Pecyn Dogfennau Cyhoeddus

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

Dyddiad: Dydd Mercher, 2 Mehefin 2021

Annwyl Syr/Fadam,

Bydd cyfarfod digidol o'r **Cabinet** yn cael ei gynnal trwy Microsoft Teams ar **Dydd Mercher, 9fed Mehefin, 2021** 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.

A greener place   Man gwyrddach

Correspondence may be in any language or format | Gallwch ohebu mewn unrhyw iaith neu fformat

Atgoffi'r Cynghorwyr 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 Cynghorwyr a Swyddogion.

I gymeradwyo a llofnodi'r cofnodion canlynol:-

Blaenraglen Waith y Cabinet – Nodi.

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

Eitem frys – Nid yn destun galw i mewn: -

Cylchrediad:

Cynghorwyr
 S. Cook, N. George, C.J. Gordon, S. Morgan, P.A. Marsden, L. Phipps, Mrs E. Stenner, A. Whitcombe a R. Whiting,

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.

Gadewir y dudalen hon yn wag yn fwriadol

CABINET

COFNODION Y CYFARFOD O BELL A GYNHALIWYD DROS MICROSOFT TEAMS AR DDYDD MERCHER, 21 EBRILL 2021 AM 10.30 A.M.

YN BRESENNOL:

Y Cynghorydd P. Marsden (Arweinydd) - Cadeirydd

Cynghorwyr:

S. Cook (Gofal Cymdeithasol), N. George (Gwastraff a Diogelwch y Cyhoedd), C. Gordon (Gwasanaethau Corfforaethol), S. Morgan (Economi a Menter), L. Phipps (Tai a Lleoedd), J. Ridgewell (Yr Amgylchedd ac Isadeiledd), E. Stenner (Perfformiad a Gwasanaethau i Gwsmeriaid) ac R. Whiting (Dysgu a Chyflawniad).

Ynghyd a:

C. Harrhy (Prif Weithredwr), R. Edmunds (Cyfarwyddwr Corfforaethol - Addysg a Gwasanaethau Corfforaethol) ac M.S. Williams (Cyfarwyddwr Corfforaethol - Yr Economi a'r Amgylchedd).

Hefyd yn bresennol:

K. Cole (Prif Swyddog Addysg), P. Hudson (Arweinydd Tîm Adnewyddu Menter Busnes), R. Kyte (Pennaeth Adfywio a Chynllunio), K. Peters (Rheolwr Polisi Corfforaethol), S. Richards (Pennaeth Cynllunio a Strategaeth Addysg), R. Roberts (Rheolwr Gwella Busnes), N. Rutter (Swyddog Cyfathrebu Digidol), R. Tranter (Pennaeth Gwasanaethau Cyfreithiol a'r Swyddog Monitro), M. Harris (Swyddog Cymorth Gwasanaethau Pwyllgor/Gyrrwr) a C. Evans (Swyddog Gwasanaethau Pwyllgor).

Y Cynghorwyr C. Mann a K. Etheridge

TREFNIADAU RECORDIO A PHLEIDLEISIO

Atgoffodd yr Arweinydd y rhai a oedd yn bresennol fod y cyfarfod yn cael ei ffilmio ond na fyddai'n cael ei ffrydio'n fyw, ond byddai recordiad ar gael yn dilyn y cyfarfod drwy wefan y Cyngor – Cliciwch yma i'w weld. Dywedodd y byddai penderfyniadau yn cael eu gwneud drwy Microsoft Forms.

1. **YMDDIHEURIADAU DROS ABSENOLDEB**

   Derbyniwyd ymddiheuriadau am absenoldeb oddi wrth D. Street (Cyfarwyddwr Corfforaethol - Gwasanaethau Cymdeithasol a Thai).

2. **DATGANIADAU O FUDDIANT**

   Datganodd y Cynghorydd L. Phipps fuddiant personol yn Eitem 5 ar yr Agenda – Cynllun Busnes y Gwasanaeth Cyflawni Addysg (GCA) 2021-2022 fel Cyfarwyddwr Bwrdd Cwmni a

benodwyd gan yr Awdurdod Lleol ar gyfer y GCA ac roedd yn gallu aros yn y cyfarfod a chymryd rhan lawn.

Datganodd y Cynghorydd S. Cook fuddiant personol yn <u>Eitem 5 ar yr Agenda – Cynllun Busnes y Gwasanaeth Cyflawni Addysg (GCA) 2021-2022</u> fel Cyfarwyddwr Bwrdd Cwmni a benodwyd gan yr Awdurdod Lleol ar gyfer y GCA ac roedd yn gallu aros yn y cyfarfod a chymryd rhan lawn.

Datganodd y Cynghorydd S. Cook fuddiant personol a rhagfarnol yn <u>Eitem 8 ar yr Agenda – Bwrdd Adfywio – Cynigion Prosiect</u> gan fod perthynas yn cael ei gyflogi gan Coffi Vista a gadawodd y cyfarfod yn ystod ei ystyriaeth.

Datganodd y Cynghorydd R. Whiting fuddiant personol yn <u>Eitem 5 ar yr Agenda – Cynllun Busnes y Gwasanaeth Cyflawni Addysg (GCA) 2021-2022</u> fel aelod o'r Cyd-grŵp Gweithredol a benodwyd gan yr Awdurdod Lleol ar gyfer y GCA ac roedd yn gallu aros yn y cyfarfod a chymryd rhan lawn.

3. **CABINET – 7 EBRILL 2021**

PENDERFYNWYD bod cofnodion y cyfarfod a gynhaliwyd ar 7 Ebrill 2021 wedi'u cymeradwyo a'u llofnodi fel cofnod cywir.

4. **BLAENRAGLEN WAITH Y CABINET - I'W NODI**

Darparwyd Blaenraglen Waith y Cabinet i'r Cabinet, a oedd yn manylu ar yr adroddiadau a oedd ar yr amserlen ar gyfer 21 Ebrill 2021. Atgoffwyd yr Aelodau mai dogfen weithredol yw Blaenraglen Waith y Cabinet ac felly'n gallu newid.

Yn dilyn ystyriaeth a thrafodaeth, fe'i cynigiwyd ac eiliwyd bod y Blaenraglen Waith yn cael ei nodi. Drwy ddangos dwylo cytunwyd hyn yn unfrydol.

PENDERFYNWYD y dylid nodi Blaenraglen Waith y Cabinet.

5. **CYNLLUN BUSNES Y GWASANAETH CYFLAWNI ADDYSG (GCA) 2021-2022**

Roedd yr adroddiad, a ystyriwyd gan y Pwyllgor Craffu Addysg ar 10 Mawrth 2021, yn rhoi Cynllun Busnes GCA 2021 i'r Cabinet.

Nodwyd ei bod yn ofynnol i'r GCA gyflwyno ar sail flynyddol Cynllun Busnes rhanbarthol trosfwaol blynyddol. Mae'r adroddiad hwn yn gofyn i aelodau ystyried cynnwys llawn Cynllun Busnes y GCA. Mae'r ddogfen yn cynnwys y prif flaenoriaethau y mae'r GCA yn credu y byddant yn berthnasol i ganolbwyntio arnynt yn y fersiwn nesaf o'r Cynllun Busnes rhanbarthol ar gyfer 2021-2022.

Mae'r ddogfen yn cynnwys y prif flaenoriaethau y mae'r GCA yn credu y byddant yn berthnasol i ganolbwyntio arnynt yn y fersiwn nesaf o'r Cynllun Busnes rhanbarthol ar gyfer 2021-2022. Mae'n heriol ceisio rhagweld y ffordd y bydd cymdeithas yn gweithredu o haf 2021 o ran rheoli lledaeniad coronafeirws. Mae'r blaenoriaethau yn y ddogfen yn rhagdybio y bydd y GCA yn adeiladu ar y dysgu a'r momentwm o'r misoedd diwethaf. Nodwyd y gofynnwyd i Aelodau'r pwyllgor craffu ystyried y prif gryfderau a'r meysydd i'w datblygu yng Nghaerffili, ac ystyried sut y gellir cysoni gwasanaethau ALlau â'r blaenoriaethau yn y ddogfen.

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

Cododd yr Aelodau nifer o ymholiadau ynghylch y data yn yr adroddiad ac eglurhad ar gynlluniau i gyflawni'r cynllun. Esboniodd swyddogion y bydd newid yn y broses o gasglu data i ddata meintiol a fydd yn dangos iechyd yr ysgolion ac ansawdd yr addysgu ac yn nodi arfer gorau.

Yn dilyn ystyriaeth a thrafodaeth, cynigiwyd ac eiliwyd i gymeradwyo argymhellion yr adroddiad. Trwy bleidlais electronig cytunwyd ar hyn yn unfrydol.

PENDERFYNWYD, am y rhesymau a gynhwyswyd yn adroddiad y Swyddog i wneud y canlynol:-

i) Bod y Cabinet yn sicrhau bod y Cynllun Busnes yn galluogi cymorth a her briodol i ysgolion a'i fod yn mynd i'r afael â'r meysydd i'w gwella sydd wedi'u nodi yng Nghynlluniau Strategol Addysg Cyngor Bwrdeistref Sirol Caerffili; a

ii) Bod Cynllun Busnes y GCA ar gyfer 2021-2022 yn cael ei gymeradwyo.

6. DIWEDDARIAD 6 MIS STRATEGAETH TRAWSNEWID TÎM CAERFFILI - YN WELL GYDA'N GILYDD

Roedd yr adroddiad, a ystyriwyd gan y Pwyllgor Craffu Polisi ac Adnoddau ar 6 Ebrill 2021, yn rhoi'r wybodaeth ddiweddaraf i'r Cabinet am gynnydd o dan *Strategaeth Trawsnewid Tîm Caerffili – Yn Well Gyda'n Gilydd*.

Mae'r trefniadau rheoli rhaglenni yn nodi y darperir diweddariad bob chwe mis i'r Pwyllgor Craffu ac yna'r Cabinet.

Nodwyd bod seminar aelodau wedi'i gyflwyno ar gyfer pob aelod ar 19 Ebrill 2021 i roi'r wybodaeth ddiweddaraf iddynt am gynnydd. Mae hwn yn dilyn adroddiad craffu ar gryfhau rôl aelodau a gymerwyd i'r Pwyllgor Craffu ar Bolisi ac Adnoddau ar 10 Tachwedd 2020. Caiff holl seminarau'r aelod eu cynnig ar sail bob chwe mis yn unol â'r adroddiadau diweddaru i'r Pwyllgor Craffu a'r Cabinet.

Eglurodd yr Aelod Cabinet fod Strategaeth Trawsnewid y Cyngor, sef *Tîm Caerffili – Yn Well Gyda'n Gilydd* wedi cael ei mabwysiadu gan y Cabinet ar 12 Mehefin 2019, yn dilyn ei hystyried gan y Pwyllgor Craffu Polisi ac Adnoddau ar 28 Mai 2019. Roedd yr adroddiad yn rhoi'r wybodaeth ddiweddaraf am y camau gweithredu i gyflawni'r strategaeth hyd yma. Roedd yn cynnwys crynodeb o'r cynnydd yn erbyn y camau gweithredu strategol, gan gynnwys y fframwaith llesiant a Llunio Lleoedd, a'r gyfres gyfredol o adolygiadau corfforaethol, y strategaeth fasnachol a buddsoddi, a Thrafodaeth Caerffili sy'n parhau ar fynd.

Roedd yr adroddiad yn rhoi'r wybodaeth ddiweddaraf i'r Cabinet am y capasiti ychwanegol y cytunodd y Cyngor arno ar 24 Chwefror 2021.

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

Sicrhawyd yr Aelodau y bydd cynnydd yr Adolygiadau Corfforaethol yn cael ei ddarparu i'r Cabinet a 'r Pwyllgor Craffu maes o law. Roedd yr Aelodau'n falch o weld y newidiadau'n mynd rhagddynt a'r gwaith cydweithredol sydd ar y gweill i gyflawni'r Agenda Trawsnewid.

Yn dilyn ystyriaeth a thrafodaeth, cynigiwyd ac eiliwyd i gymeradwyo argymhellion yr adroddiad. Trwy bleidlais electronig cytunwyd ar hyn yn unfrydol.

PENDERFYNWYD, am y rhesymau a gynhwyswyd yn Adroddiad y Swyddog, y dylid nodi cynnwys yr adroddiad a'r sylwadau a wnaed gan y Pwyllgor Craffu.

7. **DIWEDDARIAD CHWE MIS YR ASESIAD PERFFORMIAD CORFFORAETHOL 2020**

Cyflwynodd yr adroddiad yr Asesiad Perfformiad Corfforaethol (APC) i'r Cabinet, sy'n rhan o Fframwaith Perfformiad newydd y Cyngor yn dilyn cyflwyno Asesiadau Perfformiad y Cyfadrannau i'r Pwyllgor Craffu.

Darparodd yr APC grynodeb o wybodaeth a dadansoddiadau ar gyfer y cyfnod o 6 mis o fis Ebrill i fis Medi 2020. Mae'r APC yn rhan o weithgaredd 'Hunanasesu' cyffredinol y Cyngor, a gwahoddir aelodau i drafod, herio a chraffu ar y wybodaeth sydd o fewn yr APC.

Nodwyd, wrth i'r Cyngor ddechrau ar ei Raglen Trawsnewid uchelgeisiol, Tîm Caerffili, ochr yn ochr ag ymddangosiad deddfwriaeth newydd fel Bil Llywodraeth Leol ac Etholiadau (Cymru) 2019, fod y Cyngor wedi manteisio ar y cyfle i ailddatblygu a gwella'r Fframwaith Perfformiad.

Cymeradwywyd y Fframwaith Perfformiad newydd gan y Cabinet ym mis Chwefror 2020 a chyflwynodd yr adroddiad un o elfennau allweddol y Fframwaith, yr Asesiad Perfformiad Corfforaethol (APC). Mae'r APC yn 'hunanasesiad' o gynnydd yr Awdurdod ar draws ystod eang o fathau o wybodaeth.

O dan yr Asesiad Perfformiad Corfforaethol, mae'r Asesiadau Perfformiad y Cyfadrannau'n eistedd, sy'n ffynonellau gwybodaeth manwl gyfer pob Cyfadran. Mae gwybodaeth o'r Asesiadau Perfformiad y Cyfadrannau yn cael eu bwydo i fyny i'r APC. Mae'r APC a'r Asesiadau Perfformiad y Cyfadrannau yn gyfle i'r Cabinet a'r Pwyllgor Craffu i ofyn, pa mor dda rydym yn perfformio? a pha dystiolaeth rydym yn ei defnyddio i benderfynu ar hyn.

Fel rhan o'r Fframwaith Perfformiad, cyflwynodd yr adroddiad y CPA i'r Cabinet, a oedd ynghlwm yn Atodiad 1 Asesiad Perfformiad y Cyfadrannau Corfforaethol hyd at fis Medi 2020.

Nodwyd bod y dyddiadau y daeth yr Asesiadau Perfformiad y Cyfadrannau i law gan y Pwyllgor Craffu wedi'u nodi ym mharagraff 5.7 ac mae'r adroddiad yn rhoi adborth gan y Pwyllgorau Craffu hynny.

Diolchodd y Cabinet i'r Swyddog am yr adroddiad a chafwyd trafodaeth, lle gofynnodd yr Aelodau am eglurhad ar nifer o setiau data yn yr adroddiad a'r cynnydd o ran cyrraedd targedau, a darparodd swyddogion ymateb manwl ar eu cyfer a nodwyd bod y Cyngor yn parhau i fodloni gofynion parhaus y pandemig byd-eang a diwallu anghenion trigolion y Fwrdeistref Sirol. Bydd gwaith pellach ar y gweill i ystyried effeithiau Brexit a'r arbedion posibl y bydd eu hangen yn y dyfodol.

Yn dilyn ystyriaeth a thrafodaeth, cynigiwyd ac eiliwyd i gymeradwyo argymhellion yr adroddiad. Trwy bleidlais electronig cytunwyd ar hyn yn unfrydol.

PENDERFYNWYD, am y rhesymau a gynhwysir yn Adroddiad y Swyddog, y dylid trafod, herio a chraffu ar y ddogfen sydd ynghlwm yn Atodiad 1 yr adroddiad.

8. **BWRDD ADFYWIO - CYNIGION Y PROSIECT**

Argymhellodd yr adroddiad y dylid dyrannu hyd at £107,000 o Gronfa Datblygu'r Bwrdd Prosiect Adfywio tuag at brosiect a gymeradwywyd ac a werthuswyd yn ddiweddar ar gyfer Pont Bedwas, i'r Cabinet nodi'r dyraniad o £20,689 o Drwydded i Arloesi Cyllid tuag at ddarparu Cownter Gelato ar gyfer Coffi Vista, Caerffili ac argymhellodd y dylid dyrannu £1m arall i Gronfa Datblygu'r Bwrdd Prosiect Adfywio.

Cytunodd y Cabinet, yn ei gyfarfod ar 30 Mai 2018, y byddai Bwrdd Prosiect Adfywio yn cael ei sefydlu gyda chynrychiolaeth wleidyddol drawsbleidiol o Gynghorwyr ynghyd â swyddogion allweddol. Cefnogir y grŵp hwn gan Banel Asesu Adfywio sy'n cynnwys swyddogion o

amrywiaeth o feysydd gwasanaeth. Dyrannwyd swm cychwynnol o £300,000 i'r Bwrdd Prosiect.

Mae'r Panel Asesu Adfywio wedi cyfarfod droeon i ystyried y rhestr flaenoriaeth o brosiectau cyfalaf, sydd wedi'u nodi gan y Bwrdd i symud i'r Cam Asesu. Yn dilyn Cymeradwyaethau dilynol gan y Cabinet, ers mis Chwefror 2019 mae nifer o brosiectau wedi'u cymeradwyo gyda chymorth ariannol wedi'i ddarparu (lle bo angen) o Gronfeydd Datblygu'r Bwrdd Prosiect Adfywio.

Nodwyd bod y Cabinet, yn ystod mis Ionawr 2019, wedi penderfynu rhyddhau £1.2m o gronfeydd wrth gefn ar gyfer prosiectau a flaenoriaethwyd gan y Bwrdd Adfywio, gan ddod â chyfanswm dyraniad cyllideb y Gronfa Ddatblygu i £1.5m. Hyd yma, dyrannwyd £1,392,200 tuag at gynlluniau adfywio cyfalaf wedi'u blaenoriaethu, ar draws y Fwrdeistref Sirol.

Ym mis Rhagfyr 2020 penderfynodd y Cabinet ddyrannu £50,000 o arian had i'r Bwrdd Adfywio ar gyfer 2020/21 i ddatblygu cysyniadau a syniadau o dan y Fenter Trwydded i Arloesi.

Roedd yr adroddiad yn gofyn am gymeradwyaeth y Cabinet i ddyrannu £107,000 o Gronfeydd Datblygu Adfywio tuag at Bont Bedwas; ac i'r Cabinet nodi'r Drwydded £20,689 i Arloesi Cyllid ar gyfer Cownter Gelato ar gyfer Coffi Vista, Caerffili. Byddai'r cais yn gadael Cronfa Datblygu Adfywio weithredol o £800 a £29,311 Trwydded i Gyllid Arloesi.

Gofynnwyd i'r Cabinet hefyd ystyried dyraniad pellach o £1m i'r Gronfa Datblygu'r Bwrdd Prosiect Adfywio.

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

Roedd yr Aelodau'n falch o nodi'r cynlluniau yn yr adroddiad ac yn awyddus i gael y wybodaeth ddiweddaraf am gynnydd.

Yn dilyn ystyriaeth a thrafodaeth, cynigiwyd ac eiliwyd i gymeradwyo argymhellion yr adroddiad. Trwy bleidlais electronig cytunwyd ar hyn yn unfrydol.

> PENDERFYNWYD, am y rhesymau a gynhwyswyd yn adroddiad y Swyddog i wneud y canlynol:-
>
> i) Cytuno i ddyrannu £107,000 o'r Gronfa Datblygu Weddilliol y Bwrdd Prosiect Adfywio i'r cynllun gwella priffyrdd â blaenoriaeth, fel y'i cymeradwywyd gan y Bwrdd Prosiect Adfywio.
>
> ii) Nodi bod £20,689 o Ariannu Caniatâd i Arloesi wedi'i ddyrannu ar gyfer Cownter Gelato ar gyfer Coffi Vista, Caerffili, fel y'i cymeradwywyd gan y Bwrdd Prosiect Adfywio.
>
> iii) Cytunir ar ddyraniad pellach o £1m i Gronfa Datblygu'r Bwrdd Prosiect Adfywio, wedi'i ariannu o Gronfeydd Cyfalaf a Glustnodwyd y Gwasanaethau Corfforaethol.

9.   AILAGOR FFORDD GOEDWIG CWMCARN

Mae'r adroddiad yn gofyn am gytundeb y Cabinet ar gyfer trefniant cydweithredol arfaethedig gyda Cyfoeth Naturiol Cymru ar ran y Cyngor i reoli gweithrediad Ffordd Goedwig Cwmcarn fel atyniad i ymwelwyr am gyfnod prawf o 2 flynedd.

Nodwyd bod y Ffordd Goedwig yn eiddo i Cyfoeth Naturiol Cymru (CNC) ac yn cael ei rheoli ganddi ac mae wedi bod ar gau ers 2015 i ganiatáu torri tua 150,000 o goed oherwydd y clefyd Phytophthora Ramorum.

Yn dilyn rhaglen fuddsoddi i roi wyneb newydd ar y Ffordd Goedwig ac adfer a gwella'r cyfleusterau hamdden, mae Cyfoeth Naturiol Cymru yn awyddus i ailagor y Ffordd Goedwig yn ystod gwanwyn eleni ac maent yn ceisio gweithio mewn partneriaeth â'r Cyngor i sicrhau bod gweithrediad ariannol cynaliadwy yn cael ei sefydlu drwy gytundeb cydweithredol.

Gofynnir i'r Cyngor ymgymryd â rheolaeth weithredol y Ffordd Goedwig yng Nghoedwig Cwmcarn.

Nodwyd bod y strategaeth fasnachol a buddsoddi a fabwysiadwyd gan y Cabinet ar 9 Rhagfyr wedi nodi ymrwymiad i weithio mewn partneriaeth â sefydliadau sy'n rhannu ein gwerthoedd, mae gweithio gyda CNC yn arwydd da o'r ymrwymiad hwn. Mae'r strategaeth yn gosod y sylfeini ar gyfer gweithio mewn gwahanol ffyrdd, gan rymuso staff i roi cynnig ar bethau newydd yn ogystal â hanfodion masnacheiddio megis cynllunio busnes. Mae'r cynnig yn rhan o'r cyd-destun strategol sy'n cefnogi holl brif amcanion y strategaeth fasnachol a'r strategaeth trawsnewid ehangach, gan sicrhau ein bod yn mabwysiadu ethos calon gymdeithasol a meddwl masnachol'.

Croesawodd yr Arweinydd y Cynghorydd K. Etheridge i'r cyfarfod, a geisiodd eglurhad ar nifer o bwyntiau, gan gynnwys consesiynau ar gyfer partïon addysg ac ymwelwyr sy'n agored i niwed, a yw'r cynllun cydweithredu wedi'i roi ar waith a chonsesiynau i ddefnyddwyr rheolaidd. Esboniodd swyddogion fod trafodaethau ar y gweill gyda CNC, perchnogion y safle, mewn perthynas â chonsesiynau a'r posibilrwydd o docynnau tymor ar gyfer y safle. Mae'r cynllun cydweithredu yn cael ei ddatblygu ar hyn o bryd rhwng CNC a Chyngor Bwrdeistref Sirol Caerffili. Penodwyd Swyddog Ymgynghori gan CNC sydd wedi darparu gwaith eithriadol yn ystod y broses ymgynghori.

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

Trafododd yr Aelodau rai o'r materion lleol a rhoi mwy o eglurder ynghylch ailagor y safle. Yn ogystal, gofynnwyd am gadarnhad ynghylch cynnwys Aelodau mewn materion lleol, gan gyfeirio'n benodol at Etholiadau'r Senedd, a rhoddodd y Prif Weithredwr eglurder am hyn yn ei rôl fel y Swyddog Canlyniadau.

Yn dilyn ystyriaeth a thrafodaeth, cynigiwyd ac eiliwyd i gymeradwyo argymhellion yr adroddiad. Trwy bleidlais electronig cytunwyd ar hyn yn unfrydol.

PENDERFYNWYD, am y rhesymau a gynhwyswyd yn adroddiad y Swyddog i wneud y canlynol:-

i)   Cytuno bod Swyddogion yn cytuno ar gytundeb cydweithredol ar ran y Cyngor gyda Cyfoeth Naturiol Cymru i gefnogi ailagor y Ffordd Goedwig yn 2021 er mwyn sicrhau bod yr atyniad yn cael ei weithredu'n ariannol gynaliadwy.

ii)   Cytuno ar y pris mynediad a argymhellir, o £8 y car, £11 ar gyfer bysiau mini a £25 ar gyfer coetsis i gynnwys ffioedd parcio ar feysydd parcio a weithredir gan y Cyngor yng Nghwmcarn fel rhan o'r ffi mynediad.

Daeth y cyfarfod i ben am 12:27pm

Wedi'i gymeradwyo a'i llofnodi fel cofnod cywir yn amodol ar unrhyw gywiriadau a wnaed yn y cyfarfod a gynhelir ar 9 Mehefin 2021.

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CADEIRYDD

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CABINET ARBENNIG

COFNODION Y CYFARFOD O BELL A GYNHALIWYD TRWY MICROSOFT TEAMS
AR DDYDD MERCHER, 19 MAI 2021 AM 10.30 A.M.

PRESENNOL:

Cynghorydd P. Marsden (Arweinydd) - Cadeirydd

Cynghorwyr:

N. George (Gwastraff, Diogelu'r Cyhoedd a Strydoedd), C. Gordon (Gwasanaethau Corfforaethol), S. Morgan (Economi, Menter ac Isadeiledd), L. Phipps (Tai), E. Stenner (Gwasanaethau Cwsmer, Perfformiad ac Eiddo), R. Whiting (Dysgu a Hamdden) ac A. Whitcombe (Cynaliadwyedd, Cynllunio a'r Fflyd).

Ynghyd â:

C. Harrhy (Prif Weithredwr), R. Edmunds (Cyfarwyddwr Corfforaethol – Addysg a Gwasanaethau Corfforaethol), D. Street (Cyfarwyddwr Corfforaethol Gwasanaethau Cymdeithasol) ac M.S. Williams (Cyfarwyddwr Corfforaethol – Economi ac Amgylchedd).

Hefyd yn Bresennol:

A. Dallimore (Rheolwr Gwasanaethau Adfywio), R. Kyte (Pennaeth Adfywio a Chynllunio), M. Lloyd (Pennaeth Isadeiledd), S. Harris (Pennaeth Cyllid Corfforaethol a Swyddog Adran 151), E. Sullivan (Swyddog Gwasanaethau Uwch Bwyllgor) ac M. Harris (Swyddog Cynorthwyol Gwasanaethau Pwyllgor/Gyrrwr).

TREFNIADAU COFNODI A PHLEIDLEISIO

Atgoffodd yr Arweinydd y rhai a oedd yn bresennol bod y cyfarfod yn cael ei ffilmio ond na fyddai'n cael ei ffrydio'n fyw, ond byddai recordiad ar gael yn dilyn y cyfarfod trwy wefan y Cyngor - Cliciwch yma i'w wylio. Dywedodd y byddai penderfyniadau'n cael eu gwneud trwy Microsoft Forms.

1. **YMDDIHEURIADAU AM ABSENOLDEB**

    Derbyniwyd ymddiheuriadau am absenoldeb gan y Cynghorydd S. Cook (Aelod Cabinet dros Ofal Cymdeithasol) ac R. Tranter (Pennaeth Gwasanaethau Cyfreithiol a Monitro)

2. **DATGANIADAU BUDD**

    Ni chafwyd unrhyw ddatganiadau budd ar ddechrau nac yn ystod y cyfarfod.

3. **BLAENRAGLEN WAITH Y CABINET – NODI**

Darparwyd Blaenraglen Waith i'r Cabinet, a oedd yn manylu ar yr adroddiadau a drefnwyd ar gyfer 19 Mai 2021 i 23 Mehefin 2021. Atgoffwyd yr aelodau bod Blaenraglen Waith y Cabinet yn ddogfen waith ac felly'n destun newid.

Yn dilyn ystyriaeth a thrafodaeth, cynigiwyd ac eiliwyd bod y Blaenraglen Waith yn cael ei nodi. Cytunwyd yn unfrydol trwy godi dwylo.

PENDERFYNWYD nodi Blaenraglen Waith y Cabinet.

4. **ARIANNU LLYWODRAETH Y DU AR GYFER ECONOMÏAU LLEOL A RHANBARTHOL - Y GRONFA CODI'R GWASTAD, CRONFA FFYNIANT GYFFREDIN Y DEYRNAS UNEDIG A CHRONFA ADFYWIO CYMUNEDOL Y DEYRNAS UNEDIG.**

Rhoddodd yr adroddiad ddiweddariad i'r Cabinet ar gyhoeddiadau diweddar Llywodraeth y DU ynghylch nifer o raglenni ariannu a chyllido newydd ar gyfer economïau lleol a rhanbarthol ac amlinellodd y cyfleoedd a'r cyfyngiadau i'r Cyngor a gyflwynir gan raglenni a mentrau cyllido newydd y DU gan gynnwys meini prawf cymhwysedd, dyraniadau cyllid ac amserlenni datblygu.

Roedd yr adroddiad yn cynnig rhestr gychwynnol o brosiectau'r Cyngor a oedd yn gymwys i'w cyflwyno i'r rhaglenni cyllido newydd ac yn ceisio cymeradwyaeth i ddechrau'r gwaith datblygu angenrheidiol cyn gwneud cais. Amlygodd yr adroddiad hefyd yr effaith y bydd y rhaglenni yn ei chael ar y Cyngor wrth weinyddu'r rhaglenni newydd.

Nododd y Cabinet fod Llywodraeth y DU wedi cyhoeddi manylion yn ddiweddar ynghylch sawl rhaglen ariannu a chyllido newydd ar gyfer economïau lleol a rhanbarthol, y bwriedir iddynt fod yn "rhaglenni i gymryd lle" Cronfeydd yr UE, sef: Y Gronfa Codi'r Gwastad, Cronfa Adfywio Cymunedol y DU a Chronfa Ffyniant Gyffredin y DU.

Cafodd yr aelodau drosolwg o bob un o raglenni cyllido newydd y DU a'u cyfleoedd cyllido i'r Cyngor yn y dyfodol. Bydd symud tuag at y trefniant cyllido domestig hwn yn allweddol i wytnwch economaidd a ffyniant Bwrdeistref Sirol Caerffili yn y dyfodol ond bydd ganddo oblygiadau adnoddau i'r Cyngor a fydd yn gyfrifol am weinyddu'r rhaglenni.

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

Nododd yr aelodau yr amserlen dynn ar gyfer cyflwyno'r gwahanol gynigion a rhannwyd pryderon mewn perthynas ag adnoddau gan gynnwys capasiti Swyddogion, er mwyn gweithio ar y gwahanol geisiadau. Pwysleisiodd swyddogion yr angen i reoli disgwyliadau mewn perthynas â'r Gronfa Codi'r Gwastad gwerth £800 miliwn gan mai'r swm unigol hwn oedd y dyraniad trwy gydol y rhaglen a chyda cheisiadau yn cael eu gwahodd o bob rhan o'r wlad nid oedd yn debygol y byddai pob cais a gyflwynir yn llwyddiannus.

Trafodwyd y Gronfa Adfywio Cymunedol a thrafododd yr Aelodau effaith y ffaith bod Caerffili a Phen-y-bont ar Ogwr y tu allan i'r 100 lle â blaenoriaeth uchaf a dargedwyd a nodwyd bod lobïo helaeth wedi digwydd ar y mater hwn ac yn dal i ddigwydd gyda deialog weithredol yn digwydd rhwng yr Arweinydd ac amryw wleidyddion gan gynnwys Prif Weinidog y DU. Er bod hyn yn siomedig, rhoddwyd sicrwydd bod ffrydiau cyllido eraill ar gael o hyd, gan gynnwys Prifddinas-Ranbarth Caerdydd a rhaglen fuddsoddi Llunio Lleoedd y Cyngor ei hun. Roedd diwedd Cyllido'r UE wedi golygu newid o'r model ariannu grant i broses fwy cystadleuol a byddai ansawdd y ceisiadau yn hanfodol i lwyddiant.

Nododd yr aelodau fod cynlluniau i'w hystyried wedi'u proffilio yn ddaearyddol er mwyn alinio ag Etholaeth yr Aelod Seneddol oedd â goblygiadau i gynnig Ffordd Liniaru yr A469 a allai ofyn am ymagwedd bartneriaeth â Chyngor Merthyr Tudful. Gofynnwyd am sicrwydd bod partneriaid ym Merthyr Tudful yn gwerthfawrogi pwysigrwydd strategol y prosiect hwn i ben gogleddol y cwm a chadarnhaodd y Swyddog fod cyd-ddealltwriaeth o rôl hanfodol y ffordd hon ac y gellid ei chyflawni trwy gyflwyno cais cydlynol ar y cyd.

Yn hyn o beth, cyfeiriwyd yr Aelodau at argymhelliad 3(iii) adroddiad y Swyddog a dywedwyd wrthynt, ar ôl ystyried llinellau amser a thrafod gyda Merthyr Tudful, bod angen mwy o amser er mwyn gwneud y cais mor gadarn â phosibl ac i'r perwyl hwn cytunwyd y dylid addasu argymhelliad (iii) i adlewyrchu y byddai'r cais yn cael ei wneud yn rownd 2 yn 2022 yn hytrach na Mehefin 2021.

Sicrhawyd y Cabinet gan y swyddogion bod cyfleoedd ar gyfer ariannu cyfatebol yn cael eu harchwilio gyda'r holl bartneriaid posibl gan gynnwys y sector preifat ac na ddylid anghofio bod cyfleoedd gwych i fanteisio ar yr arian Llunio Lleoedd sydd eisoes wedi'i neilltuo i yrru prosiectau yn eu blaen.

Gofynnwyd am eglurhad ynghylch gweithrediad y Grŵp Gorchwyl a Gorffen a chadarnhawyd y byddai hwn yn weithgor dan arweiniad Swyddogion.

Roedd yr aelodau'n cydnabod yr effaith y byddai gweinyddu'r gwahanol fidiau'n ei chael ar draws holl adrannau'r Cyngor a byddai angen monitro hyn yn agos wrth symud ymlaen, a theimlwyd y byddai'r cyllid capasiti o £125,000 sydd i'w dderbyn fel rhan o'r gronfa Codi'r Gwastad yn gwbl annigonol o ran yr adnoddau sydd eu hangen.

Yn dilyn ystyriaeth a thrafodaeth, cynigiwyd ac eiliwyd y dylid cymeradwyo argymhelliad 3.1(i-iv) yn amodol ar newid argymhelliad (iii) i ddarllen cymeradwyo bod Swyddogion yn gweithio gyda'u cymheiriaid yn CBS Merthyr i lunio cais ar y cyd ar gyfer Etholaeth Merthyr a Rhymni yn rownd 2 (Mehefin 2022) o'r rhaglen. Cytunwyd yn unfrydol ar hyn trwy bleidleisio electronig.

PENDERFYNWYD am y rhesymau a nodwyd yn Adroddiad y Swyddog:-

i) Ystyrir manylion pob un o Raglenni Cyllido newydd y DU a'r cyfleoedd i'r Cronfeydd gyfrannu'n sylweddol at agendâu Llunio Lleoedd, Trawsnewid ac Adfywio y Cyngor ei hun.

ii) Cymeradwyo'r prosiect a nodir ym mharagraff 5.12 mewn perthynas â'r Gronfa Codi'r Gwastad a nodwyd trwy ymarfer Blaenoriaethu Prosiect a cheisio cymeradwyaeth i ychwanegu safle tir llwyd Rhisga at Fframwaith Llunio Lleoedd y Cyngor.

iii) Mae swyddogion yn gweithio gyda chymheiriaid yn CBS Merthyr i lunio cais ar y cyd ar gyfer etholaeth Merthyr a Rhymni yn rownd 2 (Mehefin 2022) o'r rhaglen.

iv) Nodi'r angen i glustnodi cyllid i gefnogi datblygiad prosiectau er mwyn cynyddu eu siawns o lwyddo ac i gwmpasu'r gofynion arian cyfatebol angenrheidiol.

v) Cymeradwyo creu Grŵp Gorchwyl a Gorffen, o dan fframwaith llywodraethu TîmCaerffili, i ddatblygu ymhellach y prosiectau wedi'u blaenoriaethu ar gyfer y Gronfa Codi'r Gwastad gan gynnwys yr holl waith angenrheidiol cyn cyflwyno cais, gan gynnwys ymgysylltu ag Awdurdodau Lleol cyfagos ar brosiectau cydweithredu.

vi) Cefnogi ein her ar y cyd tuag at fethodoleg blaenoriaethu Llywodraeth y DU a ddefnyddir i bennu 100 o leoedd Blaenoriaeth Cronfa Adfywio Cymunedol, i'n galluogi i ddylanwadu ar ddangosyddion Cronfa Ffyniant Gyffredin y DU arfaethedig.

vii) Cydnabyddir y bydd effaith sylweddol ar adnoddau i'r Cyngor wrth weinyddu'r Rhaglenni a'r angen i adnabod adnoddau addas i weinyddu'r rhaglenni Codi'r Gwastad, y Gronfa Adfywio Cymunedol a'r Gronfa Ffyniant Gyffredin arfaethedig.

5.   CAIS ARIANNU A469 TROEDRHIW'R-FUWCH

Gofynnodd yr adroddiad am farn y Cabinet ar ddyrannu cyllid Cyfalaf o £300,000 i ganiatáu symud ymlaen a datblygu'r dyluniad amlinellol ac amcangyfrifon cyllideb manwl ar gyfer cam nesaf cynllun gwella priffordd yr A469 Troedrhiw'r-fuwch.

Nodwyd, ar ôl cau'r A469 yn Nhroedrhiw'r-fuwch yn 2014 wedi i brif gyflenwad Dŵr Cymru fyrstio, bod dadansoddiad opsiwn ar gyfer llwybrau amgen yn awgrymu gofyniad cyllido o ryw £80,000. Cyflwynwyd adroddiad dichonoldeb i Lywodraeth Cymru a gofynnwyd am adolygiad helaeth o gyflwr presennol y ffordd cyn y byddai unrhyw ymrwymiad i ddargyfeirio ffyrdd yn cael ei ystyried. Nododd astudiaeth gychwynnol a gynhaliwyd yn 2016 y tebygolrwydd bod y methiant mecanwaith yn sylweddol a dechreuwyd monitro symudiadau ar y safle. Caniataodd grant ffyrdd cydnerth a sicrhawyd yn 2020 ar gyfer cynnal ymchwiliad safle mwy helaeth sydd wedi nodi nad yw dyfnder a maint ardal y tirlithriad mor fawr â'r hyn a nodwyd i ddechrau, er na ellir agor y ffordd yn llawn heb waith adfer sylweddol. Nodwyd atebion posibl gan gynnydd yn 2020/21 ac mae angen cyllid pellach i symud ymlaen gyda cham nesaf y datblygiad. O ystyried y materion sefydlogrwydd parhaus a chyfyngiadau mynediad un lôn draffig yn unig, mae sicrhau cyllid i ganiatáu datblygu dyluniad amlinellol o'r ateb a ffefrir yn flaenoriaeth ar gyfer 2021/22.

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

Pwysleisiodd yr Aelodau bwysigrwydd hanfodol y llwybr hwn ac roeddent yn gweld y cynnig hwn fel ffordd gadarnhaol ymlaen y byddai holl drigolion yr ardal yn ei groesawu.

Rhoddodd swyddogion sicrwydd bod y safle'n cael ei archwilio a'i fonitro'n barhaus er mwyn sicrhau nad oes pryderon diogelwch ar hyn o bryd.

Nodwyd nad oedd yr argymhelliad yn yr adroddiad wedi nodi'r ffynhonnell ariannu ar gyfer y £300,000 a chytunwyd y dylid cynnwys argymhelliad ychwanegol i gymeradwyo ei ddyraniad o'r cronfeydd wrth gefn a glustnodwyd ar gyfer Llunio Lleoedd.

Yn dilyn ystyriaeth a thrafodaeth, cynigiwyd ac eiliwyd bod yr argymhelliad yn yr adroddiad a'r argymhelliad ychwanegol uchod yn cael eu cymeradwyo. Cytunwyd yn unfrydol ar hyn trwy bleidleisio electronig.

   PENDERFYNWYD:

   1.   Gan mai dim ond tan 31 Mawrth 2021 yr oedd cyllid ffyrdd cydnerth Llywodraeth Cymru wedi'i ymestyn, cytunwyd y dylid dyrannu £300k arall i alluogi cwblhau'r dichonoldeb / dyluniad i gyrraedd yr opsiwn a ffefrir y gellir wedyn ei symud ymlaen i sefyllfa sy'n ymgorffori dylunio manwl, caffael ac adeiladu'r briffordd.

   2.   Ariannu'r £300,000 o'r cronfeydd wrth gefn a glustnodwyd ar gyfer Llunio Lleoedd.

Daeth y cyfarfod i ben am 11.14pm

Cymeradwywyd a llofnodwyd fel cofnod cywir yn amodol ar wneud unrhyw gywiriadau yn y cyfarfod a gynhelir ar 9 Mehefin 2021.

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CADEIRYDD

Gadewir y dudalen hon yn wag yn fwriadol

09/06/2021 10:30	Cynllun Gwirfoddoli ymhlith Gweithwyr	Ceisio barn y Cabinet ar Gynllun Gwirfoddoli ymhlith Gweithwyr arfaethedig. Ceisio cymeradwyaeth y Cabinet i weithredu'r Cynllun gydag adolygiad wedi'i gynnal ar ôl 12 mis, ar y defnydd o'r Cynllun a'i fuddion.	Foley, Sonya;	Y Cyng. Stenner, Eluned;
09/06/2021 10:30	Strategaeth TGCh	Ystyried y strategaeth sy'n drywydd o ran sut rydym yn bwrw ymlaen â TGCh ar draws yr Awdurdod er mwyn galluogi datblygiad Digidol	Lucas, Liz; Williams, Gwyn;	Y Cyng. Stenner, Eluned;
09/06/2021 10:30	Adroddiad Blynyddol Safonau'r Gymraeg	Rhoi gwybod i'r aelodau a cheisio eu cefnogaeth i'r cynnydd a wnaed yn ystod blwyddyn ariannol 2020-2021 yn erbyn pedwar maes penodol o waith y Gymraeg, fel sy'n ofynnol o dan y fframwaith rheoleiddio i weithredu Safonau'r Gymraeg.	Cullinane, Anwen; Peters, Kathryn;	Y Cyng. Stenner, Eluned;
09/06/2021 10:30	Buddsoddi ym Mharc Virginia/ 2il Is-ddosbarth yn Cenydd Sant ar gyfer Ysgol a Chanolfan Adnoddau Cae'r Drindod	Ceisio cymeradwyaeth i ddefnyddio Cronfeydd wrth gefn wedi'u clustnodi ar gyfer buddsoddi ym Mharc Virginia (darpariaeth Gwasanaeth Ieuenctid ac Addysg Heblaw yn yr Ysgol); ac yn Ysgol Gymunedol Cenydd Sant ar gyfer ail Is-ddosbarth ar y safle hwn ar gyfer Ysgol a Chanolfan Adnoddau Cae'r Drindod.	Southcombe, Jane;	Y Cyng. Whiting, Ross;
09/06/2021 10:30	Sefydliad Crymlyn	Ceisio cymeradwyaeth i roi rhybudd i Landlordiaid adael y safle hwn yn unol â chymal terfynu prydles ddiwedd Mehefin 2021.	Southcombe, Jane;	Y Cyng. Stenner, Eluned;
09/06/2021 10:30	Trac Athletau Oakdale	Ceisio cymeradwyaeth ar gyfer y strwythur ffioedd arfaethedig ar gyfer canolfan athletau Cyngor Bwrdeistref Sirol Caerffili.	Lougher, Jared; Williams, Mark S;	Y Cyng. Whiting, Ross;
23/06/2021 10:30	Diweddariad am Brosiect y Bwrdd Adfywio	Ceisio cymeradwyaeth ar gyfer dyrannu hyd at £107k o Gronfa Datblygu'r Bwrdd Prosiect Adfywio a nodi dyraniad Cyllid Trwydded Arloesi ar gyfer Coffi Vista, Caerffili. Ystyried dyrannu cyllid ychwanegol ar gyfer y Bwrdd Prosiect Adfywio	Kyte, Rhian;	Y Cyng. Morgan, Sean;

Dyddiad/Amser	Teitl	Disgrifiad	Swyddogion	Aelod Cabinet
23/06/2021 10:30	Asesiad o Gynaliadwyedd Ariannol 2020/21 – Cyngor Bwrdeistref Sirol Caerffili.	Cyflwyno adroddiad Archwilio Cymru ar ganfyddiadau Asesiad Cynaliadwyedd Ariannol 2020/21 ar gyfer Cyngor Bwrdeistref Sirol Caerffili. Swyddog Cyflwyno – Gareth Jones (Archwilio Cymru).	Harris, Stephen;	Y Cyng. Stenner, Eluned;
23/06/2021 10:30	Alldro Refeniw Dros Dro ar gyfer 2020/21	Rhoi manylion i'r Cabinet am yr alldro cyllideb refeniw dros dro ar gyfer blwyddyn ariannol 2020/21, cyn archwiliad allanol blynyddol y cyfrifon gan Archwilio Cymru.	Harris, Stephen R;	Y Cyng. Stenner, Eluned;
23/06/2021 10:30	Alldro Cyfalaf Dros Dro ar gyfer 2020/21	Rhoi manylion i'r Cabinet am yr alldro cyfalaf dros dro ar gyfer blwyddyn ariannol 2020/21, cyn archwiliad allanol blynyddol y cyfrifon gan Archwilio Cymru.	Harris, Stephen R;	Y Cyng. Stenner, Eluned;
23/06/2021 10:30	Darparu Llywodraethu Da – Cyngor Bwrdeistref Sirol Caerffili	Cyflwyno adroddiad Archwilio Cymru ar ganfyddiadau adolygiad Darparu Llywodraethu Da ar gyfer CBS Caerffili. Swyddog Cyflwyno – Gareth Jones (Archwilio Cymru).	Harris, Stephen R; Ed Edmunds	Y Cyng. Stenner, Eluned;
23/06/2021 10:30	Cynnig Fferm Solar	Ceisio cymeradwyaeth i ddyrannu arian i symud y prosiect yn ei flaen yn unol â'r camau nesaf y cytunwyd arnynt.	Camp, Victoria; Williams, Mark S;	Y Cyng. Morgan, Sean;
23/06/2021 10:30	Cynllun Atal ac Ymateb C-19	Gofynnir i'r Cabinet gymeradwyo Cynllun Atal ac Ymateb amlasiantaeth COVID-19 Gwent.	Hartshorn, Robert;	Y Cyng. George, Nigel;
07/07/2021 10:30	Polisi Gwerth Cymdeithasol	Ceisio cymeradwyaeth ar gyfer Polisi Gwerth Cymdeithasol a mabwysiadu'r Fframwaith Themâu, Canlyniadau a Mesurau.	Evans, Ian;	Y Cyng. Gordon, Colin J;
07/07/2021 10:30	Adroddiad Ystafell Ffitrwydd Canolfan Hamdden Trecelyn	Ceisio cymeradwyaeth cyllid tuag at y gofyniad Cyllido ar gyfer offer ffitrwydd	Reynolds, Jeff;	Y Cyng. Whiting, Ross;
07/07/2021 10:30	Taliadau Enwi Tai	Ystyried cyflwyno tâl enwol am wasanaeth enwi tai.	Kyte, Rhian;	Y Cyng. Morgan, Sean;
07/07/2021 10:30	Cynllun Kickstart	Amlinellu elfennau allweddol cynllun Kickstart yr Adran Gwaith a Phensiynau a cheisio cymeradwyaeth i ymgysylltu â'r cynllun.	Kyte, Rhian; Williams, Mark S;	Y Cyng. Morgan, Sean;

07/07/2021 10:30	Cynllun Gwasgaru Ceiswyr Lloches y Swyddfa Gartref	Tynnu sylw'r aelodau at yr agweddau allweddol ar ddod yn ardal gwasgaru ceiswyr lloches a cheisio cymeradwyaeth gysylltiedig.	Richards, Sue; Peters, Kathryn;	Y Cyng. Stenner, Eluned;
07/07/2021 10:30	Cyfleuster Cymunedol newydd yn Nhŷ Sign	Gofynnir i'r Cabinet ystyried darparu cefnogaeth mewn egwyddor ar gyfer cynnig a dderbyniwyd gan Eglwys Gymunedol Agape, Tŷ Sign, i adeiladu canolfan adnoddau cymunedol newydd ar dir yn Heol y Celyn , Tŷ Sign sydd ym mherchnogaeth y Cyfrif Refeniw Tai.	Hartshorn, Rob;	Y Cyng. Whiting, Ross
21/07/2021 10:30	Strategaeth Cynhwysiant	Ceisio cymeradwyaeth sy'n gysylltiedig â lles, ymddygiad a gwaharddiadau mewn ysgolion.	Cole, Keri;	Y Cyng. Whiting, Ross;
21/07/2021 10:30	Cynigion ar gyfer gweithredu'r Gronfa Grymuso Cymunedau	Ceisio cymeradwyaeth i feini prawf y gronfa a rheoli grantiau'r gronfa grymuso cymunedau	Richards, Sue; Peters, Kathryn;	Y Cyng. Stenner, Eluned;

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Gadewir y dudalen hon yn wag yn fwriadol

CABINET– 9TH JUNE 2021

SUBJECT: PROPOSED ICT STRATEGY

REPORT BY: CORPORATE DIRECTOR EDUCATION & CORPORATE SERVICES

1.   PURPOSE OF REPORT

1.1   To present to Cabinet the draft Information and Communications Technology (ICT) Strategy and associated delivery roadmap.

