

Pecyn Dogfennau



Mark James LLM, DPA, DCA
Prif Weithredwr,
Chief Executive,
Neuadd y Sir, Caerfyrddin. SA31 1JP
County Hall, Carmarthen. SA31 1JP

DYDD MAWRTH, 17 TACHWEDD 2015

**AT: HOLL AELODAU'R PWYLLGOR CRAFFU POLISI AC
ADNODDAU**

YR WYF DRWY HYN YN EICH GALW I FYNYCHU CYFARFOD
O'R PWYLLGOR CRAFFU POLISI AC ADNODDAU A GYNHELIR
YN Y SIAMBR, NEUADD Y SIR, CAERFYRDDIN AM 2:00 YP AR
DYDD MERCHER, 25AIN TACHWEDD 2015 ER MWYN
CYFLAWNI'R MATERION A AMLINELLIR AR YR AGENDA
ATODEDIG.

Mark James

PRIF WEITHREDWR



AILGYLCHWCH OS GWELWCH YN DDA

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PWYLLGOR CRAFFU POLISI AC ADNODDAU 13 AELOD

GRŴP PLAID CYMRU – 5 AELOD

- | | | |
|----|--------------|--------------------------|
| 1. | Y Cynghorydd | G. Davies (Is-Gadeirydd) |
| 2. | Y Cynghorydd | J.K. Howell |
| 3. | Y Cynghorydd | A. Lenny |
| 4. | Y Cynghorydd | D. Price |
| 5. | Y Cynghorydd | D. E. Williams |

GRŴP ANNIBYNNOL – 4 AELOD

- | | | |
|----|--------------|-----------------------------|
| 1. | Y Cynghorydd | T. Bowen |
| 2. | Y Cynghorydd | W.J.W. Evans |
| 3. | Y Cynghorydd | A.G. Morgan |
| 4. | Y Cynghorydd | D.W.H. Richards (Cadeirydd) |

GRŴP LLAFUR – 4 AELOD

- | | | |
|----|--------------|--------------|
| 1. | Y Cynghorydd | D.M. Cundy |
| 2. | Y Cynghorydd | J.S. Edmunds |
| 3. | Y Cynghorydd | A.W. Jones |
| 4. | Y Cynghorydd | J. Williams |

AGENDA

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2. DATGAN BUDDIANNAU PERSONEL
3. DATGAN CHWIP WAHARDDDEDIG
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POLICY & RESOURCES SCRUTINY COMMITTEE 25th NOVEMBER 2015

Forthcoming items for next meeting – Wednesday 6th January 2016

Discussion Topic	Background
Revenue Budget Setting 2016/17 – 2018/19	This report will provide members with an opportunity to consider and comment on the budget settlement, departmental service budgets and efficiency savings proposals.
Capital Programme Budget Setting 2016/17 – 2020/21	This report will provide members with an opportunity to consider and comment on the draft 5-year capital programme.
Well-being of Future Generations (Wales) Act 2015 (including LSB Review)	This Bill introduced in 2014 (previously the Sustainable Development Bill), is seen by Welsh Government as an opportunity to help tackle the generational challenges Wales faces in a more joined up and integrated way – ensuring Welsh public services make key decisions with the long term well being of Wales in mind. This item will also provide the Committee with an opportunity to have sight of the review of the current Local Service Board and provide feedback prior to any final decisions on the way forward being taken.

Policy & Resources Scrutiny Committee – Forward Work Programme 2015/16 (as at 13th November 2015)

11 June 2015	24 July 2015	5 October 2015	25 November 2015	6 January 2016	3 February 2016	16 March 2016	22 April 2016
Revised Corporate Strategy	EOY Performance / Monitoring 2014/15	TIC Review (Wales Audit Office report)	Spend on external expertise – to include legal expertise. (Annual Report)	3-year Revenue Budget Consultation 2016/17 to 2018/19	Combined Spend on Private Sector and Third Sector Services – TIC review (<i>frm 25 Nov</i>)	Tackling Poverty Action Plan	Asset Transfer Annual Report
Draft CCC Improvement Plan 14/15 and Annual Report 13/14	EOY Budget Monitoring 2014/15	Budget Monitoring 2015/16	Welsh Language Skills Strategy	5-year Capital Programme Consultation 2016/17 to 2020/21	Compliance Strategy for Welsh Language Standards	LSB Annual Report 2015	Council's Engagement Mechanisms (T&F Monitoring)
P&R Scrutiny Committee Forward Work Programme 2015/16	Treasury Management Annual Report 2014/15	Carmarthenshire Ageing Well Plan	Welsh Language Scheme Annual Report 2014/15	Future Generations Bill – LSB Review (<i>from 25 Nov</i>)	ICT Strategy (including e-mail usage and monitoring) (<i>from 25 Nov</i>)	Revised Procurement Strategy	TIC Annual Review 2015
P&R Scrutiny Committee Annual Report 2014/15	Treasury Management 2015/16 (Q1)		Draft Strategic Equality Plan 2016-20		Treasury Management Policy & Strategy 2016/17	Budget Monitoring 2015/16	People Strategy – monitoring report
	Strategic Equality Plan Annual Report 2014/15		Treasury Management 2015/16 (Q2)		Treasury Management 2015/16 (Q3)	Asset Management Plan (<i>from 3 Feb</i>)	
	Actions & Referrals Update		Budget Monitoring 2015/16		Budget Monitoring 2015/16	Actions & Referrals Update	
			Performance / Monitoring 2015/16 Quarter 2		Procurement Annual Report 2014/15		
			Actions & Referrals Update				

PWYLLGOR CRAFFU POLISI AC ADNODDAU 25^{ain} O DACHWEDD 2015

Adroddiad Monitro Cyllideb Cyfalaf a Refeniw 2015/16

Ystyried y materion canlynol a chyflwyno sylwadau arnynt:

- Bod y pwyllgor craffu yn derbyn Adroddiad Monitro Cyllideb Corfforaethol yr Awdurdod ac adroddiadau adrannol y Prif Weithredwr a Gwasanaethau Corfforaethol, ac yn ystyried y sefyllfa cyllidebol.

Rhesymau:

- I ddatgan sefyllfa bresennol y gyllideb i'r Pwyllgor ar y 31ain Awst 2015, ynghylch blwyddyn ariannol 2015/16.

Angen cyfeirio'r mater at y Bwrdd Gweithredol er mwyn gwneud penderfyniad: NAC OES

Aelodau'r Bwrdd Gweithredol sy'n gyfrifol am y Portffolio:

- Cyng. David Jenkins (Adnoddau)
- Cyng. Mair Stephens (Adnoddau Dynol, Effeithlonrwydd a Chydweithio)
- Cyng. Pam Palmer (Cymunedau)

<p>Y Gyfarwyddiaeth: Gwasanaethau Corfforaethol</p> <p>Enw Pennaeth y Gwasanaeth: Owen Bowen</p> <p>Awdur yr adroddiad: Owen Bowen</p>	<p>Swydd:</p> <p>Pennaeth Dros-Dro Gwasanaethau Cyllidol</p>	<p>Rhif Ffôn / Cyfeiriad E-bost:</p> <p>01267 224886 obowen@sirgar.gov.uk</p>
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EXECUTIVE SUMMARY

POLICY & RESOURCES SCRUTINY COMMITTEE 25th NOVEMBER 2015

Revenue & Capital Budget Monitoring Report 2015/16

The monitoring exercise for the period to the 31st August 2015 is attached and indicates that:

Revenue Budgets

Corporate Revenue Budget (Appendix A)

Overall, the monitoring report forecasts an end of year overspend of £186k on the Authority's net revenue budget with an overspend at departmental level of £2,307k.

Department for Education & Children – The Education & Children's Services Department is forecasting an overspend of £1,049k for the year.

The main adverse budget variations relate to school based EVR and redundancy costs (+£1,102k); EOTAS (Education other than at School) (+£327k); Adult & community learning (+£195k); Residential and Respite Units (+£152k); Out of Hours Service (+£68k); Youth Service (+£62k); Music Service (+£61) and Fostering services & support (+£34k).

These are partially offset by under-spends across the department in: Out of County Educational Placements (-£427k); Staff vacancies, secondments and maximising use of grant funding (-£323k); Payments to private early years providers (-£96k); Out of County Care Placements (-£30k) and Children's Services management & support (-£25k)

There is £986k available in departmental reserves leaving a forecasted shortfall of £63k at year end.

Department for Communities – The Department for Communities is forecasting an overspend of £ 644k for the year.

The Older People / Physical Disabilities Division has over spends of £393k due to the non achievement of efficiency savings re. Older People Day Centres and an overspend on Private Residential Care of £273k offset by an underspend of £470k in Residential Homes due to reduction of in house provision, £66k Physical Disability Group Homes / Supported Living and £227k Home Care.

The Learning Disability / Mental Health Division has an overspend on residential and supported living placements of £515k due to a slower than anticipated reduction required to meet efficiency savings which is currently being addressed. There is an overspend on additional packages for Direct Payments £385k and a Day Services overspend of £267k due to additional packages.

The Departmental overspend is reduced by £274k due to staff vacancies and £110k of miscellaneous supplies and services.

The Housing Services & Public Protection Division is forecasting an overspend of £12k due to under recovery of income.

The Leisure Services Division is forecasting a £53k saving due to staff vacancies.

Environment Department – The department is showing an anticipated overspend of £151k at year end.

The Transport & Engineering Division is showing a net overspend of £80k for the year. Civil design is showing an overspend of £48k due to under recovery of income as a result of a vacant post, Car Parks an overspend of £25k due to a delay in implementing the increased charges that were included in the efficiency proposals and Park and Ride is overspent by £40k. Public Transport is anticipating a £32k underspend following service adjustments to manage budget pressures elsewhere within the division.

The Property Services Division has an overall anticipated overspend of £209k. Building Maintenance is expecting to be £394k overspent due to not achieving their income target as a result of a reduction in the Carmarthenshire Housing Standard related work. This is offset by a £200k underspend in the Grounds Maintenance section due to ongoing efficiency savings.

The Street-Scene Division is expecting to break even at year end.

The Policy & Development Division is anticipating a £53k overspend mainly due a £36k severance efficiency not being delivered as well as a £3k overspend on out of hours allowances.

The Planning Division anticipates an underspend of £192k. This is as a result of a £142k saving on vacant posts within the division as well as 2 members of staff being charged out to an externally funded scheme (£50k).

Chief Executive's and Corporate Services Revenue Budget (Appendix B)

The **Chief Executive's Department** is showing a projected overspend at year end of £578k. Corporate Savings proposals of £400k on Standby Costs and £100k on Health & Safety provision have not yet been implemented and there has been slippage of £37k on the printer rationalisation programme. The Translation Unit is projecting an overspend of £42k due to an increase in demand for the service and Fitness for Work a projected overspend of £41k due to sickness cover and market supplement. Admin HR is anticipating an overspend of £21k due to temporary staff undertaking Disclosure and Barring Service work. The Regeneration Business Unit is also anticipating an overspend of £54k due to a previous year efficiency to sell the property at Nant y Ci which remains unsold. There are also overspends on Un Sir Gar due to increased staffing and maintenance (£27k), Policy due to non achievement of income target (£20k) and CCTV (£22k) due to late decision to cease live monitoring. These overspends are offset by vacant posts in the department of £149k. There has also been a planned reduction in expenditure on 3T's Community Development (£50k) and Community Safety Fund (£19k) to offset overspends elsewhere within the department.

The **Corporate Services Department** is anticipating an underspend at year end of £115k due to a reduction in the cost of annual subscriptions (£55k); Saving on new Bank Tender (£14k); Vacant Posts (£46k) and provision markets reduction in premises and supplies & services costs of (£44k). This is offset by an overspend on Livestock Markets of £38k due to ongoing essential R&M costs at various marts across the county.

Capital Budgets

Corporate Capital Programme Monitoring 2015/16 (Appendix C)

Approved Budget for 2015-16 is £53.815m compared to a projected total expenditure of £50.778m, which gives a variance on the approved budget of -£3.037m (under spend).

Chief Executive and Corporate Services Capital Programme Monitoring (Appendix D)

St David's Park -£400k due to delay in procuring works.

IT -£190k due to Microsoft Enterprise Agreement, budget allocated for payment that is due 1st April 2016.

DETAILED REPORT ATTACHED?

YES – A list of the main variances is attached to this report.

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report.

Signed: Owen Bowen Interim Head of Financial Services

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
NONE	NONE	YES	NONE	NONE	NONE	NONE

3. Finance

Revenue – Overall, the Authority is forecasting an overspend of £186k.

Capital – The reported under spend of £3.037m will be incorporated into future years of the Capital Programme.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below:

Signed: Owen Bowen Interim Head of Financial Services

1. Local Member(s) – N/A
2. Community / Town Council – N/A
3. Relevant Partners – N/A
4. Staff Side Representatives and other Organisations – N/A

Section 100D Local Government Act, 1972 – Access to Information
List of Background Papers used in the preparation of this report:

THESE ARE DETAILED BELOW:

Title of Document	File Ref No. / Locations that the papers are available for public inspection
2015/16 Budget	Corporate Services Department, County Hall, Carmarthen

Mae'r dudalen hon yn wag yn fwriadol

POLICY AND RESOURCES SCRUTINY - 25TH NOVEMBER 2015

COUNCIL'S BUDGET MONITORING REPORT - 2015/16

Director	Telephone No	Author & Designation	Directorate	Telephone No
C Moore Director of Corporate Services	01267 224160	O Bowen Interim Head of Financial Services	Corporate Services	01267 224886

Table 1

Forecasted for year to 31 March 2016

Service	Working Budget				Actual				Variance For Year £'000
	Controllable Expenditure £'000	Controllable Income £'000	Controllable Controllable £'000	Total Net £'000	Controllable Expenditure £'000	Controllable Income £'000	Controllable Controllable £'000	Total Net £'000	
Chief Executive	18,070	-6,150	-1,320	10,600	19,275	-6,777	-1,320	11,178	578
Education & Childrens Services	176,992	-38,576	21,011	159,427	178,665	-39,200	21,011	160,476	1,049
Corporate Services	88,322	-55,926	-9,482	22,914	92,376	-60,095	-9,482	22,799	-115
Communities	124,808	-45,825	11,873	90,856	127,005	-47,378	11,873	91,500	644
Environment Services	104,903	-67,666	8,361	45,598	108,620	-71,232	8,361	45,749	151
Departmental Expenditure	513,095	-214,143	30,443	329,395	525,941	-224,682	30,443	331,702	2,307
Capital Charges/Asset Man. Acc.				-3,535				-4,535	-1,000
Pension Reserve Adjustment				-5,085				-5,085	0
Accumulated Leave									0
Levies and Contributions:									
Brecon Beacon National Parks				147				147	0
Fire Authority				9,067				9,067	0
Net Expenditure				329,989				331,296	1,307
Outcome Agreement Grant				-570				-570	0
Contribution from Balances				-138				-138	0
Transfer from Balances/Earmarked Reserves				-1,060				-1,060	0
Transfers to/from Departmental Reserves									
- Chief Executive				0				-41	-41
- Education & Children's Services				0				-986	-986
- Corporate Services				0				57	57
- Communities				0				0	0
- Environment				0				-151	-151

Tudalen 13

Net Budget				328,221				328,407	186
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Tudalen 14

Main Variance Summary

The following are items contributing to the variances identified for each department in the summary above:

	Variance £000
<u>Chief Executives Department</u>	
Chief Executive - Chief Officer - Salaries	-30
Corporate Savings Target - Standby £400k, Health & Safety £100k and Printing Rationalisation £37k (efficiencies not yet delivered)	537
People Management & Performance - Corporate Serv - Translation - Staff levels over and above the budgeted structure to meet demand for the service	42
People Management & Performance - Personnel Management - Part year vacant posts	-39
People Management & Performance - Fitness For Work - Sickness Cover and Market Supplement	41
People Management & Performance - Admin HR - Staff levels over and above the budgeted structure	21
Customer Focus and Policy - Chief Executive-Policy - Non Achievement of income target	20
Customer Focus and Policy - Complaints and Compliments Team - Vacant Post	-21
Customer Focus and Policy - CCTV Operators - Staff Costs	22
Economic Development - 3 T's Community Dev Core Budget - Planned reduction in expenditure to cover overspends elsewhere within the Division	-50
Economic Development - Business Support Unit - Efficiency saving was identified for 14/15 in relation to premises costs at Nant Y Ci, with the intention of selling the property. This sale is currently on hold so savings have not been released at this point	54
Economic Development Management - Vacant post	-59
Economic Development - UN Sir Gar - Increased staffing & maintenance costs	27
Other	13
Chief Executive - Net Variance	578
<u>Education & Childrens Services</u>	
Director & Management Team - Utilisation of grant income which ends March 2016	-65
Education Services - School Expenditure not currently delegated - WJEC reviewed and reduced fees for 2015-16	-40
Education Services - School Redundancy & EVR - Additional cost of School related EVR and redundancies	1,102
Education Services - Governor Support & Admissions - Expenditure relating to the updating of school plans less than estimated	-20
Education Services - Early Years Non-Maintained Provision - Reduction in demand for 10 hours free education for 3 year olds in non maintained settings	-96
Education Services - Special Educational Needs - Projected underspend due to fewer out of county placements. The underspend is being managed in conjunction with the current pressures within Home Tuition below, although budget reduction is planned in next year's efficiency savings	-427
Education Services - EOTAS (Education Other Than At School) & Behaviour Services - Projected overspend in the cost of the EOTAS, specifically the home tuition service	327
Education Services - Rhydygors Day Centre - Vacant posts within the day centre are being considered within the review of provision	-61
Strategic Development - Information & Improvement - Underspend due to part time secondment not being back filled	-25
Learner Programmes - Music Services for Schools - Service working within budget target as a result of efficiency work carried out, with the exception of one-off redundancy costs £61k	61
Learner Programmes - Youth Service - Additional staffing costs £37k, Welsh Medium(WM) £17k, Evolve Licence £5k. Currently looking at options to reduce the overspend	62
Learner Programmes - Adult & Community Learning - Forecast overspend due to the cost of course tuition exceeding the franchise income by £189k and maintaining & subsidising four Community Centres which are only used in part for the ACL classes £6k	195
Children's Services - Commissioning and Social Work - In year vacancies across the Social Care Teams	-111
Children's Services - Corporate Parenting & Leaving Care - Maximisation of grant opportunities towards accommodation costs for vulnerable care leavers	-36
Children's Services - Fostering Services & Support - A forecasted overspend in the Fostering Service, due to staffing, which is currently being reviewed £57k, and pressure on the taxi's budget to maintain stability £11k. These are partially offset by savings anticipated on Boarded out payments -£34k	34

