

Pecyn Dogfennau Cyhoeddus

Penallta House,
Tredomen Park,
Ystrad Mynach,
Hengoed CF82 7PG

Ty Penallta,
Parc Tredomen,
Ystrad Mynach,
Hengoed CF82 7PG



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Am unrhyw ymholiad yn ymwneud â'r agenda hwn cysylltwch â Charlotte Evans
(Rhif Ffôn: 01443 864210 E-bost: evansca1@caerphilly.gov.uk)

Dyddiad: Dydd Mercher, 17 Mehefin 2020

Annwyl Syr/Fadam,

Bydd cyfarfod digidol o'r **Cabinet** yn cael ei gynnal trwy Microsoft Teams ar **Dydd Mercher, 24ain Mehefin, 2020 am 10.30 am**. i ystyried materion a gynhwysir yn yr agenda canlynol. . Mae croeso i chi ddefnyddio'r iaith Gymraeg yn y cyfarfod, a dylid rhoi cyfnod rhybudd o 3 diwrnod gwaith os ydych yn dymuno gwneud hynny.

Bydd y cyfarfod hwn yn cael ei recordio a bydd ar gael i'w weld trwy wefan y Cyngor, ac eithrio trafodaethau sy'n ymwneud ag eitemau cyfrinachol neu eithriedig. Felly, bydd delweddau/sain yr unigolion sy'n bresennol ac/neu sy'n siarad yn ystod y Cabinet ar gael i'r cyhoedd trwy'r recordiad ar wefan y Cyngor: www.caerffili.gov.uk

Yr eiddoch yn gywir,

Christina Harrhy
PRIF WEITHREDWR

A G E N D A

Tudalennau

- 1 I dderbyn ymddiheuriadau am absenoldeb
- 2 Datganiadau o Ddiddordeb.

Atgoffi'r Cyngorwyr a Swyddogion o'u cyfrifoldeb personol i ddatgan unrhyw fuddiannau personol a/neu niweidiol mewn perthynas ag unrhyw eitem o fusnes ar yr agenda hwn yn unol â Deddf Llywodraeth Leol 2000, Cyfansoddiad y Cyngor a'r Cod Ymddygiad ar gyfer Cyngorwyr a Swyddogion.

A greener place Man gwyrddach



I gymeradwyo a llofnodi'r cofnodion canlynol: -

3 Cynhaliwyd y Cabinet ar 11eg Mawrth 2020. 1 - 10

Nodi- Blaenraglen Waith y Cabinet.

4 Blaenraglen Waith y Cabinet. 11 - 16

I dderbyn ac ystyried yr adroddiad(au) canlynol y mae angen penderfyniadau gweithredol arnynt:-

5 Adroddiad Blynyddol Safonau'r Gymraeg 2019-2020. 17 - 46

6 Ymateb y Cyngor i'r Pandemig Coronafeirws. 47 - 78

7 Trefniadau Gwneud Penderfyniadau COVID-19. 79 - 94

Cylchrediad:

Cynghorwyr

C.J. Cuss, N. George, C.J. Gordon, Mrs B. A. Jones, P.A. Marsden, S. Morgan, L. Phipps a Mrs E. Stenner,

A Swyddogion Priodol.

SUT FYDDWN YN DEFNYDDIO EICH GWYBODAETH

Bydd yr unigolion hynny sy'n mynychu cyfarfodydd pwyllgor i siarad/roi tystiolaeth yn cael eu henwi yng nghofnodion y cyfarfod hynny, weithiau bydd hyn yn cynnwys eu man gweithio neu fusnes a'r barnau a fynegir. Bydd cofnodion o'r cyfarfod gan gynnwys manylion y siaradwyr ar gael i'r cyhoedd ar wefan y Cyngor ar www.caerffili.gov.uk. ac eithrio am drafodaethau sy'n ymwneud ag eitemau cyfrinachol neu eithriedig.

Mae gennych nifer o hawliau mewn perthynas â'r wybodaeth, gan gynnwys yr hawl i gael mynediad at wybodaeth sydd gennym amdanoch a'r hawl i gwyno os ydych yn anhapus gyda'r modd y mae eich gwybodaeth yn cael ei brosesu.

Am wybodaeth bellach ar sut rydym yn prosesu eich gwybodaeth a'ch hawliau, ewch i'r [Hysbysiad Preifatrwydd Cyfarfodydd Pwyllgor Llawn](#) ar ein gwefan neu cysylltwch â Gwasanaethau Cyfreithiol drwy e-bostio griffd2@caerffili.gov.uk neu ffoniwch 01443 863028.



CABINET

COFNODION Y CYFARFOD A GYNHALIWDYD YN NHŶ PENALLTA, TREDOMEN DDYDD MERCHER, 11 MAWRTH 2020 AM 10.30 A.M.

YN BRESENNOL:

Y Cyngorydd P. Marsden (Arweinydd) – Cadeirydd

Cynghorwyr:

C. Cuss (Gwasanaethau Cymdeithasol a Lles), N. George (Yr Amgylchedd a Gwasanaethau'r Gymdogaeth), C.J. Gordon (Gwasanaethau Corfforaethol), S. Morgan (Adfywio, Trafnidiaeth a Chynaliadwyedd), ac E. Stenner (Cyllid, Perfformiad a Chynllunio).

Ynghyd â:

C. Harrhy (Prif Weithredwr), R. Edmunds (Cyfarwyddwr Corfforaethol – Addysg a Gwasanaethau Corfforaethol), M.S. Williams (Cyfarwyddwr Corfforaethol Dros Dro – Cymunedau).

Hefyd yn bresennol:

K. Cole (Prif Swyddog Addysg), A. Cullinane (Uwch Swyddog Polisi – Cydraddoldeb, y Gymraeg ac Ymgynghori), K. Peters (Rheolwr Polisi Corfforaethol), M. Lloyd (Pennaeth Seilwaith), G. Roberts (Arweinydd Tîm, Swyddog Trafnidiaeth, Uned Trafnidiaeth Integredig), R. Hartshorn (Pennaeth Diogelwch y Cyhoedd, Gwasanaethau Cymunedol a Hamdden), S. Harris (Pennaeth Gwasanaethau Gwella Busnes Dros Dro a Swyddog S151 Dros Dro), R. Tranter (Pennaeth Gwasanaethau Cyfreithiol a Swyddog Monitro).

K. Bevan (Cyfarwyddwr – EAS), J. Wood (Cyfarwyddwr Cynorthwyol – Dysgu Proffesiynol/Gwella Ysgolion – EAS), E. Pryce (Cyfarwyddwr Cynorthwyol)

1. YMDDIHEURIADAU AM ABSENOLDEB

Cafwyd ymddiheuriadau am absenoldeb gan y Cyngorydd B. Jones (Addysg a Chyflawniad) ac L. Phipps (Cartrefi, Lleoedd a Thwristiaeth) a D. Street (Cyfarwyddwr Corfforaethol – Gwasanaethau Cymdeithasol a Thai).

2. DATGANIADAU O FUDDIANT

Ni chafwyd datganiadau o fuddiant ar ddechrau'r cyfarfod, nac yn ystod y cyfarfod.

3. CABINET – 26 CHWEFROR 2020

PENDERFYNWYD cymeradwyo'r cofnodion yn gofnod cywir, yn amodol ar ddiwygiad mewn perthynas â Chofnod rhif 7 – Fframwaith Ymgynghori ac Ymgysylltu 2020-2025, yn ymwneud â'r ffaith nad oedd Arweinydd y grŵp Annibynnol yn bresennol yn y pwyllgor Polisi ac Adnoddau, ac felly na chafodd gyfle i drafod y mater fel y nodwyd yn y cofnodion.

4. BLAENRAGLEN WAITH Y CABINET – NODI

Rhodddwyd, i'r Cabinet, Flaenraglen Waith y Cabinet a oedd yn manylu ar yr adroddiadau a oedd wedi'u hamserlennu o 25 Mawrth 2020 hyd at 7 Hydref 2020. Atgoffwyd yr Aelodau mai dogfen weithio yw Blaenraglen Waith y Cabinet, ac felly y gall newid.

Ar ôl ystyried a thrafod, cynigiwyd ac eiliwyd y dylid nodi'r Flaenraglen Waith. Cytunwyd ar hyn yn unfrydol trwy godi dwylo.

PENDERFYNWYD nodi Blaenraglen Waith y Cabinet.

MATERION YR OEDD ANGEN PENDERFYNIADAU GWEITHREDOL YN EU CYLCH

5. CYNLLUN BUSNES GWASANAETH CYFLAWNI ADDYSG (EAS) (2020-2021) AC ATODIAD YR AWDURDOD LLEOL 2020-2021

Yr adroddiad, a ystyriwyd gan y Pwyllgor Craffu Addysg ar 24 Chwefror 2020 ac a amlinellodd Gynllun Busnes y Gwasanaeth Cyflawni Addysg (EAS) (2020-2021) ac Atodiad yr Awdurdod Lleol 2020-2021.

Nododd y Cabinet ei bod hi'n ofynnol i'r EAS gyflwyno Cynllun Busnes rhanbarthol eang yn flynyddol, ac iddo atodiad ar gyfer pob un o'r pum Awdurdod Lleol (ALI). Roedd yr adroddiad yn gofyn i'r Cabinet ystyried Cynllun Busnes drafft yr EAS ac Atodiad ALI Caerffili yn rhan o'r broses ymgynghori rhanbarthol.

Nodwyd bod y Cynllun Busnes yn nodi sut y mae'r EAS yn bwriadu cynnig gwasanaethau gwella ysgolion ledled yr holl ysgolion, yr unedau cyfeirio disgyblion a'r lleoliadau meithrin nas cynhelir sy'n cael eu hariannu ar ran pob ALI. Mae'r cynllun yn nodi sut y caiff ALLau eu cefnogi i gyflawni eu swyddogaeth statudol, trwy fynd i'r afael â'u blaenoriaethau gwella unigol, a hyrwyddo gwell deilliannau i ddisgyblion.

Mae blaenoriaethau'r Cynllun Busnes wedi deillio o gynlluniau strategol ALLau, cynnydd yn erbyn y Cynllun Busnes blaenorol, a meysydd a nodwyd trwy hunanwerthuso ac ymchwil allanol. Cafodd y Cabinet wybod am y cryfderau a'r meysydd i'w datblygu yng Nghaerffili, y manylir arnynt yn Atodiad yr ALI, y gellir eu halinio â darpariaeth gwasanaethau'r ALI er mwyn sicrhau bod pob disgybl yn cyflawni ei botensial llawn.

Gofynnwyd i'r Cabinet nodi bod yr EAS yn gwmni cyfyngedig dielw sy'n eiddo i'r pum ALI yn ne-ddwyrain Cymru. Trwy Gynllun Busnes cytunedig, mae'r EAS yn cyflwyno ystod eang o wasanaethau gwella ysgolion i bob ysgol (pob cyfnod allweddol, gan gynnwys ysgolion pob oed ac ysgolion arbennig), unedau cyfeirio disgyblion a lleoliadau meithrin nas cynhelir sy'n cael eu hariannu, ar ran pob ALI. Mae'r cynllun hwn yn cefnogi'r rôl yr ALLau wrth gyflawni eu swyddogaeth statudol, gan fynd i'r afael â'u blaenoriaethau gwella unigol, a hyrwyddo gwell deilliannau i ddisgyblion.

Nodwyd bod blaenoriaethau ar gyfer y Cynllun Busnes wedi deillio o Gynlluniau Strategol Awdurdodau Lleol, o'r cynnydd a wnaed yn erbyn y Cynllun Busnes blaenorol, meysydd y nodwyd bod angen eu gwella trwy brosesau hunanwerthuso mewnol, ac ymchwil allanol.

Gofynnwyd i'r Cabinet nodi bod yr EAS o dan reolaeth model llywodraethu cadarn sydd wedi'i seilio ar Gytundeb Cydweithredu ac Aelodau (CAMA) ac Erthyglau Cymdeithasu. Mae sicrhau bod yr EAS yn cynnig gwerth am arian o'r pwys mwyaf. Yn rhai sy'n derbyn arian cyhoeddus, mae'n bwysig bod cyllidebau'n cael eu dyrannu'n ddoeth. Mae'r EAS yn ceisio cyflawni gwell byth gwerth am arian trwy fantoli'r gyllideb a darparu gwasanaethau o fewn cyfyngiadau ei gyllideb, gwneud rhagor o arbedion effeithlonrwydd lle bynnag y bo modd, a thrwy sicrhau y manteisir i'r eithaf ar gyfraddau dirprwyo grantiau i ysgolion.

Mae'r gyfradd dirprwyo grantiau i ysgolion wedi cynyddu 94%, a phroffil staff EAS wedi cynyddu 48% ers 2012. Yn wreiddiol, pennwyd targed incwm masnachu trwy ysgolion o £1.25m i elfen o'r EAS, fel bod cyfrifon diwedd y flwyddyn yn gytbwys. Mae hyn bellach wedi'i ddileu'n llwyr o fod yn ddibynnol ar incwm, ac ni chodir tâl ar ysgolion, bellach, am unrhyw hyfforddiant nac am wasanaethau a ddarperir yn unol â'r cynllun busnes.

Mae cyllid awdurdodau lleol ar gyfer gweithio mewn consortiwm wedi'i seilio ar y Model Cenedlaethol ar gyfer Gweithio'n Rhanbarthol, a gyhoeddwyd gan Lywodraeth Cymru yn 2014. Argymhellodd y model ddyraniad cyllid craidd o £3.6m ar gyfer yr EAS. Mae cyfraniad craidd presennol ALLau yn seiliedig ar y ffigurau hyn, wedi tynnu arbedion effeithlonrwydd o £1.17m o flwyddyn i flwyddyn er 2012, y cytunwyd arnynt mewn cydweithrediad â'r 5 ALI. Mae ffigurau dangosol yr ALLau ar gyfer 2020/21 fel a ganlyn: £1,005,705 yw cyfraniad ALI Caerffili o 2020/21, o gymharu â £1,021,020 yn 2019/20.

Gofynnwyd i'r Cabinet nodi rhai gwelliannau i adran 5.26 o'r adroddiad, sy'n cyfeirio at Risgiau ALI Caerffili:

- Nid yw canran ddigon uchel o ddysgwyr yn gwneud y cynnydd a ddisgwyliar ac yn cyflawni deilliannau priodol yng Nghyfnod Allweddol 4, yn enwedig yn y Saesneg a mesurau Capio 9.
- Nid yw ansawdd arweinyddiaeth, ar draws pob cyfnod addysg, yn gwella cyflymed â'i thrywydd presennol.
- Mae nifer y disgyblion sy'n ennill graddau A-A* yng Nghyfnod Allweddol 5 yn parhau yn rhy isel.
- Nid yw dysgwyr sy'n agored i niwed, ym mhob cyfnod, yn gwneud cynnydd digonol.
- Nid yw disgyblion yn meithrin digon o sgiliau yn ymwneud â chymhwysedd digidol.

Diolchodd y Cabinet i'r Swyddogion am yr adroddiad a chafwyd trafodaeth arno.

Wrth nodi'r Risgiau, mynegodd Aelod o'r Cabinet bryderon ynghylch Ansawdd Arweinyddiaeth a Chymhwysedd Digidol. Eglurodd y Swyddogion eu bod wedi'u nodi yn risgiau, gan ei bod yn annhebygol y bydd pob ysgol yn perfformio yn y fath fodd bob amser. Fodd bynnag, sicrhawyd yr Aelodau y buddsoddwyd yn sylweddol mewn Sgiliau Arwain ar gyfer rhai ysgolion, a rhagwelir y bydd yr un prosiect yn cael ei gyflwyno ar draws ysgolion eraill. Yn ogystal, mae nifer o ddulliau cadw cydbwysedd ar waith er mwyn lliniaru effaith y Risgiau hyn a nodwyd. Darparwyd rhagor o wybodaeth ynghylch Cymhwysedd Digidol ac eglurwyd bod y Risg hwn yn ymwneud â rhaglen dechnoleg newydd a gaiff ei chyflwyno ym mhob ysgol.

Yng ngoleuni'r pryderon, cynigiwyd ac eiliwyd y dylid ychwanegu argymhelliad ychwanegol i fonitro ac adolygu cynnydd y Risgiau a nodwyd.

Ar ôl ystyried a thrafod yr argymhelliad ychwanegol, a'i gynnwys, cynigiwyd ac eiliwyd y dylid gohirio'r adroddiad. Cytunwyd ar hyn yn unfrydol trwy godi dwylo.

PENDERFYNWYD, am y rhesymau sydd wedi eu cynnwys yn adroddiad y Swyddogion, ac yn amodol ar argymhelliad ychwanegol (iii):

- i) Ystyried a nodi sylwadau'r Pwyllgor Craffu Addysg;
- ii) Cytuno ar Gynllun Busnes yr EAS a'i gyflwyno i Lywodraeth Cymru.
- iii) Adolygu a monitro'r risgiau yn rheolaidd, fel y'i nodwyd yn yr adroddiad, ac adrodd arnynt i'r Cabinet.

6. **AMCANION A CHAMAU GWEITHREDU'R CYNLLUN CYDRADDOLDEB STRATEGOL 2020-2024**

Gofynnodd yr adroddiad, a gafodd ei ystyried gan y Pwyllgor Craffu Polisi ac Adnoddau ar 25 Chwefror 2020, am farn y Cabinet ar y Cynllun Cydraddoldeb Strategol drafft.

Nododd y Cabinet fod gan y Cyngor ddogfen weithredol bedair blynedd ar waith ers mis Ebrill 2016, a elwir yn Gynllun Cydraddoldeb Strategol – yn ymwneud ag amcanion Strategol Cydraddoldeb a'r Gymraeg, sydd wedi'i gefnogi gan Gynllun Gweithredu ar wahân.

Mae Dyletswydd Cydraddoldeb y Sector Cyhoeddus yng Nghymru yn ei gwneud yn ofynnol i bob awdurdod cyhoeddus ddatblygu a chyhoeddi Cynllun Cydraddoldeb Strategol bob pedair blynedd.

Mae Cynllun Cydraddoldeb Strategol 2020-2024 wedi ei adolygu'n llawn o'i gymharu â'r fersiwn flaenorol, er mwyn adlewyrchu newidiadau mewn arfer gorau ac amcanion, neu i gynnig gwybodaeth ychwanegol. Datblygwyd yr Amcanion a'r Cynllun Gweithredu cyfunol er mwyn ystyried cyflawniadau a chynnydd, a'u cyfuno mewn un ddogfen weithredol.

Datblygwyd y cynllun fel bod modd i'r Cyngor nodi sut y mae'n bwriadu cyflawni ei ymrwymiad i gydraddoldeb, a sut y bydd yn cyflawni ei rwymedigaethau cyfreithiol o fewn y Ddeddf Cydraddoldeb 2010. Rydym wedi defnyddio dogfennau allweddol i helpu i ddatblygu'r cynllun diwygiedig, megis y Cynllun Corfforaethol 2018-2023, a Strategaeth Uchelgeisiau a Rennir yr adran addysg, yn ogystal â gwybodaeth a ddarparwyd gan reolwyr gwasanaethau.

Mae'r Cynllun yn cynnwys 7 Amcan Cydraddoldeb, sef:

- Cynllunio a Darparu Gwasanaethau
- Addysg, Sgiliau a Chyflogaeth
- Cydlyniant Cymunedol
- Ymgysylltu a Chyfranogi Cynhwysol
- Y Gymraeg
- Gweithlu Cynhwysol, Amrywiol a Chyfartal
- Lleihau'r Bwlch Cyflog rhwng y Rhywiau

Nodwyd bod ymgynghoriad ffurfiol wedi ei gynnal ym mis Tachwedd 2019. Roedd hyn yn cynnwys ymgysylltu targededig â rhanddeiliaid sydd â diddordeb penodol mewn cydraddoldeb e.e. Anabledd, y Gymraeg, a Rhieni ac ati, Aelodau etholedig, rheolwyr gwasanaethau a staff. Mae Adroddiad yr Ymgynghoriad wedi'i atodi yn Atodiad B yr adroddiad.

Nododd y Cabinet fod yr adborth ar y broses ymgynghori yn gefnogol iawn i'r amcanion drafft ar y cyfan. Mae'r meysydd i'w gwella a'r rhwystrau a nodwyd wedi'u cynnwys yn gamau gweithredu o dan bob Amcan Cydraddoldeb perthnasol. Gofynnwyd i Aelodau nodi yn yr Adroddiad Ymgynghori, ynghyd â'r adborth a dderbyniwyd yn rhan o'r ymgynghoriad, y cyfeiriwyd at sylwadau sydd wedi'u hymgorffori yn y Cynllun Cydraddoldeb Strategol.

Gofynnwyd i'r Cabinet nodi ychydig o welliannau sydd a wnaed ar gyfer eglurder yn unig, ers cyflwyno'r drafft i'r Pwyllgor Craffu Polisi ac Adnoddau:

- Caiff y **Fframwaith Ymgynghori ac Ymgysylltu**, sydd newydd ei fabwysiadu, ei ychwanegu at Amcan Cydraddoldeb 4 o dan **Dogfennau Ategol**.
- Amcan Cydraddoldeb Strategol 6 – Pwynt Gweithredu 4. Byddwn yn nodi'r rheoliadau

penodol a gafodd eu crybwyll fel a ganlyn: **Rheoliadau Deddf Cydraddoldeb 2010 (Dyletswyddau Statudol) (Cymru) 2011**

- Caiff brawddeg ei hychwanegu at y paragraff olaf ar dudalen 31 y Cynllun, a fydd yn dweud; **Er y gwnaed ymdrech i ymgynghori â phob sector o'r gymuned, mae'n amlwg nad oedd rhai rhanddeiliaid wedi cymryd rhan yn y broses.**

Bydd Cynllun Cydraddoldeb Strategol 2020-2024 a'r camau gweithredu cysylltiedig; yn sicrhau bod gan y Cyngor ddogfen addas i'r diben sy'n dangos ei fod yn cydymffurfio â'r dyletswyddau statudol diweddaraf yn ymwneud â Chydraddoldeb a'r Gymraeg. Fe'i datblygwyd yn unol â gofynion a chanllawiau deddfwriaethol a luniwyd gan y Comisiwn Cydraddoldeb a Hawliau Dynol.

Yn hyn o beth, gofynnwyd i'r Cabinet ystyried yr adroddiad ac argymhell i'r Cyngor ei gymeradwyo ar 21 Ebrill 2020.

Diolchodd y Cabinet i'r Swyddogion am yr adroddiad a chafwyd trafodaeth arno.

Mynegodd Aelod o'r Cabinet bryderon ynghylch ymgynghoriad diweddar a gynhaliwyd gan Lywodraeth y DU mewn perthynas â'r Ddeddf Cydnabod Rhywedd; gofynnodd am ragor o wybodaeth am weithgarwch y Cyngor i gefnogi'r Gymuned Drawsryweddol ac unigolion yn y gweithle. Eglurodd Swyddogion fod hyfforddiant ar gael ar gyfer staff ac Aelodau. Yn flaenorol, gofynnodd Gwasanaethau Hamdden am hyfforddiant ymwybyddiaeth o Drawsrywedd i staff, er mwyn mynd i'r afael â materion yn ymwneud â defnyddio ystafelloedd newid mewn canolfannau hamdden. Mae'r tîm yn gweithio'n agos ag Umbrella Cymru a phartneriaid eraill, yn cynnwys y Grŵp Ieuenctid ar gyfer Pobl Lesbiaidd, Hoyw, Ddeurywiol a Thrawsrywiol (LGBT) er mwyn rhoi cymorth a chyngor yn ôl yr angen. Yn ogystal, cynhelir diwrnodau ymwybyddiaeth staff i dynnu sylw at ddiwrnodau ymwybyddiaeth penodol sy'n ymwneud â chydraddoldeb a'r Gymraeg, a bod yn gyfle i ofyn am gyngor a chymorth mewn perthynas â'u gwaith.

Sicrhawyd y Cabinet bod y Cyngor yn anelu at rymuso staff a chynnig y cymorth sydd ei angen, sydd wedi'i wreiddio yn y sefydliad cyfan, yn cael ei gefnogi a'i ddathlu.

Ar ôl ystyried a thrafod, cynigiwyd ac eiliwyd y dylid cymeradwyo'r argymhelliad yn yr adroddiad. Cytunwyd ar hyn yn unfrydol trwy godi dwylo.

PENDERFYNWYD, am y rhesymau sydd wedi eu cynnwys yn adroddiad Swyddog:

- i) Ystyried y farn a fynegwyd gan y Pwyllgor Craffu;
- ii) Cyflwyno Cynllun Cydraddoldeb Strategol 2020-2024, yr Amcanion a'r Camau Gweithredu i'r Cyngor i'w cymeradwyo a'u mabwysiadu yn bolisi'r Cyngor.

7. CYDWEITHIO AR YR UNED TRAFNIDIAETH INTEGREDIG

Cyflwynwyd yr adroddiad i Bwyllgor Craffu yr Amgylchedd a Chynaliadwyedd ar 11 Chwefror 2020, ac mae'n amlinellu'r cynnig i Unedau Trafnidiaeth Integredig (ITU) Cyngorau Bwrdeistref Sirol Caerffili a Rhondda Cynon Taf gydwethio er mwyn creu canolfan ragoriaeth ar gyfer darparu gwasanaethau trafndiaeth i deithwyr y ddau awdurdod lleol.

Nodwyd bod Caerffili a Rhondda Cynon Taf wedi bod yn trafod y potensial o greu Uned Trafnidiaeth Integredig ar y cyd. Mae eisoes gan y ddau gyngor Unedau Trafnidiaeth Integredig sy'n cael eu rhedeg yn dda, a chanddynt adnoddau digonol, sy'n darparu gwasanaethau ar gyfer gwasanaethau bws cyhoeddus, cludiant rhwng y cartref a'r ysgol a chludiant Gwasanaethau Cymdeithasol i oedolion a phlant agored i niwed. Y cynnig yw defnyddio'r gwaith da y mae'r ddau gyngor eisoes yn ei wneud trwy eu Hunedau Trafnidiaeth Integredig, yn sail i greu cydnerthedd a gallu a fydd yn sicrhau parhad y busnes.

Y cynnig yw bod strwythur rheoli ar y cyd yn cael ei roi ar waith er mwyn rheoli Uned Trafnidiaeth Integredig y ddau Gyngor, a thrwy'r cydweithio hwn, byddai'r ddau gyngor yn rhannu adnoddau i greu canolfan ragoriaeth er mwyn darparu gwasanaethau trafndiaeth ar gyfer teithwyr Caerffili a Rhondda Cynon Taf.

Diolchodd y Cabinet i'r Swyddog am yr adroddiad a chafwyd trafodaeth arno.

Nodwyd bod y cydweithio yn cefnogi cynlluniau Llywodraeth Cymru, a bod yr Awdurdod Lleol yn arwain ym maes Trafnidiaeth. Byddai cydweithio ag awdurdod lleol arall, gan rannu adnoddau a gwasanaethau, yn cyfrannu at agenda drawsnewid Caerffili "tîm Caerffili", ac agenda gydweithio Llywodraeth Cymru.

Gofynnodd un Aelod am ragor o wybodaeth am yr amserlenni o ran cyflwyno'r gwasanaeth a chynllunio ar gyfer y dyfodol. Esboniodd Swyddogion ei bod dal yn ddyddiau cynnar i'r prosiect, ond gobeithir y gellir defnyddio'r cydweithio hwn yn gyfle i fod yn fenter fasnachol, gan dargedu ardal y Fargen Ddinesig ehangach. Mae gwaith ar y gweill gyda'r Swyddogion Datblygu Busnes er mwyn ystyried ehangu elfen fasnachol y cydweithio.

