense of pride'.

### **Further actions required**

N/A

### **Positive impacts identified:**

#### **A social and physical environment that encourage and support health and well-being**

When planning a school an important consideration is for children to be able to walk or cycle to and from school providing cycle storage.

#### **Access to good quality, healthy food**

As part of the business case for a school safe environments where children can play in the evenings, weekends and holidays are inbuilt into the project.

#### **People's emotional and mental well-being**

Creating a dining hall provide an environment where children want to be which encourage healthy eating as well as providing healthy options as part of the menu.

#### **Access to healthcare**

We create environment where more children can participate in sport and becoming hooked on sport for life.

outdoor and indoor spaces to practice.

### **Participation in leisure opportunities**

We create positive learning environments designed to have a positive impact on pupils, offering opportunities to learn new skills and practice sports.

### **Negative impacts identified:**

#### **A social and physical environment that encourage and support health and well-being**

[TEXT HERE]

#### **Access to good quality, healthy food**

[TEXT HERE]

#### **People's emotional and mental well-being**

[TEXT HERE]

#### **Access to healthcare**

[TEXT HERE]

#### **Participation in leisure opportunities**

[TEXT HERE]

#### **A more equal Denbighshire**

### **Overall Impact**

Positive

### **Justification for impact**



The buildings delivered through the Framework will be fully accessible and where appropriate the design of new buildings will incorporate the needs of other protected groups, through the construction process the training opportunities and work placements offers will help tackle poverty on those further from the job market.

### **Further actions required**

By continuing to work closely with the community.

### **Positive impacts identified:**

**Improving the well-being of people with protected characteristics. The nine protected characteristics are: age; disability; gender reassignment; marriage or civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation**

All new buildings delivered through the Framework will be fully accessible, religious requirement will be considering at design stage.

### **People who suffer discrimination or disadvantage**

[TEXT HERE]

### **People affected by socio-economic disadvantage and unequal outcomes**

As part of the Community Benefits inbuilt into the Framework agreement, tackling disadvantaged groups and those further from the market through work experience, apprenticeships and job opportunities through each the projects. Additionally grants are provided to specific projects in the community that will improve living standards.

### **Areas affected by socio-economic disadvantage**

[TEXT HERE]

### **Negative impacts identified:**

**Improving the well-being of people with protected characteristics. The nine protected characteristics are: age; disability; gender reassignment; marriage or civil partnership;**

**pregnancy and maternity; race; religion or belief; sex; and sexual orientation**

It would be difficult to design every building to cater for every potential need as a protected requirements ie. we wouldn't be able to provide prayer rooms where a Muslim user is not currently identified.

**People who suffer discrimination or disadvantage**

[TEXT HERE]

**People affected by socio-economic disadvantage and unequal outcomes**

[TEXT HERE]

**Areas affected by socio-economic disadvantage**

[TEXT HERE]

**A Denbighshire of cohesive communities**

**Overall Impact**

Positive

**Justification for impact**

The programme is likely to create a sense of community through positive engagement and participation from the community during the development of the project, the final building will improve the attractiveness of the area and be designed to create safe environments.

**Further actions required**

By continuing to work closely with the community.

**Positive impacts identified:**

**Safe communities and individuals**

Safe environment is part of the BREEAM process, all projects need to meet this requirements, safety elements are considered in the design process.

### **Community participation and resilience**

Community engagement is an integral part of the Framework and building users have opportunities to have an input into the design elements of the building through small community projects.

### **The attractiveness of the area**

The Framework will deliver projects that will have a positive impact on the physical appearance of the areas where those are built, increasing the sense of pride in the community.

### **Connected communities**

[TEXT HERE]

### **Rural resilience**

[TEXT HERE]

### **Negative impacts identified:**

#### **Safe communities and individuals**

If the design is wrong it may create areas vulnerable to vandalism and antisocial behaviour.

### **Community participation and resilience**

Some people may not want to be involved.

### **The attractiveness of the area**

In rural areas a new building may detract from the natural feel of the area.

### **Connected communities**

[TEXT HERE]

## **Rural resilience**

[TEXT HERE]

## **A Denbighshire of vibrant culture and thriving Welsh language**

### **Overall Impact**

Positive

### **Justification for impact**

Overall the provision of new or refurbished buildings through the programme will encourage greater use of the Welsh language and provide opportunities for cultural events. Larger national contractors may need to develop processes to engage closely with the local communities to understand their needs and continue to promote communication through Welsh medium.

### **Further actions required**

The Framework Agreement will include the use of Welsh language standards as a requirement so that in every project let the client can specify the use of Welsh language, also through the identification of Local needs the contractors can tailor their delivery of Community Benefits to maximise their impact.

On a project level Business Case the issues identified against negative impact to the Welsh language should be addressed earlier at the planning stage, before building design work commences.

### **Positive impacts identified:**

#### **People using Welsh**

We will be delivering new schools where the use of Welsh language is inbuilt into the programme, where we deliver Welsh medium schools the new modern facilities are likely to attract a greater number of pupils. The contractors in the Framework are employing Welsh speaking staff to be able to improve their delivery in Welsh speaking regions.

#### **Promoting the Welsh language**

Under the Framework all of the contractors will be required to work in line with the Welsh language standards, this will have a particular impact on the larger national contractors who may not have had it as a requirement if the contract are let through a different procurement route.

### **Culture and heritage**

Where we are refurbishing existing building we are sensitive of the original architecture of the building, specially where the building is listed or in a conservation area.

The building themselves as public buildings will create venues for a whole range of cultural events.

### **Negative impacts identified:**

#### **People using Welsh**

[TEXT HERE]

#### **Promoting the Welsh language**

Larger national contractors may need to develop processes to engage closely with the local communities to understand their needs and continue to promote communication through Welsh medium

### **Culture and heritage**

Development of new public buildings may result on the closure of other existing public buildings it may result on the loss of culture and heritage in the community where the building is closed.

### **A globally responsible Denbighshire**

#### **Overall Impact**

Positive

#### **Justification for impact**

The Framework will be put together and procured in a way that takes account of local supply chains and human rights issues.

### **Further actions required**

The building design should be done with sustainability in mind and products should only be specified when the positive impact is greater, a supply chain gap assessment should be on going to encourage companies to fill those gaps in the region.

### **Positive impacts identified:**

#### **Local, national, international supply chains**

We positively encourage and facilitate local supply chain, the Framework will be fully OJEU compliant. The framework has imbedded fair payment practices for subcontractors, use of project bank accounts is encouraged.

#### **Human rights**

Through the procurement process all contractors on the Framework are required to meet at least minimum standards for H&S, employment rights, etc. this requirement feeds down to their subcontractors and suppliers.

#### **Broader service provision in the local area or the region**

[TEXT HERE]

#### **Reducing climate change**

Design buildings better suited to provide venues for shared use with the community and other organisations.

### **Negative impacts identified:**

#### **Local, national, international supply chains**

Some products and suppliers may only be sourced internationally having a negative impact on local suppliers.

#### **Human rights**

Whilst we have the right to audit the contractors and their supply chain on these issues, we do not

have the resources to undertake such an audit

**Broader service provision in the local area or the region**

[TEXT HERE]

**Reducing climate change**

[TEXT HERE]

Mae tudalen hwn yn fwriadol wag



## **How does the decision contribute to the Corporate Plan 2022 to 2027: The Denbighshire We Want?**

- It supports the Well-being of Future generations (Wales) Act 2015.
- **Community Benefits** are a key priority for the project. The project must also deliver on the commitment to securing economies of scale, continuous improvement and efficiencies through procuring projects through a framework approach.

The Framework will continue to support priorities within the current (2022-2027) Denbighshire Corporate Plan in terms of:

**A Denbighshire of quality housing that meets people's needs-** All Sustainable Communities for Learning Programme projects delivered through the framework will be at a minimum of BREEAM Excellent (BRE Environmental Assessment Method, which is the leading and most widely used environmental assessment method for buildings).

**A prosperous Denbighshire** – Zero waste and carbon reduction initiatives will be essential part of the Framework KPIs, energy efficient buildings with the use of new technologies to achieve efficient low emissions.

**A healthier and happier, caring Denbighshire** - The NWCF3 will continue to maximise the benefits delivered by projects to the local community.

**A learning and growing Denbighshire** - The Framework successfully attained CITBs accolade of National Skills Academy for Construction (NSAfc) enabling each of the Council's on the Framework to use the methodology for the monitoring and delivery of Community Benefits.

The Framework successfully attained CITBs accolade of National Skills Academy for Construction (NSAfc) enabling each of the Council's on the Framework to use the methodology for the monitoring and delivery of Community Benefits.

The NWCF3 will continue to maximise the benefits delivered by projects to the local community. The following considerations will be sought through a community benefits plan submitted by the contractors. It is proposed that the training and employment

## Appendix 2

element of community benefits has a core approach and other elements be non-core and these will be set out in the terms and conditions in the individual contracts and the framework management will ensure sound contract management to deliver the wider benefit's set out below:

- Training and employment targets – work experience, mentoring, training in line with the NSAfC
- Embed the use of the Fair Payment Charter and promote and encourage prompt payment of sub-contractors
- Consider opportunities for supported businesses
- Education – work placements, volunteering at school / college open day events, school visits
- Work experience programmes
- Community Initiatives – e.g. supporting local youth groups and community
- Standardisation of tender documentation

Each local authority will determine their own specific needs to ensure the contract conditions for each project specify are relevant. This allows flexibility in the process and can be tailored to each specific project and local authority's needs, whilst delivering the community benefits from this investment across the region.

**A better connected Denbighshire-** Through collaboration with the local supply chain, work experience programmes, supported businesses and community initiatives.