2.   SUMMARY

2.1   Digital Services draft ICT Strategy ("the Strategy") is attached. The Strategy will provide the roadmap, direction, and guidance for ICT developments within Caerphilly County Borough Council for the next five (5) years.

2.2   The Strategy sets out how Digital Services will develop its service to support the Authority's Customer and Digital Strategy through innovative technologies that will transform service delivery. It will show how Digital Services will aspire to provide a good customer experience across all council services by putting customers at the heart of the organisation.

2.3   The Strategy has been developed in partnership with our support partner RedCortex, who engaged with colleagues from across the Authority to develop the key themes and strategic principles.

2.4   The Strategy sets out its vision for the Authority by defining the transformational journey for the next five (5) years by:

- Enabling the Authority to meet its current and future priorities
- Enabling and encouraging flexible working patterns
- Providing a better experience and level of customer care for all customers
- Migrating to modern, more cost efficient and environmentally friendly technologies and devices
- Providing a secure, resilient infrastructure environment which we can build upon in the future
- Migrating to modern solutions that improve customer experience, enable better use of information, and deliver improved services

3.   RECOMMENDATIONS

3.1   Cabinet is asked:

3.1.1   To approve the proposed ICT Strategy for taking ICT and Digital forward as a strategic enabler.

3.1.2   To note the financial implications as detailed in Section 8 of the report.

3.1.3 To agree that £320k of the £1.482m WG Covid-19 Hardship Fund digital transformation funding allocated to Caerphilly CBC should be set aside in an earmarked reserve to fund projected one-off revenue costs to support delivery of the strategy.

4. REASONS FOR THE RECOMMENDATIONS

4.1 To ensure that the Authority has a fit for purpose ICT Transformation Programme and that the programme is funded appropriately.

5. THE REPORT

5.1 The appended Strategy (Appendix A) has been under development since February 2020. Staff and key Officers from across the Authority have been instrumental in its development. RedCortex have been instrumental in defining the Strategy and will continue to assist in its implementation providing knowledge and experience in key areas. The on-going support of RedCortex to implement elements of the strategy, mainly around our Microsoft licences and also Cloud offering will allow for upskilling and knowledge transfer to our existing workforce and ensure we have a confident workforce in this new technology area. Microsoft are assisting Digital Services to deliver this vision, and where applicable we would look to benefit from Microsoft funding streams to accelerate implementation. We have already been successful in securing funding to kick start the Transformation workstream and the deployment of O365 E5 licences.

5.2 The Strategy shows the current position of services in the department and the future aims for service delivery within the Authority. The vision is to create a team of professionals that is transformational and leads innovation across the Authority through the application of appropriate digital infrastructure and applications.

5.3 A building that is stable is reliant on a strong foundation, our proposed strategy advocates the same approach. A strong foundation through robust, stable infrastructure that can be flexed to develop and evolve to create a truly flexible Authority capable of meeting our Customer needs and transforming the delivery of public services.

The essence of delivering good services is reliability, our ICT needs a reliable infrastructure that is scalable to meet increased demands and new technologies as they are introduced. This infrastructure will provide connectivity to enable safe, secure, and speedy transfer of data and information, one that enables collaboration across teams and provides easy access to the right information at the right time. It will be independent of the location of the information, be that on premise or in Cloud services, it will facilitate access to information both internally and externally. The Strategy is based on a cloud first strategy linked with reliable data connectivity across the Authority. As the on-premise requirements of the Data Centre diminish there will be opportunities to review its use, these considerations will be taken at the appropriate time.

The infrastructure proposed will provide the highest level of security and be able to proactively protect the Authority against the increasing threat of cyber-attacks. We are working on the premise that our infrastructure will protect the Authority against all types of threats (acknowledging that we can never be 100% protected due to the complexity of cyber-attacks) but also being inobtrusive to the end user. The approval by Council to upgrade its Microsoft licensing to the top security licence E5 is a major step in achieving our goal.

5.4 A set of strategic priorities and work streams have been defined to evolve service delivery within the Authority.

The 6 strategic aims as stated in 2.4 will be delivered through the following work streams.

- Transformation
- Governance
- Digital Services Team
- Departmental Business Systems

5.5 The proposed Strategy will facilitate a flexible environment for all. It sets out to provide a range of appropriate technological tools for all Officer's within the Authority. This will allow the delivery of end user computing that is fit for purpose and empowers an agile workforce.

We will use technology to improve communication and collaboration, with Microsoft Teams at the centre, integrating seamlessly with voice technology, creating a unified communications platform from trusted technologies.

We will build on our current use of automation to allow greater automation and improve self-service functionality for Customers, this will release staff to deliver tasks that require greater human interaction, ultimately improving the customer experience.

The delivery of technology and solutions will be of little benefit to the Authority without a workforce that has the necessary skills to maximise the use of such technologies, the proposed Strategy will redesign our Authority's approach to delivering learning and training and an evolution from traditional classroom based training to multi-channel delivery will be developed. A gap analysis will be completed across the Authority to identify technical ability and derive a training programme to upskill Officers. This will link with the Data Skills Corporate Review.

5.6 It is proposed to introduce a new governance regime through the introduction of several measures.

- Digital Solutions Board
- Portfolio, Programme and Project Governance
- Solution Design Methodologies
- ICT Financial Management
- Solution rationalisation and Consolidation
- Digital Services Printing Scrutiny

These measures will introduce frameworks that will govern the introduction and review of technologies and workload management. The introduction of these measures will define how Digital Services operates and give clear guidance to the Business on how they should engage with Digital Services.

5.7 The proposed Strategy shows the roadmap for the transformation of ICT within the Authority, to achieve this, the Authority will require its Digital Services team to be highly skilled in the new and evolving technologies. As part of the proposed strategy investment will be made in our internal team to build confidence in deploying and supporting new technology. All staff will have dedicated training plans in place.

It is proposed to develop a new service model established on industry best practices this will improve our working practices which will be customer focused and created to support our Authority wide business needs.

5.8 The proposed Strategy details a complete review of the Authority's systems and applications; this will be facilitated by the solutions board and form part of the Data service review currently underway within the Authority.

Effective use of data will be a key element in understanding and managing system change in order to deliver true customer centric services. The Authority is currently data rich however there is a clear lack of effective use. The proposed strategy will lay the foundations for

developing a secure approach to data collection and management. The current corporate Data review will also support the principles within the draft strategy. This will strengthen the way the Authority creates, stores, and uses data in a secure and transparent manner.

5.9   The Strategy underpins the Authority's Digital strategy; by providing the "tin, wires and code" technologies to deliver the Digital strategy. Without a solid base of computing, networking, and applications the Digital Strategy will not achieve some of its ambitious goals. This Strategy will allow the opening of the digital front door for everyone.

The Strategy supports the Team Caerphilly ethos of "Better Together". The Customer will be at the core of the Strategy and through greater engagement with our Customers, Digital Services will be able to deliver technology that will help to transform services across the Authority. Team Caerphilly is committed to having a greater emphasis on digital services and this Strategy will be central to this commitment. It will review the technologies we use and simplify the delivery of services, creating greater effectiveness and where possible improve efficiency.

This Strategy is bold and ambitious and fulfils the mantra of "Social Heart and Commercial Head", it will use technologies to reduce our carbon footprint and implement the most economical technologies for service delivery.

5.10   Conclusion

5.10.1 The proposed Strategy and Roadmap sets out a plan for the delivery of Information and Communications Technology across the Authority. It is a bold and ambitious Strategy that emphasises the relationship between Digital Services, business operations and our customers. The proposal highlights the need for a consistent approach to ICT infrastructure and how it supports the Authority to deliver robust business processes, data and data security which will enhance public services to the citizens of Caerphilly.

5.10.2 Technology is now at the core of every service within the Authority, the recent Covid pandemic has shown how reliant the Authority is on ICT and Technology Services. The last twelve months has seen the Authority transform the way it does business. To support the proposed strategy will allow Officers to take the transformation journey to the next level of maturity. The strategy fosters a collaborative approach with service areas, and the customer to create an environment of shared ideas coupled with technology to make innovation come alive.

6.   ASSUMPTIONS

6.1   Technology is continuously evolving and changing. Outside of any business disruption it is difficult to predict use and cost of technology applications longer than 12 months. In today's climate of the pandemic and Brexit the Author has written the report and proposed strategy with costings and technology as of January 2021.

7.   SUMMARY OF INTEGRATED IMPACT ASSESSMENT

7.1   The full IIA can be accessed in the attached Appendix B.

8.   FINANCIAL IMPLICATIONS

8.1   The 2021/22 Budget Proposals approved by Council on the 24th February 2021 included specific growth of £1.212m for Customer and Digital Services. This additional funding will support the 2021/22 programme of work for the proposed strategy by funding the purchase of

O365 E5 licence packages and procuring the necessary consultancy and training support for the Digital Services team.

8.2   During the next five years it is currently anticipated that a total of £1.528m further revenue budget growth will be required to implement the proposed strategy. This is currently the maximum projected figure required and will be reduced through levering in external funding wherever possible and through the delivery of savings arising from changes in service delivery e.g. decommissioning of the Data Centre as we move to Cloud based services.

8.3   Strong financial management will be a key component in rolling out the strategy and moving forward costs and savings will be analysed in detail to support growth bids that will need to be incorporated into the annual revenue budget setting process.

8.4   It is also currently estimated that additional one-off revenue costs of £320k will be required to implement the strategy. The Welsh Government has recently provided funding of £25m to local authorities across Wales from the Covid-19 Hardship Fund to support digital transformation, with Caerphilly CBC's share of this being £1.482m. It is recommended that £320k of this funding should be set aside in an earmarked reserve to fund the projected one-off revenue costs to support delivery of the strategy. Proposals to utilise the remaining balance of the £1.482m WG funding will be subject to a separate Cabinet report in due course.

8.5   The capital investment required to support the rollout of the strategy over the next five years is estimated to be £333k. There is sufficient funding within the core capital allocation for Digital Services to fund this cost.

9.   **PERSONNEL IMPLICATIONS**

9.1   Currently there are no personnel implications to the adoption of the proposed Strategy. Any changes that emerge beyond its adoption will be reported as required in line with corporate policies.

9.2   The proposed Strategy is a significant piece of work and one that will require assistance and support in implementing. The service is currently carrying a number of vacancies due to failed recruitment process. Unfortunately, Wales is suffering from a shortage of ICT and Digital professionals. Officers are exploring all opportunities available to recruit to these posts in consultation with HR colleagues.

9.3   As the deployment of the strategy progresses Officers will engage appropriate partners to support the implementation. This will be done in line with standing orders for contracts and financial regulations. As such all possible consultancy will be agreed with the appropriate Cabinet Member and Corporate Director.

10.   **CONSULTATIONS**

10.1   Consultations on report and proposed Strategy have taken place, comments and views are reflected within the report.

10.2   The Strategy was presented to Policy and Scrutiny Committee Members on 10 November 2020. Members were supportive of the proposed strategy however requested assurance that members of the public would not be disadvantaged and could access face to face services if required. Assurance was given that the proposed strategy would enhance service provision and not restrict it.

11.   STATUTORY POWER

11.1   Local Government Act 2000

Author: Gwyn Williams Digital Services Manager

Consultees: Christina Harrhy Chief Executive
                   Richard Edmunds Corporate Director Education and Corporate Services Elizabeth
                   Dave Street Corporate Director Social Services & Housing
                   Mark S Williams Interim Corporate Director Communities
                   Stephen Harris Head of Financial Services & S151 Officer
                   Dave Roberts Principal Group Accountant
                   Rob J. Tranter Head of Legal Services & Monitoring Officer
                   Lynne Donovan Head of People Services
                   Elizabeth Lucas, Head of Customer and Digital Services
                   Anwen Cullinane Senior Policy Officer - Equalities, Welsh Language and
                   Consultation
                   Cllr Eluned Stenner Cabinet Member for Customer and Digital Services
                   Policy and Resources Scrutiny Committee

Background Papers:

Appendices:

Appendix A - Draft Digital Services ICT Strategy
Appendix B – Integrated Impact Assessment

ICT Strategy

Version 1.4
March 2021

Owners: Liz Lucas, Gwyn Williams

Table of Contents

Table of Figures

1. Foreword

ICT Background

Caerphilly Council have a traditional ICT Service provision, the main components being an on-premise data centre in Tredomen House and a number of "Comms Rooms" which provide ancillary services.

It should be noted that in any ICT operation, most of the effort (typically 60-70%) is dedicated to operational activities such as patching, maintenance and cyber security, often referred to as "keeping the lights on" or Business As Usual (BAU) . This is not widely understood, since the more visible side of ICT is around change, new equipment, new software, new ways of working etc. It is also worth noting, that the Cyber Security function sits outside of the Digital Services Team, providing an independent service to the organisation and this deliberate separation will continue.

As well as delivering services to CCBC Staff, the Digital Services Team provides services to the customers of CCBC (the public) mainly delivered via the corporate website.

Since the original design and build of the ICT Service, many changes have taken place both in the ICT Marketplace and in terms of how users consume services.

These changes include:
- **Cloud**
- **Process Automation**
- **IOT**
- **Artificial Intelligence**

This document considers how we balance utilising our current ICT assets with ensuring we have a platform for the future to deliver to our customers, both internal and external, and helping to achieve our Well Being Objectives.

In parallel, austerity and the likelihood of further budget changes would mean a move to a less expensive ICT Service model in terms of both capital and revenue would be beneficial. As modern services such as Cloud are typically revenue based expenditure, this will also bring challenges in terms of how we fund ICT, as the requirement for Capital funding diminishes and revenue funding increases, a challenge which many in the Public Sector will face.

This strategy details the ICT Roadmap for this organisation for the next five years, aligning our organisation with wider Public Sector strategies, building on CCBC's Digital Strategy and Customer Service Strategy, developing our internal capabilities and providing better Digital Services.

Strategy documents should be living and breathing documents, rather than filed away and forgotten about, or produced as a means to tick a box; this document should serve to inform and reassure the business that ICT will meet its needs over the coming years and provide direction to those working on ICT enabled projects. As business drivers or political focus changes, this document should be updated, re-circulated and agreed, in order to provide a contextual direction at any given time. This document should be the context by which proposed ICT projects are governed against, over the coming years.

1.1   Vision

This strategy will equip CCBC with a modern, flexible infrastructure that will support the organisation and its users, enabling us to fulfil our functions over the next five years and beyond. The ICT marketplace has changed substantially over the last few years, as has UK government policy regarding ICT; this strategy reflects those changes, embracing cloud technologies which will help us move away from on-site infrastructure and aim to allow our users to access systems anytime, from anywhere.

This vision centres on data and information as key assets to the Council with an ICT Service that supports the Council to nurture and utilise good information governance. The future success of the Council is founded on rich, multifaceted, 'real time' data that is available via self-service online portals. It is based on robust digital platforms, able to deliver the power of information instantly through easy to use technology, in ways that are convenient, whilst also removing unnecessary bureaucratic processes and reducing our carbon footprint.

This strategy will move Caerphilly away from continual and increasing maintenance of older systems, by moving toward Cloud-based Software as a Service models, where software and infrastructure is maintained on our behalf. This will help to free the resource we need to help drive the organisation forward in terms of innovation – helping to ensure we speed up our processes and provide customer friendly, efficient services using the latest technologies available.

1.2   Process

The ICT Strategy was developed with input from colleagues across the organisation and also by and on behalf of the Digital Services Team. We undertook various methods of consultation and workshop to develop the key themes and strategic principles herein.   Existing documents including the Digital and Customer Service Strategies as well as the Corporate Strategy are key influencers.

The following diagram shows a high level view of the process:
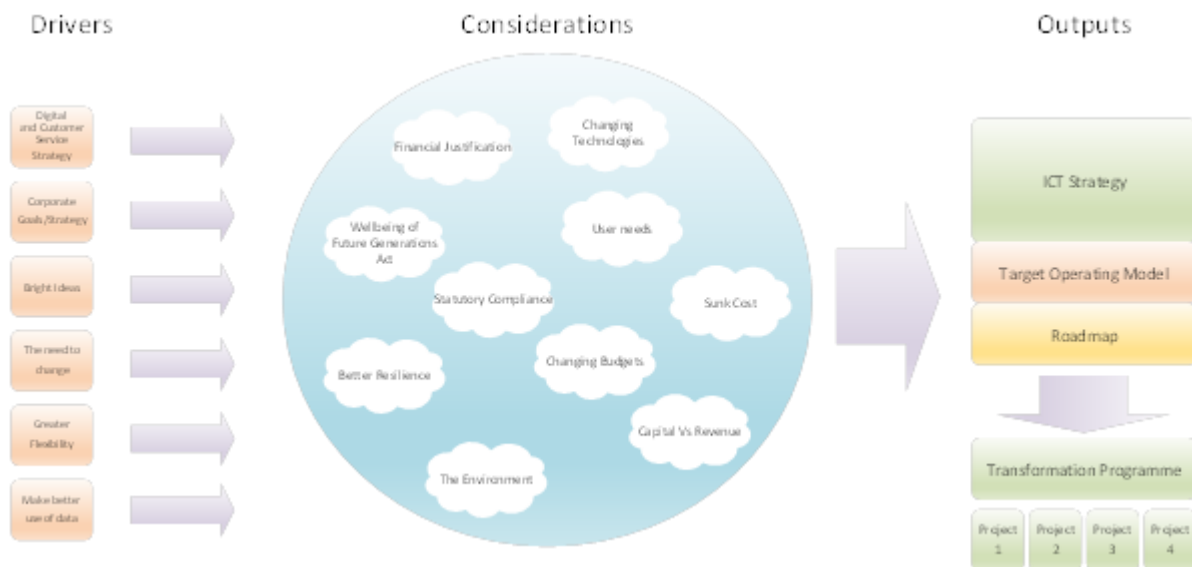
Figure 1 - ICT Strategy Process

-

These outputs feed into the Transformation Programme

1.3   Consultations with the wider organisation

To help form the strategy, leaders from across CCBC were consulted in a number of sessions, which looked to understand

- Current issues faced
- Areas where the ICT service could be improved
- Future requirements
- How business areas could better interact with ICT

As a consequence of these sessions, there were a number of common themes regarding both the ICT service and the wider organisation, and how each could improve to meet the needs of the organisation and provide better services to both internal and external users going forward. These are summarised below:

ICT
- An approved and published workplan
- A published service catalogue
- Agreed and published response times
- No more "Computer says No"
- Better communication required with the organisation
- Better remote working capability
- More training material
- Adoption or more cloud-based technologies
- More Innovation – ICT to drive this within the organisation

Wider Organisation
- ICT must be recognised as a Corporate Priority
- Improved and Consistent Engagement with ICT
- Appropriate Funding and resourcing
- Better use of existing tools
- Managers to help drive adoption of new Tools
- ICT Representation in every SMT
- Organisation to choose its priorities
- Recognition by staff that they must keep their IT skills up to date

Figure 2 - Consultation Session Outcomes

1.4   Covenant between ICT and the Business

The recognition that both ICT and the wider organisation needs to change how they interact with each other was universally accepted during the consultation process. Therefore, a covenant has been created which sets out a number of behavioural promises that CCBC staff in ICT and the wider organisation now need to follow. This covenant will be published on the Intranet and will be a guiding principle of interactions between ICT and business units.

Covenant

From ICT

Be there when we need it
Respond quickly when faults arrive
Be professional and have the requisite skills
Schedule work professionally
Keep the organisation safe

From Wider Organisation

We are realistic with our expectations
We realise that ICT costs money
We recognise that ICT is a corporate priority
We engage with ICT regularly and positively
Help ICT by encouraging adoption of change

Figure 3 - Covenant between ICT and the Wider Organisation

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2.   Executive Summary

2.1   Strategic Priorities

The ICT Strategy's main aims are:

- **To enable CCBC to meet its current and future priorities**
- **To enable and encourage flexible working patterns allowing our staff to work from anywhere at anytime**
- **To provide a better experience and level of customer care for all users**
- **To migrate to modern, more cost efficient and environmentally friendly technologies and devices**
- **To provide a secure, resilient infrastructure platform which we can build upon in the future**

In order to achieve these aims, there are four main work streams as described below:

Transformation – This is the changing of the organisation in terms of enabling cloud services and acquiring the skills necessary to manage new technologies

Governance – The introduction of new governance around ICT, both from a project and a day-to-day running perspective

Digital Services Team – The development of the CCBC capability and capacity needed to run the ICT service to a recognised standard

Departmental Business Systems – For our applications used in specific areas of the business, we need to understand the likely future requirements and ensure they are accommodated within the strategy.

These work streams are detailed from Section 6 onward.

2.2   ICT Strategic Principles

The following Strategic Principles have been agreed by representatives from across the organisation, via Open Forum sessions held during May and June 2020.
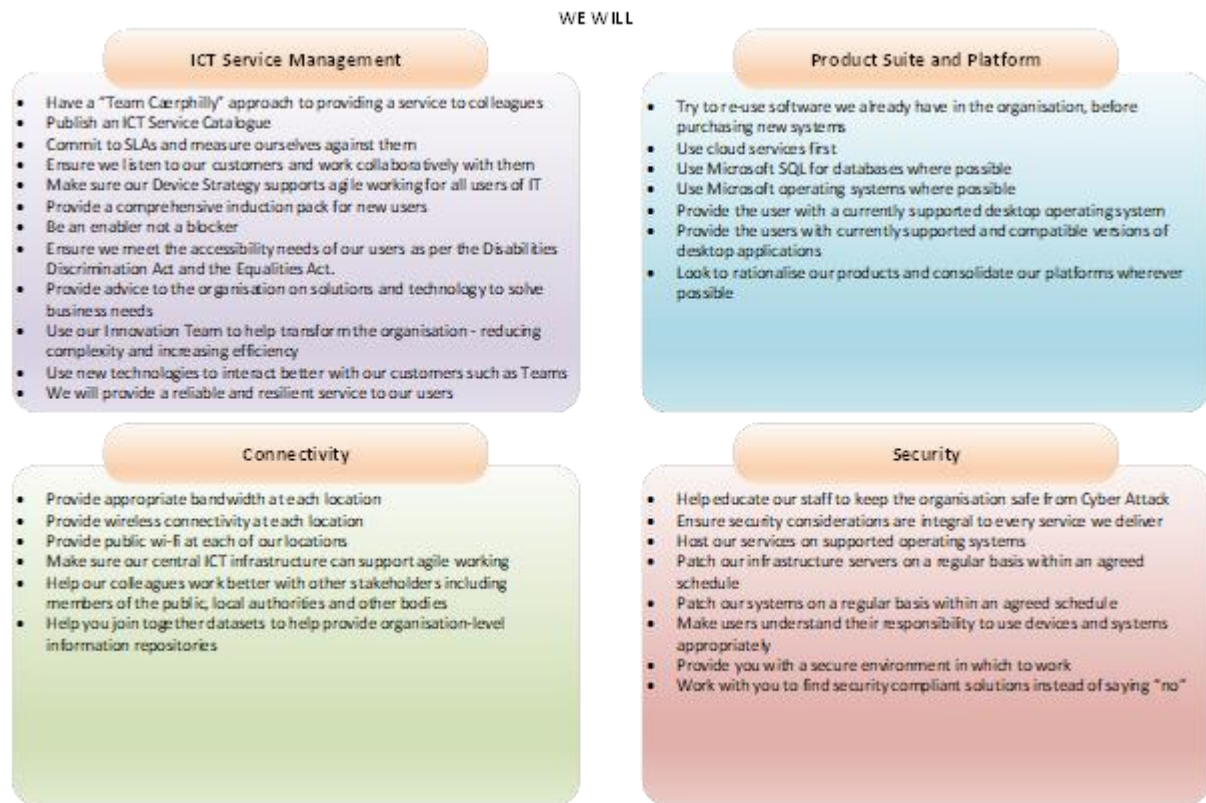
WE WILL

ICT Service Management
- Have a "Team Caerphilly" approach to providing a service to colleagues
- Publish an ICT Service Catalogue
- Commit to SLAs and measure ourselves against them
- Ensure we listen to our customers and work collaboratively with them
- Make sure our Device Strategy supports agile working for all users of IT
- Provide a comprehensive induction pack for new users
- Be an enabler not a blocker
- Ensure we meet the accessibility needs of our users as per the Disabilities Discrimination Act and the Equalities Act.
- Provide advice to the organisation on solutions and technology to solve business needs
- Use our Innovation Team to help transform the organisation - reducing complexity and increasing efficiency
- Use new technologies to interact better with our customers such as Teams
- We will provide a reliable and resilient service to our users

Product Suite and Platform
- Try to re-use software we already have in the organisation, before purchasing new systems
- Use cloud services first
- Use Microsoft SQL for databases where possible
- Use Microsoft operating systems where possible
- Provide the user with a currently supported desktop operating system
- Provide the users with currently supported and compatible versions of desktop applications
- Look to rationalise our products and consolidate our platforms wherever possible

Connectivity
- Provide appropriate bandwidth at each location
- Provide wireless connectivity at each location
- Provide public wi-fi at each of our locations
- Make sure our central ICT infrastructure can support agile working
- Help our colleagues work better with other stakeholders including members of the public, local authorities and other bodies
- Help you join together datasets to help provide organisation-level information repositories

Security
- Help educate our staff to keep the organisation safe from Cyber Attack
- Ensure security considerations are integral to every service we deliver
- Host our services on supported operating systems
- Patch our infrastructure servers on a regular basis within an agreed schedule
- Patch our systems on a regular basis within an agreed schedule
- Make users understand their responsibility to use devices and systems appropriately
- Provide you with a secure environment in which to work
- Work with you to find security compliant solutions instead of saying "no"

Figure 4 - CCBC ICT Strategic Principles

2.3   Purpose

The ICT Strategy will provide the roadmap, direction and guidance for ICT developments within Caerphilly County Borough Council for the next 5 years. The document will be periodically reviewed and updated in order to maintain its context and relevance.

3.   Context

3.1   Overview

Like all organisations of its size and complexity CCBC have a diverse and complex ICT infrastructure and applications suite. These have derived from post local government reorganisation. In recent years ICT and the world of work have somewhat transformed with the advent of Cloud technology, automation and agile

working.   The impact of the recent pandemic has accelerated the influence of these technologies and as such created an opportunity for modernisation of the ICT operations and infrastructure within our organisation.   Today we see greater demands on a flexible and agile ICT operations. Demand for an agile workforce which is secure and resilient will require a new approach. The strategy will evolve in line with organisation demands. It will provide a resilient and secure infrastructure that can support the TeamCaerphilly agenda.

3.2   Challenges

- There are multiple embedded technology sets within CCBC's ICT delivery that will need to change in order to allow the use of cloud technologies and to help increase flexibility
- ICT Staff Skillsets – as we use different technologies, staff skillsets will need to be re-aligned, this will require training courses and investment
- ICT Service Delivery – Delivering the ICT Service to a professionally recognised standard such as ITIL will require coaching, monitoring and mentoring of the ICT Team. All work will be structured and scheduled.
- Organisational ways of working – The organisation will need to consider how it monitors staff performance under flexible working - an outputs-based approach is required rather than monitoring attendance
- Continual Modernisation – Modern cloud based systems are updated on a regular basis, it will be the responsibility of all staff members to adapt to these changes, and managers in particular will need to encourage the adoption of new productivity tools.
- Engagement with ICT – Many areas of the organisation do not engage with ICT on a regular basis; ICT need to be involved in your policy and strategy making decisions to understand the future impact on ICT Services in a similar way to HR Business Partners
- Prominence – ICT is the beating heart of any organisation, and the coronavirus pandemic has proved that on a global level. It is critical that ICT has a voice at the most senior levels of the organisation and that it is funded appropriately, as the most critical service within CCBC.
- Innovation – the pandemic has shown that the organisation can move in an innovative and agile manner when needed. Innovation and change needs to be part of the "day job" for all staff and we need to continually seek opportunities to modernise and deliver better services to our customers
- Information Management – We need to improve our document management and record keeping, as well as how we store and access data
- Security – Aligned to development of new technologies come ever increasing threats, we will need to provide a robust strategy for dealing with this ever-changing landscape
- Automation – Our staff are key to delivery of our services and their knowledge and experience should be used to benefit the customer, automation of

repetitive processes will free staff to concentrate on a better customer experience

3.3 Well-being of Future Generations Act

In 2015, the Welsh Government introduced the Well-being of Future Generations Act. The Act will ensure public bodies think more about long term outcomes and impacts, work better with people and communities and each other, look to prevent problems and take a more joined-up approach.

It expects public bodies in Wales will:
- work together better
- involve people reflecting the diversity of our communities
- look to the long term as well as focusing on now
- take action to try and stop problems getting worse - or even stop them happening in the first place.

With this in mind, our strategy will aim to support a low carbon, sustainable ICT estate which meets the needs of users. The modernization of our datacentre services through the use of Cloud technologies will see us move into collaborative facilities, working in partnership with third party providers to ensure we have secure, robust and up to date infrastructure. Our modern approach to devices and applications will drive flexibility, and collaborative working.

3.4 Apprenticeships and Learning Opportunities

Additionally, CCBC will continue to support its apprenticeship scheme and work experience / learning placements, allowing local young people to gain valuable work experience and relevant ICT qualifications, not only enhancing the skillsets available to Caerphilly Council but also helping to raise the skill level within the borough. Opportunities to collaborate with other organisations on the apprenticeship scheme will also be explored, in order to achieve a wider offering that can be promoted to school leavers.

3.5 National Digital Framework

This Strategy will continue to develop and change to meet the needs of the Organisation. It will follow best practice to ensure a consistent approach to service delivery. Where appropriate we will follow the Digital Strategy for Wales engaging as necessary with the Chief Digital Officer for Wales and the Centre for Digital Public Services.

4.   Infrastructure Overview
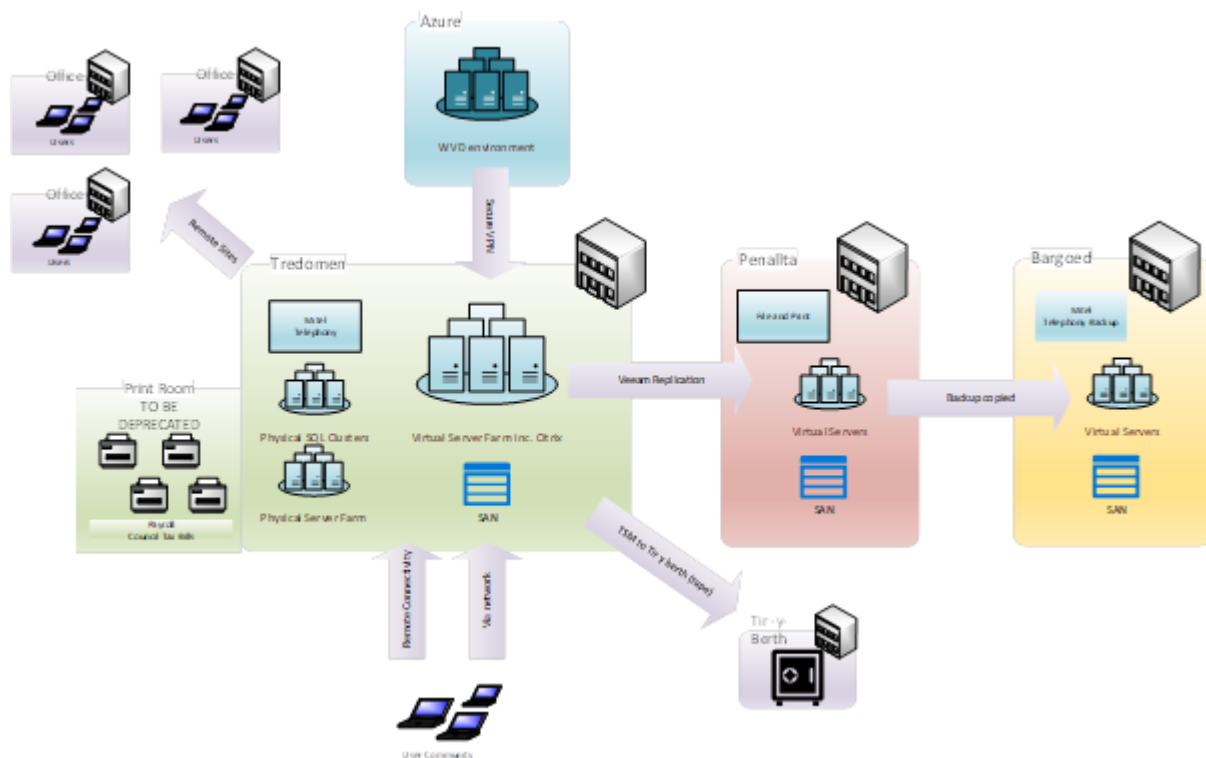
Figure 5 - Infrastructure Overview (High Level)

The above diagram illustrates the current infrastructure at a high level. Each of the functions provided by the components above will be described in this section, along with a future view

Key Features

To note - Additional to Ty Penallta, there are over 40 different sites each with its own infrastructure – only the main building have been including in this diagram for simplicity.

Tredomen Datacentre

The datacentre within the Tredomen Building is an ageing datacentre which contains the bulk of the servers and network infrastructure components which provide CCBC with its ICT and Digital Services including telephony.

With all physical datacentres, there is a burden of responsibility to continually invest in what is known as "environmentals" which include Fire Suppression, Cooling, Security and Cabling on an ongoing basis in order to ensure continued resilience – some substantial investment will be needed going forward to maintain this facility. Moving toward Cloud will help to reduce the requirement for this facility, along with its associated costs.

Tredomen Digital Services Print Room

This print room is used for legacy printing such as pay slips and council taxwe will undertake a full review of this function as part of a wider printing review.

Ty Penallta
As well as being the primary office space for CCBC, Ty Penallta also contains some file and print services, as well as a virtual server farm in case of a catastrophe situation (i.e. medium to long term unavailability) at the Tredomen Data Centre. There is also one Exchange server.
Data is backed up to Penallta as part of the Backup process, and it is envisaged that the site would provide some key services (but not all) in a DR scenario.

Bargoed
Bargoed is used as a Tertiary Site in the event of a disaster recovery scenario and also stores copies of backups. There is also a telephony facility here, in the event of an outage at Tredomen.

Tir-yBerth
Tir-y-Berth is used for the storage of tape backups into a fire-proof safe, for long term storage

Azure
For CCBC Azure acts as an extension to their datacentre currently providing a virtual desktop service for education user, however it is expandable to contain any or all of Caerphilly's services going forward.

4.1   Datacentre Overview

For some time, Caerphilly have used their own datacentre, based in Tredomen house. The datacentre currently consists of 39 racks.

Within the Datacentre is the VMWare Virtual hosting environment. This is approaching end of life and currently runs approximately 650 virtual servers. There are plans in place to move toward HyperV as the virtualization platform in the medium term.

Additionally, there are approximately 100 physical servers.

There is an IBM V7000 SAN and a NexSAN for 2nd Tier storage. Storage devices are almost full and are approaching end of life.

The current cost of running the datacentre is £498,474 per year (FY 2016/17). This does not include capital infrastructure refresh costs (for example replacing servers, replacing storage, replacing air con, fire suppression etc)

4.2   Datacentre future plans

A number of options for future datacentre usage have been explored, including
- Sharing free space with commercial entities or other local authorities
- Providing Disaster Recovery facilities to other organisations

In anticipation of a diminishing size datacentre (both through usage of cloud and rationalisation), it would be worthwhile to consider future re-purposing of part or all of the datacentre, including some of the options above.

4.3   Networks

CISCO core networking is used for the Corporate networking facility, this is fairly new (around 2 years old at time of writing – 2020).
Aruba networking is currently being implemented within the Education domain as part of the Welsh Government Hwb programme.
Core locations, and schools, are connected via the all Wales Public Sector Broadband Aggregation network which facilitates network access for all public sector organisations in Wales. Smaller locations are connected to the Caerphilly network via business broadband technologies.
The core Caerphilly network carries both voice and data, with voice having migrated to Voice over IP technologies in recent years.

4.4   Operating Systems

CCBC predominantly use Microsoft Windows operating systems and are currently using
Microsoft Server 2008, 2012 and 2016
There are some UNIX servers which are end of life, running key applications, and it is the intention to migrate these to Windows platforms.

4.5   User Application Delivery

4.5.1 Current Situation
There are two main methods of application delivery:
- Citrix – this uses a large server farm to deliver the applications, with the processing done in the datacentre.
- Local Install – Applications are installed locally to laptops and desktops and execute locally.

4.5.2 Technical detail

There are two main methods of application delivery, the first is via Citrix, using a traditional on-premise architecture. In offices, a thin client device is used by some staff to connect to this environment (known as an iGel).

Citrix is able to deliver Windows based desktops to a variety of devices including personal devices via URL. The "computing" is undertaken on the Citrix servers themselves within the datacentre, and the consuming device can therefore be very low cost and very low in power consumption (such as an iGel). An additional benefit is that the majority of network traffic is between the Citrix Servers and CCBC's other application servers which are within the same datacentre. In a traditional Rich Client model (where users have a normal PC on their desktop), traffic is between the client (i.e. the desktop) and the application servers themselves, which can mean larger network capacity is needed and also users may notice greater latency (slow response times) when accessing applications, particularly from remote sites. Having a standardized Citrix based desktop also means that users can easily log in to any thin client device located across the estate, as they are identical and do not hold any user information.

The second method is where ome applications are delivered locally and require a "Rich Client" (Traditional PC).

These are used for applications unsuited or not compatible with Citrix, including CAD and some housing benefits applications.

Remote Working

The Citrix solution provides a remote working capability for users, whereby they can access the virtual desktop environment via a URL. This is accessible from a personal device (home PC, laptop or Tablet), with 2FA (two-factor authentication) provided via either a physical token or via a mobile phone app. There is licensing capacity for 1920 users (across both local and remote working)

There are a number of devices in use in Caerphilly, these include:
- Desktop PC
- I-Gel (Thin Client devices
- Laptops (Typically Lenovo)
- Android mobile phone
- Tablet Devices (both windows and android)

4.5.3 Future Strategy

For all office based organisations, the Coronavirus pandemic and the associated lockdown has demonstrated the value both in flexible IT and an agile working

approach. Staff with laptops have been able to work from home, and other staff have been able to use the URL based solution whilst waiting for laptops.
We must make sure the organisation learns the lessons of lockdown, namely:

- To ensure we are prepared for such a scenario in the future
- To continue with a flexible working approach

Currently most applications are deployed via Citrix and this places a large dependency on the Citrix architecture which is based in the Tredomen Datacentre. What this means, is that in the event of a datacentre outage (power failure, flooding, fire etc) then there would be a cessation of all services.

As we move toward Rich Client infrastructure, (i.e. laptops for all staff), then there is an opportunity to move away from Citrix, which would provide both infrastructure, support and licensing savings moving forward.

4.5.4 Infrastructure Impact of Moving from Citrix to Rich
As users are gradually moved toward Rich Client devices, the virtual desktop environment used by iGels and by the URL remote desktop solution will no longer be required.
Citrix also provides functionality where an application is delivered via Citrix, running on a local desktop. This means that the "chatter" between the remote client and the application servers is much reduced, enabling users to work in lower latency conditions (i.e. on poor home broadband).
Any new solution will need to take into account the move to Rich Client, and be architected in a way that means users with poor broadband will not be impacted (for example, browser based applications). Whilst very useful in its time, Citrix is no longer seen as a modern choice and is losing ground to Cloud and Rich client deployments, due to the flexibility provided, and the management tooling now available which is at least on a par with Citrix in terms of mass deployment. Ultimately, if CCBC can move away from Citrix, then there are substantial cost savings to be gained as well as a large reduction in server numbers. There is however, a potential for greater support overhead as applications will need to be installed onto each rich client although modern tooling allows this to be undertaken centrally.

4.5.5 The Journey to Rich Client
As Rich clients are deployed widely to staff decisions will need to be made regarding whether application presentation via Citrix continues to be used, or whether applications are installed natively to Devices. Due to the introduction of BitLocker and MFA, there is no security concerns regarding the installation of local apps and data residing locally, however it will have a significant infrastructure impact.
It is proposed that in the future a split tunnelling method is used to improve the resilience of the service in the instance of an outage or loss of connectivity to

Tredomen. This split tunnelling approach means that traffic from the laptop that is consuming cloud services, such as Microsoft 365 including Teams and SharePoint, can go straight out over the internet, rather than via Tredomen – meaning that critical work such as emailing, contact between staff and accessing documents can all still proceed. If Teams is integrated with a cloud PBX then additionally external phone connections would still work in the event of a major outage.

To note, a cloud proxy would be required to safeguard the internet connections of homeworkers.

4.6   Information Management

Like many large organisations, the desire to protect information has led to a situation where there are many information siloes within the organisation.   With our new systems, a different approach will be taken, whereby we share data and information with our colleagues within CCBC wherever possible and where compliant with legislations such as GDPR. A concept of "The Customer" will be introduced, whereby information relating to our customers will be accessible as appropriate across multiple systems.

This approach will allow us to:

- To provide better customer service – demonstrating that we have sight of previous enquiries or complaints will ensure that people across multiple departments can continue the thread of interaction with a customer, whether the contact originated digitally, by telephone or by post.
- Sharing more information – this will help us to better model the demands for our services and how we can be more efficient in dealing with them
- More knowledge about our customers – this means we can help anticipate their requests and demands on services, and patterns can be interpreted, either manually or using AI technologies.
- Less duplication – storing data into one system accessible by many, rather than duplicating it across multiple systems means less cost and less chance of mistakes as well as the other benefits listed above.

As part of the roadmap, we will work toward rationalisation of our current data sources, in order to achieve our goals listed above.

4.7   Reporting

The system currently used for Reporting is SQL reporting. Moving forward we will utlise the tools within Microsoft 365 including Power BI.

4.8   Records Management

Currently, there is a mixed level of records management practice across the organisation; the ERDMS system, iDoxs, was implemented in 2007. This system has been adopted in some areas of the organisation, but not all. This means, that there is not a uniform approach to RM and that CCBC is failing under its commitments detailed in the Local Government Act (Wales) to properly preserve (and destroy) Corporate Records appropriately. Additionally, iDoxs no longer supports Records Management by default, meaning it is primarily a DMS system.

Moving forward, it is important that new cloud-based systems are configured to ensure good practice across the whole of the organisation.
SharePoint Online will be used as the DMS for CCBC, potentially with additional modules specific to record keeping, if required.   In order to implement this, the following pieces of work have been identified
1. Develop a Corporate File Plan in SharePoint
2. Develop a network of individuals across the organisation who are able to provide records advice to colleagues and can create folders on their behalf
3. A method of storing emails into the correct SharePoint online folder may also be implemented too
4. After Successful implementation, all other areas where documents could be stored should be locked down, this includes:
    a. Shared Drives
    b. OneDrive implementation
    c. Local storage (e.g. your PC desktop or hard drive)
    d. Email Archive
    e. Email Mailbox restriction implemented (300MB)
    f. Personal Drive restriction implemented (max 100MB)
5. Videos should be stored in MS Stream
6. Other large files (i.e. data or media not suitable for a DMS) will also need to have a storage areas
7. Widescale business change will need to be undertaken to ensure records will be stored, retained and destroyed according to the CCBC retention schedule

The principle of the Corporate File Plan will be to have the folder with Open Access, unless there is a legal or sensitivity reason why data therein should be restricted, for example:
- GDPR issues
- Contingency Planning
- Staff restructuring
- Pay and grading negotiation

A useful way to determine whether to restrict access to a specific piece of data is to ask the question "Would this data be released unredacted under FOI" – if the answer is yes, then it should definitely be shared with colleagues across the organisation.

With regard to Business Change, the whole organisation will need to adopt these processes and it is expected that CCBC Leadership will push this message out.

Other considerations:
As Microsoft 365 is rolled out, mailboxes will be migrated to Exchange online, from Exchange on premise. It would be good practice for users to clear down their mailboxes to an acceptable level prior to migration, however, they would need somewhere to store this information, and potentially support and guidance to do so. Good practice is to restrict total mailbox size to an amount that would equate to 3 months storage. Alternatively, a batch job can be run to delete mail items that are over 90 or 180 days old. This could be implemented in stages, so firstly, a 12 month limit on emails could be implemented, then 6 month, then 3 month, in order to allow users time to prepare .

Teams is also being rolled out as part of Microsoft 365. Teams is an excellent tool for collaboration and allows the storing and sharing of files. When files are stored for a "Team" setup in Teams, this is creating a SharePoint site in the background; if anyone is allowed to create a Team, and the team template includes "files" as a feature, then potentially we could have many hundreds of additional SharePoint sites across the organisation, none of which would have retention and disposal schedules. It is therefore critical , that proper governance is applied to Teams, and that only certain people can create Teams or that the "Files" part of teams is read-only. Appropriate governance and policies will be required to safeguard the Authority as greater use is made of these new technologies, ways of working.

4.9   Sharing with other organisations

Increasingly, it is expected that Public Sector bodies collaborate with each other much more widely, sharing data and helping to work towards better outcomes. This means that CCBC need to consider which documents and datasets could be useful for them to share, and what information other bodies could provide to CCBC to help improve services.
Two platforms are currently being proposed by the WLGA to help enable this, and these are as follows
1) Data Sharing platform – this will allow staff members in Local Authorities and other bodies to share large quantities of non-sensitive/anonymised data which

can be used typically for analytics purposes, helping provide input to policy, research and predictive/modelling functions within each body.

2) Collaboration and document sharing platform – this will allow staff members in Local Authorities and other organisations to collaborate with each other using functions such as Instant Messaging, video and audio conferencing, document sharing and real time collaboration

4.10 Telephony – Current Situation

The current telephony deployment in CCBC is a Mitel MX1 system, with SIP trunks. The Telephony solution is currently being reviewed including the contact centre, with a view to how it can integrate with Teams to provide a Unified Comms solution. There are however many localised telephone systems spread across the Authority, none of which link into the main corporate solution and offer much less functionality.

4.11 Telephony – Future Strategy

As part of the Device Strategy CCBC need to consider using Cloud PBX to provide users with telephone numbers integrating with MS Teams which follow the user, enabling them to be contactable whether at their desk or working from home. This means a move away from traditional desk phones and a move toward headsets for all. The use of appropriate mobile Apps will also facilitate usres to be contactable when on site.

Rationalisation of telephone systems will provide improved communications through traditional and unified communications.

A single telephone number for the Authority will be deployed which when linked to a resilient contact centre service will improve customer experience.

4.12 Printing – Current Situation

SafeCom is the print spooler currently in use and that uses the standard staff card connected to the Multi-Function Printer devices. Consumables and toner and paper are all monitored and provided automatically.
Printer usage is billed back to each department on a cost per page basis.
The current costs per page are 8.5p Colour, 1.5p black and white.
CCBC currently prints over 2,739,246 pages per year.

4.13 Printing Strategy

There are a number of different options to consider and it is proposed that these options are evaluated taking into consideration likely future working arrangements.

4.14 Automation

There are many opportunities for the automation and semi-automation of processes in all organisations; the key opportunities are where the introduction of automation can reduce menial tasks that provide little benefit, allowing staff to focus on more cerebral tasks. This does not mean that staff numbers will be reduced as a consequence of the introduction of these tools, rather it means that staff can focus on services that provide more value to the end user, for example, where human interaction is the preferred mode of operation. CCBC have purchased BluePrism Cloud, a tool which can help automate processes - this will be a feature in the roadmap going forward.

4.15 Chatbots

CCBC have currently deployed a chatbot onto the website, in order to provide swifter navigation for website users and to potentially reduce calls into the contact centre. Chatbots could potentially be used in other areas, for example on the Intranet and for ICT support.

4.16 User Types

A substantial study was undertaken of how individuals within the organisation work in order to categorise our user types. This categorisation will allow us to provide users with a standardised ICT offering.   These user types are detailed in Appendix C – User Types.

4.16.1 User Packages

This section shows the mapping between the user types defined in Appendix C – User Types and describes the ICT packages aligned to each type. A hardware policy will be developed which further describes this in due course

Table 1 - User Packages

User Type	Thin Client or PC	Specialist PC	Laptop or Tablet	Smartphone
Desk Based User	✅			By request
Fixed location worker	✅			By request
Remote worker			✅	By request
Roaming Office User			✅	By request
Specific IT Needs		✅		By request

4.17 Operating System Strategy

Server OS

Current situation is that Microsoft Server 2012R2 Servers are being migrated toward Microsoft Server 2016. All new services will use Microsoft Server 2019 where solutions allow.

A Unix environment exists, based on IBM's AIX flavour of Unix, which serves core financial systems (Council tax, National Non Domestic Rates and Housing Benefits) plus Housing and backup system backup software.

The strategy is to move to a single operating system platform based on Microsoft technologies to improve support through greater knowledge, experience and skills, reduce costs through consolidation and ease business recovery.