Children's Services - Out of County Placements (CS) - Savings anticipated on Out of County placements based on current levels	-30
Children's Services - Residential & Respite Units - Planned additional contribution from the LHB in unlikely to be achieved in 2015-16 £150k	152
Children's Services - Out of Hours Service - Increasing number of referrals being handled. Currently reviewing options to get expenditure back on budget	68
Children's Services - Children's Services Management and Support Service (incl Care First) - Part year vacant posts in Policy -£25k, staff travelling & other minor	-25
Efficiencies in management team -£10k. An increase in SLA costs for Carefirst is offset against savings in staff and supplies & services £10k however there is a potential for additional contribution from Adult Services	
Other	-16
Education and Children's Services - Net Variance	1,049
Corporate Services	
Local Taxation - Vacant post and projected underspend on Post Office Giro fees	-36
Corporate Property Division - Projected overspend on salary budgets - Anticipated savings not materialised. Options being considered	30
Provision Markets - Reduction in expenditure to meet overspends elsewhere in the department	-44
Livestock Markets - On going R&M on Llandeilo, Newcastle Emlyn and Llandovery livestock markets to bring them up to standard	38
Bank Charges - Savings from new bank tender in 13-14	-14
Miscellaneous Services - Reduction in subscriptions	-55
Other	-34
Corporate Services - Net Variance	-115
Social Care, Health, Housing & Leisure	
Older People - Commissioning - Staff vacancies	-18
Older People - LA Homes - Reduction in in house residential provision	-470
Older People - Private/Vol Homes - Number of placements exceeding set budget despite small recent reduction these are part year savings only	314
Older People - Extra Care - Contract renegotiation 'projected saving'	-50
Older People - LA Home Care - Reduction in care packages	-50
Older People - Direct Payments - Additional packages	79
Older People - Private Home Care - Reduction in care packages	-178
Older People - Enablement - Staff vacancies	-125
Older People - Day Services - Efficiency saving slippage from 14/15 and 15/16. Proposal paper to CMT to reduce spend with significant reshape of service	393
Physical Disabilities - Commissioning & OT Services - Staff vacancies	-54
Physical Disabilities - Private/Vol Homes - Reduction in Packages	-40
Physical Disabilities - Group Homes/Supported Living - Additional income	-37
Physical Disabilities - Community Support - Reduction in Packages	-29
Physical Disabilities - Direct Payments - Reduction in Packages	-119
Learning Disabilities - Private/Vol Homes - Slower than anticipated reduction in placements required to meet efficiency savings, work underway to address	527
Learning Disabilities - Direct Payments - Number of packages exceed set budget despite there being no net increase this year	354
Learning Disabilities - Group Homes/Supported Living - Additional funding from Health (joint funding) and ILF grant	-247
Learning Disabilities - Adult Respite Care - Staff Vacancies	-26
Learning Disabilities - Day Services - Additional placements	267
Learning Disabilities - Transition Service - Staff Vacancies	-51
Mental Health - Commissioning - Additional staffing costs regarding out of hours service	27
Mental Health - Private/Vol Homes - Additional packages resulting in an over commitment on a very volatile budget	234
Mental Health - Direct Payments - Additional Packages	31
Mental Health - Community Support - Additional Placements	29
Mental Health - Substance Misuse Team - Underspend on salaries	-28
Departmental Support - Underspend on supplies & services	-27
Public Protection - PP Business Support unit - Underspend in salary costs due to vacant posts	-42
Public Protection - Trading Standards Services Management - Underachievement of fee income anticipated for 15/16	44

Public Protection - Food & Agricultural Standards & Licensing - Underachievement of fee income anticipated for 15/16	22
Home Improvement (Non HRA) - Underspend due to vacant posts contributing towards overspends in other Home Improvement areas	-22
Leisure - Burry Port Harbour - Forecast overspend on dredging contract	22
Leisure - Pendine Outdoor Education Centre - Higher income forecast than currently budgeted in Accommodation & Instructor led activities	-18
Leisure - Carmarthen Leisure Centre - Part year vacancies £29k along with higher forecast income from Gym useage £21k	-50
Leisure - Llanelli Leisure Centre - Mainly due to income shortfall as a result of cafe refurbishment	33
Country Parks General - Part year vacancies in Service due to on-going Service restructure	-82
Pembrey Country Park - Projected shortfall in income	54
Other	-23
Social Care, Health, Housing and Leisure - Net Variance	644
<u>Environment Services</u>	
Policy & Development - Emergency Planning - Severance efficiency savings not delivered £36k, overspend on out of hours service £5k and overspend due to contribution to Local Resilience Forum(LRF) post in Pembs CC £3k	44
Street Scene - Public Conveniences - PC's - Full savings will not be realised until after phased 3 year programme	45
Street Scene - Waste Services - On going review of waste strategy has produced savings	-21
Transport - Civil Design - Under recovery of income due to vacant Technician post, a review of income is underway	48
Bus Stations/Community Transport/Concessionary Fares Grant - Service adjustments undertaken to manage budget pressures	-32
Car Parks - No commitment for efficiency target of £109k in respect of a 20p increase in parking charges and the introduction of evening parking charges which is yet to be implemented pending political endorsement	25
Nant y Ci Park & Ride - Major development funding ceased in 12/13 - the modified service is currently being trialled with the LHB to generate additional revenue to cover the shortfall	40
Property Services - Building Maintenance - Unachievable income target not met due to reduction in Carmarthenshire Homes Standard works	394
Property Services - Grounds Maintenance Service - Effect of ongoing efficiency savings within the grounds maintenance service	-200
Planning - Minerals - Underspend mainly due to proposed charging out of 2 members of staff to externally funded projects as a 'direct cost'	-50
Planning - Policy - Development Planning - Vacant posts and additional income from work undertaken for Corporate Property	-74
Planning - Development Management - Underspend mainly due to vacant posts	-56
Other	-12
Environment Services - Net Variance	151
<u>Capital Charges</u>	
Reduced borrowing (interest savings)	-1,000

Mae'r dudalen hon yn wag yn fwriadol

Policy & Resources Scrutiny Report

Appendix B

Revenue Budget Monitoring 2015/16 as at 31st August 2015

Forecasted for year to 31 March 2016

Service	Working Budget				Forecasted				Variance For Year £'000	Note
	Controllable Expenditure £'000	Controllable Income £'000	Net Non Controllable £'000	Total Net £'000	Controllable Expenditure £'000	Controllable Income £'000	Net Non Controllable £'000	Total Net £'000		
Chief Executive's Department										
Chief Executive										
Chief Executive-Chief Officer	353	0	-464	-111	323	0	-464	-141	-30	1
Corporate Savings Target	-610	0	0	-610	-73	0	0	-73	537	2
Chief Executive Total	-257	0	-464	-721	250	0	-464	-214	507	
People Management & Performance										
TIC Team	90	-90	0	0	90	-90	0	-0	-0	
Corporate Serv-Translation	280	-15	-275	-10	342	-36	-275	32	42	3
SCWDP	648	-417	0	231	648	-417	0	231	-0	
Practise Placements	64	-67	0	-3	111	-107	0	3	6	
Business Support	196	-1	-184	10	185	-1	-184	-0	-11	
Personnel Management	910	-295	-363	252	871	-295	-363	213	-39	4
Consultancy & Development	105	-13	-271	-179	113	-13	-271	-172	7	
Job Evaluation	93	-4	-83	5	98	-4	-83	10	5	
Fitness For Work	575	-235	-247	93	615	-233	-247	134	41	5
Corporate Learning & Development	567	-12	-403	151	681	-126	-403	152	1	
Admin HR	375	0	-319	55	397	-1	-319	77	21	6
DBS Checks	113	0	0	113	114	-1	0	113	0	
Childcare Voucher Scheme	0	0	0	0	122	-122	0	0	0	
People Management & Performance Total	4,015	-1,150	-2,147	718	4,385	-1,446	-2,147	793	75	
Customer Focus and Policy										
Corp. Mgmt (Chief Exec)	22	0	570	593	22	0	570	593	0	
Democratic	1,667	0	2,635	4,302	1,668	0	2,635	4,302	0	
Executive Board Support	6	0	0	6	7	0	0	7	1	
Civic Ceremonial	13	0	67	80	20	-0	67	87	7	
Registrars	373	-232	133	275	393	-252	133	275	0	
Welsh Language	174	0	-174	0	174	0	-174	0	-0	
Communications	16	0	-16	0	16	0	-16	0	0	
Press	115	-7	-109	-0	227	-119	-109	-0	-0	
Direct Communications	556	-296	-264	-5	512	-256	-264	-8	-3	
Customer Services	68	-6	-66	-4	68	-6	-66	-4	0	
Carbon Reduction Programme	405	0	0	405	405	0	0	405	0	

Policy & Resources Scrutiny Report

Appendix B

Revenue Budget Monitoring 2015/16 as at 31st August 2015

Forecasted for year to 31 March 2016

Tudalen 20

Service	Working Budget				Forecasted				Variance For Year £'000	Note
	Controllable Expenditure £'000	Controllable Income £'000	Net Non Controllable £'000	Total Net £'000	Controllable Expenditure £'000	Controllable Income £'000	Net Non Controllable £'000	Total Net £'000		
Performance Management	476	-19	-460	-2	476	-19	-460	-2	-0	
Chief Executive-Policy	559	-55	-448	56	551	-26	-448	76	20	7
Complaints and Compliments Team	94	0	27	121	73	0	27	100	-21	8
Older People's Partnership Fund	0	0	24	24	0	0	24	24	0	
Community Safety Fund	48	-48	74	74	48	-67	74	55	-19	
CCTV Operators	32	0	23	55	54	0	23	77	22	9
Local Service Board Activity	9	0	10	19	9	0	10	19	0	
Equalities	5	0	33	38	5	0	33	38	0	
Community Safety-Revenue	29	0	0	29	29	0	0	29	0	
Community Covenant Grant Scheme	0	0	0	0	25	-25	0	-0	-0	
LSB Co-ordinator	0	0	0	0	36	-36	0	0	0	
Community Cohesion Fund	0	0	0	0	39	-39	0	0	0	
Local Support Service Framework	0	0	0	0	38	-38	0	0	0	
Corporate Serv-Democratic	458	0	-290	168	458	0	-290	168	-0	
Corporate Serv-Administration	188	-0	-175	13	186	-0	-175	10	-3	
Local Duplicating Centre	25	-63	20	-18	24	-61	20	-18	0	
Central Mailing	28	0	22	49	28	0	22	49	0	
Customer Services Centres	548	-287	-306	-46	545	-287	-306	-48	-3	
Contact Centre	594	-79	-473	42	584	-79	-473	33	-10	
Careline Chief Exec	1,033	-1,069	192	156	1,033	-1,069	192	156	-0	
Customer Focus Wales	0	0	0	0	5	-5	0	-0	-0	
Customer Focus and Policy Total	7,542	-2,161	1,049	6,430	7,760	-2,385	1,049	6,423	-7	
Admin and Law										
Land Charges Administration	74	-273	84	-116	74	-273	84	-116	-0	
Corporate Serv-Legal	1,362	-303	-1,030	29	1,348	-291	-1,030	27	-2	
Corporate Serv-Land Charges	62	0	-62	-0	62	0	-62	-0	0	
RCF Shared Legal Services	0	0	0	0	0	0	0	0	0	
Admin and Law Total	1,498	-576	-1,009	-87	1,484	-564	-1,009	-89	-2	

Policy & Resources Scrutiny Report

Appendix B

Revenue Budget Monitoring 2015/16 as at 31st August 2015

Forecasted for year to 31 March 2016

Service	Working Budget				Forecasted				Variance For Year £'000	Note
	Controllable Expenditure £'000	Controllable Income £'000	Net Non Controllable £'000	Total Net £'000	Controllable Expenditure £'000	Controllable Income £'000	Net Non Controllable £'000	Total Net £'000		
Statutory Services										
Elections-County Council	0	0	139	139	2	0	139	141	2	
Registration Of Electors	120	-2	254	373	120	-2	254	373	-0	
Coroners	276	0	18	294	274	0	18	292	-2	
Electoral Services - Staff	253	0	-253	0	253	0	-253	0	-0	
Individual Electoral Registration	0	0	0	0	5	-5	0	-0	-0	
Statutory Services Total	649	-2	159	806	655	-8	159	806	-0	
Special Projects (Corporate)										
Sustainability	0	0	49	49	0	0	49	49	0	
Special Projects (Corporate) Total	0	0	49	49	0	0	49	49	0	
Economic Development										
Europe Direct (E)	32	-32	4	4	1	-1	4	4	0	
WWEC Matchfunding for Future Schemes	1	0	14	15	1	0	14	15	0	
SETs Technical Assistance (E)	46	-46	3	3	20	-20	3	3	0	
RDP Axis 3 Local Partnership (E)	116	-116	3	3	78	-77	3	3	-0	
RDP Leader 2014-2020 LDS Preliminary Costs (E)	0	0	0	0	1	-1	0	-0	-0	
West Wales European Centre	446	-306	97	237	248	-92	97	253	16	
Marketing Tourism Development	490	-20	59	528	468	-3	59	524	-4	
Castles and Princes (E)	0	0	0	0	1	-1	0	0	0	
Visitor Information	66	-9	14	71	65	-3	14	76	4	
Llanelli Community	40	0	25	65	40	0	25	65	0	
Communities First - CCC Cluster (E)	616	-616	33	33	608	-608	33	33	-0	
Communities 2.0 (E)	0	0	0	0	1	-1	0	-0	-0	
Communities First Match - Pupil Deprivation Grant (E)	49	-49	0	0	49	-49	0	-0	-0	
Communities First Lift (E)	92	-92	0	0	92	-92	0	-0	-0	
Amman Gwendraeth Community	94	0	12	106	94	0	12	106	-0	
Amman Gwendraeth Community Dev Core Budget	287	0	31	318	250	-13	31	268	-50	10
Amman Gwendraeth Community Dev Core Budget	117	-117	2	2	117	-117	2	2	-0	
Amman Gwendraeth Community Dev Core Budget	173	0	5	177	173	0	5	177	-0	
Amman Gwendraeth Community Dev Core Budget	29	0	5	34	29	0	5	34	0	
Amman Gwendraeth Community Dev Core Budget	374	0	49	423	376	-2	49	423	-0	

Policy & Resources Scrutiny Report

Appendix B

Revenue Budget Monitoring 2015/16 as at 31st August 2015

Forecasted for year to 31 March 2016

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Service	Working Budget				Forecasted				Variance For Year £'000	Note
	Controllable Expenditure £'000	Controllable Income £'000	Net Non Controllable £'000	Total Net £'000	Controllable Expenditure £'000	Controllable Income £'000	Net Non Controllable £'000	Total Net £'000		
Amman Gwendreath Regeneration	27	0	2	29	27	0	2	29	-0	
Llanelli Regeneration	27	0	3	30	27	0	3	30	0	
Llanelli Coast Joint Venture	134	-134	5	5	134	-134	5	5	0	
RDP Axis 4 LAG (E)	27	-27	1	1	27	-27	1	1	0	
Collaborative Communities (E)	0	0	0	0	3	-3	0	0	0	
The Beacon	123	-123	8	9	123	-123	8	9	-0	
Local Investment Fund (LIF) (E)	25	-24	11	11	62	-62	11	11	-0	
Support for Carmarthenshire Businesses	0	0	1	1	0	0	1	1	0	
SWW Property Development Fund (E)	70	-70	2	2	162	-162	2	2	0	
Regional Learning Partnership RCF (E)	0	0	0	0	337	-338	0	-0	-0	
ADREF (E)	70	-70	2	2	115	-115	2	2	-0	
Crosshands East SES (E)	63	-63	4	4	31	-31	4	4	-0	
Carmarthen town centre partnership (E)	54	-54	0	0	54	-54	0	0	0	
Ammanford town centre partnership (E)	36	-36	0	0	36	-36	0	0	0	
Regen Core & Policy Performance	0	0	39	39	10	0	39	49	10	
Regen & Leisure Business Support Unit	308	-107	307	508	309	-54	307	562	54	11
Match Funding Earmarked for Future Schemes	7	0	249	255	7	0	249	255	0	
Economic Development Management	59	0	-1	58	0	0	-1	-1	-59	12
Business Support Projects	71	0	27	98	91	-13	27	105	7	
UN Sir Gar	154	-117	0	37	181	-117	0	64	27	13
Business Services Salaries	168	0	20	188	168	0	20	188	0	
Workways(E)	0	0	0	0	-1	1	0	-0	-0	
Sector Development	61	0	6	67	61	0	6	67	-0	
Events	71	-32	3	42	66	-28	3	42	-0	
Economic Development Total	4,623	-2,261	1,043	3,405	4,741	-2,374	1,043	3,410	5	
Chief Executive's Department Total	18,070	-6,150	-1,320	10,600	19,275	-6,777	-1,320	11,178	578	

Transfer to/from Departmental Reserves	-41
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Net Forecasted End of Year Variance	537
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Policy & Resources Scrutiny Report

Appendix B

Revenue Budget Monitoring 2015/16 as at 31st August 2015

Main Variance Summary		£'000
1	Chief Executive - Chief Officer - Salaries	-30
2	Corporate Savings Target - Standby £400k, Health & Safety £100k and Printing Rationalisation £37k (efficiencies not yet delivered)	537
3	People Management & Performance - Corporate Serv - Translation - Staff levels over and above the budgeted structure to meet demand for the service	42
4	People Management & Performance - Personnel Management - Part year vacant posts	-39
5	People Management & Performance - Fitness For Work - Sickness Cover and Market Supplement	41
6	People Management & Performance - Admin HR - Staff levels over and above the budgeted structure	21
7	Customer Focus and Policy - Chief Executive-Policy - Non Achievement of income target	20
8	Customer Focus and Policy - Complaints and Compliments Team - Vacant Post	-21
9	Customer Focus and Policy - CCTV Operators - Staff Costs	22
10	Economic Development - 3 T's Community Dev Core Budget - Planned reduction in expenditure to cover overspends elsewhere within the Division	-50
11	Economic Development - Business Support Unit - Efficiency saving was identified for 14/15 in relation to premises costs at Nant Y Ci, with the intention of selling the property. This sale is currently on hold so savings have not been released at this point	54
12	Economic Development Management - Vacant post	-59
13	Economic Development - UN Sir Gar - Increased staffing & maintenance costs	27
	Other	13
Forecasted end of year variance:		578
	Contribution to/from Departmental Reserves	-41
Chief Executive's Net Variance		537