**A greener Denbighshire-** By supporting the reduction of carbon emissions from Council assets through the delivery of new and refurbished buildings. It will also contribute to the adoption of Zero Carbon initiatives that enable procuring bodies to manage the carbon footprint of their asset, as well as providing training to Clients and the Supply chain. Introducing a mechanism to identify baseline carbon emissions from its Contractors, reviewing the annual reduction targets of their main contractors including their supply chain and reviewing their performance against achieving Net Zero Carbon

## Appendix 2

**A fairer, safe, and more equal Denbighshire-** By using NWCF3 as a lever to deliver Community Benefits that support people to plan and shape their community's resilience. By continuing to build schools via the Sustainable Communities for Learning Programme and ensuring that each contract provides opportunities to develop skills, work experience, career advice and mentoring, as well as creating local sustainable employment.

**A Denbighshire of vibrant culture and thriving Welsh language-** It contributes toward the Council's commitment to support the local economy by enabling local supply chain growth. New Welsh language Schools will be procured through the Framework as part of the Sustainable Communities for Learning Programme.

**A well-run, high performing council-** Nurture and promote a common collaborative environment of industry-leading best practices and continuous improvement, working towards Net Zero Carbon emissions

Mae tudalen hwn yn fwriadol wag

## Forecast income

On the basis of the charges detailed above the following income is forecast for NWCF3 (as of March 2023):

Potential work subject to BC approval	Income Average charge of 0.12% of Construction Cost
<b>NWLA</b>	
DCC FCC Conwy Anglesey Gwynedd Wrexham	£90,000 (LA Fee)
Recharge from the Collaborative Procurement team for 50% Collaborative Procurement and Framework Manager post	£36,157
<b>Coleg Cambria</b>	
Project 1 £9m Project 2 £4m	£15.5K
<b>Sub-Total</b> £13m	
<b>North Wales Police</b>	
project 1 £1m project 2 £2m project 3 £1m project 4 £2m project 5 £3m project 6 £0.25m	£32K
<b>Sub-Total</b> £9m	
	<b>£138K</b>

Additional projects identified and using the framework over its lifetime will increase income.

## Costs and resource of the Framework management structure

The below proposal seeks to ensure that the Framework is resourced adequately to manage the significant increase in the volume of works.

Staff cost	Annual Cost
Collaborative Procurement and Framework Manager 0.5 FT	£36157.00
Community Benefits Lead Officer FT	£46886.00
<b>Sub total</b>	<b>£83043.00</b>

Appendix 3

<b>Resource cost</b>	
Admin Support	£16,000.00
Travel expenses	£ 3,000.00
Events and Marketing (request contribution from contractors when tendering the Framework)	£ 3,000.00
KPI tool	£ 5,000.00
Allocation for setting up next Framework	£20,000.00
<b>Sub total</b>	£47,000.00
<b>TOTAL</b>	£130,043.00

<b>Adroddiad i'r:</b>	Cabinet
<b>Dyddiad y cyfarfod:</b>	23 Mai 2023
<b>Aelod/Swyddog Arweiniol:</b>	Y Cyng. Jason McLellan, Aelod Arweiniol Twf Economaidd a Mynd i'r Afael ag Amddifadedd / Tony Ward, Cyfarwyddwr Yr Amgylchedd a'r Economi
<b>Pennaeth Gwasanaeth:</b>	Nicola Kneale, Cyd- bennaeth dros dro'r Gwasanaeth Cymorth Corfforaethol: Perfformiad, Digidol ac Asedau
<b>Awdur yr Adroddiad:</b>	Nicola Kneale
<b>Teitl:</b>	Llywodraethiant arian y Gronfa Ffyniant Bro

## 1. Am beth mae'r adroddiad yn sôn?

1.1. Mae'r adroddiad yn amlinellu'r trefniadau llywodraethu a gyfer goruchwyllo darpariaeth prosiectau a ariennir drwy'r Gronfa Ffyniant Bro

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

2.1. Fel corff darparu arweiniol prosiect Cronfa Ffyniant Bro Gorllewin Clwyd, mae'n rhaid i Gyngor Sir Ddinbych fod â bwrdd darparu wedi'i gyfansoddi, gyda'r Gronfa Ffyniant Bro yn rhan o'i Gylch Gorchwyl. Mae'r adroddiad rhoi disgrifiad i'r Cabinet o'r trefniadau cadw trosolwg a sicrwydd sydd wedi'u sefydlu, a sut y maent yn integreiddio â threfniadau llywodraethu'r Cyngor.

## 3. Beth yw'r Argymhellion?

3.1. Bod y Cabinet yn cadarnhau ei fod wedi darllen a deall y trefniadau sicrwydd a ddisgrifir ac yn fodlon bod y trefniadau hynny wedi'u hintegreiddio'n ddigonol i fusnes y Cyngor. Yn benodol, efallai y bydd gan y Cabinet farn ar yr isod:

- Trosolwg Strategol o'r Dull Darparu, tud 6
- Aelodaeth y Bwrdd Rhaglen, gan nodi fod yr Arweinydd wedi'i gynnwys ar y

bwrdd, tud 7

- Adrodd i'r Cabinet, Craffu ac ati, tud 8 ac 11
- Perthynas â'r Tîm Gweithredol Corfforaethol, tud 10
- Perthnasoedd â gwleidyddion ardaloedd penodol a rhanddeiliaid eraill, tud 11.

## 4. Manylion yr adroddiad

4.1. Mae Adran 8.3 o'r Memorandwm o Ddealltwriaeth rhwng Llywodraeth y DU a Chyngor Sir Ddinbych ynghylch prosiect Cronfa Ffyniant Bro Gorllewin Clwyd yn datgan:

'Bydd y Cyngor yn darparu ar gais dystiolaeth o fwrdd darpariaeth Cronfa Ffyniant Bro wedi'i gyfansoddi, neu fod bwrdd darparu a oedd eisoes yn bodoli wedi mabwysiadu'n ffurfiol o fewn ei Gylch Corchwyl lywodraethiant y Gronfa Ffyniant Bro. Dylai integreiddiad â threfniadau llywodraethu llawn y Cyngor fod yn amlwg.'

Er mwyn bodloni'r gofyniad hwnnw datblygwyd y ddogfen lywodraethu a welid yn Atodiad A.

4.2. Mae'r ddogfen yn disgrifio pwrpas y Bwrdd Ffyniant Bro a fydd yn cael ei greu; y fframweithiau a'r ymdriniaethau a fydd yn cael eu defnyddio wrth iddo ymgymryd â'i waith; aelodaeth y bwrdd ac ati, ac mae hefyd yn dweud sut y bydd y Bwrdd yn rhyngweithio â chyrff allweddol eraill o fewn y Cyngor (Tîm Gweithredol Corfforaethol, y Cabinet, Craffu ac ati) a hefyd y tu allan i'r Cyngor (h.y. rheolaeth rhanddeiliaid gyda phartion â budd megis Aelodau Seneddol, Cynghorau Tref a darparwyr prosiectau trydydd parti).

4.3. Dylid nodi fod y ddogfen lywodraethu hon hefyd yn cynnwys gwaith y Gronfa Ffyniant Bro nad yw'n gysylltiedig â Gorllewin Clwyd, h.y. mae ei gylch gorchwyl yn ehangach na dim ond prosiect Gorllewin Clwyd. Y rheswm am hyn yw ein bod hefyd yn darparu yn erbyn rhaglen Ffyniant Bro Llywodraeth y DU mewn partneriaeth â Wrecsam ar gyfer ardal De Clwyd, a hefyd mewn perthynas â'r Gronfa Ffyniant Gyffredin. Mae'r gwaith hwn yn gofyn am drosolwg ar y cyd er mwyn monitro cynnydd, gweithio drwy unrhyw broblemau ac ati. Roedd y gwaith hwn yn cael ei wneud yn flaenorol drwy Grŵp Cyllid ôl Brexit llai ffurfiol o swyddogion CSDd. Bydd y grŵp newydd hwn yn awr yn



gwneud gwaith y grŵp hwnnw. Bydd yr aelodau yr un fath yn fras, gydag ychwanegiad yr Arweinydd.

- 4.4. Pe bai rhagor o arian yn cael ei ddyfarnu o dan y gyfres Cronfeydd Ffyniant Bro, y bwriad yw y byddai trosolwg o'u darpariaeth nhw hefyd yn dod o dan y Bwrdd hwn

## **5. Sut mae'r penderfyniad yn cyfrannu at Gynllun Corfforaethol 2022 i 2027: Y Sir Ddinbych a Garem?**

- 5.1. Mae'r penderfyniad hwn yn ymwneud â llywodraethu darpariaeth o dan y Gronfa Ffyniant Bro. Bydd ymagwedd arfer da yn cyfrannu'n anuniongyrchol at thema 9: Cyngor sy'n cael ei redeg yn dda ac yn perfformio'n dda. Mae'r prosiectau wedi'u halinio mor agos â phosib â'r Cynllun Corfforaethol (o ystyried paramedrau Llywodraeth y DU y mae CSDd yn gweithio â nhw).

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

- 6.1. Bydd costau'n cael eu cynnwys o fewn costau'r timau presennol. Dim cost ychwanegol

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

- 7.1. Mae a wnelo'r adroddiad a threfniadau llywodraethu ac nid yw Asesiad o Effaith ar Les yn angenrheidiol.

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

- 8.1. Mae'r trefniadau hyn eisoes wedi'u trafod gyda'r Grŵp Cyllid Ôl-Brexit, y TGC a'r Arweinydd.