Devices

Windows 10 for laptops, desktops and tablets.
Android for mobile telephones

Database

Microsoft SQL Server.
The strategy is to move to a single relational database management system based on Microsoft technologies to improve support through greater knowledge, experience and skills, reduce costs through consolidation and ease business recovery.

4.18 Software Application Strategy

Traditionally applications are purchased or developed for a specific business unit's requirements, resulting in application and data silos. These applications cannot work with each other without costly integrations that were not factored in at the time of procuring or developing them. Services often want 'perfect' rather than accepting 'good enough' or they may miss an opportunity to implement a system and adapt business processes to suit.

We need to ensure that the services that we deliver or commission are responsive, scalable, re-usable, secure and reliable.

As a preference, Microsoft technologies will continue to be used at the operating system and server level. As well as providing industry standard capability, this option also provides us with the most standard migration path to cloud. It should also be noted that Microsoft Azure supports the use of many open source software packages and operating systems which can be considered for new projects in the future.

User Software packages are in the process of being reviewed and consolidated and all critical applications will be assessed for their strategic compatibility; The ICT Team will be undertaking this activity in conjunction with Business areas over the next 24 months, as detailed in the roadmap in Section 6.

Additionally to reviewing the software packages from a consolidation perspective, contracts will also be reviewed to help ensure they are as efficient as possible and that CCBC maximise the return on investment for platforms we already own.

Future Solutions

We need to support the business areas and system suppliers in getting the greatest return on investment from an ICT solution, by using a greater range of the features and functions within the core corporate systems that we have already procured and by reducing or removing the number of lower value and bespoke systems being used. This may need an acceptance of 'good enough' and standardisation.

We need to ensure that when purchasing or writing any new business applications or making significant changes to existing applications we think more holistically than the specific business area requesting the work, so that the opportunities are taken to remove duplication of systems and ensure that data can be shared with other applications or organisations more easily. We also need to challenge 'wants' rather

than 'needs' and revert to more standard and less tailored solutions.

In line with the strategic principles, future software applications CCBC purchase will be browser-based SaaS offerings as a preference ensuring multi-platform compatibility and less management overhead.

CCBC will used Microsoft based servers and databases for on-premise solutions and ideally for 3rd party systems.

4.19 Platform Strategy

The following strategic platforms are currently in use within the organisation

Microsoft 365

The Microsoft 365 platform contains multiple applications that Caerphilly could utilise to both replace existing applications and also to improve productivity and collaboration.   Once a basic implementation of Microsoft 365 is complete a process needs to be undertaken to maximise use of the Microsoft 365 suite in order to achieve these goals.

The recent investment in Microsoft 365 E5 licences will allow the organisation to deploy a proactive strategic platform, one that will facilitate application development and will allow better use and knowledge of data. This will enhance productivity and collaboration, tapping into the rich source of information held by the Authority. Microsoft 365 E5 licences will allow CCBC to lead the way in security and automation across Wales.

Microsoft continually develops the apps in this app suite improving functionality and introducing new apps to meet customer demands.

BluePrism Cloud

This platform is a RPA (Robotic Process Automation), AI (Artificial Intelligence) and Machine Learning toolset, which is based in the cloud. It employs the concept of a "Digital Worker" to work alongside human staff, to help them be more efficient by completing menial and repetitive tasks on their behalf.
There are currently 3 'Live' Processes – Leavers Process, Supporting People Invoice Payments and Supporting People Referral Forms.
A fourth Process, which is for Free School Meal Applications is currently being built and there are others in the pipeline, such as Blue Badge and School Clothing Grant Applications.

The innovation team will seek to use BluePrism Cloud more widely.

Azure

Currently used for a Windows Virtual Desktop Environment for education purposes (SIMS), there are many potential options for using the Azure environment, including

- Backup
- DR
- Extension to the current datacentre
- Longer term Datacentre replacement

Abavus

Abavus is the current CRM application. Going forward the strategy will be to develop appropriate technology that will provide the very best customer experience. We will look to develop and deploy the most appropriate applications in this field which may include but not be limited to Microsoft Dynamics.

4.20 Remote User Authentication

In order to ensure the security and integrity of the authorities data, any systems being accessed from outside the Authorities network need a minimum of two factors of authentication. This must include Active Directory username/password, followed by either a hardware token, software token, or a certificate based method of authentication. Combining this with conditional access methods provides a further layer of security, where some systems can further be restricted dependent on location. Combining this with conditional access methods provides a further layer of security, where systems can further be restricted dependent on location, device type and sensitivity of data being accessed.

4.21 Supplier Strategy

All systems will be procured in line with the Council's Governance procedures as set out with the Councils Standing orders for Contracts and the appropriate UK Procurement regulations.

4.22 Assisted Users

Our Strategic Principles state we will "Address the needs of our disabled service users when developing and delivering our products and services". What this means in practice is that we will ensure the needs of all our users are met by the ICT Service we provide. In order to do this we will, through the governance mechanisms described later in the document, ensure that all new systems and any substantial changes to systems are co-ordinated with Occupational Health and Equalities Teams.

CCBC will also consider making operating system based accessibility tools such as Magnifier and Narrator available as part of the standard package available to all staff.

5. Support
5.1 Current situation

The Support Service provides ICT helpdesk support to CCBC staff. It is currently split into two layers, first line support (logs call and resolves simple issues) and second line, which resolves more complex issues.

First line support is currently provided by a team within the Contact Centre.

2nd line support is provided by the ICT Team.

This is shown in the diagram below:
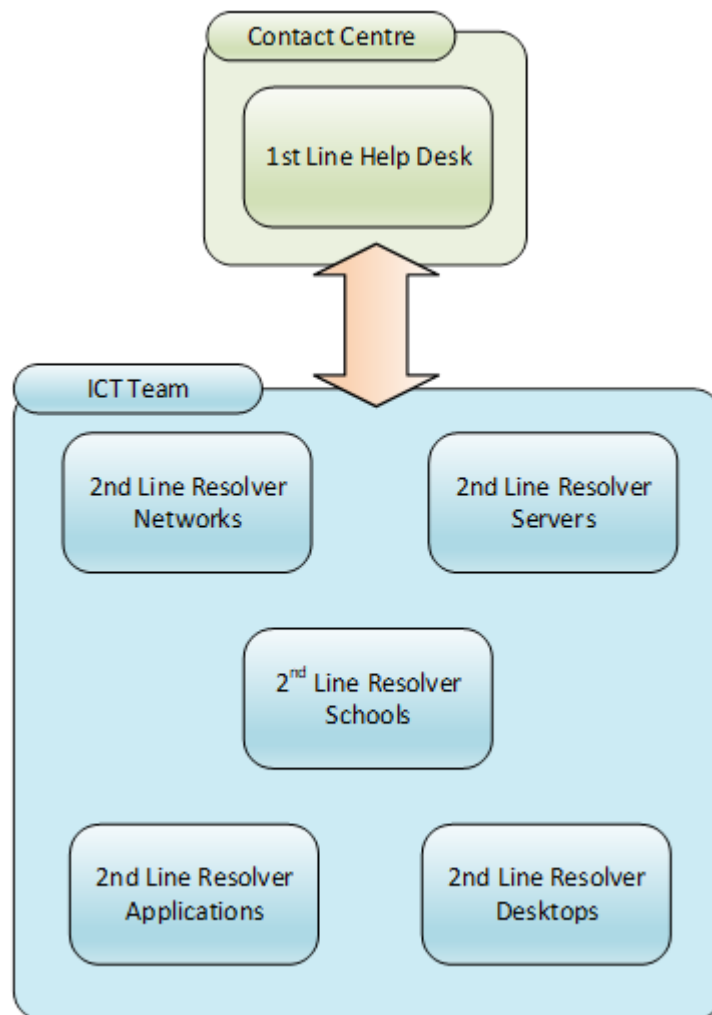
Figure 6 - Support Service overview

1ˢᵗ Line Support

Currently, 1ˢᵗ line support log calls using a tool called JitBit which is a COTS product that has been configured to meet Caerphilly's needs. As well as logging calls, JitBit also allows users to view outstanding tickets and chase up whoever is assigned to them. The first line team are able to deal with some calls in their entirety, without pasing them to the ICT team, this includes password changes and some "How do I queries". The 1ˢᵗ line team also handle aspects of the Joiners, Movers, Leavers process, including some of the interaction with Active Directory. They also manage the transfer of calls to the 2ⁿᵈ line. Reporting on the number of calls received during a day or week is available via the telephone system, which also monitors the number of users in the queue, how many calls were not picked up etc. On average, the desk receives approximately 150 calls per day, and has 3-4 agents.

2ⁿᵈ Line Support

Once the call is transferred to the ICT Team, they will work across the groups shown in the diagram in order to resolve the call. The concept of 3ʳᵈ line is not present within ICT, and the 2ⁿᵈ line resolver group will act as both 2ⁿᵈ and 3ʳᵈ line. Supplier support contracts augment the service, with product issues being raised as required. Supplier support contracts are broadly in line with the service requirements for applications; for example, critical applications will have supplier support contracts aligned with service hours, to ensure that in the event of an issue, resolution is as quick as possible.

Service Manager

There is no single person identified as the Service Manager currently. This is a critical role. As part of the department's restructure a new post, second line support co-ordinator, has been created, the post will commence on 1ˢᵗ September. The role of Service Manager will be defined following the commencement of this position

VIP Users

Certain users in the system are designated as VIPs – this includes Members and staff of Head of Service grade and above. VIP users receive prioritised support.

5.2   Ongoing support – patching and maintenance

Server patching

Critical patching of Servers is done on a regular (monthly) basis following the monthly Microsoft security release. The typical process is that when Microsoft release updates, CCBC will then undertake testing and implement approx. 1 week later.

Application Server patching

Many applications are substantially out of date, and whilst this could present a security risk, it also means the latest functionality isn't available to users.

Desktop patching

Critical patching of Servers is done on a regular (monthly) basis.

The typical process is that when Microsoft release updates, CCBC will then undertake testing and implement approx. 1 week later. Critical patches from other vendors will also be implemented at the same time.

6. Roadmap and Workstream Detail

In order to achieve the items set out in this strategy, a delivery based roadmap is set out below:
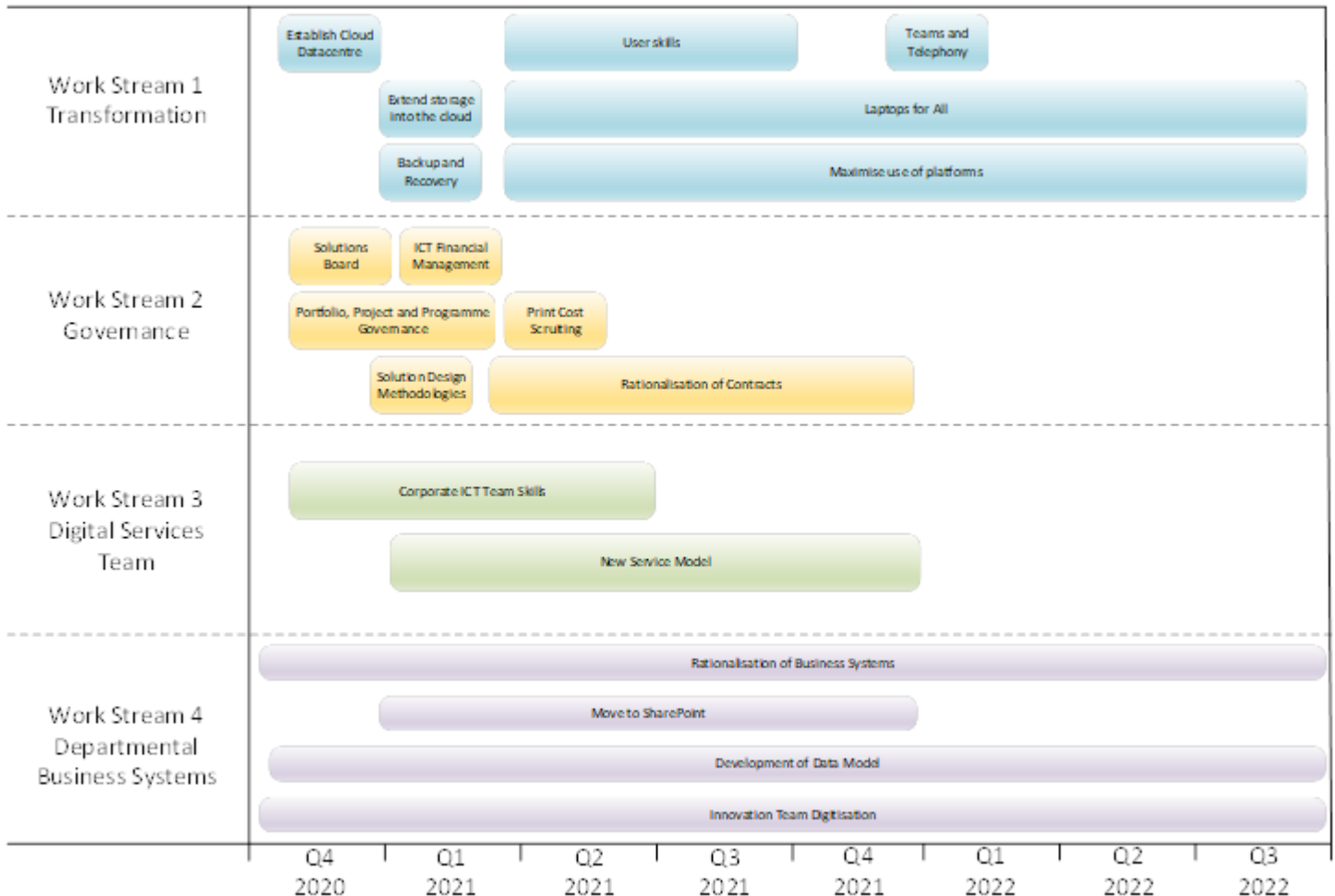
Figure 7 - Roadmap

6.1.1 Strategic Workstream 1 - Transformation

A key premised of Strategic Workstream 1 is the implementation of the Microsoft M365 E5 license. This license provides rich functionality, best-in-class productivity apps, the capability for Power BI reporting across the organisation as well as advanced security. Each of these streams will use features within M365 E5, which will position Caerphilly as a leading-edge Local Authority in terms of functionality, security, resilience and productivity.

6.1.2 Teams and Telephony

We will integrate Teams with a telephony system, to allow portable telephony for all our staff, meaning even the contact centre can work remotely without call forwarding or mobile phones. We will eventually remove all desktop telephones, and replace

these with headsets, providing greater mobility and reducing costs and consolidation all telephony systems into one.

6.1.3 Laptops for All / Flexible working
The Authority has made significant inroads in moving to flexible working which has seen the deployment of laptops increase in the past 12 months, this approach will continue in line with the Council's Flexible / Agile working policy.

6.1.4 Establish Cloud Data centre
We will build a cloud data centre in Azure, ready to house additional services as required over the coming months and years. This facility will work as an extension to our on-premise facilities, but will mean we are able to access the innovative features, scale, flexibility and resilience of the cloud as required.

6.1.5 Backup and Recovery
As SAN and other backup devices are at or approaching end of life, we will move our backup and recovery data into the cloud.

6.1.6 Extend storage into the cloud
We will seek to use cheaper storage in the cloud for our legacy fileshares, allowing us to decommission servers and storage devices

6.1.7 Maximise usage of Platforms
We will maximise our use of Microsoft 365 and the applications therein, to ensure we make most effective use of the products we have invested in.
We will also look to use BluePrism Cloud/BluePrism more widely.

6.1.8 User skills
CCBC users and leaders must have the confidence and competence with ICT, technology and digital services to see and realise the potential benefits of alternative methods of service delivery and to exploit the benefits from available tools. The Councils employees are the most valuable and expensive resource. By ensuring they have both the confidence and competence in using ICT systems and devices we can significantly improve the productivity and quality of our services, which in turn will improve the lives of residents of Caerphilly CBC.

We will identify user skills gaps based on surveys and calls to the support desk. We will then provide additional training material in a variety of formats. Managers across the organisation will support this and encourage their users to learn new ICT skills.

6.2   Strategic Workstream 2 - Governance

Governance Procedures Overview

A new governance regime will be established comprising the following arrangements

6.2.1.1   The Solutions Board

The solutions Board will review and govern all ICT purchases made by the council to ensure that purchases are aligned with this ICT Strategy and with wider Organisational Strategies. We also need to ensure that purchases offer value for money, and that CCBC are purchasing equipment, software and consultancy in the most efficient manner and via the correct procurement routes.

The purpose of the ICT Solutions Board is as follows:

1) To Review proposals for any new ICT related purchase across the organisation
2) To provide ICT Guidance to any staff member with a business problem which may require an IT Solution
3) To provide procurement advice for successfully reviewed proposals
4) To ensure all new ICT purchases are in line with the ICT Strategy and Strategic Principles
5) To consider whether ongoing budget is available for proposed purchases
6) To consider the proposed service and support arrangements for ICT purchases to make sure they are affordable and aligned with corporate requirements.
7) To ensure new ICT proposals meet our ICT Security Standards
8) To ensure new ICT Proposals meet our accessibility commitments
9) To ensure new ICT Proposals meet our Welsh Language commitments
10) To understand Information Management implications and ensure the security of our data

6.2.2 Portfolio, Programme and Project Governance

All projects and programmes will be monitored at a task level and will produce highlight reporting which will feed into the Portfolio Management Team. A consistent and documented methodology, along with set Documents and formats will be agreed, which will be used by all projects and programmes going forward. As part of this, CCBC will develop a formal process for approving workload and allocating resources and timescales.

6.2.3 Project Methodology

For the development of new digital solutions all projects will use Agile Methodology. iterative or agile life cycles are composed of several "sprints" which are incremental steps towards the completion of a project. Iterative approaches are

frequently used in software development projects and are based heavily on user engagement and the development of "user stories" which describe the functions carried out by the intended users. This method allows the swift development and delivery of digital services to your target audience. Staff will need to be trained in Agile, as similar to all methodologies there are levels of documentation, gateway approvals and delivery methods which need to be followed. For infrastructure projects, more traditional methodologies will be used, particularly when there are high levels of complexity (for example datacentre moves).

6.2.4 Solution Design Methodologies

A set methodology for Solution Design and implementation will be used going forward. Standard document sets comprising Solution Design Documents, High Level Design, Low Level Design and As-Built documentation will be produced. A formal method of peer-review by workshop will be introduced.

6.2.5 ICT Financial Management

Costs incurred my Central ICT will be monitored on a monthly basis for both on-premise and cloud infrastructure. Cloud costs may be monitored more frequently as required.

6.2.6 Rationalisation of Contracts across CCBC

There are a variety of support and licensing contracts by undertaken historically by business units across CCBC. The ICT Team will review all of these, to ensure that there is no duplication and that we are making the most benefit of our licenses where possible.

6.2.7 Print cost scrutiny

We will publish printing costs on the Intranet, including the amounts teams are printing and associated costs.

### 6.3 Strategic Workstream 3 – Digital Services Team

6.3.1 Digital Services Team Skills

We will conduct a needs-analysis of ICT Team skills, and what is required to achieve our strategy. We will then implement a comprehensive training plan, to ensure our staff develop their skills as the service modernises.

The Digital Services Team recognise that the wider organisation is a key customer of theirs, and in order to improve services to their customer, they will need to have the modern skills required to support the delivery of agile Digital Services and to help the organisation meet its goals.

6.4 Flexible Resourcing Model

As detailed above, Digital Services will enhance their skill sets across multiple areas of Cloud Technology in order to support cloud services. It is recognised however, that there will be multiple short to medium term requirements for both additional staff and specific skillsets that will be required as part of short term and project work. It is not cost-effective to maintain skillsets in-house which are occasionally used, so in these instances, CCBC will use 3rd party resources for time-boxed periods, with defined specific deliverables.
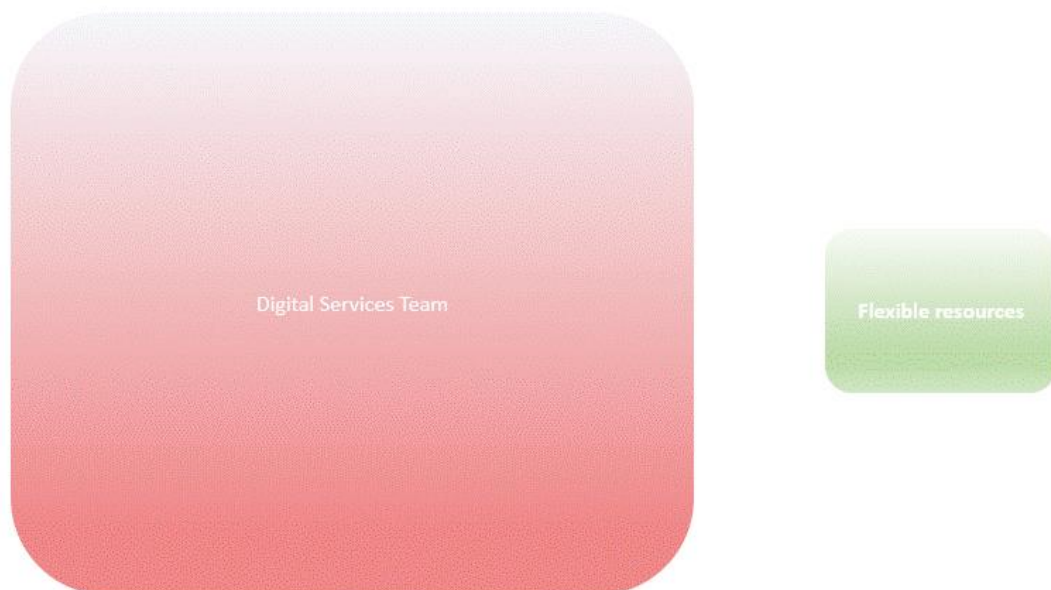
Figure 8 - Flexible resourcing of specialist skillsets

CCBC will look to place call-off type contracts with a number of suppliers as appropriate to ensure that they have the appropriate skillsets to deliver projects, and augment the Digital Services Team capacity where required on a short-term basis. As part of the agreement with the 3rd party resource provider, they will ensure:

- Full documentation of any technical products
- Extensive handover to Digital Service Teams staff
- Day-to-day collaboration with the Digital Services Team, working as "One Team"
- Open and co-operative ways-of-working
- Knowledge transfer on a daily and ongoing basis
- Skilled individuals to be provided who have recognised industry experience and qualifications
- Cost effective and competitive rate-cards and billing methodologies.

6.4.1 New Service Model

We will implement a modern 3-tier Support desk with documented processes and procedures for Problem Management, Change Management, Incident Management. We will base our service on the ITIL model as recommended by GDS.

To note, this is a substantial piece of work.

6.5 Strategic Workstream 4 – Departmental Business Systems

6.5.1 Rationalisation of business systems
We will analyse all our systems across the estate to understand:
- Which systems can be retired
- Which systems need to be replaced
- Which systems could be replaced by an existing system in another area of the business

This will be a gradual process undertaken by the Innovations team, as they focus on each area,

6.5.2 Development of data model
We will focus on developing a data model of the data we hold in different systems, in order that we can:
- Understand all the data we hold
- Know our customer better
- Provide a better Service
- Use AI to identify service growth and demand.

This will be developed as systems come to Solutions Board and as the Innovation Team works with each business unit

6.5.3 Innovation Team Digitisation
The innovation team will help business areas to digitise areas of their business and/or to automate manual and tedious tasks, allowing staff to focus on tasks that provide more value to the customer and the organisation.

6.5.4 Move to SharePoint
There are a number of steps within this piece of work:
1. Develop a Corporate File Plan in SharePoint
2. Develop a network of individuals across the organisation who are able to provide records advice to colleagues and can create folders on their behalf
3. A method of storing emails into the correct SharePoint online folder may also be implemented too
4. After Successful implementation, all other areas where documents could be stored should be locked down, this includes:
   a. Shared Drives
   b. OneDrive implementation
   c. Local storage (e.g. your PC desktop or hard drive)
   d. Email Archive
   e. Email Mailbox restriction implemented (300MB)
   f. Personal Drive restriction implemented (max 100MB)
5. Videos should be stored in MS Stream

6. Other large files (i.e. data or media not suitable for a DMS) will also need to have a storage area
7. Widescale business change will need to be undertaken to ensure records will be stored, retained and destroyed according to the CCBC retention schedule

6.5.5 Microsoft 365

The commitment to Microsoft 365 E5 licenses will push the Organisation forward, not only delivering apps but also improving security, compliance and providing a gateway into cloud services. Microsoft 365 will include:

1. Microsoft Office Apps for Enterprise
2. Azure Active Directory Premium (P2)
3. Microsoft Defender for Microsoft 365, Endpoint, Identity
4. Microsoft Cloud App Security. View apps used in your organisation, identify and combat cyberthreats, and monitor and control data travel in real time.
5. Azure Information Protection (P2). Discover, classify, label, and protect sensitive documents and emails.
6. Advanced compliance. Perform risk assessments across Microsoft Cloud services, automatically protect and govern sensitive data throughout its lifecycle, and efficiently respond to regulatory requests.
7. Windows 10 operating system

6.6   Target Operating Model

To note, on completion of the Strategic Workstreams, the following Target Operating Model can be realised.
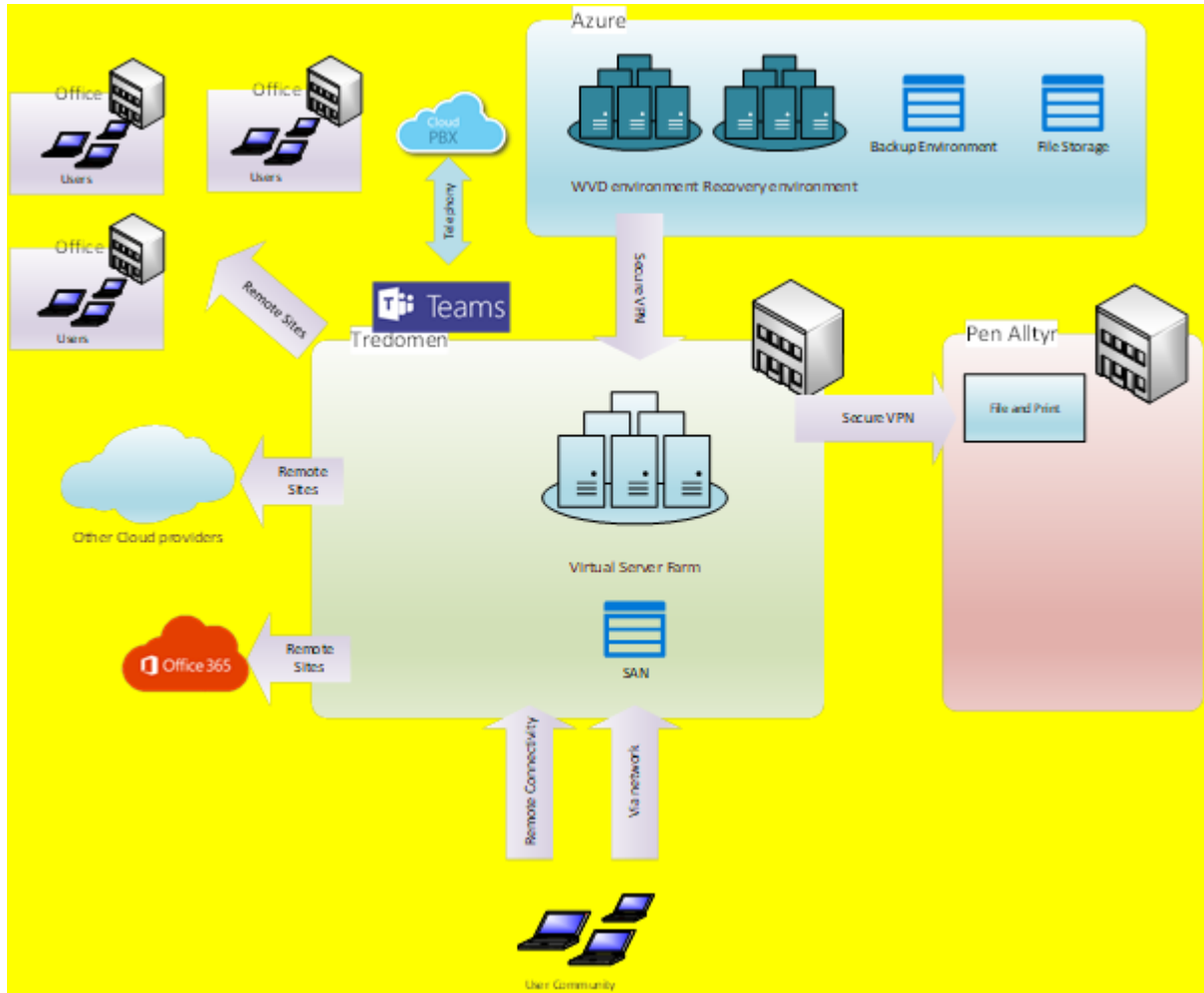

Figure 9 - Target Operating Model – Technical

As can be seen, this is a much simpler architecture than the current infrastructure, primarily due to the uptake of cloud services including Office365, Backup, Recovery and file storage, the rollout of laptops to all, and also the use of Teams with cloud PBX. Additionally to Azure, other 3rd party cloud-based products will be used, particularly for SaaS based line of business applications.
This means that the following items can be removed from the infrastructure:

Penallta
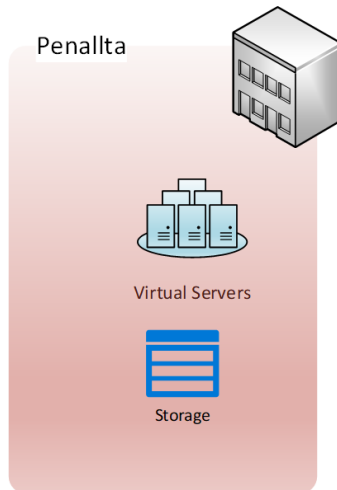
As a consequence of the move of Backup and Recovery Services to Azure, both the Virtual Servers and the Storage in Penallta can be decommissioned.

Tir-y-Berth
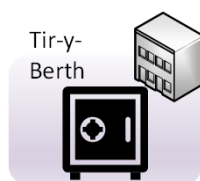
Also as a consequence of the move of Backup and Recovery Services to Azure there is no need to do offline backups at Tir-y-Berth
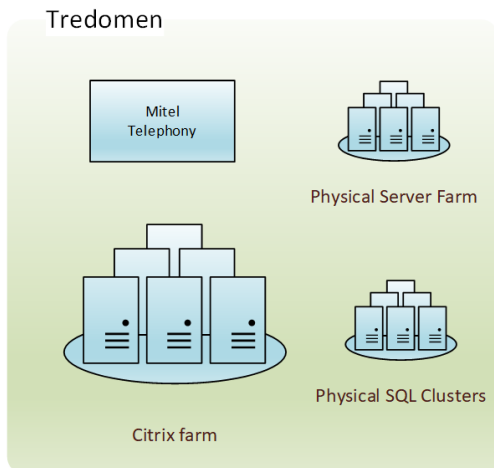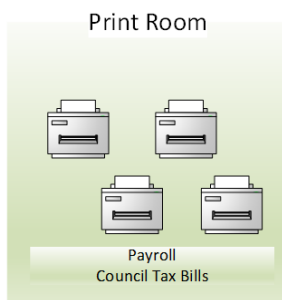
Tredomen

Rationalisation of our applications means we should be able to remove much of our physical servers and physical SQL clusters, either by replacing those applications or moving them to the cloud.

A full laptop rollout will mean that the Citrix farm is no longer required
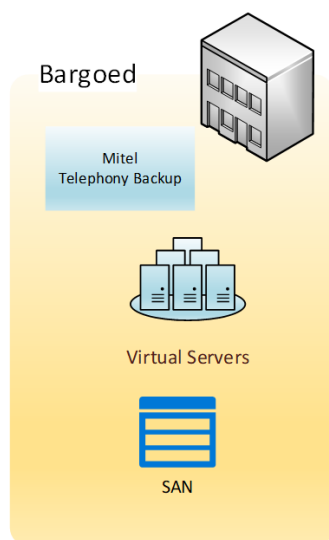
Mitel Telephone could potentially be replaced by a cloud PBX if we look to us the full potential of MS Teams.

Tredomen Print Room

The Print Room in Tredomen is already scheduled to be deprecated

Bargoed

As a consequence of the move of Backup and Recovery Services to Azure, both the Virtual Servers and the Storage in Bargoed can be decommissioned.
Again, the Mitel Telephone could potentially be replaced by a cloud PBX if we look to us the full potential of MS Teams – this would require a partial redesign of the network however.

7. Appendix A - Glossary of Terms

Term	Definition
AGILE	A method of project management, used especially for software development, that is characterized by the division of tasks into short phases of work and frequent reassessment and adaptation of plans
Android	An open source operating system used predominantly in mobile phones and computers
BAU	Business As Usual – in this context referring to the say to day running of ICT Systems
BYOD	Bring Your Own Device – the concept of using one's own device for work purposes
CAR	Centralised Asset Register – a central log of all an organisations ICT related assets
CoCo	Code of Connection – the security and physical controls an organisation must meet in order to join a network
Citrix	Citrix are a software vendor, however in this context it is referring to their most ubiquitous software product which provides a managed desktop solution to users, by means of undertaking the computing in the datacentre. I.e. the actual desktop session is taking place on a server that could be some geographic distance from the user, and the users sees a representation of this activity on their thin client device.
Cloud	Cloud computing is a kind of Internet-based computing that provides shared processing resources and data to computers and other devices on demand
CRM	Customer Relationship Management
GDS	Government Digital Service – part of the Cabinet Office, which a focus on Digital Transformation and strategy
IaaS	Infrastructure as a Service is a form of cloud computing that provides virtualized computing resources over the Internet
ICT	Information Communication Technology
iOS	An operating system used for mobile devices manufactured by Apple Inc.
IT	Information Technology
ITIL	ITIL is a best practice framework that has been drawn from both the public and private sectors internationally. It describes how IT resources should be organised to deliver business value, documenting the processes, functions and roles of IT Service Management (ITSM). It is considered to be best practice in government.
LAN	Local Area Network
MS	Microsoft
OLA	An operational-level agreement (OLA) defines the interdependent relationships in support of a service-level agreement (SLA). The agreement describes the responsibilities of each internal support group toward other

	support groups, including the process and timeframe for delivery of their services.
PaaS	Platform as a service (PaaS) is a category of cloud computing services that provides a platform allowing customers to develop, run, and manage applications without the complexity of building and maintaining the infrastructure typically associated with developing and launching an app
PBX	Private Branch Exchange
PC	Personal Computer
PSBA	The PSBA network is a Welsh Government led collaborative national communications service that, in conjunction with other major Welsh public sector organisations, has created a national information & communications platform to enable greater efficiency and collaborative potential, helping to support the delivery of improved services for the people of Wales.
PSN	The Public Services Network (PSN) is the UK government's high-performance network, which helps public sector organisations work together, reduce duplication and share resources. It unified the provision of network infrastructure across the United Kingdom public sector into an interconnected "network of networks" to increase efficiency and reduce overall public expenditure.
SAN	Storage Area Network – usually a device containing multiple hard disks, used for large scale digital storage
SAP	Systems Applications and Products
SDA	The Solution Design Authority is a forum which reviews all proposed ICT solutions across the organisation, to ensure strategic alignment and efficient use of resourcing.
SLA	A Service Level Agreement is a contract between a service provider (either internal or external) and the end user that defines the level of service expected from the service provider. SLAs are output-based in that their purpose is specifically to define what the customer will receive
SI	System Integrator – a large scale ICT Services Provider
SME	Small to Medium sized Enterprise
SQL	Structured Query Language
TB	Terabyte – 1000 gigabytes.
VoIP	Voice Over Internet Protocol
WAN	Wide Area Network

Gadewir y dudalen hon yn wag yn fwriadol

Caerphilly County Borough Council - Integrated Impact Assessment

This integrated impact assessment (IIA) has been designed to help support the Council in making informed and effective decisions whilst ensuring compliance with a range of relevant legislation, including:

- ➤ Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011
- ➤ Socio-economic Duty – Sections 1 to 3 of the Equality Act 2010
- ➤ Statutory Consultation v Doctrine of Legitimate Expectation and Gunning Principles

- ➤ Welsh Language (Wales) Measure 2011
- ➤ Well-being of Future Generations (Wales) Act 2015

PLEASE NOTE: Section *3 Socio-economic Duty* only needs to be completed if proposals are of a strategic nature or when reviewing previous strategic decisions. See page 6 of the **Preparing for the Commencement of the Socio-economic Duty** Welsh Government Guidance.

1. Proposal Details			
Lead Officer	**Head of Service**	**Service Area & Department**	**Date**
Gwyn Williams	Elizabeth Lucas	Customer and Digital Services	23/03/2021

Is this proposal a… (please tick relevant box)					
Policy ☐	**Strategy / Plan** ■	**Practice** ☐	**Procedure** ☐	**Restructure** ☐	**Project** ☐

What is the proposal to be assessed? *Provide brief details of the proposal and provide a link to any relevant report or documents.*
The proposal is to develop an Information, Communication Technologies (ICT) Strategy for Digital Services. The Strategy will provide the roadmap, direction and guidance for ICT developments within Caerphilly County Borough Council for the next 5 years. The Strategy sets out how Digital Services will develop its service to support the Authority's Customer and Digital Strategy through transformative and innovative technologies and improved governance. It will show how Digital Services will aspire to provide a good customer experience across all council services by putting customers at the core of their service. The ICT Strategy will deliver the "tin, wires and code" that will underpin the Customer and Digital Strategy and support the Team Caerphilly transformation programme.

The Strategy's main aims are:
- To enable CCBC to meet its current and future priorities
- To enable and encourage flexible working patterns allowing our staff to work from anywhere at anytime
- To provide a better experience and level of customer care for all users
- To migrate to modern, more cost efficient and environmentally friendly technologies and devices
- To provide a secure, resilient infrastructure platform which we can build upon in the future

2. Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011

(The Public Sector Equality Duty requires the Council to have "due regard" to the need to eliminate unlawful discrimination, harassment and victimisation; advance equality of opportunity between different groups; and foster good relations between different groups). Please note that an individual may have more than one protected characteristic.

Protected Characteristics	Does the proposal have any positive, negative or neutral impacts on the protected characteristics and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view?
Age *(people of all ages)*	The Strategy will underpin the Customer and Digital Strategy and support the Team Caerphilly transformation programme, enhancing the way services are delivered. As the Strategy evolves, consultation with protected groups will take place and any negative impacts identified will be mitigated where possible. As the Strategy develops we will engage for further consultation and seek the views of people and organisations from the protected groups. Any negative impact will be mitigated where possible. The strategy will not remove the currently available face to face services. New technologies will enable people to interact through different online channels such as chat bots, inquiry forms, reporting and social media Telephony will continue to exist as a service providing a consistent technology in our service delivery.	None identified. As the Strategy evolves, consultation with protected groups will take place and any negative impacts identified will be mitigated where possible.	The Strategy places a particular focus on the following policy drivers and initiatives: Caerphilly CBC, Corporate Plan 2018-2023; Caerphilly CBC, Customer and Digital Strategy 2019-2023; Well-being of Future Generations (Wales) Act (2015) Strategic Equality Plan 2020-2024 Objective 1: Service Planning and Delivery Team Caerphilly – Better Together Transformation programme

	It is envisaged that the Strategy will have a positive impact for this protected characteristic.		
Disability *(people with disabilities/ long term conditions)*	The Strategy will underpin the Customer and Digital Strategy and support the Team Caerphilly transformation programme, enhancing the way services are delivered. As the Strategy evolves, consultation with protected groups will take place and any negative impacts identified will be mitigated where possible. The introduction of new technologies will make it easier for some disability groups to interact with the Council, such as through speech recognition. We will follow the guidelines produced by the Government Digital Service (GDS) in relation to accessibility to services. Our web content adheres to Web Content Accessibility Guidelines (WCAG) 2.1 with any compliancy issues being clearly highlighted. It is envisaged that the Strategy will have a positive impact for this protected characteristic.	None identified. As the Strategy evolves, consultation with protected groups will take place and any negative impacts identified will be mitigated where possible.	The Strategy places a particular focus on the following policy drivers and initiatives: Well-being of Future Generations (Wales) Act (2015); Caerphilly CBC, Corporate Plan 2018-2023; Customer and Digital Strategy 2019-2023; Web Content Accessibility Guidelines (WCAG) 2.1; GDS, Guidance and tools for digital accessibility Strategic Equality Plan 2020-2024 Objective 1: Service Planning and Delivery Team Caerphilly – Better Together Transformation programme
Gender Reassignment *(anybody who's gender identity or gender expression is different to the sex they were assigned at birth)*	The Strategy will underpin the Customer and Digital Strategy and support the Team Caerphilly transformation programme, enhancing the way services are delivered.	None identified. As the Strategy evolves, consultation with protected groups will take place	The Strategy places a particular focus on the following policy drivers and initiatives: Well-being of Future Generations (Wales) Act (2015);

	As the Strategy evolves, consultation with protected groups will take place and any negative impacts identified will be mitigated where possible. The strategy will have a neutral impact on this protected characteristic.	and any negative impacts identified will be mitigated where possible.	Caerphilly CBC, Corporate Plan 2018-2023; Customer and Digital Strategy 2019-2023. Strategic Equality Plan 2020-2024 Objective 1: Service Planning and Delivery Team Caerphilly – Better Together Transformation programme
Marriage or Civil Partnership *(people who are married or in a civil partnership)*	The Strategy will underpin the Customer and Digital Strategy and support the Team Caerphilly transformation programme, enhancing the way services are delivered. As the Strategy evolves, consultation with protected groups will take place and any negative impacts identified will be mitigated where possible. The strategy will have a neutral impact on this protected characteristic.	None identified. As the Strategy evolves, consultation with protected groups will take place and any negative impacts identified will be mitigated where possible.	The Strategy places a particular focus on the following policy drivers and initiatives: Well-being of Future Generations (Wales) Act (2015); Caerphilly CBC, Corporate Plan 2018-2023; Customer and Digital Strategy 2019-2023. Strategic Equality Plan 2020-2024 Objective 1: Service Planning and Delivery Team Caerphilly – Better Together Transformation programme
Pregnancy and Maternity *(women who are pregnant and/or on maternity leave)*	The Strategy will underpin the Customer and Digital Strategy and support the Team Caerphilly transformation programme, enhancing the way services are delivered.	None identified. As the Strategy evolves, consultation with protected groups will take place	The Strategy places a particular focus on the following policy drivers and initiatives: Well-being of Future Generations (Wales) Act (2015);

	As the Strategy evolves, consultation with protected groups will take place and any negative impacts identified will be mitigated where possible. The strategy will have a neutral impact on this protected characteristic.	and any negative impacts identified will be mitigated where possible.	Caerphilly CBC, Corporate Plan 2018-2023; Customer and Digital Strategy 2019-2023. Strategic Equality Plan 2020-2024 Objective 1: Service Planning and Delivery Team Caerphilly – Better Together Transformation programme
Race *(people from black, Asian and minority ethnic communities and different racial backgrounds)*	The Strategy will underpin the Customer and Digital Strategy and support the Team Caerphilly transformation programme, enhancing the way services are delivered. As the Strategy evolves, consultation with protected groups will take place and any negative impacts identified will be mitigated where possible. The strategy will have a neutral impact on this protected characteristic.	None identified. As the Strategy evolves, consultation with protected groups will take place and any negative impacts identified will be mitigated where possible.	The Strategy places a particular focus on the following policy drivers and initiatives: Well-being of Future Generations (Wales) Act (2015); Caerphilly CBC, Corporate Plan 2018-2023; Customer and Digital Strategy 2019-2023. Strategic Equality Plan 2020-2024 Objective 1: Service Planning and Delivery Team Caerphilly – Better Together Transformation programme
Protected Characteristics	**Does the proposal have any positive, negative or neutral impacts on the protected characteristics and how?**	**If there are negative impacts how will these be mitigated?**	**What evidence has been used to support this view?**

Religion or Belief *(people with different religions and beliefs including people with no beliefs)*	The Strategy will underpin the Customer and Digital Strategy and support the Team Caerphilly transformation programme, enhancing the way services are delivered. As the Strategy evolves, consultation with protected groups will take place and any negative impacts identified will be mitigated where possible. The strategy will have a neutral impact on this protected characteristic.	None identified. As the Strategy evolves, consultation with protected groups will take place and any negative impacts identified will be mitigated where possible.	The Strategy places a particular focus on the following policy drivers and initiatives: Well-being of Future Generations (Wales) Act (2015); Caerphilly CBC, Corporate Plan 2018-2023; Customer and Digital Strategy 2019-2023. Strategic Equality Plan 2020-2024 Objective 1: Service Planning and Delivery Team Caerphilly – Better Together Transformation programme
Sex *(women and men, girls and boys and those who self-identify their gender)*	The Strategy will underpin the Customer and Digital Strategy and support the Team Caerphilly transformation programme, enhancing the way services are delivered. As the Strategy evolves, consultation with protected groups will take place and any negative impacts identified will be mitigated where possible. The strategy will have a neutral impact on this protected characteristic.	None identified. As the Strategy evolves, consultation with protected groups will take place and any negative impacts identified will be mitigated where possible.	The Strategy places a particular focus on the following policy drivers and initiatives: Well-being of Future Generations (Wales) Act (2015); Caerphilly CBC, Corporate Plan 2018-2023; Customer and Digital Strategy 2019-2023. Strategic Equality Plan 2020-2024 Objective 1: Service Planning and Delivery Team Caerphilly – Better Together Transformation programme

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| Sexual Orientation *(lesbian, gay, bisexual, heterosexual)* | The Strategy will underpin the Customer and Digital Strategy and support the Team Caerphilly transformation programme, enhancing the way services are delivered.

As the Strategy evolves, consultation with protected groups will take place and any negative impacts identified will be mitigated where possible.

The strategy will have a neutral impact on this protected characteristic. | None identified.

As the Strategy evolves, consultation with protected groups will take place and any negative impacts identified will be mitigated where possible. | The Strategy places a particular focus on the following policy drivers and initiatives:

Well-being of Future Generations (Wales) Act (2015);

Caerphilly CBC, Corporate Plan 2018-2023;

Customer and Digital Strategy 2019-2023.

Strategic Equality Plan 2020-2024 Objective 1: Service Planning and Delivery

Team Caerphilly – Better Together Transformation programme |
|---|---|---|---|

3. Socio-economic Duty (Strategic Decisions Only)

(The Socio-economic Duty gives us an opportunity to do things differently and put tackling inequality genuinely at the heart of key decision making. Socio-economic disadvantage means living on a low income compared to others in Wales, with little or no accumulated wealth, leading to greater material deprivation, restricting the ability to access basic goods and services)

Please consider these additional vulnerable groups and the impact your proposal may or may not have on them:

- Single parents and vulnerable families
- People with low literacy/numeracy
- Pensioners
- Looked after children
- Homeless people

- Carers
- Armed Forces Community
- Students
- Single adult households
- People misusing substances

- People who have experienced the asylum system
- People of all ages leaving a care setting
- People living in the most deprived areas in Wales (WIMD)
- People involved in the criminal justice system

Socio-economic Disadvantage	Does the proposal have any positive, negative or neutral impacts on the following and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view?
Low Income / Income Poverty *(cannot afford to maintain regular payments such as bills, food, clothing, transport etc.)*	The Strategy will underpin the Customer and Digital Strategy and support the Team Caerphilly transformation programme, enhancing the way services are delivered. Adult learners will be able to have access to new networks across the Borough allowing access to internet resources for education and continued access to computing devices in defined public areas such as Adult learning centres and libraries. Young learners will benefit from continued development of school environments which will offer enterprise class infrastructures and making computing devices available for each learner. As the Strategy develops new technologies will be introduced to assist in delivering services. Maintaining a dialogue with service users is key to ensuring that any new technology being explored is tested and their views received and taken on board.	None identified. As the Strategy evolves, consultation with protected groups will take place and any negative impacts identified will be mitigated where possible.	The Strategy places a particular focus on the following policy drivers and initiatives: Well-being of Future Generations (Wales) Act (2015); Caerphilly CBC, Corporate Plan 2018-2023; Customer and Digital Strategy 2019-2023. Strategic Equality Plan 2020-2024 Objective 1: Service Planning and Delivery Team Caerphilly – Better Together Transformation programme

	This Strategy will not remove the face to face services currently employed by the Authority and so these vulnerable groups will be able to continue engagement in the same way that they do currently.		
Socio-economic Disadvantage	**Does the proposal have any positive, negative or neutral impacts on the following and how?**	**If there are negative impacts how will these be mitigated?**	**What evidence has been used to support this view?**
Low and/or No Wealth *(enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provisions for the future)*	The Strategy will underpin the Customer and Digital Strategy and support the Team Caerphilly transformation programme, enhancing the way services are delivered. Adult learners will be able to have access to new networks across the Borough allowing access to internet resources for education and continued access to computing devices in defined public areas such as Adult learning centres and libraries. Young learners will benefit from continued development of school environments which will offer enterprise class infrastructures and making computing devices available for each learner.	None identified. As the Strategy evolves, consultation with protected groups will take place and any negative impacts identified will be mitigated where possible.	The Strategy places a particular focus on the following policy drivers and initiatives: Well-being of Future Generations (Wales) Act (2015); Caerphilly CBC, Corporate Plan 2018-2023; Customer and Digital Strategy 2019-2023. Team Caerphilly – Better Together Transformation programme

	As the Strategy develops new technologies will be introduced to assist in delivering services.