Nodwyd bod hwn yn wasanaeth arbenigol, ac felly ymholodd Aelod ynghylch defnyddio prentisiaid. Esboniodd Swyddogion nad yw hyn wedi'i ddatblygu eto gan mai newydd gychwyn y mae'r prosiect; fodd bynnag, mae'n rhywbeth i'w ystyried ar gyfer y dyfodol, yn enwedig gan fod yma weithlu sy'n heneiddio ac o ystyried arbenigedd y pwnc. Nodwyd bod prentisiaid yn cael eu cyflogi yn yr Is-adran ehangach ar hyn o bryd, a fydd yn cael eu symud i rolau technegol cyn hir, ac felly gobeithir y gellir recriwtio prentisiaid ychwanegol.

Ar ôl ystyried a thrafod, cynigiwyd ac eiliwyd y dylid cymeradwyo'r argymhelliad yn yr adroddiad. Cytunwyd ar hyn yn unfrydol trwy godi dwylo.

PENDERFYNWYD, am y rhesymau sydd wedi eu cynnwys yn adroddiad y Swyddogion:-

- i) Cytuno i'r Cyngor weithio gyda Chyngor Bwrdeistref Sirol Rhondda Cynon Taf i greu canolfan ragoriaeth er mwyn darparu gwasanaethau trafndiaeth i deithwyr ledled Caerffili a Rhondda Cynon Taf.
- ii) Y dylid ceisio awdurdod dirprwyedig oddi wrth y Cabinet i gymeradwyo a diwygio'r cynllun busnes a chyflenwi ar gyfer y tîm rheoli ar y cyd, ac i baratoi a chytuno ar Gylch Gorchwyl y cyd-fwrdd/grŵp llywio mewn ymgynghoriad â'r Cabinet/Aelodau Gweithredol perthnasol.

8. CYHOEDDI DATA'R BWLCH CYFLOG AR SAIL RHYW 2019 – RHEOLIADAU DEDDF CYDRADDOLDEB 2010 (DYLETSWYDDAU PENODOL AC AWDURDODAU CYHOEDDUS) 2017.

Gofynnodd yr adroddiad am gymeradwyaeth y Cabinet i gyhoeddi datganiad ysgrifenedig bwlch cyflog rhwng y rhywiau yr Awdurdod ar gyfer 2019.

O dan Reoliadau Deddf Cydraddoldeb 2010 (Dyletswyddau Penodol ac Awdurdodau Cyhoeddus) 2017 mae'n ofynnol i bob sefydliad, a restrir yn Atodlen 2 i'r rheoliadau sy'n cyflogi dros 250 o weithwyr, adrodd yn flynyddol ar eu bwlch cyflog rhwng y rhywiau o 2017 ymlaen.

Bydd y darpariaethau o dan y Rheoliadau hyn yn gymwys yn unig i gyflogeion a benodir ac a reolir yn uniongyrchol gan y Cyngor. Felly, nid yw'n ofynnol i gyflogeion a benodir ac a reolir gan benaethiaid ysgol/cyrff llywodraethu gael eu cynnwys o fewn cwrmpas data bwlch cyflog rhwng y rhywiau'r Cyngor. Mae hyn yn adlewyrchu'r sefyllfa unigryw o ran deddfwriaeth

cyflogaeth, sy'n golygu bod pob gweithiwr ysgol yn cael ei gyflogi gan yr awdurdod lleol, ond bod penderfyniadau ynghylch penodi a rheoli gweithwyr o'r fath yn cael eu cyflawni'n bennaf gan benaethiaid/cyrff llywodraethu, fel y bo'n briodol. Ni fydd yn ofynnol i ysgolion Caerffili gyhoeddi ac adrodd ar eu ffigurau penodol eu hunain gan nad oes unrhyw ysgol yn cyflogi mwy na 250 o staff. Mae'n ofynnol i ddata bwllch cyflog rhwng y rhywiau'r Cyngor gael eu cyhoeddi ar ein gwefan ein hunain a gwefan y Llywodraeth erbyn 30 Mawrth bob blwyddyn. Rhaid i'r data gynnwys y tâl fesul awr, fel ffigur cymedrig (gan nodi'r gwahaniaeth rhwng cyfartaledd cyflog dynion a menywod) a'r ffigur canolrif, (gan nodi'r gwahaniaeth rhwng canolbwyntiau o fewn ystodau cyflog dynion a menywod). Caiff cyflogwyr eu hannog i lunio datganiad ysgrifenedig yn esbonio'r data.

Mae'r Rheoliadau hefyd yn ei gwneud yn ofynnol i'r Cyngor gyhoeddi'r bwllch cyflog cymedrig a chanolrif rhwng y rhywiau mewn perthynas â thâl bonws. Bydd y Cabinet yn ymwybodol nad yw'r Cyngor yn cynnig gwaith ar dasg na chynlluniau cymell bonws.

Diolchodd y Cabinet i'r Swyddog am yr adroddiad a chafwyd trafodaeth arno.

Ailadroddodd y Cabinet nad yw'r adroddiad yn deillio o dalu cyflogeion gwrywaidd a benywaidd yn wahanol am yr un gwaith neu am waith cyfatebol, ond mae'n ganlyniad i'r rolau y mae dynion a menywod yn gweithio ynddynt ar hyn o bryd a'r cyflogau y mae'r rolau hyn yn eu denu. Mae'r bwllch cyflog rhwng y rhywiau yn adlewyrchu achosion y bwllch cyflog rhwng y rhywiau ar lefel gymdeithasol. Mae'r mwyafrif helaeth o swyddi yn y chwarter isaf o ddata yn swyddi rhan amser. Swyddi yw'r rhain sy'n parhau i ddenu ymgeiswyr benywaidd yn bennaf.

Holodd un Aelod pam mai menywod yn bennaf sy'n dal swyddi gofalu, arlwyo a glanhau. Eglurodd y Swyddogion mai'r cydbwysedd rhwng bywyd a gwaith yw hyn yn bennaf; mae'r swyddi fel arfer yn rhai rhan-amser ac yn aml yn cyd-fynd â chyfrifoldebau gofal, ac mae'n adlewyrchu cefnogaeth barhaus y Cyngor i staff, gan hyrwyddo cydbwysedd rhwng bywyd a gwaith. Nodwyd y bu gofyniad yn y gorffennol i gyflogi dynion sy'n ofalwyr, a bu'n anodd eu recriwtio.

O ran cofnodi'r swyddi, lle mae nifer o gyflogeion yn ymgymryd â nifer o rolau rhan-amser, holwyd sut y caiff y rhain eu cofnodi. Esboniodd Swyddogion fod y swyddi yn cael eu cofnodi, hyd at ddiwedd 2019, felly i bob pwrpas gellid cyfrif cyflogai ddwywaith, os oes ganddo ddwy swydd.

Ar ôl ystyried a thrafod, cynigiwyd ac eiliwyd y dylid cymeradwyo'r argymhelliad yn yr adroddiad. Cytunwyd ar hyn yn unfrydol trwy godi dwylo.

PENDERFYNWYD, am y rhesymau sydd wedi'u cynnwys yn adroddiad y Swyddogion, y dylid cytuno ar y datganiad ysgrifenedig, fel sydd wedi ei atodi gyda'r Adroddiad, sy'n rhoi manylion data'r bwllch cyflog rhwng y rhywiau, i'w gyhoeddi ar wefan y cyngor a gwefan y Llywodraeth ar-lein gan ddefnyddio'r gwasanaeth adrodd ar y bwllch cyflog.

9. AWDURDODI SWYDDOGION I DDIOGELU'R CYHOEDD – ISAFBRIS UNED (MUP) ALCOHOL

Roedd yr adroddiad yn hysbysu'r Cabinet am y ddeddfwriaeth newydd ar Isafswm Prisiau Alcohol yng Nghymru ac yn ceisio awdurdodiad o dan Ddeddf Iechyd y Cyhoedd (Isafbris am Alcohol) (Cymru) 2018 ar gyfer swyddogion yr isadran Diogelu'r Cyhoedd.

Roedd yr adroddiad hefyd yn gofyn i Swyddog Monitro'r Cyngor wneud y newidiadau angenrheidiol i'r Cyfansoddiad er mwyn adlewyrchu'r modd yr oedd Deddf Iechyd y Cyhoedd (Isafbris am Alcohol) (Cymru) 2018 yn cael ei rhoi ar waith, ac adlewyrchir hyn yn y diweddariad o'r Cyfansoddiad yng nghyfarfod blynyddol y Cyngor fis Mai 2020.

Nodwyd bod angen awdurdodiad ychwanegol ar Swyddogion o fewn yr Is-adran Diogelu'r Cyhoedd o dan Ddeddf Iechyd y Cyhoedd (Isafbris am Alcohol) (Cymru) 2018 er mwyn gorfodi'r ddeddfwriaeth a chyflawni eu dyletswyddau.

Diolchodd y Cabinet i'r Swyddog am yr adroddiad a chafwyd trafodaeth arno.

Wrth nodi'r ddeddfwriaeth, mynegwyd pryderon ynghylch ceidwaid siopau a manwerthwyr bychain yn y Fwrdeistref. Eglurodd y Swyddogion fod Llywodraeth Cymru wedi rhoi Ymgyrch Gyfathrebu ar waith, a bod yr awdurdod lleol wedi darparu rhestr o'r manwerthwyr, gyda'r nod o roi manylion newidiadau Isafbris Uned Alcohol i fanwerthwyr. Bydd Swyddogion Safonau Masnach yn cynnig rhagor o gymorth yn rhan o'u harolygiadau rheolaidd. Rhoddwyd sicrwydd i'r Aelodau y bydd dull gweithredu graddol yn cael ei roi ar waith cyn cymryd camau gorfodi, er mwyn caniatáu i'r Isafbris Uned Alcohol ymsefydlu.

Gofynnodd un Aelod am ragor o wybodaeth am yr Isafbris Uned Alcohol a phwy sy'n elwa o ganlyniad i'r cynnydd mewn costau alcohol. Eglurodd Swyddogion nad treth yw'r cynnydd, felly manwerthwyr fyddai'n elwa arno; fodd bynnag y nod yw lleihau faint o alcohol sy'n cael ei werthu, ac o ganlyniad, fe ddylai hyn gydbwyso. Nodwyd bod deddfwriaeth debyg ar waith yn yr Alban, na chafwyd adborth amdano hyd yma. Cytunodd y Swyddogion i ddarparu'r adroddiadau a ryddhawyd i'r Cabinet ar y cynllun sydd ar waith yn yr Alban, ond nid yw adroddiadau lechyd wedi'u darparu ar hyn o bryd.

Gwnaeth un o'r Aelodau ymholiad mewn perthynas â phrisiau a argraffwyd ar becynnu alcohol a gweithrediad y Ddeddf. Eglurodd Swyddogion y bydd yn drosedd i werthu alcohol o dan yr Isafbris Uned Alcohol, ac er bod Deddfwriaeth Diogelu Defnyddwyr ar waith, mae Deddf Iechyd y Cyhoedd (Isafbris am Alcohol) (Cymru) 2018 yn disodli'r ddeddfwriaeth Defnyddwyr.

Ar ôl ystyried a thrafod, cynigiwyd ac eiliwyd y dylid cymeradwyo'r argymhellion yn adroddiad y Swyddogion. Cytunwyd ar hyn yn unfrydol trwy godi dwylo.

PENDERFYNWYD, am y rhesymau a geir yn adroddiad y Swyddogion: -

- i) Bod Pennaeth Diogelu'r Cyhoedd yn cael ei awdurdodi, o dan Ddeddf Iechyd y Cyhoedd (Isafbris am Alcohol) (Cymru) 2018 fel y gall swyddogion o fewn yr isadran ddefnyddio pwerau dirprwyedig i gyflawni eu dyletswyddau.
- ii) Diwygio Cyfansoddiad y Cyngor trwy ychwanegu Deddf Iechyd y Cyhoedd (Isafbris am Alcohol) (Cymru) 2018.

10. **STORM DENNIS**

Gofynnodd yr adroddiad am gymeradwyaeth y Cabinet i ariannu'r pecyn cymorth ariannol a gyhoeddwyd yn y Cyngor ar 20 Chwefror 2020.

Nodwyd bod y llifogydd diweddar yn y fwrdeistref sirol, o ganlyniad i storm Dennis, wedi effeithio ar lawer eiddo a bod trigolion a busnesau yn gorfod wynebu'r gwaith glanhau aruthrol.

Mewn cyfarfod o'r Cyngor ar 20 Chwefror 2020, cyhoeddodd yr Arweinydd fanylion am becyn cymorth ariannol i drigolion a busnesau a oedd wedi eu heffeithio gan y llifogydd. Mae hyn yn cynnwys taliad untro o £500 ar gyfer aelwydydd cymwys, a £1,000 ar gyfer busnesau. Rhoddwyd gwybod i'r Cyngor hefyd y byddai swm cychwynnol o £250k yn cael ei neilltuo.

Diolchodd y Cabinet i'r swyddog am yr adroddiad a chafwyd trafodaeth arno.

Nodwyd yr effeithiwyd ar 242 eiddo, ac y cysylltwyd â'r rhan fwyaf ohonynt a chynnig cefnogaeth iddynt, a bod gwaith yn parhau i gyrraedd pob eiddo sy'n weddill. Yn ogystal, mae Llywodraeth Cymru wedi cynnig Cynllun Cymorth Dewisol, y cwblhawyd 86 o geisiadau ar ei

gyfer gyda chymorth Swyddogion; mae 48 dal heb eu cwblhau, ond mae Swyddogion yn gweithio i sicrhau bod y rhain yn cael eu cyflwyno cyn gynted â phosibl.

Roedd y Cabinet a'r Swyddogion yn dymuno nodi bod ymdrechion a chefnogaeth staff, ar draws nifer o wasanaethau, yn rhagorol yn ystod cyfnodau mwyaf tyngedfennol y llifogydd. Paratôdd staff yn gyflym iawn i ddiwallu anghenion y preswylwyr, gan sicrhau bod gwasanaethau gofal ar gael ar gyfer aelodau o'r fwrdeistref sy'n agored i niwed, a chynorthwywyd gyda'r argyfwng llifogydd. Ychwanegodd yr Arweinydd fod lobiö ar y gweill, o ran Llywodraeth ganolog a Llywodraeth Cymru, i gael cymorth i'r rhai yr effeithiwyd arnynt gan Storm Dennis, ac i gael cymorth gyda'r gwaith seilwaith mawr sydd ei angen.

Yn olaf, amlinellodd y Pennaeth Gwasanaethau Cyfreithiol a'r Swyddog Monitro, mewn perthynas â 7.1 yn yr adroddiad a'r Rheoliadau Ariannol, y llywodraethu da a gyflawnwyd yn rhan o'r broses.

Ar ôl ystyried a thrafod, cynigiwyd ac eiliwyd y dylid cymeradwyo'r argymhelliad yn adroddiad y Swyddogion. Cytunwyd ar hyn yn unfrydol trwy godi dwylo.

PENDERFYNWYD, am y rhesymau sydd wedi eu cynnwys yn adroddiad y Swyddogion, y dylai'r £250k a neilltuwyd ar gyfer y pecyn cymorth ariannol gael ei ariannu o danwariant a ragamcanwyd yng nghyllidebau Ariannu Cyfalaf 2019/20.

11. MATER EITHRIEDIG

Ystyriodd yr Aelodau dystysgrif prawf budd i'r cyhoedd gan y Swyddog Priodol a daethant i'r casgliad, at ei gilydd, fod y budd i'r cyhoedd o gynnal yr eithriad yn bwysicach na'r budd i'r cyhoedd o ddatgelu'r wybodaeth. Cytunwyd ar hyn yn unfrydol trwy godi dwylo.

PENDERFYNWYD, yn unol ag Adran 100A (4) o Ddeddf Llywodraeth Leol 1972, fod y cyhoedd yn cael ei wahardd o weddill y cyfarfod oherwydd y byddai'n debygol y datgelir gwybodaeth eithriedig iddynt fel y nodwyd ym mharagraff(au) 14 Rhan 4 o Atodlen 12A o Ddeddf Llywodraeth Leol 1972.

12. GWERTHU TIR GERLLAW TŶ DYFFRYN, YSTRAD MYNACH

Gofynnwyd i'r Cabinet dynnu'r adroddiad yn ôl.

Ar ôl ystyried a thrafod, cynigiwyd ac eiliwyd y dylid tynnu'r adroddiad yn ôl. Cytunwyd ar hyn yn unfrydol trwy godi dwylo.

PENDERFYNWYD, am y rhesymau a roddwyd yn y cyfarfod, y dylid tynnu'r eitem yn ôl.

Daeth y cyfarfod i ben am 11.42am.

Cymeradwywyd, a llofnodwyd yn gofnod cywir, yn amodol ar unrhyw gywiriadau a wnaed yn y cyfarfod a gynhaliwyd ar 24 Mehefin 2020.

CADEIRYDD

Gadewir y dudalen hon yn wag yn fwriadol

Dyddiad Cabinet	Teitl	Materion Allweddol	Awdur
24/06/20 10:30	Ymateb y Cyngor i'r Pandemig Coronafeirws.	Er mwyn rhoi trosolwg i'r Cabinet o ymateb y Cyngor i COVID-19. I roi trosolwg i'r Cabinet o'r dull a gymerwyd i nodi a lliniaru a rheoli risgiau mewn ymateb i COVID-19. Er mwyn tynnu sylw at y risgiau allweddol cyfredol y mae'r Cyngor yn eu rheoli. Er mwyn ailddatgan egwyddorion amcanion ac egwyddorion trawsnewid TîmCaerffili y darperir gwasanaethau arnynt.	Harrhy, Christina;
24/06/20 10:30	Trefniadau Gwneud Penderfyniadau COVID-19.	I ddiweddarar'r Cabinet ar yr effaith y mae COVID-19 wedi'i chael ar benderfyniadau'r Cyngor. I nodi'r camau nesaf.	Edmunds, Richard (Ed);Tranter, Robert J.
24/06/20 10:30	Adroddiad Blynyddol Safonau'r Gymraeg 2019-2020.	I geisio cadarnhad y Cabinet o'r cynnydd a wnaed yn ystod blwyddyn ariannol 2019-2020 yn erbyn pedwar maes penodol o'r iaith Cymraeg, fel sy'n ofynnol o dan y fframwaith rheoleiddio ar gyfer gweithredu Safonau'r Gymraeg.	Cullinane, Anwen;
01/07/20 10:30	Model Buddsoddi Cydfuddiannol Partneriaeth Addysg Cymru Ysgolion yr 21ain Ganrif - Cytundeb Partneriaeth Strategol.	I gytuno ar egwyddorion y cytundeb rhwng Llywodraeth Cymru a'r Cyngor.	West, Andrea;

<p>Estyniad i'r Cyfnod Ymddeol Hyblyg Oherwydd Amgylchiadau Eithriadol - 01/07/20 10:30 Cartrefi Caerffili.</p>	<p>hyblyg presennol y tu hwnt i'r ddwy flynedd fel y cytunwyd yn wreiddiol yn unol â'r polisi ymddeol hyblyg. Mae hyn er mwyn sicrhau ein bod yn cadw'r lefel ofynnol o adnoddau ac arbenigedd i gwblhau gwaith allanol y rhaglen Safon Ansawdd Tai Cymru yn unol â therfynau amser Llywodraeth Cymru oherwydd oedi a gafwyd wrth barhau â gwaith o ganlyniad i'r pandemig parhaus COVID- 19.</p>	<p>Couzens, Shaun;</p>
<p>01/07/20 10:30 Adroddiad Alldro Dros Dro 19/20.</p>	<p>I ddarparu manylion i'r Cabinet o'r alldro dros dro ar gyfer y flwyddyn ariannol 2019/20 cyn casgliad yr archwiliad blynyddol gan Archwiliwr Allanol yr Awdurdod, Grant Thornton.</p>	<p>Harris, Stephen R;</p>
<p>22/07/20 10:30 Gorchymyn Diogelu Mannau Agored Cyhoeddus: Rheoli Cŵn ar Feysydd Chwaraeon</p>	<p>I geisio cymeradwyaeth y Cabinet i gynnal ymgynghoriad ar Orchymyn Diogelu Mannau Agored Cyhoeddus drafft i wahardd cŵn o gaeau chwaraeon y Cyngor.</p>	<p>Hartshorn, Robert;</p>
<p>22/07/20 10:30 Llunio Llefydd</p>	<p>I rannu gyda'r Cabinet gyfres o gynigion Llunio Llefydd ar gyfer Cyngor Bwrdeistref Sirol Caerffili</p>	<p>Harrhy, Christina;</p>
<p>22/07/20 10:30 Gweithio Ystwyth/Hyblyg</p>	<p>I ystyried dull gweithio ystwyth/hyblyg ar gyfer yr Awdurdod.</p>	<p>Edmunds, Richard (Ed);</p>
<p>09/09/20 10:30 Cynllun Adsefydlu'r DU.</p>	<p>I roi'r wybodaeth ddiweddaraf am gyfranogiad yr Awdurdod yng Nghynllun Adsefydlu Pobl Agored i Niwed y DU a sut mae'r rhaglen adsefydlu yn cael ei ddiwygio ar ôl 2020</p>	<p>Peters, Kathryn;</p>
<p>09/09/20 10:30 Taliadau Rheoli Lesddeiliaid</p>	<p>I geisio cymeradwyaeth y Cabinet i gynyddu taliadau gwasanaeth lesddeiliaid i adennill costau gwirioneddol ac osgoi cymhorthdal parhaus gan y Cyfrif Refeniw Tai</p>	<p>Couzens, Shaun;</p>
<p>09/09/20 10:30 Panel Grantiau i'r Sector Gwirfoddol - Adolygiad o Grantiau Meini Prawf Cyffredinol</p>	<p>I geisio cymeradwyaeth y Cabinet i'r cynnydd arfaethedig mewn Grantiau Meini Prawf Cyffredinol sydd wedi'u hargymell gan y Panel Grantiau i'r Sector Gwirfoddol.</p>	<p>Doyle, Vicki;</p>

Gweithdrefn Recriwtio
23/09/20 10:30 **Mwy Diogel**

I'r Cabinet ystyried y weithdrefn recriwtio mwy diogel a Pholisi'r Gwasanaeth Datgelu a Gwahardd sy'n amlinellu'n glir ymrwymiad y Cyngor i recriwtio diogel ac arfer y Gwasanaeth Datgelu a Gwahardd ac atebolrwydd swyddogion i sicrhau hyn. Mae polisi'r Gwasanaeth Datgelu a Gwahardd sy'n ymwneud ag Ysgolion hefyd yn dangos ymrwymiad i sicrhau arfer y Gwasanaeth Datgelu a Gwahardd cadarn mewn ysgolion

Donovan, Lynne;

Aelod Cabinet

Cyng. Marsden, Philippa;

Cyng. Gordon, Colin J;

Cyng. Stenner, Eluned;

Cyng. Jones, Barbara;

Cyng. Phipps, Lisa;

Cyng. Stenner, Eluned;

Cyng. George, Nigel;

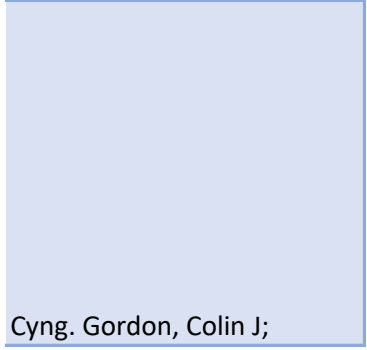
Cyng. Marsden, Philippa;

Cyng. Gordon, Colin J;

Cyng. Stenner, Eluned;

Cyng. Phipps, Lisa;

Cyng. Stenner, Eluned;



Cyng. Gordon, Colin J;



CABINET – 24 MEHEFIN 2020

PWNC: ADRODDIAD BLYNYDDOL SAFONAU'R GYMRAEG 2019-2020

ADRODDIAD GAN: CYFARWYDDWR CORFFORAETHOL, ADDYSG A GWASANAETHAU CORFFORAETHOL

1. PWRPAS YR ADRODDIAD

- 1.1 Er mwyn hysbysu'r aelodau a cheisio eu cadarnhad o'r cynnydd a wnaed yn ystod blwyddyn ariannol 2019-2020 yn erbyn pedwar maes penodol o waith yr iaith Gymraeg, fel sy'n ofynnol o dan y fframwaith rheoleiddio ar gyfer gweithredu Safonau'r Gymraeg.
- 1.2 Bydd yr adroddiad wedyn yn cael ei gyhoeddi ar-lein erbyn y dyddiad cau ar 30 Mehefin 2020, fel sy'n ofynnol gan Safon 158 yr Iaith Gymraeg.

2. CRYNODEB

- 2.1 Mae gan y Cyngor ddyletswydd statudol i gynhyrchu adroddiad monitro blynyddol ar weithredu materion yr Iaith Gymraeg o dan y ddeddfwriaeth gyfredol ac yn unol â Safon 158.
- 2.2 Mae'r wybodaeth sy'n ofynnol ar gyfer 2019-2020 yn cwmpasu pedwar maes allweddol gofynnol.

Manylion Gofynion i Adrodd	Rhif y Safon Perthnasol (a'r is-gymal)
<p>Cwynion gan Aelodau'r Cyhoedd</p> <p>Rhaid i'r adroddiad blynyddol gynnwys nifer y cwynion a dderbynioch yn ystod y flwyddyn honno a oedd yn ymwneud â'ch cydymffurfiad â'r safonau yr oeddech o dan ddyletswydd i gydymffurfio â nhw.</p>	147, 148, 149, 156, 158 (2), 162, 164 (2), 168 (a), 170 (2) (d)
<p>Sgiliau Iaith Staff</p> <p>Nifer y gweithwyr sydd â sgiliau yn y Gymraeg ar ddiwedd y flwyddyn o dan sylw (ar sail y cofnodion a gedwir yn unol â safon 151);</p>	170 (2) (a) 151
<p>Darpariaeth Hyfforddiant Cyfrwng Cymraeg</p> <p>Nifer yr aelodau o staff a fynychodd cyrsiau hyfforddiant a gynigiwyd gennych yn Gymraeg yn ystod y flwyddyn (ar sail y cofnodion a gadwyd gennych yn unol â safon 152);</p> <p>Os cafodd fersiwn Gymraeg o gwrs ei chynnig gennych yn ystod y flwyddyn, canran cyfanswm nifer y staff a fynychodd y cwrs a fynychodd y fersiwn Gymraeg (ar sail y cofnodion a gadwyd gennych yn unol â safon 152).</p>	170 (2) (b) 170 (2) (c) 152

<p>Recriwtio i Swyddi Gwag</p> <p>Nifer y swyddi newydd a'r swyddi gwag a hysbysebwyd gennych yn ystod y flwyddyn a gategoreiddiwyd fel swyddi sy'n gofyn:</p> <ul style="list-style-type: none"> (i) bod sgiliau yn y Gymraeg yn hanfodol (ii) bod angen dysgu sgiliau yn y Gymraeg pan benodir i'r swydd (iii) bod sgiliau yn y Gymraeg yn ddymunol (iv) nad oedd sgiliau yn y Gymraeg yn angenrheidiol <p>(ar sail y cofnodion a gadwyd gennych yn unol â safon 154);</p>	<p>170 (2) (ch) 154</p>
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- 2.3 Mae'r adroddiad yn rhoi diweddariad i'r Aelodau ar sefyllfa bresennol y Cyngor mewn perthynas â gofynion statudol Mesur y Gymraeg (Cymru) 2011.
- 2.4 Mae'r adroddiad yn amlinellu'r cynnydd da a wnaed gan feysydd gwasanaeth wrth ymgorffori trefniadau ar gyfer darparu gwasanaethau trwy gyfrwng y Gymraeg a chynyddu gallu sgiliau iaith Gymraeg y gweithlu.
- 2.5 Mae'n amlwg o gynnwys yr adroddiad fod y gwaith a wnaed hyd yma yn symud yn y cyfeiriad cywir. Bydd y cynnydd a'r momentwm da yn cael eu cynnal trwy barhau i weithio gyda phartneriaid ac ymateb i help, cyngor ac arfer gorau gan Gomisiynydd y Gymraeg a chyrrff rhanbarthol a chenedlaethol eraill.