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

- 9.1. Nid oes goblygiad ariannol uniongyrchol i'r adroddiad hwn, gydag unrhyw gostau a nodwyd yn 6.1 yn cael eu cynnwys o fewn y cyllidebau cyfredol. Mae'r adroddiad yn nodi'r trefniadau llywodraethu ar gyfer cadw trosolwg o ddarpariaeth prosiectau a ariennir gan y Gronfa Ffyniant Bro a'r Gronfa Ffyniant Gyffredin. Bydd cymeradwyaeth ffurfiol penderfyniadau gwariant yn parhau o

fewn dirprwyaethau a phrosesau cyfredol, gan gynnwys y gofyniad bod yr holl gynigion gwariant cyfalaf yn cael eu hystyried gan y Grŵp Craffu Cyfalaf.

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

10.1. Nid oes unrhyw risgiau penodol yn gysylltiedig â gwneud y penderfyniad.

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

11.1. Pŵer Cymhwysedd Cyffredinol dan a.24 Deddf Llywodraeth Leol ac Etholiadau (Cymru) 2021

# **Levelling Up Funding Board Governance Document May 2023**

# Levelling Up Board Terms of Reference

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# Levelling Up Board Terms of Reference

## 1. Introduction

This Programme Definition Document sets how the Levelling Up Board (henceforth The Board) plans its work and how it monitors delivery against plans and projects funded by the UK Government's Levelling Up programme.

The document describes the structure which will support the Board, which includes member responsibilities and reporting mechanisms.

## 2. Executive summary

The Board must undertake delivery of the Clwyd West project (LUF20687 Protecting Ruthin's Unique Heritage, Wellbeing & Rural Communities); the Denbighshire elements of the Clwyd South project (LUF 0309 Maximise the potential of the post-COVID-19 visitor economy); and oversee delivery against the Denbighshire element of the regional Shared Prosperity Fund Investment Plan, by planning and monitoring the work of Lead Members and Officers.

### 2a. Board Principle Interdependencies

- All Denbighshire County Council Services and Strategies
- Equalities Legislation
- State aid / subsidy control
- Procurement
- Health and safety
- Fraud

### 2b. Outputs and Outcomes

The Clwyd West, Clwyd South and Shared Prosperity Fund plans all note particular projects and/or interventions that have associated Outputs and Outcomes. As well as monitoring progress against projects, the Board has a role in monitoring achievements against outputs and outcomes and overseeing reporting back to UK Government.

# Levelling Up Board Terms of Reference

## 3. Vision and Purpose for the Levelling Up Board

### 3a. Programme Vision

The Programme Board is required to drive change and delivery of the priorities under the Plans that have been approved by the UK Government

### 3b. Programme Purpose

The Board will utilise the corporate programme / project management methodology to ensure a strong focus on achievement of outcomes and associated benefits for all the plans approved by UK Government under Levelling Up Funding.

At the highest level, the Programme Board is responsible for:

- Clearly and consistently communicating the aims, particularly the desired outcomes.
- A focus on managing the outputs and outcomes, and the internal and external threats to their achievement.
- Co-ordination of a number of projects and their interdependencies.
- Leadership, influence, management, and directing the programmes
- Communication with key stakeholders including national and local politicians

## 4. Governance Principles and Management

### 4a. Delivery Approach

Delivery against the Fund's deadlines will demand good project management; the Board will set projects in motion by providing a mandate from the top down.

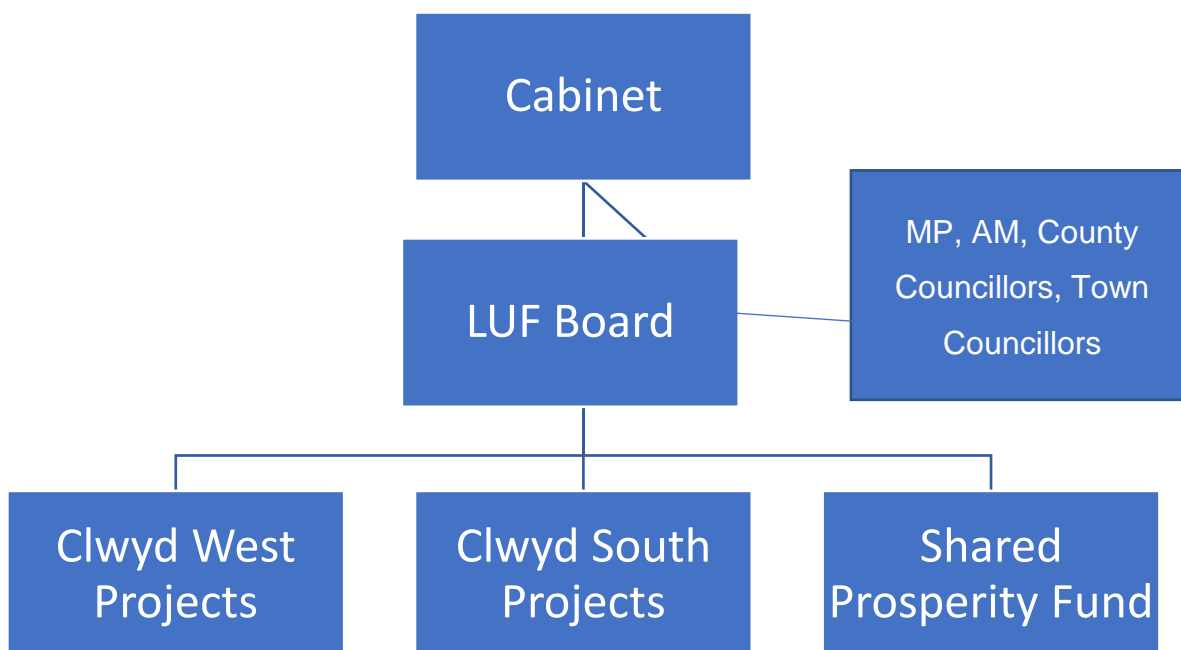
The approach is designed to ensure that Levelling Up commitments cascade into a coherent set of projects designed to enable delivery against the Funding's requirements and in line with Denbighshire's strategic priorities as far possible.

## Levelling Up Board Terms of Reference

Projects within the scope of the Board will be developed, managed and implemented by nominated project managers either in-house or with third parties with support from a Matrix team. This Team primarily sits within DCC's Corporate Support Service: Performance, Digital & Assets service, and consists of a Programme Manager supported by a Project Officer for each constituency bid, External Funding Officer, and Administration and Compliance Officer. In other services the work of this team is supported by a Senior Finance Officer, Communications Officer, and others as required.

Regardless of the team and/or organisation that's delivering a project, normal delivery will be undertaken following methodology from Managing Successful Programmes and Prince-2 Project Management, consisting of a Project Brief (including Well-being Impact Assessment), Business Case and Highlight Reports for DCC projects. Delivery will be enhanced using the corporate programme / project management methodology (or a workaround for it, in the case of third party delivery) to ensure a strong focus on achievement of outcomes and associated benefits.

### Strategic Overview of Delivery Approach





# Levelling Up Board Terms of Reference

## 4b. Programme Board Members

The Programme Board will comprise members as below:

### Core Members

- Corporate Director: Economy, Environment, Communities (Chair)
- Leader and Lead Member for the Economy & Tackling Deprivation
- Lead Member for Finance & Assets
- Head of Corporate Support Services: Performance, Digital & Assets
- Head of Planning, Public Protection & Countryside Services
- Head of Finance & Audit
- Head of Housing & Communities

### Advisory members

- Programme Manager
- External Funding Manager
- Senior Finance Officer
- Communications Officer
- Compliance, Monitoring & Administration Officer

## 4c. Roles and Responsibilities

### Programme Board (collective)

The Programme Board must concentrate on effectively delivering against the Levelling Up funding the Council has received. It must achieve this through:

- Delivering the agreed programme through structures such as project boards, task and finish groups, that are proportionate to the task.
- Ensuring that scarce resources are prioritised to deliver maximum benefit.

## Levelling Up Board Terms of Reference

- Communicating progress with stakeholders through a corporately managed communication and engagement plan.
- Agreeing actions to overcome obstacles.
- Managing the programme through regular reporting on progress and referring to other structures within the Council for approval where required, as follows:
  - Project leads will be accountable to the Board via the Programme Manager
  - Capital projects will be shared with the DCC Capital Scrutiny Group
  - Progress updates will be captured via Quarterly Performance Reports, routinely shared with Cabinet and Performance Scrutiny.
- Managing programme level risk.
- Making recommendations to Corporate Executive Team / Senior Leadership Team / Cabinet where required.
- Programme leads will also develop supporting material, including a Forward Work Programme and a Risk Register, for delivery of the overall programme to enable a sound management approach to the successful delivery against Levelling Up. Risk Register and activities will take into account our Risk Appetite for the Council.
- Ensure that projects respond to emergent evidence and other changes in the political and operational context.
- Manage interdependencies as outlined above.

### Programme Board Members (individuals)

Programme Board Members are tasked with:

- The delivery of the Levelling Up programme outcomes and benefits assigned to them.
- Heads of Service and Lead Member will collectively be responsible for making arrangements for the Levelling Up plans on which they're leading (e.g. Clwyd West, Clwyd South, SPF), and should be able to report back to the Board with progress updates as required.

## Levelling Up Board Terms of Reference

- Working collaboratively as part of the Board to solve issues and overcome obstacles.
- Reporting to Performance Scrutiny, Senior Leadership Team, Cabinet, County Councillors, AMs and MPs on their areas of responsibility, when required.
- Proactively managing relationships with key delivery partners such as town councillors, community councillors, etc.

### The Board Chair Person

This role will be undertaken by the Director for the Economy, Environment & Communities.

The Board Chair Person has responsibility to:

- Chair and provide support to the Board. This will include offering a manageable agenda for each Board meeting.
- Ensure the Board stays focused on achieving the vision.
- Ensure communication of the Board's purpose and outcomes.
- Ensure that the benefits envisaged by the Board are realised (for example by ensuring that resources are contributed by service areas).
- Provide a link with portfolio holders and service areas to direct and manage projects, risks, issues, decisions.
- Share day-to-day executive management of the Board with the Chief Executive of the County Council.
- Provide support to the Programme Manager to manage risks and resolve issues.