Maintaining a dialogue with service users is key to ensuring that any new technology being explored is tested and their views received and taken on board.

This Strategy will not remove the face to face services currently employed by the Authority and so these vulnerable groups will be able to continue engagement in the same way that they do currently. | | |
| **Material Deprivation** *(unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, hobbies etc.)* | The Strategy will underpin the Customer and Digital Strategy and support the Team Caerphilly transformation programme, enhancing the way services are delivered.

Adult learners will be able to have access to new networks across the Borough allowing access to internet resources for education and continued access to computing devices in defined public areas such as Adult learning centres and libraries.

Young learners will benefit from continued development of school environments which will offer | None identified.

As the Strategy evolves, consultation with protected groups will take place and any negative impacts identified will be mitigated where possible. | The Strategy places a particular focus on the following policy drivers and initiatives:

Well-being of Future Generations (Wales) Act (2015);

Caerphilly CBC, Corporate Plan 2018-2023;

Customer and Digital Strategy 2019-2023.

Digital Fridays

Library Service Strategic Action Plan 2018-2019

Working Skills for Adults 2

Bridges into work 2 |

	enterprise class infrastructures and making computing devices available for each learner. As the Strategy develops new technologies will be introduced to assist in delivering services. The introduction of technology will have a neutral impact on these vulnerable groups. Maintaining a dialogue with service users is key to ensuring that any new technology being explored is tested and their views received and taken on board. This Strategy will not remove the face to face services currently employed by the Authority and so these vulnerable groups will be able to continue engagement in the same way that they do currently through initiatives such as Digital Fridays and access to technology in libraries.		
Area Deprivation *(where you live (rural areas), where you work (accessibility of public transport)*	The Strategy will underpin the Customer and Digital Strategy and support the Team Caerphilly transformation programme, enhancing the way services are delivered. Adult learners will be able to have access to new networks across the Borough allowing access to internet resources for education and	None identified. As the Strategy evolves, consultation with protected groups will take place and any negative impacts identified will be mitigated where possible.	The Strategy places a particular focus on the following policy drivers and initiatives: Well-being of Future Generations (Wales) Act (2015); Caerphilly CBC, Corporate Plan 2018-2023; Customer and Digital Strategy 2019-2023.

			Library Service Strategic Action Plan 2018-2019
	continued access to computing devices in defined public areas such as Adult learning centres and libraries. Young learners will benefit from continued development of school environments which will offer enterprise class infrastructures and making computing devices available for each learner. As the Strategy develops new technologies will be introduced to assist in delivering services. Maintaining a dialogue with service users is key to ensuring that any new technology being explored is tested and their views received and taken on board. This Strategy will not remove the face to face services currently employed by the Authority and so these vulnerable groups will be able to continue engagement in the same way that they do currently.		
Socio-economic Background *(social class i.e. parents education, employment and income)*	The Strategy will underpin the Customer and Digital Strategy and support the Team Caerphilly transformation programme, enhancing the way services are delivered.	None identified. As the Strategy evolves, consultation with protected groups will take place and any negative impacts identified will be mitigated where possible.	The Strategy places a particular focus on the following policy drivers and initiatives: Well-being of Future Generations (Wales) Act (2015); Caerphilly CBC, Corporate Plan 2018-2023;

| | Adult learners will be able to have access to new networks across the Borough allowing access to internet resources for education and continued access to computing devices in defined public areas such as Adult learning centres and libraries.

Young learners will benefit from continued development of school environments which will offer enterprise class infrastructures and making computing devices available for each learner.

As the Strategy develops new technologies will be introduced to assist in delivering services.

The introduction of technology will have a neutral impact on these vulnerable groups.

Maintaining a dialogue with service users is key to ensuring that any new technology being explored is tested and their views received and taken on board.

This Strategy will not remove the face to face services currently employed by the Authority and so these vulnerable groups will be able to continue engagement in the same way that they do currently. | | Customer and Digital Strategy 2019-2023. |
| **Socio-economic Disadvantage** | | None identified. | |

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(What cumulative impact will the proposal have on people or groups because of their protected characteristic(s) or vulnerability or because they are already disadvantaged)	The Strategy will underpin the Customer and Digital Strategy and support the Team Caerphilly transformation programme, enhancing the way services are delivered. Adult learners will be able to have access to new networks across the Borough allowing access to internet resources for education and continued access to computing devices in defined public areas such as Adult learning centres and libraries. Young learners will benefit from continued development of school environments which will offer enterprise class infrastructures and making computing devices available for each learner. As the Strategy develops new technologies will be introduced to assist in delivering services. The introduction of technology will have a neutral impact on these vulnerable groups. Maintaining a dialogue with service users is key to ensuring that any new technology being explored is tested and their views received and taken on board.	As the Strategy evolves, consultation with protected groups will take place and any negative impacts identified will be mitigated where possible.	The Strategy places a particular focus on the following policy drivers and initiatives: Well-being of Future Generations (Wales) Act (2015); Caerphilly CBC, Corporate Plan 2018-2023; Customer and Digital Strategy 2019-2023.

	This Strategy will not remove the face to face services currently employed by the Authority and so these vulnerable groups will be able to continue engagement in the same way that they do currently.		

4. Corporate Plan – Council's Well-being Objectives

(How does your proposal deliver against any/all of the Council's Well-being Objectives? Which in turn support the national well-being goals for Wales as outlined in the Well-being of Future Generations (Wales) Act 2015. Are there any impacts (positive, negative or neutral? If there are negative impacts how have these been mitigated?) <u>*Well-being Objectives*</u>

Objective 1 - Improve education opportunities for all	The Strategy will underpin the Customer and Digital Strategy and support the Team Caerphilly transformation programme, enhancing the way services are delivered. The Strategy will provide a learning environment for all employees, enabling them to improve their digital skills. Adult learners will be able to have access to new networks across the Borough allowing access to internet resources for education and continued access to computing devices in defined public areas such as Adult learning centres and libraries. Young learners will benefit from continued development of school environments which will offer enterprise class infrastructures and making computing devices available for each learner. This will be a positive impact for Objective 1.
Objective 2 - Enabling employment	The Strategy will underpin the Customer and Digital Strategy and support the Team Caerphilly transformation programme, enhancing the way services are delivered, facilitating a flexible workforce and delivering agile ways of working. Delivering additional internet access across the Borough will enable the public to search for employment and to access training materials published on the internet. Work with local Universities and Communities for Work to offer apprenticeships and work experience, providing valuable experience and knowledge in the ICT industry. This will be a positive impact for objective 2. Where possible local suppliers will be used to assist in the delivery of the Strategy which will maintain employment in the local area.
Objective 3 - Address the availability, condition and sustainability of homes throughout the county borough and provide advice, assistance	

or support to help improve people's well-being	The Strategy will underpin the Customer and Digital Strategy and support the Team Caerphilly transformation programme, enhancing the way services are delivered. Technology will enable a more flexible workforce that can engage with information as required and collaborate with peers regardless of their physical location. Having accurate information available to answer questions and assist in decision making processes will improve service delivery. This will be a positive impact for objective 3.
Objective 4 - Promote a modern, integrated and sustainable transport system that increases opportunity, promotes prosperity and minimises the adverse impact on the environment	This will have no impact for objective 4.
Objective 5 - Creating a county borough that supports healthy lifestyle in accordance with the Sustainable Development principle with in the Well-being of Future Generations (Wales) Act 2015	The Strategy will have no impact for objective 5.
Objective 6 - Support citizens to remain independent and improve their well-being	The Strategy will assist the CCBC Regeneration Strategy through the development of broadband and public wi-fi in key regeneration areas across the Borough. Adults will be able to remain in familiar locations, such as their own home, whilst keeping their independence through the use of Internet of Things that monitor their activities and notifies someone if necessary. As the Strategy evolves, consultation with protected groups will take place and any negative impacts identified will be mitigated where possible. This will be a positive impact for objective 6.

4a. Links to any other relevant Council Policy
(How does your proposal deliver against any other relevant Council Policy?)

The Strategy links to the following policy drivers and initiatives.

Well-being of Future Generations (Wales) Act (2015);

Caerphilly CBC, Corporate Plan 2018-2023;

Customer and Digital Strategy 2019-2023.

Support of Local Businesses and SMEs

Regeneration Strategy

CCBC Strategic Equality Plan 2020-2024

CCBC Compliance Notice – Section 44 Welsh Language (Wales) Measure 2011

CCBC Transformation Strategy

5. Well-being of Future Generations (Wales) Act 2015 – The Five Ways of Working (ICLIP)
(Also known as the sustainable development principles. The Act requires the Council to consider how any proposal improves the economic, social, environmental and cultural well-being of Wales using the five ways of working as a baseline)

Ways of Working	How have you used the Sustainable Development Principles in forming the proposal?
Long Term	Consider the long-term impact of the proposal on the ability of communities to secure their well-being. The Strategy's main aims are: • To enable CCBC to meet its current and future priorities • To enable and encourage flexible working patterns allowing our staff to work from anywhere at anytime • To provide a better experience and level of customer care for all users • To migrate to modern, more cost efficient and environmentally friendly technologies and devices • To provide a secure, resilient infrastructure platform which we can build upon in the future Through channel shift, automation and simplification of processes delivering long term improvement for service delivery, facilitating increased human engagement where needed and improved customer experiences when dealing with the Council. Through technology the Strategy will increase the availability of services to match the ever changing work life balance of our customers. The move to Cloud services will reduce our carbon emissions. The improvement of broadband connectivity and public wi-fi will improve opportunities for education and employment. The enhancement of digital skills across the Authority will improve the effectiveness of service areas resulting in better-quality service delivery to customers.
Prevention	Consider how the proposal is preventing problems from ocurring or getting worse The strategy will support delivery of citizen centric services extending the availability of these services to meet the ever changing environment of employment. Analysis of data and information will enable root cause analysis and provide the ability to resolve problems in our communities. Artificial intelligence and machine learning will assist in identifying anomalies and either resolve or highlight for further investigation. Maintaining a dialogue with service users is key to ensuring that any new technology being explored is tested and their views received and taken on board.

Integration	Consider how your proposal will impact on other services provided in our communities (these might be Council services or services delivered by other organisations or groups)	
	The Strategy will underpin the Customer and Digital Strategy and support the Team Caerphilly transformation programme, enhancing the way services are delivered.	
	The Strategy will support areas of the CCBC regeneration strategy in delivering technologies to support areas of social economic deprivation.	
	Learning is supported by the Strategy, helping to improve facilities available to young learners, adult learners and digitally excluded.	
	Keeping families in contact with each other using technology has health benefits.	
Collaboration	Consider how you are working with Council services or services delivered by other organisations or groups in our communities.	
	The Strategy has engaged colleagues from across the Authority to develop the key themes and strategic principles within the Strategy, all putting the customer at the core of service delivery.	
	.	
	• Enabling the Authority to meet its current and future priorities	
	• Enabling and encouraging flexible working patterns	
	• Providing a better experience and level of customer care for all customers	
	• Migrating to modern, more cost efficient and environmentally friendly technologies and devices	
	• Providing a secure, resilient infrastructure environment which we can build upon in the future	
	• Migrating to modern solutions that improve customer experience, enable better use of information and deliver improved services	
	We are working with the Centre for Digital Public Services and the Welsh Government transformation team on developing learning across Caerphilly CBC, Blaenau Gwent BC and Merthyr CBC.	
	We are working with Microsoft to deliver technologies that will enhance the Strategy and improve the way the Council works through improved collaboration, information sharing and data analysis.	
	Collaborate approach with Welsh Government to improving learning facilities in our schools.	
Involvement	Consider how you involve people who have an interest in this proposal and ensure that they represent the diversity of our communities.	
	The Strategy has engaged colleagues from across the Authority to develop the key themes and strategic principles within the Strategy. Scrutiny committee has been engaged.	
	The Strategy has been presented to CMT.	
	The Strategy is a living document and through engagement with stakeholders will continue to be developed to meet the needs of the Authority and how it serves its customers.	

6. Well-being of Future Generations (Wales) Act 2015

Well-being Goals	Does the proposal maximise our contribution to the Well-being Goal and how?
A Prosperous Wales *An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work*	Efficient use of resources, skilled, educated people generates wealth and provides jobs Where possible local suppliers will be used to assist in the delivery of the ICT strategy which will maintain employment in the local area. The move to cloud services and new support tools will reduce our carbon footprint. Knowledge and learning is key to the strategy for all employees. It is equally as important for our learners throughout the Borough, whether it be at the start of their learning journey or at some other point on that journey. Improved bandwidth in public facing services enabling members of our community to search for employment and access digital resources that they may otherwise not be able to access. Work with local Universities and Communities for Work to offer apprenticeships and work experience, providing valuable experience and knowledge in the ICT industry. The strategy facilitates an agile workforce enabling working from anywhere at any time, reducing travelling and improving work life balance.
A Resilient Wales *A nation which maintains and enhances a biodiverse natural environment healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for climate change)*	Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change) The move to cloud services and new support tools will reduce our carbon footprint. The move to an agile workforce will improve work life balance and reduce carbon emissions through reduction in travelling.

	The Strategy will facilitate different service channels to deliver our services, these will allow our community to engage without the need for face to face, at times that are more conducive to their personal commitments. The ability to engage with the Council through common tools such as social media and artificial intelligence will be beneficial to some areas of the community.
A Healthier Wales *A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood*	People's physical and mental well-being is maximised and health impacts are understood The move to an agile workforce will improve work life balance. Keeping families in contact with each other using technology has health benefits. The ability to engage with the Council at a time convenient to the customer will help to reduce stress associated with the engagement.
A More Equal Wales *A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio-economic background and circumstances)*	People can fulfil their potential no matter what their background or circumstances. This includes the protected characteristics listed in Q2 above. Also consider the cumulative impacts. The ability to provide services through different channels and for longer periods will improve accessibility for customers. The use of different channels will widen the appeal to interact with the Council. Knowledge and learning is key to the strategy for all employees. It is equally as important for our learners throughout the Borough, whether it be at the start of their learning journey or at some other point on that journey. Work with local Universities and Communities for Work to offer apprenticeships and work experience, providing valuable experience and knowledge in the ICT industry.

Well-being Goals	Does the proposal maximise our contribution to the Well-being Goal and how?
A Wales of Cohesive Communities *Attractive, viable, safe and well-connected communities*	Communities are attractive, viable, safe and well connected. The strategy will enable service areas to consider how best to deliver services to customers. The Strategy will support areas of the CCBC regeneration strategy in delivering technologies to support areas of social economic deprivation. Learning is supported by the Strategy, helping to improve facilities available to young learners, adult learners and digitally excluded. Keeping families in contact with each other using technology has health benefits.
A Wales of Vibrant Culture and Thriving Welsh Language *A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation*	Culture, heritage and the Welsh language are promoted and protected. People are encouraged to participate in sport, art and recreation. The Strategy supports the use of the Welsh Language. Through channel shift the ability to engage with service providers will increase and make it easier to take part in the arts, sports and recreation. The Strategy will continue to support all Welsh medium schools within the Borough. The Council's website will be bilingual ensuring compliance with Welsh Language Standards.
A Globally Responsible Wales *A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being*	Taking account of impact on global well-being when considering local social, economic and environmental well-being. The move to cloud services and new support tools will reduce our carbon footprint. The strategy facilitates an agile workforce enabling working from anywhere at any time, reducing travelling and improving work life balance. Where possible local firms are employed to provide goods and services.

	Learning is being developed and delivered through virtual classrooms.

7. Welsh Language (Wales) Measure 2011 and Welsh Language Standards

(The Welsh Language Measure 2011 and the Welsh Language Standards require the Council to have 'due regard' for the positive or negative impact a proposal may have on opportunities to use the Welsh language and ensuring the Welsh language is treated no less favourably than the English language) insert link to WL Commissioners Policy Making Standards Guidance

Requirement	Does the proposal have any positive, negative or neutral impacts on the following and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view? *e.g the WESP, TAN20, LDP,* Pupil Level Annual School Census
Links with Welsh Government's [Cymraeg 2050 Strategy](#) and CCBC's [Five Year Welsh Language Strategy 2017-2022 and the Language Profile](#)	We will engage with Suppliers of ICT services to allow the use of the Welsh Language. Where possible digital solutions will have a Welsh version available for use by Welsh speakers. Collaborative tools such as video conferencing will enable engagement through the medium of Welsh. The Strategy will continue to support all Welsh medium schools within the Borough. The Council's website will be bilingual ensuring compliance with Welsh Language Standards. The Strategy will have a positive impact.	None identified at present but through consultation and engagement with Welsh speakers and stakeholders any negative impacts identified will be mitigated where possible.	The Welsh Language Standards Welsh in Education Plan (WESP) Five Year Strategy
Compliance with the [Welsh Language Standards](#). *Specifically Standards 88 - 93*	The Council's website will be bilingual ensuring compliance		The Welsh Language Standards

	with Welsh Language Standards. Telephony technologies will continue to deliver services through the Welsh language and the consolidation of call centre solutions will enhance this service across the Authority through standardisation. Business units will need to consider how they met the requirements of the Welsh Language Standards, which could be through Welsh language training, consideration for Welsh speakers should be taken during recruitment.	None identified at present but through consultation and engagement with Welsh speakers and stakeholders any negative impacts identified will be mitigated where possible.	
Opportunities to promote the Welsh language *e.g. status, use of Welsh language services, use of Welsh in everyday life in work / community*	Where available the Welsh language will be used.	None identified at present but through consultation and engagement with Welsh speakers and stakeholders any negative impacts identified will be mitigated where possible.	The Welsh Language Standards
Opportunities for persons to use the Welsh language *e.g. staff, residents and visitors*	Business units must consider how they met the requirements of the Welsh Language Standards, which could be through Welsh language training, consideration for	None identified at present but through consultation and engagement with Welsh speakers and stakeholders any negative	The Welsh Language Standards

	Welsh speakers should be taken during recruitment. Telephony technologies will continue to deliver services through the Welsh language and the consolidation of call centre solutions will enhance this service across the Authority through standardisation. The Council's website will be bilingual ensuring compliance with Welsh Language Standards.	impacts identified will be mitigated where possible.	
Treating the Welsh language no less favourably than the English language	The Welsh language will be a consideration of all four workstreams identified.	None identified at present but through consultation and engagement with Welsh speakers and stakeholders any negative impacts identified will be mitigated where possible.	The Welsh Language Standards

7a. Having considered the impacts above, how has the proposal been developed so that there are positive effects, or increased positive effects on (a) opportunities for persons to use the Welsh language, and b) treating the Welsh language no less favourably than the English language.

Any positive impacts will be explored and we will seek where possible to increase the positive impacts on people to use the Welsh language and to not treat the Welsh language less favourably than the English language. Implementing new technology will enable us to deliver services to people in their preferred language wherever possible.

8. Data and Information

Data/evidence *(Please provide link to report if appropriate)*	Key relevant findings	How has the data/evidence informed this proposal?
Digital Services has used its partner Red Cortex to assist in the development of this Strategy. They have engaged with Heads of Services across the Authority through several workshops to identify what they feel is working well and not so well. This information was analysed and included in the Strategy, creating a covenant between Digital Services and the Business. The recognition that both Digital Services and the wider organisation needs to change how they interact with each other was universally accepted during the consultation process. This culminated with a covenant being created which sets out a number of behavioural promises that Caerphilly CBC staff in Digital Services and the wider organisation will follow. This covenant will be published on the Intranet and will be a guiding principle of interactions between Digital Services and Business units. Red Cortex held several meetings with key staff across Digital Services to identify current service delivery and agree potential future service delivery, this information has been included throughout the Strategy. These meetings identified how Digital Services currently works and how we would like to work in the future, culminating in a number of strategic principles that will • Provide the basis for how we deliver service management	*What were the key findings?* *What did the data / evidence used tell you?* Improved engagement between Digital Services and the Business. The Business to engage with Digital Services in the early stages of a project. Too many applications many with similar or overlapping functions. Need to ensure digital skills are improved across the Authority. ICT is a critical function for the Authority.	*How has the data / evidence available helped inform the proposal?* *Did it support the proposal and how?* *If the data / evidence didn't support the proposal why was this?* The findings of the engagement have been the basis for the Strategy. Understanding of current issues faced by business areas Identify areas where the ICT service could be improved Understand future requirements of the customers Define how the business units could better interact with ICT

- How we will provide technology to ensure connectivity for data and voice

- How we will encourage data centre transformation and reduce our carbon emissions

- Deliver security that will protect customers and minimise impact on how they deliver services

Both pieces of work have resulted in the identification of the four workstreams of the Strategy.

- Transformation – This is the changing of the organisation in terms of enabling cloud services and acquiring the skills necessary to manage new technologies

- Governance – The introduction of new governance around ICT, both from a project and a day-to-day running perspective

- Digital Services Team – The development of the CCBC capability and capacity needed to run the ICT service to a recognised standard

- Departmental Business Systems – For our applications used in specific areas of the business, we need to understand the likely future requirements and ensure they are accommodated within the strategy.

Were there any gaps identified in the evidence and data used to develop this proposal and how will these gaps be filled?

Details of further consultation can be included in Section 9.

Are there any gaps in the existing data and how will you go about filling these gaps?

Where necessary further consultation will be taken with relevant service users and stakeholders.

As the Business requirements change, the Strategy will be reviewed and where applicable further consultation will take place.

9. Consultation

(In some instances, there is a legal requirement to consult. In others, even where there is no legal obligation, there may be a legitimate expectation from people that a consultation will take place. Where it has been determined that consultation is required, The Gunning Principles must be adhered to. Consider the Consultation and Engagement Framework. Please note that this may need to be updated as the proposal develops and to strengthen the assessment.

Briefly describe any recent or planned consultations paying particular attention to evidencing the Gunning Principles.

Who was consulted?

Our partner Red Cortex has engaged with leaders from across the Authority as part of developing the Strategy, this engagement took the form of workshops and concentrated on the following topics.
• Current issues faced
• Areas where the ICT service could be improved
• Future requirements
• How business areas could better interact with ICT

P&R Scrutiny

Corporate Management Team

When were they consulted did the consultation take place at the formative stage and was adequate time given for consultees to consider and respond?

At the beginning of the process

10th November 2020

14th April 2021

Was sufficient information provided to consultees to allow them to make an informed decision on the proposal?

What were the key findings?

As a consequence of these sessions, there were a number of common themes regarding both the ICT service and the wider organisation, and how each could improve to meet the needs of the organisation and provide better services to both internal and external users going forward. The consultation session outcomes are summarised below:

ICT

- An approved and published workplan
- A published service catalogue
- Agreed and published response times
- No more "Computer says No"
- Better communication required with the organisation
- Better remote working capability
- More training material
- Adoption or more cloud-based technologies
- More Innovation – ICT to drive this within the organisation

Wider Organisation

- ICT must be recognised as a Corporate Priority
- Improved and Consistent Engagement with ICT
- Appropriate Funding and resourcing
- Better use of existing tools
- Managers to help drive adoption of new Tools
- ICT Representation in every SMT
- Organisation to choose its priorities
- Recognition by staff that they must keep their IT skills up to date

Digital Services will engage in consultation throughout the life of the Strategy as required, as each workstream develops further its impact on this Assessment will be considered.

Digital Services will not directly provide services to the Public but the Business units that rely on Digital Services may have direct services with the Public and they will need to assess the impact of any changes to their service delivery at the time.

How have the consultation findings been taken into account?

These have been included in defining the strategy.

10. Monitoring and Review

How will the implementation and the impact of the proposal be monitored, including implementation of any amendments?	 The proposal will be monitored by the progress of each workstream aligned to timescales and budget. Project management methodologies will be used to manger each project within the workstreams. Support calls logged with the Digital Services support desk will be analysed weekly by the Second line support coordinator to identify trends. Any complaints and compliments logged with the Authority's complaints team relevant to this strategy will be reviewed. The engagement with leaders across the Authority has identified that collaboration needs to be improved between the Business and Digital Services and appropriate engagement will be undertaken as each workstream develops. As each business unit identifies new requirements, they will engage Digital Services at the start of the process.
What are the practical arrangements for monitoring?	 Regular service area workload monitoring Support calls logged with the Digital Services support desk will be analysed weekly by the Second line support coordinator to identify trends. Any complaints logged with the Authority's complaints team relevant to this strategy will be reviewed. Digital Leadership Group to monitor progress. Digital Solutions Board to approve new or changes to solutions.
How will the results of the monitoring be used to develop future proposals?	Identification of problems and through data analysis root causes will be identified and resolutions put in place. These lessons learnt will be incorporated into future projects and a process of continued improvement. Digital Leadership Group will advise on appropriate governance and reporting routes to be taken where necessary.

	Digital Solutions Board will feed outcomes into the Digital Leadership Group.
When is the proposal due to be reviewed?	Annually
Who is responsible for ensuring this happens?	Digital Services Manager

11. Recommendation and Reasoning

☐	Implement proposal with no amendments
■	Implement proposal taking account of the mitigating actions outlined
☐	Reject the proposal due to disproportionate impact on equality, poverty and socio-economic disadvantage

Have you contacted relevant officers for advice and guidance?   **Yes** ■   **No** ☐

12. Reason(s) for Recommendation

(Provide below a summary of the Integrated Impact Assessment. This summary should be included in the "Summary of Integrated Impact Assessment" section of the Corporate Report Template. The Integrated Impact Assessment should be published alongside the Report proposal).

Include here a conclusion to your IIA. What is it telling you? How has the data / evidence used helped you to make the decision for Section 11 above? Mention any significant impacts (positive, negative or neutral) if any negative ones identified, how have they been mitigated to lessen the impact? The summary you provide here will be copied into your report going forward for a decision through the committee process, therefore this section must be concise but informative.

Digital Services is core to the Authority and the past 12 months has brought this to the forefront, it is therefore crucial to have an ICT Strategy that delivers the "tin, wire and code" to transform the way technology is delivered across the Authority, evolving with the Business as services transform themselves. Digital Services will be fundamental to the transformation of the Authority.

The Strategy will underpin the Authority's Customer and Digital Strategy and the Team Caerphilly transformation programme. Digital Services are an enabler for the Authority to deliver its services to its customers and through engagement with our customers we have developed this Strategy. Where further engagement is required, we will undertake this with all appropriate groups at the time.

Technology will free staff away from routine tasks and enable them to interact with their customers, creating time to deliver their service and improve the customer experience.

A flexible approach to working will improve work life balance, reducing travelling and decreasing our carbon footprint. A move to cloud technologies will reduce the requirements for our data centre resulting in a reduction in power consumption. The Strategy not only improves service delivery but benefits the environment.

The Strategy will deliver improved ways of working including delivering a more secure and robust infrastructure.

The Strategy supports the following policy drivers and initiatives:

Caerphilly CBC, Corporate Plan 2018-2023;

Caerphilly CBC, Customer and Digital Strategy 2019-2023;

Well-being of Future Generations (Wales) Act (2015)

13. Version Control

(The IIA should be used in the early stages of the proposal development process. The IIA can be strengthened as time progresses to help shape the proposal. The Version Control section will act as an audit trail to evidence how the IIA has been developed over time)			
Version No.	**Author**	**Brief description of the amendments/update**	**Revision Date**
1.0	Gwyn Williams	Initial draft document	23/03/2021

Integrated Impact Assessment Author	
Name:	Gwyn Williams
Job Title:	Digital Services Manager
Date:	23 March 2021

Head of Service Approval			
Name:			
Job Title:			
Signature:		**Date:**	

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CABINET – 09 MEHEFIN 2021

PWNC: **ADRODDIAD BLYNYDDOL SAFONAU'R GYMRAEG 2020-2021**

ADRODDIAD GAN: **CYFARWYDDWR CORFFORAETHOL, ADDYSG A GWASANAETHAU CORFFORAETHOL**

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1. PWRPAS YR ADRODDIAD

1.1 Er mwyn hysbysu'r aelodau a cheisio eu cadarnhad o'r cynnydd a wnaed yn ystod blwyddyn ariannol 2020-2021 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 2021, 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 2020-2021 yn cwmpasu pedwar maes allweddol gofynnol.

Manylion Gofynion i Adrodd	Rhif y Safon Perthnasol *(a'r is-gymal)*
Cwynion gan Aelodau'r Cyhoedd 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.	147, 148, 149, 156, 158 *(2)*, 162, 164 *(2)*, 168 *(a)*, 170 *(2) (d)*
Sgiliau Iaith Staff 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);	170 *(2) (a)* 151

Darpariaeth Hyfforddiant Cyfrwng Cymraeg 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); 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).	170 *(2) (b)* 170 *(2) (c)* 152
Recriwtio i Swyddi Gwag Nifer y swyddi newydd a'r swyddi gwag a hysbysebwyd gennych yn ystod y flwyddyn a gategoreiddiwyd fel swyddi sy'n gofyn: (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 (ar sail y cofnodion a gadwyd gennych yn unol â safon 154);	170 *(2) (ch)* 154

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 chyrff 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 chydymffurfiad 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;

- Cofnodwyd 2 gŵyn am yr iaith Gymraeg y flwyddyn ariannol hon. Roedd un yn ymwneud â diweddariad COVID-19 ar y cyd gan y Prif Weithredwr a'r Arweinydd a gyhoeddwyd yn ystod cyfyngiadau symud lleol Caerffili yn Saesneg yn unig i ddechrau oherwydd natur frys ei gynnwys, gyda'r cyfieithiad Cymraeg i ddilyn. Cymerodd y Cyngor benderfyniad strategol i ddefnyddio eithriad a roddwyd yn ei hysbysiad cydymffurfio, mewn perthynas â chyhoeddi datganiadau i'r wasg o natur frys, yn enwedig yn ystod pandemig byd-eang. Daeth y gŵyn arall gan breswylydd nad oedd wedi derbyn ymateb i'w gais cychwynnol am wasanaeth ac a oedd yn teimlo mai'r rheswm am hynny oedd bod y cais wedi'i gyflwyno yn Gymraeg.

- Gwelwyd cynnydd yn nifer y staff sy'n siarad Cymraeg sydd wedi'u cofnodi ar ein system AD ar gyfer 2020-2021 ar draws pob un o'r 3 chyfadran.

- Am y bedwaredd flwyddyn yn olynol rydyn ni'n gweld cynnydd yn nifer y staff sy'n dysgu Cymraeg gyda 246 o ddysgwyr wedi cwblhau cyrsiau. Cwblhaodd nifer sylweddol o staff y cyrsiau 10 awr ar-lein, rhan 1 a rhan 2, yn ystod y cyfyngiadau symud, gyda 517 o'r cyrsiau hyn wedi'u cwblhau. Roedd llawer o'r staff a gwblhaodd y cyrsiau hyn yn staff ysgol a/neu sy'n gweithio yn y sector gofal cymdeithasol.

- Hysbysebwyd cyfanswm o 690 o swyddi gwag. Dim ond 4 swydd a hysbysebwyd fel Cymraeg yn Hanfodol. Hysbysebwyd 42 swydd lle roedd angen dysgu sgiliau iaith Gymraeg ar ôl penodi, aseswyd 684 o swyddi fel swyddi Cymraeg yn ddymunol a 7 lle nad oedd angen sgiliau Cymraeg, yn rhannol oherwydd bod gan staff presennol sgiliau Cymraeg eisoes. Hysbysebir pob swydd yn rhagosodedig fel Cymraeg yn Ddymunol fel isafswm.

- Mae nifer o geisiadau gwasanaeth dros y ddwy flynedd ddiwethaf wedi ymwneud ag arwyddion gwaith priffyrdd sydd ddim yn cydymffurfio â Safona'r Gymraeg. Yn ystod 2020-2021, gweithiodd y tîm Cydraddoldeb, y Gymraeg ac Ymgynghori yn agos iawn gyda swyddogion Priffyrdd i ddatblygu llawlyfr sy'n nodi enghreifftiau o arwyddion gwaith mewn fformat sy'n cydymffurfio. Rhannwyd y canllaw hwn gyda swyddogion a chontractwyr i sicrhau bod pawb yn ymwybodol o'r gofyniad ac i leihau nifer y ceisiadau gwasanaeth a dderbyniwn ynghylch y mater hwn. Gellir gweld y canllaw yn Atodiad A o Adroddiad Blynyddol Safonau'r Gymraeg.

- Mae'r Adran Gynllunio wedi uwchraddio'r Llwyfan 'Public Access', sy'n galluogi pobl i chwilio, olrhain a rhoi sylwadau ar Geisiadau Cynllunio. Mae'r feddalwedd yn cael ei datblygu mewn partneriaeth â LinguaSkin, ac mae'r Tîm Cyfieithu wedi bod yn paratoi cyfieithiadau i'w bwydo i'r system yn barod iddo gael ei lansio.

- Datblygwyd yr Asesiad Effaith Integredig newydd, sy'n cynnwys adran ar y Gymraeg gan ddefnyddio arweiniad Comisiynydd y Gymraeg ar y Safonau Llunio Polisi. Mae'r adran hon bellach yn ei gwneud yn ofynnol i swyddogion roi rhagor o ystyriaeth i'r effaith ar y Gymraeg wrth ddatblygu cynigion a pholisïau.

- Rydyn ni hefyd wedi tynnu sylw at y gwaith hyrwyddo a wnaed yn ystod 2020-2021 i hyrwyddo'r Gymraeg a chodi ymwybyddiaeth o ddyddiadau calendr lle rydym ni'n dathlu'r iaith a'r diwylliant.

5.2 **Casgliad**

Mae'n amlwg o gynnwys yr adroddiad bod cynnydd wedi bod yn ystod 2020-2021, fodd bynnag, rhaid i ni beidio â llaesu dwylo, yn lle hynny mae angen i ni barhau i gyflawni a chynnal cydymffurfiad â'r safonau ym mhopeth a wnawn.

6. TYBIAETHAU

6.1 Ni wnaed unrhyw dybiaethau.

7. CRYNODEB O'R ASESIAD EFFAITH INTEGREDIG

7.1 Cwblhawyd asesiadau ac Cydraddoldeb, iaith Gymraeg ac ymgynghroy llawn ar y Cynllun Cydraddoldeb Strategol wrth iddo gael 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.

7.2. 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 mewnol 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

7.3 Mae gan y Cynllun Cydraddoldeb Strategol 2020-2024, 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.

7.4 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**.

7.5 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

7.6 Mae'r adroddiad hwn yn cyfrannu at y Nodau Lles fel y'u nodir uchod. 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.

8.   GOBLYGIADAU ARIANNOL

8.1   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 chyfieithu a hyfforddiant iaith Gymraeg i staff.

Y gost o gefnogi staff i fynychu cyrsiau i ddysgu Cymraeg ar gyfer y gweithle ar gyfer blwyddyn 2020-2021, sy'n cynorthwyo i ddarparu gwasanaethau dwyieithog y Cyngor o dan y Safonau, oedd £1637.83. Mae hyn yn is na blynyddoedd blaenorol oherwydd cafodd pob cwrs ei gynnal ar-lein yn ystod y pandemig.

9.   GOBLYGIADAU PERSONÉL

9.1   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 7 Atodiad 1, sy'n canolbwyntio ar Recriwtio ar gyfer Swyddi Gwag.

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

10.   YMGYNGHORIADAU

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

11.   PWERAU STATUDOL

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

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

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

Ymgynghorwyr: Christina Harrhy, Prif Weithredwr
Richard Edmunds, Cyfarwyddwr Corfforaethol - Addysg a Gwasanaethau Corfforaethol
Y Cynghorydd Eluned Stenner, Aelod Cabinet dros Gyllid, Perfformiad a Chynllunio
Y Cynghorydd James Pritchard, Hyrwyddwr Cydraddoldeb
Sue Richards, Pennaeth Ysgolion yr 21ain Ganrif
Stephen Harris, Pennaeth Cyllid a Swyddog Adran 151
Keri Cole, Prif Swyddog Addysg

Lynne Donovan, Pennaeth Gwasanaethau Pobl
Kathryn Peters, Rheolwr Polisi Corfforaethol
Robert Tranter, Pennaeth Gwasanaethau Cyfreithiol a Swyddog Monitro

Papurau Cefndir:
- Cynllun Cydraddoldeb Strategol 2020-2024
- Hysbysiad Cydymffurfio – Adran 44 Mesur y Gymraeg (Cymru) 2011
- Dogfennau Canllaw Amrywiol
- *(Mae'r rhain ar gael yn electronig er gwybodaeth ar Borthol yr Uned Polisi ac ar dudalennau perthnasol y rhyngrwyd ar ddolen **www.caerffili.gov.uk/cydraddoldeb**)*

Atodiadau:
Atodiad 1   Adroddiad Blynyddol Safonau'r Gymraeg 2020-2021

Adroddiad Blynyddol Safonau'r Gymraeg 2020-2021

Paratowyd yn unol â gofynion y

Comisiynydd y Gymraeg
Welsh Language Commissioner

9 Mehefin 2021

A greener place
Man gwyrddach

Cynnwys

Adran	Tudalen

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.

Cyflwyniad

Mae'r adroddiad monitro blynyddol hwn ar gyfer 2020-2021 yn cwmpasu'r pedwar maes sy'n ofynnol o dan y fframwaith rheoleiddio ac yn dangos ymrwymiad parhaus y Cyngor i ddarparu gwasanaethau dwyieithog i'r cyhoedd ac aelodau staff.

Manylion Gofynion i Adrodd	Rhif y Safon Perthnasol (ac is-gymal)
Cwynion gan Aelodau'r Cyhoedd 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.	147, 148, 149,156, 158 *(2)*, 162, 164 *(2)*, 168 *(a)*, 170 *(2) (d)*
Sgiliau Iaith Staff 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).	170 *(2) (a)* 151
Darpariaeth Hyfforddiant Cyfrwng Cymraeg Nifer yr aelodau o staff a fynychodd gyrsiau hyfforddiant a gynigiwyd gennych yn Gymraeg yn ystod y flwyddyn (ar sail y cofnodion a gadwyd gennych yn unol â safon 152); 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).	170 *(2) (b)* 170 *(2) (c)* 152
Recriwtio i Swyddi Gwag Nifer y swyddi newydd a'r swyddi gwag a hysbysebwyd gennych yn ystod y flwyddyn a gategoreiddiwyd fel swyddi sy'n gofyn: (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 (ar sail y cofnodion a gadwyd gennych yn unol â safon 154)	170 *(2) (ch)* 154

Ar 8 Hydref 2020, mabwysiadodd y Cyngor Gynllun Cydraddoldeb Strategol 2020-2024 newydd. Mae chwech o'r saith Amcan Cydraddoldeb Strategol, fel y'u rhestrir isod, yn cynnwys goblygiadau ar y Gymraeg:

Amcan Cydraddoldeb 1	**Cynllunio a Darparu Gwasanaethau** – Deall a dileu'r rhwystrau y mae pobl yn eu hwynebu wrth gyrchu gwasanaethau
Amcan Cydraddoldeb 2	**Addysg, Sgiliau a Chyflogaeth** – Gwella cyfleoedd addysg i bawb
Amcan Cydraddoldeb 3	**Cydlyniant Cymunedol** – Hybu a hwyluso cymunedau cynhwysol a chydlynol
Amcan Cydraddoldeb 4	**Ymgysylltu Cynhwysol a Chymryd Rhan** – Ymgysylltu â thrigolion i'w h i gymryd rhan a lleisio barn wrth gynllunio darpariaeth gwasanaethau
Amcan Cydraddoldeb 5	**Y Gymraeg** – Sicrhau y gall y cyhoedd sy'n siarad Cymraeg gael mynediad i wasanaethau sy'n cydymffurfio â'r gofynion statudol
Amcan Cydraddoldeb 6	**Gweithlu Cynhwysol, Amrywiol a Chyfartal** – Creu gweithlu sy'n adlewyrchu ac yn parchu amrywiaeth y cymunedau yn y fwrdeistref sirol

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. Mae nifer o adroddiadau a chyflwyniadau wedi'u cyflwyno er mwyn eu hysbysu'n llawn am welliannau parhaus wrth ddarparu gwasanaethau drwy'r Gymraeg.

1. 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.

Crynhoir 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.
- Hunan-lofnodion dwyieithog ar e-byst i'r holl staff ar e-bost ynghyd â'r datganiad canlynol:
  Gallwch ohebu mewn unrhyw iaith neu fformat.Ni fydd gohebu yn Gymraeg yn creu unrhyw oedi.
  Correspondence may be in any language or format.Corresponding in Welsh will not lead to any delay.
- Templed papur pennawd 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.
- 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.
- Mae negeseuon ffôn awtomataidd ar gyfer mannau gwasanaeth wedi'u recordio'n ddwyieithog.
- Recriwtio siaradwr Cymraeg ychwanegol, trwy'r rhaglen brentisiaeth, sy'n rhannu ei amser rhwng y Ganolfan Gyswllt.

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.
- 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.
- Yn defnyddio MS Teams ar gyfer cyfarfodydd cyhoeddus ar hyn o bryd, ond wedi cymryd rhan weithredol a dilyn datblygiad MS Teams i hwyluso sianel gyfieithu ar y pryd yn ystod cyfarfodydd.

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.
- TAFLEN FFEITHIAU ar gyfer staff – Trefnu Digwyddiad.
- Mae Fframwaith Cyfieithu a Dehongli ar waith ers mis Mai 2017 ar gyfer ceisiadau cyfieithu ar y pryd.
- Yn defnyddio MS Teams ar gyfer cyfarfodydd cyhoeddus ar hyn o bryd, ond wedi cymryd rhan weithredol a dilyn datblygiad MS Teams i hwyluso sianel gyfieithu ar y pryd yn ystod cyfarfodydd.

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

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.

Camau a gymerwyd:
- Cwblhawyd archwiliad o'r wefan gyfan a'i hymarferoldeb ym mis Medi 2019.
- Hysbysu'r staff am 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.
- Yn ddiweddar, uwchraddiodd yr Adran Gynllunio'r Llwyfan 'Public Access', sy'n galluogi pobl i chwilio, olrhain a rhoi sylwadau ar Geisiadau Cynllunio. Mae'r feddalwedd yn cael ei datblygu mewn partneriaeth â LinguaSkin ac mae cyfieithiadau wedi cael eu bwydo i'r system yn barod iddo gael ei weithredu yn fuan

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 fel mae'n debygol o gael ei darllen yn gyntaf.

Camau a gymerwyd:
- Mae arwyddion newydd ac adnewyddedig yn cydymffurfio.
- TAFLEN FFEITHIAU – Arwyddion.
- Dychwelir yr holl waith cyfieithu a dderbynnir yn y fformat cywir. Mae hyn yn arfer cyfredol.

Cynhyrchwyd **Llawlyfr Safonau'r Gymraeg ar gyfer Arwyddion Gwaith CBSC** newydd mewn ymateb i nifer y ceisiadau am wasanaeth a gafodd eu derbyn ynghylch arwyddion gwaith nad oedd yn cydymffurfio â'r Safonau. Gweler **Atodiad A**.

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;
- Gwasanaeth Gofrestru;
- 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 Gyswllt. 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.
- Posteri 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.
- 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 – Roedd y 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 bolisïau newydd, diwygiedig neu sydd wedi'u hadolygu ystyried yr effaith y bydd y polisi'n ei chael ar gyfleoedd i ddefnyddio'r Gymraeg ac ni ddylai drin y Gymraeg yn llai ffafriol.

Camau a gymerwyd:

- Mae Asesiad Effaith Integredig newydd wedi'i ddatblygu ac mae defnyddio canllaw Comisiynydd y Gymraeg ar y Safonau Llunio Polisi bellach yn ei gwneud yn ofynnol i swyddogion roi rhagor o ystyriaeth i'r effaith ar y Gymraeg wrth ddatblygu cynigion a pholisïau.

Tudalennau Mewnrwyd / Rhyngrwyd - Safonau 122 a 124

Rhaid i hafan y fewnrwyd 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.

Camau a gymerwyd:

- Nid yw mewnrwyd 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.
- Mae rhai polisïau AD ar gael yn Gymraeg ar y Porthol AD.

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, cyfweliadau, 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.

Camau a gymerwyd:

- TAFLEN FFEITHIAU ar gyfer staff - Adnoddau Dynol
- 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 246 o ddysgwyr wedi ymgymryd â hyfforddiant iaith Gymraeg yn ystod 2020-2021.
- 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 ddechreuwyr 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.

Camau a gymerwyd:

- 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-mlynedd 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:

- Lansiwyd y Strategaeth yn Ffiliffest 2017 gan y Gweinidog dros Addysg Gydol Oes a'r Gymraeg
- Datblygwyd cynllun gweithredu ar y cyd â phartneriaid o fudiadau Cymraeg lleol, drwy Fforwm y Gymraeg
- Bydd adolygiad a diweddariad o'r Strategaeth yn digwydd yn fuan, gydag ymgynghoriad i ddilyn cyn i'r Strategaeth gael ei chyflwyno i'r Cyngor i'w mabwysiadu'n ffurfiol yn gynnar yn 2022.

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

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 rhyngrwyd ar eu rhan

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.

Camau a gymerwyd:
- Mae AD yn adolygu proses recriwtio'r Cyngor HR are currently reviewing the Council's recruitment process a bydd rhan o hyn yn cynnwys archwiliad o sgiliau Cymraeg staff i sicrhau bod y data sydd ar y system yn gywir.

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 Cymraeg. Gweler **Adran 6** o'r adroddiad hwn.

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 unwaith y penodir rhywun i'r swydd
(c)   bod sgiliau yn y Gymraeg yn ddymunol; neu
(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.   Hyrwyddo

- **Hyrwyddo Mewnol** – Cafodd sesiwn ar Safonau'r Gymraeg, archwiliad blynyddol y Comisiynydd a'r Gymraeg yn gyffredinol ei gyflwyno i Rwydwaith Rheoli'r Cyngor ym mis Rhagfyr 2020. Atgoffodd y sesiwn yr uwch swyddogion o'r gofyniad i gydymffurfio â'r Safonau, cysylltiadau â darnau eraill o ddeddfwriaeth a chanllawiau ymarferol ar sut i sicrhau bod gwasanaethau'n cael eu darparu'n ddwyieithog.

  Mae peth o'r gwaith hwn yn dibynnu ar yr Adolygiad Recriwtio yn cael ei gwblhau i alluogi gwasanaethau i asesu'r sgiliau iaith sydd eisoes yn bodoli mewn adrannau ac yna defnyddio'r data hynny i benderfynu a ddylid asesu swyddi newydd neu wag fel Cymraeg hanfodol neu Gymraeg yn ddymunol.

  Yn dilyn y sesiwn i'r Rhwydwaith Rheoli, cafodd cais am sesiwn ddilynol ei gyflwyno gan y Gwasanaethau Caffael. Cafodd y sesiwn ei defnyddio i roi diweddariad ar oblygiadau'r Safonau yn benodol ar gaffael a sut maen nhw'n darparu eu gwasanaeth.

- **Diwrnod Shwmae** – Fe ddathlon ni Diwrnod Shwmae ar 15 Hydref 2020 gydag ymgyrch ar-lein i godi ymwybyddiaeth o arwyddocâd y digwyddiad. Cafodd meysydd gwasanaeth â chyfrifon cyfryngau cymdeithasol eu hannog i ddefnyddio #shwmaesumae a #shwmaecaerffili

  #shwmaecaerffili - Twitter Search / Twitter

- **Ymgyrch Iaith Gwaith** – Ar 18 Tachwedd buom yn dathlu 15 mlynedd o logo Iaith Gwaith. Fe bostion ni nifer o negeseuon trwy ein sianeli cyfryngau cymdeithasol i ddathlu a chodi ymwybyddiaeth o'r logo.

Twitter - Iaith Gwaith (1)	Facebook - Iaith Gwaith (1)
Twitter - Iaith Gwaith (2)	Facebook - Iaith Gwaith (2)
Twitter - Iaith Gwaith (3)	Facebook - Iaith Gwaith (3)
Twitter - Iaith Gwaith (4)	Facebook - Iaith Gwaith (4)

- **Diwrnod Hawliau'r Gymraeg** – Am ail flwyddyn buom yn dathlu Diwrnod Hawliau'r Gymraeg ar 7 Rhagfyr 2020. Unwaith eto, roedd presenoldeb cyfryngau cymdeithasol yn allweddol wrth godi ymwybyddiaeth o'r digwyddiad a hawliau siaradwyr Cymraeg wrth gyrchu gwasanaethau.

[Twitter (1)](#)	[Facebook](#) (1)
[Twitter (2)](#)	[Facebook](#) (2)
[Twitter (3)](#)	[Facebook](#) (3)
[Twitter (4)](#)	[Facebook](#) (4)
[Twitter (5)](#)	[Facebook](#) (5)
[Twitter (6)](#)	[Facebook](#) (6)
[Twitter (7)](#)	[Facebook](#) (7)
[Twitter (8)](#)	[Facebook](#) (8)
[Twitter (9)](#)	[Facebook](#) (9)
[Twitter (10)](#)	[Facebook](#) (10)

- **Dydd Santes Dwynwen** – Bob blwyddyn, rydyn ni'n nodi Dydd Santes Dwynwen ac nid oedd 2021 yn wahanol.

- **Dydd Gŵyl Dewi** – Nodon ni Ddydd Gŵyl Dewi eleni gyda postiadau cyfryngau cymdeithasol. Yn fewnol, fe gynhalion ni gwis i staff, gyda dros 100 o bobl yn cymryd rhan.