Policy & Resources Scrutiny Report

Appendix B

Revenue Budget Monitoring 2015/16 as at 31st August 2015

Forecasted for year to 31 March 2016

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Service	Working Budget				Forecasted				Variance For Year £'000	Note
	Controllable Expenditure £'000	Controllable Income £'000	Net Non Controllable £'000	Total Net £'000	Controllable Expenditure £'000	Controllable Income £'000	Net Non Controllable £'000	Total Net £'000		
Corporate Services Department										
Financial Services										
Chief Officer	325	-42	-286	-3	325	-42	-286	-3	0	
Accountancy	2,101	-385	-1,716	-0	2,091	-385	-1,716	-11	-10	
Treasury and Pension Investment Section	211	-109	-97	4	211	-109	-97	4	-0	
Local Taxation	879	-711	585	754	827	-694	585	718	-36	1
Housing Benefits Admin	1,411	-1,446	-518	-553	1,390	-1,415	-518	-543	11	
Housing Advances Admin	0	0	3	3	0	0	3	3	0	
Revenues	866	-124	-716	25	836	-96	-716	24	-2	
Benefits Fraud	148	0	-160	-11	137	0	-160	-23	-11	
Payroll	536	-338	-198	0	536	-338	-198	0	-0	
Payments	387	-71	-304	12	387	-71	-304	12	-0	
Pensions	842	-796	-35	12	842	-796	-35	12	-0	
Financial Services Total	7,708	-4,022	-3,443	243	7,584	-3,946	-3,443	195	-48	
Audit Risk & Procurement										
Procurement	330	-5	-325	0	331	-5	-325	1	1	
Audit	542	-20	-521	0	541	-20	-521	0	-0	
Risk Management	126	-2	-113	12	127	-2	-113	12	0	
Audit Risk & Procurement Total	998	-27	-959	12	999	-27	-959	13	1	
ICT										
Information Technology	3,656	-428	-3,099	128	3,627	-399	-3,099	128	0	
Central Telephone Network	1,167	-351	-806	9	1,156	-340	-806	9	0	
ICT Total	4,823	-780	-3,906	137	4,782	-740	-3,906	137	0	
Performance & Development										
Business Support Unit	140	0	-151	-12	140	0	-151	-11	1	
Resources Training	101	0	-101	-0	101	0	-101	-0	-0	
Performance & Development Total	240	0	-252	-12	241	0	-252	-11	1	

Policy & Resources Scrutiny Report

Appendix B

Revenue Budget Monitoring 2015/16 as at 31st August 2015

Forecasted for year to 31 March 2016

Service	Working Budget				Forecasted				Variance For Year £'000	Note
	Controllable Expenditure £'000	Controllable Income £'000	Net Non Controllable £'000	Total Net £'000	Controllable Expenditure £'000	Controllable Income £'000	Net Non Controllable £'000	Total Net £'000		
Corporate Property										
Corporate Property Division	1,081	-183	-914	-16	1,111	-183	-914	14	30	2
Operational Depots	278	0	-328	-50	283	0	-328	-45	5	
Administrative Buildings	3,263	-624	-2,642	-4	3,257	-629	-2,642	-15	-11	
Commercial Property	100	-533	1,471	1,038	43	-483	1,471	1,031	-7	
Industrial Premises	344	-1,371	705	-322	376	-1,408	705	-328	-6	
Rural Estate	75	-309	423	189	72	-306	423	189	0	
Provision Markets	521	-627	432	326	448	-597	432	282	-44	3
Livestock Markets	42	-169	23	-105	73	-162	23	-67	38	4
Corporate Property Total	5,704	-3,816	-832	1,056	5,663	-3,769	-832	1,062	6	
Other Services										
Audit Fees	362	-84	4	282	362	-84	4	282	-0	
Bank Charges	61	0	1	62	47	0	1	49	-14	5
Council Tax Benefits	15,616	0	61	15,677	15,616	0	61	15,677	-0	
Rent Allowances	47,077	-47,090	1,318	1,304	51,404	-51,423	1,318	1,299	-5	
Miscellaneous Services	5,733	-107	-1,475	4,151	5,678	-107	-1,475	4,096	-55	6
Other Services Total	68,848	-47,280	-91	21,477	73,107	-51,613	-91	21,403	-74	
Corporate Services Department Total	88,322	-55,926	-9,482	22,914	92,376	-60,095	-9,482	22,799	-115	

Transfer to/from Departmental Reserves

57

Net Forecasted End of Year Variance

-58

Policy & Resources Scrutiny Report

Appendix B

Revenue Budget Monitoring 2015/16 as at 31st August 2015

Tudalen 20

Main Variance Summary		£'000
1	Local Taxation - Vacant post and projected underspend on Post Office Giro fees	-36
2	Corporate Property Division - Projected overspend on salary budgets - Anticipated savings not materialised. Options being considered	30
3	Provision Markets - Reduction in expenditure to meet overspends elsewhere in the department	-44
4	Livestock Markets - On going R&M on Llandeilo, Newcastle Emlyn and Llandovery livestock markets to bring them up to standard	38
5	Bank Charges - Savings from new bank tender in 13-14	-14
6	Miscellaneous Services - Reduction in subscriptions	-55
	Other	-34
Forecasted end of year variance:		-115
	Contribution to/from Departmental Reserves	57
Corporate Services Department Net Variance		-58

Capital Programme 2015/16

Capital Budget Monitoring - Report for August 2015

Appendix C

		Working Budget			Forecasted			Variance for Year £'000	Comment
Net Exp to Aug 2015 £'000	Department	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000		
702	Private Housing	3,890	-775	3,115	3,357	-242	3,115	0 No Main Variances	
6,474	Regeneration	11,101	-3,200	7,901	12,498	-4,307	8,191	290 Main Variances: Opportunity Street -£404k utilising external funding initially with Internal funding carrying forward to 16/17, Building for the Future -£406k Project at early stages and awaiting Welsh Government approval, Cross Hands East Strategic Employment site +£1,100k due to possible increases in land costs - negotiations ongoing	
436	Leisure	811	-313	498	783	-313	470	-28 Main Variance : - Countryside Projects -£28k Due to monies being retained to match fund	
749	Environment	7,316	-4,077	3,239	7,323	-4,084	3,239	0 No Main Variances	
1,701	Social Care	3,367	0	3,367	4,454	-1,315	3,139	-228 Main Variances : - Learning Disabilities Centres -£228k due to options being considered on council buildings	
7,222	Education & Children Services	40,984	-12,816	28,168	39,526	-13,839	25,687	-2,481 Main Variances : - Ysgol Ffwrnes +£57k due to retention to be paid early due to works completed ahead of schedule, Maes Y Gwendraeth +£450k Reprofile required due to delays in 14/15 works carried forward to 15/16, Seaside School -£3,000k delay in approving outline business case by Welsh Government, Ysgol Parc y Tywyn +£900k Due to design being ahead of schedule, Band B Schemes +£100k Due to site selection and design ahead of schedule, Completed Schemes +£43k Retentions payments outstanding, MEP External Funding -£1,017k Additional External funding secured	
2,261	Resources	8,404	-877	7,527	7,814	-877	6,937	-590 Main Variances : - St Davids Park -£400k due to delay in procuring works, IT -£190k due to 2 year contract to be paid on 1st April 2016	
19,545	TOTAL	75,873	-22,058	53,815	75,755	-24,977	50,778	-3,037	

Mae'r dudalen hon yn wag yn fwriadol

Corporate Services

Appendix D

Capital Budget Monitoring - Scrutiny Report for August 2015

			Working Budget			Forecasted		
Net Exp to August 2015 £'000	Scheme	Target Date for Completion	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000
0	St Davids Park	Mar-17	450	0	450	50	0	50
831	IT Strategy Developments	Ongoing	1,513	0	1,513	1,323	0	1,323
0	Rural Estates Capital Schemes	Mar-16	300	0	300	300	0	300
1,797	Capital maintenance	Ongoing	3,270	0	3,270	3,270	0	3,270
1,363	Cross Hands West	Ongoing	2,239	-877	1,362	2,239	-877	1,362
41	Refurbishment Works Ty Elwyn	Ongoing	333	0	333	333	0	333
0	East Gate Development	Mar-16	300	0	300	300	0	300
4,032	NET BUDGET		8,405	-877	7,528	7,815	-877	6,938

Variance for Year £'000	Comment
-400	Due to delay in procuring works
-190	Due to 2 year contract to be paid on 1st April 2016
0	
0	
0	
0	
0	
0	
-590	

Mae'r dudalen hon yn wag yn fwriadol

PWYLLGOR CRAFFU POLISI AC ADNODDAU 25^{ain} O DACHWEDD 2015

Adroddiad Hanner Blwyddyn Corfforaethol ar Reoli Perfformiad – 1af o Ebrill hyd at 30ain o Fedi 2015

Ystyried y materion canlynol a chyflwyno sylwadau arnynt:

- Bod y Pwyllgor Craffu yn ystyried y wybodaeth a gynhwysir yn yr adroddiad sy'n rhychwantu'r holl adrannau, yn rhoi sylwadau neu cynigion fel bo'n briodol, a bodloni ei hun ynghylch perfformiad yr Awdurdod a'i gynnydd.

Rhesymau:

- Er mwyn i'r aelodau allu gweithredu eu swyddogaeth craffu mewn perthynas â monitro perfformiad
- Sicrhau bod meysydd sy'n peri pryder yn cael eu nodi a bod camau perthnasol yn cael eu cymryd

Angen cyfeirio'r mater at y Bwrdd Gweithredol er mwyn gwneud penderfyniad: NAC OES

Aelodau'r Bwrdd Gweithredol sy'n gyfrifol am y Portffolio: Holl aelodau'r Bwrdd Gweithredol

Y Gyfarwyddiaeth: Prif Weithredwr Enw Pennaeth y Gwasanaeth: Wendy Walters Awdur yr adroddiad: Eva Hope	Swyddi: Prif Weithredwr Cynorthwyol (Adfywio a Pholisi) Cydgysylltydd Perfformiad Adrannol (Adran y Prif Weithredwr)	Rhifau Ffôn / Cyfeiriadau E-bost: 01267 224112 wswalters@sirgar.gov.uk 01267224484 ehope@sirgar.gov.uk
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EXECUTIVE SUMMARY

POLICY & RESOURCES SCRUTINY COMMITTEE 25th NOVEMBER 2015

Half-Yearly Corporate Performance Management Report – 1st April to 30th September 2015

The following information provides the Scrutiny Committee with an overview of how the whole Authority is performing:

1. Improvement Plan Monitoring – Actions & Measures (Report A)
2. Outcome Agreement Grant Monitoring (Report B)
3. Sickness Absence (Report C)
4. Compliments / Complaints (Report D)

DETAILED REPORT ATTACHED?

YES

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report.

Signed: Wendy Walters Assistant Chief Executive (Regeneration & Policy)

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
YES	YES	YES	NONE	YES	NONE	NONE

1. Policy, Crime & Disorder and Equalities

Performance Measures are set to monitor the performance of services and targets set.

If the Council is to deliver its promises to citizens and stakeholders, then measures and actions that are underachieving need to be addressed.

2. Legal

Performance Measures are set to monitor the performance of services and targets set.

If the Council is to deliver its promises to citizens and stakeholders, then measures and actions that are underachieving need to be addressed.

3. Finance

A significant sum of money is linked to the Outcome Agreement Grant.

Receiving this funding in full is dependent on meeting the agreed Actions and Targets included in the Agreement.

5. Risk Management Issues

This report refers to all actions and measures in the 2014/15 Annual Report and 2015/16 Improvement Plan, potential risks addressed are:

- obtaining the £1.9m linked to the Outcome Agreement Grant
- addressing regulatory report recommendations
- comments on not meeting our own goals – actions and measures
- meeting statutory targets
- improvement and comparative data for national measures

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below:

Signed: **Wendy Walters** Assistant Chief Executive (Regeneration & Policy)

1. Local Member(s) – N/A

2. Community / Town Council – N/A

3. Relevant Partners – N/A

4. Staff Side Representatives and other Organisations – All Departments have been consulted and have had the opportunity to provide comments on their performance and progress

**Section 100D Local Government Act, 1972 – Access to Information
List of Background Papers used in the preparation of this report:**

THESE ARE DETAILED BELOW:

Title of Document	File Ref No. / Locations that the papers are available for public inspection
CCC Annual Report 2014/15 & Improvement Plan 2015/16	http://www.carmarthenshire.gov.wales/media/846036/Full_ARIP_Report_15-16.pdf
Performance Measurement Records	Performance Management Unit, Regeneration & Policy Division
Departmental Business Plans 2015/16	Performance Management Unit, Regeneration & Policy Division
Carmarthenshire Integrated Community Strategy 2011-16	www.thecarmarthenshirepartnership.org.uk
CCC Corporate Strategy 2015-20	http://www.carmarthenshire.gov.wales/media/998105/corporate-strategy.pdf
Budget Monitoring Reports	Corporate Services Department

REPORT A

Improvement Plan Monitoring – Actions & Measures for HALF YEAR 15/16

The following provides a summary of performance actions and measures that were included in the Improvement Plan for 2015/16 shown per Scrutiny

Breakdown as per Scrutiny	Total	On target	Off target	Annual	Overall % on Target
Community Scrutiny	58	50	6	2	86%
Education & Children's Services Scrutiny	105	67	9	29	64%
Environmental & Public Protection Scrutiny	44	35	4	5	80%
Social Care & Health Scrutiny	30	27	2	1	90%
Policy & Resources Scrutiny	57	51	5	1	89%
Overall Performance	294	230	26	38	78%

The 'off target' deliverables have been discussed at their appropriate Scrutiny.

REPORT B

Outcome Agreement 2014/15

An 'Annual Report' based our self-evaluation classing all five outcomes as 'fully successful' was sent to WG on 13th May 2015. A response received on the 15th July confirmed that they agreed with our proposed amendments for the 2015/16 targets and they will be in touch in due course to arrange a meeting to negotiate the 2014/15 payment. Also the Authority has not been subject to statutory support arrangements or intervention from the Welsh Government under section 28/29 of the Local Government (Wales) Measure 2009.

Outcome Agreement 2015/16

We are aware of potential changes to the OAG which could mean that the grant is rolled into the RSG funding but await confirmation from the Minister.

There are a total of **51 deliverables** included in Year 3 of the successor Outcome Agreement for 2015/16

EOY results:-

- **72% (37)** deliverables are **on target**
- **10% (5)** deliverables are **off target**
- **18% (9)** deliverables is still **outstanding**

Here is a breakdown per Scrutiny.

Outcome Agreement Grant per Scrutiny	Total	On target	Off target	Annual	% On target
Community Scrutiny	19	16	2	1	84%
Education & Children's Services Scrutiny	23	12	3	8	52%
Environmental & Public Protection Scrutiny	4	4	0	0	100%
Social Care & Health Scrutiny	3	3	0	0	100%
Policy & Resources Scrutiny	2	2	0	0	100%
Overall Performance	51	37	5	9	72%

The 'off target' deliverables have been discussed at their appropriate Scrutiny.

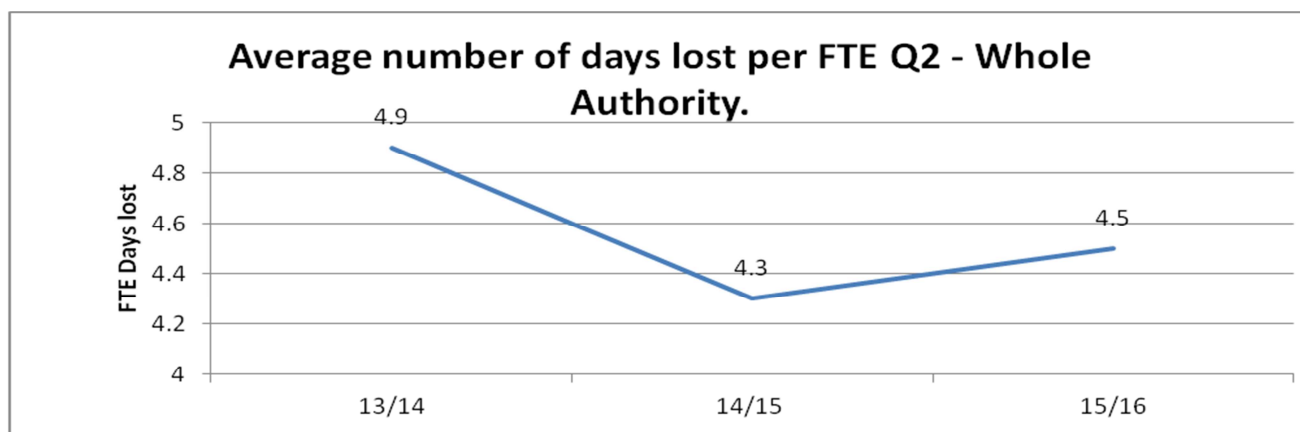
REPORT C

SICKNESS ABSENCE – Half Year Report

The target for the whole of 2015/16 is to reduce the full time equivalent sick days to 9.3 days.

FTE Sickness Days Lost - End of Year Figures						FTE Sickness days half year					
	12/13	13/14	14/15	Difference	Performance	13/14	14/15	15/16	Performance		
Chief Executive's	8.3	6.5	7.3	0.8	Declined ↓	2.5	3.0	1.9	Improved ↑		
Resources	7.0	7.2	7.0	0.2	Improved ↑	3.2	3.1	2.8	Improved ↑		
Environment	13.4	14.5	13.0	1.5	Improved ↑	7.5	6.4	5.6	Improved ↑		
Education & Children's Services	9.1	9.4	8.9	0.5	Improved ↑	4.0	3.7	4.0	Declined ↓		
Regeneration & Leisure	11.3	9.0	7.1	1.9	Improved ↑	3.9	3.0				
Communities	15.6	13.8	11.7	2.1	Improved ↑	7.0	5.7	5.9	Declined ↓		
Authority Total	10.8	10.6	9.6	1.0	Overall Improved ↑	4.9	4.3	4.5	Declined ↓		

Calculation includes Permanent and temporary staff only. Data includes all school based staff & teachers. Days lost are through sickness due to illness/disability, long-term sickness and industrial injury. Not included medical/dental appointments or Maternity / Paternity leave etc. Numerator – number of FTE sick days lost / Denominator – Average FTE Headcount



- It is encouraging to see the result at half year is 4.5 FTE days, just under the set half year target of 4.6 days, a small increase on this time last year, 4.3 FTE days
- The Communities Department absence levels have dropped significantly over the last two years, however this period is showing a slight increase of 5.9 FTE days, compared to 5.7 FTE days for this period last year. However, this department has had an increase in staff with the amalgamation of Leisure into the department. Workshops are planned in December 2015 for the Mental Health/Learning Disabilities managers/supervisors, with the focus on attendance management and trend analysis, so that additional support can be provided where it is needed.
- Another area where sickness has increasing slightly is in Primary schools, 3.8 FTE days this period compared to 3.2 last year.