### The Board Programme Manager

The Board will be supported by Business Improvement and Modernisation by a Programme Manager of a matrix team. Responsibilities are to:

- Plan the programme, making recommendations to the Board.
- Provide management and monitoring of overall progress.

## Levelling Up Board Terms of Reference

- Be responsible for organising quality assurance and overall integrity of the programme.
- Manage the dependencies and interfaces between projects.
- Manage the risks to successful outcomes.
- Initiate extra actions where deficits in the programme are identified.
- Support outcome owners, middle managers and project managers where appropriate
- Ensure that projects adhere to the Corporate Project Management Methodology.
- Manage and monitor a Plan for the Board to track, control and deliver the programme outcomes and benefits. This will ensure all activities within the Levelling Up suite are reviewed at timely and regular intervals.

### Programme Board Administrator

The Programme Board Administrator role will be undertaken by the Compliance, Monitoring and Administration officer. The officer will be responsible for:

- Booking all meetings and providing all necessary support papers.
- Coordinating the compilation of outcome reports and relevant papers.
- Supporting the Chair and the Programme Manager.

## 4d. Board Relationships

### Relationship with Corporate Executive Team

The Board will have programme level authority to implement the actions required under Levelling Up. The Chair is empowered to make judgements as to which decisions can be made at the Programme Board and relayed directly to relevant Service Areas and/or public sector partners, and which decisions need to be referred back to CET and/or Cabinet. The latter are most likely to be decisions that will impact upon the wider organisation, those which may attract significant negative publicity or where the Board view differs significantly from that of a Service Area and/or third party or political interest.

# **Levelling Up Board Terms of Reference**

## **Relationship with Council, Cabinet and Capital Scrutiny Group.**

The Board's work will be reported to Cabinet at quarterly intervals as part of current performance management arrangements for the Corporate Plan, where there is synergy with the Levelling Up projects. There will be clear and identified routes in relationship to working with the Council, Cabinet and Capital Scrutiny Group where resources are required, and political agreement is required for Board activities. Cover reports for project briefs, business cases and highlight reports will outline key recommendations and the power to make a decision.

## **Relationship with Scrutiny Committees**

The Board's work will be reported to Performance Scrutiny at quarterly intervals as part of current performance management arrangements for the Corporate Plan, where there is synergy with the Levelling Up projects. At any other time, the Board may be asked to present its programme to Scrutiny Committees, which will play a key role in providing assurance to the Council that the Programme and its Board are delivering in line with the Levelling Up commitments. The Programme Manager will provide these reports.

## **Relationship with area-specific politicians and other stakeholders**

For Levelling Up projects in Clwyd South and Clwyd West in particular, there will be much interest in progress from politicians at Town, County, National (Wales) and UK level.

The Head of Planning, Public Protection & Countryside and the Leader will arrange regular and timely updates on progress, with the support of the Programme Manager.

Occasionally the Corporate Director for Economy, Environment & Communities and the Leader will need to meet with one or more of this stakeholder group on an adhoc basis if an issue arises that needs to be dealt with at that particular political level (e.g. if there is a challenge that only UK Government can deal with the meeting might be with the MP).

# Levelling Up Board Terms of Reference

## 4e. Reporting Process

### Agenda Setting

The Board will meet as required, but as a minimum, quarterly.

A typical agenda might include:

- Levelling Up Plan/ Forward Work Plan.
- Programme level Highlight Report
- Project Briefs, Wellbeing Impact Assessments, Business Cases, or Highlight Reports on projects (for DCC projects. Third party projects will have similar documentation, but without access to DCC system they won't be identical).
- Finance Report
- Risk Register
- Exception reports from programmes/projects.
- Key decisions required from the Board.
- Communications plan, including key messages for communication and engagement and with which stakeholders

Highlight reports at each meeting will present the Board with a high-level snapshot of progress to date, and highlight any risks, issues or areas of further work that require Board input. The Highlight report is an export from Verto and, as such, relies on the quality of information therein. Exception reports will be triggered if the programme develops a 'ROYG' (Red, Orange, Yellow Green) RED or ORANGE status in its delivery confidence or if any projects develop a RED or ORANGE status that can't be addressed at project level and might impact successful delivery of the programme.

### Board Papers

The Board Administrator will endeavour that papers are emailed to the Board at least 5 working days before scheduled meetings.

## **Levelling Up Board Terms of Reference**

Where there are queries relating to agenda items Board members are encouraged to seek clarification from the Programme Manager in advance of attendance at meetings.

When board members are responsible for providing information to the Programme Manager they should ensure that the timescales adhere to the above requirement. Board members should promote this message to project managers and teams to ensure a consistent approach.

### **Project Related Documentation**

Programme managers and project leads are responsible for ensuring that programme information is kept up to date by work stream leads and business change managers using Verto, including a Well-being Impact Assessment (WIA), details of identified stakeholders, project benefits / disbenefits, project context, impact, risks, milestones, progress on achieving benefits outputs and outcomes, etc.

### **Outcome Monitoring**

All projects within the Programme will follow the Corporate Project Management methodology which requires clear identification of project baselines, outputs and outcomes, expected benefits, measurement indicators and timescales for reporting on these. Projects will monitor their individual progress indicators and, where applicable, will also be linked to Programme outcomes via shared indicators so that progress towards achieving an outcome – through monitoring progress on a number of projects - can be tracked.

### **Risk, Risk Appetite and Issue Management**

**See 4f.** below for Risk Management Strategy.

Risks and issues will be actively managed throughout the programme, and the overall risk and issues profiles continually monitored by the Programme Manager. This will incorporate the County Council's Risk Appetite requirements; Risk Appetite is the level of risk we are prepared to tolerate or accept as a Council in pursuit of our long term, strategic objectives. Determining and articulating our risk appetite allows us to consider all options

## **Levelling Up Board Terms of Reference**

to respond to risk and make informed decisions that are most likely to result in successful delivery whilst also providing an acceptable level of value for money.

The identified risks need to be regularly reviewed and challenged. New risks may be identified and responses planned or actioned. The Programme Manager is responsible for escalating issues arising from individual projects to the Board Chair Person, liaising with Board Members or working with the project leads to manage risks and resolve issues that could affect delivery of project outputs and programme outcomes, and therefore benefits realisation.

Projects must be clear about when risks need to be managed at a project level and when these should be escalated to the Programme Manager (and should then be defined in the risk management strategy).

Circumstances that should require a project to escalate risks or issues to the Programme Manager may include situations where:

- Dependent projects or programmes are impacted.
- The project does not have sufficient authority for the action required.
- The action required will exceed project tolerances for quality, time and cost.
- The project does not have the necessary skills or experience and does not have the authority to acquire them.
- The project cannot deliver its outputs.

### **4f. Management Strategies**

#### **Information Management Strategy**

Up-to-date information is critical to enabling the Board to make informed decisions at appropriate times. The Programme Manager is responsible for ensuring accurate information is available to the Board in the correct format at specific reporting periods.



## **Levelling Up Board Terms of Reference**

Project managers are responsible for preparing required reports in line with the Corporate Programme Office and Prince 2 methodology for DCC projects.

Verto is the Programme Management System adopted to support project and programme officers in DCC. Verto enables users to record and monitor key programme and project information and produce relevant reports and plans. The quality of the information recorded in Verto is a key factor in the success of the programme. Verto provides standard change control and configuration management functions that support the provision of relevant, accurate information.

### **Resource Management Strategy**

The Board is responsible for steering and monitoring activities associated with all Priorities within the Levelling Up programme, and for making recommendations to take work further. This includes ensuring the provision of resources - physical, financial and manpower - with the support and guidance of Capital Scrutiny Group, Cabinet, and members of the Board, particularly when approval is required from those decision making forums relating to significant resources.

The programme methodology will ensure that resources are identified during the initiation phase. This will allow the Board to identify dependencies, prioritise activities and agree resources.

Once resource is committed, it is the responsibility of project managers to ensure that individual projects stay on track and within tolerance. The exception process is used to manage projects when resource requirements fall outside of the tolerances set.

The Programme Manager is responsible for reporting to the Board when exception situations arise and ensuring corrective action is taken with the minimum disruption.

### **Risk Management Strategy**

Proactive programme risk management and issue resolution will be considered in the main by the Board, and within the context of the corporate risk management methodology. See

## **Levelling Up Board Terms of Reference**

Risk, Risk Appetite and Issue Management above. Risks will be entered into the Board Risk Register (as featured in Verto) and Issues into the Issue Log (as featured in Verto) by the Programme Manager. Risks will be reviewed at each Board meeting in line with this Corporate Risk Strategy. This will include Risk Appetite, as mentioned above; this is useful for sense checking our appetite to take risks with our corporate priorities, projects, corporate or service risks and so on

Any member of the Board can highlight potential risks to or issues that might impact upon achievement of programme benefits to the Programme Manager. Each risk will be considered in terms of impact and probability, together with mitigating action responses. The risk/issue will be assigned an owner by the Board, a 'ROYG' (Red, Orange, Yellow or Green) status in accordance with the corporate risk management methodology and reported on through highlight reports. Any that are ranked as red or orange and escalating will be brought to the attention of the Board.

Project risks/issues will be handled at a project level and only those risks or issues that are ranked as orange and escalating will be brought to the attention of the Programme Manager. Where it is felt that there is potential for impact on the wider programme the risk/issue will be escalated for the attention of the Board. If necessary, the matter may need to be brought to the attention of Senior Leadership Team through the Project Register.

Verto will be used to record project risks and issues so that they are visible at the programme level to the Programme Manager, who will then be able to identify programme related interdependencies around risk at an early stage.