3. ARGYMHELLION

- 3.1 Argymhellir bod Aelodau'r Cabinet yn nodi cynnwys yr adroddiad blynyddol ac yn cymeradwyo cyhoeddi'r wybodaeth hon fel cofnod o gynnydd tuag at, a chydymffurfio â, Safonau'r Gymraeg perthnasol.

4. RHESYMAU DROS YR ARGYMHELLION

- 4.1 Yn unol â Safon 158 Hysbysiad Cydymffurfio'r Cyngor, rhaid i'r Cyngor;
- Llunio adroddiad blynyddol sy'n ymdrin â'r ffordd y mae wedi cydymffurfio â'r Safonau Cyflenwi Gwasanaethau y mae'n ddyletswydd arnynt i gydymffurfio â hwy yn ystod y flwyddyn honno.
 - Rhaid i'r adroddiad blynyddol gynnwys nifer y cwynion a dderbyniwyd yn ystod y flwyddyn honno a oedd yn ymwneud â chydymffurfio â'r Safonau yr oedd y Cyngor o dan ddyletswydd i gydymffurfio â hwy.
 - Cyhoeddi'r adroddiad ar ei wefan erbyn 30 Mehefin 2020.

5. YR ADRODDIAD

- 5.1 Mae'r adroddiad blynyddol yn amlygu'r wybodaeth berfformiad canlynol;
- Cawsom 1 cwyn ffurfiol a 0 ymchwiliad ffurfiol gan Gomisiynydd y Gymraeg. Roedd y gŵyn a gawsom yn ymwneud â'r llythyr Ymateb Cymunedol i'r Coronafeirws (COVID-19), a anfonwyd at bob trigolyn yn uniaith Saesneg. Ymatebwyd i'r gŵyn o fewn terfynau amser corfforaethol a chafodd ei chadarnhau.
 - Mae'r cynnydd yn y nifer o staff gyda sgiliau iaith Gymraeg yn parhau i gynyddu, gyda phob maes gwasanaeth heblaw am 2 yn nodi staff ychwanegol gyda sgiliau sy'n amrywio o ran ruglder. Gellir esbonio'r cynnydd yn rhannol gan broses mwy cadarn sydd ar waith i gofnodi'r wybodaeth, e.e. ar y pwynt penodi.

- Am y drydedd flwyddyn yn olynol bu cynnydd cyson yn y nifer o staff sy'n dysgu Cymraeg, gyda 223 o ddysgwyr. Yn dilyn archwiliad o'n gwasanaethau rheng flaen Cymraeg, a gynhaliwyd ym mis Tachwedd 2018 gan Menter Iaith Caerffili, defnyddiwyd y canlyniadau i nodi bylchau wrth gyflenwi gwasanaethau a defnyddiwyd y cyrsiau 10 awr ar-lein fel man cychwyn, gyda nifer o'r cyrsiau wedi'u teilwra ar gyfer meysydd gwaith penodol.
- Cafodd 2401 o swyddi gwag eu hysbysebu. Hysbysebwyd 24 swydd fel Cymraeg hanfodol. Hysbysebwyd 10 swydd lle'r oedd angen dysgu sgiliau Cymraeg, aseswyd bod 2327 o swyddi'n Gymraeg dymunol a 2336 lle nad oedd angen sgiliau Cymraeg, roedd hyn yn rhannol oherwydd bod staff presennol eisoes â sgiliau Cymraeg. Mae gan bob swydd lefel Cymraeg dymunol fel lleiafswm y gofynion.

Nodwyd, o ddadansoddi'r data a gofnodwyd ynghylch swyddi gwag, bod y cwestiwn sy'n cael ei ofyn ar y ffurflen Asesiad yr Iaith Gymraeg '**Dim Gofyniad Iaith Gymraeg**' naill ai ddim yn cael ei ateb yn gywir neu wedi'i gofnodi'n gywir. Mae hwn yn faes y byddwn yn anelu at wella ac egluro'r canllawiau wrth i ni weithio gyda rheolwyr a Gwasanaethau i Bobl yn ystod y 9 mis nesaf.

- 5.2 Mewn blynyddoedd blaenorol, yn ogystal ag adrodd ar y pedair prif faes gwaith, rydym hefyd wedi cyflwyno diweddariad ar y cynnydd sy'n cael ei wneud yn erbyn y camau a nodwyd yn Strategaeth yr Iaith Gymraeg. Fodd bynnag, wrth ystyried y sefyllfa genedlaethol o ran Coronafeirws ar adeg ysgrifennu'r adroddiad hwn, mae casglu'r wybodaeth oddi wrth bawb sy'n rhan o gyflawni'r strategaeth yn anodd. Felly, rydym wedi penderfynu gohirio adrodd ar y cynnydd tan hydref 2020, ac rydym yn rhagweld y byddwn wedi cael yr amser i adolygu a diweddarau'r camau a osodwyd i gadw'r ddogfen yn gyfredol.

5.3 Casgliad

Mae'n amlwg o gynnwys yr adroddiad bod cynnydd wedi bod yn ystod 2019-2020, fodd bynnag, rhaid i ni beidio â llaesu dwylo, yn lle hynny mae angen i ni barhau i gyflawni a chynnal cydymffurfriad â'r safonau ym mhopeth a wnawn.

6. TYBIAETHAU:

- 6.1 Ni wnaed unrhyw dybiaethau.

7. CYSYLLTIADAU Â PHOLISIÂU PERTHNASOL Y CYNGOR

- 7.1 Mae'r iaith Gymraeg yn thema drawsbynciol o'r Nodau Llesiant o fewn Deddf Llesiant Cenedlaethau'r Dyfodol (Cymru) 2015 ac mae'n effeithio ar bob polisi, swyddogaeth a gweithdrefn y Cyngor, gan gwmpasu'r rhai sydd wedi'u hanelu at y cyhoedd a pholisïau mewmol sy'n cynnwys aelodau staff y Cyngor. Mae'r adroddiad yn cyfrannu at y Nodau Llesiant canlynol:

- Cymru sy'n fwy cyfartal
- Cymru sydd â chymunedau cydlynol
- Cymru â diwylliant bywiog lle mae'r Gymraeg yn ffynnu

- 7.1.1 Mae gan y Cynllun Cydraddoldeb Strategol 2016-2020, sy'n cynnwys yr iaith Gymraeg a chydymffurfiaeth â Safonau'r Gymraeg fel amcan cydraddoldeb strategol yn ei rinwedd ei hun, gysylltiadau uniongyrchol â nifer o bolisïau a strategaethau cyfredol eraill, o fewn y Cyngor ac o ran gweithio mewn partneriaeth.

- 7.1.2 Mae yna hefyd strategaethau neu reoliadau Lywodraeth Cymru y mae gwaith iaith Gymraeg y Cyngor yn cysylltu â nhw, gan gynnwys "**Mwy Na Geiriau / More Than Just Words**"

(Strategaeth Iaith Gymraeg Cenedlaethol Iechyd a Gofal Cymdeithasol), "**Cymraeg 2050: Miliwn o Siaradwyr Cymraeg**" (Strategaeth Iaith Gymraeg Llywodraeth Cymru) a **Ffyniant i Bawb**.

7.2 Cynllun Corfforaethol 2018-2023.

Mae'r adroddiad hwn yn cysylltu ag amcanion canlynol y cynllun corfforaethol 2018-2023;

Amcan 1 - Gwella cyfleoedd addysg i bawb

Amcan 2 - Galluogi cyflogaeth

Amcan 6 - Cynorthwyo dinasyddion i barhau i fod yn annibynnol a gwella eu lles

8. LLESIANT CENEDLAETHAU'R DYFODOL

8.1 Mae'r adroddiad hwn yn cyfrannu at y Nodau Llesiant fel y nodwyd yn **Adran 7 - Cysylltiadau â Pholisïau Perthnasol y Cyngor**. Mae hefyd yn gyson â'r pum ffordd o weithio:

- Hirdymor – Sicrhau bod gan staff y sgiliau i ddarparu gwasanaethau dwyieithog nawr ac yn y dyfodol
- Atal – Bydd gwella gwasanaethau ac uwchsgilio staff yn sicrhau bod pawb, waeth beth fo'u dewis o ran iaith, yn cael mynediad cyfartal at wasanaethau ac felly'n atal cwynion ac ymchwiliadau gan Gomisiynydd y Gymraeg.
- Integreiddio – Drwy ddarparu gwasanaethau dwyieithog i'r cyhoedd, rydym yn gwneud i bawb deimlo'n gyfartal ac yn cael eu gwerthfawrogi.
- Cydweithio – Mae gweithio mewn partneriaeth yn allweddol i hyn ac yn cynorthwyo'r Cyngor i gyflawni ei ddyletswyddau o dan Safonau'r Gymraeg. Ceir rhagor o dystiolaeth o gydweithio â phartneriaid yn Strategaeth Pum Mlynedd y Gymraeg.
- Cynnwys - Fel y nodwyd o dan yr adran Cydweithio, mae'n rhaid i ni gynnwys ein partneriaid er mwyn cyflawni'r Strategaeth Iaith Pum Mlynedd a'n helpu i ddarparu gwasanaethau.

9. GOBLYGIADAU CYDRADDOLDEB

9.1 Cynhaliwyd asesiadau ac ymgynghoriad llawn Cydraddoldeb a'r Iaith Gymraeg ar y Cynllun Cydraddoldeb Strategol wrth ei ddatblygu, felly ni wnaed asesiad llawn ar yr adroddiad blynyddol hwn. Mae'r adroddiad yn asesiad o'r cynnydd a wnaed gan y Cyngor o dan Safonau'r Gymraeg.

10. GOBLYGIADAU ARIANNOL

10.1 Nid oes goblygiadau ariannol uniongyrchol i'r adroddiad hwn gan fod yr adroddiad blynyddol yn cwmpasu'r gwaith a wnaed eisoes yn y flwyddyn ariannol flaenorol. Fodd bynnag, dylid nodi y bydd symud yr agenda yn ei flaen yn golygu goblygiadau ariannol, yn enwedig mewn perthynas â hyfforddiant iaith Gymraeg i staff.

Y gost o gefnogi staff i fynychu cyrsiau i ddysgu Cymraeg ar gyfer y gweithle ar gyfer blwyddyn 2019-2020, sy'n cynorthwyo'r Cyngor i ddarparu gwasanaethau dwyieithog o dan y Safonau, oedd £3,512.56.

11. GOBLYGIADAU PERSONÉL

11.1 Nid oes goblygiadau personél i'r adroddiad hwn, er bod hyn yn parhau i gael ei adolygu wrth

i'r gwaith o weithredu Safonau'r Gymraeg fynd yn ei flaen. Mae hyn yn berthnasol i adran 4 yr adroddiad blynyddol, sy'n canolbwyntio ar Recriwtio ar gyfer Swyddi Gwag.

11.2 Ni chaiff unrhyw swydd ei hysbysebu heb Asesiad Sgiliau Iaith Gymraeg.

12. YMGYNGHORIADAU

12.1 Mae holl ymatebion yr ymgynghoriadau wedi cael eu hymgorffori yn yr adroddiad.

13. PWERAU STATUDOL

13.1 Rheoliadau Safonau'r Gymraeg (Rhif 1) 2015 Mesur y Gymraeg (Cymru) 2011.

13.2 Deddf Llesiant Cenedlaethau'r Dyfodol (Cymru) 2015.

Awdur: Anwen Cullinane, Uwch Swyddog Polisi – Cydraddoldeb, y Gymraeg ac Ymgynghori (cullima@caerffili.gov.uk)

Ymgynghorwyr: Richard Edmunds – Cyfarwyddwr Corfforaethol - Addysg a Gwasanaethau Corfforaethol
Y Cyng. Eluned Stenner, Aelod Cabinet dros Gyllid, Perfformiad a Chynllunio
Y Cyng. James Pritchard, Hyrwyddwr Cydraddoldeb
Christina Harrhy, Prif Weithredwr
Sue Richards, Pennaeth Ysgolion yr 21ain Ganrif
Stephen Harris, Pennaeth Gwasanaethau Gwella Busnes Dros Dro
Keri Cole, Prif Swyddog Addysg
Lynne Donovan, Pennaeth Gwasanaethau Pobl
Kathryn Peters, Rheolwr Polisi Corfforaethol
Robert Tranter, Pennaeth Gwasanaethau Cyfreithiol a Swyddog Monitro
Ros Roberts, Rheolwr Perfformiad

Papurau Cefndir:

Cynllun Cydraddoldeb Strategol 2016-2020

Amcanion a Chynllun Gweithredu Cydraddoldeb a'r Gymraeg 2016-2020

Hysbysiad Cydymffurfio – Adran 44 Mesur y Gymraeg (Cymru) 2011

Adroddiad i'r Cabinet ar 18^{fed} Ionawr 2017 – Strategaeth y Gymraeg 2017-2022

Dogfennau Canllaw Amrywiol

(Mae'r rhain ar gael yn electronig er gwybodaeth ar Borthol y Fewnrwyd ac ar dudalennau perthnasol y rhyngwrwyd ar ddolen www.caerffili.gov.uk/cydraddoldeb)

Adroddiad Blynyddol Safonau'r Gymraeg 2019-2020

Paratowyd yn unol â gofynion y



Comisiynydd y
Gymraeg
Welsh Language
Commissioner

30 Mehefin 2020

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Cynnwys

Adran	Tudalen
Cyflwyniad	1
1. Safonau'r Gymraeg: Cynllun Gweithredu	4
2. Cwynion gan Aelodau'r Cyhoedd	12
3. Sgiliau Iaith Staff	16
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5. Recriwtio i Swyddi Gwag	23

Cyflwyniad

Mae'r adroddiad monitro blynyddol hwn ar gyfer 2019-2020 yn cynnwys y pedwar maes sy'n ofynnol o dan y fframwaith rheoleiddio ac mae'n dangos ymrwymiad parhaus y Cyngor i ddarparu gwasanaethau dwyieithog i'r cyhoedd ac aelodau o staff.

Manylion Gofynion i Adrodd	Perthnasol Rhif y Safon (ac is-gymal)
<p>Cwynion gan Aelodau'r Cyhoedd</p> <p>Rhaid i'r adroddiad blynyddol gynnwys nifer y cwynion a dderbynioch yn ystod y flwyddyn honno a oedd yn ymwneud â'ch cydymffurfiad â'r safonau yr oeddech o dan ddyletswydd i gydymffurfio â nhw.</p>	<p>147, 148, 149, 156, 158 (2), 162, 164 (2), 168 (a), 170 (2) (d)</p>
<p>Sgiliau Iaith Staff</p> <p>Nifer y gweithwyr sydd â sgiliau yn y Gymraeg ar ddiwedd y flwyddyn o dan sylw (ar sail y cofnodion a gedwir yn unol â safon 151);</p>	<p>170 (2) (a) 151</p>
<p>Darpariaeth Hyfforddiant Cyfrwng Cymraeg</p> <p>Nifer yr aelodau o staff a fynychodd gysiau hyfforddiant a gynigiwyd gennych yn Gymraeg yn ystod y flwyddyn (ar sail y cofnodion a gadwyd gennych yn unol â safon 152);</p> <p>Os cafodd fersiwn Gymraeg o gwrs ei chynnig gennych yn ystod y flwyddyn, canran cyfanswm nifer y staff a fynychodd y cwrs a fynychodd y fersiwn Gymraeg (ar sail y cofnodion a gadwyd gennych yn unol â safon 152).</p>	<p>170 (2) (b) 170 (2) (c) 152</p>
<p>Recriwtio i Swyddi Gwag</p> <p>Nifer y swyddi newydd a'r swyddi gwag a hysbysebwyd gennych yn ystod y flwyddyn a gategoreiddiwyd fel swyddi sy'n gofyn:</p> <ul style="list-style-type: none"> (i) bod sgiliau yn y Gymraeg yn hanfodol (ii) bod angen dysgu sgiliau yn y Gymraeg pan benodir i'r swydd (iii) bod sgiliau yn y Gymraeg yn ddymunol (iv) nad oedd sgiliau yn y Gymraeg yn angenrheidiol <p>(ar sail y cofnodion a gadwyd gennych yn unol â safon 154);</p>	<p>170 (2) (ch) 154</p>

Ar Ebrill 1 2016, mabwysiadodd y Cyngor Gynllun Cydraddoldeb Strategol 2016-2020 diweddaedig. Mae pedwar o'r Amcanion Cydraddoldeb Strategol yn cynnwys yn benodol materion y Gymraeg, sef:

Amcanion Cydraddoldeb Strategol 4	-	Gwella Mynediad Cyfathrebu
Amcanion Cydraddoldeb Strategol 6	-	Cydymffurfiaeth â Safonau'r Gymraeg
Amcanion Cydraddoldeb Strategol 10	-	Amrywiaeth yn y Gweithle
Amcanion Cydraddoldeb Strategol 11	-	Cydymffurfiaeth Gorfforaethol

Mae Cabinet a Thîm Rheoli Corfforaethol y Cyngor wedi bod yn cymryd rhan weithredol mewn trafodaethau a dadleuon ynghylch Safonau'r Gymraeg ers mis Ionawr 2014, ac wedi derbyn nifer o adroddiadau a chyflwyniadau er mwyn sicrhau eu bod wedi'u hysbysu'n llawn ynghylch cynnydd cyn y dyddiad Hysbysiad Cydymffurfio terfynol, sef 23ain Ionawr 2017.

Hoffwn dynnu sylw at y llwyddiannau gwaith canlynol o 2019-2020, sy'n cynnwys:

- **Safoni'r Rhestr Enwau Lleoedd** - Gwaith a wnaed gyda Swyddfa Comisiynydd y Gymraeg i adolygu a chytuno ar restr safonol o enwau lleoedd ar gyfer y Fwrdeistref Sirol. Mae'r rhestr yn cymryd defnydd lleol, hanes, ynganiad, gramadeg a sillafiad. Mae'r gwaith hwn, a ddechreuwyd yn ystod haf 2018 ac a ddaeth i ben yn ystod hydref 2019, wedi cynnwys cyflwyno tystiolaeth o ddefnydd lleol ac ynganiad enwau lleoedd yn y Fwrdeistref Sirol i banel o arbenigwyr. Mae'r gwaith wedi cael ei ystyried yn arfer gorau yng Nghymru ac roedd y deialog agored a chefnogol rhwng y Cyngor a staff y Comisiynydd yn allweddol. Mae cael rhestr gytûn yn sicrhau cysondeb yn y ffordd y mae enwau lleoedd lleol yn cael eu sillafu a'u hynganu yn y dyfodol.
- **Adroddiad Sicrwydd Comisiynydd y Gymraeg 2018-2019** - Soniwyd am Gyngor Caerffili yn adroddiad sicrwydd blynyddol Comisiynydd y Gymraeg 'Hawlio Cyfleoedd'. Mae'r adroddiad yn cyfeirio at yr archwiliad o'n Gwasanaethau Cymraeg, y gwnaethom gomisiynu Menter Iaith Caerffili i'w gynnal, gyda'r canlyniadau yn cael eu defnyddio i nodi bylchau a dathlu llwyddiannau.

Mae ein gwaith partneriaeth gyda Menter Iaith Caerffili yn parhau trwy gysylltiadau o fewn Strategaeth y Gymraeg ac mae'n hynod werthfawr wrth gyflenwi rhai gwasanaethau e.e. comisiynwyd Menter Iaith Caerffili gan ein Gwasanaeth Twristiaeth i wneud cyhoeddiadau dros systemau sain yng ngŵyl y Caws Mawr 2019, fel eu bod yn ddwyieithog ac yn cydymffurfio â'r safonau perthnasol.

- **Cwynion ac Ymchwiliadau** – Cofnodwyd ond 1 cwyn a derbyniwyd 7 cais am wasanaeth ynglŷn â'r Gymraeg yn ystod 2019-2020. Gweler **Adran 2**. Rydym hefyd wedi defnyddio'r adran hon o'r adroddiad i ddarparu gwybodaeth sy'n ymwneud ag Ymchwiliadau Comisiynydd y Gymraeg. Trwy gydol 2019-2020 cawsom 0 ymchwiliad newydd, sy'n anhygoel ac yn dangos bod y gwaith a wnaed i gydymffurfio gyda'r Safonau yn dechrau dod i rym.

Mewn blynyddoedd blaenorol, rydym wedi defnyddio Adroddiad Blynyddol Safonau'r Gymraeg fel cyfle i roi'r wybodaeth ddiweddaraf am y cynnydd sy'n cael ei wneud yn erbyn yr holl gamau a nodwyd yn Strategaeth y Gymraeg. O ystyried y sefyllfa genedlaethol o ran

Coronafeirws ar adeg ysgrifennu'r adroddiad hwn, mae'n anodd casglu gwybodaeth gan bawb sy'n ymwneud â chyflawni'r strategaeth. Felly rydym wedi penderfynu gohirio adrodd ar gynnydd tan hydref 2020, ac rydym yn rhagweld y byddwn wedi cael yr amser hefyd i adolygu a diweddarau'r camau a osodwyd yn wreiddiol i gadw'r ddogfen yn gyfredol.

Caiff yr adroddiad blynyddol hwn ei gyhoeddi ar-lein erbyn 30 Mehefin 2020.

Mae hefyd ar gael i'w lawr lwytho mewn fformat pdf ar wefan y Cyngor ar y dudalen benodol ar yr iaith Gymraeg ar www.caerffili.gov.uk/cydraddoldeb <<https://www.caerphilly.gov.uk/My-Council/Strategies,-plans-and-policies/Equalities/Welsh-language-Standards>>.

**Mae'r adroddiad hwn ar gael yn Saesneg, ac mewn ieithoedd neu fformatau eraill ar gais.
This report is available in English, and in other languages and formats on request.**

Safonau'r Gymraeg: Cynllun Gweithredu

Ers i Safonau'r Gymraeg gael eu cyflwyno ar 30 Mawrth 2016 rydym wedi datblygu Rhaglen Waith Cydymffurfio er mwyn sicrhau bod y gwasanaethau a darparwn yn unol â'r Safonau, bod staff yn ymwybodol o'u rhwymedigaethau a bod ganddynt y sgiliau iaith ofynnol lle y bo'n bosibl.

Crynoir y Rhaglen Waith Cydymffurfio isod:

Gohebiaeth Safonau 4, 5 a 7

Mae'r safonau hyn yn ymwneud â gohebiaeth sy'n gorfod bod yn ddwyieithog os nad ydym yn gwybod dewis iaith, neu'n anfon llythyrau at nifer o bobl ynglŷn â'r un pwnc. Rhaid i ni sicrhau bod y papur pennawd hefyd yn cydymffurfio.

Camau a gymerwyd

- TAFLEN FFEITHIAU ar gyfer staff – Gohebiaeth Gyffredinol – 15/05/17
- Templed papur pennawd newydd eisoes ar gael

Ffôn – Safonau 8, 9, 11, 14, 16, 17, 19, 20, 21 a 22

Mae'r safonau hyn yn ymwneud â sut rydym yn delio â galwadau ffôn a bod cyfarchiad dwyieithog yn cael ei roi. Rhaid i staff feddu ar y sgiliau iaith berthnasol i ddelio â galwadau yn Gymraeg, ac os nad ydynt yn gallu, eu bod yn gwybod pwy yw'r siaradwyr Cymraeg sy'n gallu delio â'r mater, a sut i drosglwyddo galwadau. Os nad oes siaradwr Cymraeg ar gael i ddarparu'r wybodaeth bwnc-benodol, gellir cysylltu'r alwad â rhywun nad yw'n siarad Cymraeg.

Rhaid i ni ddatgan, pan rydym yn cyhoeddi prif rifau ffôn, ein bod yn croesawu galwadau yn Gymraeg a rhaid i'n holl systemau ffôn awtomataidd fod yn ddwyieithog.

Camau a gymerwyd

- TAFLEN FFEITHIAU ar gyfer staff – Cyfarchion dros y Ffôn – diweddarwyd 24/01/20
- Darparu hyfforddiant i staff i sicrhau eu bod yn gallu rhoi cyfarchion sylfaenol a darparu gwasanaethau derbynfa yn ein prif leoliadau
- Cyhoeddir croeso i alwadau ffôn Cymraeg yn **Newsline** ers rhifyn mis Mehefin 2017
- Darparwyd staff â stondinau desg sy'n Ganllawiau Cyfeirio Cyflym – 15/05/17
- Mae negeseuon ffôn awtomataidd ar gyfer manau gwasanaeth wedi'u recordio'n ddwyieithog
- Recriwtio siaradwr Cymraeg ychwanegol, trwy'r rhaglen brentisiaeth, sy'n rhannu ei amser rhwng y Ganolfan Gyswllt â phrif dderbynfa Tŷ Penallta
- Mae staff y Ganolfan Gyswllt wedi cael protocol diweddaredig ar gyfer derbyn galwadau trwy gyfrwng y Gymraeg
- Rhoddyd gwybodaeth i'r Rhwydwaith Rheoli ynglŷn â'r canllawiau newydd sy'n ymwneud a Safon 11, a oedd i'w lledaenu i'r staff trwy'r Penaethiaid Gwasanaeth a'r Uwch Rheolwyr

Cyfarfodydd - Safonau 24, 24A, 27, 27A, 27D, 29 a 29A

Mae'r safonau hyn yn ymwneud â sut yr ydym yn gwahodd unigolion i gyfarfodydd a phryd y mae'n rhaid i ni gynnig cyfle iddynt ddefnyddio'r Gymraeg. Os dymunant, rhaid i ni wedyn drefnu gwasanaeth cyfieithu ar y pryd er mwyn hwyluso'r cyfarfod hwnnw.

Os ydych yn gwahodd mwy nag un unigolyn i gyfarfod, rhaid gofyn i bawb a ydynt yn dymuno defnyddio'r Gymraeg. Fodd bynnag, os bydd o leiaf 10% yn dymuno defnyddio'r Gymraeg, yna rhaid trefnu cyfieithu ar y pryd. Os yw'n llai na 10%, rhaid rhoi gwybod i'r siaradwyr Cymraeg nad yw'n ofynnol ar yr achlysur hwn i ni fodloni eu cais i siarad Cymraeg yn y cyfarfod.

Os bydd y cyfarfod â'r unigolyn o ran ei les, a'i fod yn dymuno siarad Cymraeg, yna rhaid darparu gwasanaeth cyfieithu ar y pryd er mwyn i'r unigolyn allu siarad yn ei ddewis iaith. Rhaid cynnal cyfarfodydd lles gyda chyfieithu ar y pryd os bydd unrhyw un sy'n mynychu wedi gofyn iddynt ddefnyddio'r Gymraeg.

Camau a gymerwyd

- TAFLEN FFEITHIAU ar gyfer staff – Cyfarfodydd ag Unigolion – 15/05/17
- Wrth wahodd unigolion i gyfarfod mae'n ofynnol i wasanaethau gynnwys brawddeg safonol yn gofyn am eu dewis iaith ac os ydynt yn dymuno defnyddio neu gynnal y cyfarfod drwy gyfrwng y Gymraeg

Cyfarfodydd a Digwyddiadau Cyhoeddus – Safonau 30, 31, 32, 33, 34, 35 a 36

Rhaid i unrhyw hysbyseb neu hysbysiad sy'n rhoi cyhoeddusrwydd i gyfarfod cyhoeddus/digwyddiad/gweithgaredd ddatgan y gellir defnyddio'r Gymraeg.

Rhaid i unrhyw wahoddiad i gyfarfod cyhoeddus/digwyddiad/gweithgaredd cael ei anfon yn Gymraeg ac yn Saesneg a rhaid i'r holl ddeunydd a arddangosir yn y cyfarfod cyhoeddus fod yn ddwyieithog, Cymraeg yn gyntaf.

Rhaid gofyn i unrhyw siaradwyr mewn cyfarfod cyhoeddus/digwyddiad/gweithgaredd a ydynt am ddefnyddio'r Gymraeg, ac os felly rhaid trefnu cyfieithu ar y pryd. Rhaid hysbysu ar lafar i bawb sy'n mynychu cyfarfod cyhoeddus/digwyddiad/gweithgaredd bod croeso iddynt ddefnyddio'r Gymraeg a bod cyfieithu ar y pryd ar gael i'r di-Gymraeg.