The new sickness absence policy has been circulated to schools for them to adopt and overall sickness absence management practices have been outlined to Head Teachers in the school workshops held in July 2015. Raising awareness of sickness absence management can, in some cases, cause an upward trend in sickness, because of the increased awareness of accurate reporting. Significant work continues to assist the management of sickness absence levels on an individual basis and training using the same methodology as the corporate sickness absence training, is planned for the spring term for all schools. It is hoped that this will give the emphasis required for more effective and consistent management of absence in schools in the future.

Some additional initiatives and support which are underway include:-

- Further workshop planned with schools on managing attendance. This will include managing physical and mental health and the application of the sickness policy.
- Mutual Fund –being developed which will replace the insurance covering school's staff absence. It is hoped that there will be a saving for all schools who sign up and part of the specification will be around ensuring all cases are being managed appropriately.
- Timely engagement with schools on sickness cases.
- Continued roll out of resource link self service for schools
- Service specific bespoke attendance management workshops.

The Chartered Institute of Personnel and Development (CIPD Absence survey 2015) reported that only a quarter of organisations achieved their 2014 end of year target. Carmarthenshire County Council's target for 14/15 was 10.0 days and the end of year result was 9.6 days which was a reduction of 1 FTE. The survey also showed that stress related absence had increased in two fifths of organisations.—In CCC we found that there was over 20% reduction in sickness absence attributed to this reason last year, in part due to the additional initiatives and support which are in place.

However, it is disappointing to note that for this period last year, sick days attributed to stress, mental health and fatigue were 6,692 days compared to 7,818 at half year this year and the most significant areas are Education and Children's Services and the Communities Department. However, again when looking at the Communities Department there has been an increase in staff due to the Leisure Department amalgamation. There are additional workshops planned for the Managers and Head Teachers looking at areas such as:

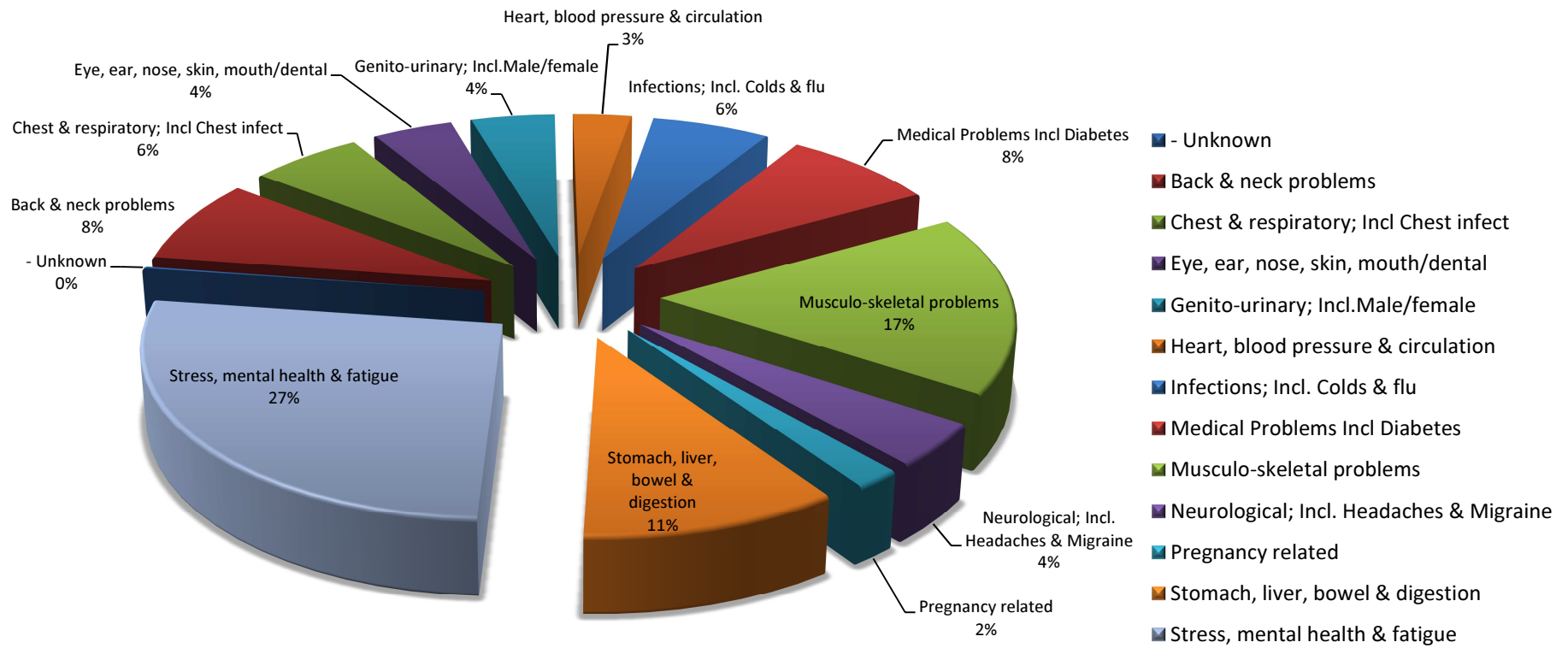
- The Sickness policy
- Case studies
- Getting the most out of Occupational Health referrals and
- Reiterating the importance of using all the tools and support available.

Sickness by Reason

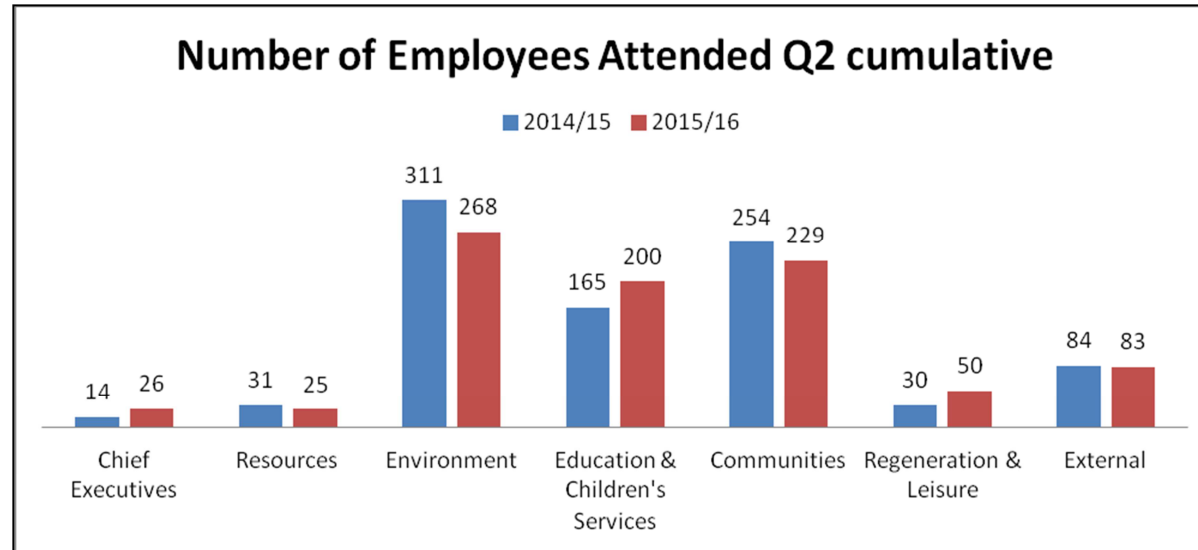
Department	Unknown	Back & neck problems	Chest & respiratory ; Inc. Chest infect	Eye, ear, nose, skin, mouth/ dental	Genito-urinary; Inc. Male/female	Heart, blood pressure & circulation	Infections; Incl. Colds & flu	Medical Problems Inc. Diabetes	Musculo-skeletal problems	Neurological; Incl. Headaches & Migraine	Pregnancy related	Stomach, liver, bowel & digestion	Stress, mental health & fatigue	Total
Chief Executives		75.00	25.14	18.70	130.80	1.62	62.36	6.00	53.25	37.56	5.50	48.45	184.33	648.70
Resources		170.80	52.90	36.00	49.00	5.00	56.71	10.00	187.00	12.80	23.73	118.53	299.00	1,021.47
Environment	18.87	647.82	358.54	159.30	120.38	150.08	219.19	203.27	1,492.71	401.18	8.95	786.23	912.30	5,478.84
Education & Children	27.93	1,081.48	759.22	572.42	637.03	345.59	978.72	1,898.84	1,413.76	506.30	352.27	1,456.18	3,846.75	13,876.49
Communities		386.51	522.86	432.61	346.03	392.91	485.49	237.74	1,941.13	279.82	161.21	651.62	2,576.58	8,414.53
Total	46.81	2,361.62	1,718.66	1,219.04	1,283.24	895.21	1,802.47	2,355.85	5,087.84	1,237.66	551.65	3,061.01	7,818.97	29,440.03

Authority Total FTE Days Lost Q2 2015/16

Tudalalen 40



Number of Employees Supported by the Occupational Health Centre



Public sector comparisons

The Chartered Institute of Personnel and Development (CIPD Absence survey 2015) reports that there is a variation across sectors and that the increase in sickness absence has increased most in the public sector, where it is now **50%** higher than in the private sector. Across all sectors the FTE days lost is 6.9 days an increase on the previous year 6.6 FTE days.

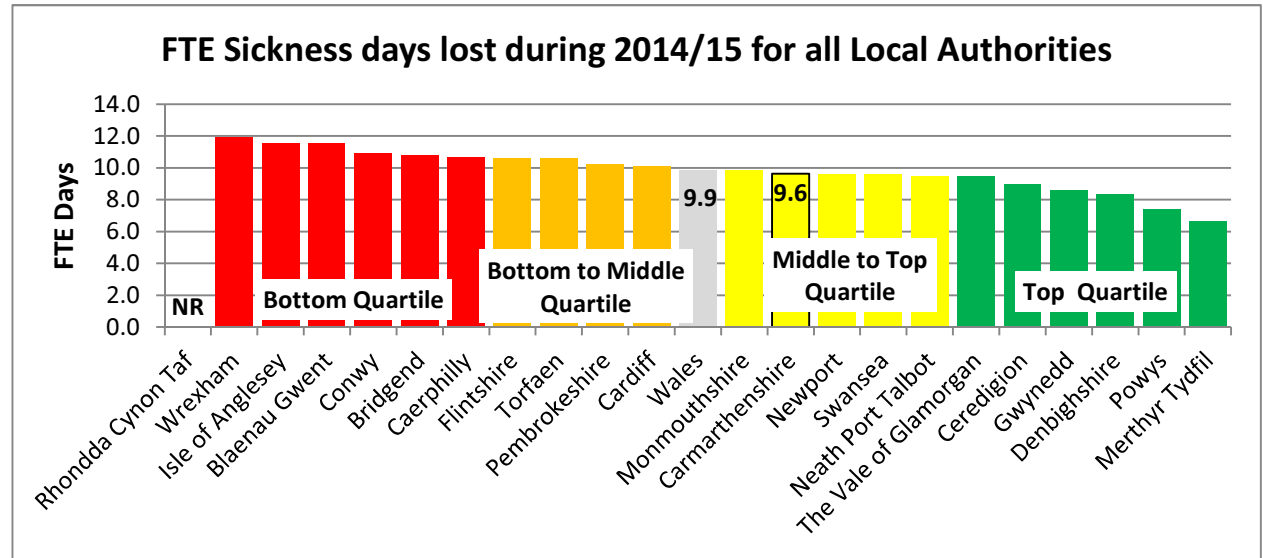
When considering the tables below, it should be noted that that the figures cannot be used as a direct comparison to departments within the Council. However, they do give some indication of where we sit alongside other organisations. It should also be noted that the take up rate of these surveys appears to be very low in respect of local government at only 4%. The figures however are encouraging against our 2014/15 end of year performance of 9.6 FTE days.

Public Sector	FTE days
Local Government	7.9
Central Government	9.0
Health	10.4
Education	10.1

Private Sector	FTE days	Similar Sector within Carmarthenshire County Council	FTE days
Care services	15.4	Primary Community Care	12.0
Housing association	8.5	Housing and Public Protection	10.5
IT services	5.8	Audit, Procurement & ICT Division	6.0
Financial insurance and real estate	7.6	Finance	7.3
Transport distribution and storage	7.9	Transport and Engineering	8.0

For 2014/15 we are in the middle to top quartile when compared to other authorities in Wales.

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Cost of Absence - Occupational Sick Pay

Occupational Sick Payments	Quarters1 and 2		
	2013/14	2014/15	2015/16
Chief Executives	£59,756.72	£79,494.86	£52,497.63
Resources	£91,538.18	£113,112.75	£77,583.04
Environment	£474,630.72	£410,810.06	£392,188.94
Education & Children	£433,665.16	£261,101.75	£272,969.72
Communities	£697,506.19	£601,075.69	£760,561.94
Regeneration & Leisure	£139,468.56	£94,596.88	£0.00
HR - Carmarthenshire			
County Council Total	£1,896,565.50	£1,560,191.88	£1,555,801.38

Average Occupational sick Payments per FTE	Quarters1 and 2		
	2013/14	2014/15	2015/16
Chief Executives	£203.39	£288.79	£165.60
Resources	£246.46	£324.32	£224.41
Environment	£512.28	£489.84	£439.78
Education & Children	£526.47	£331.55	£342.38
Communities	£591.41	£533.73	£573.16
Regeneration & Leisure	£297.96	£232.68	£0.00
HR - Carmarthenshire			
County Council Total	£466.80	£412.43	£422.92

Median cost of Absence in the CIPD survey is £554 average annual cost per employee.

Department	Division	Employee FTE Headcount Q4 14/15 @ 31/03	Employee FTE Headcount Q2 15/16@ 30/9	Total Employee FTE Headcount	Average Employee FTE Headcount	Short Term Lost FTE Days	Long Term Lost FTE Days	Total lost FTE Days	FTE Days Lost by Average Employee FTE Headcount
Chief Executives	Chief Executives (Other)	1.00	1.00	2.0	1.0	0.0	0.0	0.0	0.0
	Customer Focus & Policy	233.81	184.68	418.5	209.2	303.9	161.0	464.9	2.2
	People Management and Performance	84.62	81.21	165.8	82.9	61.8	83.0	144.8	1.7
	Administration and Law	48.77	48.37	97.1	48.6	37.0	0.0	37.0	0.8
	Support Unit	5.00	3.00	8.0	4.0	2.0	0.0	2.0	0.5
Chief Executives Total		373.20	318.25	691.4	345.7	404.7	244.0	648.7	1.9
Education & Children	Education & Children (Other)	2.40	3.40	5.8	2.9	0.0	0.0	0.0	0.0
	Improvement & Skills	108.76	100.93	209.7	104.8	116.5	241.9	358.4	3.4
	Governance & Inclusion	234.78	41.62	85.9	43.0	11.2	116.3	127.5	3.0
	Children Services	342.68	371.56	714.2	357.1	657.5	602.2	1259.7	3.5
	Strategic Development	28.28	214.27	433.0	216.5	465.5	757.6	1223.1	5.6
	Secondary Schools	1,160.21	1,098.41	2258.6	1129.3	2078.9	2696.1	4775.0	4.2
	Primary Schools	1,382.26	1,365.78	2748.0	1374.0	1877.7	3275.6	5153.3	3.8
	Special Schools	90.75	90.50	181.2	90.6	200.6	522.0	722.6	8.0
	School Effectiveness	70.01	63.47	133.5	66.7	47.4	0.0	47.4	0.7
Education & Children Total		3420.13	3349.9	6770.1	3385.0	5455.3	8211.7	13667.0	4.0
Resources	Resources (Other)	1.00	2.00	3.0	1.5	0.0	0.0	0.0	0.0
	Corporate Property	43.22	43.22	86.4	43.2	43.0	24.0	67.0	1.6
	Information Technology	74.10	70.69	144.8	72.4	128.9	0.0	128.9	1.8
	Finance	204.62	199.38	404.0	202.0	412.2	333.3	745.5	3.7
	Audit, Risk & Procurement	25.82	25.82	51.6	25.8	20.0	0.0	20.0	0.8
Resources Total		348.77	341.11	689.9	344.9	604.1	357.3	961.4	2.8

Tudalen 41 Department	Division	Employee FTE	Employee FTE	Total Employee FTE	Average Employee FTE	Short Term Lost FTE Days	Long Term Lost FTE Days	Total lost FTE Days	FTE Days Lost by Average Employee FTE Headcount
		Headcount Q4 14/15 @ 31/03	Headcount Q2 15/16@ 30/9	Headcount	Headcount				
Communities	Communities (Other)	1.00	1.00	2.0	1.0	0.0	0.0	0.0	0.0
	Leisure & Recreation	222.72	217.48	440.2	220.1	349.4	577.9	927.3	4.2
	Business Support & Service Improvement	100.81	104.04	204.8	102.4	190.8	578.9	769.7	7.5
	Mental Health & Learning Disability	206.58	211.82	418.4	209.2	593.9	898.4	1492.3	7.1
	Housing & Public Protection	165.45	165.46	330.9	165.5	222.9	305.0	527.9	3.2
	Primary, Community & Social Care Service	112.31	131.30	243.6	121.8	216.9	699.5	916.4	7.5
	Regional Complex Needs and Trans Service	1.00	2.00	3.0	1.5	1.0	0.0	1.0	0.7
	Commissioning	534.71	504.01	1038.7	519.4	1366.6	1941.1	3307.7	6.4
Communities Total		1344.58	1,337.12	2681.7	1340.8	2941.5	5000.9	7942.4	5.9
Environment	Environment (Other)	1.00	1.00	2.0	1.0	0.0	0.0	0.0	0.0
	Policy & Performance	23.81	23.81	47.6	23.8	37.0	0.0	37.0	1.6
	Street Scene	363.91	354.28	718.2	359.1	988.0	1326.5	2314.5	6.4
	Property Services	326.01	314.35	640.4	320.2	815.0	1337.7	2152.7	6.7
	Transport and Engineering	123.73	121.00	244.7	122.4	194.0	293.9	487.9	4.0
	Planning Services	83.94	76.95	160.9	80.4	98.6	0.0	98.6	1.2
Environment Total		922.41	891.39	1813.8	906.9	2132.6	2958.1	5090.7	5.6
Regeneration & Leisure	Regeneration & Leisure (Other)	0.80	0.00	0.0	0.0	0.0	0.0	0.0	0.0
Regeneration & Leisure Total		0.80	0.00	0.00	0.0	0.0	0.0	0.0	0.0
Authority Total		6409.88	6,237.81	12646.9	6323.4	11538.2	16772.0	28310.2	4.48

Report D



**Complaints and Compliments Report
Policy & Resources Scrutiny Committee
Half Year
2015/16**

**Noelwyn Daniel
Performance & Information Manager**

Report D

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Report D

1. Principles

Carmarthenshire County Council's new Complaints Procedure was adopted in May 2011. The procedure aims to emphasise the following principles:

- To ensure that as many complaints as possible are **resolved at stage 1** local resolution.
- To ensure that investigations follow the '**Investigate Once, Investigate Well**' principle.
- To adopt a stronger emphasis on **learning from complaints** and utilising them where possible to reform service design.