The Programme Manager will table the Risk Register at each Board meeting.

### **4g. Closing down the Programme**

The purpose of closing the Programme is to formally recognise that objectives have been completed.

## Levelling Up Board Terms of Reference

The Board Chair Person will propose closure to the Board. If satisfied with the overall outcome, they will endorse the recommendation to confirm the programme closure. If they are not satisfied, they must give clear direction about further work to be carried out.

There may be a necessity to close the Programme prematurely.

As part of closure a formal review should be conducted to assess delivery of the Programme and the following should be assured:

- Business case has been satisfied (thus far).
- All projects have been completed satisfactorily.
- Business performance is stable.
- Outcomes and outputs have been achieved.
- Benefits are self-sustaining.
- Last tranche review has been completed as per the programme plan.
- No risks or issues are outstanding that are unacceptable to operations, and risk appetite has been considered.
- Any remaining handover or transition activities required have been defined and assigned to the relevant business operations.

Once the above criteria have been satisfied, the Board must then:

- Confirm ongoing support is in place.
- Confirm programme closure.
- Notify programme is about to close.
- Review programme.
- Update and finalise programme information.
- Provide feedback to Council.
- Disband programme organisation and supporting functions.

# Levelling Up Board Terms of Reference

## 5. Costs

In developing the Levelling Up programme, estimated costs have been used to inform the process to allow a broad funding strategy to be produced. As delivery develops, the projects and actions identified will have to be properly costed and more detailed business cases developed. It is important to involve the Head of Finance and Audit at an early stage of this process.

The formal approval of expenditure decisions will remain within existing delegations and processes, including the requirement for all capital expenditure proposals to be considered by the Capital Scrutiny Group.

Council funding to support the Levelling Up programme is limited and therefore will have to be prioritised should pressures arise such as inflation, escalating costs, scarcity of resources, etc. The Council's overall funding outlook is set out in the Medium Term Financial Plan and the Levelling Up assumptions may have to be revised to reflect changes to the overall financial position.

## 6. Contact Information

For more information on anything within this document please feel free to contact the Levelling Up Programme Manager via the Corporate Programme Office. We would be happy to provide any additional guidance and materials to help you.

Email [levellingup@denbighshire.gov.uk](mailto:levellingup@denbighshire.gov.uk)

<b>Adroddiad i'r</b>	Cabinet
<b>Dyddiad y cyfarfod</b>	23 Mai 2023
<b>Aelod / Swyddog Arweiniol</b>	Y Cynghorydd Gwyneth Ellis, Aelod Arweiniol Cyllid, Perfformiad ac Asedau Strategol / Steve Gadd, Pennaeth Cyllid ac Archwilio
<b>Awdur yr adroddiad</b>	Steve Gadd, Pennaeth Cyllid ac Archwilio
<b>Teitl</b>	Adroddiad Ariannol (Sefyllfa Ariannol Derfynol 2022/23)

## 1. Am beth mae'r adroddiad yn sôn?

Mae'r Cabinet wedi derbyn adroddiadau monitro rheolaidd drwy gydol y flwyddyn ariannol ynglŷn â pherfformiad gwariant yn erbyn y gyllideb a'r arbedion y cytunwyd arnynt ar gyfer 2022/23. Mae'r adroddiad hwn yn manylu ar y sefyllfa derfynol ar ddiwedd y flwyddyn ariannol.

Mae drafft cyntaf y Datganiad Cyfrifon Blynyddol ar gyfer 2022/23 ar y trywydd cywir i gael ei gyflwyno i'r archwilwyr allanol cyn ei gyflwyno i'r Pwyllgor Llywodraethu ac Archwilio ym mis Medi er gwybodaeth. Ar ôl ymgynghori ag Archwilio Cymru a'r Pwyllgor Llywodraethu ac Archwilio, y bwriad ar hyn o bryd yw bod y cyfrifon archwiliedig wedyn yn cael eu cyflwyno i'r Pwyllgor Llywodraethu ac Archwilio ym mis Ionawr 2024 i'w cymeradwyo'n ffurfiol.

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

I roi gwybod am y sefyllfa refeniw derfynol a chymeradwyo'r dull arfaethedig o drin balansau.

## 3. Beth yw'r Argymhellion?

3.1 Bod Aelodau'n nodi'r sefyllfa refeniw derfynol ar gyfer 2022/23.

3.2 Bod Aelodau'n cymeradwyo'r driniaeth arfaethedig o gronfeydd wrth gefn a balansau fel y manylir yn yr adroddiad ac yn Atodiadau 1 a 2.

3.3. Bod Aelodau'n nodi manylion y trosglwyddiadau i'r Cronfeydd Wrth Gefn a Glustnodwyd ac allan ohonynt fel y nodwyd yn Atodiad 3.

## 4. Manylion yr adroddiad

4.1 Manylir ar ffigurau'r Sefyllfa Refeniw Derfynol yn Atodiad 1, ynghyd â'r driniaeth arfaethedig o falansau gwasanaeth diwedd blwyddyn. Crynhoir y pwyntiau allweddol isod:

- Mae'r sefyllfa derfynol gyda chyllidebau corfforaethol a gwasanaeth (gan gynnwys gorwariant o £3.509m gan ysgolion) yn orwariant o £5.095m.
- Ac eithrio ysgolion, y sefyllfa yw gorwariant o £1.585m.
- Ar yr ochr ariannu, roedd diffyg bychan iawn o £0.019m yn y gyfradd gasglu bresennol ar gyfer Treth y Cyngor.
- Canlyniad hyn oedd gorfod defnyddio £1.604m o arian wrth gefn na chafodd ei glustnodi er mwyn ariannu'r gorwariant net.

Yng nghyllideb 2022/23 roedd gofyn dod o hyd i arbedion gwasanaeth ac arbedion effeithlonrwydd o £0.754m a chymerir bod y rhain wedi eu cyflawni.

**4.2 Ysgolion** – Roedd y gyllideb y cytunwyd arni gan y Cyngor ar gyfer 2022/23 yn cynnwys cyfanswm buddsoddiad ychwanegol net o ychydig dros £4.4 miliwn yng nghyllidebau dirprwyedig ysgolion (heb gynnwys cynnydd i grantiau gan Lywodraeth Cymru). Bydd gwerth £8.939m o falansau ysgolion yn cael eu dwyn ymlaen i 2023/24, sy'n cynrychioli gostyngiad o £3.509m yn y balans a ddygwyd ymlaen i 2022/23, sef £12.448m. Bydd cydweithwyr Addysg a Chyllid yn gweithio'n agos i helpu i sicrhau bod y balansau hyn yn cael eu defnyddio mewn modd amserol ac effeithiol. Mae manylion y sefyllfa balansau ysgolion yn **Atodiad 2**.

**4.3 Cyllidebau Corfforaethol** – Mae prif elfennau'r tanwariant o £2.203m yn ymwneud â nifer o ffactorau yr adroddwyd yn eu cylch wrth y Cabinet drwy'r flwyddyn. Fodd bynnag, mae mwyafrif y tanwariant yn ymwneud â chyllidebau arian at raid sy'n cael eu cadw'n ganolog ar gyfer effaith barhaus bosibl Covid, setliadau cyflog, pwysau chwyddiant a Chyfraddau Busnes. Mae'r cynnydd yn y tanwariant o'r hyn a adroddwyd ym mis Mawrth

yn ymwneud yn bennaf ag ad-daliadau a gafwyd oherwydd ail werthuso Cyfraddau Busnes a chostau pensiwn is.

**4.4 Sefyllfa Ariannol Derfynol Gwasanaethau** – Fel y cytunwyd yn yr hydref, oherwydd y sefyllfa gyffredinol mewn gwasanaethau ac argaeledd cronfeydd corfforaethol, cynigir nad yw gwasanaethau'n dwyn unrhyw danwariant ymlaen i helpu i gyflawni'r strategaeth cyllideb gyffredinol a helpu i ariannu gorwariant gwasanaethau eraill. Dangosir sefyllfa gwasanaethau yn **Atodiad 1**.

**4.5** Mae **Atodiad 3** yn rhoi manylion llawn y trosglwyddiadau i mewn i **Gronfeydd Wrth Gefn a Glustnodwyd** ac allan ohonynt. Mae'r rhan helaeth o'r symudiadau wedi'u cynnwys yn y gyllideb neu wedi'u cymeradwyo yn sgil adroddiadau monitro blaenorol i'r Cabinet. Dylid nodi bod yr holl gronfeydd wrth gefn yn cael eu hadolygu fel rhan o'r broses gyllidebu flynyddol.

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

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

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

Cyllideb refeniw net y Cyngor ar gyfer 2022/23 oedd £233.696m. Y sefyllfa derfynol ar gyllidebau corfforaethol a gwasanaethau oedd gorwariant net o £1.585m (1% o'r gyllideb refeniw net ar gyfer y meysydd hynny). Gan ystyried cyllid ac ysgolion, roedd yr amrywiant ar gyfanswm y gyllideb yn orwariant o £5.114m (2.2% o'r gyllideb refeniw net). Mae'r gorwariant net yn cynnwys £3.509m o orwariant mewn ysgolion, sy'n cael ei ddwyn ymlaen ar wahân. Roedd y sefyllfa gyffredinol yn gofyn am ddefnyddio £1.604m o gronfeydd wrth gefn na chafodd eu clustnodi er mwyn ariannu'r sefyllfa gorwariant net.

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

Cafodd Asesiadau o'r Effaith ar Les ar gyfer y cynnydd yn Nhreth y Cyngor eu cyflwyno i'r Cyngor ar 25 Ionawr 2022.