[Twitter - St. David's Day (1)](#)	[Facebook](#) – St. David's Day (1)
[Twitter - St. David's Day (2)](#)	[Facebook](#) – St. David's Day (2)

- **Ystadegau'r Gymraeg 2020-2021**

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  Nifer yr Ymchwiliadau i'r Gymraeg ers 2016……………………………13

3. Adroddiad Sicrwydd y Comisiynydd 2019-2020

- **Tystiolaeth o gydymffurfiaeth a chynnydd:**

    Gohebiaeth – Derbyniwyd 3 e-bost yn Gymraeg ac ymatebwyd i'r tri yn Gymraeg *(Safonau 1, 4, 5, 6, 7)*

    Ffurflenni – Roedd 3 ffurflen yn destun yr arolwg yn cydymffurfio'n llawn. Nid oedd y fersiynau Saesneg o'r ffurflenni yn cynnwys y datganiad gan ddweud bod y ffurflen ar gael yn Gymraeg – mae'r rhain wedi'u cywiro *(Safonau 38, 47, 50, 50A, 50B, 51)*

    Datganiadau i'r Wasg – Roedd 3 datganiad i'r wasg ar wefan y Cyngor yn destun yr archwiliad ac roedd y tri ar gael yn llawn yn Gymraeg ac roedd botwm dewis iaith ar dudalennau gwe'r wefan Saesneg *(Safon 46)*

    Llyfrynnau/pamffledi/taflenni/cardiau – Roedd y 3 enghraifft a ddefnyddiwyd ar gael yn Gymraeg. Nid oedd y fersiynau Saesneg o'r ffurflenni yn cynnwys y datganiad i ddweud bod y ffurflen ar gael yn Gymraeg – cywirwyd rhain *(Safon 43, 47)*

    Hunaniaeth Gorfforaethol – Gwiriwyd 3 enghraifft, roedd y tair ar gael yn Gymraeg *(Safon 83)*

    Gwefan – Defnyddiwyd 30 tudalen o wefan y Cyngor fel rhan o'r archwiliad, roedd 27 o'r tudalennau ar gael yn llawn yn Gymraeg. Mae'r 3 thudalen lle nodwyd materion cydymffurfiaeth wedi'u diweddaru ac maen nhw bellach ar gael yn llawn yn Gymraeg *(Safonau 52, 55)*

    Facebook a Twitter – Roedd 15 neges ar dudalen Facebook y Cyngor a 15 neges ar dudalen Twitter y Cyngor yn destun yr archwiliad. Roedd pob un o'r 30 neges ar gael yn Gymraeg *(Safonau 58, 59)*

- **Meysydd i'w gwella:**

    Galwadau Ffôn i'r Switsfwrdd – materion yn ymwneud â'r neges awtomataidd, cafodd dim ond dwy o'r galwadau a dderbyniwyd gynnig rhagweithiol o wasanaeth Cymraeg, ar ôl ateb un alwad roedd y derbynnydd yn ymddangos yn ansicr beth i'w wneud pan siaradodd y galwr yn Gymraeg, trosglwyddwyd y galwr i neges awtomataidd Gymraeg ond ni atebodd neb yr alwad, wedi'i hongian i fyny ar ôl 4 munud *(Standards 8, 9, 11, 13, 14, 15, 16, 17, 22)*

    Camau a gymerwyd:
    - ➢ Sicrhau bod gan staff sy'n gweithio ar y switsfwrdd y sgiliau Cymraeg gofynnol i gadarnhau natur unrhyw alwad a'i throsglwyddo i'r adran berthnasol.
    - ➢ Cafodd **Protocol y Switsfwrdd** ei ddiweddaru.
    - ➢ Eglurwyd **Protocol y Switsfwrdd** i'r holl staff er mwyn sicrhau eu bod nhw'n deall y drefn yn llawn. Mae copi o'r protocol wedi'i arddangos wrth bob gorsaf y switsffwrdd
    - ➢ Cafodd y **Daflen Wybodaeth am Gyfarchion Ffôn** ei diweddaru.
    - ➢ Llwyddodd y cynllun prentisiaid i benodi un siaradwr Cymraeg llawn amser sy'n rhannu ei amser rhwng y Switsfwrdd ac ymdrin â cheisiadau gwasanaeth penodol.

Derbynfa Tŷ Penallta – Gwnaed 2 ymweliad fel rhan o'r archwiliad. Dim ond cyfarchiad Saesneg a roddwyd ac nid oedd rhai staff â sgiliau Cymraeg yn gwisgo bathodyn na laniard yn nodi hyn *(Safonau 64, 65, 65A, 66, 67, 68)*

Camau a gymerwyd:
Mae'r holl staff wedi derbyn gwersi Cymraeg rhagarweiniol, a gafodd eu darparu'n fewnol, gyda rhai staff yn mynd ymlaen i fynychu'r cyrsiau Cymraeg 30 Wythnos. Mae pob aelod o staff, p'un a yw'n siaradwyr Cymraeg neu'n ddysgwyr, wedi cael llinyn gwddf, sy'n ddewis arall yn lle gwisgo bathodyn. Mae holl staff y dderbynfa hefyd yn ymwybodol o'r gofyniad i groesawu a chyfarch ymwelwyr â'r dderbynfa yn Gymraeg, ac maent yn ymwybodol o'r broses pe bai ymwelydd yn gofyn am wasanaeth trwy gyfrwng y Gymraeg. Mae'r holl aelodau staff yn Nhîm y Dderbynfa wedi cael eu hatgoffa o'u cyfrifoldebau ac i sicrhau bod eu llinynnau gwddf (neu eu bathodynnau) yn cael eu harddangos.

Arwyddion / posteri – Ystyriwyd 6 arwydd / poster yn ystod ymweliadau â Thŷ Penallta. Roedd 4 o'r arwyddion / posteri ar gael yn Gymraeg ac roedd y Gymraeg wedi'i lleoli fel ei bod yn debygol o gael ei darllen gyntaf. Roedd 2 boster dros dro wedi'u harddangos ac nid oedd yr holl destun ar gael yn Gymraeg ac nid oedd y testun Cymraeg wedi'i leoli fel ei fod yn debygol o gael ei ddarllen gyntaf *(Safonau 36, 61, 62, 63, 67, 70, 141, 142, 143)*

Camau a gymerwyd:
Mewn perthynas ag unrhyw arwydd, hysbysiad a phoster dros dro, mae Gwasanaethau i Gwsmeriaid bob amser yn sicrhau eu bod yn ddwyieithog, a bod y fersiwn Gymraeg wedi'i gosod fel ei bod yn debygol o gael ei darllen gyntaf. Mae pob arwydd, hysbysiad neu boster yn cael eu gwirio'n rheolaidd, ond mae'n bosibl y gallai maes gwasanaeth arall fod wedi arddangos arwydd dros dro heb i ni wybod.

Swyddi Newydd a Swyddi Gwag – Cafodd 13 o swyddi eu cynnwys yn yr archwiliad. Soniwyd am y Gymraeg mewn 12 o'r rheini. Nid oedd unrhyw un o'r swyddi'n cael eu hystyried fel Cymraeg yn hanfodol, ni chawsant eu hysbysebu yn Gymraeg a dim ond un oedd â disgrifiad swydd ar gael yn Gymraeg *(Safonau 127, 136, 136A, 137, 137A, 137B, 139, 140, 153, 154, 170)*

Camau a gymerwyd:
Mae recriwtio wedi'i nodi fel maes i'w wella, ynghyd â'r canllawiau cyfredol yn cael eu hadolygu i roi eglurhad pellach i reolwyr sy'n recriwtio. Cafodd hyn ei nodi yn ein Hadroddiad Blynyddol Safonau'r Gymraeg 2019-2020. Bydd yr Adolyguad Recriwtio yn:
➢ Archwilio opsiynau ar gyfer cyflwyno modiwl Iaith Gymraeg i'r system AD gyfredol
➢ Adolygu'r canllawiau cyfredol i reolwyr ynghylch recriwtio ac Asesiadau Sgiliau Cymraeg
➢ AD i wirio asesiadau sydd wedi'u cwblhau a dychwelyd unrhyw rai sydd wedi'u cwblhau'n rhannol yn unig i'r rheolwyr sy'n recriwtio.
➢ Yn dilyn uwchraddiad i'r system AD bydd cyfle i ddatblygu rhaglen waith i sicrhau bod:
  - swydd ddisgrifiadau ar gael yn Gymraeg ac yn Saesneg;
  - hysbysebion am swyddi yn Gymraeg ac yn Saesneg;
  - tudalen recriwtio ddwyieithog ar gael;
  - adolygiad o'r ffurflen gais am swydd gyfredol i sicrhau bod y cwestiynau gofynnol yn cael eu gofyn mewn perthynas â dewis iaith a sgiliau;
  - modd cyflwyno ffurflen gais am swydd ar-lein, yn y nail iaith neu'r llall (nid yr arfer cyfredol)

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4.   Cwynion gan Aelodau'r Cyhoedd

Mae gan **Gynllun Cydraddoldeb Strategol 2020-2024** y Cyngor gamau penodol sy'n ymrwymo'r Cyngor i ddefnyddio ei geisiadau gwasanaeth a'i ddata cwynion i:

Amcan Cydraddoldeb 1 - Gweithred 5 ac Amcan Cydraddoldeb 4 - Gweithred 5
Nodi anghenion gwasanaeth grwpiau defnyddwyr penodol; pa rwystrau sy'n atal mynediad, a pha gamau sy'n ofynnol i gael gwared ar y rhwystrau hynny

Amcan Cydraddoldeb 1 - Gweithred 8
Casglu gwybodaeth monitro cydraddoldeb ar gyfer canmoliaeth a chwynion

Yn ystod 2020-2021, derbyniwyd **12** cais am wasanaeth a **2** gŵyn yn ymwneud â'r Gymraeg. O'r **2** gŵyn a gofnodwyd, roedd un yn ymwneud â diweddariad COVID-19 ar y cyd gan y Prif Weithredwr a'r Arweinydd a gyhoeddwyd yn ystod cyfnod clo lleol Caerffili yn Saesneg yn unig i ddechrau, oherwydd natur frys ei gynnwys, gyda'r cyfieithiad Cymraeg i ddilyn. Cymerodd y Cyngor benderfyniad strategol i ddefnyddio eithriad a roddwyd yn ei hysbysiad cydymffurfio, mewn perthynas â chyhoeddi datganiadau i'r wasg o natur frys, yn enwedig yn ystod pandemig byd-eang.

Safon 46
Pan fyddwch yn rhyddhau unrhyw ddatganiad i'r wasg, rhaid ichi ei ryddhau yn Gymraeg, ac os oes fersiwn Gymraeg a fersiwn Saesneg o ddatganiad, rhaid ichi ryddhau'r ddwy fersiwn ar yr un pryd.
Rhaid cydymffurfio â safon 46 ymhob amgylchiad, ac eithrio:
*   *Lle bo datganiad i'r wasg yn cael ei ryddhau mewn argyfwng.*
(Mae i "argyfwng" yr un ystyr ag a roddir i "emergency" yn adran 1 o Ddeddf Argyfyngau Sifil Posibl 2004.)

Daeth y gŵyn arall gan breswylydd nad oedd wedi derbyn llythyr wedi'i ddosbarthu â llaw yn ei hysbysu o'r cynnig i wneud y ffordd i'r ystâd dai yn unffordd. Pan holwyd bu oedi cyn ymateb, a arweiniodd at y preswylydd yn cysylltu â'r Cyngor eto a meddwl bod yr oedi oherwydd bod ei ohebiaeth gychwynnol yn Gymraeg.

Roedd y **12** cais am wasanaeth yn cynnwys y canlynol:

Rhif	Manylion y Ceisiadau am Wasanaeth	Datrysiad
3	Aelod staff yn siomedig o dderbyn gohebiaeth gorfforaethol yn Saesneg	Ystyrir sylwadau a chânt eu hystyried yn ofalus pan gaiff gohebiaeth staff ei drafftio yn y dyfodol
2	Post ar y cyfryngau cymdeithasol yn cynnwys gwallau teipio ond yn ymwneud â gwybodaeth gan drydydd parti	Cysylltwyd â'r sefydliad trydydd parti ac amlygwyd y gwallau
1	Post ar y cyfryngau cymdeithasol yn Saesneg yn unig dros gyfnod y Nadolig	Trafodaethau wedi'u cynnal rhwng timau perthnasol i roi cynllun wrth gefn ar waith
5	Yn ymwneud ag amryw o arwyddion priffyrdd a godwyd gan gontractwyr	Siaradwyd â'r holl gontractwyr, arwyddion wedi'u cywiro; a chynhyrchwyd Llawlyfr, gweler **Atodiad A**
1	Problem wrth wneud cais am Drwydded Parcio yn Gymraeg trwy wefan y Cyngor	Gwall wedi'i nodi ar y wefan a TG wedi unioni'r broblem

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 a Cheisiadau am Wasanaeth yn ôl Cyfadran

CYFADRAN	CWYNION	CEISIADAU AM WASANAETH
Prif Weithredwr	0	3
Cymunedau	1	6
Addysg a Gwasanaethau Corfforaethol	1	3
Gwasanaethau Cymdeithasol a Thai	0	0
CYFANSWM	**2**	**12**

Ymchwiliadau Comisiynydd y Gymraeg

Rydyn ni'n defnyddio'r rhan hon o'r adroddiad i fanylu ar unrhyw Ymchwiliadau gan Gomisiynydd y Gymraeg. Trwy gydol 2020-2021 cawsom ni 0 ymchwiliad newydd am yr ail flwyddyn yn olynol.

Gall aelodau'r cyhoedd weld Gweithdrefn Cwynion y Cyngor ar gyfer delio â chwynion a wneir trwy gyfrwng Cymraeg trwy ein gwefan gan ddefnyddio'r ddolen ganlynol:

https://www.caerphilly.gov.uk/My-Council/Strategies,-plans-and-policies/Equalities/Welsh-language-Standards?lang=cy-gb

5. Sgiliau Iaith Staff

Mae'r gallu i gofnodi sgiliau iaith 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 2021 isod ac ar y dudalen nesaf. Mae'r lefelau sgiliau wedi'u mesur yn unol â'r canllawiau sgiliau iaith a ddarperir gan Gymdeithas y Profwyr Ieithoedd yn Ewrop (ALTE). Ar dudalennau 21-23 o'r adroddiad hwn fe welwch chi fanylion sgiliau iaith staff fesul maes gwasanaeth wedi'u mesur ar raddfa o 5 sef 'Hyfedredd' hyd at 'Dim Sgiliau'.

Lefel 5	Lefel 4	Lefel 3	Lefel 2	Lefel 1	Dim Sgiliau
Hyfedredd	Uwch	Canolradd	Sylfaen	Lefel Mynediad	-

O'i gymharu â'r llynedd, unwaith eto rydyn ni wedi cofnodi cynnydd bach yn nifer y siaradwyr Cymraeg ym mhob cyfadran ein gweithlu.

Ar adeg adrodd y llynedd, roedd cyfanswm y staff a siaradwyr Cymraeg yn y sefydliad fel a ganlyn o'i gymharu ag eleni yn y flwyddyn adrodd hon;

Cyfansymiau'r Cyngor 2019-2020

Cyfanswm y Staff	Siaradwyr Cymraeg	%
8402	1796	21.37

Cyfansymiau'r Cyngor 2020-2021

Cyfanswm y Staff	Siaradwyr Cymraeg	%
8296	1825	21.99

PROFFIL IEITHYDDOL Y GWEITHLU - GALLU YN Y GYMRAEG YN ÔL MAES GWASANAETH A RHUGLDER AR 31 MAWRTH 2021

i) FFIGYRAU STAFF CYFFREDINOL

Cymunedau	2019-2020			2020-2021		
	Cyfanswm y Staff	Siaradwyr Cymraeg	%	Cyfanswm y Staff	Siaradwyr Cymraeg	%
Gwasanaethau Cymunedol a Hamdden	762	135	17.71	716	125	17.45
Isadeiledd	236	31	13.13	227	35	15.41
Gwasanaethau Eiddo	61	17	27.86	63	18	28.57
Diogelu'r Cyhoedd	115	20	17.39	159	34	21.38
Adfywio a Chynllunio	338	53	15.68	332	49	14.75
Cyfanswm	1499	253	16.87	1483	261	17.59

	2019-2020			2020-2021		
Addysg a Gwasanaethau Corfforaethol	Cyfanswm y Staff	Siaradwyr Cymraeg	%	Cyfanswm y Staff	Siaradwyr Cymraeg	%
Gwasanaethau Gwella Busnes	**968**	142	14.66	**995**	150	15.07
Cyllid Corfforaethol	**163**	24	14.72	**156**	23	14.74
Gwasanaethau Cwsmeriaid a Digidol	**133**	24	18.04	**126**	24	19.04
Cynllunio a Strategaeth Addysg	**171**	41	23.97	**149**	37	24.83
Dysgu, Addysg a Chynhwysiant	**463**	96	20.73	**462**	85	18.39
Y Gyfraith a Llywodraethu	**58**	9	15.51	**60**	10	16.66
Gwasanaethau i Bobl	**99**	31	31.31	**100**	29	29.00
Ysgolion	**3366**	978	29.05	**3311**	1004	30.32
Cyfanswm	**5123**	**1285**	**25.08**	**5068**	**1302**	**25.69**

	2019-2020			2020-2021		
Gwasanaethau Cymdeithasol a Thai	Cyfanswm y Staff	Siaradwyr Cymraeg	%	Cyfanswm y Staff	Siaradwyr Cymraeg	%
Gwasanaethau i Oedolion	**1138**	140	12.30	**1104**	141	12.77
Cartrefi Caerffili	**502**	66	13.14	**480**	60	12.5
Gwasanaethau i Blant	**293**	68	23.20	**324**	83	25.61
Tîm Datblygu'r Gweithlu ar y Cyd	**6**	2	33.33	**5**	1	20.00
Cyfanswm	**1941**	**276**	**14.21**	**1906**	**285**	**14.95**

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 **5i)** uchod yn gyfansymiau nifer y bobl fesul cyfadran sydd wedi cwblhau'r ffurflen Sgiliau Ieithyddol gan nodi sgiliau Iaith Gymraeg.

- Mae'r ffigyrau a ddangosir yn **5ii)** i **5iv)** 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 **5i)** oherwydd er enghraifft yn yr isadran Cyllid Corfforaethol (yr ail adran isod yn **5ii)**, 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	13	7	6	15	80	4	0
Deall	12	9	7	15	65	15	2
Ysgrifennu	11	3	11	19	38	40	3
Cyfanswm Staff	**125**						

Isadeiledd	5	4	3	2	1	Dim Sgiliau	Heb Ddatgan
Gwrando/Siarad	1	0	1	3	26	2	2
Deall	0	2	1	2	27	1	2
Ysgrifennu	1	0	1	3	18	6	6
Cyfanswm Staff	**35**						

Gwasanaethau Eiddo	5	4	3	2	1	Dim Sgiliau	Heb Ddatgan
Gwrando/Siarad	0	0	1	2	14	1	0
Deall	0	0	1	3	11	3	0
Ysgrifennu	0	0	0	1	7	10	0
Cyfanswm Staff	**18**						

Diogelu'r Cyhoedd	5	4	3	2	1	Dim Sgiliau	Heb Ddatgan
Gwrando/Siarad	2	1	5	4	21	1	0
Deall	5	3	2	5	17	2	0
Ysgrifennu	3	0	4	3	15	8	1
Cyfanswm Staff	**34**						

Adfywio a Chynllunio	5	4	3	2	1	Dim Sgiliau	Heb Ddatgan
Gwrando/Siarad	6	1	1	12	26	3	0
Deall	6	4	2	5	25	5	2
Ysgrifennu	7	0	2	5	23	10	2
Cyfanswm Staff	**49**						

iii) GWASANAETHAU CYMDEITHASOL A THAI

Gwasanaethau i Oedolion	5	4	3	2	1	Dim Sgiliau	Heb Ddatgan
Gwrando/Siarad	13	10	5	7	92	14	0
Deall	16	13	2	4	84	18	4
Ysgrifennu	15	8	1	10	48	53	6
Cyfanswm Staff	141						

Cartrefi Caerffili	5	4	3	2	1	Dim Sgiliau	Heb Ddatgan
Gwrando/Siarad	2	3	6	6	39	4	0
Deall	1	7	2	2	31	15	2
Ysgrifennu	1	3	4	4	17	28	3
Cyfanswm Staff	60						

Gwasanaethau i Blant	5	4	3	2	1	Dim Sgiliau	Heb Ddatgan
Gwrando/Siarad	5	4	5	2	60	6	1
Deall	7	4	3	6	48	14	1
Ysgrifennu	6	3	3	4	36	29	2
Cyfanswm Staff	83						

Tîm Datblygu'r Gweithlu ar y Cyd	5	4	3	2	1	Dim Sgiliau	Heb Ddatgan
Gwrando/Siarad	0	0	0	0	1	0	0
Deall	0	0	0	0	1	0	0
Ysgrifennu	0	0	0	0	0	1	0
Cyfanswm Staff	1						

iv) ADDYSG A GWASANAETHAU CORFFORAETHOL

Gwasanaethau Gwella Busnes	5	4	3	2	1	Dim Sgiliau	Heb Ddatgan
Gwrando/Siarad	20	5	4	16	93	9	3
Deall	22	8	5	15	70	27	3
Ysgrifennu	22	3	3	10	41	63	8
Cyfanswm Staff	150						

Cyllid Corfforaethol	5	4	3	2	1	Dim Sgiliau	Heb Ddatgan
Gwrando/Siarad	0	1	1	3	14	4	0
Deall	1	1	0	2	14	5	0
Ysgrifennu	0	2	0	2	8	11	0
Cyfanswm Staff	23						

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Gwasanaethau Cwsmeriaid a Digidol	5	4	3	2	1	Dim Sgiliau	Heb Ddatgan
Gwrando/Siarad	2	1	2	1	17	1	0
Deall	2	2	2	0	14	2	2
Ysgrifennu	2	1	1	1	9	8	2
Cyfanswm Staff	24						

Cynllunio a Strategaeth Addysg	5	4	3	2	1	Dim Sgiliau	Heb Ddatgan
Gwrando/Siarad	0	1	1	4	28	3	0
Deall	0	0	3	3	26	4	1
Ysgrifennu	0	0	2	2	15	16	2
Cyfanswm Staff	37						

Dysgu, Addysg a Chynhwysiant	5	4	3	2	1	Dim Sgiliau	Heb Ddatgan
Gwrando/Siarad	6	6	0	9	63	1	0
Deall	6	5	3	4	54	12	1
Ysgrifennu	7	0	6	4	39	26	3
Cyfanswm staff	85						

Y Gyfraith a Llywodraethu	5	4	3	2	1	Dim Sgiliau	Heb Ddatgan
Gwrando/Siarad	0	1	0	2	6	0	1
Deall	1	0	1	1	7	0	0
Ysgrifennu	0	1	0	2	6	1	0
Cyfanswm staff	10						

Gwasanaethau i Bobl	5	4	3	2	1	Dim Sgiliau	Heb Ddatgan
Gwrando/Siarad	1	1	1	6	18	2	0
Deall	1	2	1	4	18	3	0
Ysgrifennu	0	2	0	5	12	10	0
Cyfanswm Staff	29						

Ysgolion	5	4	3	2	1	Dim Sgiliau	Heb Ddatgan
Gwrando/Siarad	193	44	35	184	528	16	4
Deall	191	60	75	141	444	63	30
Ysgrifennu	197	29	39	162	326	213	38
Cyfanswm Staff	1004						

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6. Darpariaeth Hyfforddiant Cyfrwng Cymraeg

Mae CBS Caerffili wedi darparu cyrsiau Cymraeg sgyrsiol 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 ddechreuwyr 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 fynychir gan staff CBS Caerffili ar gyfer y flwyddyn academaidd 2020-2021 fel a ganlyn;

CWRS A GYNIGIWYD	NIFER Y CYRSIAU A GYNIGIWYD	NIFER Y STAFF A FYNYCHWYD
30 Wythnos	40	23
Cwrs 10 awr Ar-lein	24	219
'Say Something in Welsh' - Cwrs Cymraeg Ar-lein	3	4
Tynnu'n Ôl	D/B	2

Ffigyrau Staff Caerffili – 2001-2021

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)
2020 – 2021	27	219	246	(2)
CYFANSYMIAU	**1073**	**996**	**2034**	**(152)**

Yng ngwanwyn 2018, lansiwyd Cyrsiau Cymraeg 10 Awr Ar-lein o'r enw **Cymraeg Gwaith**. Mae'r cyrsiau hyn ar gyfer staff sy'n dymuno dysgu gwybodaeth sylfaenol o'r Gymraeg yn eu maes gwaith penodol. Mae cyrsiau ar gyfer pobl sy'n gweithio ym maes iechyd, gwasanaethau cyhoeddus, addysg, gofal, twristiaeth, manwerthu a thrafnidiaeth.

Yn ystod y pandemig, sylwon ni ar gynnydd sylweddol yn nifer y bobl a oedd yn cwblhau'r cyrsiau ar-lein 10 awr, yn enwedig o'r sector addysg a gofal cymdeithasol, gyda staff yn defnyddio'u hamser yn effeithiol i wella eu datblygiad proffesiynol parhaus. Cwblhaodd 219 o bobl y cyrsiau hyn gyda rhai yn cwblhau rhan 1 a rhan 2 o'r cwrs, gan roi cyfanswm o **517** o'r cyrsiau ar-lein hyn wedi'u cwblhau.

Yn unol â Safon 128, rhaid i'r Cyngor ddarparu hyfforddiant i staff trwy gyfrwng y Gymraeg yn y meysydd canlynol:

Rhaid ichi ddarparu hyfforddiant yn Gymraeg yn y meysydd canlynol, os ydych yn darparu hyfforddiant o'r fath yn Saesneg -
(a)   recriwtio a chyfweld;
(b)   rheoli perfformiad;
(c)   gweithdrefnau cwyno a disgyblu; .
(ch) ymsefydlu;
(d)   delio â'r cyhoedd; ac
(dd) iechyd a diogelwch.

Unwaith eto, ni dderbyniwyd unrhyw geisiadau gan staff ynglŷn ag unrhyw un o'r cyrsiau a restrir uchod gael eu cyflwyno trwy gyfrwng y Gymraeg, felly nid oes unrhyw ffigurau hyfforddi staff wedi'u cofnodi. Cyhoeddir y wybodaeth uchod yma i ddarparu parhad ag adroddiadau blaenorol.

7. Recriwtio i Swyddi Gwag

Cafodd **690** o swyddi newydd a swyddi gwag eu hysbysebu ers 30 Mawrth 2020 eu categoreiddio fel swyddi sy'n gofyn:

(i)   bod sgiliau yn y Gymraeg yn hanfodol

4

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

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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,

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(iv)   nad oedd sgiliau yn y Gymraeg yn angenrheidiol

7*

*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.

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.

Adolygiad Recriwtio

Yn anffodus mae'r cynnydd wedi'i ohirio oherwydd y pandemig. O ganlyniad i weithio rhithiol i staff y cyngor a'r symudiad i wella ein presenoldeb ar-lein, mae'r adolygiad recriwtio wedi'i ehangu ac mae'n rhan o lif gwaith mwy i'r Cyngor. Mae'n parhau i fod yn faes blaenoriaeth ond bellach mae'n cynnwys yr adranTG a Chyfathrebu, a fydd yn rhan annatod o weithredu tudalen we recriwtio newydd ar ein gwefan a'i hyrwyddo. Fel rhan o'r cynllun hwn mae'r tudalennau swydd a'r ffurflen gais yn cael eu hadolygu eto ac unwaith y byddant wedi'u cwblhau byddant ar gael yn Saesneg a Chymraeg ynghyd â system recriwtio iTrent cwbl ddwyieithog. Mae gwaith wedi cychwyn ar gyfieithu'r holl ddisgrifiadau swydd ac mae Gweithdrefn Recriwtio Mwy Diogel wedi'i diweddaru wedi'i rhoi ar waith i gefnogi'r broses hon.

LLAWLYFR SAFONAU'R GYMRAEG AR GYFER ARWYDDION GWAITH CBSC

Mae'r llawlyfr hwn at ddibenion cyfieithu a chydymffurfiaeth â Safonau'r Gymraeg yn unig.

WELSH LANGUAGE STANDARDS MANUAL FOR CCBC WORKS SIGNAGE

This manual is for the purposes of translation and Welsh Language Standards compliance only.

Cyflwyniad

Mae'r llawlyfr yma wedi cael ei lunio i greu a chefnogi staff y Cyngor a Chontractwyr i gydymffurfio â Safonau'r Gymraeg perthnasol.

Bydd y fersiwn diweddaraf ar gael ar-lein yma: **www.caerffili.gov.uk/arwyddion-gwaith**

Mae'n ofynnol i'r Cyngor, a'n hisgontractwyr, sicrhau bod pob arwydd sy'n cael ei godi gan, ac ar ran, Cyngor Caerffili yn ddwyieithog. Rhaid i'r Gymraeg gael ei rhoi i'r chwith neu uwchben y Saesneg. Mae Cyngor Caerffili yn cynhyrchu pob arwydd yn ddwyieithog, ac mae'n ofynnol i'n contactwyr ddilyn yr un egwyddor.

Os na fydd arwydd yn cydymffurfio â'r weithdrefn/safonau isod, mi fydd hi'n ofynnol gan Gyngor Caerffili, yn unol â'r deddfwriaeth berthnasol, i'r rhai sy'n gweithio ar ein rhan ailgyhoeddi arwyddion er mwyn sicrhau cydymffurfiad y Cyngor.

Wrth osod arwydd ar ran y Cyngor, neu wrth wneud hyn yn rhan o wasanaeth rydych chi'n ei ddarparu ar ran Cyngor Caerffili, rhaid dilyn y camau canlynol.

Mae'r lluniau sydd wedi'u cynnwys yma'n enghreifftiau'n unig, ac efallai fyddan nhw ddim yn adlewyrchu gofynion yr offer statudol perthnasol a/neu ddeddfwriaeth sy'n gofyn am ffontiau, meintiau neu liw penodol. Adolygwch y ddeddfwriaeth berthnasol i gael gwybodaeth ychwanegol mewn perthynas â'r meysydd cydymffurfio yma.

Os oes gyda chi unrhyw ymholiadau o ran y ddogfen yma, neu os ydych chi eisiau ychwanegu rhagor o enghreifftiau at y ddogfen, cysylltwch â'ch rheolwr contractau neu'r Tîm Cyfieithu trwy e-bostio **cymraeg@caerffili.gov.uk**

Introduction

This manual has been created to help and support council staff and contractors to comply with the relevant Welsh Language Standards requiring bilingual signage.

The most up-to-date version is available via: **www.caerphilly.gov.uk/works-signage**

The council, and our subcontractors, are required to ensure all signage erected by, and on behalf of Caerphilly Council, is done so bilingually, with the Welsh version of the text appearing above or to the left of the English version. Caerphilly Council produce all their signage bilingually and require our contractors to follow the same principle.

Where signage does not comply with the below procedure/standards, Caerphilly Council, in line with the relevant legislation, will require those who work on our behalf to re-issue signage to ensure the Council's compliance.

When asked to erect a sign on behalf of the Council, or when this forms part of a service that you provide on behalf of Caerphilly Council, please follow the following steps.

The images herein are for illustration purposes only and may not necessarily reflect the requirements of the relevant statutory instruments and/or legislation requiring certain fonts, sizes and colour. Please review the respective legislation for additional information with regards to these areas of compliance.

If you should have any queries regarding this document, or wish to add further examples to the document, please do not hesitate to contact your contract manager or the Translation Team via e-mail on **cymraeg@caerphilly.gov.uk**

Ydy'r arwydd sydd angen wedi'i gynnwys yn y llawlyfr hwn?

Does this signage manual include the required sign?

YDY

Defnyddiwch y testun sydd yn y llawlyfr i greu fersiwn newydd, neu ddefnyddio hen fersiwn yr arwydd cymeradwy.

Cofiwch fod rhaid i'r Gymraeg gael ei darllen yn gyntaf. Os yw'r Saesneg i'w gweld yn gyntaf ar hen arwydd, does dim modd ei ddefnyddio ar ran Cyngor Caerffili.

Gosodwch yr arwydd.

NAC YDY

Anfonwch fersiwn Saesneg at y Rheolwr Contractau/Tîm Cyfieithu i gael cyfieithiad swyddogol (rhaid i'r Cyngor ddarparu cyfieithiad).

Ar ôl derbyn cyfieithiad a'i roi ar broflen yr arwydd, sicrhewch fod y Gymraeg i'w darllen yn gyntaf.

Anfonwch y broflen/llun o'r arwydd yn ôl i'r Tîm Cyfieithu i'w wirio.

Gosodwch yr arwydd ar ôl derbyn cadarnhad bod yr arwydd wedi'i wirio.

YES

Use the text provided from the manual to create a new version, or use old version of the approved sign from storage.

Remember the Welsh must be positioned to be read first. If an existing sign in stock has the English first, this is not to be used on behalf of Caerphilly Council.

Erect Signage.

NO

Send English version to Contract Manager/ Translation Team for official translation (Council must provide translation).

Receive Translation and set into sign/ design proof, ensuring the Welsh Language is positioned to be read first.

Send design proof/ image of sign for sign-off to the Translation Team.

Erect Signage after sign-off.

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Safonau'r Gymraeg Llawlyfr ar gyfer Arwyddion Gwaith CBSC
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TRAFFIG Y GWYRIAD

DIVERTED TRAFFIC

GWYRIAD

DIVERSION

DILYNWCH Y GWYRIAD

FOLLOW DIVERSION

DIM MYNEDIAD I HGV'S DILYNWCH Y GWYRIAD

NO ACCESS TO HGV'S FOLLOW DIVERSION

UNFFORDD

ONE WAY

GWAITH HANFODOL YN MYND RHAGDDO - OEDI HIR I'W DDISGWYL

ESSENTIAL WORK BEING UNDERTAKEN - EXPECT LONG DELAYS

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Safonau'r Gymraeg Llawlyfr ar gyfer Arwyddion Gwaith CBSC
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BLAENORIAETH DROS
GERBYDAU SY'N
DOD ATOCH

PRIORITY OVER
ONCOMING VEHICLES

UN RHES
O DRAFFIG

SINGLE FILE
TRAFFIC

DIM PARCIO TU
HWNT I'R MAN HWN

NO PARKING
BEYOND THIS POINT

DIM CIWIO TU HWNT
I'R MAN HWN

NO QUEUING
BEYOND THIS POINT

DIM PARCIO

NO PARKING

WYNEB
DROS DRO

TEMPORARY
ROAD SURFACE

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Safonau'r Gymraeg Llawlyfr ar gyfer Arwyddion Gwaith CBSC
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STREET NAME

AR GAU
CLOSED

DILYNWCH Y GWYRIAD
FOLLOW DIVERSION

FFORDD
AR GAU
XX/XX/XX - XX/XX/XX

ROAD CLOSED
XX/XX/XX - XX/XX/XX

FFORDD AR GAU
XX/XX/XX
AM 2 DDIWRNOD

THIS ROAD IS CLOSED
ON XX/XX/XX
FOR 2 DAYS

Manylion treiglo ar dudalen 17 / See page 17 for mutation

STRYD FAWR
AR GAU

HIGH STREET
CLOSED

FFORDD O'CH
BLAEN AR GAU

ROAD AHEAD
CLOSED

FFORDD
AR GAU

ROAD
CLOSED

FFORDD AR GAU
AC EITHRIO
BEICWYR

ROAD CLOSED
EXCEPT CYCLISTS

LLWYBR
TROED AR GAU

FOOTPATH
CLOSED

FFORDD O'CH BLAEN
AR GAU - MYNEDIAD I
BRESWYLWYR YN UNIG

ROAD AHEAD CLOSED
- RESIDENTS ACCESS
ONLY

RAMP
O'CH BLAEN

RAMP AHEAD

GOFAL
TORRI GWAIR

CAUTION
GRASS CUTTING

ARAF
TAR GWLYB

SLOW
WET TAR

CAMBR
CROES

ADVERSE
CAMBER

RHEOLAETH 3-FFORDD
- ARHOSWCH YMA NES
BOD Y GOLAU'N WYRDD

3-WAY CONTROL -
WAIT HERE UNTIL
GREEN LIGHT SHOWS

PAN FO'R
GOLAU'N GOCH
ARHOSWCH YMA

WHEN RED LIGHT
SHOWS
WAIT HERE

PAN WELWCH
ARWYDD STOP
ARHOSWCH YMA

WHEN STOP SIGN
SHOWS
WAIT HERE

TRAFFIG DAN
REOLAETH
GOLEUADAU

TRAFFIC UNDER
SIGNAL CONTROL

TRAFFIG YN YMUNO
NAD YW DAN
REOLAETH GOLEUADAU

JOINING TRAFFIC
NOT SIGNAL
CONTROLLED

ARWYDD YN
CAEL EI BROFI

SIGN
UNDER TEST

GOLAU YN
CAEL EI BROFI

SIGNAL
UNDER TEST

ARWYDD
SEGUR

SIGN
NOT IN USE

GOLAU
SEGUR

SIGNALS
NOT IN USE

CYNNAL
ARWYDDION
TRAFFIG

TRAFFIC SIGN
MAINTENANCE

CYNNAL
GOLEUADAU
TRAFFIG

TRAFFIC SIGNAL
MAINTENANCE

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RHEOLAETH
TRAFFIG O'CH
BLAEN

TRAFFIC CONTROL
AHEAD

TRAFFIG Y
GWAITH

WORKS
TRAFFIC

TRAFFIG Y GWAITH
YN YMUNO
200 LLATH

WORKS TRAFFIC
MERGING
200 YARDS

TRAFFIG Y
GWAITH
YN UNIG

WORKS TRAFFIC
ONLY

DIM TRAFFIG
Y GWAITH

NO WORKS
TRAFFIC

ALLANFA
WAITH

WORKS EXIT

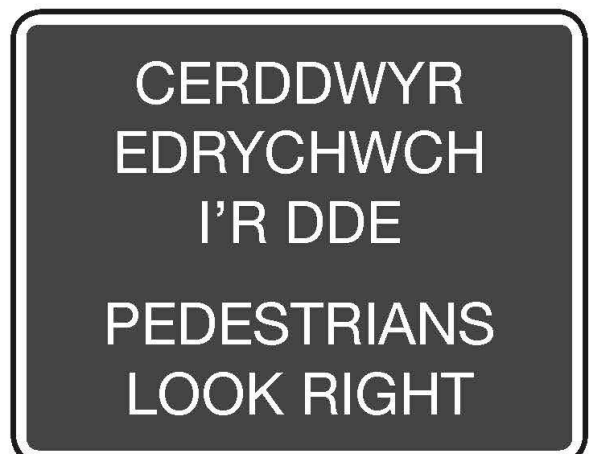GOSOD GWAITH FFORDD O'CH BLAEN
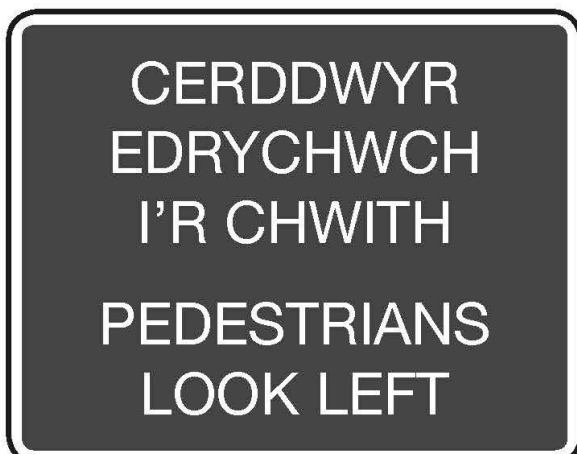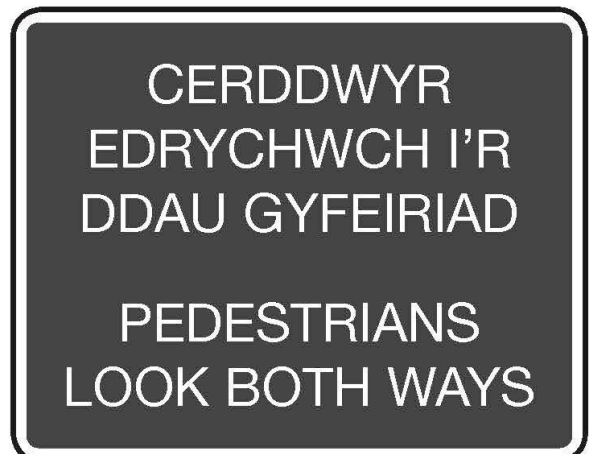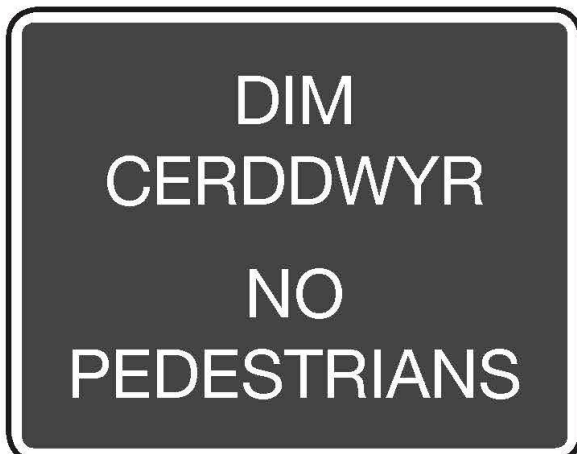
SETTING OUT ROAD WORKS AHEAD

TREFN FFYRDD NEWYDD O'CH BLAEN

NEW ROAD LAYOUT AHEAD

GOFAL
MYNEDFA SAFLE

CAUTION
SITE ENTRANCE

GOFAL
TRAFFIG Y SAFLE

CAUTION
SITE TRAFFIC

GWAITH AR GANOL Y FFORDD

WORK IN CENTRE OF ROAD

GWEITHLU AR Y FFORDD
ARAF
WORKFORCE IN ROAD
SLOW

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Safonau'r Gymraeg Llawlyfr ar gyfer Arwyddion Gwaith CBSC
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CERDDWYR
PEDESTRIANS
←

CERDDWYR

PEDESTRIANS

DIM
CERDDWYR

NO
PEDESTRIANS

CERDDWYR
EDRYCHWCH I'R
DDAU GYFEIRIAD

PEDESTRIANS
LOOK BOTH WAYS

CERDDWYR
EDRYCHWCH
I'R CHWITH

PEDESTRIANS
LOOK LEFT

CERDDWYR
EDRYCHWCH
I'R DDE

PEDESTRIANS
LOOK RIGHT

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Safonau'r Gymraeg Llawlyfr ar gyfer Arwyddion Gwaith CBSC
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CERDDWYR
DEFNYDDIWCH Y
DROEDFFORDD ARALL

PEDESTRIANS
PLEASE USE OTHER
FOOTWAY

CROESFAN I GERDDWYR -
PAN FO'R GOLAU'N GOCH
ARHOSWCH YMA

PEDESTRIAN CROSSING -
WHEN RED LIGHT SHOWS
WAIT HERE

CROESFAN
SEGUR

CROSSING
NOT IN USE

TROEDFFORDD
AR GAU DROS DRO

TEMPORARY
FOOTWAY CLOSURE

BEICWYR DEWCH
ODDI AR EICH BEIC A
DEFNYDDIO'R
DROEDFFORDD

CYCLISTS DISMOUNT
AND USE FOOTWAY

TROEDFFORDD
AR GAU

FOOTWAY
CLOSED

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DIM MARCIAU ILDIO

NO GIVE WAY MARKINGS

DIM MARCIAU FFORDD WRTH Y GYFFORDD

NO ROAD MARKINGS AT JUNCTION

DIM MARCIAU FFORDD WRTH Y GROESFAN REILFFORDD

NO ROAD MARKINGS AT LEVEL CROSSING

DIM MARCIAU FFORDD AM 400 LLATH

NO ROAD MARKINGS FOR 400 YARDS

DIM MARCIAU FFORDD

NO ROAD MARKINGS

DIM STYDIAU FFORDD

NO ROAD STUDS

TELEDU CYLCH CYFYNG AR WAITH

CCTV IN CONSTANT OPERATION

PERYGL
SAFLE ADEILADU

DANGER
CONSTRUCTION SITE

GOFAL
MYNEDFA SAFLE

CAUTION
SITE ENTRANCE

GOFAL
LORÏAU YN TROI

CAUTION
LORRIES TURNING

GOFAL
DIBYN SERTH

CAUTION
SUDDEN DROP

PERYGL
FOLTEDD UCHEL

DANGER
HIGH VOLTAGE

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Safonau'r Gymraeg Llawlyfr ar gyfer Arwyddion Gwaith CBSC
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DIM MARCIAU
STOP

NO STOP
MARKINGS

FFORDD AR GAU
XX/XX/XX
AM 2 DDIWRNOD

THIS ROAD IS CLOSED
ON XX/XX/XX
FOR 2 DAYS

DIM MARCIAU
FFORDD
AM 2 FILLTIR

NO ROAD
MARKINGS
FOR 2 MILES

Mutation

Mutation only applies for the number 2.
For all other numbers use DIWRNOD

Mutation

MILLTIR CHANGES TO FILLTIR -
WHEN THE MILAGE CONTAINS A '1' OR A '2'

1 MILE = 1 **F**ILLTIR
1½ MILES = 1½ **F**ILLTIR

FOR DISTANCES 3 MILES AND OVER OR
UNDER 1 MILE THERE IS NO MUTATION

½ MILE = ½ **M**ILLTIR
3 MILES = 3 **M**ILLTIR

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Safonau'r Gymraeg Llawlyfr ar gyfer Arwyddion Gwaith CBSC
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TORRI GWAIR
GRASS CUTTING

TORRI COED
TREE CUTTING

TORRI PERTHI
HEDGE CUTTING

DIWEDD
END

CYNNAL GOLEUADAU
LIGHTING
MAINTENANCE

GWAITH FFORDD
SYMUDOL
MOBILE ROAD WORKS

AR Y LLAIN GALED
ON HARD SHOULDER

YSGUBO'R FFORDD
ROAD SWEEPING

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Safonau'r Gymraeg Llawlyfr ar gyfer Arwyddion Gwaith CBSC
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AR Y SLIPFFORDD
ON SLIP ROAD

GWAITH UWCH
EICH PEN
OVERHEAD WORKS

CYNNAL ARWYDDION
SIGN MAINTENANCE

CODI ARWYDDION
SIGN ERECTION

GRAEANU
GRITTING

IÂ
ICE

TAENU HALEN
SALTING

SWCH EIRA
SNOW PLOUGHING

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Safonau'r Gymraeg Llawlyfr ar gyfer Arwyddion Gwaith CBSC
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LLIF
FLOOD

MESUR TIR
SURVEYING

GWAITH FFOSYDD
DITCHING

FFRWYDRO
BLASTING

AR Y GROESFAN
REILFFORDD
AT LEVEL CROSSING

CHWISTRELLU
CHWYN
WEED SPRAYING

RAMP

ARAFWCH NAWR
REDUCE SPEED NOW

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Safonau'r Gymraeg Llawlyfr ar gyfer Arwyddion Gwaith CBSC
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RHAID GWISGO OFFER DIOGELU CLUSTIAU

EAR PROTECTION MUST BE WORN

RHAID GWISGO OFFER DIOGELU'R LLYGAID

EYE PROTECTION MUST BE WORN

RHAID GWISGO MENIG

GLOVES MUST BE WORN

RHAID GWISGO SIACEDI LLACHAR

HIGH VISIBILITY JACKETS MUST BE WORN

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Safonau'r Gymraeg Llawlyfr ar gyfer Arwyddion Gwaith CBSC
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**RHAID GWISGO
HELMED DDIOGELWCH**

**SAFETY HELMETS
MUST BE WORN**

CADWCH ALLAN

KEEP OUT

**RHAID GWISGO
ESGIDIAU DIOGELU**

**PROTECTIVE FOOTWEAR
MUST BE WORN**

**POB YMWELYDD I FYND
I'R SWYDDFA**

**ALL VISITORS TO
REPORT TO SITE OFFICE**

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CABINET – 9TH JUNE 2021

SUBJECT: EMPLOYEE VOLUNTEERING SCHEME

REPORT BY: CORPORATE DIRECTOR - EDUCATION AND CORPORATE
SERVICES

1.   PURPOSE OF REPORT

1.1   To seek the views of Cabinet on a proposed Employee Volunteering Scheme.

1.2   To seek Cabinet approval to implement the Scheme with a review carried out at 12
months on the uptake and benefits of the Scheme.

2.   SUMMARY

2.1   The Employee Volunteering Scheme aims to increase volunteering opportunities for
employees at Caerphilly County Borough Council, with the benefit of releasing the
capacity of employees in supporting local communities and the associated benefits to
employee well-being.

2.2   The proposed Scheme includes volunteering for a day/part day event or volunteering
on a longer-term basis. Employees who have volunteered on a longer-term basis will
be able to apply for a maximum of two days leave of absence per year.

3.   RECOMMENDATIONS

3.1   Cabinet are asked to:
Approve the Employee Volunteering Scheme **(attached at appendix 1**) and
implement the Scheme with a review to be carried out in 12 months on the uptake
and benefits of the Scheme.

4.   REASONS FOR THE RECOMMENDATIONS

4.1   To strengthen relationships with residents, voluntary and community sectors, and to
deliver on our commitment set out in the new whole-authority operating model –
'Team Caerphilly – Better Together' strategy and support the 'social heart' ethos of
the Council.