2. Definition

The **definition of a complaint** is an expression of dissatisfaction or concern,

- about a public service provider's action or lack of action
- or about the standard of service provided
- which requires a response
- whether about the public service provider itself, a person acting on its behalf, or a public service provider partnership.

Complaints which are currently open and under investigation are **not included** in this report.

The complaints referred to within this report are those where the investigation has been completed during the review period.

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3. Complaints investigated and responded to between April 2015 – September 2015

SERVICE	Stage 1				Stage 2			
	No. of Complaints responded to ¹	No. receiving a full response within allocated time period ²	No. receiving a full response after allocated time period ³	No. of Complaints responded to	No. receiving a response within allocated time period ⁴	No. receiving a response after allocated time period		
Chief Executives	18	12 67%	6 3%	0	0 0%	0	0%	0 0%
Education & Children's Services (excluding Statutory Complaints)	4	4 100%	0 0%	0	0 0%	0	0%	0 0%
Corporate Services	21	19 90%	2 10%	2	0 0%	2	100%	
Community (excluding Statutory Complaints)	53	34 64%	19 36%	4	1 25%	3	75%	
Environment	104	64 62%	40 38%	8	4 50%	4	50%	
Cross Departmental Issues	4	4 100%	0 0%	0	0 0%	0	0%	
Statutory Social Services Complaints – covering Children Services, Adult Social Services and Mental Health and Learning Disabilities ⁵	29	11 38%	18 62%	4	1 25%	3	75%	
TOTAL	233	148 64%	85 36%	18	6 33%	12	67%	

¹ This is the cumulative figure of complaints investigated and responded to within the period of the report this financial year

² Any corporate complaint which has been investigated and responded to within 10 working days. Any Statutory Social Service Complaint where an investigation has been undertaken and a response has been sent within the allocated time period. This initially would be 10 working days, with an additional 10 working day extension with the complainant's consent

³ Any complaints which have been investigated and responded to outside the allocated time period

⁴ Any corporate complaint which has been investigated and responded to within 10 working days. Any Statutory Social Service Complaint where an investigation has been undertaken and a response has been sent within the allocated time period. This initially would be 25 working days, or up to 3 months with the complainant's consent

⁵ These are any complaints logged which fall under the Statutory Social Services Complaints Procedure

Report D

4. Summary of complaints

- The Authority investigated and responded to 251 complaints during the first half of 2015/16, compared to 313 during the same period for 2014/15.
- Overall, 66% of cases received a response within the allocated time period, compared to 69% for the same period last year.

Department	Total No. of complaints received
Chief Executive's Department	18
Education & Children's Services (excl Statutory Complaints)	4
Corporate Services	23
Community (excluding Statutory Complaints)	57
Environment	112
Cross Departmental	4
Statutory complaints for Children Services, Adult Social Services and Mental Health and Learning Disabilities	33
Total	251

5. Redirected Communication

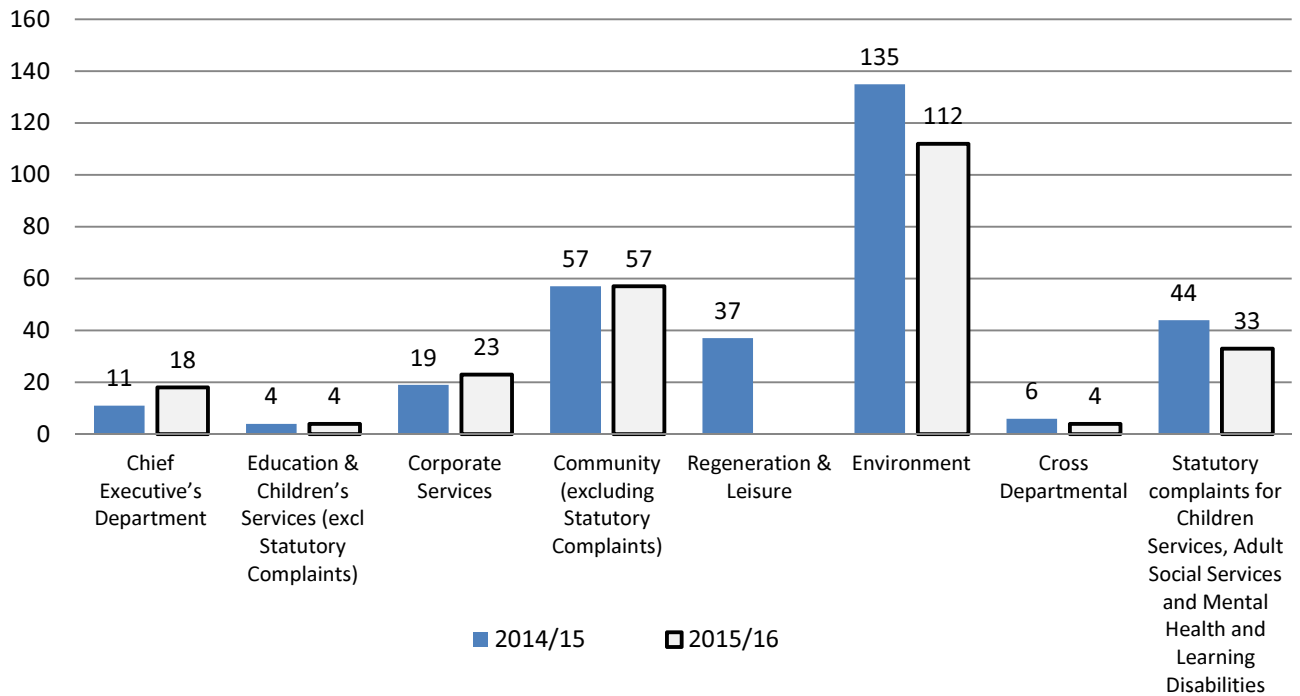
The Complaints Team also addressed a further **273** "Redirects" – enquiries and requests for assistance which offered the team the opportunity to try and rectify difficulties before complaints arise. This figure would also include any dissatisfaction received regarding properly made Policy decisions which would not be addressed by the formal Complaints Policy.

Department	Total No of Redirected communication received
Chief Executive's Department	17
Education & Children's Services	25
Corporate Services	9
Community	93
Environment	125
Cross Departmental	2
External Providers	2
Total	273

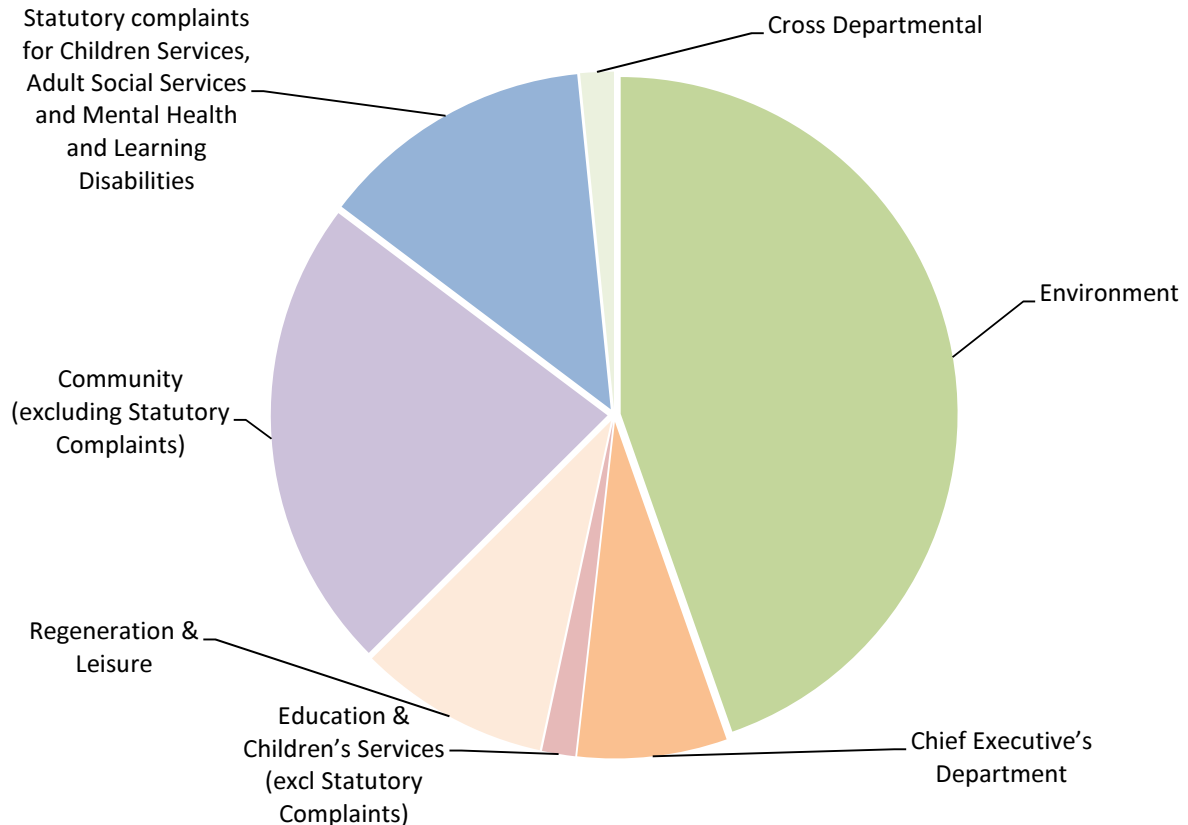
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****Comparisons are approximations only due to departmental reorganisations****

Number of Complaints investigated & responded to during Q1 & Q2 2015/16 compared to 2014/15



Complaints by Department 2015/16



Report D

6. Complaints with any equalities or Welsh language issues

During the first half of 2015/16 we received no complaints which involved specific Welsh language issues.

7. Complaints determined by the Ombudsman during 2015 / 16 (April to September)

	Concluded by Ombudsman 2015-16	Settled	Ombudsman conclusion				
			Not Upheld	Discontinued	Out of jurisdiction	Referred back to Authority	Upheld
Chief Executives	0	0	0	0	0	0	0
Education & Children's Services	2	0	0	0	0	2	0
Resources	3	1	0	1	0	1	0
Community Services	2	0	0	2	0	0	0
Environment	14	2	0	4	4	4	0
Cross Departmental Issues	1	0	0	1	0	0	0
Total	22	3	0	8	4	7	0

Report D

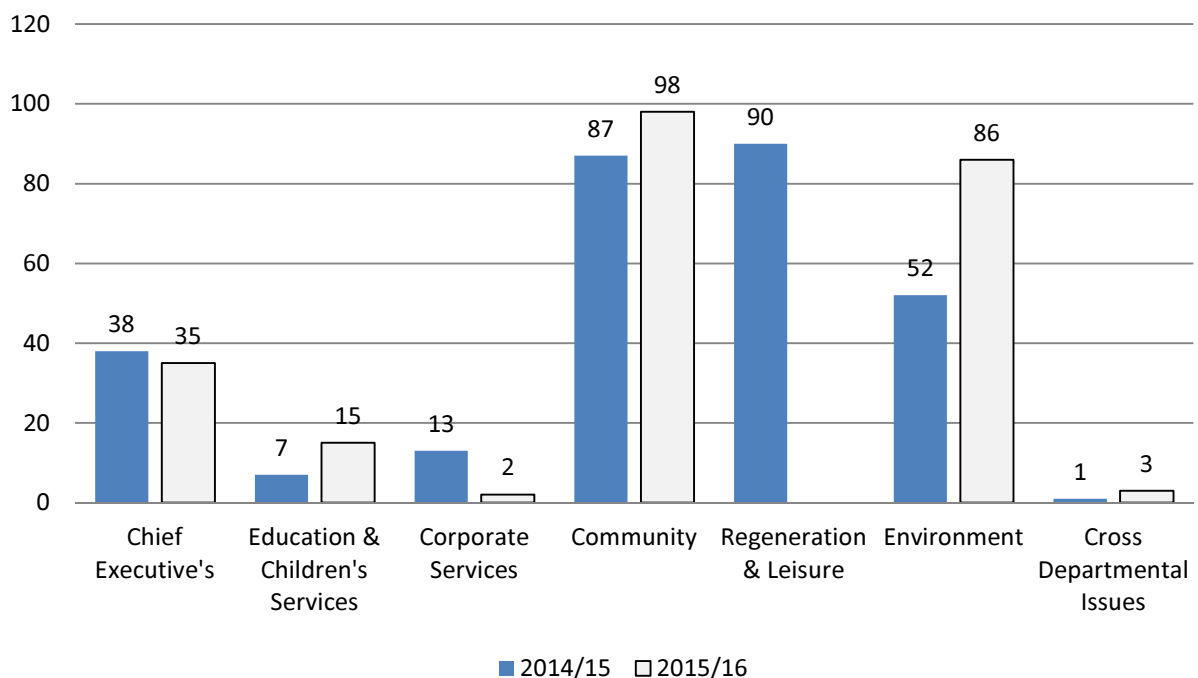
8. All Departments Compliments

Service	No. of compliments received
Chief Executives	35
Education & Children's Services	15
Corporate Services	2
Community	98
Environment	86
Cross Departmental Issues	3
Total	239

- The Authority received 239 compliments between April 2015 and September 2015, compared to 288 for the same period in 2014/15.

****Comparisons are approximations only due to departmental reorganisations****

Number of compliments received during Q1 & Q2 2015/16 compared to 2014/15



Report D

9. Departmental Complaint & Compliment Analysis

9.1 Chief Executives

Complaints	Regeneration and Policy		People Management and Performance		Administration and Law		IT	
Stage 1 Complaints Investigated	14		0		2		2	
Upheld	4	29%	0	0%	0	0%	1	50%
Partially Upheld	6	42%	0	0%	0	0%	1	50%
Not Upheld	4	29%	0	0%	2	100%	0	0%
Stage 2 Complaints investigated	0		0		0		0	
Upheld	0	0%	0	0%	0	0%	0	0%
Partially Upheld	0	0%	0	0%	0	0%	0	0%
Not Upheld	0	0%	0	0%	0	0%	0	0%

Analysis of the nature of complaints and the trends

Registrars received one complaint that was upheld, it related to insufficient communication between the authority and a bride regarding scaffolding on Town Hall at the time of her wedding. A complaint regarding the manner of a registrar was partially upheld with an apology being given for any misunderstanding over comments made.

Economic Development has a partially upheld complaint regarding the organisation of a first aid course.

Customer Services acknowledged that they could have been more helpful when assisting with a Blue Badge enquiry by allowing use of a PC or printing off an electronic form. An apology also had to be given because card payments could not be made in The Hub in Llanelli.

Two complaints were received in relation to IT. One was upheld. It concerned the way a request for assistance at a library was addressed.

Three complaints were received regarding the manner of a Contact Centre agent. Apologies were given to callers by Team Leaders.

Compliments	Policy	Registrars	Customer Services Centres	Contact Centre	Complaints	IT
Compliments received	1	3	8	7	1	15

Analysis of the trends:

- Registrars received three compliments about the way in which they conducted wedding ceremonies “...we just wanted to say the biggest thank you for conducting our ceremony. You put us at ease”
- A complainant acknowledged the way in which their complaint had been addressed and the fact that it was resolved promptly.
- A number of compliments were received in relation to the manner of the staff working in the Customer

Report D

Service Centres. The support that they provide members of the public was also noted. *"I don't think I would have managed to complete all the necessary documents without their guidance", "...very very helpful. Clear, concise and I am very grateful, "Very professional, a credit to the council"*

- The staff were also compliments on the way they addressed matters for the public *"Excellent customer service, extremely helpful and went the extra mile to help me with my enquiry", "Thank you to the very kind, polite gentleman"*
- IT received a number of compliments. *"your work and commitment has reflected true partnership working in Carmarthenshire", "He took our rants, came over and over to check things out, reset us and was a really big help", "PCs converted to laptops has improved efficiency - support was appreciate"*

Report D

9.2 Corporate Services

Complaints	Corporate Property		Financial Services		IT		Audit and Risk Management	
Stage 1 Complaints Investigated	2		18		2		1	
Upheld	1	100%	4	22%	1	50%	0	0%
Partially Upheld	1	100%	1	6%	1	50%	1	100%
Not Upheld	0	0%	13	72%	0	0%	0	0%
Stage 2 Complaints Investigated	1		1				0	
Upheld	0	0%	0	0%	0	0%	0	0%
Partially Upheld	1	100%	0	0%	0	0%	0	0%
Not Upheld	0	0%	1	100%	0	0%	0	0%

Analysis of the nature of complaints and the trends

- Audit and Risk Management received one complaint which was partially upheld. It involved the length of time it took to complete an Insurance Claim. The complainant had already accepted a full and final settlement, however an apology was given for any delay.
- Corporate Property received a complaint about the process used to sell Council Property. It was partially upheld because although policy was followed, communication could have been improved to avoid any misunderstanding. The other Stage 1 complaint concerned communication issues and was upheld. The third complaint was investigated at Stage 2 and involved the conduct of an officer carrying out site visits. It was partially upheld and staff are to be reminded of the protocol / best practice when carrying out site visits.
- 19 complaints were received for Financial Services, all involving Council Tax or Benefits. Four of these were upheld. They involved the miscommunication of information regarding recovery action (sincere apology given), a recovery firm not recording payments correctly (apology given by the company), the way joint tenant records were recorded (methods reviewed) and a letter sent out in error by the team (apology given). The complaint that was partially upheld concerned a slight delay in verifying correspondence about the sale of a property (apology given).