Camau a gymerwyd

- TAFLEN FFEITHIAU ar gyfer staff – Cyfarfodydd Cyhoeddus – 15/05/17
- TAFLEN FFEITHIAU ar gyfer staff – Trefnu Digwyddiad – 15/05/17
- Mae Fframwaith Cyfieithu a Dehongli ar waith ers mis Mai 2017 ar gyfer ceisiadau cyfieithu ar y pryd

Agendâu, Cofnodion a Dogfennau Cyhoeddus eraill – Safonau 41 a 47

Mae'r Safonau hyn yn ymwneud â chynhyrchu'r dogfennau canlynol yn Gymraeg;

- Agendâu a chofnodion ar gyfer y Cabinet
- Agendâu a chofnodion ar gyfer y Pwyllgor Craffu Addysg Gydol Oes a'r Cyngor Llawn

Yn ychwanegol os cynhyrchir dogfen er defnydd y cyhoedd, ac nad yw'n cael ei dal gan unrhyw safon arall, rhaid ei chynhyrchu yn Gymraeg os yw'r testun yn awgrymu y dylid ei gynhyrchu yn Gymraeg, neu os yw'r gynulleidfa a ragwelir a'u disgwyliadau yn awgrymu y dylid ei gynhyrchu yn Gymraeg e.e. adroddiadau sy'n ymwneud ag addysg cyfrwng Cymraeg.

Camau a gymerwyd

- Mae llunio agendâu a chofnodion ar gyfer y Cabinet, Pwyllgor Craffu Addysg Gydol Oes a'r Cyngor Llawn yn Gymraeg yn arfer cyfredol

Cyhoeddiadau Cyffredinol – Safonau 42, 43, 44, 45, 46 a 47

Mae'r Safonau hyn yn ymwneud â'r canlynol sy'n cael eu cynhyrchu yn Gymraeg os ydynt ar gyfer y cyhoedd neu er mwyn rhoi gwybodaeth i'r cyhoedd;

- trwyddedau, tystysgrifau, llyfrynnau, taflenni, pamffledi, cardiau, polisïau, strategaethau, adroddiadau blynyddol, cynlluniau corfforaethol, canllawiau, codau ymarfer neu unrhyw reolau sy'n berthnasol i'r cyhoedd

Rhaid i unrhyw ddatganiad yr ydym yn ei roi i'r wasg fod yn ddwyieithog oni bai bod y datganiad yn cael ei gyhoeddi yn ystod "argyfwng" fel y'i diffinnir yn adran 1 o'r Ddeddf Argyfyngau Sifil Posibl 2004.

Os cynhyrchir dogfen er defnydd y cyhoedd, ac nad yw'n cael ei dal gan unrhyw safon arall rhaid ei chynhyrchu yn Gymraeg os, yw'r pwnc dan sylw yn awgrymu y dylid ei chynhyrchu yn Gymraeg neu os yw'r gynulleidfa a ragwelir a'u disgwyliadau o'r gynulleidfa yn awgrymu y dylid ei gynhyrchu yn Gymraeg.

Camau a gymerwyd

- Mae cynhyrchu trwyddedau, tystysgrifau, llyfrynnau, taflenni, pamffledi, cardiau, polisïau, strategaethau, adroddiadau blynyddol, cynlluniau corfforaethol, canllawiau, codau ymarfer neu unrhyw reolau sy'n berthnasol i'r cyhoedd, yn Gymraeg, eisoes yn arfer cyfredol
- Mae'r Tîm Cyfathrebu yn ymwybodol o'r datganiadau cyhoeddus a gaiff eu cyhoeddi

Dogfennau Ymgynghori - Safonau 44, 91, 92 a 93

Rhaid i'r dogfennau ymgynghori fod yn ddwyieithog a rhaid iddynt ystyried a gofyn am sylwadau arnynt;

1. Pa effeithiau, boed yn gadarnhaol neu'n negyddol, y byddai'r cynnig yn ei gael ar; neu
 2. sut y gellid datblygu neu ddiwygio'r cynnig fel y byddai'n cael effeithiau cadarnhaol neu fwy positif ar; neu
 3. sut y gellid datblygu neu ddiwygio'r cynnig fel na fyddai'n cael effeithiau negyddol, neu fel y byddai'n cael effeithiau negyddol llai ar;
- a) y cyfleoedd i ddefnyddio'r Gymraeg
b) beidio â thrin yr iaith Gymraeg yn llai ffafriol na'r Saesneg

Camau a gymerwyd

- Mae Canllawiau Ymgynghori a Monitro ar waith ac yn cyfeirio at yr iaith Gymraeg. Mae'r ddogfen hon yn cael ei diwygio ar hyn o bryd
- Mae Rhestr Wirio'r Iaith Gymraeg wrth Ymgynghori yn cael ei chreu fel bod swyddogion sy'n cynnal ymarferion ymgynghori yn ymwybodol o'u rhwymedigaethau
- Mae cwestiynau wedi'u gwreiddio yn y broses asesu effaith yn gofyn a yw ystyriaethau wedi cael eu rhoi i'r Gymraeg yn y broses ymgynghori

Gwefan, Cyfryngau Cymdeithasol a Dyfeisiau Electronig - Safonau 52, 56, 58 a 60

Rhaid i bob tudalen ar wefan y Cyngor fod yn ddwyieithog, yn gwbl weithredol ac nad yw'r Gymraeg yn cael ei thrin yn llai ffafriol na'r tudalennau Saesneg. Rhaid i'r rhyngwyneb a'r dewislenni ar y tudalennau fod yn ddwyieithog.

Rhaid i unrhyw gyfrifon cyfryngau cymdeithasol sy'n perthyn i'r Cyngor beidio â thrin y Gymraeg yn llai ffafriol na'r Saesneg.

Rhaid i beiriannau hunanwasanaeth beidio â thrin y Gymraeg yn llai ffafriol na'r Saesneg e.e. peiriannau tocynnau parcio.

Camau a gymerwyd

- Cwblhawyd archwiliad o'r wefan gyfan a'i hymarferoldeb ym mis Medi 2019
- Hysbysu'r staff o ran y broses ar gyfer cyhoeddi gwybodaeth ddwyieithog ar wefan y Cyngor
- Mae'r canllawiau ar ddefnyddio cyfryngau cymdeithasol yn cynnwys adran ar Safonau'r Gymraeg a gofynnwyd i'r rhai â chyfrifon gydnabod y gofynion i gydymffurfio. Bydd y gwaith monitro yn dechrau cyn bo hir a bydd y rhai nad ydynt yn cydymffurfio yn cael eu hatgoffa o'u rhwymedigaethau
- Mae peiriannau parcio yn cynnig dewis iaith i bobl
- Dechreuwyd archwiliad o'r cyfrifon cyfryngau cymdeithasol corfforaethol ym mis Mawrth 2020 – gwaith yn mynd rhagddo ac atgoffir staff am gydymffurfio a Safonau'r Gymraeg.
- Peiriant coffi hunanwasanaeth yn Nhŷ Penallta yn hollol ddwyieithog

Arwyddion Cyhoeddus – Safon 62, 67, 70, 141, 142 a 143

Rhaid i arwyddion newydd ac adnewyddedig fod yn ddwyieithog a pheidio â thrin y Gymraeg yn llai ffafriol na'r Saesneg a rhaid lleoli'r Gymraeg felly mae'n debygol o gael ei darllen yn gyntaf.

Camau a gymerwyd

- Mae arwyddion newydd ac adnewyddedig yn cydymffurfio
- TAFLEN FFEITHIAU – Arwyddion – 15/05/17
- Dychwelir yr holl waith cyfieithu a dderbynnir yn y fformat cywir. Mae hyn yn arfer cyfredol

Ymwelwyr i Adeiladau – Safonau 64, 65, 65A, 67 a 68

Rhaid darparu gwasanaeth dwyieithog yn y dderbynfa yn adeiladau canlynol y Cyngor rhaid peidio â thrin y Gymraeg yn llai ffafriol na'r Saesneg;

- Tŷ Penallta
- Llyfrgelloedd Bargod, Rhisga, Rhymni, Coed Duon, Caerffili ac Ystrad Mynach;
- Canolfan Croeso Caerffili;
- Maenordy Llancaiach Fawr;
- Gwasanaethau Cofrestru;
- Canolfannau Hamdden Caerffili, Heolddu, Trecelyn a Rhisga.

Rhaid arddangos arwyddion ar dderbynfeydd sy'n datgan y gellir defnyddio'r Gymraeg. Rhaid i staff sy'n siarad Cymraeg mewn derbynfeydd arddangos bathodyn yn datgan eu bod yn gallu siarad Cymraeg.

Camau a gymerwyd

- Cwblhawyd y rhaglen hyfforddi ar gyfer staff yn y dderbynfa yn Nhŷ Penallta a'r Ganolfan Gyswilt. Mae mwy o hyfforddiant yn cael ei gyflwyno ynghyd â chymorth parhaus
- Cymraeg Gwaith - cwrs ar-lein 10-awr wedi'i gyflwyno i staff ers mis Medi 2018
- Mae pob lleoliad a restrwyd o dan Safon 64 wedi cael y poster i'w arddangos yn y dderbynfa yn nodi bod gwasanaeth Cymraeg ar gael
- Gwybodaeth ar gael i staff ar Borthol yr Uned Polisi Corfforaethol
- Mae pob dysgwr a siaradwr Cymraeg wedi derbyn lanyard neu fathodyn Iaith Gwaith
- Poster Iaith Gwaith wedi'u hailddosbarthu i'w harddangos yn y derbynfeydd

Dyfarnu Grantiau – Safonau 71, 72 a 72A

Rhaid i ffurflenni cais am grantiau fod yn ddwyieithog. Rhaid i unrhyw beth a gyhoeddir am grant ddatgan y gellir cyflwyno ceisiadau yn Gymraeg ac na fyddant yn cael eu trin yn llai ffafriol na'r Saesneg, mae hyn yn cynnwys amserlenni a bennwyd ar gyfer asesiad ac ati.

Camau a gymerwyd

- TAFLEN FFEITHIAU ar gyfer staff – Grantiau – 15/07/17
- Edrychodd Adolygiad Thematig Comisiynydd y Gymraeg ar y broses o ddyfarnu grantiau. Mae'r rhan fwyaf o'r gwasanaethau yn cydymffurfio ac mae'r rhai nad oeddent yn cydymffurfio wedi'u cynghori yn unol â hynny. Dywedwyd wrthynt hefyd i ofyn am ddewis iaith yr ymgeisydd ac i gyhoeddi'r ffurflenni yn yr iaith honno neu i'w cyhoeddi'n ddwyieithog

Cyrsiau Addysg - Safonau 84 ac 86

Rhaid i gyrsiau addysg gael eu cynnig yn Gymraeg oni bai bod asesiad o dan Safon 86 wedi'i gynnal.

Camau a gymerwyd

- Gofyn i bobl a ydynt yn dymuno derbyn y cwrs yn Gymraeg ar adeg cofrestru neu holi ac yna asesu'r galw am y cwrs drwy gyfrwng y Gymraeg

Systemau Sain Gyhoeddus - Safon 87

Rhaid i bob systemau sain gyhoeddus fod yn ddwyieithog gyda'r Gymraeg yn gyntaf.

Camau a gymerwyd

- Mae'r negeseuon Prawf Larwm Tân a Munud o Ddistawrwydd yn ddwyieithog
- Gwacáu mewn Argyfwng – Saesneg yn unig
- Gofynnwyd i Dwristiaeth edrych ar eu rhaglen ddigwyddiadau a'r angen i sicrhau bod pob cyhoeddiad cyhoeddus yn ddwyieithog, Cymraeg yn gyntaf
- Digwyddiad y Caws Mawr 2020 – Gwnaethpwyd cyhoeddiadau dros systemau sain yn ddwyieithog
- Mae negeseuon cyfarch cyhoeddus awtomataidd Llyfrgelloedd yn cydymffurfio'n llawn

Llunio Polisi - Safonau 88, 89 a 90

Rhaid i bolisiau newydd, diwygiedig neu sydd wedi'u hadolygu ystyried yr effaith y bydd y polisi'i ei chael ar gyfleoedd i ddefnyddio'r Gymraeg ac ni ddylai drin y Gymraeg yn llai ffafriol.

Camau a gymerwyd

- Diweddarwyd y Canllawiau o ran Goblygiadau Cydraddoldeb mewn Adroddiadau Pwyllgor i gynnwys cyfeiriad at y Gymraeg

Tudalennau Mewnwyd / Rhyngwyd - Safonau 122 a 124

Rhaid i hafan y fewnwyd fod yn ddwyieithog, dylai weithredu'n llawn a pheidio â thrin y Gymraeg yn llai ffafriol na'r Saesneg. Rhaid i dudalennau Saesneg nodi bod tudalen Gymraeg cyfatebol ar gael, gyda dolen os yw'n berthnasol.

Cam Gweithredu

- Nid yw mewnwyd ddwyieithog yn arfer cyfredol. Mae tudalen benodol ar yr iaith Gymraeg ar Borthol yr Uned Polisi Corfforaethol er mwyn i staff gael mynediad at wybodaeth

Hyfforddiant Iaith Gymraeg a Chyfathrebu â Staff – Safonau 128, 129, 130, 133, 134 a 135

Mae'n rhaid i ni ddarparu hyfforddiant Cymraeg i staff os yw'n cael ei ddarparu yn Saesneg ar; recriwtio, rheoli perfformiad, cwynion, disgyblu, cynefino, delio â'r cyhoedd, iechyd a diogelwch, ar ddefnyddio'r Gymraeg mewn cyfarfodydd, cyfweiliadau, cwynion ac yn ystod gweithdrefnau disgyblu.

Rhaid rhoi cyfleoedd i staff mewn oriau gwaith i dderbyn gwersi Cymraeg sylfaenol ac i weithwyr sy'n rheoli eraill dderbyn hyfforddiant ar ddefnyddio'r Gymraeg yn eu rôl fel rheolwyr.

Rhaid i ni roi gwybodaeth i weithwyr newydd am yr iaith Gymraeg a thestun neu logo i weithwyr sy'n siarad Cymraeg eu defnyddio mewn llofnodion e-bost sy'n dangos eu bod yn barod i ddefnyddio'r Gymraeg, boed yn rhugl neu fel dysgwr.

Rhaid i fersiwn Cymraeg o fanylion cyswllt mewn negeseuon e-bost a negeseuon Allan o'r Swyddfa fod yn Gymraeg hefyd.

Cam Gweithredu

- TAFLEN FFEITHIAU ar gyfer staff - Adnoddau Dynol - 15/05/17
- Os bydd unrhyw geisiadau am hyfforddiant yn cael eu derbyn byddem yn gweithio gyda chynghorau cyfagos i wneud cyrsiau'n hyfyw
- Cyflwynwyd rhaglen hyfforddiant iaith Gymraeg blynyddol ers 1999, sy'n cynnig amrywiaeth o gyrsiau gwahanol i staff, sy'n cynnwys cyrsiau ar-lein, hunan-astudio, preswyl ac wythnosol. Mae 223 o ddysgwyr wedi ymgymryd â hyfforddiant iaith Gymraeg yn ystod 2019-2020
- Dylid cynnwys gwybodaeth am y Gymraeg mewn pecynnau cynefino adnoddau dynol
- Mae'r Tîm Cydraddoldeb, y Gymraeg ac Ymgynghori yn rhan o raglen sefydlu'r gwasanaethau cymdeithasol i ddechreuwyd newydd
- Mae TG wedi rhoi llofnod dwyieithog awtomatig i bob aelod o staff ar gyfer e-byst
- Nid yw TG wedi gallu cyn-boblogi neges e-bost dwyieithog, felly crëwyd stondinau desg i bob aelod o staff er mwyn codi ymwybyddiaeth o'r gofyniad i sicrhau bod eu neges Allan o'r Swyddfa yn ddwyieithog.

Arwyddion Gweithle – Safonau 141, 142 a 143

Rhaid i arwyddion newydd ac adnewyddedig fod yn ddwyieithog a pheidio â thrin y Gymraeg yn llai ffafriol na'r Saesneg, a rhaid gosod y Gymraeg fel mae'n debygol o gael ei darllen yn gyntaf.

Cam Gweithredu

- Mae pob arwydd sy'n wynebu'r cyhoedd yn ddwyieithog ac os cynhyrchir rhai newydd neu adnewyddedig mae'r Gymraeg yn gyntaf

Strategaeth y Gymraeg – Safonau 145 a 146

Mae'n rhaid i ni gynhyrchu a chyhoeddi strategaeth 5-mllynedd ar y wefan sy'n nodi sut rydym yn cynnig hyrwyddo'r Gymraeg a hwyluso'i defnydd yn ehangach yn y fwrdeistref sirol. Rhaid i'r Strategaeth gynnwys –

(a) targed (o ran y ganran o siaradwyr yn eich ardal) ar gyfer cynyddu neu gynnal nifer y siaradwyr Cymraeg yn eich ardal erbyn diwedd y cyfnod 5 mlynedd o dan sylw, a

(b) datganiad yn nodi sut yr ydych yn bwriadu cyrraedd y targed hwnnw; a rhaid i chi adolygu'r strategaeth a chyhoeddi fersiwn ddiwygiedig ar eich gwefan o fewn 5 mlynedd i gyhoeddi strategaeth (neu gyhoeddi strategaeth ddiwygiedig).

Camau a gymerwyd

- Lansiodd y Strategaeth yn Ffiliffest 2017 gan y Gweinidog dros Addysg Gydol Oes a'r Gymraeg
- Datblygwyd cynllun gweithredu ar y cyd â phartneriaid mewn mudiadau Cymraeg lleol, drwy Fforwm y Gymraeg (gweler Atodiad 1)
- Cyflwynir adroddiad cynnydd bob blwyddyn i'r Cabinet. Mae'r adroddiad ar gyfer eleni wedi cael ei ohirio tan hydref 2020 oherwydd y Coronafeirws
- Mae angen diwygio a diweddarau'r targedau a osodwyd yn wreiddiol, gan fod rhai wedi'u bodloni eisoes. Bydd y gwaith diwygio a diweddarau yn cael ei gwblhau yn ystod hydref 2020.
- Mabwysiadwyd y Strategaeth gan Fwrdd Gwasanaethau Cyhoeddus Caerffili ym mis Rhagfyr 2018

Rhoi Cyhoeddusrwydd i Gydymffurfiaeth – Safonau 161, 167 a 163

Rhaid i ni gyhoeddi dogfen ar y wefan sy'n datgan y safonau llunio polisi y mae'n rhaid i ni gydymffurfio â hwy a sut y gwnawn hynny a rhaid i hwn fod ar gael ym mhob swyddfa sydd ar agor i'r cyhoedd.

Rhaid i ni gyhoeddi dogfen ar y wefan sy'n nodi'r safonau gweithredu y mae'n rhaid inni gydymffurfio â hwy a sut y gwnawn hynny a rhaid i hwn fod ar gael ym mhob swyddfa sydd ar agor i'r cyhoedd.

Rhaid i ni gael trefniadau ar waith i oruchwylio cydymffurfiaeth â'r safonau llunio polisi, cyhoeddi'r trefniadau ar y wefan a sicrhau bod y ddogfen ar gael ym mhob swyddfa sydd ar agor i'r cyhoedd.

Camau a gymerwyd

- Gweler [Adroddiad Hysbysiad Cydymffurfio CBSC 30.03.16](#) ar y wefan
- Mae'r Hysbysiad Cydymffurfio ar y wefan er mwyn caniatáu i unrhyw ymholiadau gan y cyhoedd gael eu trin drwy gael mynediad at y rhyngwyd ar eu rhan

Cwynion – Safonau 147, 148, 149, 156, 158 (2), 162, 164 (2), 168 (a), 170 (2)(d)

Rhaid i ni gadw cofnod o nifer y cwynion a dderbyniwyd sy'n ymwneud â chydymffurfio â'r Safonau.

Camau a gymerwyd

- Adroddir yn flynyddol yn Adroddiad Blynyddol Safonau'r Gymraeg, a gyhoeddir ar wefan y Cyngor erbyn 30 Mehefin bob blwyddyn

Sgiliau Iaith Staff – Safonau 151 a 170 (2) (a)

Mae'n rhaid i ni gadw cofnod (yn dilyn asesiad) o nifer y cyflogeion sydd â sgiliau iaith Gymraeg ar ddiwedd pob blwyddyn ariannol i gynnwys y lefel sgiliau.

Hyfforddiant Iaith Gymraeg – Safonau 152, 170 (2) (b) a 170 (2) (c)

Rhaid i ni gadw cofnod o nifer y staff sy'n mynychu cyrsiau hyfforddiant drwy gyfrwng y Gymraeg a chanran cyfanswm nifer y staff a fynychodd gwrs Gymraeg.

Recriwtio – Safonau 154, 170 (2) (ch) a 154

Rhaid cadw cofnod o nifer y swyddi newydd a'r swyddi gwag a hysbysebwyd gennych yn ystod y flwyddyn a gategoreiddiwyd fel swyddi sy'n gofyn:

- (a) bod sgiliau yn y Gymraeg yn hanfodol
- (b) bod angen dysgu sgiliau yn y Gymraeg pan benodir i'r swydd
- (c) bod sgiliau yn y Gymraeg yn ddymunol
- (ch) nad oedd sgiliau yn y Gymraeg yn angenrheidiol

Camau a gymerwyd

- ***Sgiliau Iaith Staff, Darpariaeth Hyfforddiant a Recriwtio Iaith Gymraeg:*** Caiff y rhain eu hadrodd arnynt yn flynyddol yn Adroddiad Blynyddol Safonau'r Gymraeg, a gyhoeddir ar wefan y Cyngor erbyn y 30 Mehefin bob blwyddyn

2. Cwynion gan Aelodau'r Cyhoedd

Mae **Amcan Cydraddoldeb Strategol 11 - Cydymffurfiaeth Gorfforaethol** yn ymrwmo'r Cyngor i fonitro cwynion ynghylch Cydraddoldeb a'r Gymraeg, a chyhoeddwyd canllawiau ar gyfer staff ar Borthol y staff ac ar y wefan allanol, sy'n rhoi manylion ynghylch sut y dylai staff ymdrin â'r materion hyn.

Yn ystod 2019-2020, derbyniwyd **7** cais am wasanaeth a **1** cwyn yn ymwneud â'r Gymraeg. Roedd yr **1** cwyn yn ymwneud â llythyr gwybodaeth Covid-19 a gafodd ei dosbarthu i bob trigolyn yn uniaith Saesneg. Gwnaed penderfyniad strategol oherwydd natur brys y wybodaeth am Covid; penderfynwyd y bydd pob darn o wybodaeth yn glŷn â'r mater hwn yn cael ei gyhoeddi yn uniaith Saesneg. Ymatebwyd i'r gŵyn o fewn amserlenni corfforaethol. Mae'r holl ddogfennau a negeseuon cyfryngau cymdeithasol eraill sy'n gysylltiedig â'r argyfwng Coronafeirws presennol yn gwbl ddwyieithog.

Roedd y **7** cais am wasanaeth yn cynnwys problemau gyda gwasanaethau digidol ar-lein ar ein gwefan a diffyg ymwybyddiaeth a sgiliau Cymraeg ymhlith y staff wrth ymdrin â galwadau, e-byst ac ymholiadau wyneb yn wyneb. Trafodwyd y ceisiadau am wasanaeth gyda'r meysydd gwasanaeth priodol ac mae unrhyw faterion wedi cael eu datrys neu yn cael eu datrys ar hyn o bryd trwy godi ymwybyddiaeth staff, hyfforddiant y Gymraeg neu ddiwygiadau i systemau digidol ar-lein lle nodwyd problemau.

Diffiniadau Cyffredinol

Mae cwynion corfforaethol yn gwynion o ganlyniad i fethiant o ran proses neu fethiant i weithredu polisi'r Cyngor yn gywir. Mae'r rhain yn gwynion a allai, yn y pen draw, gael eu hanfon at yr Ombwdsmon Gwasanaethau Cyhoeddus neu at Gomisiynydd y Gymraeg, er enghraifft.

Caiff materion cod ymddygiad yn ymwneud ag ymddygiad neu agwedd staff eu trin drwy gyfrwng prosesau Adnoddau Dynol mewnol. Fodd bynnag, mae cwynion ynghylch Cydraddoldeb a'r Gymraeg yn rhywfaint o hybrid, oherwydd gall methiant proses fod o ganlyniad i agweddau neu farn aelod o staff tuag at grŵp penodol, er enghraifft.