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

Yn ogystal â'r adroddiadau rheolaidd i'r Pwyllgor Llywodraethu Corfforaethol, cafodd proses y gyllideb ei hystyried gan y Tîm Arwain Strategol, cyfarfodydd Briffio'r Cabinet, Arweinwyr Grŵp a chyfarfodydd Briffio'r Cyngor. Mae'r Fforwm Cyllideb Ysgol hefyd wedi'i gynnwys yn y cynigion drwy gydol y flwyddyn. Ymgynghorwyd ag Undebau Llafur drwy'r Cydbwyllgor Ymgynghorol Lleol.

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

Mae lefel sylweddol y gorwariant ar draws y gwasanaethau yn bryder mawr yn y flwyddyn bresennol ac ar gyfer y tymor canolig. Rydym wedi buddsoddi'n sylweddol yn y meysydd gwasanaeth penodol hyn dros y blynyddoedd diwethaf, a disgwylir y bydd yr angen hwnnw'n parhau. Fodd bynnag, croesewir y ffaith bod pob gwasanaeth wedi adolygu gwariant ac incwm yn eu meysydd i helpu i liniaru'r gorwariant hwn yn y gyllideb yn ystod yr hydref a bod y sefyllfa derfynol yn gyffredinol yn unol â'r monitro yn ystod y flwyddyn yn dilyn yr ymarfer hwnnw. Mae'r materion hyn, ynghyd â phwysau chwyddiant drwy'r holl wasanaethau, yn dod yn fwyfwy anodd eu hariannu wrth i'n cyllid fethu dal i fyny â'r pwysau o ran chwyddiant, gwasanaethau a demograffeg. Mae'r camau a gymerwyd yn ystod y flwyddyn i helpu i leihau'r pwysau cyffredinol yn golygu ein bod wedi gallu ariannu'r gorwariant o gronfeydd wrth gefn na chafodd eu clustnodi wrth gadw lefelau'r cronfeydd hynny uwchben £5m, sy'n lefel ddarbodus i ymdopi â phwysau ariannol na ellir ei ragweld.

Er bod balansau ysgolion wedi lleihau yn ystod y flwyddyn ariannol hon, maent yn parhau ar lefelau uchel yn hanesyddol. Fodd bynnag, mae'n debygol y bydd ysgolion yn wynebu heriau ariannol sylweddol yn 2023/24 a 2024/25 a disgwylir i'r balansau hyn syrthio eto yn y blynyddoedd hynny.

Mae gan y Cyngor broses gyllidebol gadarn sy'n helpu i nodi'r pwysau hyn ac arbedion a dulliau ariannu a fydd yn helpu i gynnal cyflwr ariannol y Cyngor i'r dyfodol.



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

Mae'n parhau i fod yn gyfnod heriol iawn yn ariannol ac mae ansicrwydd yn parhau mewn perthynas â'r cynnydd parhaus mewn chwyddiant, a strategaeth ariannol Llywodraeth y DU wrth ymdrin ag effaith ariannol hirdymor yr ymateb i Covid a'r argyfwng costau byw ar gyllid cyhoeddus. Cafodd Strategaeth Ariannol Tymor Canolig, oedd yn rhoi ystod o ragolygon ariannol a chrynodeb o Strategaeth y Gyllideb ar gyfer 2024/25 a thu hwnt, ei chyflwyno i'r Cabinet ym mis Ebrill. Mae hwn yn sail i'r dull rheoli risg.

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

O dan Adran 151 Deddf Llywodraeth Leol 1972, mae'n ofynnol i awdurdodau lleol wneud trefniadau i weinyddu eu materion ariannol yn briodol.

Mae tudalen hwn yn fwriadol wag

## Appendix 1

	Outturn Position			Schools Movement £'000	Committed Service Balances £'000	Use of Unearmarked Reserve £'000	Final Outturn £'000
	Budget £'000	Outturn £'000	Variance £'000				
<b>Services</b>							
Communities and Customers	3,592	3,395	-197				-197
Education and Children's Service	19,160	21,904	2,744				2,744
Business Improvement and Modernisation	5,380	4,972	-408				-408
Legal, HR and Democratic Services	2,692	2,270	-422				-422
Finance and Property	5,248	5,085	-162				-162
Highways, Facilities and Environmental Services	17,275	18,562	1,288				1,288
Planning and Public Protection	11,168	11,872	704				704
Community Support Services	44,174	46,069	1,895				1,895
Leisure - ADM	3,654	3,659	5				5
<b>Service Budgets</b>	<b>112,343</b>	<b>117,789</b>	<b>5,446</b>		<b>0</b>	<b>0</b>	<b>5,446</b>
<b>Schools</b>							
Schools Delegated	86,145	89,654	3,509	3,509			0
Schools Non-delegated	-3,815	-3,973	-158		0		-158
<b>Corporate Budgets</b>							
Corporate	17,699	15,495	-2,203		0	0	-2,203
Capital Financing/Investment Interest	15,944	14,444	-1,500				-1,500
Levies	5,381	5,381	0				0
<b>Total Services &amp; Corporate Budgets</b>	<b>233,696</b>	<b>238,791</b>	<b>5,095</b>	<b>3,509</b>	<b>0</b>	<b>0</b>	<b>1,585</b>
<b>FUNDING</b>							
Welsh Government Funding							
RSG B03	139,190	139,190	0				0
NNDR B15	34,451	34,451	0				0
	<b>173,640</b>	<b>173,640</b>	<b>0</b>				<b>0</b>
Council Tax & Balances	60,056	60,036	19			1,604	-1,585
<b>Total Funding</b>	<b>233,696</b>	<b>233,677</b>	<b>19</b>	<b>0</b>	<b>0</b>	<b>1,604</b>	<b>-1,585</b>
<b>In-year Position</b>	<b>0</b>	<b>5,114</b>	<b>5,114</b>	<b>3,509</b>	<b>0</b>	<b>1,604</b>	<b>0</b>

### RESULTING POSITION AT 31/03/2022

#### School Balances

School Balances Brought Forward	12,448
In Year contribution	-3,509
<b>School Balances Carried Forward</b>	<b>8,939</b>

#### Budget Mitigation Reserve

Balance Brought Forward	4,850
In-year Movement	-119
Year End Contribution	0
<b>Balance Carried Forward</b>	<b>4,731</b>

#### General Unearmarked Balances

Balance Brought Forward	7,135
In-year allocation to funding	-1,604
<b>Balance Carried Forward</b>	<b>5,531</b>

Mae tudalen hwn yn fwriadol wag

Primary School Balances 31/03/2023

0.5 = Nursery

(Red) = DEFICIT

Cost Centre	School	Balance as at 31.03.2022	Balance as at 31.03.2023	Movement in Year	Total Pupil Nos Sept 2022	Balance per Pupil	School Budget 2022/2023	Balance as %age of Budget
114	Ysgol Betws Gwerfil Goch	100,578	101,705	1,128	28	3,698	270,492	37.60%
116	Ysgol Y Faenol	165,066	116,154	(48,912)	130	893	621,871	18.68%
117	Ysgol Bodfari	(19,607)	(29,196)	(9,590)	31	(957)	270,316	-10.80%
136	Ysgol Carrog	96,465	84,921	(11,545)	34	2,498	277,444	30.61%
140	Ysgol Cefn Meiriadog	60,934	49,705	(11,229)	46	1,081	322,251	15.42%
147	Ysgol Carreg Emlyn	131,000	99,422	(31,578)	68	1,462	425,396	23.37%
162	Ysgol Caer Drewyn	179,904	110,277	(69,627)	93	1,186	491,670	22.43%
165	Ysgol Bro Dyfrdwy	131,938	71,321	(60,617)	107	667	577,466	12.35%
168	Ysgol Y Parc Infants	136,871	51,568	(85,303)	166	311	813,212	6.34%
169	Ysgol Frongoch Juniors	103,470	62,374	(41,095)	205	304	802,158	7.78%
172	Ysgol Twn o'r Nant	187,385	160,058	(27,327)	293	547	1,229,119	13.02%
173	Ysgol Pendref	29,938	29,586	(352)	123	242	843,988	3.51%
176	Ysgol Hiraddug	141,129	63,134	(77,995)	194	326	874,936	7.22%
196	Ysgol Gellifor	89,883	96,420	6,538	35	2,755	296,476	32.52%
210	Ysgol Bro Elwern	118,903	145,969	27,066	59	2,474	342,812	42.58%
219	Ysgol Henllan	84,893	75,977	(8,916)	66	1,151	398,515	19.06%
247	Ysgol Bro Famau	87,989	42,514	(45,475)	55	780	446,966	9.51%
249	Llanbedr Controlled	70,616	47,648	(22,968)	65	739	364,132	13.09%
251	Ysgol Dyffryn Ial	22,158	1,172	(20,986)	49	24	311,154	0.38%
255	Ysgol Bryn Clwyd	90,276	84,916	(5,360)	41	2,071	329,320	25.79%
258	Ysgol Llanfair D.C.	78,673	55,640	(23,033)	108	515	553,658	10.05%
266	Ysgol Bryn Collen	59,913	19,912	(40,002)	156	128	698,773	2.85%
268	Ysgol Bro Cinmeirch	119,617	112,380	(7,237)	90	1,256	458,941	24.49%
284	Ysgol Melyd	56,018	(21,695)	(77,713)	152	(143)	692,795	-3.13%
325	Ysgol Pentrecelyn	33,610	26,579	(7,031)	22	1,236	269,494	9.86%
332	Ysgol Bodnant Community School	240,921	91,162	(149,758)	446	204	1,771,942	5.14%
333	Clawdd Offa	216,161	64,909	(151,252)	332	196	1,376,798	4.71%
336	Ysgol Penmorfa	298,505	46,597	(251,908)	385	121	1,689,843	2.76%
337	Ysgol Y Llys	247,992	154,849	(93,144)	333	465	1,472,752	10.51%
338	Ysgol Pantpastynog	79,306	46,546	(32,759)	67	695	369,694	12.59%
361	Ysgol Y Castell	222,197	280,919	58,722	216	1,304	922,236	30.46%
364	Ysgol Bryn Hedydd	300,836	234,027	(66,809)	442	530	1,653,314	14.16%
365	Christ Church C.P.	442,143	236,822	(205,321)	409	580	1,902,447	12.45%
366	Ysgol Dewi Sant	305,623	214,271	(91,353)	380	565	1,665,708	12.86%
367	Ysgol Emmanuel	630,370	442,156	(188,214)	434	1,019	1,917,794	23.06%
368	Ysgol Llywelyn	512,552	350,743	(161,809)	647	542	2,568,291	13.66%
373	Ysgol Borthyn Controlled	53,739	81,237	27,497	93	878	541,928	14.99%
374	Rhos St. C.P.	153,696	118,167	(35,529)	207	572	856,853	13.79%
375	Ysgol Penbarras	252,580	174,247	(78,333)	267	654	1,158,092	15.05%
390	St. Asaph Infants V.P.	116,032	54,847	(61,185)	73	757	408,153	13.44%
392	Ysgol Esgob Morgan	143,597	156,628	13,031	103	1,521	489,093	32.02%
405	Ysgol Trefnant Controlled	111,094	94,794	(16,301)	84	1,128	444,807	21.31%
408	Ysgol Tremeirchion	61,001	31,299	(29,702)	76	415	404,985	7.73%
467	Ysgol Gymraeg Y Gwernant	127,012	43,244	(83,768)	152	284	682,988	6.33%
<b>TOTAL</b>		<b>6,872,978</b>	<b>4,575,925</b>	<b>(2,297,053)</b>	<b>7,551</b>		<b>35,281,071</b>	<b>12.97%</b>