Compliments	Corporate Property	Financial Services	IT
Compliments received per division	0	2	15

Analysis of the trends:

- The knowledge and effort of the Pensions team was acknowledged *“your pensions team have been ultra efficient in the way they have dealt with his retirement pension”*
- A Council Tax Officer was also thanked for the way in which they dealt with a refund *“thank you for giving council service a good reputation”*

Report D

9.3 Cross Departmental

Complaints	Cross Departmental	
Stage 1 Complaints Investigated	4	
Upheld	1	25%
Partially Upheld	1	25%
Not Upheld	2	50%
Stage 2 Complaints investigated	0	
Upheld		
Partially Upheld		
Not Upheld		
Analysis of the nature of complaints and the trends		
<p>Three of the cross departmental complaints received related to issues concerning building / maintenance work being carried out to Council Houses. They therefore involved elements of concern about Housing and Environment Departments. One was upheld, one partially upheld and one was not upheld.</p> <p>The other complaint required clarification around food waste bin liners and also a concern over a highway defect. It was not upheld.</p>		
Compliments	3	
Analysis of the trends		
<p>Thanks were received for the way a Housing Repairs request was logged by the Contact Centre and then carried out by the Property Services Division.</p> <p>The Foods Standards Agency acknowledged the work of the Public Protection and Legal teams taking positive action against food establishments serving food contaminated with other food stuffs.</p> <p>A compliment was received for the way a request for verge cutting was carried out quickly (Contact Centre and Highways).</p>		

PWYLLGOR CRAFFU POLISI AC ADNODDAU 25^{ain} O DACHWEDD 2015

Adroddiad Hanner Blwyddyn Adrannol ar Reoli Perfformiad – 1af o Ebrill hyd at 30ain o Fedi 2015

Ystyried y materion canlynol a chyflwyno sylwadau arnynt:

Bod y Pwyllgor yn craffu ar y sefyllfa hanner blwyddyn mewn perthynas â monitro perfformiad, neu'r wybodaeth ddiweddaraf sydd ar gael, ar gyfer blwyddyn ariannol 2015/16. Mae'r adroddiad yn cynnwys:

- Golwg ar Berfformiad gan y Penaethiaid Gwasanaeth
- Monitro'r Cynllun Gwella – Dangosyddion Perfformiad a Gweithredoedd
- Monitro Cwynion a Canmoliaeth

Rhesymau:

- Er mwyn i'r aelodau allu gweithredu eu swyddogaeth craffu mewn perthynas â monitro perfformiad
- Sicrhau bod meysydd sy'n peri pryder yn cael eu nodi a bod camau perthnasol yn cael eu cymryd

Angen cyfeirio'r mater at y Bwrdd Gweithredol er mwyn gwneud penderfyniad: NAC OES

Aelodau'r Bwrdd Gweithredol sy'n gyfrifol am y Portffolio:

- Cyng. David Jenkins (Adnoddau)
- Cyng. Pam Palmer (Cymunedau)
- Cyng. Mair Stephens (Adnoddau Dynol, Effeithlonrwydd a Chydweithio)

<p>Y Cyfarwyddiaethau: Prif Weithredwr / Gwasanaethau Corfforaethol</p> <p>Enw Penaethiaid y Gwasanaethau: Paul R. Thomas</p>	<p>Swyddi:</p> <p>Prif Weithredwr Cynorthwyol (Rheoli Pobl a Pherfformiad)</p>	<p>Rhifau Ffôn / Cyfeiriadau E-bost:</p> <p>01267 246123 prthomas@sirgar.gov.uk</p>
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Enw Penaethiaid y Gwasanaethau:	Swyddi:	Rhifau Ffôn / Cyfeiriadau E-bost:
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EXECUTIVE SUMMARY

POLICY & RESOURCES SCRUTINY COMMITTEE 25th NOVEMBER 2015

Half-Yearly Departmental Performance Management Report – 1st April to 30th September 2015

The attached report provides the Committee with an overview of how the Chief Executive's and Corporate Services' Departments are performing:

1. Heads of Service Overview of Performance (Report A)
2. Improvement Plan Monitoring – Combined Actions and Measures Report (Report B)
3. Compliments and Complaints – Please refer to Report D in the Half-Year Corporate Performance Management Report for the Compliments and Complaints relating to the Chief Executive's and Corporate Services' Departments

DETAILED REPORT ATTACHED?

YES

IMPLICATIONS

We confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report.

Signed: **Paul R. Thomas** **Assistant Chief Executive (People Management & Performance)**
 Wendy Walters **Assistant Chief Executive (Regeneration & Policy)**
 Chris Moore **Director of Corporate Services**

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
YES	YES	YES	NONE	YES	NONE	NONE

1. Policy, Crime & Disorder and Equalities

Performance Measures are set to monitor the performance of services and targets set. If the Council is to deliver its promises to citizens and stakeholders, then measures and actions that are underachieving need to be addressed.

2. Legal

Performance Measures are set to monitor the performance of services and targets set. If the Council is to deliver its promises to citizens and stakeholders, then measures and actions that are underachieving need to be addressed.

3. Finance

A significant sum of money is linked to the Outcome Agreement Grant. Receiving this funding in full is dependent on meeting the agreed Actions and Targets included in the Agreement.

5. Risk Management Issues

This report refers to all actions and measures in the 2014/15 Annual Report and 2015/16 Improvement Plan, potential risks addressed are:

- obtaining the £1.9m linked to the Outcome Agreement Grant
- addressing regulatory report recommendations
- comments on not meeting our own goals – actions and measures
- meeting statutory targets
- improvement and comparative data for national measures

CONSULTATIONS

We confirm that the appropriate consultations have taken in place and the outcomes are as detailed below:

Signed:	Paul R. Thomas	Assistant Chief Executive (People Management & Performance)
	Wendy Walters	Assistant Chief Executive (Regeneration & Policy)
	Chris Moore	Director of Corporate Services

1. Local Member(s) – N/A

2. Community / Town Council – N/A

3. Relevant Partners – N/A

4. Staff Side Representatives and other Organisations – All Departments have been consulted and have had the opportunity to provide comments on their performance and progress

**Section 100D Local Government Act, 1972 – Access to Information
List of Background Papers used in the preparation of this report:**

THESE ARE DETAILED BELOW:

Title of Document	File Ref No. / Locations that the papers are available for public inspection
CCC Annual Report 2014/15 & Improvement Plan 2015/16	http://www.carmarthenshire.gov.wales/media/846036/Full_ARIP_Report_15-16.pdf
Performance Measurement Records	Performance Management Unit, Regeneration & Policy Division
Departmental Business Plans 2015/16	Performance Management Unit, Regeneration & Policy Division
Carmarthenshire Integrated Community Strategy 2011-16	www.thecarmarthenshirepartnership.org.uk
CCC Corporate Strategy 2015-20	http://www.carmarthenshire.gov.wales/media/998105/corporate-strategy.pdf
Budget Monitoring Reports	Corporate Services Department

Mae'r dudalen hon yn wag yn fwriadol

REPORT A
Heads of Service Overview

This is a brief overview of half year performance from each Head of Service who reports data to the Policy & Resources and Community Scrutiny

Wendy S Walters – Assistant Chief Executive – Regeneration and Policy

Corporate Policy & Partnership

Well-being of Future Generations (Wales) Act 2015

- The Act became law on the 29 April 2015 and the duty will need to be implemented by public bodies, Public Service Boards and community councils from April 2016 onwards.
- The Act requires the bodies named, (the Council being one) to ensure the process of improving the economic, social, environmental and cultural well-being of Wales is considered in all that we do, individually and collectively, with the aim of achieving the well-being goals.
- Further information will be provided to members in due course, with a formal report to the Policy & Resources Scrutiny Committee at its January 2016 meeting on the key requirements for the Council.

Carmarthenshire Local Service Board Partnership Review

- As part of the requirements of the Well-being of Future Generations Act and preparation for the new Public Services Board the LSB requested a review of the current partnership structure.
- This review included the current arrangements of the Children & Young Peoples Partnership; Community Safety Partnership; Health & Social Care Board; Regeneration Partnership; and Environment Partnership.
- An initial report and findings was presented to July 2015 LSB meeting, with agreement in principle on the way forward with further work to be undertaken to prepare draft Terms of Reference for the new proposed arrangements

Carmarthenshire Local Service Board Workstreams

- Following discussion about possible collaboration opportunities between LSB member organisations a series of workstreams have been taken forward with a view to delivering operational efficiencies for each of the members.
- The workstreams are currently focusing efforts on the following key areas:
 - Estates & Shared Accommodation
 - Procurement
 - Transport
 - People Development.

Town & Community Council Liaison Forum

- At the most recent meeting of the Liaison Forum on the 1 September 2015, members received a presentation on Planning notifications, Community Asset Transfer and Dementia Friendly Communities.
- The next meeting, scheduled for 8 December 2015, will focus upon the budget consultation.

REPORT A

New Welsh Language Standards

- The new Welsh Language Standards being introduced by Welsh Government through the Welsh Language Commissioner, will focus on promoting and facilitating the use of the Welsh language for residents and staff in the following five key areas in all that the Council (and other public bodies) does in terms of Service Delivery; Policy Making, Operational, Promotion and Record Keeping.
- The draft Compliance Notice was received from the Welsh Language Commissioner on 22 June 2015 and a comprehensive response was prepared by the Council in terms of what was felt to be 'unreasonable and/or disproportionate'.
- The Commissioner took this on board and amended the set of standards issued to the Council in the final Compliance Notice which was received on the 30 September 2015. Work is now underway to ensure compliance against the new standards within the timescales noted.

Ageing Well in Carmarthenshire Plan

- In accordance with the Welsh Government requirement, an Ageing Well Plan for Carmarthenshire (which incorporates the Strategy for Older People) has been developed.
- The Plan incorporates available evidence and builds on relevant actions identified within divisional business plans.
- The Plan is currently proceeding through the political process (having been discussed at Policy & Resources Scrutiny Committee on the 5 October 2015), with sign-off by Council anticipated in December 2015.

Rural Poverty Study

- A study on rural poverty was undertaken on behalf of Grŵp Cefn Gwlad, the partnership responsible for overseeing rural development in the County.
- The study was commissioned to identify and assess levels of rural poverty in Carmarthenshire that could potentially be addressed under the new Rural Development Plan (RDP) 2014 – 2017 and LEADER 2014 – 2020 programmes.
- The rural poverty study looked specifically at areas supported by the new Rural Development programmes and set out to identify what issues are affecting rural communities and in what way. The study identified eight key areas for development:
 - Transport
 - Digital Inclusion
 - Fuel
 - Leisure
 - Loneliness and isolation
 - Housing (availability and affordability)
 - Food Banks and carers

As a result of these findings, further work is now underway to consider opportunities for future development in these key areas.

Universal Support Delivered Locally Pilot Project

- A 12-month pilot project was delivered in partnership with the Department for Work and Pensions to test new ways of working to support the introduction of Universal Credit.

REPORT A

- There was a test of a Hub-Spoke model where opportunities to access Yr Hwb support services in Llanelli from remote rural areas of the county through Skype were trialled.
- An evaluation of the pilot project is currently being finalised with a view to taking the learning to inform future delivery.
- As a result of the pilot and in order to support client with the introduction of Universal Credit the Council's Revenue Services Team have continued the employment of one of the Personal Budgeting Support Officers.

Performance and Information Management

Key Improvement Objective Priorities (KIOPs)

- Members were consulted during a workshop on our 2015/16 set of Key Priorities. The Corporate Strategy has also been refreshed and this set the context from which the KIOPs were identified.

Wales Audit Office (WAO) Corporate Assessment

- The Authority had its Corporate Assessment in October 2015. The purpose of the Corporate Assessment is to provide a position statement on the Council's capacity and capability to deliver continuous improvement.
- Jeremy Evans for the WAO reported to County Council on Wednesday October 14th, that the Corporate Assessment report should be available in January 2016. We will respond to any report drafting queries and formulate an action plan to address any proposals for improvement.

Annual Report and Improvement Plan (ARIP)

- The Council has published its Annual Report 2014/15 and Improvement Plan 2015/16 together with a Public Summary.
- The WAO subsequently issued a combined Certificate of Compliance to confirm that we met our planning and improvement duties.
- At County Council on the 14th October 2015, the WAO told the County Council that we had evaluated and reported our progress in a *'fair and balanced way, reporting good and not so good results and reacting to what the public have asked us to do in the 'you said...we did....' sections'*.
- When the All Wales Comparative data for 2014/15 became available we prepared and published a detailed report on how Carmarthenshire's results compare to other council's in Wales. This is available online.

Annual Improvement Report – WAO

- In June 2015, the WAO published its Annual Improvement Report and concluded overall that the Council continued to make progress on its priority areas and was addressing governance issues.

Information Governance

- At half year the unit dealt with 477 Freedom of Information requests with 440 requests being answered within the 20 working days time limit.
- Two training sessions have been held for Information Asset Owners and work has commenced on the Information Asset Register.

REPORT A

Complaints and Compliments

All complaints received by the Council are dealt with in a timely, appropriate and efficient manner by the Complaints Team, in accordance with the principles of the Council's Complaints Procedure.

- The Council investigated and responded to 251 complaints during the first half of 2015/16, compared to 313 during the same period for 2014/15.
- The Council received 239 compliments between April 2015 and September 2015, compared to 288 for the same period in 2014/15.

Civil Registration

- The **Tell Us Once (TUO)** bereavement support service continues to be delivered in partnership with Customer Services (CCC) and Department of Work and Pensions.
- There are now more services available on the national system following feedback from the public and registrars and there has been an increase of 30-35% of bereaved families using the service.
- The service continues to encourage appropriate venues to be licensed for marriages and civil partnerships and there is a steady interest and growth in numbers.

Electoral Registration

- Planning and delivering the Parliamentary Election was a key priority for the Election team for 2015/16. The election was successfully administered with positive feedback received by political parties and candidates on the smooth running of the whole process, especially the count and delivery of result.
- Percentage turnout for the Carmarthen East and Dinefwr Constituency was 70.8% and percentage turnout for the Llanelli Constituency was 65.1% with over 85% turnout in returned postal votes.
- Annual Wales Week in July 2015 saw the staff of the Lord Lieutenancy Section help deliver a successful visit to the County in which Carmarthenshire welcomed HRH Prince of Wales and HRH Duchess of Cornwall.

Communications

- The new bilingual corporate website www.carmarthenshire.gov.wales has been well received. Work is ongoing to train staff to develop their own content and changes to ensure that the website becomes our resident's main way of communicating with the Council.
- We have produced a new Corporate DVD which was used at the recent corporate assessment and is available on the corporate website
- We organised the recent Manager's Event and the next event will take place Spring 2016.
- We have assisted with the communications plan and awareness raising of corporate initiatives such as the People Strategy, TIC projects and the recently launched Welsh language standards.
- We have assisted with the budget consultation and resurrect 'Insight Carmarthenshire' to communicate with young people on the importance of voting at elections and our democratic process.

REPORT A

- Print and graphics continue to work with divisions and various partner organisations to create quality material which helps us to ensure all material created for the public is published bilingually and branded accurately.
- Continue to work closely with ERW and the indoor and outdoor markets to assist with their marketing plans and raise awareness.

Press

- The Press & Media Protocol was reviewed and the final Protocol has now been produced and approved by Council. It is available to view on the Newsroom.
- Creation and management of Facebook pages to promote services including the Chair of Council and Pembrey Country Park.
- Management of the Twitter account has increased the number of followers from just over 4,000 in April to almost 5,000.
- The online Newsroom is the focus of information for both the public and the media. From April – September there were almost 80,000 views, and over 10,000 new users.

Customer Services

- During the first half of the year efforts have focused on improving operating performance, identifying and minimising avoidable demand, and collaborating with Un Sir Gar.
- A detailed study of contacts coming into both the Customer Service Centres and the Contact Centre has been undertaken, determining proportions of ‘avoidable demand’, ‘value demand’, and demand which could be automated or pushed on line.
- A Transform, Innovate Change Channel Shift Group (a sub-group of Agile Working & Channel Shift), led by Customer Services, is providing support in order to get more services on line, to replace PDF forms with e-forms, and to encourage customer take up of automated options.
- The Llanelli CSC was moved to ‘The Hub’ in Llanelli, to co-locate with Un Sir Gar. This has proved extremely successful and it is intended to make this a permanent arrangement.
- The success of the Llanelli Hub/CSC model has prompted a review of the possibilities in the other two main towns in the county; Carmarthen and Ammanford. Possible locations and resourcing configurations are currently being explored.

Paul Thomas – Assistant Chief Executive (People Management & Performance)

Wales Audit Office (WAO) Corporate Assessment

During the reporting period the Division was subject to the “People” element of the Corporate Assessment, which was undertaken by the WAO. Verbal feedback has now been provided to the Division’s management team and early indications suggest a very positive outcome for the Council in the way in which it manages its people. The key findings and areas for development will be contained within the published Final Corporate Assessment report.

Investors in People – liP

The Council achieved “Investors in People” (liP) status in 2009 and has since undergone regular reviews to ensure it is able to maintain the standard required in terms of managing and developing its people. During the summer the Council underwent its second post accreditation review and was successful in retaining its liP status. The review also found that, as an organisation, the Council is working towards being a “High Performing” employer in some areas.

REPORT A

The Division was responsible for managing the entire process, developing the skills of the internal review team and worked closely with the external Managing Assessor in terms of gathering the objective evidence required by liP.

Welsh Language Standards

One of the Division's key challenges moving forward will be to meet the requirements of the recently published Welsh Language Standards Compliance Notice. This agenda cuts across all business units within the Division including the Translation Service, which has already begun to experience an increase in the number of requests for support. Work is well underway within the Division to better understand the impacts of the new Standards and to ensure the requirements of the Compliance Notice are met.

Recruitment

The Division recently launched the new bilingual online recruitment system (Web Recruit) and, during this period, has run four Assessment Centres for Senior Management posts, resulting in the appointment of two Directors, one Head of Service and one interim Head of Service.

Elected Members are integral to the appointments process and so the Division has designed and delivered bespoke training for all Members involved in the process.

The Division has also begun the process of recruiting and appointing 14 Apprentices and 7 Graduate Trainees. Every Department will benefit from this initiative, which also supports the Council's commitment to job creation within the County.