Cwynion yn ôl Cyfadran

CYFADRAN	IAITH GYMRAEG
Cymunedau	0
Addysg a Gwasanaethau Corfforaethol	1
Gwasanaethau Cymdeithasol a Thai	0
CYFANSYMLIAU	1

Ymchwiliadau Comisiynydd y Gymraeg

Yn 2019-2020 cawsom **0** ymchwiliad newydd gan Gomisiynydd y Gymraeg, ac roedd **1** a oedd yn parhau o'r flwyddyn ariannol flaenorol, ac mae manylion y rhain wedi'u rhestru ar y tudalennau canlynol;

Ymchwiliadau sy'n mynd rhagddynt ers 2018-2019

CSG304

MANYLION YR YMCHWILIAD	CANLYNIAD
<p>Derbyniodd Comisiynydd y Gymraeg gŵyn gan aelod o'r cyhoedd yn honni;</p> <ul style="list-style-type: none">y cafodd ffurflen adrodd Cyngor a Chymorth Gwybodaeth ar-lein ar wefan y cyngor ei chyflwyno yn Gymraeg ac nad yw wedi derbyn ymateb. Hefyd bod rhywfaint o'r testun ar y dudalen we yn uniaith Saesneg.	<p>Penderfynodd yr ymchwiliad...</p> <ul style="list-style-type: none">Safon 1 – Ni wnaeth CBSC fethu â chydymffurfio â Safon 1 yn yr achos hwn. Sail y penderfyniad oedd bod y Cyngor wedi darparu ymateb Cymraeg i ohebiaeth ddyddiedig 22/12/2017 yn unol â gofynion Safon 1Safon 52 – Methodd CBSC â chydymffurfio â Safon 52 ar y sail bod testun uniaith Saesneg yn ymddangos ar un o dudalennau Cymraeg y Cyngor ar y we yn Rhagfyr 2017
DIWEDDARIAD	
<p>Roedd yr adroddiad arfaethedig a gawsom ar 30/10/18 yn amlinellu penderfyniad yr ymchwiliad hwn a'r camau pellach y mae'n ofynnol i'r Cyngor ymgymryd â hwy:</p> <ol style="list-style-type: none">Cynnal adolygiad o'r wefan er mwyn sicrhau bod testun pob tudalen ar y wefan ar gael yn Gymraeg.Cymryd camau i sicrhau bod staff sy'n gyfrifol am gynnwys y wefan yn ymwybodol o ofynion Safon 52.Paratoi a darparu canllawiau i'r staff sy'n gyfrifol am lwytho a monitro cynnwys y wefan er mwyn sicrhau eu bod yn cydymffurfio â Safon 52.Darparu digon o dystiolaeth ysgrifenedig i fodloni Comisiynydd y Gymraeg ein bod wedi cwblhau camau gorfodi 1 – 3. <p>Y dyddiad cau gwreiddiol i gwblhau'r camau ac ymateb oedd 11.07.19. Ysgrifennom at y Comisiynydd yn gofyn am estyniad o 3 mis i gwblhau'r gwaith.</p> <p>Gwaith wedi'i gwblhau a'r ymateb terfynol wedi'i anfon ar 30.09.19.</p>	

CSG487

MANYLION YR YMCHWILIAD	CANLYNIAD
<p>Derbyniodd Comisiynydd y Gymraeg gŵyn gan aelod o'r cyhoedd yn honni;</p> <ul style="list-style-type: none">mewn cwyn, dyddiedig 16/01/19, bod yr achwynydd wedi cysylltu â'r Cyngor ar 15:00 ar 08/01/19 ynghylch ymholiad treth y cyngor ar 01443 815 588 ac nad oedd yn gallu trafod ei ymholiad yn Gymraeg.	<p>Anfonwyd ymateb at Gomisiynydd y Gymraeg ar 21/01/19 yn cadarnhau mai CBSC sy'n gyfrifol am ddarparu'r gwasanaeth.</p> <p>Daeth y Cylch Gorchwyl a'r Hysbysiad Tystiolaeth i law.</p>
DIWEDDARIAD	
<p>Daeth Adroddiad Terfynol gan y Comisiynydd i law ar 17.12.19, ac amlinellwyd y camau pellach canlynol gydag amserlen o 4 mis;</p> <ol style="list-style-type: none">Rhaid i'r Cyngor sicrhau bod aelodau staff o dîm y Switsfwrdd, sy'n derbyn galwadau gan bersonau sy'n dymuno i'r corff ddelio â hwy yn Gymraeg, yn gallu delio â galwadau yn eu cyfanrwydd yn Gymraeg:<ol style="list-style-type: none">hyd nes ei bod yn angenrheidiol trosglwyddo'r alwad i aelod o staff nad yw'n siarad Cymraeg sy'n gallu darparu gwasanaeth ar bwnc penodol; ahyd nes nad oes aelod o staff sy'n siarad Cymraeg ar gael i ddarparu gwasanaeth ar y pwnc penodol hwnnw.Rhaid i'r Cyngor adolygu a diwygio cynnwys y protocol ar gyfer sut i ddelio â galwadau Cymraeg sy'n cael eu derbyn i'r Switsfwrdd. Rhaid i'r Cyngor adolygu a diwygio'r protocol mewn modd sy'n golygu:<ul style="list-style-type: none">unwaith y mae'r Cyngor yn gwybod bod y person yn dymuno i'r Cyngor ddelio ag ef yn Gymraeg, bod yr aelod o staff sy'n derbyn yr alwad yn gallu cynnal sgwrs gychwynnol gyda'r person hwnnw (gan gynnwys medru sefydlu natur yr alwad) yn Gymraeg bob amser;nad yw'r aelod staff hwnnw'n trosglwyddo'r alwad i aelodau staff eraill er mwyn cynnal sgwrs gychwynnol gyda pherson yn Gymraeg;bod y protocol yn esbonio beth a ystyrir yn 'bwnc penodol' o fewn cyd-destun gwasanaethau'r Cyngor;bod y protocol yn esbonio sut y dylid ac y gellid adnabod a darganfod aelodau o staff sy'n siarad Cymraeg, ond fyddai hefyd yn gallu darparu gwasanaeth ar bynciau penodol o fewn cyd-destun gwasanaethau'r Cyngor;bod y protocol yn esbonio sut y dylid egluro i bersonau nad oes gwasanaeth Cymraeg ar gael, oherwydd nad oes aelod o staff sy'n siarad Cymraeg ar gael i ddarparu gwasanaeth ar y pwnc penodol hwnnw. Gellid darparu enghreifftiau o eiriad (yn Gymraeg) i'w defnyddio.Rhaid i'r Cyngor rannu'r protocol diwygiedig gyda staff y Switsfwrdd a rhoi hyfforddiant i'r staff ar sut i ddilyn y protocol.	

4. Rhaid i'r Cyngor adolygu a diwygio cynnwys y daflen ffeithiau i staff sy'n ymwneud â sut i ddelio â galwadau Cymraeg a dderbynnir yng nghanolfannau cyswllt, derbynfeydd, neu ar brif rifau ffôn y Cyngor. Rhaid i'r Cyngor adolygu a diwygio'r daflen mewn modd sy'n golygu nad yw'n cyfleu'n ddiamod y gall staff ddelio â galwad yn Saesneg pan nad oes siaradwr Cymraeg ar gael i ddelio â'r alwad.
5. Rhaid i'r Cyngor rannu'r daflen ffeithiau ddiwygiedig gyda staff y Cyngor.
6. Rhaid i'r Cyngor ddarparu tystiolaeth ysgrifenedig sy'n bodloni Comisiynydd y Gymraeg ei fod wedi cwblhau camau gorfodi 1 - 5.

Fel rhan o'r dystiolaeth, rhaid i'r Cyngor roi diweddariad i'r Comisiynydd o'r camau penodol a gymerwyd i atal unrhyw fethiant i gydymffurfio a safon 11 rhag parhau neu gael ei ailadrodd, gan gynnwys:

- gwybodaeth ynghylch y graddau y mae'r rhaglen prentisiaid wedi llwyddo i sicrhau bod gan dîm y Switsfwrdd y sgiliau iaith Gymraeg digonol i gydymffurfio â gofynion safon 11;
- gwybodaeth ynghylch uchwraddio'r rhwydwaith teleffoni corfforaethol er mwyn hwyluso cydymffurfiaeth â gofynion safon 11.

Anfonwyd ymateb terfynol i'r Comisiynydd ar 09.04.20

3. Sgiliau Iaith Staff

Mae'r gallu i gofnodi materion yn ymwneud â'r Gymraeg yn nhermau data staff a dadansoddi yn rhan annatod o'r system gyflogres o fewn Cyngor Bwrdeistref Sirol Caerffili. Dangosir ffigyrau diwedd y flwyddyn ariannol hyd at 31 Mawrth 2020 isod ac ar y dudalen nesaf.

O gymharu â'r llynedd, unwaith eto rydym wedi recordio siaradwyr Cymraeg ychwanegol ar y system AD ar draws bron pob maes gwasanaeth. Gellir esbonio'r cynnydd yn rhannol trwy broses fwy cadarn sydd ar waith i ddal y wybodaeth hon, e.e. ar y pwynt penodi.

Ar amser adrodd y llynedd, roedd cyfanswm nifer y staff a siaradwyr Cymraeg o fewn y sefydliad fel a ganlyn;

CYFANSYMIAU'R CYNGOR ar gyfer 2018-2019	Cyfanswm y Staff	Siaradwyr Cymraeg	%
	8533	1581	18.53

PROFFIL IEITHYDDOL Y GWEITHLU - GALLU YN Y GYMRAEG YN ÔL MAES GWASANAETH A RHUGLDER AR 31 MAWRTH 2020

i) FFIGYRAU STAFF CYFFREDINOL

<i>Cymunedau</i>	2019-2020			2018-2019		
	Cyfanswm y Staff	Siaradwyr Cymraeg	%	Cyfanswm y Staff	Siaradwyr Cymraeg	%
Gwasanaethau Cymunedol a Hamdden	762	135	17.71	811	101	12.45
Isadeiledd	236	31	13.13	234	24	10.25
Gwasanaethau Eiddo	61	17	27.86	59	17	28.81
Diogelu'r Cyhoedd	115	20	17.39	109	16	14.67
Adfywio a Chynllunio	338	53	15.68	346	39	11.27
<i>Cyfanswm</i>	1499	253	16.87	1551	194	12.51

<i>Addysg a Gwasanaethau Corfforaethol</i>	2019-2020			2018-2019		
	Cyfanswm y Staff	Siaradwyr Cymraeg	%	Cyfanswm y Staff	Siaradwyr Cymraeg	%
Gwasanaethau Gwella Busnes	968	142	14.66	966	127	13.15
Cyllid Corfforaethol	163	24	14.72	169	23	13.61
Gwasanaethau Cwsmeriaid a Digidol	133	24	18.04	145	19	13.10
Cynllunio a Strategaeth Addysg	171	41	23.97	171	35	20.47
Dysgu, Addysg a Chynhwysiant	463	96	20.73	489	88	17.99
Y Gyfraith a Llywodraethu	58	9	15.51	57	8	14.03
Gwasanaethau i Bobl	99	31	31.31	101	25	24.75
Ysgolion	3366	978	29.05	3425	899	26.25
<i>Cyfanswm</i>	5123	1285	25.08	5204	1161	22.31

<i>Gwasanaethau Cymdeithasol a Thai</i>	2019-2020			2018-2019		
	Cyfanswm y Staff	Siaradwyr Cymraeg	%	Cyfanswm y Staff	Siaradwyr Cymraeg	%
Gwasanaethau i Oedolion	1138	140	12.30	1139	127	11.15
Cymorth Busnes	6	2	33.33	6	2	33.33
Cartrefi Caerffili	502	66	13.14	517	63	12.18
Gwasanaethau i Blant	293	68	23.20	275	54	19.64
<i>Cyfanswm</i>	1941	276	14.21	1939	246	12.69

Cyfansymiau'r Cyngor ar gyfer 2019-2020	Cyfanswm y Staff	Siaradwyr Cymraeg	%
		8402	1796

NODIADAU

- Nid yw'r ffigyrau fesul maes gwasanaeth ar gyfer **Cyfanswm y Staff** a **Siaradwyr Cymraeg** yn gyfartal â'r cyfanswm cyffredinol fesul Cyfadran oherwydd bod gan rai aelodau o staff fwy nag un swydd yn y sefydliad a bod y swyddi hynny o fewn meysydd gwasanaeth gwahanol.

- Yn unol ag adroddiadau blaenorol, mae'r ffigurau yn **3 i)** uchod yn gyfansymiau nifer y bobl fesul cyfadran sydd wedi cwblhau'r ffurflen Sgiliau Ieithyddol gan nodi sgiliau Iaith Gymraeg.
- Mae'r ffigurau a ddangosir yn **3 ii)** i **3 iv)** sy'n dilyn, yn cyfeirio at lefelau rhuglder siaradwyr Cymraeg fesul maes gwasanaeth ac ni ellir eu cymharu'n uniongyrchol â'r cyfansymiau a ddangosir yn **3 i)** oherwydd er enghraifft yn yr isadran Cyllid Corfforaethol (yr ail adran isod yn **3 ii)**), mae'r golofn "Lefel 4" yn cyfeirio at aelod staff sy'n gallu darllen, siarad, deall ac ysgrifennu at Lefel 4, ac nid tri aelod staff gwahanol.

ii) Cymunedau

Gwasanaethau Cymunedol a Hamdden	5	4	3	2	1	Dim Sgiliau	Heb Ddatgan
Gwrando/Siarad	14	9	6	15	86	5	0
Deall	14	10	8	15	71	15	2
Ysgrifennu	13	4	12	20	42	41	3
Cyfanswm Staff â Sgiliau Cymraeg	135						

Isadeiledd	5	4	3	2	1	Dim Sgiliau	Heb Ddatgan
Gwrando/Siarad	0	0	1	2	24	2	2
Deall	0	1	1	1	24	2	2
Ysgrifennu	0	0	1	2	16	8	4
Cyfanswm Staff â Sgiliau Cymraeg	31						

Gwasanaethau Eiddo	5	4	3	2	1	Dim Sgiliau	Heb Ddatgan
Gwrando/Siarad	0	1	1	1	13	1	0
Deall	0	1	1	2	11	2	0
Ysgrifennu	0	1	0	1	7	8	0
Cyfanswm Staff â Sgiliau Cymraeg	17						

Diogelu'r Cyhoedd	5	4	3	2	1	Dim Sgiliau	Heb Ddatgan
Gwrando/Siarad	2	0	3	3	11	1	0
Deall	4	1	1	5	8	1	0
Ysgrifennu	2	0	3	1	11	3	0
Cyfanswm Staff â Sgiliau Cymraeg	20						

Adfywio a Chynllunio	5	4	3	2	1	Dim Sgiliau	Heb Ddatgan
Gwrando/Siarad	7	1	1	12	29	3	0
Deall	7	4	2	5	29	5	1
Ysgrifennu	8	0	2	6	22	14	1
Cyfanswm Staff â Sgiliau Cymraeg	53						

iii) GWASANAETHAU CYMDEITHASOL A THAI

Gwasanaethau i Oedolion	5	4	3	2	1	Dim Sgiliau	Heb Ddatgan
Gwrando/Siarad	12	9	7	6	92	14	0
Deall	15	12	4	4	82	19	4
Ysgrifennu	14	8	2	10	47	54	5
Cyfanswm Staff â Sgiliau Cymraeg	140						

Cymorth Busnes	5	4	3	2	1	Dim Sgiliau	Heb Ddatgan
Gwrando/Siarad	0	0	0	0	1	1	0
Deall	0	0	0	0	1	1	0
Ysgrifennu	0	0	0	0	1	1	0
Cyfanswm Staff â Sgiliau Cymraeg	2						

Cartrefi Caerffili	5	4	3	2	1	Dim Sgiliau	Heb Ddatgan
Gwrando/Siarad	2	4	6	6	44	4	0
Deall	1	8	2	2	36	15	2
Ysgrifennu	1	4	4	4	20	30	3
Cyfanswm Staff â Sgiliau Cymraeg	66						

Gwasanaethau i Blant	5	4	3	2	1	Dim Sgiliau	Heb Ddatgan
Gwrando/Siarad	3	2	4	1	54	3	1
Deall	3	4	3	2	41	13	2
Ysgrifennu	3	2	3	2	30	26	2
Cyfanswm Staff â Sgiliau Cymraeg	68						

iv) ADDYSG A GWASANAETHAU CORFFORAETHOL

Gwasanaethau Gwella Busnes	5	4	3	2	1	Dim Sgiliau	Heb Ddatgan
Gwrando/Siarad	18	4	3	16	88	10	3
Deall	20	6	5	15	65	28	3
Ysgrifennu	20	3	2	9	34	67	7
Cyfanswm Staff â Sgiliau Cymraeg	142						

Cyllid Corfforaethol	5	4	3	2	1	Dim Sgiliau	Heb Ddatgan
Gwrando/Siarad	0	1	1	3	15	4	0
Deall	1	1	0	1	16	5	0
Ysgrifennu	0	2	0	1	9	12	0
Cyfanswm Staff â Sgiliau Cymraeg	24						

Gwasanaethau Cwsmeriaid a Digidol	5	4	3	2	1	Dim Sgiliau	Heb Ddatgan
Gwrando/Siarad	0	1	1	3	15	4	0
Deall	1	1	0	1	16	5	0
Ysgrifennu	0	2	0	1	9	12	0
Cyfanswm Staff â Sgiliau Cymraeg	24						

Cynllunio a Strategaeth Addysg	5	4	3	2	1	Dim Sgiliau	Heb Ddatgan
Gwrando/Siarad	0	1	2	6	29	3	0
Deall	0	1	3	3	28	4	2
Ysgrifennu	0	0	3	2	18	15	3
Cyfanswm Staff â Sgiliau Cymraeg	41						

Dysgu, Addysg a Chynhwysiant	5	4	3	2	1	Dim Sgiliau	Heb Ddatgan
Gwrando/Siarad	5	6	0	10	72	3	0
Deall	6	5	3	7	60	14	1
Ysgrifennu	7	0	6	4	44	32	3
Cyfanswm staff â Sgiliau Cymraeg	96						

Y Gyfraith a Llywodraethu	5	4	3	2	1	Dim Sgiliau	Heb Ddatgan
Gwrando/Siarad	0	1	0	1	6	0	1
Deall	1	0	1	0	7	0	0
Ysgrifennu	0	1	0	1	6	1	0
Cyfanswm staff â Sgiliau Cymraeg	9						

Gwasanaethau i Bobl	5	4	3	2	1	Dim Sgiliau	Heb Ddatgan
Gwrando/Siarad	1	1	2	7	18	2	0
Deall	1	3	1	4	19	3	0
Ysgrifennu	0	2	0	6	12	11	0
Cyfanswm Staff â Sgiliau Cymraeg	31						

Ysgolion	5	4	3	2	1	Dim Sgiliau	Heb Ddatgan
Gwrando/Siarad	177	39	39	186	515	17	5
Deall	177	58	74	143	431	64	31
Ysgrifennu	181	29	39	166	311	212	40
Cyfanswm Staff â Sgiliau Cymraeg	978						

4. Darpariaeth Hyfforddiant Cyfrwng Cymraeg

Mae CBS Caerffili wedi darparu cyrsiau Cymraeg sgysiol i staff ac aelodau etholedig ers 2001. Mae'r cyrsiau hefyd ar gael i'r cyhoedd ac aelodau o'r staff o sefydliadau partner i'w mynychu. Mae'r cyrsiau yn amrywio o gyrsiau blasu sylfaenol i ddechreuwy'r i gyrsiau sy'n darparu ar gyfer y rhai sydd bellach yn siaradwyr Cymraeg rhugl.

Mae'r data ar gyfer y cyrsiau a gynigir ac a fynyichir gan staff CBS Caerffili ar gyfer y flwyddyn academaidd 2019-2020 fel a ganlyn;

CWRS A GYNIGIWD	NIFER Y CYRSIAU A GYNIGIWD	NIFER Y STAFF A FYNYCHWD
30 Wythnos	41	36
Cwrs 10 awr Ar-lein	15	159
Cwrs Deuddydd Blasu'r Gymraeg	3	15
'Say Something in Welsh' - Cwrs Cymraeg Ar-lein	3	13
Tynnu'n Ôl	DB	0

Ffigyrau Staff Caerffili – 2001-2020

Blwyddyn Academaidd	Cyrsiau Blwyddyn	Cyrsiau Blasu	Cyfanswm nifer y Dysgwyr	(Niferoedd tynnodd allan o'r cwrs)
2001 – 2002	46	0	46	(0)
2002 – 2003	66	0	66	(11)
2003 – 2004	84	37	121	(17)
2004 – 2005	70	43	113	(15)
2005 – 2006	61	77	138	(10)
2006 – 2007	66	27	93	(12)
2007 – 2008	68	38	106	(7)
2008 – 2009	43	58	101	(9)
2009 – 2010	48	50	98	(13)
2010 – 2011	50	33	83	(1)
2011 – 2012	52	21	73	(2)
2012 – 2013	52	22	74	(3)
2013 – 2014	61	142	203	(16)
2014 – 2015	56	58	114	(13)
2015 – 2016	40	28	68	(14)
2016 – 2017	45	14	59	(3)
2017 – 2018	50	61	111	(4)
2018 – 2019	53	91	144	(6)
2019 – 2020	62	185	223	(0)
CYFANSYMIAU	1073	985	2034	(152)

Mae'r Cyrsiau Blasu Cymraeg deuddydd yn cael eu rhedeg mewn cydweithrediad â nifer o awdurdodau a sefydliadau eraill yn Ne Ddwyrain Cymru. Mae'r cyrsiau hyn bob amser yn boblogaidd, gyda CBS Caerffili yn cynnal cwrs ym mis Gorffennaf 2019, a fynychir gan **12** aelod o staff gyda phedwar ohonynt yn mynychu'r un cwrs a gynhalir gan awdurdod cyfagos.

Lansiwyd Cwrs Cymraeg 10 awr ar-lein o'r enw **Cymraeg Gwaith** yng ngwanwyn 2018 ac fe'i datblygwyd i'w ddefnyddio gan y rhai sy'n darparu gwasanaethau derbynfa rheng flaen. Targedwyd y cwrs hwn at y meysydd gwasanaeth hynny y mae Safon 64 yn effeithio'n uniongyrchol arnynt yn y lle cyntaf.

Safon 64	<p>Rhaid i unrhyw wasanaeth derbynfa yr ydych yn ei roi ar gael yn Saesneg hefyd fod ar gael yn Gymraeg, a rhaid i unrhyw berson sydd am gael gwasanaeth derbynfa Cymraeg beidio â chael ei drin yn llai ffafriol na pherson sydd am gael gwasanaeth derbynfa Saesneg.</p> <p>Rhaid cydymffurfio â safon 64 mewn perthynas â'r isod erbyn 30 Medi 2017:</p> <ul style="list-style-type: none"> • Prif wasanaeth derbynfa'r corff <p>Rhaid cydymffurfio â safon 64 mewn perthynas â'r isod erbyn 30 Medi 2018:</p> <ul style="list-style-type: none"> • Llyfrgelloedd Bargod, Rhisga, Rhymni, Coed Duon, Caerffili ac Ystrad Mynach; • Canolfan Croeso Caerffili; • Maenordy Llancaiach Fawr; • Gwasanaethau Cofrestru yn Nhŷ Penallta • Canolfannau hamdden Caerffili, Heolddu, Trecelyn a Rhisga. 	30/09/17
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Gellir cynnal y cwrs fesul cam ac mae'n mynd â'r dysgwr drwy gyfres o senarios gyda chyfres o gwestiynau i ddilyn. Ar ôl cwblhau'r cwrs, caiff dysgwyr eu he-bostio i dderbyn tystysgrif.

Mae rhagor o gyrsiau ar-lein o'r math hwn bellach ar gael, gan gynnwys modiwlau a chysiau sy'n benodol i athrawon i annog siaradwyr Cymraeg sydd efallai wedi colli'r hyder i ddefnyddio'r Gymraeg mewn gwahanol leoliadau. Mae hefyd cyrsiau ar gyfer staff sy'n gweithio ym meysydd iechyd a gofal cymdeithasol, busnes a thwristiaeth.

Rydym wedi galluogi staff i gael mynediad at ragor o gyrsiau ar-lein trwy Say Something in Welsh, gyda 2 aelod o staff yn llwyddo i gyflawni'r cwrs 'Fluent in 6 Months'.

Unwaith eto eleni, ni ofynnodd unrhyw aelod o staff i gynnal unrhyw gwrs trwy gyfrwng y Gymraeg, felly nid oes unrhyw ffigurau hyfforddiant staff i'w nodi. Cyhoeddir y wybodaeth uchod yma i ddarparu cysondeb gydag adroddiadau blaenorol.

5. Recriwtio i Swyddi Gwag

Cafodd **2401** o swyddi newydd a swyddi gwag eu hysbysebu ers 30 Mawrth 2019 eu categoreiddio fel swyddi sy'n gofyn:

- (i) bod sgiliau yn y Gymraeg yn hanfodol

24

- (ii) bod angen dysgu sgiliau yn y Gymraeg pan benodir i'r swydd

10

Mae cyrsiau hyfforddiant iaith Gymraeg wedi bod ar gael am ddim i bob aelod o staff ac aelod etholedig ers blwyddyn academaidd 2001-2002 (gweler **Adran 3**)

- (iii) bod sgiliau yn y Gymraeg yn ddymunol,

2327

- (iv) nad oedd sgiliau yn y Gymraeg yn angenrheidiol

2336*

***Aseswyd y swyddi hyn fel rhai lle nad oedd sgiliau Cymraeg yn angenrheidiol oherwydd sgiliau Cymraeg aelodau eraill y tîm. Fodd bynnag, mae pob swydd wag yn cael ei hysbysebu fel Cymraeg dymunol fel gofyniad sylfaenol.**

Nodwyd, o ddadansoddi'r data a gofnodwyd, bod y cwestiwn sy'n cael ei ofyn ar Ffurflen Asesu'r Iaith Gymraeg '**Dim Gofyniad Iaith Gymraeg**' naill ai ddim yn cael ei ateb yn gywir neu wedi'i gofnodi'r gywir. Mae hwn yn faes y byddwn yn anelu at wella ac at egluro canllawiau wrth i ni weithio gyda rheolwyr recriwtio a Gwasanaethau i Bobl yn ystod y 9 mis nesaf.

Mae'r Asesiadau Sgiliau Iaith Gymraeg mewn perthynas â swyddi gwag/swyddi newydd yn cael eu cynnal fel sy'n ofynnol gan Safon 136, ac maent wedi eu cofnodi gan adnoddau dynol ers Hydref 2016. Wedyn, bydd yr asesiad a thystiolaeth ategol yn llunio rhan o'r achos busnes sydd ei angen i gael caniatâd i lenwi swydd wag neu greu swyddi newydd.

Yn dilyn adroddiad y llynedd mae'r broses recriwtio wedi'i chryfhau gydag Asesiad Sgiliau'r Iaith Gymraeg yn cael ei lenwi ar gyfer pob swydd wag neu newydd sy'n cael ei hysbysebu fel **Cymraeg dymunol** fel gofyniad sylfaenol. Mae'r asesiad a wneir yn penderfynu a ddylid hysbysebu unrhyw swyddi newydd neu wag fel rhai **Cymraeg hanfodol**, yn unol â rôl y swydd a'r cysylltiad â'r cyhoedd.



CABINET - 24TH JUNE 2020

SUBJECT: THE COUNCIL RESPONSE TO THE CORONAVIRUS PANDEMIC

REPORT BY: CHIEF EXECUTIVE

1. PURPOSE OF REPORT

- 1.1 To provide Cabinet with an overview of the Council's response to the coronavirus pandemic to date.
- 1.2 To provide Cabinet with an overview of the approach taken to identify, mitigate and manage strategic risks in response to Covid19.
- 1.3 To highlight the current medium level risks the Council is managing.
- 1.4 To reaffirm the policy principles of "TeamCaerphilly – Better Together" transformation plans and the key principles upon which services will be provided.

2. SUMMARY

- 2.1 The emergence of the Coronavirus across the world and more recently across the UK has posed a significant and unprecedented challenge to our way of life and the way upon which we provide services.
- 2.2 In response to the Coronavirus Pandemic and "lock-down", and over a number of days, we refocussed, repurposed and reshaped our priorities and how we work. This ensured we were best placed and equipped to respond to the immediate needs of our communities. The report presented provides an overview of the far reaching "TeamCaerphilly" response to date and sets out the next steps.
- 2.3 Our primary purpose throughout this pandemic has been to "*protect our people and place*". We have continued to provide much needed services to our people and we continue to protect our place. Our important and pivotal role as a civic leader has been brought to the forefront over recent weeks; reassuring and protecting our communities and staff.
- 2.4 Our staff have been exemplary, and we owe a debt of gratitude to so many of them. The ethos of "TeamCaerphilly – Better Together" really has been demonstrated on so many levels, each and every day. Something that we are all so very proud to be part of and privileged to serve our communities.

- 2.5 Clearly, the virus will remain with us for some time yet and the resilience of the organisation and our communities must be ensured and protected throughout and it is this primary objective we will continue to focus upon over the forthcoming months.

3. RECOMMENDATIONS

3.1 That Cabinet:

- i. Note the scale of the Council response to the Coronavirus pandemic to date.
- ii. Note the approach taken to identify, mitigate and manage strategic risks in response to Covid 19.
- iii. Note and comment upon the current medium level risks the Council is managing.
- iv. Reaffirm the policy principles of “TeamCaerphilly – Better Together” transformation plans and the key principles upon which services will be provided.
- v. Recognise that there is a “trade-off” between the need to preserve life and stop the spread of the virus and the achievement of the goals set out within the Corporate Plan.
- vi. Request a further report is presented to Cabinet, estimating the potential financial impact of the Council’s response to the pandemic.
- vii. Note that further progress reports will be presented to future Cabinet meetings.
- viii. Approve the overall approach taken by the Council in response to the Coronavirus pandemic.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 To provide a summary of the action taken by the Council in response to the Coronavirus pandemic since the lockdown restrictions were imposed by UK and Welsh governments; and to set out future steps the Council will take to prepare for the future lifting of these restrictions.

5. THE REPORT

- 5.1 The emergence of the Coronavirus across the world and more recently across the UK has posed a significant and unprecedented challenge to our way of life and the way upon which we provide services. Furthermore, the position within the Gwent (Aneurin Bevan Health Board) area emerged as the worst in Wales with infection and death rates higher than any other Health Board area. This position was a key factor in decision making both locally and regionally.

The lockdown which was announced on the 23rd March, was designed to essentially force people to remain at home, other than key workers. The main purpose of the lockdown has been very clear throughout the period from all four UK governments; articulated clearly through the message of “Stay at Home; Protect the NHS; Save lives”. The focus of the lockdown has been to delay the spread of the virus and to ensure the demand for NHS services did not exceed supply, which could result in many more deaths.

The lockdown position has been reviewed at regular three-week periods and recent reviews, has brought a divergence between Westminster Government and the devolved governments. The First Minister for Wales stated that whilst the virus infection rate had fallen, progress had

not been sufficient enough to lift the lockdown restrictions as quickly as in other parts of the UK. (with the infection “R” rate between 0.7-0.9 across Wales).