4.2   To release the capacity of employees in supporting local communities.

4.3   To demonstrate a commitment and support to employees by encouraging them to

play a more active role in building a more robust and resilient society.

4.4 To contribute to improved employee job satisfaction, health and wellbeing, morale, commitment and performance.

4.5 To encourage individual development, with opportunities for employees that would not otherwise be met through the usual training routes.

5.   THE REPORT

Employee Volunteering Scheme

5.1 The proposed Scheme has been drafted to meet the objective of the Team-Caerphilly Better Together strategy and the 'social heart' ethos of the Council by allowing the release of employees to volunteer and support the local community. Employee volunteering has numerous benefits which are set out in the draft Scheme (**attached as Appendix 1**). In addition, employee volunteering supports corporate social responsibility. The Scheme has been developed after research carried out on other public sector schemes operating in Wales and the rest of the UK **(attached as Appendix 2).**

5.2 Volunteering can be undertaken with voluntary or community organisations that meet the criteria set out in the Scheme. The Scheme is intended to support voluntary organisations and activity that contributes to well-being in the Caerphilly county borough area.

5.3 Activities should benefit the environment, individuals (other than close relatives), charities and voluntary/ community groups within Caerphilly County Borough, or regional charities where there is a benefit to Caerphilly.

Day or part day Volunteering

5.4 Employees can register to volunteer for an organised whole or part of a day community event and subject to manager's approval they may be released to take part in these events.

5.5 Volunteering events will be available from a list of options decided by the Council, in partnership with voluntary organisations. The limited number of events will be available to employees on a first come basis.

5.6 The Scheme is intended to create additional capacity in communities and allow employees to take part in different opportunities to develop skills.

5.7 Examples of day/part day event volunteering could be marshalling a fun run in Caerphilly or painting a community centre.

Long-term Volunteering

5.8 Longer-term volunteering involves a commitment of a minimum of 12 months with regular volunteering and engagement taking place at least once a month. Longer-term volunteering will be carried out in employee's own time and outside working hours.

5.9 In some cases, employees may volunteer more regularly over a shorter period in line with demand from services, for example, employees may support night shelters over the winter months which run more regularly over a shorter period. These volunteering

opportunities will be considered as providing an appropriate commitment and considered as long-term volunteering.

5.10 Employees who undertake longer-term volunteering will be able to apply for two days leave of absence which equates to 14.48 hours for fulltime employees or equivalent in hours depending on individual work pattern per calendar year. Examples of longer-term volunteering could be a trustee for a voluntary organisation, a telephone befriender, or social media support volunteer or volunteer as a buddy on the Caerphilly Cares Buddy Scheme.

5.11 Volunteering time will be managed through the Volunteering Wales Website.

5.12 Employee volunteering will be supported and monitored by managers and the experience will be discussed during My Time sessions. Employees will complete pre and post volunteering forms which will be discussed and signed off by managers during My Time sessions.

Conclusion

5.13 An increasing number of councils, other public sector bodies and businesses, recognise the positive contribution that an Employee Volunteering Scheme can make in encouraging employees to take an active role in their communities. The Scheme provides the opportunity for employees to share skills, knowledge, and experience within the local community.

5.14 Employee volunteering can strengthen relationships with residents, voluntary and community sectors and help to deliver on the commitments set out in the new whole-authority operating model – 'Team Caerphilly – Better Together'. The Scheme is also consistent with the Caerphilly Cares strategy and the 'social heart' ethos of the Council.

6. ASSUMPTIONS

6.1 The Scheme assumes that employees will propose themselves for volunteering opportunities. Managers should support any requests subject to the exigencies of service delivery which will take precedence.

7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT

7.1 An Integrated Impact Assessment has been carried out by the group working on the development and implementation of the Scheme and most areas have been recorded as neutral or having positive impacts. Any negative impacts identified will be mitigated through risk assessments. The Scheme has been developed to ensure employees across all contracts and departments can participate in volunteering. The day or part day events will cover a variety of opportunities and employees can participate during working hours. The long-term volunteering option can be carried out during the employee's own time and leave of absence can be arranged with managers. An employee will participate in a minimum of 12 days volunteering which for full time staff will qualify them for two days leave of absence which demonstrates the economic benefit to the community. Employees have been positive about the Scheme and the benefits of volunteering in general.

Integrated Impact Assessment
Attached as Appendix 3.

8. FINANCIAL IMPLICATIONS

8.1   Employees taking part in the day/part day volunteering events will receive their normal pay, therefore any costs associated to this will be covered by the service area. There is a cost when employees undertake longer-term volunteering as they can apply for additional leave of absence days or hours.

8.2   Further research is required regarding any extra costs for additional resources required to set up and monitor the Scheme. A report will be published in due course with additional financial information.

9. PERSONNEL IMPLICATIONS

9.1   Releasing employees to undertake volunteering activities will have implications on employee resources within service areas, which managers will need to consider against the guidance. The proposal will have positive personnel implications with employees potentially benefiting from improved job satisfaction, health and wellbeing, morale, commitment and performance as a result of volunteering.

10. CONSULTATIONS

10.1

Response	Reply
The GMB recognise that volunteering is the commitment of time by an individual to engage in events and activities in society and within the community to support others. For those staff who wish to be involved in volunteering the GMB believe that it could help with their wellbeing and provide valuable skills and experience to the member of staff, this will also build confidence to deal with people and organisations in the community and this will in turn build an individual's self-esteem. We are pleased to see how the council will support the member of staff when undertaking their volunteering commitments, we believe the report sets out all the support clearly and the GMB are happy to support the document.	
UNISON asked that the distinction between day/part day and long-term volunteer is clarified. UNISON sought clarification that volunteering would not be used to replace paid employment opportunities. UNISON wanted confirmation that a review would take place at the end of the year to capture numbers of employees who participated and the type of volunteering that was required. With these amendments in place, UNISON is happy to support the scheme.	An email response and a meeting were arranged with UNISON and the requested amendments have been made to the Employee Volunteering Scheme.
Social Services - asked questions regarding	The policy frequently refers to the

managing requests from employees who want to volunteer and demands from service provision.	importance of employees discussing all volunteering opportunities with their manager and that service provision will be a consideration. Discussions with managers demonstrated that management of volunteering could be carried out in the same way managers arrange training or cover sickness. Managers can also plan and agree several employees who can take part in a volunteering opportunity in any given year.
HR Strategy Group – several recommendations to wording and liability were suggested.	All recommendations were accepted and made. Liability was confirmed with insurance and amended to reflect the advice from the Council's insurers.
Education Services – questions regarding managing employee demand for volunteering.	An email response was provided explaining the process.

11. STATUTORY POWER

11.1 There are no enabling statutory power(s) for the decision under consideration.

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Consultees: Cllr. Eluned Stenner - Cabinet Member for Finance, Performance & Planning
                Christina Harrhy, Chief Executive
                Richard Edmunds, Corporate Director, Education & Corporate Services
                Mark S Williams, Interim Corporate Director Communities
                Dave Street, Corporate Director Social Services and Housing
                Rob Tranter, Head of Legal Services/ Monitoring Officer
                Stephen Harris, Interim Head of Finance Services & S.151 Officer
                Sue Richards, Head of Education Planning & Strategy
                Lynne Donovan, Head of People Services
                Kathryn Peters, Corporate Policy Manager
                HR Strategy Group

Background Papers:

Appendices:
Appendix 1   Draft Employee Volunteering Scheme
Appendix 2   Background and supporting information
Appendix 3   Integrated Impact Assessment

Gadewir y dudalen hon yn wag yn fwriadol

Caerphilly County Borough Council

Employee Volunteering Scheme

Introduction

Volunteering is the commitment of time and energy for the benefit of society and the community and can take many forms. It is undertaken freely and by choice, without concern for financial gain. This is the definition commonly accepted across the UK and used by the Welsh Government.

Caerphilly County Borough Council (CCBC) recognises that many of its employees already volunteer in their local communities and believe that volunteering is a great way for employees to develop new skills and support an event or project in the local community.

Purpose of this Scheme

This Scheme outlines how CCBC will support employees in formal volunteering which takes place in the County Borough. The Council believes that volunteering can increase staff satisfaction and well-being. **(Volunteering and Public Services in Wales, January 2018)**

CCBC is working with partners to achieve a better Wales and volunteering is crucial to the Wellbeing of Future Generations Act 2015.

This Scheme aims to increase volunteering opportunities for employees by releasing employees from work to support the local community and by offering the opportunity to apply for up to two days leave of absence to employees who commit to long-term volunteering projects. The release of employee capacity will support the Team Caerphilly- Better Together strategy and supports the 'social heart' ethos of the Council. This Scheme is consistent with the Caerphilly Cares strategy.

This Scheme is intended to create additional capacity in communities by releasing employees to volunteer for a whole or part of a day event and encouraging volunteering on a long-term basis in the employees own time. This Scheme will not be used to support individual employee events, such as coaching one's children's football team. Even though this is classed as volunteering, it is not supported under this Scheme because it could create a conflict of interest. This Scheme is for CCBC employees only and the volunteering events will not be used to replace employment opportunities.

How the Scheme works

The Scheme is made up of two options:

- **Day or part of a day organised volunteering event**
  Employees can register to volunteer for an organised whole or part of a day community event and the Council will, subject to manager's approval, release the employee to take part in these events.

  Volunteering events will be available from a list of options decided by the Council, in partnership with voluntary organisations. The limited number of

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events will be available to employees on a first come basis.

Examples of day/part day event volunteering could be marshalling a fun run in Caerphilly, or painting a community centre

- **Longer-term volunteering commitment**
  Longer-term volunteering involves a commitment of a minimum of 12 months with regular volunteering and engagement taking place at least once a month. Longer-term volunteering will be carried out in the employee's own time and outside working hours.

  In some cases, employees may volunteer more regularly over a shorter period in line with demand from services, for example, employees may support night shelters over the winter months which run more regularly over a shorter period. These volunteering opportunities will be considered as providing an appropriate commitment and considered as long-term volunteering.

  Employees who undertake longer-term volunteering will be able to apply for **two days leave of absence** which equates to **14.48 hours for fulltime employees or equivalent in hours depending on individual work pattern per calendar year**. The leave of absence must be taken within the calendar year and cannot be carried over. Employees who work on a term-time only contract must discuss leave of absence requests with their manager.

  Examples of longer-term volunteering could be a trustee for a voluntary organisation, a telephone befriender, social media support volunteer supporting a summer scheme or volunteer as a buddy on the Caerphilly Cares Buddy Scheme.

How to apply for the day/part of a day event volunteering:

- Employees should speak with ~~to~~ their manager to ensure they can be released from their job role for the time required for the event.
- Complete the online booking form on the Volunteering Wales Website, selecting the event they would like to participate in.
- Enter the request to attend the event using the appropriate drop-down option in iTrent
- If an employee decides to volunteer on a day/part of a day that they are not scheduled to work, then this is in their own time and time cannot be claimed back for this.
-

The employee will receive a confirmation appointment or email with details of:

- Meeting point for the event
- Times required for the event
- Additional equipment required (wellington boots/waterproof coat etc)
- A reminder to bring their own lunch and drinks

The employee is agreeing to:

- Volunteer to the best of their ability
- Attend the project on time for the total hours agreed
- Notify the organisation and their manager with as much warning as possible if they are unable to attend the event.
- Complete a pre and post volunteering form to record their volunteering experience
- Demonstrate partnership working and accountability for their work while being part of the community project and a willingness to try new opportunities

How to apply for the longer-term volunteering:

- Employees should speak with their manager about the volunteering opportunity and the commitment they will be able to give. Long term volunteering is a commitment of a minimum of 12 months which can be given weekly, monthly or more frequently. In some cases, employees may volunteer more regularly over a shorter period in line with demand from services, for example, employees may support summer schemes which run regularly over a shorter period. These volunteering opportunities will be considered as providing an appropriate commitment. This volunteering will take place in the employees own time, outside of paid working hours.
- Complete the online booking form on the Volunteering Wales Website, selecting the project they would like to participate in and agree to give a long-term commitment.

The employee is agreeing to:

- Volunteer to the best of their ability
- Attend the project on an ongoing long- term basis. This can be a weekly or monthly commitment. **It will not be a one-off commitment or for a short period of time unless you are participating in a short-term scheme with regular commitment. Long-term commitment is anything from 12 months onwards and requires giving your time once a month as a minimum.**
- Notify the organisation that they are volunteering with as much notice as possible if they are unable to keep up the commitment. The employee must also notify their line manager if they are unable to fulfil the commitment – this may mean they are no longer eligible to apply for the two days leave of absence. The employee may have to pay the leave back if it has been used but they have been unable to fulfil the volunteering commitment or when an employee leaves the Council's employment.
- The employee should record the hours spent volunteering on the project on the Volunteering Wales website
- Demonstrate partnership working and accountability for their work while being part of the community project and a willingness to try opportunities.

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Day/part day and long-term volunteering distinctions:

There is no limit on how many day/part day events employees can apply for, release from work depends on service provision and discussion with a line manager. It is possible that some employees may take part in multiple events during the year.

Long-term volunteering takes place in the employees own time and the leave of absence is an acknowledgment of the commitment. The leave of absence is capped at two days or equivalent in hours depending on the individual work pattern. Employees can take part in both long-term and day/part day events and all arrangements will be dependent on service provision and discussions with their manager.

Schools
The scheme applies to all Caerphilly employees except employees directly employed by Schools unless the School Governing Body has adopted the Policy

Types of volunteering that are covered
This Scheme is intended to support and encourage employees to volunteer; the Scheme can also be used to support volunteering activity that employees may already be engaged in, provided that the project is registered on the Volunteering Wales website and that the employee applies using the process set out above. Employees can suggest day or half day events which can be considered and potentially added to the list for that year. Employees who currently volunteer on a long-term basis may be eligible to apply for two days leave of absence as long as their volunteering meets the criteria for longer-term volunteering i.e., it is for 12 months, at least once per month, is recorded via the Volunteering Wales Website, benefits the Caerphilly area and is not for any personal gain.

Disclosure Barring Service (DBS) Checks and Volunteering
Certain activities that involve volunteering with young people in need of care and support or other at-risk groups may require employees to have a Disclose and Barring Service (DBS) check. If day or part day events organised by this Council require DBS checks these should be provided by the department organising the event.

For longer-term volunteering the organisation that the employee is volunteering with will indicate if this is necessary. Caerphilly County Borough Council will not facilitate DBS checks unless it is related to a volunteering opportunity through this Council. Where required the DBS check required for Council run volunteering will be paid for from a central fund within Caerphilly County Borough Council as it is a corporate initiative.

Subsistence and travel expenses
For day or part of a day volunteering events, parking, travel and mileage whilst the employee is volunteering may be claimed in the normal way.

For longer term volunteering these costs must be met by the employee, and if eligible, claimed back from the voluntary organisation they are volunteering for.

Monitoring

Following manager's approval and prior to volunteering, employees will complete a pre-volunteering form and upon completion of volunteering a post-volunteering form will be completed. This will assist managers and employees in supporting volunteering and capturing the benefits of the Scheme for employees and the community.

Managers will need to see proof of hours from the Volunteering Wales database to authorise the leave of absence for employees engaging in long term volunteering. All volunteering will be registered with Volunteering Wales and volunteering data will be captured to help with reviews of the Scheme.

Recording volunteering time

Prior to volunteering, employees will need to register on the Volunteering Wales website. All volunteering hours can be recorded using this link:
https://volunteering-wales.net/vk/volunteers/index.htm

This website may be accessed via a link on the Council's Intranet pages or via volunteering-wales.net.
Both day and longer-term volunteering events will be recorded on the Volunteering Wales website.

Discussing Volunteering with managers

Managers will prioritise the needs of the service before authorising day/part day volunteering; decisions can be recorded in the employees My Time notes or on the pre-volunteering form which will have a section to record management agreement or reasons why volunteering cannot be supported.

Operational requirements will be considered by managers before supporting long-term volunteering as this involves agreement on leave of absence days or hours. Managers will need to balance requests from employees and service delivery. This discussion can be recorded in the employees My Time notes or on the pre-volunteering form which will have a section to record management agreement or reasons why volunteering cannot be supported.

Liability

The Voluntary organisations must have their own health and safety policy and appropriate insurance cover. Where a person is volunteering/working on behalf of a third party, there is an expectation that the third party will have appropriate insurance in place/assume responsibility and liability. All volunteering events will need to provide proof of insurance before they can register on the Volunteering Wales Website. If an employee is injured whilst volunteering, a claim should be made against the organisation for sick pay in the same way that people do for third party accidents.

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Training requirements (including health and safety) to perform volunteering activities

The organisation for which employees volunteer is responsible for providing any induction, health and safety, or other training to allow them to perform their volunteering role and remain safe.

If the employee is involved in community transport volunteering and using their own car, they are advised to check that their own motor insurance policy is suitable.

Clothing and equipment

For day or half day events, employees will be advised of any clothing requirements. All specialist equipment will be provided. For longer term volunteering, If the volunteering activity requires specialist clothing or equipment, this will need to be provided either by the voluntary organisation or by the employee themselves. The organisation should provide details of what is required.

Volunteering principles

When volunteering, the employee agrees to:

- respect the privacy, property and confidentiality of others. Be aware that any safeguarding concerns supersede confidentiality and must be reported to the relevant department.

- report any problems they experience to their manager and the Gwent Association of Voluntary Organisations' Volunteer Centre (where it has acted as a broker)

- aim to fulfil the commitment they have made and inform their named contact in the voluntary organisation and their line manager if they are unable to attend

- act in a professional way, recognising that they are representing the Council while carrying out the volunteering activities.

- Ensure they are aware of their safeguarding obligations and report any concerns.

- The employee should ensure that they do not behave in any way that brings the Council into disrepute.

For quality assurance purposes, the organisation for which employees volunteer must be registered on Volunteering Wales, the Welsh Government funded national platform for volunteering. The website can be found here:
https://volunteering-wales.net/vk/volunteers/index.htm

Declaration of Interests

Employees are required to complete a Register of Employees Interests Form which will need to be authorised by their Head of Service prior to commencing all volunteering opportunities.

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Post volunteering

Employees should discuss their volunteering activity with their manager and share the experience with colleagues. Employees must complete a post-volunteering form which will be signed off by their manager and uploaded to the relevant local system.

Five easy steps to get volunteering

1.Look at the intranet where volunteering projects will be updated on a yearly basis. There will be an option to volunteer on a one-off project or apply for a longer-term volunteering commitment.

2.The employee should discuss and agree the volunteering activity with their line manager and complete a pre-volunteering form. Once they have agreement from their line manager, the employee can register on the Volunteering Wales website. The Register of Employees Interests from should also be signed off at this stage.

3.The employees volunteering hours will be recorded on the Volunteering Wales Website.

4.Get volunteering and tell colleagues about the experience

5.After employees have volunteered, they should complete the post-volunteering form and discuss the experience with their manager at their next 'My Time' discussion.

Any questions or requests for more information about the Employee Volunteering Scheme, please contact Caerphilly Cares.

Gadewir y dudalen hon yn wag yn fwriadol

Employee Volunteering Scheme

Background and Supporting Evidence

February 2021

Background

Volunteering is the commitment of time and energy for the benefit of society and the community and can take many forms. It is undertaken freely and by choice, without concern for financial gain. This is the definition commonly accepted across the UK and used by the Welsh Government. CCBC recognises many of its employees already volunteer in their local communities and believe that volunteering is a great way for employees to develop new skills and support a worthwhile event or project and build local communities.

The Employee Volunteering Scheme was developed after research into other public sector schemes operating in Wales and the UK. The draft Scheme is based on research into schemes operating in Pembrokeshire, Newport Gwent, Monmouthshire, Warwickshire, Wigan, Liverpool, Cambridge, Comhairle, Scottish Borders and Welsh Government.

The development of the Scheme forms part of the corporate review of Corporate Volunteering and Community Partnerships. A Review Group was set up to co-ordinate the development of the Scheme. The group consists of representatives from HR, Voluntary Sector, Leisure Services, Regeneration Team, Transformation Team, Housing and Policy Team.

Consultation has been undertaken with:
- The Regeneration Team who held focus groups with staff who volunteered as buddy's and managers of the buddies.
- Voluntary sector organisations including the Parent Network
- Frontline managers including Waste Management
- GAVO (Gwent Association of Voluntary Organisations) who held virtual consultation groups with volunteers

Quotes from GAVO consultations

'*Volunteering on the Buddy Scheme had come in handy for my work and has been an added string to my bow. It has led to me applying for a better job within the council and has been a great benefit to me. It helped me secure another position which is more community based. This volunteering role has given me the taste for a more fulfilling job role, more community focused, more community spirited and it has really helped me'.*

'*I do have increased satisfaction when helping people that are not able to go out and about due to Covid. It has made me realise I want to do more for the community, not just during Covid but moving forward when the country eases out of lockdowns.*

'I have never volunteered before but since April 2020 I have been a Community Buddy after responding to an email at work. I wasn't sure what I had signed up for initially and thought it was something different. I was volunteering 8 hours a week, then 4 hours and now I volunteer between 2 and 4 hours a week'.

Quotes from The Regeneration Team consultations

'It's great to see CCBC adopting a forward-thinking policy like this. I have friends who work in the private sector, in banking, and this is a benefit they get to have a half day to volunteer to paint a community centre or something and get released from their day job'.

'I accept what was said in that the line manager would have to check on the Volunteer Wales website to verify hours but surely this is not a problem as most staff volunteer hours far in excess of the 2 days leave available and I cannot see anyone who gets involved in volunteering fictionalising hours to get extra days leave'.

'At present, no impact as volunteering duties undertaken in Officers own time. If we return to office working, we will have to ensure volunteering role doesn't impact significantly on our service. However, the opportunity to claim an additional 2 days annual leave may impact on cover at times etc. Also. If there were to be more than 1 volunteer within a team then this could impact on the service delivery'.

Participants were very enthusiastic about the principles of the Employee Volunteering Scheme. The recognition, acknowledgment and reward element for civic minded activities featured very highly amongst the group. This resulted in praise for their employer for proposing this policy.

Conclusion

The above case studies and discussion groups are important in supporting the Employee Volunteering Scheme and ensuring that it will be accepted and work in practice. A FAQ's for managers will be developed to answer any questions regarding supporting staff on the Scheme. When the Scheme is live, data and feedback will be collated, and a report will be submitted on the Employee Volunteering Scheme after a period of 12 months.

Caerphilly County Borough Council - Integrated Impact Assessment

This integrated impact assessment (IIA) has been designed to help support the Council in making informed and effective decisions whilst ensuring compliance with a range of relevant legislation, including:

- ➢ Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011
- ➢ Welsh Language (Wales) Measure 2011
- ➢ Socio-economic Duty – Sections 1 to 3 of the Equality Act 2010
- ➢ Well-being of Future Generations (Wales) Act 2015
- ➢ Statutory Consultation v Doctrine of Legitimate Expectation and Gunning Principles

PLEASE NOTE: Section *3 Socio-economic Duty* only needs to be completed if proposals are of a strategic nature or when reviewing previous strategic decisions. See page 6 of the **Preparing for the Commencement of the Socio-economic Duty** Welsh Government Guidance.

1. Proposal Details			
Lead Officer	**Head of Service**	**Service Area & Department**	**Date**
Paul Cooke	Sue Richards		**08 March 2021**

What is the proposal to be assessed? *Provide brief details of the proposal and provide a link to any relevant report or documents.*
This scheme outlines how CCBC will support employees in formal volunteering which takes place in the County Borough. The Council believes that volunteering can increase staff satisfaction and well-being. **(Volunteering and Public Services in Wales, January 2018)** CCBC is working with partners to achieve a better Wales and volunteering is crucial to the Wellbeing of Future Generations Act 2015. This Scheme aims to increase volunteering opportunities for employees by releasing employees from work to support local communities and by offering the opportunity to apply for up to 2 days leave of absence to employees who commit to long-term volunteering projects. The release of employee capacity will support the Team Caerphilly- Better Together strategy and supports the 'social heart' ethos of the local authority. This Scheme is consistent with the Caerphilly Cares strategy. This Scheme is intended to create additional capacity in communities by releasing employees to volunteer for a whole or part of a day event and encouraging volunteering on a long-term basis in the employees own time.

2. Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011

(The Public Sector Equality Duty requires the Council to have "due regard" to the need to eliminate unlawful discrimination, harassment and victimisation; advance equality of opportunity between different groups; and foster good relations between different groups). Please note that an individual may have more than one protected characteristic.

Protected Characteristics	**Does the proposal have any positive, negative or neutral impacts on the protected characteristics and how?**	**If there are negative impacts how will these be mitigated?**	**What evidence has been used to support this view?**
Age *(people of all ages)*	Neutral for employees, however positive impacts for the community as people of all ages may benefit.		Based on equalities legislation.
Disability *(people with disabilities/ long term conditions)*	There may be a negative impact as some of the volunteering opportunities may not be suitable for some employees. This is dependent on the available opportunity and the needs of the individual employee.	This will be mitigated by carrying out a risk assessment and by ensuring that volunteering opportunities are varied and accessible to ensure that disabled people can participate.	Based on volunteering opportunities that employees have participated in during the buddy system and by considering Equality legislation and the Disability Act.
Gender Reassignment *(anybody who's gender identity or gender expression is different to the sex they were assigned at birth)*	Neutral impact for employees, however positive impacts for the community as volunteering options will seek to benefit those within the protected characteristics group.		Based on equalities legislation.
Marriage or Civil Partnership *(people who are married or in a civil partnership)*	Neutral impact for employees, however positive impacts for the community as volunteering options will seek to benefit those within the protected characteristics group.		Based on equalities legislation.

Pregnancy and Maternity *(women who are pregnant and/or on maternity leave)*	There may be a negative impact as some volunteering opportunities may not be suitable.	This will be mitigated by carrying out a risk assessment and by ensuring that volunteering opportunities are varied to ensure that women who are pregnant or on maternity leave can participate.	Based on equalities legislation.
Race *(people from black, Asian and minority ethnic communities and different racial backgrounds)*	Neutral impact for employees, however positive impacts for the community as volunteering options will seek to benefit those within the protected characteristics group.		Based on equalities legislation.

Protected Characteristics	Does the proposal have any positive, negative or neutral impacts on the protected characteristics and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view?
Religion or Belief *(people with different religions and beliefs including people with no beliefs)*	**There may be a negative impact as people may be precluded from some volunteering due to their religion and/or beliefs.**	**A range of volunteering opportunities will be available throughout the year to allow flexibility to all employees.**	**Equality legislation.**
Sex *(women and men, girls and boys and those who self-identify their gender)*	**There may be a negative impact for women who predominantly work reduced hours or must prioritise childcare. This may impact on their availability to volunteer. Men can also be impacted by childcare.**	**The scheme has been amended in recognition of childcare duties and availability of employees which is why we have included day or part day events and changed the criteria for the long-term volunteering.**	**Research about gender equalities at work and equality legislation.**
Sexual Orientation *(lesbian, gay, bisexual, heterosexual, other)*	**Neutral impact for employees, however positive impacts for the community as volunteering options will seek to benefit those within the protected characteristics group.**		**Based on equalities legislation.**

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3. Socio-economic Duty (Strategic Decisions Only)
(The Socio-economic Duty gives us an opportunity to do things differently and put tackling inequality genuinely at the heart of key decision making. Socio-economic disadvantage means living on a low income compared to others in Wales, with little or no accumulated wealth, leading to greater material deprivation, restricting the ability to access basic goods and services)

Please consider these additional vulnerable groups and the impact your proposal may or may not have on them:

	Single parents and vulnerable families		Carers		People who have experienced the asylum system
	People with low literacy/numeracy		Armed Forces Community		People of all ages leaving a care setting
	Pensioners		Students		People living in the most deprived areas in Wales (WIMD)
	Looked after children		Single adult households		People involved in the criminal justice system
	Homeless people		People misusing substances		

Socio-economic Disadvantage	Does the proposal have any positive, negative or neutral impacts on the following and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view?
Low Income / Income Poverty *(cannot afford to maintain regular payments such as bills, food, clothing, transport etc.)*	Neutral impact for employees, A positive impact on people who will benefit from the range of volunteering opportunities going to be undertaken, e.g supporting people who require food banks and support with managing their income.		Buddy scheme data and Caerphilly Cares.

Socio-economic Disadvantage	Does the proposal have any positive, negative or neutral impacts on the following and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view?
Low and/or No Wealth *(enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provisions for the future)*	There may be a negative impact for employees who cannot afford additional childcare to volunteer. Mileage expenses should be covered through the volunteering organisation. There may be positive impacts for residents who are supported through volunteering opportunities with financial support.	This has been mitigated by ensuring that volunteering is available during working hours and by allowing a more flexible approach for volunteering in employees own time.	This change was based on consultation with employees.

Material Deprivation *(unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, hobbies etc.)*	**Neutral impact for employees, however the volunteering opportunities may support the community in this area.**		**Buddy scheme data and Caerphilly Cares.**
Area Deprivation *(where you live (rural areas), where you work (accessibility of public transport) Impact on the environment?*	**There may be a negative impact for employees who live outside of Caerphilly as this volunteering must take place in the Caerphilly area or benefit the Caerphilly area.** **Positive impact for the community as volunteering opportunities will support area deprivation and some volunteering opportunities undertaken could benefit the environment.**	**Employees can apply to volunteer during working hours as the scheme caters for day events and long-term volunteering.**	**Based on consultations with employees.** **Area deprivation – based on community assessments.**
Socio-economic Background *(social class i.e. parents education, employment and income)*	**There may be a negative impact for employees working on variable contracts and those in lower paid roles.** **Positive impact for the community as volunteering opportunities will**	**The policy has been amended to ensure that volunteering can take place for a day or part of a day in recognition of employees on varied contracts and those in lower paid roles.**	**Based on consultations with employees.**

	support people experiencing social deprivation.		
Socio-economic Disadvantage *(What cumulative impact will the proposal have on people or groups because of their protected characteristic(s) or vulnerability or because they are already disadvantaged)*	**This policy will have a positive impact on vulnerable residents in Caerphilly as volunteering supports food banks, buddy scheme, isolation, night shelters and befriending.** **The policy is equally positive for all employees as they can avail of different opportunities and learn new skills.** **Groups could include older people, disabled people, and single parents who are on low incomes, having retired or are unable to work.**		**Based on consultation with employees and feedback from the buddy scheme.**

4. Corporate Plan – Council's Well-being Objectives

(How does your proposal deliver against any/all of the Council's Well-being Objectives? Which in turn support the national well-being goals for Wales as outlined in the Well-being of Future Generations (Wales) Act 2015. Are there any impacts (positive, negative or neutral? If there are negative impacts how have these been mitigated?) <u>*Well-being Objectives*</u>

Objective 1 - Improve education opportunities for all	Volunteering will support employees to gain knowledge and skills that they may not currently have in their jobs. This informal training will also have positive impacts for the authority, and employees will be able to bring these new skills back into the workplace
Objective 2 - Enabling employment	Volunteering provides development opportunities for employees which would not otherwise be met through usual opportunities or training routes, empowering employees to achieve their own potential, raising confidence and benefitting their local community and the Council.
Objective 3 - Address the availability, condition and sustainability of homes throughout the county borough and provide advice, assistance or support to help improve people's well-being	There may be positive impacts as some of the volunteering opportunities may support housing tenants with mental health and wellbeing, accessing foodbanks and income maximisation. Volunteering opportunities may include supporting people to live independently in their homes.
Objective 4 - Promote a modern, integrated and sustainable transport system that increases opportunity, promotes prosperity and minimises the adverse impact on the environment	Neutral impact
Objective 5 - Creating a county borough that supports healthy lifestyle in accordance with the Sustainable Development principle with in the Well-being of Future Generations (Wales) Act 2015	Creating a county borough that supports a healthy lifestyle in accordance with the sustainable development principle within the Well-being of Future Generations (Wales) Act 2015. Volunteering will contribute to the physical and mental well-being of employees, as they may have an opportunity to take part in physical activities which will help keep them fit and healthy. Also, it may help their mental well-being to give something back to communities which is of

	value, thereby improving self-confidence and helping employees to feel part of the community.
Objective 6 - Support citizens to remain independent and improve their well-being	Volunteering can support vulnerable people living within our communities and improve the emotional well-being of older people by reducing loneliness and social isolation. Volunteering can support services on building community resilience. Volunteers will gain valuable skills and build personal resilience.

4a. Links to any other relevant Council Policy
(How does your proposal deliver against any other relevant Council Policy?)

Corporate Plan 2018-2023
This scheme contributes towards the Corporate Well-being Objectives:

Team Caerphilly – Better Together
Deliver on our commitment set out in the new whole-authority operating model – 'Team Caerphilly – Better Together'. In particular:

- **Enhancing relationships with communities and partners**
- **Developing proud and trusted staff**

Caerphilly Cares
This scheme supports the work of Caerphilly Cares.

5. Well-being of Future Generations (Wales) Act 2015 – The Five Ways of Working (ICLIP)

(Also known as the sustainable development principles. The Act requires the Council to consider how any proposal improves the economic, social, environmental and cultural well-being of Wales using the five ways of working as a baseline)

Ways of Working	How have you used the Sustainable Development Principles in forming the proposal?
Long Term	Some of the volunteering opportunities will be supporting residents to live independently and enable them to access support. Some opportunities will support local community buildings and outdoor space. The benefits to employees may include developing skills and support retaining employees within the Council.
Prevention	Allowing employees to volunteer in social care support has the potential to alleviate issues faced by an aging population, and for those vulnerable people living within our communities. Volunteers will gain valuable skills and build personal resilience.
Integration	The scheme will work in collaboration with other organisations and expand provision on existing services.
Collaboration	Employee volunteering is an agreed strand of the Caerphilly Public Services Board (PSB) Well-being Plan which intends to implement employee volunteering across all partners.

Involvement	Staff are likely to have an interest in achieving the well-being goals for future generations.

6. Well-being of Future Generations (Wales) Act 2015

Well-being Goals	**Does the proposal maximise our contribution to the Well-being Goal and how?**
A Prosperous Wales *An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work*	Volunteering helps develop a well-skilled and educated population, utilising our greatest asset – our employees. Building a highly skilled population able to secure decent work, will improve local wealth and thereby create opportunities for local jobs and business growth.
A Resilient Wales *A nation which maintains and enhances a biodiverse natural environment healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for climate change)*	Volunteering has the potential to contribute to improving the local environment. Environmental organisations will be eligible organisations for volunteers.
A Healthier Wales *A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood*	Volunteering can equip individuals with the skills and knowledge needed to improve their own mental health and well-being. Volunteering can improve confidence, encourage social interactions outside of the usual place of work, reduce loneliness and social isolation and build community resilience. Volunteers can aid in creating accessible green spaces enhancing well-being in the community.

A More Equal Wales *A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio-economic background and circumstances)*	Volunteering provides the opportunity for individuals to fulfil their full potential regardless of their circumstances, providing life skills and ongoing development benefitting the council, the individual, and future generations.

Well-being Goals	Does the proposal maximise our contribution to the Well-being Goal and how?
A Wales of Cohesive Communities *Attractive, viable, safe and well-connected communities*	Volunteering encourages participation in community initiatives, fostering a sense of belonging, community pride and respect. Volunteering can improve and connect communities, create accessible green spaces enhancing communities and making them a better place to live, work and raise families.
A Wales of Vibrant Culture and Thriving Welsh Language *A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation*	Volunteering can encourage local interaction within the community allowing individuals to take advantage of the sports, arts and cultural opportunities within the borough.
A Globally Responsible Wales *A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being*	Volunteering can support individuals to look after the local environment and understand the impact our actions have on the global obligations and demonstrate corporate social responsibility.

7. Welsh Language (Wales) Measure 2011 and Welsh Language Standards

(The Welsh Language Measure 2011 and the Welsh Language Standards require the Council to have 'due regard' for the positive or negative impact a proposal may have on opportunities to use the Welsh language and ensuring the Welsh language is treated no less favourably than the English language) **Policy Making Standards - Good Practice Advice Document**

Requirement	Does the proposal have any positive, negative or neutral impacts on the following and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view? *e.g the WESP, TAN20, LDP,* Pupil Level Annual School Census
Links with Welsh Government's Cymraeg 2050 Strategy and CCBC's Five Year Welsh Language Strategy 2017-2022 and the **Language Profile**	Neutral		
Compliance with the Welsh Language Standards. *Specifically Standards 88 - 93*	There will be options to volunteer using the Welsh language for example use befrienders who can communicate in Welsh to residents who would like to speak Welsh.		
Opportunities to promote the Welsh language *e.g. status, use of Welsh language services, use of Welsh in everyday life in work / community*	Actively encourage and promote the use of our services in Welsh.		
Opportunities for persons to use the Welsh language *e.g. staff, residents and visitors*	There will be options to volunteer using the Welsh language for example use befrienders who can communicate in Welsh to residents who would like to speak Welsh.		Supports the Five-Year Welsh Language Strategy and the Cymraeg 2050 Strategy.
Treating the Welsh language, no less favourably than the English language	Actively encourage and promote the use of our services in Welsh.		

7a. Having considered the impacts above, how has the proposal been developed so that there are positive effects, or increased positive effects on (a) opportunities for persons to use the Welsh language, and b) treating the Welsh language no less favourably than the English language.
Positive impact as the scheme will promote Welsh language events and ensure communication is available in Welsh which promotes the scheme. The buddy scheme and any befriending opportunities will actively promote Welsh speakers.

8. Data and Information

(What data or other evidence has been used to inform the development of the proposal? Evidence may include the outcome of previous consultations, existing databases, pilot projects, review of customer complaints and compliments and or other service user feedback, national and regional data, academic publications and consultants' reports etc.)

Data/evidence *(Please provide link to report if appropriate)*	Key relevant findings	How has the data/evidence informed this proposal?
Consultation has been undertaken with: • The Regeneration Team who held focus groups with staff who volunteered as buddy's and managers of the buddies. • Voluntary sector organisations including the Parent Network • Frontline managers including Waste Management • GAVO (Gwent Association of Voluntary Organisations) who held virtual consultation groups with volunteers	All departments and management groups have provided feedback to the employee volunteering scheme which has led to changes and amendments to ensure that it is clear and accessible to all employees. Below are some comments from employees regarding volunteering and the scheme. *'It's great to see CCBC adopting a forward-thinking policy like this. I have friends who work in the private sector, in banking, and this is a benefit they get to have a half day to volunteer to paint a community centre or something and get released from their day job'.* *'I accept what was said in that the line manager would have to check on the Volunteer Wales website to verify hours but surely this is not a problem as most staff volunteer hours far in excess of the 2 days leave available and I cannot see anyone who gets involved in volunteering fictionalising hours to get extra days leave'.*	The Employee Volunteering Scheme was developed after research into other public sector schemes operating in Wales and the UK. The draft scheme is based on research into schemes operating in Pembrokeshire, Newport Gwent, Monmouthshire, Warwickshire, Wigan, Liverpool, Cambridge, Comhairle, Scottish Borders and Welsh Government. The development of the scheme forms part of the corporate review of Corporate Volunteering and Community Partnerships. A review group was set up to co-ordinate the development of the scheme. The group consists of representatives from HR, Voluntary Sector, Leisure Services, Regeneration Team, Transformation Team, Housing and Policy Team. Extensive feedback was provided from various internal departments and amendments were made accordingly to ensure the scheme is clear and accessible to all employees.

Were there any gaps identified in the evidence and data used to develop this proposal and how will these gaps be filled?
Details of further consultation can be included in Section 9.

No gaps identified.

9. Consultation

Briefly describe any recent or planned consultations paying particular attention to evidencing the Gunning Principles.

Employees who volunteer, managers of employees who volunteer and managers at service and strategic level were consulted. The unions and other partners such as GAVO and other local authorities were consulted. Feedback from the household survey and the buddy scheme data was considered.

There was a lot of time for consultation and the group working on the scheme identified stakeholders and ensured that views from all departments and agencies were considered.

The Cabinet Report and appendices were sent to agencies and internal departments to allow for feedback and amendments.

The key findings focused on ensuring fairness and availability to employees who work in different areas and on a variety of contracts. Managers wanted reassurance about managing employee expectations which was given as all feedback was responded to with explanations.

The scheme has been amended to ensure all employees can avail of the scheme, sections have been changed to ensure managers have confidence about managing expectations and supporting employees to volunteer.

10. Monitoring and Review

How will the implementation and the impact of the proposal be monitored, including implementation of any amendments?	The scheme will be monitored on Volunteering Wales Website. The leave of absence will have a code connected to the scheme to monitor how many employees have availed of the days. The group working on the scheme will monitor the data and feedback from employees and a report will be published at the end of the first year of the scheme.
What are the practical arrangements for monitoring?	The group working on the scheme will work on putting monitoring structures in place and the scheme will sit in the Caerphilly Cares team who will also monitor data based on employees who volunteer.
How will the results of the monitoring be used to develop future proposals?	The monitoring will be used to develop the scheme and the end of year report will identify any changes or developments.
When is the proposal due to be reviewed?	At the end of the first 12 months.
Who is responsible for ensuring this happens?	The policy team will work with Caerphilly Cares on this scheme.

11. Recommendation and Reasoning

☐**X**	Implement proposal with no amendments
☐	Implement proposal taking account of the mitigating actions outlined
☐	Reject the proposal due to disproportionate impact on equality, poverty and socio-economic disadvantage

Have you contacted relevant officers for advice and guidance?	Yes ☐**X** No ☐

12. Reason(s) for Recommendation

(Provide below a summary of the Integrated Impact Assessment. This summary should be included in the "Summary of Integrated Impact Assessment" section of the Corporate Report Template. The Integrated Impact Assessment should be published alongside the Report proposal).

An Integrated Impact Assessment has been carried out by the group working on the development and implementation of the scheme and most areas have been recorded as neutral or having positive impacts. Any negative impacts identified can be mitigated through risk assessments. The scheme has been developed to ensure employees across all contracts and departments can participate in volunteering. The day or part day events will cover a variety of opportunities and employees can participate during working hours. The long-term volunteering option can be carried out during the employees own time and leave of absence can be arranged with managers. An employee will participate in a minimum of 12 days volunteering which for full time staff will qualify them for 2 days leave of absence which demonstrates the benefit to the community. Employees have been positive about the scheme and the benefits of volunteering in general.

13. Version Control

(The IIA should be used in the early stages of the proposal development process. The IIA can be strengthened as time progresses to help shape the proposal. The Version Control section will act as an audit trail to evidence how the IIA has been developed over time)

Version No.	Author	Brief description of the amendments/update	Revision Date
1	Sonya Foley and Employee Volunteering Scheme Group		September 2022

Integrated Impact Assessment Author

Name:	**Sonya Foley and Employee Volunteering Scheme Group**
Job Title:	**Policy Officer**
Date:	**April 10 2021**

Head of Service Approval

Name:	**Sue Richards**		
Job Title:	**Head of Education and Planning**		
Signature:		**Date:**	

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Gadewir y dudalen hon yn wag yn fwriadol

CABINET – 9TH JUNE 2021

SUBJECT: **INVESTMENT AT VIRGINIA PARK / 2ND SATELLITE AT ST CENYDD FOR TRINITY FIELDS**

REPORT BY: **CORPORATE DIRECTOR FOR EDUCATION & CORPORATE SERVICES**

1.   PURPOSE OF REPORT

1.1   To provide Cabinet with details of 2 proposed building investments, the development of Virginia Park in Caerphilly for both the Youth Service and EOTAS (Education Other Than At School) provision and; investment to provide a 2nd satellite class for Trinity Fields on the St Cenydd High School site.

2.   SUMMARY

2.1   The report provides Members with details of proposed building related investments at the 2 sites detailed in para 1.1. This investment will provide an increased capacity to support some of most vulnerable learners. The Virginia Park site has provided an opportunity to create a base in the Caerphilly Basin for the Youth Service, whilst also expanding in-house capacity for some of our EOTAS pupils.

2.2   This proposed investment was supported by Education Scrutiny Committee, details provided in the Budget Monitoring Report presented to Scrutiny on 22nd March 2021.

3.   RECOMMENDATIONS

3.1   Support the use of £472k of Corporate Services Capital Earmarked Reserves for the development of Virginia Park and for a 2nd Satellite Class for Trinity Fields at St Cenydd High School.

4.   REASONS FOR THE RECOMMENDATIONS

4.1   To support the provision of a Youth Service base in the Caerphilly Basin and to increase capacity for our most vulnerable learners through in-house EOTAS provision.

4.2   To provide additional capacity for learners accessing Trinity Fields provision.

5. THE REPORT

5.1   The estimated £300k at Virginia Park is designed to meet the need for a youth service hub and to provide an education centre for the hours of the school day. This investment would include extensive refurbishment and re-configuration across the ground floor and selective refurbishment of the first floor. This would include a reception area, sliding partitions, versatile education spaces, a nurture room, youth spaces, 1-1 support areas, offices and improved toilet facilities. The site will provide a youth setting to service the Caerphilly basin area, supporting the Youth Services work with approximately 5,000 young people and directly contributing to its NEET (Not in Education, Employment or Training), Homelessness, Health, Welsh Language and crime reduction activity. A conservative estimate of the Youth Services membership is 16,000 plus, the 5,000 is an estimate for the Caerphilly cluster although it's recognised that this number is likely to be significantly higher given the population demographic for the basin area.

5.2   For EOTAS this site will initially enable the Authority to focus specifically on the needs of a small number of the KS3 or 4 cohorts who move out of Glan Y Nant. The development of this facility will also allow for a short term assessment centre for older students. This will serve to reduce the amount of education missed by students who may have received an exclusion from school and to ensure students are linked to the most appropriate EOTAS provision based on their needs.

5.3   Provision will also allow for the delivery of targeted interventions and an expansion of the focus around wellbeing and nurture as well as curriculum delivery. Developments linked to Virginia Park support the capacity to transition students from Home Tuition into an educational setting. Developing several "layers of classroom" will help staff work with students, their behaviours and encourage transition. The pathway plan will continue as they progress back to mainstream education.

5.4   The proposed building developments allow for both floors to be developed ensuring there is appropriate teaching space, intervention room and space for staff. This will enable the delivery of formal and informal learning via EOTAS and the non formal learning of the Youth Service. The development of this provision will support and enhance the development of the proposed CVL (Centre for Vulnerable Learners) as part of the portfolio of provision.

5.5   Once arrangements for the Youth Service and EOTAS are established at Virginia Park, Local Authority Officers will seek to maximise opportunities for community use. Operational timetables for the provision for pupils accessing both services are currently being refined, identifying usage during the school day and evenings. Other availability can then be shared with community groups once the educational schedules have been confirmed. Consideration will need to be given to an appropriate rental rate that would not put financial pressure on the service and equally not compromise the use of other community buildings in the area.

5.6   Building works at St Cenydd Comprehensive are required to ensure that facilities are fit for purpose to support a 2nd satellite class for Trinity Fields pupils, based at this site.

5.7   This cost includes splitting the existing space into 2 classrooms, electrical, network alterations, decoration & flooring, furniture and equipment; refurbishment of 2 disabled toilets and shower area; canopy for entrance and outside classroom; to knock 2 store rooms into 1 to create a physiotherapy room and associated works.

5.8   The revenue implications of funding this second satellite class have been addressed as part of the 2021-22 budget proposals. The satellite class will be led by the Headteacher of Trinity Fields, all relevant monitoring and evaluation processes will be in place in line with the Estyn schools inspection framework.

5.9   **Conclusion**

The investments outlined will provide an increase in capacity to support some of our our most vulnerable learners.

6.   ASSUMPTIONS

6.1   No related assumptions have been felt necessary in relation to this report.

7.   SUMMARY OF INTEGRATED IMPACT ASSESSMENT

7.1   <u>IIA Virginia Park</u>

The Virginia Park building / site lies in an ideal location for all the types of work proposed to operate there. All plans are financially viable and the location offers a number of possibilities in terms of future development and or expansion of the educational "footprint". Its acquisition is in the best interests of young people and the wider community. The building's size and type represents an educational development option not available elsewhere in the Caerphilly basin area. This includes its other characteristics of availability of parking space, ease of access, proximity to Caerphilly Leisure Centre and Y Gwyndy School not least among them. The IIA is included as Appendix 1.

7.2   <u>IIA St Cenydd Satellite Class</u>

It is the recommendation of the IIA that Members endorse the proposal regarding the Local Authority approach to the development of the hub and spoke model and the second satellite class at St Cenydd School. The approach keeps children at the centre, promotes equality of opportunity and the importance of partnership working between those who support children. Members are asked to consider the IIA alongside the Cabinet Report in support of progressing to develop the class in readiness for September 2021. The IIA is included as Appendix 2.

8.   FINANCIAL IMPLICATIONS

8.1   It is proposed that Cabinet support the use of earmarked capital reserves for building related work at St Cenydd Comprehensive for a 2nd Satellite Class for Trinity Fields (up to £172k); and Virginia Park site to support the development of Youth and EOTAS Provision (up to £300k).

9.   PERSONNEL IMPLICATIONS

9.1   As part of the Authority's Budget for 2021/22 the funding for Trinity Fields supports the staffing requirements of this 2nd satellite class. There are no additional funding requirements for staffing at the Virginia Park site. The process will see the relocation of existing personnel from the Youth and EOTAS provisions.

10. CONSULTATIONS

10.1 These investments were supported by Education Scrutiny Committee (22nd March 2021).

10.2 Recent meeting with Members from St James and Morgan Jones Wards were supportive of the Virgina Parks proposals (subject to receipt of this report). No objections to the proposal were raised or registered.