Policy / Guidance Development

The Division has developed / reviewed and published several policies during this reporting period including:

- Adoption and Surrogacy Policy
- Behavioural Standards in the Workplace Guidance
- DWP Fit for Work Service – Manager's and employee guidance
- Hand Arm Vibration Syndrome (HAVS) procedure
- Learning & Development Strategy
- Parental Leave Policy
- Pay Policy
- Redeployment Policy
- Severance Scheme
- Shared Parental Leave Policy
- Whistleblowing Policy

Workforce Planning – Support for Managers

The Council had identified workforce planning as an area requiring further development and, to support managers, the Division has developed and published the [“Workforce Planning Toolkit for Managers”](#). Briefing sessions for managers have been held and further support will be provided by the Division to ensure the Council is able to plan effectively in terms of its workforce.

REPORT A

Learning & Development Support for Staff

During the period in question the Division provided a range of learning opportunities to over 4,200 members of staff. The team has also recently:

- Designed and delivered briefings for Development Centres for aspiring leaders
- Designed and launched a new programme for [“Future Leaders”](#)
- Rolled out a new training strategy in response to the Social Care and Well Being Act Wales
- Implemented the Continuing Professional Education and Learning Framework (CPEL) for qualified Social Workers
- Developed learning & development programmes in partnership with Hywel Dda NHS Trust and other LSB partners

Occupational Health (OH) Support for Staff

During this reporting period the Division has received an award for its Occupational Health support – SEQOHS¹ and has supported a total of 888 members of staff via a variety of OH interventions. The Division has also provided services to 10 external organisations such as Ceredigion County Council and University of Wales Trinity St David. The team is leading on the “Time to Change” campaign (an anti-stigma campaign in relation to mental health illness) and in July this year the Council signed the “Pledge” to challenge mental health stigma and discrimination in the work place.

Employee Relations Support

During this reporting period the Division has supported:

34 Disciplinary cases
21 Grievances
8 Capability cases

Support for Schools

The Division has held workshops with Head Teachers and Governing Bodies and worked closely with Schools in terms of their support requirements. As a result the following policies / guidance have been developed specifically for schools:

- Safer Recruitment / Disclosure & Barring Services (DBS) Policy & Guidance
- Sickness Absence Policy
- Pay Policy
- Health & Safety Manual

The Division has also rolled out the online DBS for schools to support safer recruitment, agreed a revised Service Level Agreement and led the development of a Mutual Fund for schools to cover staff absence. Further workshops for Schools will be held in the New Year.

Core Values

As an organisation, the Council last explored its core values in 2007, given the scale of change that the organisation has experienced recently, it was agreed to revisit them. The Division has

¹ Safe, Effective, Quality, Occupational Health Standards

REPORT A

led this exercise and an extensive consultation exercise has been undertaken with Elected Members, Corporate Management Team, Heads of Service, Staff and Trades Union. The culmination of this exercise was at the People Managers Conference held in Y Ffwrnes on the 9th October. (At the time of reporting the results of the exercise were in the process of being analysed).

Linda Rees - Jones – Head of Administration & Law

Democratic Services Unit

Building A Better Council

- Implementing modern.gov as a system of producing and publishing Agendas and reports for democratic meetings
- Assisting the Constitutional Review Working Group (CRWG) with its consideration of the Peer Review recommendations. CRWG's recommendations were presented to and adopted by County Council on the 17th June 2015.
- The Monitoring Officer drafted the recommendations adopted by Council at its June 2015 meeting into the Council's Constitutions and these revisions were agreed by County Council on the 9th September 2015. The revised Constitution is available for the public and members to view on-line.
- Some of the revisions agreed to the Constitution were implemented earlier eg. in January 2015 we added Standing Items on to the Agendas of County Council meetings to include Questions on Notice by Members and Questions on Notice by Members of the Public, regardless of whether any such questions had been received. Implementation of a Standing Item for Questions on Notice by Members have not yielded much increase in the numbers of questions tabled (up slightly from 5 to 7 for the April – September comparative periods for 14/15 and 15/16) but this may be due to the fact that members were already aware of their ability to submit such questions. Implementation of a Standing Item on Questions on Notice by the Public resulted in 3 questions by the public being received for the September 2015 meeting. One of the questioners attended the meeting and asked her question in person and received an answer verbally at the meeting. The other two questioners did not attend the meeting and received their answers in writing. All the answers given are available to view on-line.
- Adding the Executive Board meetings to the list of meetings now being webcast and facilitating those webcasts
- Publishing (and maintaining) the Register of Members' Interests electronically on the Authority's website.

Working in Partnership

As a Service we provide lead administrative support for various regional Partnerships and other joint arrangements including for the first half of the financial year:

- 3 meetings of the Central and Mid Wales Regional Partnership Board
- 23 Independent Education Appeals Panels (244 appeals processed by the Unit for this period)
- 3 meetings of the Dyfed Powys Police and Crime Panel
- 5 meetings of Education in regional Working (ERW)

REPORT A

Improving Our Service

- The Executive Board Support and Scrutiny Support Officers have now co-located with the Democratic Services Officers in County Hall and the structure of the Unit is currently out to consultation.
- The introduction of modern.gov has not yet allowed us to achieve savings through going paperless, but this is something that we continue to aspire to.

Departmental Support Unit

Working in Partnership

The internal courier service is currently provided in partnership with the Dyfed Powys Police and its effectiveness is currently being analysed as part of the TIC challenge on mail handling across the Authority

Improving Our Services

- The TIC Handling and Printing Project team has been pro-active with a number of options being considered to reduce the franking machines within the Authority.
- A replacement franking machine has been secured for County Hall which will enable the Authority to benefit from postal discounts on the mail being despatched from the building
- The leases for some smaller franking machines have been terminated and the mail from those buildings is now brought to County Hall for franking, saving on machine lease costs and the collection charges levied.
- Additional buildings have been added to the security card system and staff issued with security cards, not only to provide them with access to the relevant buildings, but also to access the safe print machines.

Legal Services

Building A Better Council

- Significant Monitoring Officer and lawyers time was allocated to the governance review and as mentioned earlier the Constitutional Review Working Group's recommendations were adopted by County Council on the 17th June and the subsequent revisions to the Council's Constitutions (as drafted by the Unit) were approved by County Council on the 9th September 2015. The revised Constitution is now available to view on-line.
- Completion rates of the Whistleblowing E-Learning Module across the Authority (which the Monitoring Officer oversees in conjunction with the Standards Committee) had increased to 84% of managers by the 7th August 2015. This represented a significant improvement, with the Chief Executive's Department achieving 100% completion.
- Amongst the major pieces of work advised upon by Legal Services are:-
 - aspects of the Carmarthen West Development,
 - the Solar Panels project,
 - the Community Infrastructure Levy,
 - Community Assets Transfers,
 - the Brechfa Forest Connection project,
 - the possible transfer of Leisure Facilities into a trust,
 - the review of the Licensing and Gambling Policies,

REPORT A

- the consultation process on the proposal to charge for post-16 school transport
- implementation of the Fixed Penalty Notices for Non-School Attendance,
- drafting a structure for Deprivation of Liberty applications for adults and under 18 year olds (following a recent Supreme Court case)

Working in Partnership

- Our main Partnership working is our role as partner and lead authority for the Central & West Wales Shared Legal Service. The Regional Collaboration Funding originally allocated to this project was substantially reduced at the end of March 2015, but the work streams affected by that lost funding were more or less complete. The funding retained for the 15/16 financial year (which funds some of the partner Authorities, including Carmarthenshire's costs of the joint Commercial and litigation teams) will cease at the end of March 2016. The impact of this loss of funding and the way forward is currently being considered by the Project Board.
- We have attended and advised at the 3 meetings of the Dyfed Powys Police and Crime Panel (April and September) as well as providing advice in between meetings as required.
- We continue to provide advice on governance to the Brecon Beacons National Park Authority under an SLA.
- Due to the departure of a solicitor in our property team we have sought the services of a neighbouring Authority to assist us with the community asset transfers volume of work. We are, however, in the process of recruiting to the vacant post.

Improving Our Service

- The National Procurement Service (NPS) delivered their Framework of External Solicitors on 1st September 2015. NPS advised that of the 19 suppliers awarded a place on the Framework, 11 (58%) are Welsh based and 6 (32%) are Welsh based SMEs. They also advised that of the 24 suppliers who were previously on the Framework, previously procured by the South West Wales Shared Legal Service, 9 have been awarded a place on the NPS Framework.
- Unfortunately NPS have not delivered the Framework of Barristers as yet.
- We have reflected the "cradle to grave" approach in the Social Services and Wellbeing (Wales) Act in one of our Team's structures, by incorporating the adult services legal advice function into the child care and education legal team.

Land Charges

Working In Partnership

- The Infrastructure Act agreed the transfer of the statutory Land Charges Register to HM Land Registry's control. The Act relates to the whole of England and Wales, but the digitisation and import of data within the 22 local authorities within Wales, will be dealt with separately from the timetable in England. There are currently no firm proposals for H M Land Registry to assume control of the CON 29 search function, so there will still be work for the Unit to handle. Members will be updated on the impact of this project on this Service (if any) as they become clearer.
- The new CCC in-house land charges software (see note under Improving Our Services below) is being considered by some other local authorities.

REPORT A

Improving Our Services

- The land charges service had already migrated to the new in-house Ladybird software system at the beginning of March 2015, enabling us to cancel our external provider contract. The in-house system currently only relates to in-house handling of searches and the first half of the 15/16 financial year has essentially involved getting used to the new software system.
- Phase 2 of the Ladybird software being developed by the IT Service, will in due course deliver the external part of the process, by allowing electronic submission of searches, payments and receipts. We still aim to go live on this element before the end of the financial year.
- The number of searches received during the first half of the financial year is similar to the same period last year although the number of personal search application is slightly up.
- The Law Society's revised CON 29 and CON 290 forms will go live on 4/7/16 and the Unit participated fully in commenting on draft versions of the new forms (via the Local Government Association). The CON 29 is a standard form agreed between the Law Society and the Local Government Association with 65 or so questions often referred to as the Standard Local Search. The aim of the revisions is to improve the quality and consistency of information provided and to add some new enquiries eg. on Community Infrastructure Levy (CIL) and assets of community value. The Unit will use the new forms once they become live.

Phil Sexton – Head of Audit, Risk & Procurement

Audit

The Internal Audit 3 year Strategic Plan 2015/18 including the 2015/16 Annual Plan was approved at the March 2015 Audit Committee. The Plan was prepared after consultation with Heads of Service, Wales Audit Office and Chair of Audit Committee.

Internal Audit performance against the Annual Plan is closely monitored by the Audit Committee and 92% of those reviews originally programmed for 2014/15 were completed by 31st March 2015, thereby meeting the 92% target.

The 2015/16 Annual Plan agreed at the March 2015 Audit Committee reflects the current establishment of 9.4 staff and continues to provide a broad coverage of the Authority services and systems.

Wales Audit Office monitor the effectiveness of Internal Audit annually against the Public Sector Internal Audit Standards and Wales Audit Office confirmed for 2014/15 that:

“The Council has suitable Internal Audit arrangements and an effective service is provided. “

The Local Government (Wales) Measure 2011 refers to Audit Committees and the way the Committee should function. Current processes comply with the requirements of The Measure.

Member Development Sessions (specifically dealing with the Draft Statement of Accounts 2014/15 and Grants Management) have been provided for Members of the Audit Committee.

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The **Annual Governance Statement 2014/15** was prepared in consultation with following Officers:

- Executive Board Member (Resources)
- Executive Board Member (Deputy Leader / Community & Rural Affairs)
- Director of Corporate Services
- Assistant Chief Executive (People Management & Performance)
- Assistant Chief Executive (Customer Focus & Policy)
- Head of Finance,
- Head of Administration and Law,
- Head of Audit, Procurement & ICT
- Audit & Risk Manager
- HR Manager
- Chair of Audit Committee (Observer Role)

Risk Management

The Web Based Risk Register System has been made available to all Departments, which aims to further embed risk management within the Authority and facilitate the risk management process at Strategic, Service and Project levels.

A self assessment of our Risk Register System was carried out in the summer of 2015 and the findings and actions shared and agreed with the Corporate Management Team.

Executive Board Member briefing sessions on our approach and the Corporate Risk Register were held in October 2015.

The Business Continuity Working Group is responsible for co-ordinating the Business Continuity Plans for critical services within the Authority. Each Department is responsible for ensuring that Business Continuity Plans are established, reviewed and tested. The Business Continuity Working Group reports up to the Risk Management Steering Group which in turn reports up to the Audit Committee. In conjunction with the Emergency Planning Group a desktop group exercise was carried out in July 2015 to test the plans in place and to establish where there were gaps in processes.

All insurance covers except for leasehold properties were renewed with existing insurers in July 2015. The leasehold properties policy was renewed with the existing insurer following a tender exercise.

Procurement

a) National Procurement Service (NPS) Update

Over the past 12 months the National Procurement Service (NPS) has expanded its procurement influence beyond the original Business Case and has awarded 20 contracts and frameworks with an annual value of £250m across 322 suppliers, with a further eight due to be awarded.

When Corporate Procurement Unit is made aware of category forums which have been set up by NPS to scope a new Framework, we discuss the opportunity with the relevant department to ensure Carmarthenshire's needs are represented in the tender strategy and subsequent specification.

REPORT A

b) Procurement Fitness Check conducted by KPMG Consultants

The Procurement Fitness Check carried out on the Procurement Function across the Authority by KPMG Consultants on behalf of Welsh Government found the Authority to be “Developing towards conforming”. This suggested that there were a number of areas where the Authority needed to consider the Report’s Recommendations in order to improve the effectiveness of its performance. In response to these Recommendations and as part of the development of a better and more effective Council, the Transformation, Innovation and Change (TIC) team have recognised the need to re design the Procurement Function across the Authority to transform service delivery. The TIC Procurement Review began in July 2014 and the recommendations of the Fitness Check were incorporated for consideration as part of this review.

Despite the fact there some decisions on the Procurement Fitness Check Recommendations remain unresolved at this stage (including the implementation of a Category Management approach), excellent progress has been made and a comprehensive consideration of the recommendations can be demonstrated. A response to the outstanding recommendation will be developed as the picture becomes clearer ensuring that appropriate action is being taken to address improvements in full knowledge of the challenge faced by the Authority. The Council has received confirmation it will face a 2nd Procurement Fitness Check towards the end of 2015/16.

c) Collaboration

Carmarthenshire is currently leading on a new regional contractors framework for property related works that is currently being tendered through the OJEU procurement route. This is being undertaken on behalf of the 5 Regional authorities Pembrokeshire County Council, Neath-Port Talbot County Borough Council, City and County of Swansea Council, Ceredigion County Council; along with other public sector participants including Mid and West Wales Fire and Rescue Services, Dyfed Powys Police, and University of Wales Trinity St. David’s.

A Tender briefing and Joint Bidding session for a forthcoming Floating Support tender exercise was held in November, whereby an element of joint bidding is actively being encouraged. Officers from CPU supported the Wales cooperative, with Business Wales and CCC’s Social Care team providing potential bidders with targeted support on joint bidding / consortium bids.

d) E-Trading

The Electronic trading Group, chaired by the Corporate Procurement Unit is currently working with Value Wales’ eProcurement Service to determine the Council’s involvement moving forward with their eTrading Wales programme. This programme aims to enable buyers and suppliers to interact electronically for the supply and payment of goods and services.

We are now at the stage where we need to confirm our commitment to Procserve (eTrading Wales supplier) & e-PS in proceeding with the project and identifying the appropriate internal resources required to ensure successful delivery. We will be working with Procserve in the next coming few months to analyse our spend data and agree on the appropriate approach for the Council.

e) Compliance

Our Contract Procedure Rules are in the final stages of being rewritten to bring them in line with the changes introduced in the Public Contracts Regulations 2015, and to reflect the Wales

REPORT A

Procurement

Policy

Statement

Recommendations.

f) Community Benefits and Sustainable Procurement

In July 2015 the revised Wales Procurement Policy Statement formally lowered the requirement of the application of the Measurement Tool for Community Benefits in tender exercises from £2million to £1million. Work continues in identifying appropriate Tenders to include Community Benefits clauses within.

Work is ongoing with both the South West Wales Regional Civil Engineering (SWWREC) Steering Group and the South West Wales Regional Construction (SWWRFCF) Group to develop standardised approaches in delivering and monitoring Community Benefits in the call-off projects over the next 4 years. The SWWREC group of regional contractors, Cyfle, and CECA was set up to look at what we can provide within the region. This group has taken the industries needs and lack of available 'suitable' training and looked at what was needed and could be delivered. This has now reached a point where identified training and delivery options are close to being set up. Many of our framework contractors have made the commitment to support the scheme and put up candidates for training through the scheme. Initially we see this as being exiting employees due to the time scale, but see this as a continual scheme with new starts and return to work candidates being on future years.

CPU has been increasingly involved in the evaluation of tenderers responses to Community Benefits as part of wider tender evaluation panels. As well as providing specialist advice and guidance in this area, we also lead on a practical basis, scoring the Community Benefits submissions as part of the wider team. We have seen a greater emphasis of importance being placed on Community Benefits as part of the overall quality criteria in tenders.

Further 'Introduction to Community Benefits' supplier workshops are scheduled for this Autumn, with the Welsh Government's Tender Support team continuing to support them.

John Roberts – Joint Head of ICT Service

Joint Working

A Joint Arrangement has been established with Pembrokeshire County Council whereby the Head of ICT for Pembrokeshire, has taken the lead as Joint Head of ICT Service for Carmarthenshire and Pembrokeshire. The Interim IT Manager for this Authority will work closely with the Joint Head of ICT Service during this interim period of up to 12 months.

In addition to the Joint Head of ICT a Joint Senior Programme Manager has been appointed to assist the joint Head of ICT in evidencing whether a joint ICT service is a viable option for both Councils moving forward. A number of work streams have been established and baseline information for both organisations is being collated. The analysis of the output will support or otherwise moving to a different style of ICT delivery.

An interim re-alignment of the ICT division is underway and will support CCC as it stands until the Joint new way of working is agreed. In the interim period the re-aligned division will adopt some key principles in going forward. The principles include:-

- Consolidate – review the entire ICT estate and consolidate to as few products/technologies as possible.
- Quality – deliver quality solutions which are right first time.
- Service – deliver a service which is sustainable and puts the customer/end user first.
- Efficiencies – Re-engineer processes to drive out waste.

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The new structure aims to be more responsive to business demand, and specifically will create resilience in key areas, for example web/channel shift skills.

ICT Digital Strategy

Although the cross departmental Digital Strategy which was endorsed by the Council's Executive Board in Dec 2014, still has currency, the new arrangement with Pembrokeshire may affect delivery of some work streams. However, it is too early in the collaborative arrangement to be specific about what these will be.