Average

606

## Secondary School Balances

Cost Centre	School	Balance as at 31.03.2022	Balance as at 31.03.2023	Movement in Year	Total Pupil Nos Sept 2022	Balance per Pupil	School Budget 2022/2023	Balance as %age of Budget
513	Denbigh High School	18,303	254,905	236,602	497	513	3,437,347	7.42%
527	Ysgol Dinas Bran	1,201,220	757,414	(443,806)	1,080	701	6,546,328	11.57%
537	Prestatyn High School	375,522	676,150	300,628	1,447	467	7,944,344	8.51%
541	Rhyl High School	1,084,107	439,400	(644,707)	1,192	369	6,909,115	6.36%
549	Ysgol Brynhyfryd	780,532	299,128	(481,403)	1,096	273	6,459,781	4.63%
553	Ysgol Glan Clwyd	1,128,994	1,248,583	119,588	1,058	1,180	6,457,667	19.33%
<b>TOTAL</b>		<b>4,588,678</b>	<b>3,675,579</b>	<b>(913,099)</b>	<b>6,370</b>		<b>37,754,582</b>	<b>9.74%</b>

Average 577

## Special School Balances

Cost Centre	School	Balance as at 31.03.2022	Balance as at 31.03.2023	Movement in Year	Total Pupil Nos Sept 2022	Balance per Pupil	School Budget 2022/2023	Balance as %age of Budget
619	Ysgol Plas Brondyffryn	284,802	37,663	(247,139)	132	285	3,491,922	1.08%
655	Ysgol Tir Morfa	596,761	669,712	72,951	117	5,749	2,519,346	26.58%
<b>TOTAL</b>		<b>881,563</b>	<b>707,375</b>	<b>(174,188)</b>	<b>249</b>		<b>6,011,268</b>	<b>11.77%</b>

Average 2,847

## Middle School Balances

Cost Centre	School	Balance as at 31.03.2022	Balance as at 31.03.2023	Movement in Year	Total Pupil Nos Sept 2022	Balance per Pupil	School Budget 2022/2023	Balance as %age of Budget
790	St. Brigid's	(2,005)	(158,997)	(156,992)	462	(344)	2,686,959	-5.92%
795	Christ the Word	107,135	139,218	32,083	898	155	4,370,215	3.19%
<b>TOTAL</b>		<b>105,130</b>	<b>(19,779)</b>	<b>(124,909)</b>	<b>1,360</b>		<b>7,057,173</b>	<b>-0.28%</b>

Average (15)

<b>TOTAL ALL SCHOOLS</b>		<b>12,448,349</b>	<b>8,939,100</b>	<b>(3,509,249)</b>	<b>15,530</b>		<b>86,104,094</b>	<b>10.38%</b>
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## Average balance per pupil - all schools

Average 576

## APPENDIX 3

Transfers to/from Earmarked Reserves	Balance at 31/03/2022 £000	Transfers Out 2022/23 £000	Transfers In 2022/23 £000	Balance at 31/03/2023 £000
<b>Schools</b>				
School Balances	(12,448)	4,406	(896)	(8,939)
<b>Grant &amp; Capital Related</b>				
Capital Schemes	(13,986)	2,193	(7,446)	(19,240)
Modified Loan Reserve	(4,486)	70	0	(4,416)
Revenue Grants Unapplied	(2,458)	1,464	(312)	(1,306)
<b>Service Reserves</b>				
<u>Business Improvement &amp; Modernisation</u>				
Ruthin Gaol Heritage Projects	(104)	26	0	(78)
New Ways of Working	(181)	0	0	(181)
IT Networks Development	(807)	235	(104)	(676)
IT Systems Development (EDRMS)	(69)	0	0	(69)
Resident Survey	(38)	0	0	(38)
Schools IT Network Development	(5)	5	0	(0)
Carbon Zero Project	(242)	475	(947)	(714)
<u>Communities &amp; Customers</u>				
Destination Managed Project	(400)	0	0	(400)
Working Denbighshire	(506)	315	(173)	(364)
Major Events Reserve	(78)	36	0	(43)
<u>Community Support Services</u>				
Modernising Social Care	0	0	0	0
CESI Pooled Budget	(109)	93	0	(17)
Domiciliary Care Transport	(332)	0	0	(332)
Adult Social Care Reserve	(2,440)	2,440	0	0
Health & Social Care Support Workers	(38)	0	0	(38)
Social Care Amenity Fund	(14)	0	0	(14)
Social Care in Partnership	(10)	0	0	(10)
Social Service Improvement Agency	(116)	0	0	(116)
Safeguarding Business Unit	(172)	0	(9)	(181)
Delivering Transformation	(831)	4	(765)	(1,592)
Regional Commissioning Team	(131)	0	0	(131)
<u>Education &amp; Children's Services</u>				
Modernising Education	(122)	0	0	(122)
ALN Reforms	(693)	431	(248)	(511)
Schools Financial Resilience	(300)	0	0	(300)
Education IT Investment	0	0	(241)	(241)
<u>Finance &amp; Property</u>				
Revenues & Benefits	(725)	140	(214)	(800)
Finance Systems	(166)	0	0	(166)
Health & Safety	(78)	0	0	(78)
Design & Development	(315)	0	(179)	(494)
External Funding Administration	(116)	0	0	(116)
<u>Highways &amp; Environmental Services</u>				
Pont y Ddraig Bridge	(90)	0	0	(90)
Severe Weather (incorporating Winter Maintenance)	(338)	338	0	0
Facilities	(154)	0	0	(154)
Free School Meals	(150)	0	0	(150)
<u>Legal, HR &amp; Democratic Services</u>				
Training Collaboration	(30)	0	(20)	(50)

## APPENDIX 3

Transfers to/from Earmarked Reserves	Balance at 31/03/2022 £000	Transfers Out 2022/23 £000	Transfers In 2022/23 £000	Balance at 31/03/2023 £000
Legal	(28)	0	0	(28)
NW Schools Framework	(50)	50	0	0
<b>Planning &amp; Public Protection</b>				
Town & County Planning Act (s.106) Requirements	(1,143)	2	(27)	(1,168)
Ash Die-back	(282)	0	0	(282)
Bodelwyddan Country Park	(165)	74	0	(91)
Picturesque Project	(152)	0	0	(152)
ECA Board	(240)	2	0	(238)
Signing Schemes	(40)	30	0	(10)
Prosecution/Appeal Costs	(61)	0	0	(61)
LDP Future Costs	(188)	0	0	(188)
Planning Delivery for Wales	(317)	122	0	(195)
<b>Corporate Reserves</b>				
2017 Corporate Priorities	(315)	48	0	(267)
Growth Bid	(50)	0	0	(50)
Elections	(197)	128	0	(69)
Risk Management Fund	(521)	0	(28)	(549)
Superannuation Recovery	(2,630)	0	(1,000)	(3,630)
Travelodge	(89)	0	(28)	(116)
Leadership Development	(13)	0	0	(13)
Area Member Reserve	(15)	0	0	(15)
Budget Mitigation	(4,850)	119	0	(4,731)
Coroner	(269)	33	0	(236)
Rhyl Regeneration	(88)	71	0	(16)
Insurance Fund	(932)	129	(68)	(872)
Energy	0	0	(374)	(374)
<b>Total</b>	<b>(55,912)</b>	<b>13,475</b>	<b>(13,078)</b>	<b>(55,516)</b>