10.2 No discrete, separate consultation exercise has yet been conducted with young people across the Caerphilly basin. Detailed communication arrangements are however planned for the summer, given that the opening of the Virginia Park facility is hoped for in the autumn term. However, all related discussions with young people across the County Borough have indicated a clear need for a Youth Work base in Caerphilly, particularly following the loss of the previous base at the time of the demolition of St Illan School. Partner agencies are strongly in support, including Gwent Police who acknowledge the potential for reducing crime and anti-social behaviour in the area and the contribution that the Youth Service can make to the reduction of exploitation of children and young people in the town centre. The EOTAS offer scheduled to function during school hours in the building has been planned as a direct consequence of cross-county consultation and planning in order to meet modern education requirements for young people unable to attend school.

11. STATUTORY POWER

11.1 Local Government Act 1972 and 2000.

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Consultees: Richard Edmunds, Corporate Director, Education and Corporate Services
Keri Cole, Chief Education Officer
Sue Richards, Head of Service – Education Planning & Strategy
Sarah Ellis, Lead for Inclusion & ALN
Sarah Mutch, Early Years Manager
Paul Warren, Strategic Lead for School Improvement
Cllr Ross Whiting, Cabinet Member for Education & Achievement
Cllr Eluned Stenner, Cabinet Member for Finance, Performance & Planning
Cllr Teresa Parry, Chair of Education Scrutiny Committee
Cllr Carol Andrews, Vice Chair of Education Scrutiny Committee
Steve Harris, Head of Financial Services & S151 Officer
Lynne Donovan, Head of People Services
Rob Tranter, Head of Legal Services
Anwen Cullinane, Senior Policy Officer (Equalities & Welsh Language)
Paul O'Neill, Senior Youth Service Manager
Rhys Evans, Head of Provision for Vulnerable Learners

Cllr Christine Forehead (St James Ward)
Cllr Barbara Jones (St James Ward)
Cllr Shayne Cook (Morgan Jones Ward)
Cllr Phil J Bevan (Morgan Jones Ward)
Cllr James Pritchard (Morgan Jones Ward)

Background Papers:

Minutes of Education Scrutiny 22nd March 2021 – "Supported a recommendation to Cabinet to utilise £472k of Corporate Services Capital Earmarked Reserves for a 2nd Satellite Class at St Cenydd Comprehensive for Trinity Fields, and the development of Virginia Park for both the Youth Service and EOTAS provision as detailed in Section 5.5 of the report".

Appendices:

Appendix 1   Integrated Impact Assessment – Virginia Park
Appendix 2   Integrated Impact Assessment – 2nd Satellite Class for Trinity Fields at St Cenydd

Gadewir y dudalen hon yn wag yn fwriadol

Appendix 1

Caerphilly County Borough Council - Integrated Impact Assessment

This integrated impact assessment (IIA) has been designed to help support the Council in making informed and effective decisions whilst ensuring compliance with a range of relevant legislation, including:

➢ Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011

➢ Welsh Language (Wales) Measure 2011

➢ Socio-economic Duty – Sections 1 to 3 of the Equality Act 2010

➢ Well-being of Future Generations (Wales) Act 2015

➢ Statutory Consultation v Doctrine of Legitimate Expectation and Gunning Principles

PLEASE NOTE: Section *3 Socio-economic Duty* only needs to be completed if proposals are of a strategic nature or when reviewing previous strategic decisions. See page 6 of the Preparing for the Commencement of the Socio-economic Duty Welsh Government Guidance.

1. Proposal Details			
Lead Officer	**Head of Service**	**Service Area & Department**	**Date**
Paul O'Neill	Paul Warren	Youth Service	21/5/21

Is this proposal a... (please tick relevant box)								
Policy	☐	**Strategy / Plan**		**Practice**	☐	**Procedure X**	☐	**Restructure**	☐

What is the proposal to be assessed? *Provide brief details of the proposal and provide a link to any relevant report or documents.*
That the Former Golf Clubhouse adjacent to Caerphilly Leisure Centre (Virginia Park), recently acquired by the Youth Service, receives circa £ 300,000 investment for the purposes of rendering it fit for the purposes for the delivery of Youth Work and other forms of education, including EOTAS (Education Other Than At School) activity, and in line with the wider development activity in those service areas.

2. Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011

(The Public Sector Equality Duty requires the Council to have "due regard" to the need to eliminate unlawful discrimination, harassment and victimisation; advance equality of opportunity between different groups; and foster good relations between different groups). Please note that an individual may have more than one protected characteristic.

Protected Characteristics	**Does the proposal have any positive, negative or neutral impacts on the protected characteristics and how?**	**If there are negative impacts how will these be mitigated?**	**What evidence has been used to support this view?**
Age *(people of all ages)*	Positive impact on young people. 11-25 years, including those with protected characteristics, allowing young people from across a wider geographical area to be offered youth work support and those with particular vulnerabilities to receive other forms of statutory education.	N/A	The youth population of Caerphilly basin, the catchment area that the Virginia park Youth Work base would serve, is significant. Approximately a third of the Youth Service's membership of 16,000 young people are expected to benefit from a suitably refurbished and equipped centre for the area, which will see centre-based youth work delivery across the 13 hour per day/7 day per week standard youth work delivery profile, as well as supporting outreach work in the wider area. The centre will directly support the prevention of homelessness in young people, LGBT young people, those that are, or are at risk of being NEET (Not in Education, Employment or Training), those with low level mental/emotional health difficulties and those at risk of exclusion from school or community.

Appendix 1

Protected Characteristics	Does the proposal have any positive, negative or neutral impacts on the protected characteristics and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view?
Disability *(people with disabilities/ long term conditions)*	Positive impact on young people 11-25, allowing for greater access by disabled young people to youth work opportunities	N/A	As above
Gender Reassignment *(anybody who's gender identity or gender expression is different to the sex they were assigned at birth)*	Positive impact on young people 11-25 - an appropriate building redesign allows for the wider embedding of the Youth Service's LGBT support arrangements.		As above
Marriage or Civil Partnership *(people who are married or in a civil partnership)*	Neutral		
Pregnancy and Maternity *(women who are pregnant and/or on maternity leave)*	Positive impact on young people 11-25: The Youth Service's Condom distribution arrangements will improve and reach more young people at risk of harmful behaviours. Improved links and referral arrangements to the Youth Service's Young Parents group and other agencies will similarly improve.		The Youth Service understands from experience that improved means of appropriately distributing condoms and the associated advice provided always attracts more young people to take up services.
Race *(people from black, Asian and minority ethnic communities and different racial backgrounds)*	Positive: Accessible to all, regardless of characteristics		

Appendix 1

Protected Characteristics	Does the proposal have any positive, negative or neutral impacts on the protected characteristics and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view?
Religion or Belief *(people with different religions and beliefs including people with no beliefs)*	Accessible to all, regardless of characteristics		
Sex *(women and men, girls and boys and those who self-identify their gender)*	Accessible to all, regardless of characteristics		
Sexual Orientation *(lesbian, gay, bisexual, heterosexual)*	Positive impact on young people 11-25:

As per previous comments relating to the expansion of the youth Service's County-wide support arrangements for LGBT young people | | Equalities data analysis |

3. Socio-economic Duty (Strategic Decisions Only)

(The Socio-economic Duty gives us an opportunity to do things differently and put tackling inequality genuinely at the heart of key decision making. Socio-economic disadvantage means living on a low income compared to others in Wales, with little or no accumulated wealth, leading to greater material deprivation, restricting the ability to access basic goods and services)

Please consider these additional vulnerable groups and the impact your proposal may or may not have on them:

- ➢ Single parents and vulnerable families
- ➢ People with low literacy/numeracy
- ➢ Pensioners
- ➢ Looked after children
- ➢ Homeless people

- ➢ Carers
- ➢ Armed Forces Community
- ➢ Students
- ➢ Single adult households
- ➢ People misusing substances

- ➢ People who have experienced the asylum system
- ➢ People of all ages leaving a care setting
- ➢ People living in the most deprived areas in Wales (WIMD)
- ➢ People involved in the criminal justice system

Socio-economic Disadvantage	**Does the proposal have any positive, negative or neutral impacts on the following and how?**	**If there are negative impacts how will these be mitigated?**	**What evidence has been used to support this view?**
Low Income / Income Poverty *(cannot afford to maintain regular payments such as bills, food, clothing, transport etc.)*	Positive impact on young people 11-25, including ➢ Single parents and vulnerable families (the Youth Service's Young Parents group) ➢ People with low literacy/numeracy (EOTAS provision) ➢ Looked after children (enhanced links with Social Services) ➢ Homeless people (Virginia Park will be the base for the Youth Service's Homelessness team) ➢ Students (the location will provided added capacity for the inclusion of students on practical placements) ➢ People misusing substances (engaging with substance misuse issues in the Town Centre) ➢ People living in the most deprived areas in Wales (WIMD) – young people from Lansbury Park will directly benefit from the services available from this location)	N/A	Significant feedback from partners and users who represent these vulnerable groups has contributed to the design and planning for the work to be conducted from this location. The Youth Service's equalities monitoring arrangements demonstrate the need for greater consideration in these terms and partner agencies frequently communicate information that supports this understanding – for example, specialist drugs agencies will share intelligence to this effect. The Youth Service's Homelessness section reports a continuing and significant prevalence of young people at risk of homelessness.

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Socio-economic Disadvantage	Does the proposal have any positive, negative or neutral impacts on the following and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view?
Low and/or No Wealth *(enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provisions for the future)*	Positive – the efficient design and use of these premises allows for opportunities to reach out to individuals in economic distress.	N/A	As above
Material Deprivation *(unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, hobbies etc.)*	As above		As above
Area Deprivation *(where you live (rural areas), where you work (accessibility of public transport)*	As above		As above
Socio-economic Background *(social class i.e. parents education, employment and income)*	As above. Furthermore, the delivery options accruing from the appropriate redesign of these premises will allow for greater cross-team integration within the Youth Service and therefore greater opportunity to work more effectively and collaboratively with young people and families with challenging socio-economic backgrounds.		As above.
Socio-economic Disadvantage *(What cumulative impact will the proposal have on people or groups because of their protected characteristic(s) or vulnerability or because they are already disadvantaged)*	Anticipated impact includes the prevention of young people becoming NEET (Not in Education, Employment or Training) and their successful transition and progression following the end of their compulsory education.		LA NEETs statistics/Engagement and Progression data and modelling

4. Corporate Plan – Council's Well-being Objectives

(How does your proposal deliver against any/all of the Council's Well-being Objectives? Which in turn support the national well-being goals for Wales as outlined in the Well-being of Future Generations (Wales) Act 2015. Are there any impacts (positive, negative or neutral? If there are negative impacts how have these been mitigated?) Well-being Objectives

Objective 1 - Improve education opportunities for all	The Youth Service, the Authority's statutory education service with the broadest brief, will have a greater reach. Furthermore, EOTAS services will more effectively engage with pupils not able to attend school.
Objective 2 - Enabling employment	The associated improvements in service delivery will see a greater blending of NEETs provision, as part of the Engagement and Progression duty that is placed with the Youth Service. Furthermore, successful EOTAS interventions will result in those pupils with vulnerabilities being more prepared for the world of employment.
Objective 3 - Address the availability, condition and sustainability of homes throughout the county borough and provide advice, assistance or support to help improve people's well-being	Wellbeing-related improvements in service delivery will be achievable as a direct consequence of the building being fit for purpose of Youth Work and other forms of statutory education.
Objective 4 - Promote a modern, integrated and sustainable transport system that increases opportunity, promotes prosperity and minimises the adverse impact on the environment	The enactment of this proposal will reduce the transport burden on young people due to the accessibility of this centre/location and allow youth work to access communities currently under-engaged, so that young people do not need to travel unnecessarily to access youth work provision.
Objective 5 - Creating a county borough that supports healthy lifestyle in accordance with the Sustainable Development principle with in the Well-being of Future Generations (Wales) Act 2015	The proposal will allow for the broader delivery of the Youth Service's curriculum, which includes a significant element of health-related education.
Objective 6 - Support citizens to remain independent and improve their well-being	Specific aspects of Youth Service work, such as the Wellbeing team, Young Parent's project, and others, will be enabled to reach more young people for this purpose. In addition, those attending the centre will have access to specific 'living skills' education.

4a. Links to any other relevant Council Policy

(How does your proposal deliver against any other relevant Council Policy?)

In line with the educational principles detailed in CCBC's Shared Ambitions statement of intent.

In line with the Education Directorate's EOTAS (Education Outside Of School) Strategy.

Supportive of the principles outlined within CCBC Education Inclusion Service's Inclusion Strategy/Compendium.

5.   Well-being of Future Generations (Wales) Act 2015 – The Five Ways of Working (ICLIP)
(Also known as the sustainable development principles. The Act requires the Council to consider how any proposal improves the economic, social, environmental and cultural well-being of Wales using the five ways of working as a baseline)

Ways of Working	How have you used the Sustainable Development Principles in forming the proposal?
Long Term	Click or tap here to enter text. The proposal is made against the backdrop of achieving lasting and positive change, allowing the service to respond more effectively to the needs of young people, their communities, and the Youth Service's partners. Greater educational reach will be achieved in the long term.
Prevention	Click or tap here to enter text. The Youth Service is the main service of inclusion in the Authority and as such has a significant prevention remit in terms of Anti-social Behaviour, poor mental and physical health, Homelessness, NEETs and School disengagement. EOTAS students based in the premises in school term time will also unfettered access to the youth service teams based in the building whose main duties include prevention work.
Integration	Click or tap here to enter text. The Youth Service's role is to integrate and reintegrate young people into their communities, into education and into employment/training. The flexibilities achieved to service delivery by the withdrawal from these premises would assist in this activity. The central purpose of EOTAS education is temporarily relocate vulnerable pupils to a location where their educational, personal and social needs can be addressed, prior, in many cases, to re-integration into mainstream schooling.
Collaboration	Click or tap here to enter text. The development of these premises allows for extensive collaboration with other agencies: Indeed, selected partner agencies, including Gwent Police, have clearly expressed the need for work in this location and the more flexible forms of youth work delivery that would accrue, allowing local youth work organisers to collaborate freely and effectively with a variety of partners, including Secondary Schools, employers, Social Services and others.
Involvement	C Above all, the Youth Service is one of Participation – the service delivers youth work *with* the involvement of young people, rather than *for* them or *to* them. For a significant period of time, young people have expressed a wish for the service to delivery more flexibly and this approach will be strengthened via the suitable design of this property.

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6. Well-being of Future Generations (Wales) Act 2015

Well-being Goals	Does the proposal maximise our contribution to the Well-being Goal and how?
A Prosperous Wales *An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work*	E The use of this building in a fit for use format significantly increases the efficiency of youth work in the area and reduces, for example, the Service's carbon footprint, as it reduces waste in terms of heating, lighting and other energy-wasteful practices associated with the current disposition of youth work resources.
A Resilient Wales *A nation which maintains and enhances a biodiverse natural environment healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for climate change)*	Click or tap here to enter text. Neutral impact
A Healthier Wales *A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood*	Click or tap here to enter text. The acquisition of fully fit for purpose location for the delivery of youth work and other forms of education allows for the wider delivery of the service's curriculum, most especially its Health education aspect: Furthermore, youth workers will engage more young people as a consequence of provision emanating from a single hub that supports satellite and whole-area working, taking advantage of appropriate opportunities for engaging young people in physical and sporting activities both indoors and outdoors.
A More Equal Wales *A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio-economic background and circumstances)*	Click or tap here to enter text. The Youth Service carries specific responsibilities in terms of assisting young people to reach their potential and challenges socio-economic challenges, enabling young people to thrive more educationally, be more integrated into their communities and to make a successful transition to adulthood: The flexibilities realised via the development of a fit for purpose building will allow a more fair form of access by young people to youth workers for these purposes.

Appendix 1

Well-being Goals	**Does the proposal maximise our contribution to the Well-being Goal and how?**
A Wales of Cohesive Communities *Attractive, viable, safe and well-connected communities*	Click or tap here to enter text. Yes. Community cohesion is a discrete aspect of youth work delivery, including with specific regard to crime and anti-social behaviour reduction. Relocating youth work support to Caerphilly in this way will allow for the greater and more positive influence of youth workers in the wider area by means of either 'detached' work (where they will work with residents, the Police and others to identify locations of need), 'virtual' work (utilising social media and other online opportunities for engagement with young people) or centre based work.
A Wales of Vibrant Culture and Thriving Welsh Language *A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation*	Click or tap here to enter text. The advantages represented by locating Welsh language youth work in such an attractive and accessible location are anticipated to result in the expansion of the Welsh Youth Work offer – this will enable the positioning of Youth Workers with related skills to be present in more communities than is currently the case.
A Globally Responsible Wales *A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being*	T The membership and mechanisms of the Youth Service's Junior and Youth Forums, especially active via the adoption of related annual priorities, will be more available to more young people and in more locations than is currently the case, due to the opportunities for peripatetic youth work that will arise from the acquisition of a base for youth work, that is suitably designed for the purpose, in such a central location.

7. Welsh Language (Wales) Measure 2011 and Welsh Language Standards

(The Welsh Language Measure 2011 and the Welsh Language Standards require the Council to have 'due regard' for the positive or negative impact a proposal may have on opportunities to use the Welsh language and ensuring the Welsh language is treated no less favourably than the English language) *insert link to WL Commissioners Policy Making Standards Guidance*

Requirement	Does the proposal have any positive, negative or neutral impacts on the following and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view? *e.g the WESP, TAN20, LDP, Pupil Level Annual School Census*
Links with Welsh Government's [Cymraeg 2050 Strategy](#) and CCBC's [Five Year Welsh Language Strategy 2017-2022 and the Language Profile](#)	Positive: A Welsh language youth club will be operated from the site, linking with the nearby Ysgol Gyfun Cwm Rhymni - Y Gwyndy site and drawing membership from a wide area. This allows for the expansion of the service's Welsh language youth work arrangements.		For some time, the Youth Service and its partners, Urdd Gobaith Cymru and Caerffili Menter Iaith, have noted the need/demand for a Welsh language youth work provision in Caerphilly.

Also supports actions within Welsh Language 5 year strategy (Area 2 – Children and Young people

Data source – Youth Service Equalities data collection. |
| **Compliance with the [Welsh Language Standards](#).** *Specifically Standards 88 - 93* | In supporting the expansion of the Service's Welsh language youth work offer, the proposal complies with Welsh language standards, not limited to standards 88-93 in terms of widening opportunities for young people to enhance their Welsh language skills, accessing support services through the medium of Welsh | Click or tap here to enter text. | |
| **Opportunities to promote the Welsh language** *e.g. status, use of Welsh language services, use of Welsh in everyday life in work / community* | An expansion of Welsh youth work provision will widen opportunities for the use of Welsh in an educational context. | | The proximity of the Ysgol Gyfun Cwm Rhymni - Y Gwyndy school site to Virginia Park represents increased opportunity for the expansion of the |

			use of the Welsh language outside the school context.

Appendix 1

Requirement	Does the proposal have any positive, negative or neutral impacts on the following and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view? *e.g the WESP, TAN20, LDP, Pupil Level Annual School Census*
Opportunities for persons to use the Welsh language *e.g. staff, residents and visitors*	As above – the Welsh language and related aspects will have the opportunity to feature more prominently in the delivery of youth work than is currently the case		
Treating the Welsh language no less favourably than the English language	As above		

7a. Having considered the impacts above, how has the proposal been developed so that there are positive effects, or increased positive effects on (a) opportunities for persons to use the Welsh language, and b) treating the Welsh language no less favourably than the English language.

Yes – this proposal supports the wider delivery of youth work in the medium of Welsh – a Welsh language youth club will be established on the site.

8. Data and Information
(What data or other evidence has been used to inform the development of the proposal? Evidence may include the outcome of previous consultations, existing databases, pilot projects, review of customer complaints and compliments and or other service user feedback, national and regional data, academic publications and consultants' reports etc.)

Data/evidence *(Please provide link to report if appropriate)*	Key relevant findings	How has the data/evidence informed this proposal?
Click or tap here to enter text. Previous consultation. Youth Service staff and young people had previously commented on the need to expand youth work delivery methodology in order to reach young people – that consultation was not specific to the use or otherwise of this building but is linked to the wider opportunities for youth work delivery in the area.	Given the historical uncertainties regarding the building's final use and practical, structural delays, separate consultation with users has not yet recommended. However, a comprehensive engagement plan is expected to be enacted over the Summer period, with selected young people having a standing form of consultative influence by being members of the centre's steering group.	Click or tap here to enter text. The Youth Service counts over 16,000 young people amongst its members/users. The Virginia Park site is expected to serve an approximate third of these, as the centre will be the hub of one of the 3 cluster areas within the authority.

A recent pilot delivery of youth work in another area has proven the efficacy of establishing a fit for purpose cluster hub from which youth work over a wide area can be delivered. The previous centre for youth work in the area was demolished alongside St. Ilan's school, with a subsequent lack of provision available to meet demand in the area.	Information provided the service's Welsh language partners, Urdd Gobaith Cymru and Caerffili Menter Iaith, indicate significant demand for the establishment of Welsh language youth work provision in Caerphilly and Welsh Language youth club is scheduled for opening in the Virginia park site.	

Were there any gaps identified in the evidence and data used to develop this proposal and how will these gaps be filled?
Details of further consultation can be included in Section 9.

Click or tap here to enter text.
There are no perceived gaps with regards to any further evidence required to further this proposal

9. Consultation

In some instances, there is a legal requirement to consult. In others, even where there is no legal obligation, there may be a legitimate expectation from people that a consultation will take place. Where it has been determined that consultation is required, The Gunning Principles must be adhered to. Consider the Consultation and Engagement Framework. Please note that this may need to be updated as the proposal develops and to strengthen the assessment.

Briefly describe any recent or planned consultations paying particular attention to evidencing the Gunning Principles.

Who was consulted?
The consultation process is currently at the informal stage and the relevant youth work teams and EOTAS staff are considering the detail of operational delivery. All key personnel have been actively involved in the selection and acquisition of the site and contributed to a preferred internal redesign scheme. Once any decision to refurbish the property to a fit for purpose standard has been formalised, more discrete and focussed engagement with stakeholders will take place as part of a coordinated communications exercise. Stakeholders include –

- Young people from both the immediate locale and a selection of those from the wider basin area.
- Key community representatives
- Elected/Ward members
- Gwent Police
- Information provided the service's Welsh language partners, Urdd Gobaith Cymru and Caerffili Menter Iaith, indicate significant demand for the establishment of Welsh language youth work provision in Caerphilly and Welsh Language youth club is scheduled for opening in the Virginia Park site.

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10.   Monitoring and Review

How will the implementation and the impact of the proposal be monitored, including implementation of any amendments?	Click or tap here to enter text. Via the Youth Service's internal Quality Performance management system and the Education Directorate's Service Improvement Plan monitoring processes and Corporate Performance management measures.
What are the practical arrangements for monitoring?	Click or tap here to enter text. Regular statistical (data) measures and observation of quality of delivery.
How will the results of the monitoring be used to develop future proposals?	Experiences arising from the implementation of this proposal may inform any other similar arrangements in other parts of the County Borough.
When is the proposal due to be reviewed?	N/A
Who is responsible for ensuring this happens?	N/A

11.   Recommendation and Reasoning

✘	Implement proposal with no amendments
	Implement proposal taking account of the mitigating actions outlined
☐	Reject the proposal due to disproportionate impact on equality, poverty and socio-economic disadvantage

Have you contacted relevant officers for advice and guidance?   Yes ☒   No ☐

12. Reason(s) for Recommendation

(Provide below a summary of the Integrated Impact Assessment. This summary should be included in the "Summary of Integrated Impact Assessment" section of the Corporate Report Template. The Integrated Impact Assessment should be published alongside the Report proposal).

The Virginia Park building/site lies in an ideal location for all the types of work proposed to operate there. All plans are financially viable and the location offers a number of possibilities in terms of future development/expansion of the educational 'footprint'. Its acquisition is in the best interests of young people and the wider community.

The building's size and type represents an educational development option not available elsewhere in the Caerphilly basin area, including its other characteristics – availability of parking space, ease of access, proximity to Caerphilly Leisure Centre and Ysgol Gyfun Cwm Rhymni - Y Gwyndy school site not least among them.

13. Version Control

(The IIA should be used in the early stages of the proposal development process. The IIA can be strengthened as time progresses to help shape the proposal. The Version Control section will act as an audit trail to evidence how the IIA has been developed over time)

Version No.	Author	Brief description of the amendments/update	Revision Date

Integrated Impact Assessment Author	
Name:	Paul O'Neill
Job Title:	Senior Youth Service Manager
Date:	21/5/21

Head of Service Approval			
Name:	Paul Warren		
Job Title:	Lead Officer for School Improvement.		
Signature:		Date:	

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Gadewir y dudalen hon yn wag yn fwriadol

Appendix 2

Caerphilly County Borough Council - Integrated Impact Assessment

This integrated impact assessment (IIA) has been designed to help support the Council in making informed and effective decisions whilst ensuring compliance with a range of relevant legislation, including:

➤ Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011

➤ Welsh Language (Wales) Measure 2011

➤ Socio-economic Duty – Sections 1 to 3 of the Equality Act 2010

➤ Well-being of Future Generations (Wales) Act 2015

➤ Statutory Consultation v Doctrine of Legitimate Expectation and Gunning Principles

PLEASE NOTE: Section *3 Socio-economic Duty* only needs to be completed if proposals are of a strategic nature or when reviewing previous strategic decisions. See page 6 of the <u>Preparing for the Commencement of the Socio-economic Duty</u> Welsh Government Guidance.

1. Proposal Details

Lead Officer	Head of Service	Service Area & Department	Date
Sarah Ellis	Keri Cole	Learning Education and Inclusion	19.5.21

Is this proposal a... (please tick relevant box)					
Policy	**Strategy / Plan** ☐	**Practice**	**Procedure**	**Restructure**	**Project x**

What is the proposal to be assessed? *Provide brief details of the proposal and provide a link to any relevant report or documents.*
The second satellite class of Trinity Fields School at St Cenydd

Appendix 2

2. Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011

(The Public Sector Equality Duty requires the Council to have "due regard" to the need to eliminate unlawful discrimination, harassment and victimisation; advance equality of opportunity between different groups; and foster good relations between different groups). Please note that an individual may have more than one protected characteristic.

Protected Characteristics	**Does the proposal have any positive, negative or neutral impacts on the protected characteristics and how?**	**If there are negative impacts how will these be mitigated?**	**What evidence has been used to support this view?**
Age *(people of all ages)*	Positive, creates additional capacity.		The proposal to develop a second satellite class at St Cenydd supports the needs of children with Additional Learning Needs (ALN). The proposals align with the ALN and Tribunal Act 2018,Wellbeing of Future Generations Act and Social Services and Wellbeing Act.
Disability *(people with disabilities/ long term conditions)*	Positive		As above.
Gender Reassignment *(anybody who's gender identity or gender expression is different to the sex they were assigned at birth)*	Positive		As above.
Marriage or Civil Partnership *(people who are married or in a civil partnership)*	NA		There are no links
Pregnancy and Maternity *(women who are pregnant and/or on maternity leave)*	NA		As above.

Race *(people from black, Asian and minority ethnic communities and different racial backgrounds)*	Positive		As above
Protected Characteristics	**Does the proposal have any positive, negative or neutral impacts on the protected characteristics and how?**	**If there are negative impacts how will these be mitigated?**	**What evidence has been used to support this view?**
Religion or Belief *(people with different religions and beliefs including people with no beliefs)*	positive		The development reinforces the LA position that no one is discriminated against by virtue of a protected characteristic.
Sex *(women and men, girls and boys and those who self-identify their gender)*	positive		As above
Sexual Orientation *(lesbian, gay, bisexual, heterosexual)*	positive		As above

3. Socio-economic Duty (Strategic Decisions Only)

(The Socio-economic Duty gives us an opportunity to do things differently and put tackling inequality genuinely at the heart of key decision making. Socio-economic disadvantage means living on a low income compared to others in Wales, with little or no accumulated wealth, leading to greater material deprivation, restricting the ability to access basic goods and services)

Please consider these additional vulnerable groups and the impact your proposal may or may not have on them:

- Single parents and vulnerable families
- People with low literacy/numeracy
- Pensioners
- Looked after children
- Homeless people

- Carers
- Armed Forces Community
- Students
- Single adult households
- People misusing substances

- People who have experienced the asylum system
- People of all ages leaving a care setting
- People living in the most deprived areas in Wales (WIMD)
- People involved in the criminal justice system

Socio-economic Disadvantage	Does the proposal have any positive, negative or neutral impacts on the following and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view?
Low Income / Income Poverty *(cannot afford to maintain regular payments such as bills, food, clothing, transport etc.)*	Positive: Supporting wellbeing and providing appropriate educational opportunities will improve life chances.		• Research and psychological theory / practice highlights the importance of wellbeing and the development of appropriate high quality teaching and learning opportunities as a foundation for development.
Socio-economic Disadvantage	**Does the proposal have any positive, negative or neutral impacts on the following and how?**	**If there are negative impacts how will these be mitigated?**	**What evidence has been used to support this view?**
Low and/or No Wealth *(enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provisions for the future)*	Positive: The approach is accessible to all children regardless of any specific socio-economic disadvantage		

Material Deprivation *(unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, hobbies etc.)*	As above		
Area Deprivation *(where you live (rural areas), where you work (accessibility of public transport)*	As above		
Socio-economic Background *(social class i.e. parents education, employment and income)*	As above		
Socio-economic Disadvantage *(What cumulative impact will the proposal have on people or groups because of their protected characteristic(s) or vulnerability or because they are already disadvantaged)*	The approach is designed to support the wellbeing and inclusion of all children, and ensure access to excellent teaching and learning opportunities		The development of the satellite class places the access to high quality teaching and learning opportunities, inclusions and wellbeing of children front and centre in the work of the LA, schools and provisions. There is direct link with the Additional Learning Needs (ALN) Act. The proposals align with the Wellbeing of Future Generations Act and Social Services and Wellbeing Act.

4. Corporate Plan – Council's Well-being Objectives

(How does your proposal deliver against any/all of the Council's Well-being Objectives? Which in turn support the national well-being goals for Wales as outlined in the Well-being of Future Generations (Wales) Act 2015. Are there any impacts (positive, negative or neutral? If there are negative impacts how have these been mitigated?) *Well-being Objectives*

Objective 1 - Improve education opportunities for all	The LA works in partnership with all schools and education providers to ensure that the needs of children with ALN are identified and provision is in place. This approach promotes equality of opportunity, inclusion and wellbeing.
Objective 2 - Enabling employment	Improved educational outcomes are linked to improved employment prospects.
Objective 3 - Address the availability, condition and sustainability of homes throughout the county borough and provide advice, assistance or support to help improve people's well-being	n/a
Objective 4 - Promote a modern, integrated and sustainable transport system that increases opportunity, promotes prosperity and minimises the adverse impact on the environment	n/a
Objective 5 - Creating a county borough that supports healthy lifestyle in accordance with the Sustainable Development principle with in the Well-being of Future Generations (Wales) Act 2015	n/a
Objective 6 - Support citizens to remain independent and improve their well-being	n/a

4a. Links to any other relevant Council Policy

(How does your proposal deliver against any other relevant Council Policy?)

The development of the satellite class aligns with the Corporate Plan, Shared Ambitions, the Strategic Equality Plan and the Inclusion Compendium, providing every learner, irrespective of characteristics, with the best life chances

Appendix 2

5. Well-being of Future Generations (Wales) Act 2015 – The Five Ways of Working (ICLIP)

(Also known as the sustainable development principles. The Act requires the Council to consider how any proposal improves the economic, social, environmental and cultural well-being of Wales using the five ways of working as a baseline)

Ways of Working	How have you used the Sustainable Development Principles in forming the proposal?
Long Term	• Supporting partnerships and working with schools to promote inclusion and wellbeing of children at the centre of everything we do. Promoting early intervention and the use of appropriate strategies to support learner needs is crucial to the effective implementation of a sustainable hub and spoke model.
Prevention	• Identifying needs, implementing effective support and working collaboratively with schools, and all other service providers will be essential in continuing to promote the hub and spoke model.
Integration	• The development of the satellite class promotes existing integration and effective use of Council Services.
Collaboration	• Keeping the child at the centre, promoting person centred practice, working collaboratively with schools and partners such as health and social care, and parents / carers provides a more cohesive approach to early intervention and identification within the education system.
Involvement	• The LA, schools children, parents / carers and partners need to be full and active participants in this development to ensure its success.

Appendix 2

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6. Well-being of Future Generations (Wales) Act 2015

Well-being Goals	Does the proposal maximise our contribution to the Well-being Goal and how?
A Prosperous Wales *An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work*	This approach demonstrates that Caerphilly County Borough Council is committed to ensuring that children within the Borough have equality of opportunity in access to education and training.
A Resilient Wales *A nation which maintains and enhances a biodiverse natural environment healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for climate change)*	This approach focuses on inclusion and wellbeing and contributes to the development of resilient communities.
A Healthier Wales *A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood*	This approach focuses on person centred practice, equality of opportunity, inclusion and wellbeing and contributes to the development of a healthier and more equal Wales.

A More Equal Wales	
A More Equal Wales *A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio-economic background and circumstances)*	This approach supports equity and equality, puts the child at the centre and promotes a philosophy that all children are supported to fulfil their potential.

Appendix 2

Well-being Goals	Does the proposal maximise our contribution to the Well-being Goal and how?
A Wales of Cohesive Communities *Attractive, viable, safe and well-connected communities*	This approach recognises that developing communities where positive adult relationships with children support and nurture their development is essential.
A Wales of Vibrant Culture and Thriving Welsh Language *A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation*	All schools are required to promote Welsh culture and heritage through the Cwricwlwm Cymreig.
A Globally Responsible Wales *A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being*	The aim of the approach is to ensure that there is a focus on inclusion and that good practice is embedded in schools.

Appendix 2

7. Welsh Language (Wales) Measure 2011 and Welsh Language Standards

(The Welsh Language Measure 2011 and the Welsh Language Standards require the Council to have 'due regard' for the positive or negative impact a proposal may have on opportunities to use the Welsh language and ensuring the Welsh language is treated no less favourably than the English language) *insert link to WL Commissioners Policy Making Standards Guidance*

Requirement	Does the proposal have any positive, negative or neutral impacts on the following and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view? *e.g the WESP, TAN20, LDP,* Pupil Level Annual School Census
Links with Welsh Government's Cymraeg 2050 Strategy and CCBC's Five Year Welsh Language Strategy 2017-2022 and the Language Profile	Neutral.		
Compliance with the Welsh Language Standards. *Specifically Standards 88 - 93*	Neutral – as above		
Opportunities to promote the Welsh language *e.g. status, use of Welsh language services, use of Welsh in everyday life in work / community*	Neutral – as above		
Opportunities for persons to use the Welsh language *e.g. staff, residents and visitors*	Neutral – as above		
Treating the Welsh language no less favourably than the English language	Neutral – as above		

7a. Having considered the impacts above, how has the proposal been developed so that there are positive effects, or increased positive effects on (a) opportunities for persons to use the Welsh language, and b) treating the Welsh language no less favourably than the English language.

The approach does not treat the Welsh Language less favourably

8. Data and Information

(What data or other evidence has been used to inform the development of the proposal? Evidence may include the outcome of previous consultations, existing databases, pilot projects, review of customer complaints and compliments and or other service user feedback, national and regional data, academic publications and consultants' reports etc.)

Data/evidence *(Please provide link to report if appropriate)*	Key relevant findings	How has the data/evidence informed this proposal?
• Estyn Inspection outcomes linked to Trinity Fields school and the approach of developing satellite provision.	• the importance of early intervention, partnership working and appropriate support being in place.	Evidence supports the development of the LA approach.

Were there any gaps identified in the evidence and data used to develop this proposal and how will these gaps be filled?

Details of further consultation can be included in Section 9.

9. Consultation

(In some instances, there is a legal requirement to consult. In others, even where there is no legal obligation, there may be a legitimate expectation from people that a consultation will take place. Where it has been determined that consultation is required, The Gunning Principles must be adhered to. Consider the Consultation and Engagement Framework. Please note that this may need to be updated as the proposal develops and to strengthen the assessment.

Briefly describe any recent or planned consultations paying particular attention to evidencing the Gunning Principles.

Appendix 2

Who was consulted?

Ian Elliott – Headteacher of Trinity Fields
Mike Cook (Chair of Governors) – Trinity Fields
Rebecca Collins – Headteacher of St Cenydd
Governing Body of both schools

When were they consulted did the consultation take place at the formative stage and was adequate time given for consultees to consider and respond?

Consultation was undertaken at the initial stages of exploring the further development of a second satellite class.

Was sufficient information provided to consultees to allow them to make an informed decision on the proposal?

What were the key findings?

Both Governing Bodies are in agreement

How have the consultation findings been taken into account?

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10. Monitoring and Review	
How will the implementation and the impact of the proposal be monitored, including implementation of any amendments?	The second satellite class at St Cenydd will be led by the Headteacher of Trinity Fields School and all relevant monitoring and evaluation processes will be in place in line with the Estyn schools Inspection framework. There will be a partnership agreement in place between the LA and schools.
What are the practical arrangements for monitoring?	As above
How will the results of the monitoring be used to develop future proposals?	The outcome of monitoring will be used to further develop appropriate intervention and support for children and inform developments in excellent teaching and learning as well as the overall approach of the hub and spoke model.
When is the proposal due to be reviewed?	The partnership agreement will be reviewed annually.
Who is responsible for ensuring this happens?	The Author of this report and other relevant LA officers will ensure that the review is in place.

11. Recommendation and Reasoning	
☐	Implement proposal with no amendments
	Implement proposal taking account of the mitigating actions outlined
	Reject the proposal due to disproportionate impact on equality, poverty and socio-economic disadvantage

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Have you contacted relevant officers for advice and guidance?	**Yes** ☐	**No**

12. Reason(s) for Recommendation

(Provide below a summary of the Integrated Impact Assessment. This summary should be included in the "Summary of Integrated Impact Assessment" section of the Corporate Report Template. The Integrated Impact Assessment should be published alongside the Report proposal).

It is the recommendation that Members endorse the proposal regarding the Local Authority Approach to development of the hub and spoke model and the second satellite class at St Cenydd School. The approach keeps children at the centre, promotes equality of opportunity and the importance of partnership working between those who support children.

The information gathered and reviewed as part of this IIA and through the consultation supports the benefits of developing our approach to supporting children in this way.

Members are asked to consider this Integrated Impact Assessment alongside the Cabinet Report in support of progressing to develop the class in readiness for September 2021.

13. Version Control

(The IIA should be used in the early stages of the proposal development process. The IIA can be strengthened as time progresses to help shape the proposal. The Version Control section will act as an audit trail to evidence how the IIA has been developed over time)

Version No.	Author	Brief description of the amendments/update	Revision Date
1	Sarah Ellis		18/4/2021

Integrated Impact Assessment Author

Name:	**Sarah Ellis**
Job Title:	**Lead for Inclusion and ALN**
Date:	**19.5.21**

Head of Service Approval

Name:	Keri Cole		
Job Title:	Chief Education Officer		
Signature:		Date:	

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Gadewir y dudalen hon yn wag yn fwriadol

CABINET – 9TH JUNE 2021

SUBJECT:	CAERPHILLY COUNTY BOROUGH COUNCIL ATHLETICS HUB PRICING POLICY
REPORT BY:	CORPORATE DIRECTOR, ECONOMY & ENVIRONMENT

1. **PURPOSE OF REPORT**

1.1 To seek Cabinet agreement on the pricing policy for the new Caerphilly County Borough Council (Caerphilly CBC) Athletics Hub in Oakdale.

2. **SUMMARY**

2.1 At the end of November 2018 Welsh Government (WG) announced a £15million Community Hub Grant. This grant was accessible to all Local Authorities and Further Education establishments via a bidding process.

2.2 Officers submitted a Business Case to Welsh Government to access this grant which was successful for the construction of an athletics hub to serve the borough.

2.3 The construction of the athletics hub on the school fields located at Rhiw Syr Dafydd Primary School consisting of a 300m x 6 lane plus 6 lane sprint straight is now complete. This also included a flood lit synthetic running track area, a fan for off field events e.g. high jump, long jump, shot put, javelin and discus. The amount of the works totalled £755k.

2.4 To fully maximise the new athletics hub provision, officers have sought expressions of interest in relation to the usage of the hub. Prior to allocations of any bookings based on expressions of interest, Members are asked to agree a pricing structure to implement as part of this proposal.

2.5 In order to develop a pricing structure, officers have undertaken a bench marking exercise across Wales for provision of a similar nature, to ensure transparency and fairness in compiling a local Caerphilly pricing structure fit for the dimensions of the sporting offer for the County Borough. The information gathered has been included as appendix 1 to this report.

2.6 The pricing structure proposed is included in section 5 below.

3.   RECOMMENDATIONS

3.1   Cabinet is asked to approve the pricing structure outlined in this report for implementation form 1st July 2021.

3.2   The pricing structure will be reviewed every 12 months and any new prices will be set by the Corporate Director in consultation with the relevant Cabinet Member and Section 151 Officer.

4.   REASONS FOR THE RECOMMENDATIONS

4.1   To ensure Members are in agreement with the proposed pricing structure for the newly completed Caerphilly CBC athletics hub.

5.   THE REPORT

5.1   As part of Welsh Government funding secured under the Community Hub Grant, a new athletics hub on the school fields located at Rhiw Syr Dafydd Primary School consisting of a 300m x 6 lane plus 6 lane sprint straight is now complete.

5.2   The hub also includes a flood lit synthetic running track area, a fan for off field events e.g. high jump, long jump, shot put, javelin and discus.

5.3   The amount of the works totalled £755k.

5.4   In line with the requirements of Welsh Government funding, the aspirations of the 21st Century Schools programme and the Sport and Active Recreation Strategy, the asset must be made available for both Educational and recreational use by schools and the wider community.

5.5   Sport and Leisure services will develop opportunities and administer a booking system to maximise the usage of track during the day for school provision in line with availability in addition to evening and weekend usage by the wider community.

5.6   The table below outlines the proposed pricing policy structure with a view to implementation, subject to Cabinet approval from the 1st July 2021.

Caerphilly CBC Athletics Hub Proposed Pricing Policy	
Track Hire	£35 per hour
Recreational Rate	£3 per session
Half Day Event	£90
Full Day Event	£180
Group booking less than 8	£3 each per session
Group booking more than 8 (private coaching sessions)	£35 per hour

6.   ASSUMPTIONS

6.1   No assumptions have been made in relation to this report.

7.   SUMMARY OF INTEGRATED IMPACT ASSESSMENT

7.1   An Equality Impact Assessment has been previously undertaken in relation to this proposal as part of the Cabinet report brought on the Welsh Government Community Hub Grant 2019/20 on the 10th April 2019.

7.2   A full Integrated Impact Assessment (IIA) has been compiled to ensure compliance with the socio-economic duty, Sections 1 to 3 of Equality Act 2010 that came into force on the 1st April 2021. It is the recommendation of this Integrated Impact Assessment that members approve the Athletics hub pricing policy.

8.   FINANCIAL IMPLICATIONS

8.1   The income generated through the Caerphilly CBC athletics hub will be offset against expenditure for running the facility and ongoing maintenance of the infrastructure.

9.   PERSONNEL IMPLICATIONS

9.1   These will be dependent on demand in relation to staffing the provision. Consideration is being given to the opportunity of an attendant to be sourced from the existing staffing cohort linked to Sport and Leisure services.

10.   CONSULTATIONS

10.1   The draft report was distributed as detailed below. All comments received have been reflected in this version of the report.

11.   STATUTORY POWER

11.1   The Local Government Act 2000
        The Learning and Skills Act 2000

Author: Jared Lougher, Sport & Leisure Development Manager

Consultees: Councillor Ross Whiting, Cabinet Member Learning & Achievement
               Mark S Williams, Corporate Director for Economy & Environment
               Rob Hartshorn, Head of Public Protection, Community & Leisure Services
               Rob Tranter, Head of Legal Services & Monitoring Officer
               Steve Harris, Head of Financial Services & S151 Officer
               Lynne Donovan, Head of People Services
               Anwen Cullinane, Senior Policy Officer
               Richard Edmunds, Corporate Director of Education and Corporate Services
               Dave Street, Corporate Director, Social Services & Housing
               Sue Richards, Head of Education Planning & Strategy
               Jeff Reynolds, Sport & Leisure Facilities Manager
               Andrea West, 21st Century Schools Manager
               Natalie Thomas, Sport Caerphilly Team Leader
               Laura Williams, Sport Caerphilly Development Officer

Appendices
Appendix 1 - Athletics Track Costings Across Wales (May 2021)
Appendix 2 – Integrated Impact Assessment

Club Rates	Bangor	Newport	Wrexham	Swansea	Aberdare	Bridgend	Caerphilly	Reason for cost
	400M Track	400M Track	400M Track	400M Track	400M Track	300M Track	300M Track	
Track Hire	£32 per hour	£45 per hour	£3.20	£2.70	£40.50 per hour	Club membership	£35 per hour	1x staff costs per hour at present is £15.24 Flood lights per hour £5 income for site per hour - £14.76 this will contribute to running/maintance cost * This is pre COVID and additional requirements could need to be implemented.
Recreational Rate	£3	£5	£3.90	£3	£3.45	£1	£3	
Half Day Event	£50/£80 per hour Size of event	£300	£200	Weekday half £200 Weekend half £330	Per hour rate but add on for additional staff depending on sizeof event	£70 Track and equipment included	£90 per half day	
Full Day Event	£50/£80 per hour Size of event	£600	£400	Weekday Full Day - £275 Weekend Full Day -	Per hour rate but add on for additional staff	£100 per Track and equipment hire included	£180 per full day	
Group booking less than 8	£3 each	N/A	N/A	N/A	£3.45	N/A	£3 each per seession	
Group booking more than 8 (private coaching sessions)	£32	N/A	N/A	N/A	£40.50	N/A	£35 per hour	As group booking size is large they will pay the same as hiring the track
Additional info	All clubs pays annual Active card £10	Club hire facility and charge non members	The athletes pay on the door when attending training, it's free if they have a Freedom Leisure card	All prices exclusive of VAT	Add an additonal £5 during winter to club bookings for flood lights	The club run the facility on behalf of the council and running cost are bulit in club membership and event cost		

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This integrated impact assessment (IIA) has been designed to help support the Council in making informed and effective decisions whilst ensuring compliance with a range of relevant legislation, including:

- ➢ Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011
- ➢ Socio-economic Duty – Sections 1 to 3 of the Equality Act 2010
- ➢ Statutory Consultation v Doctrine of Legitimate Expectation and Gunning Principles

- ➢ Welsh Language (Wales) Measure 2011
- ➢ Well-being of Future Generations (Wales) Act 2015

<u>**PLEASE NOTE**</u>: **Section *3 Socio-economic Duty* only needs to be completed if proposals are of a strategic nature or when reviewing previous strategic decisions. See page 6 of the <u>Preparing for the Commencement of the Socio-economic Duty</u> Welsh Government Guidance.**

1. Proposal Details			
Lead Officer	**Head of Service**	**Service Area & Department**	**Date**
Jared Lougher	**Rob Hartshorn**	**Community & Leisure**	**June 2021**

What is the proposal to be assessed? *Provide brief details of the proposal and provide a link to any relevant report or documents.*
At the end of November 2018 Welsh Government (WG) announced a £15million Community Hub Grant. This grant was accessible to all Local Authorities and Further Education establishments via a bidding process. Officers submitted a Business Case to Welsh Government to access this grant which was successful for the construction of an athletics hub to serve the borough. The construction of the athletics hub on the school fields located at Rhiw Syr Dafydd Primary School consisting of a 300m x 6 lane plus 6 lane sprint straight is now complete. This also included a flood lit synthetic running track area, a fan for off field events e.g. high jump, long jump, shot put, javelin and discus. The amount of the works totalled £755k. This facility will be accessible for all schools within the county borough and the wider community. To fully maximise the new athletics hub provision, officers have sought expressions of interest in relation to the usage of the hub. Prior to allocations of any bookings based on expressions of interest, Members are asked to agree a pricing structure to implement as part of this proposal.

In order to develop a pricing structure, officers have undertaken a bench marking exercise across Wales for provision of a similar nature, to ensure transparency and fairness in compiling a local Caerphilly pricing structure fit for the dimensions of the sporting offer for the County Borough. The information gathered has been included as appendix 1 to the cabinet report.

An Equality Impact Assessment has been previously undertaken in relation to this proposal as part of the Cabinet report brought on the Welsh Government Community Hub Grant 2019/20.
> ➢ Cabinet report Welsh Government Community hub grant 2019/2020 - 10th April 2019
> ➢ cabinet report Caerphilly county borough council Athletics track hub pricing policy - 9th June 2021

2. Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011

(The Public Sector Equality Duty requires the Council to have "due regard" to the need to eliminate unlawful discrimination, harassment and victimisation; advance equality of opportunity between different groups; and foster good relations between different groups). Please note that an individual may have more than one protected characteristic.

Protected Characteristics	**Does the proposal have any positive, negative or neutral impacts on the protected characteristics and how?**	**If there are negative impacts how will these be mitigated?**	**What evidence has been used to support this view?**
Age *(people of all ages)*	The proposal for the athletics hub is to work closely with the local schools and community/ clubs and encourage access and involvement from all groups / organisations. This would represent a positive outcome for all people from a sporting perspective.		Refer to the Equality impact assessment 10th April 2019 and relevant cabinet reports. The National School Sport Surveys of 2015 and 2018 highlighted that there is significant demand in Caerphilly for Athletics and that our young people in Caerphilly want to participate more in athletics, but the lack of facilities is a major barrier to participation. The Authority has been working with the National Governing Body of Sport, Welsh Athletics and Sport Wales for a number of years on this.