5.2 **The Council response**

Officers and Councillors have worked relentlessly to meet the needs of our communities in new ways. In a matter of days, the Council repurposed, refocussed and reshaped itself in order to respond to the immediate needs of our communities. Our primary purpose has been throughout and remains, “*to protect our people and place*”.

The Council immediately enacted its Emergency Management Plan and business continuity arrangements to deliver and co-ordinate the response, working across Council services along with our key partners, neighbouring local authorities and Welsh Government. These bodies continue to operate in a dynamic and challenging environment, adapting and responding to a range of risks to service delivery and well-being of our staff and residents.

The Council has established an internal response structure that links to a wider Gwent wide structure and directly into Welsh and central Governments. This is attached at Appendix 1.

The main element of the Council’s response is via the Emergency Leadership Team (ELT). The Chief Executive chairs this group and a Corporate Risk register, identifies specific risks relating to the Covid19 response. The key risks currently assessed as medium/high risks are attached at Appendix 2. This risk register is constantly reviewed and this overview provides the latest position at the point this Cabinet report was circulated.

The Council links with external responding organisations via the Gwent Strategic Co-ordinating Group (SCG) which sits under the Gwent Local Resilience Forum (Gwent LRF). The SCG is chaired by Gwent Police and covers their geographic area. The SCG are responsible for setting the strategic objectives and co-ordination of the multi-agency response. The Council provides a daily situation report to the SCG and these are sent daily to the Emergency Co-ordination Centre Wales (ECCW). The ECCW reports to Welsh Government who then report to COBR – the Cabinet Office briefing room.

In addition to the above, the Leader of the Council also meets with other council leaders and Welsh Government Ministers to discuss the response at regular points each week and a weekly meeting takes place between WLGA and Chief Executives with regular dialogue with WG senior civil servants.

5.3 **Activity so far**

The majority of our 500+ services continue to operate, albeit with reduced staffing levels. Staff have completely changed the way they work – either working directly on the front line; redeployed into newly introduced services or working remotely from home. New services have been introduced, such as childcare hubs for key workers, paying just under £30m to date, in grants to businesses and working with volunteers to distribute food and medicines, to highlight just a few.

The following provides further detail regarding the level of service provided in response to the pandemic based upon the overarching principle of “*protecting our people and place*”

5.4 **People**

Social Services

From a Social Services perspective, it is pleasing to say that the majority of our services have been able to remain in place. At the start of the outbreak we took a decision to close our day centres and one of our respite care facilities. This decision was taken on the basis that the

majority of people who would have been attending were on the shielding list and the fact that we needed to redeploy the staff into older people's services to cover sickness absence.

In the early days of the outbreak, the supply of Personal Protective Equipment (PPE) to both our own staff and those people employed by the independent sector was problematic for us. The position was made more complex by a change in guidance from Public Health Wales which increased the amount of PPE that needed to be used. Over the weeks and thanks to a whole range of staff the position improved greatly but it is an issue we continue to monitor on a daily basis.

Adult Services staff were initially tasked with discharging patients from the Royal Gwent Hospital and Ysbyty Ysrad Fawr in to care homes and back to their own homes. This was to assist the transition of wards into Covid 19 wards in anticipation of a significant demand for acute hospital beds.

Problems in relation to the spread of Covid 19 in care homes has received UK wide coverage. Care homes in Caerphilly county borough have not been immune from these issues with Covid related deaths reported in a number of homes. Work is ongoing with the Health Board, Public Health Wales and the Strategic Co-ordination group, to get a better understanding of the impact of the virus in care homes.

The ongoing provision of Children's Services has been complex. Social work contact with children and / or families has often had to be done over the phone or by video link and all but the most essential assessments / reviews were put on hold. In addition care proceeding in the courts were also suspended. As the position with regard to lockdown changes, we are beginning to revert back to our normal operating model.

Housing

At the time of the outbreak the authority was well on target towards bringing to a conclusion its WHQS programme in 2020 but obviously all but emergency work was stopped immediately. Welsh Government have acknowledged the issue and accepted the need to extend the deadline for the completion of WHQS, we are still waiting for formal notification of a revised date. As the restrictions have eased, we have recommenced a small number of external works where tenants have been in agreement and employees / contractors are able to social distance. Our position will continue to be reviewed as the position of government changes. A number of staff not required for WHQS were redeployed to the "Buddy Scheme", which is detailed further within the report.

All tenants, other than those living in sheltered accommodation have received reassurance calls. We began by initially targeting vulnerable tenants but have now expanded the service to all households. Of the 9489 households who have provided us with contact information, we have contacted 6,004, plus reattempts for 396 vulnerable tenants that we were unable to contact within the first round.

The outcome of the calls have included:

- Provided guidance on how to access financial support.
- Provided contact details and advice on how tenants can pay their rent. Rents team and Cashiers have called tenants back when they required additional support.
- Provided information about how to report an emergency repair and advice on the repairs service.
- Referred issues of anti-social behaviour to the relevant officer and advice to contact the Police.

- Provided information on how to make a self-referral for a food parcel and also made arrangements on their behalf.
- Provided information on how to request a free school meal (FSM)
- Advising what council facilities/service are and are not open.

In terms of financial support, below is a summary of activity;

- i. 372 residents have been assisted to claim with Universal credit.
- ii. 224 in claiming Council Tax reduction.
- iii. 215 Discretionary Housing Payment applications have been made to assist tenants with short falls in housing benefits.
- iv. 127 claims submitted for a reduction in water rates.
- v. 58 residents assisted to claim free school meals.
- vi. 38 referrals for food parcels and also 60 applications for emergency funding through the Discretionary Assistance Fund.

Probably the biggest challenge for Housing staff has been the ongoing pressure relating to homelessness services. At the beginning of April, a number of the bed and breakfast facilities we used for urgent accommodation purposes closed for business. This was quickly followed by the closure of Premier Inns and Travel lodges. A Ministry of Justice decision to release from prison early some prisoners who had served half of their sentences, caused some initial concern as we would have a clear responsibility to accommodate any prisoners without a home. However, numbers for Caerphilly CBC were very low.

In order to facilitate some emergency accommodation an agreement was reached with the Abbeyfield Society to access 4 beds in Caerphilly, ten placements were made at the Maes Manor and a further ten at a hotel in Barry, with the agreement of the Vale Of Glamorgan Council. These placements were funded via Welsh Government grants.

The focus of Welsh Government is now moving very clearly to reducing homelessness on a permanent basis and officers are currently in dialogue with Government officials to identify possible funding sources.

Childcare Hubs

Since Caerphilly's schools closed, six mainstream Childcare Hubs were set up almost immediately with Trinity Fields also established as an additional Additional Learning Needs (ALN) hub. LA staff worked through the weekend of 20-22nd March to assess and process the first 800 applications for childcare from key workers. The Hubs opened on Tuesday, 24th March with 88 children, releasing 75 key workers with 21 families being supported at Trinity Fields.

As at the 2nd June there are now 9 mainstream hubs, 1 ALN hub and 1 hub for the most vulnerable pupils.

Pupil numbers have now increased to 362 a day, with provision also being offered through school holidays, including bank holidays. The hubs are supported every day by 255 volunteer school staff as well as catering and cleaning staff, health and safety officers, educational psychologists, Caerphilly Sports, Caerphilly Music Service, Youth Service and central staff.

There has been an understandably strong emphasis on hygiene with hourly hand washing becoming a vital and integral part of the day. Children have received meals and have enjoyed these sessions immensely despite being in a different building with many different staff and children.

The Hubs have pioneered the practices that will no doubt be replicated in other schools and other educational settings as children eventually begin to return and the Council is grateful to all of the staff who have worked so hard to earn the confidence and trust of our key worker parents and vulnerable children and their families alike.

The recent announcement of the Minister of Education regarding the re-opening of schools to some pupils as of 29th June, will require careful planning and this is currently the focus of Education staff and headteachers.

Free School Meals (FSM)

Following the announcement that schools would close, the Council was faced with a huge challenge in continuing to meet the needs of over 5,500 FSM pupils within the county borough. While other Local Authorities explored the use of voucher schemes and cash payments, Caerphilly took the stance that they wished to put food directly on to the plates of our FSM pupils.

To make this happen the Council worked in partnership with several local suppliers to set up a cold storage vehicle and a packing and distribution centre at Ty Penallta. The meals being delivered to FSM pupils incorporate a box of 5 frozen meals, a loaf of bread, 2 pints of milk and a selection of desserts, a weekly fresh vegetable and fruit pack accompanied with recipe cards to encourage parents/guardians to use the ingredients to cook along with their children.

The scheme continues to grow as word has spread regarding the high-quality service provided. The team are now planning delivery routes for over 60 vehicles to over 5000 children and young people, with a rise in the FSM take-up from 70% to 91%.

The delivery of the FSM meal package would not have been possible without a true "Team Caerphilly" approach with involvement of staff from over 20 areas of the Council.

Although the scheme has been a great success, with extensive positive media coverage, there is no greater endorsement than the extensive and overwhelmingly positive feedback from our community and the customers who actually receive the service. This quote sums up the community feeling:

"Fair play CCBC. Another great delivery of meals and surprised to see the fruit. You really have taken care of things through this pandemic. Every staff member that have dropped things have been so nice and polite. Thank you again so much."

Early Years

Early Years staff are supporting more than 400 of the most vulnerable families with children, aged 0-3 years with a weekly e-mailed individual activity plan for child development and family support, followed up by a phone call appointment to check how the development is progressing and whether there are any other family needs or concerns. The parenting programmes are moving to online courses in the coming months and will be available to everyone in the county borough. Additionally, over 1000 activity packs for children aged 0-3 including a book, have been delivered to Flying Start families engaged in the programme but unable to access childcare, parenting or language groups currently. Health teams are also phoning all parents of new births discharged from hospital to establish any support needs.

The wider early years team is facilitating on average, 20 applications per day for either childcare or hub placements for children of critical workers. For those most vulnerable children a co-ordinated approach between Education and Social Services is provided, where places within Childcare Hubs is routinely offered.

Distance Learning

Schools are receiving ongoing guidance from the Education Achievement Service (EAS) on the implementation of a distance learning strategy that aims to maintain continuity of learning for pupils whilst at home. This support is in line with the Welsh Government strategy and utilises Hwb, a digital platform for teaching and learning, as the main tool for communication and professional learning. Developing practice and research is shared with schools, with the intent of improving and refining current strategies to engage pupils via remote access. Other areas within the education directorate, such as the Music Service and the Healthy Schools Team, provide additional learning opportunities for pupils. The Youth Forum has been a useful tool to gauge feedback on the effectiveness of the distance learning strategy.

The local authority is also currently implementing a Welsh Government initiative that supports 'digitally excluded' learners that do not have access to appropriate technology or sufficient broadband. This initiative will help pupils from disadvantaged backgrounds have the same learning opportunities as their peers by equipping them with laptops and broadband connections.

The Youth Service

The Youth Service has demonstrated flexibility and innovation in providing support for vulnerable young people and their families throughout the pandemic response. In conjunction with colleagues across the council, Youth workers are distributing emergency food parcels for those qualifying for free school meals and activity packs designed to motivate young people and provide informal education. They are also helping to reduce the spread of the virus by working in the community with Gwent Police advising young people, face to face, regarding appropriate behaviour.

Over one thousand young people are being supported during lockdown by the Youth Service, the majority of whom have one or more vulnerabilities. The service remains on track to meet its post-16 NEETs target, that is, below 2.5% not in employment, education or training.

The Youth Service's curriculum has been adapted for online delivery. This includes the use of technology to communicate with groups of young people on a one-to-one, support-oriented basis.

Community Response

Following the imposed lockdown, the Council wrote to over 76,620 households. The letter invited those residents who met a strict criteria (over 70 / with a health condition, are shielding/self-isolating and had no alternative support available to them from friends, family, neighbours or local community group) to get in touch to see how the council could assist.

Over 1,550 vulnerable residents responded to the letter and 590 members of council staff came forward (350 of those volunteering in their own time). Every vulnerable person was 'matched' with a member of staff and the council's 'buddy scheme' was formed. From that point forward the volunteer army have provided vital support to those vulnerable residents picking up shopping and supplies, delivering medicines and making regular telephone calls to help prevent isolation during this time.

The feedback from the vulnerable residents on the buddy scheme has been extremely positive and it is clear that this scheme has made a significant difference. Volunteering has also been a rewarding role for those supporting the vulnerable with 97.3% of those surveyed stating that they have found the scheme either a positive or extremely positive experience. This service is supplemented and supported by the ongoing Meals direct offer, which has continued to serve high quality hot meals.

In seeking to ensure sustainability into the longer term and creating a positive legacy to an unprecedented situation, the team are working with GAVO on a model which would enable community members to provide similar support to vulnerable residents moving forward.

The Registration service has re-focussed its work on registering deaths (many covid related) as marriage ceremonies and birth registrations have been suspended. The death registration service has operated remotely under some very emotional conditions, but the staff have remained extremely professional throughout. Remote registrations of births are currently re-commencing but the re-introduction of wedding ceremonies (other than for those with terminal illness) remains suspended.

Staff within the Public Protection Service have worked tirelessly and remotely to enforce social distancing legislation in business premises as well as playing a key role in developing the contact tracing model and infection control in care homes. Contact tracing remains a key Public Health function and Environmental Health Officers who are trained in epidemiology will continue to play a major role as the track, trace and protect scheme rolls out across the ABUHB arear.

Council Tax

The Council has been very mindful of the financial impact of the pandemic on our residents. Whilst it is essential that Council Tax continues to be collected to support our financial resilience, requests to defer Council Tax payments to assist residents during this difficult period have been agreed.

The Council has agreed in excess of 3,000 requests from Council Tax payers to defer the commencement of their monthly payments until June 2020 and continues to work with those experiencing financial difficulties by helping them apply for Council Tax support through the Council Tax Reduction Scheme and by agreeing affordable repayment plans wherever possible. Where rent relief has been requested from our Industrial premises tenants, these are considered favourably.

Business Support Grants

The pandemic and associated lockdown is having a severe economic impact. As part of the response to this the Welsh Government launched a number of grants which have been made available to support business. Payment of these grants has been administered by Local Authorities and Caerphilly CBC has made payments to in excess of 2,500 businesses with a total value of £30m. Indeed, the Council has made the highest percentage and value of business support grant payments across Gwent and is in the top quartile across Wales. The closing date for businesses to apply for these grants is 30th June 2020 so in recent weeks the Council has been contacting eligible businesses who have yet to apply to ensure that take-up of the available funding is maximised.

Staff in the council's Business Enterprise and Renewal Team have been providing advice and support to businesses that are not eligible for the Business Grants and have been sign-posting them to other alternative sources of funding that may be available.

5.5 Place

The Council has generally continued to provide many of its front-line services seamlessly to residents but has adjusted working practices in order to implement social distancing measures to protect its staff.

In summary:

Waste and Cleansing Service

- Waste collections services have operated normally across the 3 collection streams.

- Bulky household waste collections were re-introduced on 5th May 2020 concentrating on items of furniture.
- HWRC's were initially closed to prevent unnecessary public travel in accordance with lockdown requirements but re-opened on 26th May 2020.
- The street cleansing service initially operated on a limited basis but has now been fully re-introduced, including the removal of fly tipping.

Parks, Cemeteries and Grounds Maintenance

- Cemeteries initially closed in accordance with lockdown requirements but re-opened on 25th April. An initial restriction on funeral numbers (5 maximum) was relaxed on 25th May (to 10 maximum)
- Grass cutting operations were initially suspended (with the exception of fine turf management such as bowling greens) but have been re-introduced on a phased basis commencing with highway verge vision splays and roundabouts, sports fields and parks, OAP complexes and sheltered housing. Other areas are currently being planned on a reduced frequency basis.
- Municipal and Country Parks car parks were closed to avoid large gatherings in accordance with the initial social distancing requirements (although pedestrian access was still available) but these were re-opened on 30th May.

Highways

- Highway inspection and emergency highway works (pot holes) have continued to ensure safety of the highway network.
- Other major resurfacing works are currently being planned for the remainder of the summer.
- Design of capital schemes has continued, particularly assessment of flood damaged structures and design for repair or replacement.
- Work with transport providers (public, school, and social services transport) to ensure long term sustainability and viability post Covid-19 has been undertaken and continues.
- Regulatory tasks linked to planning and Sustainable Drainage (SAB) applications have continued to ensure that developments can commence.
- Some staff (e.g.: civil parking enforcement) have been redeployed to assist with pharmacy collections for our most vulnerable.

Land and Property

- Facilities management have risk assessed and implemented physical measures where possible in all corporate buildings to enable the safe re-opening once the lockdown is reduced/released.
- A risk assessment process for unlocking construction has been developed and each scheme has been evaluated to establish whether it can re-commence safely after an initial closure of all construction projects. Some construction schemes are now being unlocked.

Planning and Regeneration

- Delegated powers planning decisions have been taken for the least controversial developments to ensure that planning decisions are issued within statutory timescales and that development can commence. The first digital planning committee is scheduled for on the 17th June 2020 to consider a number of applications.

Sport and Leisure

- All Council leisure centres remain closed to the public and will not re--open until government announcements permit.
- Many sport and leisure staff have been redeployed in delivering free school meals across the County Borough.
- On-line training programmes and assistance continues to be provided to National

Exercise Referral Scheme clients.

Libraries

- On the 8th May, the First Minister announced that Local Authorities could begin to plan the reopening of their Libraries. Staff have since worked to develop a five-phase plan for the reintroduction of library services with an emphasis on safe working practices and limiting the need for non-essential journeys. At present the Library Management System is being upgraded to support alternative models of delivery and Risk Assessments are being finalised ahead of the planned implementation of the first of the five phases. This first phase will focus exclusively on regular book delivery to those individuals in the community who are vulnerable with the service then planning to expand its offer further over coming months.

5.6 Staffing

Since the start of this pandemic, the Authority has managed services with hundreds of staff unavailable for work at any given time due to Covid related reasons i.e. sickness, self-isolating, shielding, vulnerability due to underlying health conditions, childcare and emergency volunteering. This number peaked at 1,064 on 31st March 2020 (10.8% of the workforce) but is now down to less than 500.

Some of these employees are able to undertake work alternative to their substantive posts and, through the Council's Temporary Redeployment Policy agreed with the Trade Unions in response to the Covid 19 outbreak, staff are being temporarily redeployed across the organisation. So far, 185 employees have been formally redeployed but informal arrangements are also in place in support of the childcare hubs, free school meals, buddy scheme and foodbanks, as detailed above.

To support the communication of key information to residents, the Council's web-pages and social media channels have provided key service and public health messages. The Council has developed its own social media content and has proactively and consistently reinforced the importance of social distancing and the "Stay at Home" message. Aside from corporate communications senior officers and politicians have regularly posted content designed to inform the public and recognise the significant efforts of Team Caerphilly.

Attached at Appendix 3 are three infographic factsheets prepared by the Communications Team as a means of showing the size and scale of the response across Caerphilly in numbers.

The manner upon which staff from across all parts of the Council have responded to the challenge of the Coronavirus pandemic services has been exceptional – "stepping up" and "stepping into" whatever has been asked of them, many working in different roles and all working in very different ways.

It is also recognised that the Council's digital services team, within a matter of days, transformed the way in which the Council now operates. Since the Council's response began Digital Services have configured and distributed nearly 500 laptops and over 2700 Office 365 and Microsoft Teams Licenses enabling thousands of staff to work from home and many tasks and actions to be undertaken remotely. This significant change has been recognised and welcomed and provides one of the main pillars of the "Team Caerphilly – Better together" new operating model.

The support of the Trade Unions throughout this challenging time has been very much appreciated by both Corporate Management Team and Cabinet. The Leader and Chief Executive have held regular briefings with the Trade unions throughout and these have been supplemented with daily meetings between the Head of People Services. Their support, and constructive comments have been welcomed and embraced throughout.

5.7 Next Steps

It is clear that the virus will be with us for some time yet and the impact of ongoing social distancing requirements will change the way we operate as an organisation and how we run our lives. Over the next few months, the UK and Welsh Governments will seek to phase the release of lockdown measures and try to ensure that throughout, the rate of spread of the infection (“R” level) remains below 1. The risk of further peaks of the virus remain very much under review and the ability to “switch off” services quickly, will need to be considered throughout. As part of this “unlocking the lockdown” strategy, the Council has a number of tasks:

- Contact tracing
- Recovery and Service Planning
- Decision Making and Democratic Engagement
- The financial impact of the pandemic (upon the Council and its communities)
- Economic Resilience

Contact Tracing – the Council is playing a key role in leading on Contact Tracing across the Aneurin Bevan University Health Board (ABUHB) area, working with our partner local authorities, Health and Public Health Wales. Contact Tracing forms part of the national “Track, Trace and Protect” framework set out by WG. The purpose of the contact tracing element is to interrupt chains of transmission in the community by identifying Covid19 cases and tracing the people who may have become infected by them. Those people will then be required to self-isolate, so they are less likely to transmit it on to others.

The Council’s Head of Public Protection, Community & Leisure Services is leading the process across ABUHB area. This task is significant in that we are seeking to initially establish teams across the region with over 300 staff principally from local government. Across Gwent over 100 staff have been trained with 30 of those staff from Caerphilly county borough. These staff will be required for a number of months and will initially focus upon high risk settings, such as care homes, school hubs and supported living accommodation.

At a local level we are responsible for the interviewing of cases and follow up of contacts, supported by a case and contact information management system, and organised in local contact tracing teams. These teams consist of 12 to 17 Contact Tracers and Contact Advisors making outbound calls to positive cases and their contacts. Each local team will be supported by a clinical lead/supervisor. The service is operating from 8am to 8pm seven days a week.

Recovery and Service Planning – The Corporate Management team have been preparing recovery plans that consider how the Council can begin to re-open services as the WG begin to lift the restrictions. There are a number of factors that we are considering in developing these plans. We know from the latest medical advice that some forms of social distancing will be required for the remainder of the year at least and any service offer we provide, must ensure compliance with this requirement. Therefore, our primary aim must be to ensure the safety of the public and safety of our staff and as such a risk-based approach has been adopted to service planning, which prior to any service re-introduction, is discussed in detail with the Trade Unions and Cabinet.

In preparing these plans, officers are also mindful of the changes that we have made to our services over recent months, the different needs of our communities, as well as the different ways we have engaged with our residents. The need to minimise the number of staff at our buildings, whilst maximising the opportunities for agile working is also a key requirement in designing service re-introduction.

Furthermore, the Council's adopted "TeamCaerphilly – Better together" strategy, sets out a number of key components upon which we will re-shape our services, and these will be embedded into any service offer we will provide from hereon in:

- Digital
- Community Engagement
- Collaboration
- Resources
- Workforce Planning
- Innovation
- Culture
- Commercialisation
- Service Review

In planning for the future, detailed work is being undertaken in the following areas:

- **Schools** – following the recent announcement to re-open schools on 29th June 2020, our Education and teaching staff are making the necessary preparations to ensure the new school offer, which will initially focus upon pupil wellbeing and readiness for September term, is currently taking place.
- **Corporate Buildings** – a review of the Council's accommodation has been undertaken to ascertain the maximum number of staff we can facilitate whilst social distancing. This work will inform service managers of the required balance between office, agile and home working.
- **Town Centres** – Consideration is being given to how we can assist with the social distancing requirements through the installation of temporary measures.
- **Grounds maintenance** – the temporary suspension of grass cutting has highlighted the beauty of our flora and fauna as well as the biodiversity value of our grass verges and communal areas. As these operations return on a phased basis, consideration is being given to how our grass cutting operations can be adapted to maximise the biodiversity value and minimise the impact upon climate change.
- **Safeguarding** – consideration is being given to how we resume the full range of services that will be required and reviews undertaken accordingly. This will include looked after children placements, and the emotional and mental wellbeing of children, young people and families.
- **Decision Making and Democratic engagement** – In response to the lockdown, urgent decision making was delegated to the Chief Executive. Over this period, only 5 such decisions have been made and each was made in consultation with the Leader and Cabinet and each was posted on the Council's intranet. Regular informal Cabinet briefings have been in place throughout the period and a range of operational decisions have been made by the respective Directors, in accordance with the Council's Scheme of Delegation.
- Welsh Government introduced "The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 which allows remote meetings to take place. A separate Cabinet report details the timetable for reintroducing virtual meetings on a phased

basis. The focus of future decisions is likely to be Covid19 related, for the foreseeable future.

5.8 **One Council – a new approach**

We have been amazed by how our service offer has changed over a number of months and clearly there is a lot to learn from this experience as a whole. CMT are keen that we do not routinely return to the old norm and use this opportunity to accelerate and embed the “TeamCaerphilly – Better Together” strategy. The use of technology such as Microsoft “Teams” has changed the way in which many managers, staff and Members have engaged with each other over recent months and the feedback received suggests that we are far more productive.

We have also seen first-hand the impact of our “one Council” approach where the focus has been upon providing services that our citizens need and delivering these through a blurring of the hierarchical organisational structures that we have in place. We have also demonstrated that we can be very decisive and make a massive impact when we are all collectively working towards a shared purpose and objectives. In a matter of days, we completely reshaped and repurposed the organisation – something that would normally take years to achieve! This experience has given us the confidence to trial different approaches and solve problems as we encounter them. All of this learning can form part of a lasting legacy of transformation with needs being met in new ways.

As we move forward, we also need to be mindful that the virus will be with us for some time yet and the likelihood of further peaks remains a real risk. It is therefore likely that some residents will have to self-isolate and will continue to need our direct support and some staff too will be affected by the virus. We will need to balance the need for additional services, the re-introduction of core services and manage this potentially with less staff. As such, our ability to meet the key objectives set out in the Council’s Corporate Plan may be affected, given that our main focus must remain upon the Covid 19 corporate response for the foreseeable future. The resilience of the organisation and our communities is a key factor and one that is and will continue to be constantly reviewed.

Over the next few weeks and months, as guidance becomes available from the Governments, further reports will be presented to Cabinet.

Financial implications (upon the organisation and our communities)

Additional costs of circa £4.5m are estimated for the first quarter of the 2020/21 financial year for Caerphilly CBC as a direct consequence of Covid-19.

The key areas where additional expenditure is being incurred include Social Care, the provision of Personal Protective Equipment (PPE), Information Technology, Community Hubs for childcare provision and Free School Meals.

The £4.5m does not include an increase in applications for Council Tax support through the Council Tax Reduction Scheme. We have experienced a significant increase with 43% more new applications to date compared to the same period in the previous financial year.

Income loss is projected to be circa £3.2m for the first quarter of the 2020/21 financial year. Key areas include Leisure Centres, Tourism Venues and School Catering income.

The £3.2m estimate does not include expected shortfalls in Council Tax where collection rates will be adversely affected by the economic impact of the pandemic.

Current levels of confirmed Welsh Government grant support will only address additional costs and lost income directly attributable to Covid-19 in the short-term. Should the pandemic continue over the medium to long-term we will need to lobby for additional funding as the financial resilience of Local Authorities will come under increasing pressure. This will create

a very difficult environment for Local Government where significant real-terms reductions in funding have been experienced over an extended period.

The financial impact of Covid-19 will be closely monitored throughout the year using our established budget monitoring processes. A separate report will also be prepared for Cabinet in due course updating our Medium-Term Financial Plan.

Economic Resilience

Clearly the impact upon the lockdown and the virus as a whole has impacted our business community significantly. However, during this period we have seen a local supply chain emerge across the county borough and the region as a whole. We have seen local businesses diversify quickly to supply various items of PPE. Local procurement has already protected and created many jobs over recent weeks and we don't want to lose this opportunity to grow this cluster further.

This is not something we can achieve alone and working with the Cardiff Capital Region (CCCR) and the WG we can seek to understand the economic impact upon our town centres and local economy and how we can support them appropriately. The CCCR have recently agreed and adopted 10 priorities upon which to focus upon, in order to provide specific support to business across the region and locality in direct response to the Covid 19 pandemic.