## Cynllun Gwaith i'r Dyfodol y Cabinet

Cyfarfod	Eitem (disgrifiad / teitl)		Pwrpas yr adroddiad	Angen penderfyniad gan y Cabinet (oes/nac oes)	Awdur - Aelod Arweiniol a Swyddog Cyswllt
<b>27 Mehefin</b>	1	Y Cyngor yn gweithredu fel Corff Arweiniol ar gyfer adnewyddu Cytundeb Gofal Cartref Rhanbarthol Gogledd Cymru	Ceisio cymeradwyaeth y Cabinet i Gyngor Sir Ddinbych weithredu fel 'Corff Arweiniol' ar Wahoddiad i Dendro ar gyfer Gofal Cartref a Gwasanaethau Cymorth i Blant / Pobl Ifanc ac Oedolion	Oes	Y Cyngorwyr Gill German/Elen Heaton Swyddogion Arweiniol – Rhiain Morrle / David Soley / Ann Lloyd Awdur yr Adroddiad - Liana Duffy / John Williams / Llinos Howatson
	2	Marchnad y Frenhines: dyfarnu contract y gweithredwr	Yn dilyn cwblhau proses gaffael i benodi gweithredwr ar gyfer Marchnad y Frenhines yn y Rhyl, ceisir cymeradwyaeth gan y Cabinet i ddyfarnu contract i'r cynigiwr a ffefrir	Oes	Y Cyngorwyr Jason McLellan Swyddog Arweiniol - Emlyn Jones Awdur yr Adroddiad - Russell Vaughan
	3	Strategaeth y Gymraeg	Ceisio cymeradwyaeth y Cabinet ynghylch Strategaeth Iaith Gymraeg newydd 2023-2028	Oes	Y Cyngorwyr Emrys Wynne Swyddog Arweiniol – Gary Williams Awdur yr Adroddiad – Manon Celyn
	4	Gwasanaethau a Gomisiynir ar gyfer Digartrefedd	Ceisio awdurdodiad y Cabinet i ymestyn y contract cyfredol i ganiatáu mwy o amser i gwmpasu'r angen	Oes	Y Cyngorwyr Rhys Thomas Swyddog Arweiniol - Ann Lloyd

## Cynllun Gwaith i'r Dyfodol y Cabinet

Tudalen 218

Cyfarfod	Eitem (disgrifiad / teitl)		Pwrpas yr adroddiad	Angen penderfyniad gan y Cabinet (oes/nac oes)	Awdur - Aelod Arweiniol a Swyddog Cyswllt
			am dai â chymorth yn unol â'r model Ailgartrefu Cyflym newydd.		Awduron yr Adroddiad – Sharon Whalley / Hayley S Jones / Nigel Jones
	5	Achos Busnes Felodrom Gogledd Cymru	Rhoi ystyriaeth i'r achos busnes ar gyfer Prosiect Felodrom Gogledd Cymru.	I'w gadarnhau	I'w gadarnhau Gary Williams / Jamie Groves
	6	Hunanasesiad y Cyngor o'i Berfformiad	Cyflwyno'r wybodaeth ddiweddaraf ynghylch perfformiad y Cyngor yn erbyn ei swyddogaethau, gan gynnwys amcanion y Cynllun Corfforaethol a Chydraddoldeb Strategol.	I'w gadarnhau	Y Cynghorydd Gwyneth Ellis Swyddog Arweiniol - Nicola Kneale Awdur yr Adroddiad - Emma Horan
	7	Adroddiad Cyllid	Rhoi'r wybodaeth ddiweddaraf i'r Cabinet am sefyllfa ariannol bresennol y Cyngor	I'w gadarnhau	Y Cynghorydd Gwyneth Ellis Swyddog Arweiniol / Awdur yr Adroddiad Steve Gadd
	8	Eitemau o'r Pwyllgorau Craffu	Ystyried unrhyw faterion a godwyd gan y Pwyllgorau Craffu er sylw'r Cabinet	I'w gadarnhau	Swyddog Arweiniol – Cydlynnydd Craffu
<b>18 Gorffennaf</b>	1	Premiwm Ail Gartrefi a Chartrefi Gwag Hirdymor	Darparu gwybodaeth i'r aelodau ei hystyried, adolygu'r argymhellion a chytuno ar ffordd ymlaen	I'w gadarnhau	Y Cynghorydd Gwyneth Ellis Steve Gadd / Paul Barnes / Leah Gray

## Cynllun Gwaith i'r Dyfodol y Cabinet

Cyfarfod	Eitem (disgrifiad / teitl)		Pwrpas yr adroddiad	Angen penderfyniad gan y Cabinet (oes/nac oes)	Awdur - Aelod Arweiniol a Swyddog Cyswllt
	2	Ysgol Plas Brondyffryn – Prosiect Adeiladu Newydd	Ceisio cymeradwyaeth y Cabinet ynghylch y safle a ffeirir ar gyfer gweithredu prosiect adeiladu newydd ar gyfer Ysgol Plas Brondyffryn	Oes	Y Cynghorydd Gill German Swyddog Arweiniol – Geraint Davies Awduron yr Adroddiad – James Curran / Lisa Walchester
	3	Adroddiad Cyllid	Rhoi'r wybodaeth ddiweddaraf i'r Cabinet am sefyllfa ariannol bresennol y Cyngor	I'w gadarnhau	Y Cynghorydd Gwyneth Ellis Swyddog Arweiniol / Awdur yr Adroddiad Steve Gadd
	4	Eitemau o'r Pwyllgorau Craffu	Ystyried unrhyw faterion a godwyd gan y Pwyllgorau Craffu er sylw'r Cabinet	I'w gadarnhau	Swyddog Arweiniol – Cydlynnydd Craffu
<b>19 Medi</b>	1	Ardal Gwella Busnes y Rhyl: pleidlais am 2 <sup>il</sup> dymor o 5 mlynedd	Gofyn am benderfyniad o ran a ddylai CSDd bleidleisio "ie" neu "na" wrth bennu a ddylid cael 2 <sup>il</sup> dymor o 5 mlynedd ar gyfer Ardal Gwella Busnes y Rhyl	Oes	Y Cynghorydd Jason McLellan Swyddog Arweiniol - Tony Ward
	2	Adroddiad Cyllid	Rhoi'r wybodaeth ddiweddaraf i'r Cabinet am sefyllfa ariannol bresennol y Cyngor	I'w gadarnhau	Y Cynghorydd Gwyneth Ellis Swyddog Arweiniol / Awdur yr Adroddiad Steve Gadd
	3	Eitemau o'r Pwyllgorau Craffu	Ystyried unrhyw faterion a	I'w	Swyddog Arweiniol –

## Cynllun Gwaith i'r Dyfodol y Cabinet

Cyfarfod	Eitem (disgrifiad / teitl)		Pwrpas yr adroddiad	Angen penderfyniad gan y Cabinet (oes/nac oes)	Awdur - Aelod Arweiniol a Swyddog Cyswllt
			godwyd gan y Pwyllgorau Craffu er sylw'r Cabinet	gadarnhau	Cydlynnydd Craffu
<b>24 Hydref</b>	1	Adroddiad Cyllid	Rhoi'r wybodaeth ddiweddaraf i'r Cabinet am sefyllfa ariannol bresennol y Cyngor	I'w gadarnhau	Y Cyngorydd Gwyneth Ellis Swyddog Arweiniol / Awdur yr Adroddiad Steve Gadd
	2	Eitemau o'r Pwyllgorau Craffu	Ystyried unrhyw faterion a godwyd gan y Pwyllgorau Craffu er sylw'r Cabinet	I'w gadarnhau	Swyddog Arweiniol – Cydlynnydd Craffu
<b>21 Tachwedd</b>	1	Gosod Ffioedd Cartrefi Gofal 2024/25	Rhoi gwybodaeth i'r Cabinet ar ganlyniad y broses Ranbarthol ar gyfer Gosod Ffioedd Cartrefi Gofal 2024/25 a cheisio cymeradwyaeth ar gyfer ymateb Sir Ddinbych i'w argymhelliad.	Oes	Y Cyngorydd Elen Heaton Swyddog Arweiniol / Awdur yr Adroddiad – Nicola Stubbins / David Soley
	2	Y wybodaeth ddiweddaraf am Hunanasesiad y Cyngor o'i Berfformiad – Gorffennaf - Medi	Cyflwyno'r wybodaeth ddiweddaraf ynghylch perfformiad y Cyngor yn erbyn ei swyddogaethau, gan gynnwys amcanion y Cynllun	I'w gadarnhau	Y Cyngorydd Gwyneth Ellis Swyddog Arweiniol - Nicola Kneale Awdur yr Adroddiad - Emma Horan

## Cynllun Gwaith i'r Dyfodol y Cabinet

Cyfarfod	Eitem (disgrifiad / teitl)		Pwrpas yr adroddiad	Angen penderfyniad gan y Cabinet (oes/nac oes)	Awdur - Aelod Arweiniol a Swyddog Cyswllt
			Corfforaethol a Chydraddoldeb Strategol.		
	3	Adroddiad Cyllid	Rhoi'r wybodaeth ddiweddaraf i'r Cabinet am sefyllfa ariannol bresennol y Cyngor	I'w gadarnhau	Y Cynghorydd Gwyneth Ellis Swyddog Arweiniol / Awdur yr Adroddiad Steve Gadd
	4	Eitemau o'r Pwyllgorau Craffu	Ystyried unrhyw faterion a godwyd gan y Pwyllgorau Craffu er sylw'r Cabinet	I'w gadarnhau	Swyddog Arweiniol – Cydlynnydd Craffu

### Nodyn i swyddogion – Dyddiad Cau Adroddiadau i'r Cabinet

<i>Cyfarfod</i>	<b><i>Dyddiad Cau</i></b>	<i>Cyfarfod</i>	<b><i>Dyddiad Cau</i></b>	<i>Cyfarfod</i>	<b><i>Dyddiad Cau</i></b>
<i>27 Mehefin</i>	<b><i>13 Mehefin</i></b>	<i>18 Gorffennaf</i>	<b><i>4 Gorffennaf</i></b>	<i>19 Medi</i>	<b><i>5 Medi</i></b>

Diweddarwyd 16/05/2023 - KEJ

Rhaglen Gwaith i'r Dyfodol y Cabinet.doc

Mae tudalen hwn yn fwiadol wag