Protected Characteristics	Does the proposal have any positive, negative or neutral impacts on the protected characteristics and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view?
Disability *(people with disabilities/ long term conditions)*	The proposed new facility will be required to comply with DDA requirements. The proposed facility represents a neutral outcome for those with a disability.		It will also deliver on the key agendas within Disability Sports Wales, Positive Futures, Age UK and will also establish links with employability and social running clubs.
Gender Reassignment *(anybody who's gender identity or gender expression is different to the sex they were assigned at birth)*	Neutral impacts on the protected characteristics. Facility will be accessible to all regardless of protected characteristics.		
Marriage or Civil Partnership *(people who are married or in a civil partnership)*	Neutral impacts on the protected characteristics. Facility will be accessible to all regardless of protected characteristics.		
Pregnancy and Maternity *(women who are pregnant and/or on maternity leave)*	This proposal is to work closely with the community and encourage access and involvement from all groups / organisations. This would represent a neutral impact for all people.		Based on equalities legislation.
Race *(people from black, Asian and minority ethnic communities and different racial backgrounds)*	Neutral impacts for the community as the proposed new facility will seek to benefit those within the protected characteristics group.		Based on equalities legislation.

Religion or Belief *(people with different religions and beliefs including people with no beliefs)*	Neutral impacts as the proposal will promote access to the facility to all including people irrespective of beliefs.		Equality legislation.
Sex *(women and men, girls and boys and those who self-identify their gender)*	Neutral impacts for the community as the proposed new facility will seek to benefit those within the protected characteristics group.		Equality legislation.
Sexual Orientation *(lesbian, gay, bisexual, heterosexual, other)*	Neutral impacts for the community as the proposed new facility will seek to benefit those within the protected characteristics group.		Based on equalities legislation.

3. Socio-economic Duty (Strategic Decisions Only)

(The Socio-economic Duty gives us an opportunity to do things differently and put tackling inequality genuinely at the heart of key decision making. Socio-economic disadvantage means living on a low income compared to others in Wales, with little or no accumulated wealth, leading to greater material deprivation, restricting the ability to access basic goods and services)

Please consider these additional vulnerable groups and the impact your proposal may or may not have on them:

- Single parents and vulnerable families
- People with low literacy/numeracy
- Pensioners
- Looked after children
- Homeless people

- Carers
- Armed Forces Community
- Students
- Single adult households
- People misusing substances

- People who have experienced the asylum system
- People of all ages leaving a care setting
- People living in the most deprived areas in Wales (WIMD)
- People involved in the criminal justice system

Socio-economic Disadvantage	Does the proposal have any positive, negative or neutral impacts on the following and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view?
Low Income / Income Poverty *(cannot afford to maintain regular payments such as bills, food, clothing, transport etc.)*	The proposed pricing policy has been complied following a benchmarking exercise across Wales. The proposal should represent a neutral outcome.		See background papers of benchmarking exercise attached to cabinet report.
Low and/or No Wealth *(enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provisions for the future)*	The proposed pricing policy has been complied following a benchmarking exercise across Wales. The proposal should represent a neutral outcome.		See background papers of benchmarking exercise attached to cabinet report.

Socio-economic Disadvantage	Does the proposal have any positive, negative or neutral impacts on the following and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view?
Material Deprivation *(unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, hobbies etc.)*	The proposed pricing policy has been complied following a benchmarking exercise across Wales. The proposal should represent a neutral outcome.		See background papers of benchmarking exercise attached to cabinet report.
Area Deprivation *(where you live (rural areas), where you work (accessibility of public transport) Impact on the environment?*	Positive impact for the community as the proposal will result in a new state of the art Athletics Hub which will be accessible for all schools and the wider community.		
Socio-economic Background *(social class i.e. parents education, employment and income)*	Positive impact for the community as the proposal will result in a new state of the sports facility with the aim of increasing the availability of sporting provision. The new facility also offers opportunities to deliver sports training programmes and open access to wider services and partners. This may also encourage engagement in sporting facilities which are not currently available.		See background papers of benchmarking exercise attached to cabinet report
Socio-economic Disadvantage *(What cumulative impact will the proposal have on people or groups because of their protected characteristic(s) or vulnerability or because they are already disadvantaged)*	Positive impact for the community as the proposal will result in a new state of the art community facility with the aim of supporting sports development accessible to all, irrespective of their protected characteristics.		See background papers of benchmarking exercise attached to cabinet report

4. Corporate Plan – Council's Well-being Objectives

(How does your proposal deliver against any/all of the Council's Well-being Objectives? Which in turn support the national well-being goals for Wales as outlined in the Well-being of Future Generations (Wales) Act 2015. Are there any impacts (positive, negative or neutral? If there are negative impacts how have these been mitigated?) Well-being Objectives

Objective 1 - Improve education opportunities for all	Provide 21st Century provision on school sites for both Education and the wider community that will be managed effectively to ensure maximum usage and engagement. This will generate income to sustain the facility in the long term. The Education Attainment Strategy and the Council's Sport and Active Recreation Strategy establishes the key principles and vision which will inform future decisions.
Objective 2 - Enabling employment	This proposal will support all learners in their long-term Education and Skills outcome in that they are more likely to succeed if their Educational experience is positive.
Objective 3 - Address the availability, condition and sustainability of homes throughout the county borough and provide advice, assistance or support to help improve people's well-being	Neutral impact
Objective 4 - Promote a modern, integrated and sustainable transport system that increases opportunity, promotes prosperity and minimises the adverse impact on the environment	Neutral impact
Objective 5 - Creating a county borough that supports healthy lifestyle in accordance with the Sustainable Development principle with in the Well-being of Future Generations (Wales) Act 2015	This proposal will support a healthier lifestyle and improve well-being for both learners and the wider community, reducing the demand for Public Services. The Council will continue to support its communities to enable them to take responsibility for their own health and levels of physical activity.
Objective 6 - Support citizens to remain independent and improve their well-being	The athletics hub will provide local communities with a range of programmes / opportunities which will be made available to support residents in a range of areas, which will improve well – being through a sense of community cohesion and integration.

4a. Links to any other relevant Council Policy
(How does your proposal deliver against any other relevant Council Policy?)

Corporate Plan 2018-2023
This scheme contributes towards the Corporate Well-being Objectives:

Team Caerphilly – Better Together
Deliver on our commitment set out in the new whole-authority operating model – 'Team Caerphilly – Better Together'. In particular:

- **Enhancing relationships with communities and partners**

Caerphilly's Attainment Strategy: To raise standards and ensure our learners are healthy, confident, proud and ambitious and can access high quality educational opportunities, settings and experience.

Sport & Active Recreation Strategy 2019 -2029
The proposal supports that ambitions set out within the sport and active recreation strategy

5. Well-being of Future Generations (Wales) Act 2015 – The Five Ways of Working (ICLIP)
(Also known as the sustainable development principles. The Act requires the Council to consider how any proposal improves the economic, social, environmental and cultural well-being of Wales using the five ways of working as a baseline)

Ways of Working	How have you used the Sustainable Development Principles in forming the proposal?
Long Term	The proposal Provide 21st Century provision on school sites for both Education and the wider community that will be managed effectively to ensure maximum usage and engagement. This will generate income to sustain the facility in the long term. The Education Attainment Strategy and the Council's Sport and Active Recreation Strategy establishes the key principles and vision which will inform future decisions.
Prevention	Expansion of the provision available on our Education Estates will support all learners in their long-term Education and Skills outcome in that they are more likely to succeed if their Educational experience is positive. In addition, the proposals will support a healthier lifestyle and improve well-being for both learners and the wider community, reducing the demand for Public Services. The Council will continue to support its communities to enable them to take responsibility for their own health and levels of physical activity
Integration	The proposals are designed to maximise the use of the school asset in increasing the community use of learning facilities. This aligns with the Welsh Government "Prosperity for All" and is recognised in the Sport and Active Recreation Strategy that activity can take place across the Authority in a wide variety of sites.
Collaboration	To work collaboratively with all stakeholders to continue to improve the sport and leisure facilities on our education estate ensuring these are opened to the wider Community.
Involvement	The involvement will be through collaborative working the Council will ensure that the needs of its learners and the wider community are met.

6. Well-being of Future Generations (Wales) Act 2015

Well-being Goals	Does the proposal maximise our contribution to the Well-being Goal and how?
A Prosperous Wales *An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work*	The proposed new Athletics Hub will be a modern, fit for purpose facility built to current standards and requirements associated with society. The programme and opportunities available will support the ambition of developing a well-skilled and educated population. Building a highly skilled population able to secure decent work, will improve local wealth and thereby create opportunities for local jobs and business growth.
A Resilient Wales *A nation which maintains and enhances a biodiverse natural environment healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for climate change)*	The proposed new facility will be built to modern day standards, support the ambition of allow carbon society and has the potential to contribute to improving the local environment.
A Healthier Wales *A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood*	There is significant evidence to support the view that undertaking an active lifestyle has significant benefits in terms of reducing the risk of cardiovascular disease along with positive impacts upon mental health and body weight control. The role of the athletics hub is significant in terms of supporting the integration of physical activity into everyday lifestyles.
A More Equal Wales *A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio-economic background and circumstances)*	Sport and Leisure work in partnership and collaboration with a range of organisations to provide programmes and opportunities for individuals to fulfil their full potential regardless of their circumstances, providing life skills and ongoing development benefitting the local community, the council, the individual, and future generations.

Well-being Goals	Does the proposal maximise our contribution to the Well-being Goal and how?
A Wales of Cohesive Communities *Attractive, viable, safe and well-connected communities*	Caerphilly County Borough Council have communicated a vision to place its facilities at the heart of the community, ensuring it's effectively placed to deliver a well – connected, socially inclusive hub
A Wales of Vibrant Culture and Thriving Welsh Language *A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation*	The new Athletics Hub can encourage local interaction within the wider community allowing individuals to take advantage of a range of opportunities offered at the new facility.
A Globally Responsible Wales *A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being*	There is significant evidence to support the positive impact that leading a healthy, physically active lifestyle has upon the economic, social, and cultural wellbeing of Welsh residents.

7. Welsh Language (Wales) Measure 2011 and Welsh Language Standards

(The Welsh Language Measure 2011 and the Welsh Language Standards require the Council to have 'due regard' for the positive or negative impact a proposal may have on opportunities to use the Welsh language and ensuring the Welsh language is treated no less favourably than the English language) *Policy Making Standards - Good Practice Advice Document*

Requirement	Does the proposal have any positive, negative or neutral impacts on the following and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view? *e.g the WESP, TAN20, LDP,* Pupil Level Annual School Census
Links with Welsh Government's Cymraeg 2050 Strategy and CCBC's Five Year Welsh Language Strategy 2017-2022 and the **Language Profile**	Neutral		
Compliance with the Welsh Language Standards. *Specifically Standards 88 - 93*	All relevant signage and documentation for this site will be bilingual and compliant with the welsh language standards.		
Opportunities to promote the Welsh language *e.g. status, use of Welsh language services, use of Welsh in everyday life in work / community*	Actively encourage and promote the use of our services in Welsh.		
Opportunities for persons to use the Welsh language *e.g. staff, residents and visitors*	Actively encourage and promote the use of our services in Welsh.		Supports the Five-Year Welsh Language Strategy and the Cymraeg 2050 Strategy.
Treating the Welsh language, no less favourably than the English language	Actively encourage and promote the use of services in Welsh.		

7a. Having considered the impacts above, how has the proposal been developed so that there are positive effects, or increased positive effects on (a) opportunities for persons to use the Welsh language, and b) treating the Welsh language no less favourably than the English language.

This provision will actively encourage and promote the use of the Welsh language.

The management of the proposed new facility will be undertaken by the authority and will not have a negative impact.

8. Data and Information
(What data or other evidence has been used to inform the development of the proposal? Evidence may include the outcome of previous consultations, existing databases, pilot projects, review of customer complaints and compliments and or other service user feedback, national and regional data, academic publications and consultants' reports etc.)

Data/evidence *(Please provide link to report if appropriate)*	Key relevant findings	How has the data/evidence informed this proposal?
These facilities will address both the gap in sporting provision in these areas and will present an opportunity to develop both recreation and competitive sport linking with our local clubs and will align with the Authority's Sport and Active Recreation Strategy 2019 -2029, Caerphilly's Wellbeing Objectives 2018 to 2023 and Caerphilly's Education Attainment Strategy. Caerphilly is one of only 6 local Authorities in Wales not to have an Athletics track, but with the resurrection of the Rhymney Valley Athletics Club (RVAC) in 2014 the authority have supported the club to grow to now see the club positioning itself competing with the top clubs in Wales.	The National School Sport Surveys of 2015 and 2018 highlighted that there is significant demand in Caerphilly for Athletics and that our young people in Caerphilly want to participate more in athletics, but the lack of facilities is a major barrier to participation. The Authority has been working with the National Governing Body of Sport, Welsh Athletics and Sport Wales for a number of years on this, but due to finance have not been able to deliver a track in Caerphilly. This will provide a real opportunity for Caerphilly to create an aspirational facility that will serve our schools, the Authority's only athletics club, Rhymney Valley Athletics Club and the wider Community including over 10 social running clubs, a number of which compete at formal events. All will	The proposal has been developed on the basis of providing a fit for purpose local facility that aims to engage with all relevant stakeholders The proposal has been developed on the basis of providing a fit for purpose local facility that aims to engage with and provide programmes / opportunities for all relevant stakeholders Welsh Government funding has been secured in principle in support of the proposal

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	benefit from a fit for purpose, innovative 21st Century facility.	

Were there any gaps identified in the evidence and data used to develop this proposal and how will these gaps be filled?
Details of further consultation can be included in Section 9.

No data gaps

9. Consultation

(In some instances, there is a legal requirement to consult. In others, even where there is no legal obligation, there may be a legitimate expectation from people that a consultation will take place. Where it has been determined that consultation is required, The Gunning Principles must be adhered to. Consider the Consultation and Engagement Framework. Please note that this may need to be updated as the proposal develops and to strengthen the assessment.

Briefly describe any recent or planned consultations paying particular attention to evidencing the Gunning Principles.

Consultation is relation to this proposal is as follows:-

Cabinet consideration April 2019
SAB's Approval
Full planning application

10. Monitoring and Review

How will the implementation and the impact of the proposal be monitored, including implementation of any amendments?	The facility will be managed through a booking system to ensure the athletics hub is available to all relevant stake holders. This will be monitored, and discussions will be held with applicable stakeholders if applicable.
What are the practical arrangements for monitoring?	The proposals will be monitored by the School Strategy Board, Officers from Sport and Leisure, and various other parties.
How will the results of the monitoring be used to develop future proposals?	Reviewing the progress of the facility and the actual outcomes set against the ambition articulated within the business case will assist in providing a framework for future proposals
When is the proposal due to be reviewed?	At the end of the first 12 months.
Who is responsible for ensuring this happens?	The proposals will be monitored by the School Strategy Board, Officers from Sport and Leisure, and various other parties.

11. Recommendation and Reasoning

☐X   Implement proposal with no amendments

☐   Implement proposal taking account of the mitigating actions outlined

☐   Reject the proposal due to disproportionate impact on equality, poverty and socio-economic disadvantage

Have you contacted relevant officers for advice and guidance?   Yes ☐X   No ☐

12. Reason(s) for Recommendation

(Provide below a summary of the Integrated Impact Assessment. This summary should be included in the "Summary of Integrated Impact Assessment" section of the Corporate Report Template. The Integrated Impact Assessment should be published alongside the Report proposal).

An Integrated Impact Assessment has been carried out working on the development and implementation of the scheme and most areas have been recorded as neutral or having positive impacts. Any negative impacts identified can be mitigated through ongoing communication and advice.

The proposal represents an opportunity for new, modern, fit for purpose, athletics hub built on Rhiw syr Dafydd primary school site, providing an opportunity for the local community to develop a sense of community cohesion and through the delivery of a range of programmes and activities improve upon a range of outcomes which include, mental & physical health, education & employment opportunities, along with supporting those most in need.

13. Version Control

(The IIA should be used in the early stages of the proposal development process. The IIA can be strengthened as time progresses to help shape the proposal. The Version Control section will act as an audit trail to evidence how the IIA has been developed over time)

Version No.	Author	Brief description of the amendments/update	Revision Date
1	Jared Lougher	Review and pricing policy and usage	June 2022

Integrated Impact Assessment Author	
Name:	**Jared Lougher**
Job Title:	**Sport & Leisure Development Manager**
Date:	**27ᵗʰ May 2021**

Head of Service Approval			
Name:	**Rob Hartshorn**		
Job Title:	**Head of Public Protection, Community & Leisure Services**		
Signature:		**Date:**	

CABINET – 9TH JUNE 2021

SUBJECT: YOUTH SERVICE REMOVAL FROM LEASE AND USE OF CRUMLIN INSTITUTE

REPORT BY: CORPORATE DIRECTOR, EDUCATION AND CORPORATE SERVICES

1. **PURPOSE OF REPORT**

1.1 To detail the rationale for service withdrawal from a building leased from a private owner. The building is the Crumlin Institute, in Crumlin, a former Workingmen's hall leased by the Community Education Service   Crumlin Institute is occupied via a 25 year lease which commenced on 25th December 2011. Prior to 2011, the building was leased on a 'peppercorn' rental amount. The report recommends to Members that Cabinet approve withdrawal forthwith, in order to meet the coming lease withdrawal deadline of 25th June 2021.

2. **SUMMARY**

2.1 A continuation of the current lease arrangement would not represent value for money.

2.2 Retention of the building is not required for the purpose of service continuity.

3. **RECOMMENDATIONS**

3.1 That Cabinet approve the proposed withdrawal from this lease arrangement.

3.2 That Legal Services issue the correct notice to the property's managing agents Llanover Estates, following approval by Cabinet, no later than the 25th June 2021.

4. **REASONS FOR THE RECOMMENDATIONS**

4.1 The terms of the lease allow Caerphilly CBC as tenant to determine the lease at the end of the 10th, 15th and 20th year. Should notice not be served by the 25th June 2021, the authority will be legally required to continue the lease for a minimum of a further 5 years and therefore be committed to a minimum £500,000 of related expenditure.

4.2 The terms of the lease place responsibility for repairs and maintenance on CCBC as the lead tenant. The building is ageing and periodically requires significant expenditure in this regard, suggesting significant further outlay in addition to the projected £500,000 operational costs estimated should the authority remain in the lease arrangement for a further five years.

4.3   Crumlin Institute is a large standalone building. The lease covers the full footprint which consists of a basement area, 6 ground floor "lock up" shops and a further two floors above. As tenant, CCBC has consent to sub-let the retail units to third parties and Property Services manage these tenancies (currently 6). Upon exiting the principal lease, the sub-lease agreements revert to the Landlord who would then manage the lettings directly.

4.4   It is anticipated that a positive impact will accrue to young people of 11-25 years, including those with protected characteristics and those more generally regarded as vulnerable/potentially vulnerable: As a direct result of exiting the current lease position, resources can be positively redirected to allow for broader delivery of youth work improving the service's 'reach' including to more communities and to those at risk of harmful behaviours, those at risk of disengagement from school and their communities, those potentially homeless and jobless and others

5.   THE REPORT

5.1   CCBC's Community Education Service (comprising the Youth Service and the Adult Education Service) has been in a continuous hire position of these premises for many years – an arrangement existed prior to local government reorganisation.

5.2   Historically, the building accommodated Adult Education classes, local community groups, a youth club, Community Education personnel and various short term usage from a variety of individuals and groups, including on an *ad hoc* basis.

5.3   Disposal of the Crumlin Institute building has been a service option/consideration for some time, principally concerning the related finances and otherwise value to stakeholders of the building. Furthermore, the building no longer represents a suitable permanent location for Youth/Community/Adult Education provision. The costs associated with maintaining a service at this location are prohibitive and mitigate against the most effective delivery of services.

5.4   In the past decade, the building's usage has declined significantly. For example, the building is no longer the administrative or operational base of the Youth Service and a number of its officers are now located elsewhere. Additionally, Adult Education has seen a number of its groups move to other premises in the locale. Changes to external funding and the terms & conditions of that funding (for Adult Education) over recent years has significantly reduced delivery of adult education classes on the site. The youth club section of the building is popular with a group of young people though the club is less accessible for many other young people in the area, who require a more flexible and responsive means of receiving youth work support than represented by a single building-based option limited in suitability.

5.5   The material condition of the building has been in continuous decline for the past 15 years and successive bouts of expensive remedial work (for example, to correct the ingress of damp on a major scale) have been necessary to maintain the Institute to a level appropriate for use. The building constitutes a deteriorating asset.

5.6   Young people constitute the only remaining significant user group associated with the building and a comprehensive array of engagement with them is under way regarding the alternative delivery of youth work in the area, something which has successfully taken place throughout the Covid pandemic period – it is likely that the Youth Service will build on this practice, steered by young people's input.

Stakeholder	Amount of time occupying	Current situation
Youth Service teams based in building	4 evenings per week	Briefed and prepared for alternative delivery
Coleg Gwent – Welsh class	2 hours per week	Briefed – no issues
Young People	4 evenings per week, inclusive of 1 x evening Autistic Spectrum youth club	Comprehensive engagement in progress – discussions are face to face/street-based/online. ASD youth club to expand to multiple locations.
Cardiac rehabilitation group	1 afternoon per week	Permanently relocated
Local exercise group	1 hour per week	No plans to recommence on site
Communication tuition (EOTAS – max. 2 pupils)	Max. x 2 hrs per day – term time only	Alternative arrangements in place
Adult Education – ESF team	Full time (transitioning to flexible working)	Briefed – alternative locations arranged (including home working)

5.7   There had been six commercial sub-tenants (shops) located on the Ground Floor. Assurances have been obtained from the owners that withdrawal from the lease by the Youth Service will not adversely affect the continuation of these leases though no Related responsibility for this is held by CCBC. In the meantime, one of the sub-tenants is already in the process of relocating to the Old Age Pensioner Hall adjacent to the Institute building and the Youth Service will assist the remaining sub tenants in any way required.

5.8   Flexible working – given the principles of the Authority's flexible working arrangements/developing policy, expensive, fixed bases for officers to be permanently located, such as Crumlin Institute, are no longer required. It is no longer the case that key area officers must be stationed in this location – the need, in fact, is for officers to be more mobile than in the past. Furthermore, given the working flexibilities demonstrated by the service during the pandemic lockdown, it seems likely that a percentage of officers' administration and management time in the future may be more effectively conducted at home. The trend over the past decade has anyway for Youth Service and other officers to move away from being based in Crumlin, given that the delivery of Youth Service education has 'moved on' in that period. Therefore, it is no longer either financially viable not desirable to base officers in such premises.

5.9   There are costs associated with the withdrawal from this lease: Due to the terms of the lease, CCBC would be liable to undertake dilapidation works to the sum of £185-£195,000 (a figure likely to increase significantly by the time of the next five year break clause) or secure a cash settlement arrangement in lieu of the dilapidation work. At present, the terms of resolution have not been agreed with the landlord. If this is not agreed by the time of going to Cabinet, it will be necessary to submit a separate delegated powers report for consideration.

5.10   **Conclusion**

        The cost/benefit analysis (see 8 – Financial considerations) demonstrates that it is no longer either viable or desirable for the Youth Service and partners to locate services in this location. The opportunity to withdraw from this lease agreement exists presently (though will cease in June of this year, after which the Authority will be tied in to the lease for a further five years), due to the five-yearly break clause being available currently, and therefore requires due consideration.

6.   ASSUMPTIONS

6.1   The projected future costs of remaining in the building are subject to unknown factors, such as the potential for the landlord to increase rental costs should CCBC Youth Service remain in the lease agreement.

7.   SUMMARY OF INTEGRATED IMPACT ASSESSMENT

7.1   Crumlin Institute is no longer a facility that is viable financially or operationally, nor is its retention in the best interests of young people and the wider community. The financial review of the building conducted this year, which includes anticipated costs for the next 5 years if retained (£500,000-£700,000) is, taken in isolation, sufficiently conclusive to support CCBC's removal from the current lease arrangement for example, these costs compare very disfavourably with other locations within the youth service's asset portfolio. Given the building's size and type, relatively small amounts of usage remain, given

that services have gradually withdrawn from the premises over the course of the past decade – this does not represent good value for money nor the efficient use of space. Given the age and design of the building, it's use is increasingly challenging to manage and this is a diversion of managerial resources from the business of youth work.

It is anticipated that a positive impact will accrue to young people of 11-25 years, including those with protected characteristics and those more generally regarded as vulnerable/potentially vulnerable: As a direct result of exiting the current lease position, resources can be positively redirected to allow for broader delivery of youth work improving the service's 'reach' including to more communities and to those at risk of harmful behaviours, those at risk of disengagement from school and their communities, those potentially homeless and jobless and others.

8.   FINANCIAL IMPLICATIONS

8.1   The table below details recent and projected costs associated with operating from these premises.

Associated Costs

Total costs associated with the premises, **past 5 years** (less caretaking costs) *Detail below	£365,230
Projected costs associated with retaining building for **next 5 years** (plus caretaking costs)	£500,000 (rental, caretaking, NNDR/services, general repairs/maintenance/Insurance, power, Water/sewerage)
Example of occasional, periodic, one-off repair cost	Circa £200,000
Assessed dilapidation costs/potential cash settlement	£185-195,000

*

		2015/16	2016/17	2017/18	2018/19	2019/20
		£	£	£	£	£
Rent		25,000	25,000	22,365	27,892	27,892
NNDR		12,653	12,758	11,943	16,448	16,832
Water/Sewerage		2,974	2,831	2,759	2,991	2,847
Repairs and Maintenance		38,036	19,853	31,119	12,891	29,396
Gas		4,410	3,890	3,956	4,347	4,307
Electricity		3,347	4,736	5,176	5,053	5,050
Insurance		5,387	5,766	3,843	-	4,489
Other premises related		436	862	1,611	5,146	7,715
		92,242	75,696	82,773	74,768	98,528
Rental income	-	6,672 -	8,473 -	11,938 -	16,342 -	15,352
		85,570	67,223	70,835	58,426	83,176

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9. PERSONNEL IMPLICATIONS

9.1 The relocation of personnel from this location has been under way for several years, in line with service need. Complete removal from use of these premises will see a final round of relocations for staff, though as previously stated, much associated relocation will anyway occur as a direct consequence of the application of the flexible working policy and related procedure

10. CONSULTATIONS

10.1 Though no objections to the removal from this lease have been noted, there has been a wider concern expressed that, following withdrawal, every opportunity be taken to encourage the building's owners to maintain the structure and façade in keeping with its historical status in the Crumlin community.

11. STATUTORY POWER

11.1 Scheduled for Cabinet approval.

12. URGENCY (CABINET ITEMS ONLY)

12.1 The disposal of Crumlin is the most pressing in building asset terms and there are time limitations attached to the process. Should the necessary actions not be completed within the time-frame, the service will be tied to the current lease arrangements for a minimum of a further 5 years.

Author: Paul O'Neill, Senior Youth Service Manager, oneilp@caerphilly.gov.uk

Consultees: Christina Harrhy, Chief Executive
Richard Edmunds, Corporate Director of Education and Corporate Services
Keri Cole, Chief Education Officer
Education Senior Management Team
Mark Williams, Head of Property Services
Lynne Donovan, Head of People Services
Rob Tranter, Head of Legal Services
Jane Southcombe, Education Finance Manager
Cllr. Ross Whiting, Cabinet Member for Education
Cllr. Michael Davies, Ward Member for Crumlin
Cllr. Carl Thomas, Ward Member for Crumlin

Appendices:
Appendix 1   Integrated Impact Assessment

This integrated impact assessment (IIA) has been designed to help support the Council in making informed and effective decisions whilst ensuring compliance with a range of relevant legislation, including:

- ➤ Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011
- ➤ Welsh Language (Wales) Measure 2011
- ➤ Socio-economic Duty – Sections 1 to 3 of the Equality Act 2010
- ➤ Well-being of Future Generations (Wales) Act 2015
- ➤ Statutory Consultation v Doctrine of Legitimate Expectation and Gunning Principles

PLEASE NOTE: Section *3 Socio-economic Duty* only needs to be completed if proposals are of a strategic nature or when reviewing previous strategic decisions. See page 6 of the __Preparing for the Commencement of the Socio-economic Duty__ Welsh Government Guidance.

1. Proposal Details			
Lead Officer	**Head of Service**	**Service Area & Department**	**Date**
Paul O'Neill	Paul Warren	Youth Service/School Improvement	15/3/21

Is this proposal a… (please tick relevant box)									
Policy	☐	**Strategy / Plan**		**Practice**	☐	**Procedure**	X ☐	**Restructure**	☐

What is the proposal to be assessed? *Provide brief details of the proposal and provide a link to any relevant report or documents.*
That the Crumlin Community Education Centre (Crumlin Institute building) be withdrawn from as a base for Youth Service and other activity, in 2021, aligning with the 5-yearly opportunity from withdrawing from a lease with the building's owners, Llanover Estates.

2. Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011

(The Public Sector Equality Duty requires the Council to have "due regard" to the need to eliminate unlawful discrimination, harassment and victimisation; advance equality of opportunity between different groups; and foster good relations between different groups). Please note that an individual may have more than one protected characteristic.

Protected Characteristics	Does the proposal have any positive, negative or neutral impacts on the protected characteristics and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view?
Age *(people of all ages)*	**Positive impact on young people. 11-25 years, including those with protected characteristics, allowing young people from across a wider geographical area to be offered youth work support.** **Negative impact on older age-group, in one instance.**		**The building is no longer viable financially, with a projected outlay of £500-700,000 to maintain a presence in the building over the next 5 year period which sees limited advantage to the main user group, young people – the savings associated with a withdrawal from the lease would enable far greater youth work coverage of the area than currently is the case** **Initial enquiries regarding the availability of other premises indicate availability**
Disability *(people with disabilities/ long term conditions)*	**Positive impact on young people 11-25, allowing for greater access by disabled young people to youth work opportunities**		**As above**

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Gender Reassignment *(anybody who's gender identity or gender expression is different to the sex they were assigned at birth)*	**Positive impact on young people 11-25 - the capacity gained as a result of being released from the financial burden associated with these premises allow for the wider embedding of the Youth Service's LGBT support arrangements.**		**The associated savings will provide for a great form of reach for the youth service, enabling an extension of its County LGBT work**
Marriage or Civil Partnership *(people who are married or in a civil partnership)*	**Neutral**		
Pregnancy and Maternity *(women who are pregnant and/or on maternity leave)*	**Positive impact on young people 11-25: The Youth Service's Condom distribution arrangements will improve and reach more young people at risk of harmful behaviours, as these resources can be increased following release from the financial constraints of maintaining these premises. Furthermore, improved links and referral arrangements to the Youth Service's Young Parents group will similarly improve.**		**The Youth Service understands from experience that improved means of outletting condoms and the associated advice provided always attracts more young people to take up services.**
Race *(people from black, Asian and minority ethnic communities and different racial backgrounds)*	**Neutral**		

Protected Characteristics	Does the proposal have any positive, negative or neutral impacts on the protected characteristics and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view?
Religion or Belief *(people with different religions and beliefs including people with no beliefs)*	**Neutral**		
Sex *(women and men, girls and boys and those who self-identify their gender)*	**Neutral**		
Sexual Orientation *(lesbian, gay, bisexual, heterosexual)*	**Positive impact on young people 11-25:** **As above, the closure of limited, fixed, building based provision represented by Crumlin Community Education centre allows for the development of capacity in other areas and this will include the Youth Service's support arrangements for LGBT young people from across the County Borough**		**The associated savings will provide for a great form of reach for the youth service, enabling an extension of its County LGBT work**

3. Socio-economic Duty (Strategic Decisions Only)

Please consider these additional vulnerable groups and the impact your proposal may or may not have on them:

- Single parents and vulnerable families
- People with low literacy/numeracy
- Pensioners
- Looked after children
- Homeless people

- Carers
- Armed Forces Community
- Students
- Single adult households
- People misusing substances

- People who have experienced the asylum system
- People of all ages leaving a care setting
- People living in the most deprived areas in Wales (WIMD)
- People involved in the criminal justice system

Socio-economic Disadvantage	Does the proposal have any positive, negative or neutral impacts on the following and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view?
Low Income / Income Poverty *(cannot afford to maintain regular payments such as bills, food, clothing, transport etc.)*	**Positive impact on young people 11-25, including** - Single parents and vulnerable families - People with low literacy/numeracy - Looked after children - Homeless people - Carers - Armed Forces Community - Students - Single adult households - People misusing substances - People of all ages leaving a care setting - People living in the most deprived areas in Wales (WIMD) - People involved in the criminal justice system		**The savings related to the disposal of these premises will allow for the greater frequency, type and amount of youth work to be delivered, with either coincidental or targeted benefit to those with protected characteristics.** **The Youth Service's equalities monitoring arrangements demonstrate the need for greater consideration in these terms and partner agencies frequently communicate information that supports this understanding – for example, specialist drugs agencies will share intelligence to this effect.** **The Youth Service's Homelessness section reports a continuing and significant prevalence of young people at risk of homelessness.**

Socio-economic Disadvantage	Does the proposal have any positive, negative or neutral impacts on the following and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view?
Low and/or No Wealth *(enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provisions for the future)*	**Positive – closure of these premises allows for opportunities to reach out to individuals in economic distress to a degree not currently achievable whilst maintaining a high level of financial, premises-related burden.**		**Alternative delivery arrangements have been discussed in detail and remain to be implemented**
Material Deprivation *(unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, hobbies etc.)*	**As above**		**As above**
Area Deprivation *(where you live (rural areas), where you work (accessibility of public transport)*	**As above**		**As above**
Socio-economic Background *(social class i.e. parents education, employment and income)*	**As above. Furthermore, the delivery options accruing from the closure of these premises will allow for greater cross-team integration within the Youth Service and therefore greater opportunity to work more effectively and**		**As above.**

	collaboratively with young people and families with challenging socio-economic backgrounds.		
Socio-economic Disadvantage *(What cumulative impact will the proposal have on people or groups because of their protected characteristic(s) or vulnerability or because they are already disadvantaged)*	**Anticipated impact includes the prevention of young people becoming NEET (Not in Education, Employment or Training) and their successful transition and progression following the end of their compulsory education.**		**LA NEETs statistics/Engagement and Progression data and modelling**

4. Corporate Plan – Council's Well-being Objectives

(How does your proposal deliver against any/all of the Council's Well-being Objectives? Which in turn support the national well-being goals for Wales as outlined in the Well-being of Future Generations (Wales) Act 2015. Are there any impacts (positive, negative or neutral? If there are negative impacts how have these been mitigated?) Well-being Objectives

Objective 1 - Improve education opportunities for all	The Youth Service, the Authority's statutory education service with the broadest brief, will have a greater reach, given the savings associated with the disposal of these premises.
Objective 2 - Enabling employment	The associated improvements in service delivery will see a greater blending of NEETs provision, as part of the Engagement and Progression duty that is placed with the Youth Service.
Objective 3 - Address the availability, condition and sustainability of homes throughout the county borough and provide advice, assistance or support to help improve people's well-being	Wellbeing-related improvements in service delivery will be achievable as a direct consequence of the disposal of this building.
Objective 4 - Promote a modern, integrated and sustainable transport system that increases opportunity, promotes prosperity and minimises the adverse impact on the environment	The enactment of this proposal will reduce the transport burden on young people by reducing the necessity of travel to a fixed point of youth work delivery and allow for the investment of peripatetic youth work that engages young people in their communities
Objective 5 - Creating a county borough that supports healthy lifestyle in accordance with the Sustainable Development principle with in the Well-being of Future Generations (Wales) Act 2015	The proposal will allow for the broader delivery of the Youth Service's curriculum, which includes a significant element of health-related education.
Objective 6 - Support citizens to remain independent and improve their well-being	

4a. Links to any other relevant Council Policy

(How does your proposal deliver against any other relevant Council Policy?)

Flexible working – given the principles of the Authority's flexible working arrangements/developing policy, expensive, fixed bases for officedrs to be permanently located are no longer required and Crumlin Institute represents the main example of such a location within the Youth Service's asset portfolio. It is no longer the case that key area officers must be stationed in this location – the need, in fact, is for officers to be more mobile than in the past. Furthermore, given the working flexibilities demonstrated by the service during the pandemic lockdown, it seems likely that a percentage of officers' administration and management time may be more effectively conducted at home. The trend over the past decade has anyway for Youth Service and other officers to move away from being based in Crumlin, given that the delivery of youth Service education has 'moved on' in that period. Therefore, it is no longer either financially viable not desirable to base officers in such premises.

5. Well-being of Future Generations (Wales) Act 2015 – The Five Ways of Working (ICLIP)
(Also known as the sustainable development principles. The Act requires the Council to consider how any proposal improves the economic, social, environmental and cultural well-being of Wales using the five ways of working as a baseline)

Ways of Working	How have you used the Sustainable Development Principles in forming the proposal?
Long Term	Consider the long-term impact of the proposal on the ability of communities to secure their well-being. **The proposal is made against the backdrop of achieving lasting and positive change, allowing the service to respond more effectively to the needs of young people, their communities, and the Youth Service's partners. Conversely, the retention of these premises only supports a short-term and limited form of educational reach.**
Prevention	Consider how the proposal is preventing problems from ocurring or getting worse **The Youth Service is the main service of inclusion in the Authority and as such has a significant prevention remit in terms of Anti-social Behaviour, poor mental and physical health, Homelessness, NEETs and School disengagement.**
Integration	Consider how your proposal will impact on other services provided in our communities (these might be Council services or services delivered by other organisations or groups) **The Youth Service's role is to integrate and reintegrate young people into their communities, into education and into employment/training. The flexibilities achieved to service delivery by the withdrawal from these premises would assist in this activity.**
Collaboration	Consider how you are working with Council services or services delivered by other organisations or groups in our communities. **The retention of these premises allows for limited collaboration with other agencies: Indeed, selected partner agencies, including Gwent Police, have clearly expressed a greater flexibility of Youth work delivery that can only be achieved by releasing the building from the organisation's responsibility, allowing local youth work organisers to collaborate freely and effectively with a variety of partners, including Secondary Schools, employers, Social Services and others.**
Involvement	Consider how you involve people who have an interest in this proposal and ensure that they represent the diversity of our communities. **Above all, the Youth Service is one of Participation – the service delivers youth work *with* the involvement of young people, rather than *for* them or *to* them. For a significant period of time, young people have expressed a wish for the service to delivery more flexibly and this approach will be strengthened via the disposal of this leased property. During the lockdown period associated with the Covid-19 pandemic, the Youth Service introduced new methodologies to its work, proving successful in involving young people in education at a time when this was otherwise challenging to do. The freedom to deliver more youth**

	work in an alternative vein, building on recent developments, will accrue from the disposal of a building that at present provides too fixed and inflexible options for delivery.

6. Well-being of Future Generations (Wales) Act 2015

Well-being Goals	**Does the proposal maximise our contribution to the Well-being Goal and how?**
A Prosperous Wales *An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work*	Efficient use of resources, skilled, educated people generates wealth and provides jobs **The release of the use of this building reduces the Authority's carbon footprint, freeing youth workers from being bound to a particular site and thereby cutting waste in terms of heating, lighting and other energy-wasteful practices associated with the use of an old and non-ecologically friendly location.**
A Resilient Wales *A nation which maintains and enhances a biodiverse natural environment healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for climate change)*	Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)
A Healthier Wales *A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood*	People's physical and mental well-being is maximised and health impacts are understood **The removal of a financially wasteful and fixed location for the delivery of youth work, with all its attendant inflexibilities in terms of educational delivery, allows for the wider delivery of the service's curriculum, most especially its Health education aspect: Furthermore, youth workers will engage more with young people in outdoor locations across the County Borough, taking advantage of appropriate opportunities for engaging young people in physical and sporting activities.**

	People can fulfil their potential no matter what their background or circumstances. This includes the protected characteristics listed in Q2 above. Also consider the cumulative impacts.
A More Equal Wales *A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio-economic background and circumstances)*	**The Youth Service carries specific responsibilities in terms of assisting young people to reach their potential and challenges socio-economic challenges, enabling young people to thrive more educationally, be more integrated into their communities and to make a successful transition to adulthood: The flexibilities realised via the removal of this building from the service's asset portfolio will allow a more fair form of access by young people to youth workers for these purposes.**

Well-being Goals	Does the proposal maximise our contribution to the Well-being Goal and how?
A Wales of Cohesive Communities *Attractive, viable, safe and well-connected communities*	Communities are attractive, viable, safe and well connected. **Yes. Community cohesion is a discrete aspect of youth work delivery, including with specific regard to crime and anti-social behaviour reduction. The youth club currently located in these premises performs well for a limited number of young people (there are over 50 members) but the wider youth population in the area, including in the communities of Newbridge and Oakdale, are unable to access the premises for reasons of travel limitations, poor lighting/safety considerations, lack of willingness to travel and lack of access to transport. Relocating youth work support from Crumlin Institute will allow for the greater and more positive influence of youth workers in the wider area by means of either 'detached' work (where they will work with residents, the Police and others to identify locations of need), 'virtual' work (utilising social media and other online opportunities for engagement with young people) or occasional building based work in shared locations such as Libraries and community centres, thereby making the wider community a safer place for young peole and other residents.**
A Wales of Vibrant Culture and Thriving Welsh Language *A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation*	Culture, heritage and the Welsh language are promoted and protected. People are encourages to participate in sport, art and recreation. **The financial advantages represented by a withdrawal from this expensive lease arrangement includes the expansion of the Welsh Youth Work offer – this will enable the positioning of Youth Workers with related skills to be present in more communities than is currently the case.**
A Globally Responsible Wales *A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being*	Taking account of impact on global well-being when considering local social, economic and environmental well-being. **The membership and mechanisms of the Youth Service's Junior and Youth Forums, especially active via the adoption of related annual priorities, will be more available to more young people and in more locations than is currently the case, due to the opportunities for peripatetic youth work that will arise from a release from the currently fixed location of youth work in Crumlin.**

7. Welsh Language (Wales) Measure 2011 and Welsh Language Standards

(The Welsh Language Measure 2011 and the Welsh Language Standards require the Council to have 'due regard' for the positive or negative impact a proposal may have on opportunities to use the Welsh language and ensuring the Welsh language is treated no less favourably than the English language) *insert link to WL Commissioners Policy Making Standards Guidance*

Requirement	Does the proposal have any positive, negative or neutral impacts on the following and how?	If there are negative impacts how will these be mitigated?	What evidence has been used to support this view? *e.g the WESP, TAN20, LDP,* Pupil Level Annual School Census
Links with Welsh Government's [Cymraeg 2050 Strategy](#) and CCBC's [Five Year Welsh Language Strategy 2017-2022 and the Language Profile](#)	Positive: The service will benefit financially from the release of the building, in turn allowing for the expansion of its Welsh language youth work arrangements that are currently more limited in scope.		
Compliance with the [Welsh Language Standards](#). *Specifically Standards 88 - 93*	In supporting the expansion of the Service's Welsh language youth work offer, the proposal complies with Welsh language standards, not limited to standards 88-93 in terms of widening opportunities for young people to enhance their Welsh language skills via the release of financial capacity that supports practice for this purpose	Ensure correspondence and details on the website is bilingual even if the proposal has no impact on the Welsh language e.g road resurfacing works	
Opportunities to promote the Welsh language *e.g. status, use of Welsh language services, use of Welsh in everyday life in work / community*	Actively encourage and promote the use of our services in Welsh to see an increase in demand over time An expansion of Welsh youth work provision will widen opportunities		

	for the use of Welsh in an educational context.		
Opportunities for persons to use the Welsh language *e.g. staff, residents and visitors*	The rights of Welsh speakers to use Welsh when dealing with the council and for staff to use Welsh at Work As above – the Welsh language and related aspects will have the opportunity to feature more prominently in the delivery youth work than is currently the case should service delivery widen as a consequence of disposing of the current building lease and accompanying financial burden. However, should a Welsh language class, previously delivering from these premises, wish to be reinstated, it will necessarily need to locate an alternative site – assistance with this will be provided as necessary		
Treating the Welsh language no less favourably than the English language	As above		

7a. Having considered the impacts above, how has the proposal been developed so that there are positive effects, or increased positive effects on (a) opportunities for persons to use the Welsh language, and b) treating the Welsh language no less favourably than the English language.

Yes – this proposal supports the wider delivery of youth work in the medium of Welsh.

8. Data and Information

Data/evidence *(Please provide link to report if appropriate)*	Key relevant findings	How has the data/evidence informed this proposal?
What data / evidence was used? Provide links to any reports if appropriate e.g. Household Survey 2017 **Previous consultation. Youth Service staff and young people had previously commented on the need to expand youth work delivery methodology in order to reach young people – that consultation was not specific to the use or otherwise of this building but is linked to the inflexibilities of being operationally tied to fixed locations.** **Data – The youth work accessed at this site is of good quality though is limited in terms of the % of local youth population reached from the surrounding area.** **A recent pilot delivery of youth work in a nearby location has proven the efficacy of moving delivery away from a fixed locations-only approach to one that has greater inbuilt flexibility.**	What were the key findings? What did the data / evidence used tell you?	How has the data / evidence available helped inform the proposal? Did it support the proposal and how? If the data / evidence didn't support the proposal why was this?

Were there any gaps identified in the evidence and data used to develop this proposal and how will these gaps be filled?
Details of further consultation can be included in Section 9.

Are there any gaps in the existing data and how will you go about filling these gaps?
There are no perceived gaps with regards to any further evidence required to further this proposal

(In some instances, there is a legal requirement to consult. In others, even where there is no legal obligation, there may be a legitimate expectation from people that a consultation will take place. Where it has been determined that consultation is required, The Gunning Principles must be adhered to. Consider the Consultation and Engagement Framework. Please note that this may need to be updated as the proposal develops and to strengthen the assessment.

Briefly describe any recent or planned consultations paying particular attention to evidencing the Gunning Principles.

Who was consulted?

The consultation process is largely complete. The relevant youth work teams who operate from the building have been met with. More formalised communication has also taken place with the following stakeholders –

- **Coleg Gwent – this institution had, previous to lockdown, operated a Welsh class from the building. There is no intention to resume.**
- **A local cardiac rehabilitation group. The Youth Service has good links with this group and has discussed the overall position regarding the building but the group has since moved on to an alternative venue.**
- **A local exercise class that had operated for an hour per week previous to lockdown has been contacted but with no response – it is believed that there is no intention to resume class delivery at the site.**

Young people who had, previous to lockdown, attended the provision and are still being engaged with by alternative means are currently being engaged with on this matter by blended means – via face to face meetings indoors, via the use of outreach work, and online.

How have the consultation findings been taken into account?

10. Monitoring and Review

How will the implementation and the impact of the proposal be monitored, including implementation of any amendments?	For example, what monitoring will be used? How frequent? **Via the Youth Service's internal Quality Performance management system and the Education Directorate's Service Improvement Plan monitoring processes and Corporate Performance management measures.**
What are the practical arrangements for monitoring?	For example, who will put this in place? When will it start? **Alternative Youth Work delivery will be subject to statistical measure and observation of quality of delivery.**
How will the results of the monitoring be used to develop future proposals?	**Experiences arising from the implementation of this proposal may inform any other similar arrangements in other parts of the County Borough.**
When is the proposal due to be reviewed?	**N/A**
Who is responsible for ensuring this happens?	**N/A**

11. Recommendation and Reasoning

☐	Implement proposal with no amendments
☒	Implement proposal taking account of the mitigating actions outlined
☐	Reject the proposal due to disproportionate impact on equality, poverty and socio-economic disadvantage

Have you contacted relevant officers for advice and guidance?	**Yes** ☒	**No** ☐

12. Reason(s) for Recommendation

(Provide below a summary of the Integrated Impact Assessment. This summary should be included in the "Summary of Integrated Impact Assessment" section of the Corporate Report Template. The Integrated Impact Assessment should be published alongside the Report proposal).

Crumlin Institute is no longer a facility that is viable financially or operationally, nor is its retention in the best interests of young people and the wider community. The financial review of the building conducted this year, which includes anticipated costs for the next 5 years if retained (£500,000-£700,000) is, taken in isolation, sufficiently conclusive to support CCBC's removal from the current lease arrangement – for example, these costs compare very disfavourably with other locations within and without the youth service's asset portfolio.

Given the building's size and type, relatively small amounts of usage remain, given that services have gradualy withdrawn from the premises over the course of the past decade – this does not represent good value for money nor the efficient use of space – given the age and design of the building, it's use is increasingly challenging to manage and this is a diversion of managerial resources from the business of youth work.

13. Version Control

(The IIA should be used in the early stages of the proposal development process. The IIA can be strengthened as time progresses to help shape the proposal. The Version Control section will act as an audit trail to evidence how the IIA has been developed over time)

Version No.	Author	Brief description of the amendments/update	Revision Date

Integrated Impact Assessment Author	
Name:	**Paul O'Neill**
Job Title:	**Senior Youth Service Manager**
Date:	**15/3/21**

Head of Service Approval	
Name:	**Paul Warren**
Job Title:	**Lead Officer for School Improvement.**

Signature:		Date:	

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