5.9 Conclusion

The UK, Wales and our county borough are responding to the biggest challenge we have faced for some time. The flooding event we experienced earlier in the year, was significant and had a detrimental impact upon many in our communities, but we responded positively and promptly.

Our latest challenge has been taken to another level. We have continued to provide much needed services to our people and we continue to protect our place. Our role as a civic leader has been brought to the forefront over recent weeks; reassuring and protecting our communities.

Our staff have been exemplary, and we owe a debt of gratitude to so many of them. The ethos of "TeamCaerphilly – Better Together" really has been demonstrated on so many levels, each and every day. Something that we are all so very proud to be part of and privileged to serve our communities.

6. EQUALITIES IMPLICATIONS

- 6.1 An Equality impact assessment has not been carried out in connection with the recommendations set out in this report as the contents and actions do not require a policy or service changes, resulting in no reasonably foreseeable differential impacts.

7. FINANCIAL IMPLICATIONS

- 7.1 The financial implications of the Council responding to the Covid19 pandemic are considered in paragraph 5.8 -Financial implications (upon the organisation and our communities) of this report.

8. PERSONNEL IMPLICATIONS

- 8.1 The personnel implications have been discussed throughout the report.

9. CONSULTATIONS

9.1 The comments of all consultees are included within the body of the report.

10. STATUTORY POWER

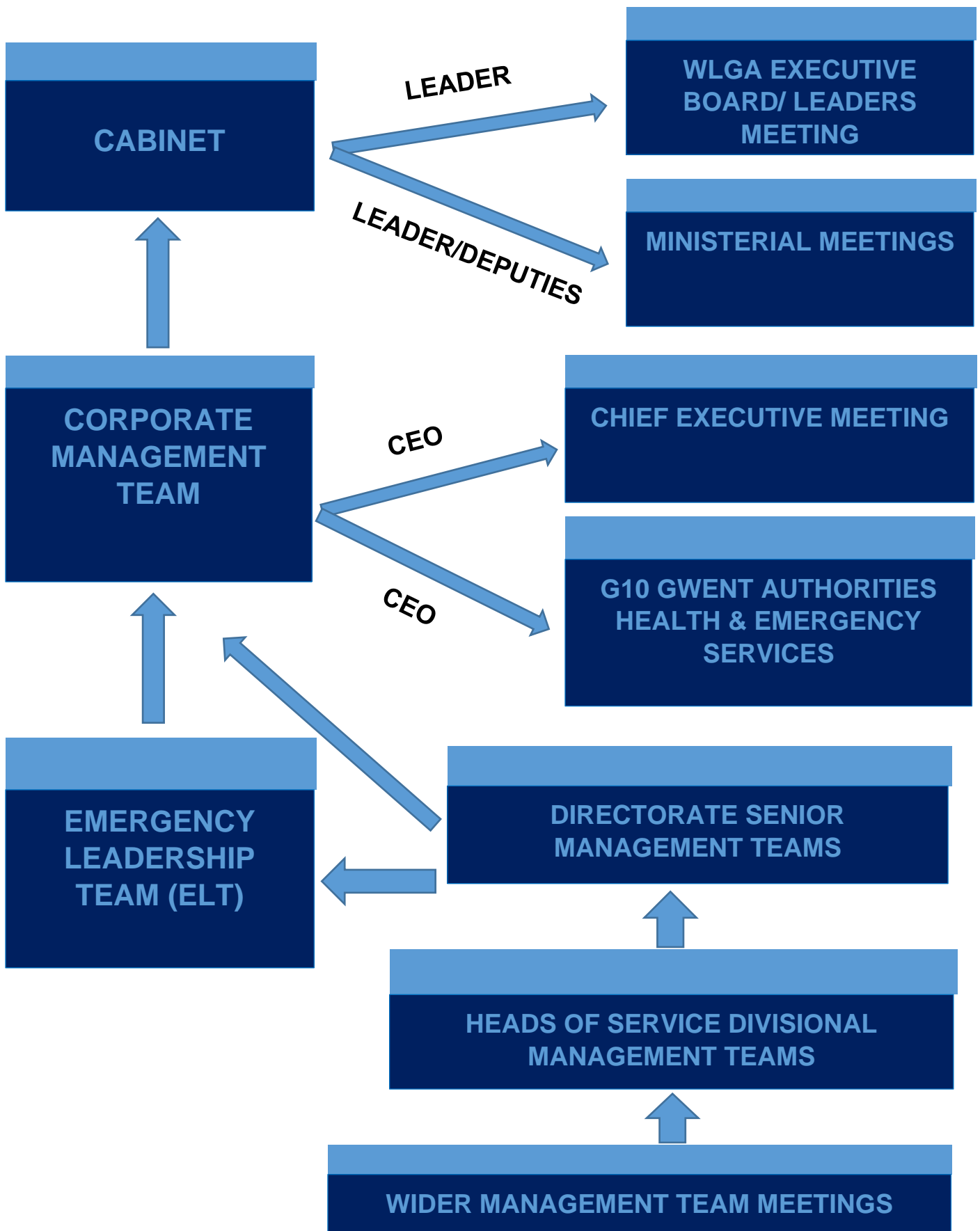
10.1 Various emergency COVID regulations passed by the Welsh Government to deal with the crisis.

Author: Christina Harray, Chief Executive- harrhc@caerphilly.gov.uk

Consultees: David Street - Corporate Director Social Services & Housing
Richard Edmunds - Corporate Director of Education and Corporate Services
Mark S Williams - Interim Corporate Director Communities
Robert Tranter - Head of Legal Services & Monitoring Officer
Lynne Donovan - Head of People Services
Stephen Harris - Interim Head of Business Improvement Services & Acting S151 Officer
Cllr P Marsden – Leader of Council
Cllr G Simmonds – Leader of Independent Party
Cllr C Mann – Leader of Plaid Cymru
Cllr T Parry – Chair, Education Scrutiny Committee
Cllr C Andrews – Vice-Chair, Education Scrutiny Committee
Cllr L Binding – Chair, Social Services Scrutiny Committee
Cllr J Bevan - Vice-Chair, Social Services Scrutiny Committee
Cllr J Pritchard – Chair, Policy and Resources Scrutiny Committee
Cllr G Kirby - Vice-Chair, Policy and Resources Scrutiny Committee
Cllr D.T. Davies - Chair, Environment and Sustainability Scrutiny Committee
Cllr A Hussey - Vice-Chair, Environment and Sustainability Scrutiny Committee
Cllr J Ridgewell – Chair, Housing and Regeneration Scrutiny Committee
Cllr C Forehead - Vice-Chair, Housing and Regeneration Scrutiny Committee

Appendices:
Appendix 1 Coronavirus Emergency Response structure
Appendix 1b Command Structure
Appendix 2 Corporate Coronavirus risk register
Appendix 3 Free School Meals Information
Appendix 3b Covid response in numbers - general
Appendix 3c Covid response in numbers – community response

CAERPHILLY CBC CORONAVIRUS EMERGENCY STRUCTURE



Appendix 1b

NATIONAL

(UK Government Cabinet Office)

UK Civil Contingencies Secretariat

Provides guidance and implements legislation at a UK Level

REGIONAL

(Welsh Government)

Wales Resilience Forum

Promotes good communication and the enhancement of emergency planning across agencies and services in Wales

Wales Resilience Partnership

Acts as a mechanism for assessing the implications for Wales of the resilience work produced through the UK Capabilities Programme

GWENT POLICE AREA

Gwent Local Resilience Forum

Provides a forum for the co-ordination of a multi-agency response to planning for, and dealing with major emergencies in Gwent

Category 1 responders who have a primary role in the establishment of a Strategic Co-ordinating Group include:

Local Authorities	All principal local authorities
Emergency Services	Police Forces British Transport Police Fire and Rescue Services Ambulance Services
Government Agencies	Natural Resources Wales
NHS Bodies	Health Bodies Any Welsh NHS Trust providing public health services

The purpose of the Strategic Co-ordinating Group is to take overall responsibility for the multi-agency management of an emergency and to establish the policy and strategic framework within which lower tier and co-ordinating groups will work.

INCIDENT PHASE AND RESPONSIBILITY

The purpose of the Strategic Co-ordinating Group (SCG) is to take overall responsibility for the multi-agency management of an emergency and to establish the policy and strategic framework within which lower tier and co-ordinating groups will work. It will prioritise the use of resources, formulate and implement a media-handling and public communications strategy and consider recovery planning.

The SCG does not exercise collective authority over individual responder agencies. Each organisation retains its own command authority and defined responsibilities and exercises command of its own operations in the normal way. The SCG has collective responsibility for decision-making and implementation, based on discussion and consensus. Agency representatives are to be of appropriate seniority and authority to make executive decisions in respect of their organisations' resources.

The SCG should have a good appreciation of the dynamic risk environment in which they operate. This includes identifying when established risks recede, when new risks emerge and when the balance between risks changes.

The police or lead agency is responsible for the initial activation of the SCG, organising the location and administrative support. All meetings of the SCG and its sub-groups are to be recorded and retained for audit purposes. All decisions should be:

- Proportionate
- Necessary
- Recorded
- Legal
- In accordance with 'good practice'

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COVID -19
CAERPHILLY SITUATION REPORT

DATE: 10/06/2020

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BRAG Rating Definitions	
Black	<p>Definition: Immediate and tangible Threat to Life, Limb or National Security – Requiring IMMEDIATE ACTION</p> <p>Options: Collaborate Immediately – normal SitRep reporting timelines do not apply</p>
Red	<p>Definition: Sector experiencing significant impacts that will not get better without significant intervention. Sector is not functioning at a practical level or at all. At the Top Level, these issues require Ministerial intervention and decisions. Threat to National Security, Property, the Economy, the Environment, provision of supplies etc.</p> <p>Options: Collaborate – must be articulated in the SitRep, normal reporting timelines do not apply.</p>
Amber	<p>Definition: Sector experiencing moderate impacts. Services reduced but functioning; or impacts are being felt but the wider consequences are not yet fully understood; or issues have been identified within the sector that could create major impacts. Action is required to mitigate the worst of the impacts or to find a resolution in the short term.</p> <p>Options: Treat, Tolerate or Collaborate – must be articulated in the SitRep</p>
Green	<p>Definition: Sector is functioning within acceptable limits. Minor impacts are being experienced but these are understood. Lower level Operations are functioning within the tolerances.</p> <p>Options: Treat, Tolerate or Collaborate – must be articulated in the SitRep</p>
Blank	<p>Please leave blank if things are business as usual, and there is nothing important to say. [Please only use green if there is an escalating situation.</p>

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Ref	Risk	BRAG Level	Date Added to Register	Description and Mitigation
50	Economic impact on businesses and town centres across CCBC		10/06/2020	The pandemic and resultant forced closure of many businesses and town centre shops has had a significant impact on the economy of the County Borough. There are a number of general work streams already in place to assist businesses. These include initiatives such as the Covid 19 retailer grant, online training, webinars, signposting to advice and guidance, survey work, rollout of free wifi, etc.
49	Return to School for all Children in the summer term		03/06/2020	<p>The Ministerial Announcement on the 03/06 has confirmed that all schools will reopen to all learners on the 29th June. A staffing audit is currently being undertaken to ascertain the level of available resources but with shielding still in place the staff population may be diminished at the outset. The potential impact of TTP to require wide scale self-isolation may also mean that schools are at risk of having to close to pupils almost overnight.</p> <p>Welsh Government have circulated draft operational guidance and draft learning guidance which have provided the context for our planning to continue. A set of underlying principles have now been developed which set the tone for the guidance that we will work through with Head Teachers as they formulate local plans. No hot catering facilities will be provided at Schools during the four weeks to the end of term with packed lunches being required. FSM learners will receive packed lunches as part of their daily deliveries. We are currently exploring the opportunity to redeploy catering staff to other aspects of the return to school effort.</p>
32	Care Home Infection Control		17/04/2020	<p>There remains uncertainty regarding data on COVID cases/outbreaks in care homes. Environmental Health Officers are supporting care homes with infection control advice. Mass testing and contact tracing for care homes has recently been introduced. This could potentially have an impact on the number of available staff within care homes as both symptomatic and asymptomatic residents and staff are tested.</p> <p>A 28 day self-isolation rule has been introduced across Care Homes which places the sector under strain with the clock restarting upon identification of a new case. This reduces a care homes ability to take in new patients and has the potential to put privately run Homes under financial strain.</p> <p>The Gwent SCG are currently developing terms for a review of Covid 19 in relation to care homes. This relates to lessons learnt, difficulties around PPE and testing and the inability to gain accurate data.</p>

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Ref	Risk	BRAG Level	Date Added to Register	Description and Mitigation
33	Homelessness		03/04/2020	We have sourced accommodation for increased numbers of homelessness despite a shortage of available accommodation, but this is a difficult area to predict so this could change at short notice. In addition to continuing to look for new temporary accommodation we are also considering 'move on' opportunities to release existing units of temporary accommodation and closely monitoring the situation including the release of prisoners. £20m additional funding has been provided by WG with bids required to access the funding by end of June 2020
43	Managing Public and Member Expectations and Priorities		20/04/2020	It will be important that the Council and other Local Authorities align their plans for lockdown being released. This will increase the likelihood of services being brought back online in a manner that can be managed sensibly and will also place an undue pressure on critical support services such as transport, catering, cleaning and availability of PPE. Key communication risk here as public and members will need to be informed of plans and any caveats.
44	New Approach to Service Delivery		20/04/2020	Work underway to identify a new operating model for the organisation. Some of the work currently on hold will become an immediate pressure, some work will from this point forward be delivered differently and some work that has been ceased may remain switched off. Alternatively, there may be new elements of service not seen before that may be introduced This needs to be carefully thought through and well planned.
46	EHO role in contact tracing of Covid-19 cases		21/04/2020	WG and PHW have now decided that EHO's have the key skills and training to undertake contact tracing as part of an overall outbreak control strategy. While skills and capabilities are not an issue, there may be resource deficiency in terms of numbers of EHO's. Clarity of required level of tracing is being sought and is being discussed at Directors of Public Protection Wales (DPPW) level with WG, WLGA and Chartered Institute of Environmental Health in order to quantify numbers of EHO's required and available pool across Wales. This clarity should materialise over the coming days.
23	Cyber Attacks on Caerphilly IT Infrastructure		01/04/2020	SIRO issued an advice note to CMT w/c 13/04 outlining the continued attacks on our IT Infrastructure as well as highlighting the growing importance of good cyber security practices being in place while people are working remotely. An E-Learning package has been developed to help raise awareness and the Council has the option of carrying out a 'fake phishing' exercise to quantify the level of awareness. Further correspondence received from National Cyber Security Centre indicate that the threat will increase the longer staff continue to work from home.

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Ref	Risk	BRAG Level	Date Added to Register	Description and Mitigation
48	Maintaining Financial Sustainability over the medium to long-term		18/05/2020	<p>Should the pandemic continue over the medium to long-term the Council's financial resilience will come under increasing pressure. Current levels of Welsh Government grant support will only address additional costs and lost income directly attributable to Covid-19 in the short-term. The funding cannot be guaranteed over the medium to long-term and it will therefore be necessary to assess the financial impact for both the 2020/21 financial year and beyond. Our established budget monitoring arrangements will look at the impact of COVID-19 on the 2020/21 budget including the potential for some of the planned in-year savings not being fully realised. The Medium-Term Financial Plan will be reviewed in light of the pandemic and a report will be presented to Cabinet in due course.</p> <p>This risk also includes the former risks (4) Income Loss and (3) Cashflow.</p>
47	Community contact tracing and testing		28/04/2020	<p>On 13th May 2020 Welsh Government issued a Test, Trace and Protect Strategy Local Authorities and Health Boards are asked to work together to deliver contact tracing services in their regions. The Gwent SCG has established a Contact Tracing sub-group which has prepared a draft Operational Plan. Over 100 staff in Gwent have received contact tracing training. Approximately 30 Caerphilly CBC staff have been redeployed to the initial phase. National contact tracing began 1st June 2020 and in Gwent using existing and redeployed staff from the 5 local authorities and the Health Board. Estimates vary, but a workforce of approximately 320 staff might be required in Gwent to undertake contact tracing. Welsh Government have stated that necessary costs will be met, but further detail is still awaited. Decisions need to be made imminently about the nature and recruitment of this longer term workforce and clarity and confirmation of funding is now required. A letter has been received from Welsh Government with a workforce modelling tool and a request for cost estimates to be submitted by 15th June. The national contact tracing CRM is due to go live this afternoon and CCBC Contact Tracers and Advisors have successfully logged into the system in readiness.</p>
1	Testing		18/03/2020	<p>Issues with the timeliness and accuracy of test results have improved greatly, however, there are occasional delays and results are no longer notified to the employer.</p> <p>We are liaising with ABUHB regarding antibody testing for child care hub staff during the week commencing 15th June 2020</p>

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Ref	Risk	BRAG Level	Date Added to Register	Description and Mitigation
5	Childcare Hub Staffing Levels		26/03/2020	<p>Sufficient capacity exists currently but this could be change with the two additional hubs due to go live on the 20th April; a spike in sickness absence among staff supporting the hubs or any WG mandated changes to the access criteria for the Hubs or extended hours of provision</p> <p>The announcement on schools reopening may apply further pressure to staff childcare hubs as the 29th June moves closer.</p>
2	PPE Availability and Provision		13/03/2020	PPE stock levels for social care staff have improved as larger deliveries have been received and there is now some confidence in the re-supply schedules. However, stock levels may come under pressure as services are reintroduced.
18	Excessive Green Garden Waste Collection		27/03/2020	Problems coping with garden waste quantities have been mitigated by a 4 bag limit introduced week commencing 20 th April 2020 combined with change to longer, summer working hours.
24	Impact of NHS Shielding Letter		02/04/2020	As WG redelivers the 13,000 letters that were sent to incorrect postal addresses it is conceivable that the Council will receive additional enquiries from the public. Levels of traffic considered manageable at present.
42	Building Repatriation		20/04/2020	<p>There is a need to carefully plan the repatriation of Council buildings in terms of infection control as well as ensuring that those services transformed through agile working are able to maintain newly established working practices. Protocol developed by Head of Property for reducing infection risk through physical contact in ty Penallta developed and currently being trialled – the approach may work in other council buildings.</p> <p>C19 Office Working Guidance for Managers and Staff has been developed and shared with our Trade Union partners. Heads of Service will be asked to assess their staffing requirements and approaches to building use using the Guidance.</p>
45	Bringing Construction Work back online safely		20/04/2020	Work is currently underway to consider the possibility of bringing certain construction works back online. MSW Team is exploring the different categories of construction work and developing an approach for each.
29	Risk Assessments in place for all front line services and interfaces with the public		25/03/2020	CX asking for assurances that risk assessments and, where possible, safe ways of working guidance are in place for services that are currently being delivered. Heads of Service tasked with completing relevant documentation with their service managers and updating relevant Director accordingly.
17	Requirement to Close accounts in accordance		27/03/2020	Initially, it looked likely that CIPFA and our Regulators would support a simplified version of our accounts for closure. The Regulators have refused the simplified accounts

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Ref	Risk	BRAG Level	Date Added to Register	Description and Mitigation
	with previously agreed timescales			insisting instead that full accounts closure is followed again this year. Pressure is now being applied to relax the deadlines for account closure but no decision has been made as yet.
25	Impact of COVID-19 Legislation		02/04/2020	A number of legislative changes have been brought about through the COVID-19 Bill and associated regulations. As these are progressed any impacts are being worked through and communicated by the Monitoring Officer. A significant positive for the Council will be the decision to relax the 'six month rule' for Councillors to attend a public meeting. This removes the requirement for the Council to hold a meeting in July and affords us greater timeframes to introduce Remote Meeting capability. Legislation in relation to remote / digital meetings came into force on 22/4/20.
30	WG Continuity of Learning Plan		08/04/2020	Minister seeking to formalise arrangements for distance learning while schools are closed as well as set the tone for a new approach to accessing learning once the new normal has been defined. Document in its current form is a touch unhelpful, somewhat contradictory and requires significant data to be gathered within tight timeframes across a set of distributed Head Teachers currently focused entirely on childcare hub provision.
9	Flexible Workforce		25/03/2020	Council currently has more staff than it requires to support the services it is currently delivering. As guidance changes and new legislation is brought in it is possible that the flexible workforce will become increasingly called upon and that in turn could result in some workforce challenges
15	Staff Absence Levels insufficient to support service delivery		25/03/2020	Following an initial spike in staff absence following the government guidance on shielding, self-isolation and childcare matters, daily absence reporting has indicated a consistent trend of staff returning to the workplace over the last week. This risk will also need to be carefully managed at the point at which the Council begins to repatriate its buildings. There will be anxiety among staff about returning too soon or into a building that doesn't have the necessary level of infection control in place. This may result in a refusal to work from a building or potentially a refusal to work full stop.
36	Access to Leisure Facilities		22/03/2020	Leisure Facilities are closed to the public but still require routine checks and maintenance work to be carried out as well as opening for waste collection crews
41	Control Room		23/03/2020	CCTV monitoring & Out Of Hours emergency number are critical to the council in emergency situations. Closer working relationship and shared system support in place between contact centre and OOH control room – this was put in place after flooding emergency in February and has therefore increased resilience during Covi-19 outbreak.
27	Trade Union Engagement and Support		25/03/2020	Head of People Services holding a teleconference with all TUs on a daily basis. TUs on record as being pleased with the continued engagement and the continued commitment

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Ref	Risk	BRAG Level	Date Added to Register	Description and Mitigation
				to work together to overcome issues that arise. Chief Education Officer in regular contact with Teaching and Head Teacher Union reps.
8	Ageing IT Infrastructure		25/03/2020	Ways of working have been transformed overnight alongside service delivery methods. Significant progress made to create an agile workforce and to support new service models as well as bringing additional capacity on stream but the Council is still reliant in some cases on ageing infrastructure.
6	Sustainability of existing Free School Meal Delivery Service		25/03/2020	Caerphilly provision differs to other LAs. Frozen meals, loaves of bread, milk and desserts are being delivered to FSM learners. Sufficient capacity exists currently but this could change if catering staff or delivery staff numbers reduce dramatically.
12	Adjustments to Safe Working practices in Refuse		25/03/2020	Trade union concerns over 2 collection operatives + driver in collection vehicle cabs were expressed in late March / early April 2020. New working practices introduced across all waste collection and cleansing services week commencing 13 th April 2020 to ensure maximum 2 staff in cab of larger vehicles with additional staff transported separately.
13	Capacity of organisation to receive and manage telephone enquiries		26/03/2020	Significant spikes in call traffic following lockdown and with the rollout of the volunteering / buddy scheme for the vulnerable. Telephone traffic has now diminished and the call centre is also able to operate remotely.
14	Reduction in Service Provision and Building Closures		26/03/2020	At the point at which the lockdown was announced the Council needed to close buildings and shut down or pause services. Initial risk related to the impact of these moves but no real adverse feedback from the community was received so risk reduced.
7	Speed of payment of Business Support Grants		27/03/2020	Significant progress made over the last week to get a sizeable number of payments out to businesses. Council is now in to the territory of having to reject some non qualifying businesses which could result in reputational damage that will need to be managed
16	Lack of sufficient availability of 'agile' IT Kit		27/03/2020	Significant levels of staff were not equipped to work remotely due in part to the use of the i-Gel dumb terminal devices used within Ty Penallta. Additional stocks of laptops were procured alongside staff being encouraged to identify all spare mobile equipment and visit IT surgeries to have necessary software installed. High levels of need emerging as Ty Penallta was being closed to the public. Heads of Service tasked with prioritising equipment requests. Requirements settling down now with a small surplus of equipment, although this may be used to equip members in readiness for remote meetings.
19	Resourcing and meeting the needs of the Council Volunteering Scheme		27/03/2020	Additional senior leadership resource added in to the response. 1350 vulnerable residents now being supported by around 500 staff prepared to operate flexibly.

OFFICIAL-SENSITIVE

Ref	Risk	BRAG Level	Date Added to Register	Description and Mitigation
				Numbers are manageable at present, although the impact of the redelivery of the NHS Shielding Letter could stretch this need further.
21	Pressure to promote Council Tax payment deferrals		27/03/2020	Political pressure locally and nationally to actively promote the opportunity for residents to defer Council Tax payments through a payment holiday. Welsh LAs aligned in opposition to this, specifically as these schemes are already in place. LA alignment continued and the Council is dealing with each request on merit.
11	Tenant Support – Business Rent Deferral		27/03/2020	All business tenants contacted in order to establish if they require a three month rent deferral to aid their cashflow at this time. Limited uptake to date and ongoing discussion with tenants is taking place. Tenants appear keen to continue paying rent at this stage.
39	Premises Licensing		01/04/2020	<p>Ways of working were transformed overnight. All Officers have worked remotely using tokens. Aside from odd visits to office to collect /distribute mail and produce badges service has continued.</p> <p>Consideration will need to be given to bringing this service back in the early days after lockdown.</p>
40	Taxi Licensing		01/04/2020	<p>Ways of working were transformed overnight. All Officers have worked remotely using tokens. Aside from odd visits to office to collect /distribute mail and produce badges service has continued.</p> <p>Ahead of shutdown licensees brought in early for renewals. Changes in procedures / processes and deviation and relaxation of existing policies. Pragmatic approach taken where possible to resolve issues. Updates provided to the taxi trade. Close monitoring of advice / guidance being issued by WG / LGA /Institute of Licensing. Contact with fellow LA's to try and find consistent approach</p>
22	Cabinet Office Guidance on Supplier Payments		01/04/2020	Supplier payment process was set up to follow the Cabinet Office guidance explicitly.
34	Coronavirus Regulations Compliance		01/04/2020	<p>New duties imposed on Public Protection staff relating to advising on and ensuring compliance with Coronavirus Regulations. Advice given to businesses via email and posters also provided. Follow up visits have been undertaken to assess compliance.</p> <p>Provision of infection control advice in care homes is latest added responsibility (see risk 32 above).</p>

OFFICIAL-SENSITIVE

Ref	Risk	BRAG Level	Date Added to Register	Description and Mitigation
35	Food Safety		01/04/2020	<p>Ensuring food safety in businesses re-purposed to provide food takeaway services. Guidance developed by FSEP. Directed by Food Standards Agency that the inspection of food businesses will be deferred for 3 months.</p> <p>This will need further review and dialogue with FSA in light of additional burden on EHOS to undertake contact tracing of covid -19 patients</p>
26	WG Guidance on Childcare Hubs		06/04/2020	WG issued guidance on Childcare Hubs which aligned extremely well with Caerphilly's own Hub Protocol. Hubs are now operating in accordance with both sets of guidance.
28	Statutory Testing / Maintenance and Essential health and safety works at Schools		06/04/2020	With non-essential construction work paused and only essential work permitted, there was some uncertainty among head teachers around whether to allow statutory testing and maintenance to continue at their schools. This uncertainty continued in respect of essential Health and Safety works at schools such as Legionella Flushing as well as the progression of 50:50 or capital improvement schemes. Following an e-mail issued to Head Teachers by Corp Dir Ed & Corp Servs on the 8 th April Heads are now clear on what is required of them – essentially, all statutory testing and survey work can continue as can statutory maintenance work.
10	Additional Pressure on foodbanks		06/04/2020	Additional pressure being placed on the existing foodbanks throughout the area. Community Regeneration staff supporting the foodbanks needed to consider alternative ways of delivering the service with partners. Moved away from a collection to a delivery model of service to avoid social unrest, keep people safe and ensure appropriate health and safety measures can be implemented.
31	School Admissions Deadlines and Appeals process		08/04/2020	Reception admissions have been completed electronically instead of the usual process of issuing letters and is now complete within statutory deadlines. Attention now turns to nursery admissions. Likely that the admissions e-mails will bring about a number of appeals which may need to be addressed remotely.
37	Registration of Deaths		08/04/2020	<p>Limited number of officers able to register deaths. Resilience implications if numbers reduced by sickness absence or self-isolation as a result. RO's required to sign paperwork to release bodies for burial or cremation. Additional administrative support provided to assist with additional workload pressures.</p> <p>Dependant on the next phase of the outbreak and lockdown period, there may be a need to provide additional admin. assistance within the Registrar service and the</p>

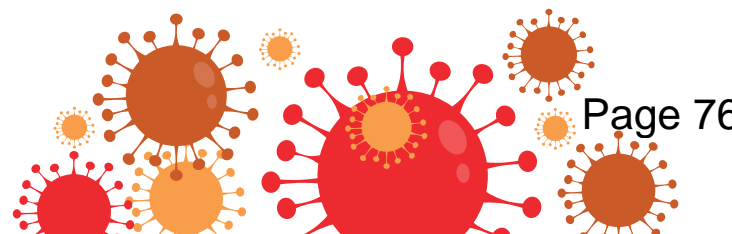
OFFICIAL-SENSITIVE

Ref	Risk	BRAG Level	Date Added to Register	Description and Mitigation
				council's redeployment protocol will then be key. Need for additional support will be kept under review.
38	Registrations of Marriages / Partnerships		08/04/2020	No weddings or civil partnership ceremonies currently taking place .Traditional seasonal flow of this work to registration service likely to be disrupted and there may be a spike later in the year. Links to risk 37 above so will need to be kept under review.

Caerphilly Council's FREE School Meals Response - In Numbers:



**TO SIGN UP FOR OUR FREE SCHOOL MEALS - PLEASE VISIT OUR WEBSITE:
[HTTPS://BIT.LY/3BNXJ3M](https://bit.ly/3BNXJ3M)**



Caerphilly Council's

Coronavirus Response - In Numbers:



4,75 Hours of
childcare in school
hubs provided a week



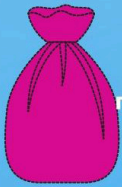
186,765
visits to the Covid-
19 website page



23,150 Free
School Meals are
delivered a week



£27.585m
Has been paid to
2,352 businesses



8,293.63
Tonnes of refuse and
recycling collected



45,500
Calls have been
answered by our
contact centre



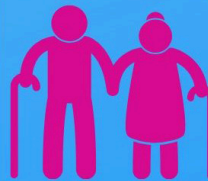
80,000
Hours of Home
Care provided



76,620
Households have
been written to



50,000
Good Neighbour
cards delivered



1,445
Vulnerable
residents supported



1,400
Volunteers
registered



284,198
engagements on
social media

Caerphilly Council's Coronavirus Community Response - In



76,620
HOMES
WRITTEN TO

TeamCaerphilly
BETTER TOGETHER

68%

SAID IT GAVE THEM
A 'GREATER SENSE
OF PRIDE IN BEING
A MEMBER OF TEAM
CAERPHELLY'



1,550
VULNERABLE
PEOPLE BEING
SUPPORTED



95%

SAID THEY'D BE KEEN
TO BE INVOLVED IN A
SIMILAR VOLUNTARY
CAPACITY IN THE
FUTURE



590
MEMBERS OF
COUNCIL STAFF
SIGNED UP AS
'BUDDIES'



7

COMMUNITY
PHARMACIES
BEING SUPPORTED
WITH EXTRA DRIVER
CAPACITY



97.3%
FOUND BEING A
'BUDDY' A
POSITIVE
EXPERIENCE



50,000

GOOD NEIGHBOUR
CARDS PRODUCED AND
DISTRIBUTED TO HELP
SUPPORT THE
AMAZING COMMUNITY
EFFORTS

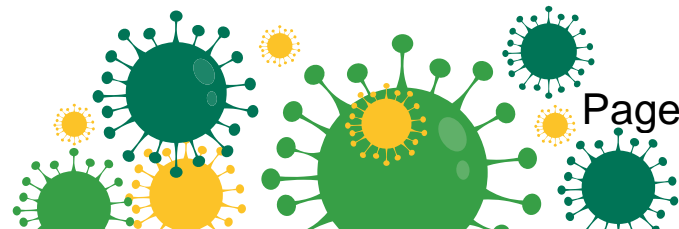


350
PEOPLE ARE
VOLUNTEERING IN
THEIR OWN TIME



400

PRESCRIPTIONS
DELIVERED
WEEKLY TO THE
VULNERABLE





CABINET - 24TH JUNE 2020

SUBJECT: COVID-19 DECISION-MAKING ARRANGEMENTS

REPORT BY: CORPORATE DIRECTOR FOR EDUCATION AND CORPORATE SERVICES

1. PURPOSE OF THE REPORT

- 1.1 This report reflects the changes that have had to be introduced to ensure decisions could continue to be made during the period of lockdown, as well as setting out the plans for a return to elected member led decision-making in accordance with the new Local Authorities (Coronavirus) (Meetings) (Wales) regulations 2020.

2. SUMMARY

- 2.1 On March 23rd 2020, UK Government introduced a period of national lockdown which restricted the free movement of the public and sought to shield and protect the vulnerable in our community.
- 2.2 With the movements of staff and elected members restricted and elected members unable to meet to make decisions, the council's constitution provides for decision-making powers to be delegated to the Chief Executive.
- 2.3 The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 were passed by Welsh Government on 22nd April 2020 and made a series of amendments to local government legislation that pave the way for a return to political decision-making for Councils across Wales.
- 2.4 This report sets out the changes that were made, explains some of the key changes to decision-making that the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 have introduced and provides a timescale for the reintroduction of the political decision-making and scrutiny committee structures.

3. RECOMMENDATIONS

- 3.1.1 Cabinet are asked to:
- (a) Note the decisions made by the Chief Executive under delegated powers
 - (b) Note the implications of the Local Authorities (Coronavirus) (Meetings) (Wales) regulations 2020 on decision-making
 - (c) Endorse the timetable and approach for the reintroduction of elected member led decision-making

- (d) Note that in the first instance the actual cost of providing members with the necessary IT equipment to participate in remote decision-making meetings will be claimed against the Welsh Government (WG) Covid grant.
- (e) Agree that if the costs are not deemed as eligible expenditure from the WG grant then they be funded from the Member Services Reserve, which currently has a balance of £202k.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 To ensure that the Council can return to elected member led decision-making and scrutiny as soon as is practically possible and in accordance with the requirements of the Local Authorities (Coronavirus) (Meetings) (Wales) regulations 2020.

5. THE REPORT

5.1 Delegated Decision-Making

As the lockdown restrictions made it impractical to convene any political decision-making meetings, decision-making powers have been temporarily transferred to the Chief Executive in accordance with Part 3 of the Constitution:

5. GENERAL DELEGATIONS OF POWERS: COUNCIL & EXECUTIVE POWERS

		POWER DELEGATED TO
(b)	Determination of any urgent matter in the purview of the Council, the Cabinet or any committee of these where it is impractical to convene a meeting of that body to consider the matter.	Chief Executive or in his/her absence any Director

During the period March 23rd to 28th May 2020, the Chief Executive has been required to take 5 urgent decisions under these delegated powers. These have been posted to the Council’s Intranet and will be reported for information to the first available meeting of full Council.

- 24/03/2020 -In consultation with the Cabinet and the Leader to set aside £602,969 underspend & secure WG income to support the multi-year Ed Tech (Hwb) programme - ref: Draft Cabinet Report 25/03/2020.
- 30/03/2020 - To authorise the Head of Public Protection, Community & Leisure Services under the Health Protection (Coronavirus Restrictions) (Wales) Regulations 2020 to sanction officers within the Division to carry out associated duties under the Regulations.
- 16/04/2020 – Following consultation with the Leader and Cabinet, to release the bond payment of £100K to Transcend and repayment of the bond through 18 monthly payments commencing January 2021.
- 07/05/2020 - In consultation with the Cabinet the WG Retail, Leisure and Hospitality Rate Relief Scheme has been formally adopted which allows for a 100% reduction in the rates payable for eligible businesses in the 2020/21 financial year.
- 01/06/2020 - In consultation with the Leader, to set up a contact tracing hub for Caerphilly to support PHW “Track, Trace, Protect” national scheme. (Detail set out in report: Gwent Contact Tracing)

5.2 Implications of Local Authorities (Coronavirus) (Meetings) (Wales) regulations 2020

The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 have introduced a number of changes to the mechanisms and regulations attached to Council decision-making functions. The WLGA issued a guidance note on the regulations for Councillors on the 23rd April, which was distributed to all members and is included at appendix 1. Some of components of the guidance are set out below:

5.2.1 **Remote attendance**

All members can remotely participate in meetings. This applies to meetings held before 1st May 2021. Audio participation is all that will be required. Members should be able to speak and be heard by each other. Despite this welcome flexibility, it is unlikely that local authority meetings will return to normal for some months and authorities will need to continue to focus on urgent business relating to COVID-19.

5.2.2 **Annual Meetings**

If a council has not held an annual meeting after the 1st March or before the 22nd April 2020 then the annual meeting can be held on any date in 2020.

5.2.3 **Other meetings**

Other meetings that would normally be required to be held at specific times in the council calendar can now be held at any time before May 1st 2021.

5.2.4 **Attendance at meetings (The “Six Month Rule”)**

The rule that disqualifies members for failing to attend a meeting in a six-month period is suspended as of April 22nd 2020. The time counted will restart from when a member would be expected to attend a meeting when the meeting cycles begin once again.

5.2.5 **Election of chairs**

If a new council or committee chair (or similar position such as vice chair, representative on an outside body) has not been elected at an annual meeting held prior to the 22nd April 2020, then the existing chair can remain in office until 1st May 2021.

5.2.6 **Summonses to meetings**

Members can now be summoned to meetings through electronic communication.

5.2.7 **Public attendance**

Due to the public health risks, public and press attendance at meetings is no longer required. However if practicable, public viewing or listening of any meetings should be arranged.

5.2.8 **Meeting papers**

A note of meeting proceedings should be published electronically within 5 days of the meeting being held. This note should include a list of attendees, declarations of interest, any decisions taken (except exempt items) and the outcomes of any votes.

5.2.9 Executive decisions

When a decision is taken by the Executive any written statements or reports relating to the decision should be published on the council website.

5.2.10 Planning

Members on planning committees can now be substituted.

5.3 The WLGA guidance also references the fact that whilst the new regulations allow greater flexibility around managing council business, council resources and staff have been refocused and reprioritised to respond to the Coronavirus pandemic, and that Members should bear in mind that meetings are only likely to be held to take decisions on urgent and business critical issues until the pandemic subsides.

5.4 The timetable that is set out in 5.6 attempts to bring decision-making back online in a sensible, practical and manageable timeframe. Two of the key considerations in delivering this timetable are the availability of the technology to support remote decision-making and the extensive training and development programme that will be required to ensure that every elected member can participate fully.

5.5 At present Customer and Digital Services are undertaking a programme of equipping all 73 elected members with the necessary IT equipment to participate in remote decision-making meetings using the Council's preferred platform, Microsoft Teams. Staff from Democratic Services have initiated training and development for elected members to familiarise them with the new technology and equip them with the necessary skills to utilise the Microsoft Teams platform. This work is being prioritised in accordance with the meetings timetable set out in 5.6 and includes further training for the Committee Chairs.

5.6 Future Decision-Making

The current decision-making meetings have been agreed and will take place on the following dates:

Committee	Date
Planning Committee	17/06/2020
Cabinet	24/06/2020
Planning Committee	01/07/2020
Cabinet	01/07/2020
Annual Meeting of Council	03/09/2020
Audit Committee	03/09/2020
Extraordinary Meeting of Council (2019/20 Financial Statements)	10/09/2020

5.7 Democratic Services are currently exploring the possibility of live-streaming committee meetings. Should this not prove possible or practical at this point, a full video and audio capture of the meetings will be uploaded to the web so that interested parties can view the meeting in full.

5.8 A minute of the meeting will be taken but the regulations also require that a notice of the meeting must be published within 5 days of the meeting stating, amongst other things, who attended the meeting, declarations and what was decided. The notice provides an additional safeguard in the virtual world.

5.9 Consideration will be given to restarting the remaining Regulatory Committees and Scrutiny Committees. In the absence of formal Scrutiny Committees being able to meet, Committee

Chairs and Vice Chairs will be consulted on draft decision reports ahead of decisions being taken by Cabinet.

- 5.10 It is possible that by September the council chamber will be available for some of the members and officers to use, subject to social distancing. This should help with the smooth running of the annual meeting and offer the potential for other meetings to operate part remotely and part in the chamber.

6. ASSUMPTIONS

- 6.1 All elected members will have the requisite IT devices and connections to be able to participate in committee meetings at the point at which those meetings take place.
- 6.2 All elected members will have the skills and capabilities to utilise the remote meeting software, Microsoft Teams.

7. LINKS TO RELEVANT COUNCIL POLICIES

- 7.1 Caerphilly County Borough Council Constitution.

8. WELL-BEING OF FUTURE GENERATIONS

- 8.1 The Well-Being of Future Generation (Wales) Act 2015 is about improving the social, economic, environmental and cultural wellbeing of Wales. It requires public bodies to think more about the long-term, working with people and communities, looking to prevent problems and take a more joined up approach. This will create a Wales that we all want to live in, now and in the future. The Act puts in place seven well-being goals:

- A prosperous Wales.
- A resilient Wales.
- A healthier Wales.
- A more equal Wales.
- A Wales of cohesive communities.
- A Wales of vibrant culture and thriving Welsh Language.
- A globally responsible Wales.

- 8.2 The Act sets out the sustainable development principle against which all public bodies in Wales should assess their decision-making. The aim of the legislation is to ensure the well-being of future generations through maximising the contribution public bodies make towards the well-being goals. In using the sustainable development principle, it is incumbent that the authority considers the whole of the population it serves and considers the effect of its actions on future generations. The principle, also known as the five ways of working is assessed below:

- **Long Term** – While the Local Authorities (Coronavirus) (Meetings) (Wales) regulations indicate Members can participate remotely in meetings up until May 2021, it is highly likely that use of remote participation technology up until that time will mean it is retained over the longer term.
- **Prevention** – The sooner the Council returns to member led decision-making the stronger the decision-making processes will become.
- **Integration** – The Council would wish to return to making strategic decisions about key policy areas as soon as is practically possible. The introduction of remote attendance

technology across the Council will enable decision-making to happen while complying with social distancing guidance.

- **Collaboration** – The Council is working in partnership to introduce this new technology with Welsh Government, other Local Authorities through the WLGA as well as key private sector technology providers.
- **Involvement** – As the technology is refined and embedded into decision-making practices, remote attendance holds the potential to not only reengage elected members into the decision-making process but also a much wider set of stakeholders and experts

9. EQUALITIES IMPLICATIONS

9.1 None

10. FINANCIAL IMPLICATIONS

10.1 It is anticipated that the cost of providing members with the necessary IT equipment to participate in remote decision-making meetings will not exceed £50k. In the first instance the actual costs incurred will be claimed against the Welsh Government (WG) Covid grant funding.

10.2 If the costs are not deemed as eligible expenditure from the WG grant then it is proposed that they be funded from the Member Services Reserve, which currently has a balance of £202k.

11. PERSONNEL IMPLICATIONS

11.1 None

12. CONSULTATIONS

12.1 This report has been sent to the Consultees listed below and all comments received are reflected in this report.

13. STATUTORY POWER

13.1 Local Authorities (Coronavirus) (Meetings) (Wales) regulations 2020.

Author: Richard (Ed) Edmunds, Corporate Director for Education and Corporate Services

Consultees: Christina Harrhy, Chief Executive
Dave Street, Corporate Director for Social Care and Housing
Mark S Williams, Interim Corporate Director for Communities
Steve Harris, Acting S151 Officer
Robert Tranter, Head of Legal Services and Monitoring Officer
Lynne Donovan, Head of People Services
Cllr Philippa Marsden, Leader of Council
Cllr Colin Gordon, Cabinet Member for Corporate Services
Cllr Colin Mann, Leader of the Plaid Cymru Group

Cllr Graham Simmonds, Leader of the Independent Group
Cllr Jamie Pritchard, Chair of Policy & Resources Scrutiny
Cllr Gez Kirby, Vice Chair of Policy & Resources Scrutiny
Cllr Lyndon Binding, Chair of Social Services Scrutiny
Cllr John Bevan, Vice Chair of Social Services Scrutiny
Cllr Teresa Parry, Chair of Education Scrutiny Committee
Cllr Carol Andrews, Vice Chair of Education Scrutiny Committee
Cllr Tudor Davies, Chair of Environment & Sustainability Scrutiny
Cllr Adrian Hussey, Vice Chair of Environment & Sustainability Scrutiny
Cllr John Ridgewell, Chair of Housing and Regeneration Scrutiny
Cllr Christine Forehead, Vice Chair of Housing and Regeneration Scrutiny

Appendices:

Appendix 1 WLGA Guidance for Councillors on Local Authorities (Coronavirus) (Meetings)
(Wales) regulations 2020.



COVID-19 Outbreak
Remote Attendance at Meetings A
Guide for Councillors

23rd April 2020

Introduction

New meeting regulations have now been Issued by the Welsh Government. The Local Authorities (Coronavirus) (Meetings) (Wales) regulations 2020 came into force on the 22nd April 2020. The regulations and a statement from the Minister can be found [here](#)

They apply to Principal Councils, Community Councils, National Park Authorities, Fire and Rescue Authorities and the Swansea Bay Port Health Authority.

Monitoring officers and Democratic Services leads will be able to provide members with more detailed information about these regulations and how these apply and are being implemented locally. Broadly however the regulations set out the following:

Remote attendance

All members can remotely participate in meetings. This applies to meetings held before 1st May 2021. Audio participation is all that will be required. Members should be able to speak and be heard by each other. Despite this welcome flexibility, it is unlikely that local authority meetings will return to normal for some months and authorities will need to continue to focus on urgent business relating to COVID-19.

AGMs

If a council has not held an AGM on or after the 1st March or before the 22nd April 2020 then the AGM can be held on any date in 2020.

Other meetings

Other meetings that would normally be required to be held at specific times in the council calendar can now be held at any time before May 1st 2021.

Attendance at meetings (The “Six Month Rule”)

The rule that disqualifies members for failing to attend a meeting in a six-month period is suspended as of April 22nd 2020. The time counted will restart from when a member would be expected to attend a meeting after the Covid impacted period.

Election of chairs

If a new council or committee chair (or similar position such as vice chair, representative on an outside body) has not been elected at an AGM held prior to the 22nd April 2020, then the existing chair can remain in office until 1st May 2021.

Summonses to meetings

Members can now be summoned to meetings through electronic communication.

Public attendance

Although it won't always be practicable, public viewing or listening of any meetings should be arranged wherever possible.

Where the public are to be invited this should happen electronically 3 clear days before the meeting is due to be held. Or, if the meeting is called at short notice, as soon as reasonably practicable.

Meeting papers

A note of meeting proceedings should be published electronically within 5 days of the meeting being held. This note should include a list of attendees, declarations of interest, any decisions taken (except exempt items) and the outcomes of any votes.

Executive decisions

When a decision is taken by the Executive or individual executive members, any written statements or reports relating to the decision should be published on the council website.

Planning

Members on planning committees can now be substituted.

Many councils have already agreed urgent delegations to leaders, cabinets, and senior officers in their constitutions, to deal with the ongoing emergency situation. Although the new regulations will allow greater flexibility around managing council business, councils' resources and staff have been refocused and reprioritised to respond to the Coronavirus pandemic. Members should therefore bear in mind that meetings are only likely to be held to take decisions on urgent and business critical issues until the pandemic subsides. Council staff, including democratic, scrutiny and committee services staff may have been redeployed to help support front-line services, so research and reports will be limited and will have to be prioritised according to business need.

Different councils will use different meeting technologies and will be able to guide members in its use. The LGA has published Information about the range of meeting software [here](#)

Meeting Styles and Preparation

During the current special circumstances, the style and tone of meetings will be very different from conventional physical meetings. There will be fewer meetings and some committees may not be convened. Those which are held, will focus on issues which are critical to the business of the council and may require swift decisions. Meetings may also be held with fewer members participating, with a political balance agreed with political groups.

These changes will require members to prepare thoroughly and focus on the outcomes required. There may not be time for extensive debate and members will need to understand information and reports thoroughly prior to the meeting. Members may find it useful to have prior discussions, remote pre-meetings or information briefings in addition to formal committee meetings. Members of quasi-judicial committees should, as always, guard against pre-determination.

Delegated decision making in some areas will mean that senior officers will need to work closely with portfolio leads and committee chairs. Streamlined and rapid scrutiny processes (not necessarily through formal committees) may need to be developed to ensure that policy development and decisions are supported with effective research and challenge, prioritising issues posing the greatest risk to the authority.

Officers will have increased or different responsibilities. Members cannot expect 'business as usual' rather, committee support will be reduced, reports will be succinct, and less formal ways will be found to provide members with information. The current period will require some adjustment to the democratic and political process and will require constructive group work, particularly where meetings need to be called at short notice and quorum requirements need to be met. Remote or virtual meetings require some patience and work much more effectively when members demonstrate respect for each other and the Chair.

Committee Chairs

Chairs will need to be prepared to work differently. Timescales will be squeezed, and chairs will need to work closely with other members and officers on work which does not require the whole committee. Chairs will also have to work with officers to help members understand the different ways of working, manage their expectations and ensure that they are provided with all the information they need.

Chairs and officers should agree and advise members of the different 'rules of debate' before each meeting. This may include:

- Muting when not contributing
- Mutual respect of all participants
- Alphabetical approach to bringing members into proceedings under the strict direction of the chair (through participants' names alphabetically – to be fair on all participants, it may be appropriate to go from A-Z for one part of the meeting and then Z-A for another part)
- Avoidance of repetition where possible
- Respecting the chair and wait in turn to be called
- Methods for voting, for example calling each name alphabetically with a response of 'for' or against

It is also important to clarify how questions from committee members can be raised during meetings, either via email beforehand or via email, text or online chat during a meeting, depending on the system being used.

Participating in meetings

Like most people at the moment, members are having to get to grips with unfamiliar technology. Training and guidance will inevitably be limited so the advice is to jump in and

give it a try and have some dry runs to build your confidence. You'll probably be teleconferencing and video conferencing and using other channels for less formal communication. You'll be supplied with guidance from your officers about how to participate and the following may also help you be fully prepared.

Phone meetings or Teleconferencing

Suggestions for participants

1. Equipment – make sure you have appropriate equipment. Speaker phones with mute functions are more effective for teleconference meetings (you may be online for over an hour – speakerphone/hands free means you can take notes, type or multi-task). If you do not have one, the council may be able to provide one (or reimburse you for a purchase-they can be purchased cheaply online). If your phone signal is poor, you may be able to use your computer to make calls over the Internet. Headphones can help you hear more clearly; headsets will also cut out background noise.
2. Meeting preparation
 - Know how to join the meeting (remember that numbers for landlines and mobiles may be different). Practice in advance to check numbers
 - Know how to adjust your settings such as microphone sensitivity and volume levels
 - Know how to announce your presence
 - Know how to mute/unmute your equipment – this is very important
 - Know how to take part in any offline chats running alongside the meeting i.e. via text, email or online chats
 - Know what to do if your equipment fails, have a phone number to hand to call in case of technical difficulties
3. Fully charge your equipment, long meetings can take a lot of battery.
4. Landline signals tend to be clearer than mobiles – and cheaper!
5. Prepare thoroughly. The chair will assume that everyone has read any reports being considered and be looking for observations and focussed debate.
6. Call in from a noiseless location where possible. Even if you can mute your equipment, while you are speaking, everyone participating in the teleconference can hear every noise that you, your children, your pets and the birds in the garden are making.
7. Make sure that you can view papers. If you are using printed copies, try not to shuffle them too much when you are unmuted. Remember that you can view papers by using two devices or splitting your screen.
8. Call from a comfortable position, as the meeting may take some time, have some water handy.

9. Call in on time. Call in a couple of minutes before the meeting starts so that the meeting can start on time. Participants will know who is joining late. Some teleconference systems include audible notifications when callers join or leave the 'meeting', this can interrupt and disrupt meetings.
10. When joining the meeting and before speaking, introduce yourself with your full name so participants and minute takers are in no doubt who is speaking.
11. Don't shout, adjust volume as necessary.
12. Turn off any noisy gadgets such as mobile phones which may be distracting to yourself or other participants.
13. Focus on the business at hand. Make sure that your contributions are necessary and helpful for securing the outcomes that the committee is seeking.
14. Don't put the call on hold to make another call as there may be unwanted sound.
15. Remember that you should be the only person able to hear any confidential and exempt items being discussed.

Suggestions for Chairs

Chairing telecon meetings can be challenging. You might consider the following:

1. Make sure that you are personally prepared as for participants above, arrange pre meets with officers and members if necessary.
2. Join the meeting early to check that everyone is present and greet them personally as they join.
3. Check at the beginning that everyone is able to participate and has no problems accessing papers, knowing what other communication channels to use for off-line discussion with, for example, other group members.
4. Hold a roll call at the start of the meeting for the benefit of officers taking minutes.
5. Remind participants that they should mute their equipment when not speaking and remind them to say their full names before speaking.
6. Provide guidance on how members should signify that they want to speak or vote.
7. Adhere to the usual requirements but consider ways of streamlining processes such as reading apologies yourself rather than having officers read them.
8. To avoid people speaking over each other or long silences, ask each member in turn for their contribution to an item. You may wish to do this alphabetically.
9. Check occasionally through the meeting that no one has been 'lost' due to technical issues.
10. Pay more attention than usual to framing the meeting with reminders of the purpose of each agenda item and summarising decisions and actions for each item and again at the end of the meeting.
11. Check at the end of each agenda item that all members are content that they have been able to contribute.

12. Be more rigorous than usual in insisting that members stay focussed on the issue under discussion and do not waste time with irrelevant contributions or agreement with previous contributions.

Video conferencing

Many members will have used 'videoconferencing' software previously on their mobile phones, tablets or laptops, most will have used apps such as FaceTime, Skype or WhatsApp. Whilst some of these may be suitable for smaller meetings, you are likely to use apps such as Microsoft Teams, Zoom or Skype for Business for larger meetings. Your council will advise you on which system is to be used.

There are additional issues to be borne in mind when participating in a video conference

1. Check that your equipment has a camera.
2. Have a test run a few days in advance of the meeting to iron out any technical issues – using this equipment and software will become more familiar and straightforward the more you use it.
3. Check that you can see the chair of the meeting.
4. Make sure that you are in the centre of the screen by positioning your device or camera appropriately and look into the camera. Aim for a head and shoulders shot similar to a passport photo.
5. Keep your device still and on a flat surface.
6. Consider your personal appearance, you'll be on show throughout the meeting.
7. Consider the background, aim for a plain wall backdrop as your bookshelves or notice board may be distracting for other meeting participants. You may have confidential or inappropriate information on the wall behind you. Is there enough light for people to see you? Is the sun or artificial lighting 'bleaching' out your face? Some applications provide you with an option to blur the background, so no detail is shown.
8. Ask family members to stay out of shot as people wandering about making coffee can be distracting.
9. Check how the chair will be calling on you to speak.
10. Check how you will signify a wish to speak.
11. Remember that meetings, if not live, may be made available to the public on websites, so it is important to conduct yourself as you would in any public meeting. Some applications make whatever is available on your computer screen visible to those participating in the meeting, this may also be seen by the public.

Suggestions for Chairs

1. Make it clear how people will participate and how you will invite people to contribute.
2. Make sure that you can be seen by all participants if this is an available function, perhaps by setting yourself up as a meeting convenor.

3. For larger meetings, you may wish to work with an officer convenor to handle some of the meeting logistics.
4. Ensure that members use any 'chat' facilities for meeting business only.
5. Evaluate the meeting at the end for suggestions on how systems can be improved in the future.

Overall, with a little trial and error remote attendance should be fairly easy with patience and respect. This may even be an opportunity to pilot approaches for the future as councils use the learning from these new ways of working to plan for more flexible arrangements.

Gadewir y dudalen hon yn wag yn fwriadol