Secure Managed Printing

The Secure Print Management project is now nearing completion with just over 3,500 staff successfully using the new secure solution. It is on target and being well received across the organisation.

With the rollout complete meaningful management information will be available which will provide intelligence to hopefully deliver further savings and efficiencies.

The next phase of the deployment will automate the ordering of toner and seek to introduce a fax capability to the devices deployed. This will allow the decommissioning of nearly 200 dedicated phones lines used for fax without diminishing CCC's fax capabilities.

Microsoft Lync

Part of the new licensing agreement with Microsoft will allow the Council to deploy a unified communications application, called Lync. The product is currently being piloted within ICT and will be rolled out to other services within the coming months. Lync can be used for instant messaging, voice calls and video conferencing; it also displays 'presence', showing when an officer is at their desk, away, busy, etc. The implementation of Lync should have an organisational wide impact, reducing the requirement to travel saving time and money. Lync can also be used to federate with other organisations, federation provides the capability to enable the same communication channels between organisations. Carmarthenshire has already federated with Pembrokeshire, Ceredigion and Powys.

Optimised Corporate Desktop

The back end infrastructure to deliver the optimised corporate desktop is built and currently under test within IT. The first deployment of the new way of working is planned for early in 2016. This will provide a consistent, improved, agile, flexible and robust end-user desktop experience. This will be the case whether the end-user is at home, in an office, off site, in another authority or anywhere access to the internet is achievable, it also does not compromise on ICT security.

Rollout of WiFi

Following on from the installation of wireless access points in key meeting rooms, a further 170 access points have been procured. Already 137 have been installed at various locations throughout the county including the main branch libraries in Ammanford, Carmarthen and Llanelli where the legacy equipment has been replaced for improved availability and service.

Modern.gov

Along with the deployment of iPads to members and Senior Officers ICT has been working with Democratic Services to implement the Modern.gov application to enable paperless

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meetings. The public are also able to access meeting agendas and minutes using the same application.

Schools

Building on the technology deployed to schools over the past 8 years, work is underway to provision the ability for each school pupil to have a consistent digital learning experience. This will be achieved utilising the HWB national online learning platform delivered from Welsh Government.

The 100+ primary schools will benefit from a standard approach of managing and deploying iPads in the classroom. Each iPad will be managed by a central management console with licensing and applications deployed and managed from that resource. This will ensure that schools have local management but benefit from CCC's governance. This will be completed by March 2017.

All schools in Carmarthenshire now have Wi-Fi networks installed.

Transformation Innovation Change (TIC) Activity

The ICT Service is supporting a number of pilots for mobilisation projects where staff utilise mobile technology for inspections and data collection. The projects are cross departmental and savings will be reported through the established TIC governance process.

The Agile and Channel Shift projects have been amalgamated to report through TIC and a board has been established headed by the Director for Education and Children's services. The project will promote agile working and strive to deliver efficiencies. Both Eastgate and Parc Myrddin will be equipped to prove the concept as staff are moved into the buildings. The Channel Shift element of the project will encourage contact with the council to be made on-line where possible.

Regional ICT Activity

A number of applications are being shared between authorities, these include the Legal Portal, the Libraries' system, Joint Resilience Unit application, Geographical Information System, and the Land Charges Application. Discussion is taking place at a regional level as to charging mechanism and the sustainability requirements to ensure these are properly supported.

Owen Bowen – Interim Head of Financial Services

The challenging financial climate and the tightening of the Public Sector spending continues to be one of the main focuses of the Financial Services division during the first half of this year, together with some significant staff changes.

Following the appointment of Chris Moore as Director of Corporate Services in early September, Interim arrangements have been put in place to manage the division and deliver efficiencies over the coming year.

The division has however continued to make good progress with the performance measures and actions during the year.

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Accountancy

During the first half of the year the main priorities have been:

Closure and Audit of the Authorities accounts was successfully achieved by the respective dates with the Accounts being closed within budget and the Wales Audit Office (WAO) issuing an unqualified audit opinion

The team has completed the implementation of a new timesheet module on our Financial Management System for the Authority's in-house design teams.

The Financial Management System is currently being upgraded to a recent version of the software. This new version has enhanced budgeting and commitment accounting tools, and should also give users of the web additional functionality and an enhanced user experience.

Medium Term Financial Plan (MTFP) – Budget 2016/19 – The budget preparation this year presents particular difficulties due to the difficult economic climate and the lateness of the notification of both the provisional and final settlement from Welsh Government. The current MTFP has therefore been developed on officer's best estimate of the likely settlement. The Authority has for some time recognised the need to do things differently and prioritise how it wishes to spend its' scarce resources, but it is evident that some difficult decisions will need to be made to set a balanced budget.

We are now entering the budget consultation process which has been enhanced to assist members with the decision making and the development of the Medium Term Financial Plan that will go to Full Council in February 2016.

Accounts Payable and Administration

Performance continues to improve in respect of the Key Performance Indicator - 'Payment of undisputed Invoices within 30 days' with the first half year figure yielding an outcome of 96% against the target of 93%, confirming an out performance of 3% over the established target, thus, significantly aiding SME cash flow within the County.

The implementation of the 'Purchase to Pay' (P2P) project within departments has directly led to both workload and staff transferring to the centre. It will continue to be rolled out, affording management the opportunity of applying economies of scale in an effort to effectively support the budgeting process through delivery of efficiencies. Further work in this service area will see a management realignment resulting in the delivery of an efficiency at the end of this financial year in line with the planned implementation of 'P2P' within the remaining service areas and departments.

Treasury Management and Banking

Treasury Management continues to be challenging in the current economic environment, however we continued to outperform our performance target of hitting a better return than the average 7 day LIBID (London Interbank Indicative) rate, with outperformance for the first six months of the year achieving 0.22%.

The policy of delaying our borrowing until rates become more favourable and using internal cash has continued this year, however we have needed to borrow £10m so far this year to support our capital programme.

REPORT A

This borrowing was achieved at very favourable interest rates. Our Treasury Management consultants (Capita) have continued to support us with advice and service provision during this period.

The Council made a one off payment of £79m to the Welsh Government in April 2015 which removed the Authority's obligation to the HRA Housing Subsidy system. The equivalent figure was borrowed from the PWLB and met the requirements of the HRA business plan and the overall requirements of the Council.

The Barclays bank and Barclaycard contracts continue to run smoothly. Improvements in processes and procedures and the pursuit of efficiencies continue in the banking service.

Payroll

During the past year the Payroll section has co-located with Human Resources to lessen the administration burden and to improve the service provided to employees.

Further development of Resourcelink, My View 2 is scheduled to commence before the end of the financial year and will include:

- Introduction of a reporting tool for managers
- Improved access to schools allowing for input of claims, absence data, etc.
- Access to certain screens to all employees from their own personal computers, including accessing payslips.

Pension Fund

The Pensions Administration section has continued to further encourage scheme members to take advantage of **'My Pension Online' to access their personal Annual Benefit Statements online and to** improve the level of service provided by permitting any active, deferred or pensioner member access to their record whilst reducing printing and postage costs in addition to reducing the Fund's carbon footprint.

The first half of this year concentrated on ensuring the data from employers for the end of year exercise was completed within new statutory timescales to ensure production of Annual Benefit Statements by 31st August. This was the first year that the LGPS 2014 career average benefits had been recorded and uploaded for inclusion statements.

Guaranteed minimum pension (GMP) reconciliation has continued to be undertaken in order to identify liabilities which should not be allocated to the Pension Fund by HMRC and that HMRC amend their records. Over 4000 queries have already been raised and sent to HMRC. There are over 31000 discrepancies which must be resolved with HMRC.

We have continued to work with employers towards implementing the electronic transfer of data directly from payroll systems into Altair via the i-connect module.

To ensure compliance with Auto Enrolment requirements the administration unit has also met with employers prior to their staging dates and has provided template documentation for use whilst ensuring they are aware of their roles and responsibilities. We have also met with Employers reaching their re-enrolment dates to ensure all statutory requirements are met. Employers have also been provided with information regarding the cessation of contracting out in April 2016.

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The service standards provided by the team have been recognised on a national basis by winning the 'Quality of Service Award' on 4th November 2015. The Fund had to demonstrate how service standards are equally as good across all member categories (active, deferred and pensioner) and how we performed against our service standards.

Both the Pensions Administration and Pension Investments units have continued to fully participate in the All Wales collaboration project. The business case for greater collaboration and a Common Investment Vehicle has been completed. All 8 Welsh funds will be appointing a joint investment manager for passive global equities over the next few months and a Common Investment Vehicle will be established over the next 24 months. Members will be kept updated on its progress.

A Pension Board has been established and met in July 2015. The board assists the administering authority in ensuring the effective and efficient governance and administration of the Dyfed Pension Fund.

All five investment managers to the fund continue to perform well.

Jonathan Fearn – Head of Corporate Property

Asset Management & Property Review

The Corporate Asset Management Plan is currently being updated and will be presented to Members towards the end of the financial year. The review of the Plan includes liaison with and challenge to all services using the Council's property, to ensure need and utilisation are kept under review to maximise the use of the Council's assets.

Carmarthenshire County Council continues to play a lead role in asset management in Wales and the Council's Head of Corporate Property is a member of the Welsh Government's National Assets Working Group.

Regular meetings continue to be held with all the public sector bodies with significant property interests in Carmarthenshire. In March 2015, this Group was reconstituted as one of the collaboration workstreams established by the Local Service Board and is chaired by the Head of Corporate Property. The purpose of the Group is to share property strategies and facilitate the identification of further property collaboration opportunities through the use of the Asset Review reports. The meetings include Welsh Government, Dyfed Powys Police, Hywel Dda University Health Board, Wales Ambulance, Mid & West Wales Fire Service, Ministry of Justice Wales, University of Wales Trinity Saint David and Coleg Sir Gar. Benefits realised to date include:

- Potential for joint management of services at St David's Park, the University's Carmarthen Campus, the Health Board's Hafan Derwen campus and the College's Job's Well Road Campus
- Opportunities for sharing of buildings
- Advance notice of disposal or acquisition plans to ensure that property decisions are taken with full knowledge of partners' plans.

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Disposals

The property market continues to be weak in some areas and, as a result, it can take increasing time for disposals to complete as purchasers seek to delay completion dates to defer capital outlay. Achieving capital receipts remains a challenge but our current targets to meet capital programme commitments remain achievable. Significant disposals during the year to date include:

- 10-14 Bridge Street. Llanelli to Llanelli Credit Union
- Deers Park Farm, Laugharne
- 1 West End, Llanelli
- Land at Dyffryn Road, Saron

Terms have also been agreed for the sale of the following properties which are expected to complete in coming months:

- 1 Spilman Street, Carmarthen
- Pensarn Printworks
- Foundry Row, Ammanford
- New Inn School
- Llanycrwys School, Llanwrda
- Rhydcymerau School, Llanybydder
- Whitemill School

Many of these disposals are of buildings no longer required by the Authority and have led to ongoing revenue savings.

Expressions of Interest have recently sought for significant landholdings at Trostre, Llanelli with strong interest from developers for a range of potential uses. Also, land at Brynmefys, Llanelli for 70 houses is currently being marketed.

Asset Transfer Programme

Discussions have continued with Community and Town Councils, community groups and sports clubs with a view to transferring various community buildings and facilities to local management. A number of Community Councils have agreed to accept a transfer of facilities and leases are being negotiated. A number of sports clubs have also expressed interest and a community group in Ferryside has now taken over the former education centre in the village.

The adopted Community Asset Transfer Procedures serve to provide the framework for discussions about transfer for any Council property for ongoing service delivery by other organisations. Corporate Property is leading a cross-departmental Asset Transfer Team to co-ordinate and provide a single point of contact for asset transfer within the Authority.

In relation to recreational facilities, Executive Board has set a deadline of 31st March 2016 for expressions of interest and 31st March 2018 to complete transfers. As at the half-year point, Corporate Property officers were in active discussion with all but 5 Community / Town Councils with facilities in their areas. Discussions with 6 Councils have proceeded to the issuing of legal instructions on a total of 30 assets with a further 4 assets being the subject of legal instructions in relation to sporting clubs and associations. A recent statutory notice has reminded all of the range of recreational facilities under consideration and has helped to reinforce the deadlines.

REPORT A

The Asset Transfer Team will continue to monitor the position and seek engagement with those remaining Community Councils that have not responded.

The Welsh Government has preparing national asset transfer guidance and the Council's Strategic Asset Manager formed part of a small team which contributed to the documentation.

Managed Property / Development

Occupation of let retail, industrial and agricultural property remains high, despite difficult economic conditions and gross income received continues to be in excess of £3m per annum. Marketing of vacant stalls and shops in Carmarthen and Llanelli Provisions Markets has seen increasing interest, with competing offers for vacant stalls and shops. Both indoor markets are now nearing 100% occupation for the first time in many years. Rents in Llanelli remain significantly below peak levels.

Occupation of the Council's 400 industrial units continues to be high (around 96%), and accommodate approximately 2,000 jobs. There is an increasing turnover of tenants, particularly at the smaller units, where the turnover of tenants has increased over the last 12 months.

The rural estate remains fully occupied, although, with a number of tenancies coming to an end in 2016, there will be an opportunity to review the size and number of holdings in some estates. Executive Board recently reviewed the estate and Llangadog and decided to sell one farmstead, retaining the majority of the farmland, together with the other farms for reletting.

Rent arrears across the portfolios continue to be challenging, with a limited number of businesses struggling to meet their financial commitments. The level of debt, however, remains within target levels.

Development continues at the Cross Hands West site, which has planning permission for a new 55,000 sq ft food store, 620-space car park, cafe and petrol station, a 250-home residential scheme, new bus bays and access for Ysgol Maes y Gwendraeth, a new health centre and the refurbishment of Cross Hands Workingmen's Club. Major infrastructure works including clearance of the site, provision of the development plateaus and new road system are now close to completion. The development is being managed through a joint venture partnership between Carmarthenshire Council and property developers George LB. Sainsbury's recently sold-on the food retail site to a developer and this area will be the subject of a revised planning application. The residential land continues to be developed by Persimmon Homes.

Development of the Carmarthen West development area continues to be co-ordinated by Corporate Property. Landowner agreements are now in an agreed form, to facilitate the building of a new link road to the west of Carmarthen, to serve 1,100 new houses, a new primary school, employment space, district centre and parkland. Construction of the new road is to commence shortly.

Operational Property

The current Office Accommodation Strategy runs until 2017.

Refurbishment of Ty Elwyn, Llanelli is close to completion and has enabled the relocation of staff and subsequent sale of 1 West End and the future relocation of staff from Crown Precinct. Fit-out of the remaining offices at East Gate will start shortly, which will enable vacation and

REPORT A

disposal of Ty'r Nant. The Council's office occupation continues to reduce, which increases the efficiency savings that can be offered from the portfolio.

A program of further office rationalisation is planned, facilitated by adapting the way we currently use the buildings to suit the needs of those providing services and to engender a new, more agile, way of working. This will further reduce the number of buildings and cost of office accommodation required to deliver the Council's services.

Despite the Government's dramatic cuts in subsidies for solar panel installations, the Council has negotiated pre-registration of solar installations for a range of non-housing buildings, which will reduce the cost of electricity for those properties. While the number of installations has reduced significantly as a result of the reduced subsidies, the programme of installations is to commence in coming months

Property Records

Improved property data continues to be used to guide strategic decisions on the planned maintenance programme, and there is improving detail on the condition of properties and future maintenance requirements. A dedicated team in Corporate Property are co-ordinating school surveys and producing updated floor plans to improve essential data as required by Education and to enhance records for asset management purposes.

All the Council's title documents have been submitted to HM Land Registry as part of the voluntary registration programme to ensure that Council property is protected against adverse possession.

The details maintained and mapped by the Property Records Team on a daily basis is the source and foundation for plotting all Carmarthenshire County Council properties on e-PIMS (the Electronic Property Information and Mapping Service). This UK Government tool aims to assist all public sector bodies to identify surplus property or opportunities for joint use of buildings and will help all public sector bodies in Carmarthenshire to use property more effectively. Carmarthenshire was the first council in Wales to invite all Town and Community Councils to include their property on the system and over half of Town and Community Councils have either declared that they have no properties or have added them onto the system.



Report B



Scrutiny measures & actions full monitoring report Policy and Resources scrutiny - at Half Year 2015/16

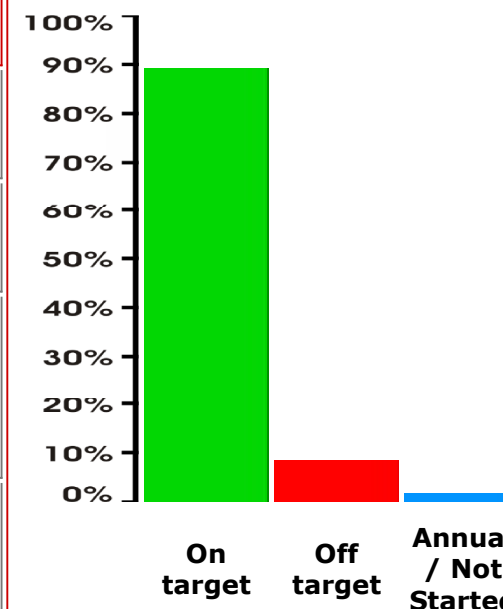
Filtered by:

Organisation - Carmarthenshire County Council
Source document - Improvement Plan 2015/16

The table below provides a summary progress against target for the Actions and Measures contained within the selected document

		Total	On target	Off target	Not reported	Not available	Annual / Not started	% on target	Overall % on target
A. Making Better Use of Resources	Actions	14	14	0	0	N/A	0	100%	100%
	Measures	3	3	0	0	0	0	100%	
B. Building A Better Council	Actions	26	25	1	0	N/A	0	96%	90%
	Measures	5	3	2	0	0	0	60%	
F. Carmarthenshire's communities and environment are sustainable	Actions	3	3	0	0	N/A	0	100%	75%
	Measures	1	0	0	0	0	1	0%	
G. Carmarthenshire has a stronger and more prosperous economy	Actions	2	1	1	0	N/A	0	50%	60%
	Measures	3	2	1	0	0	0	67%	

Performance against Target



Tudalen 85

Tudalen 86

Overall Performance	Actions and Measures	57	51	5	0	0	1	89%	
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Report B

Scrutiny measures & actions full monitoring report

Policy and Resources scrutiny - at Half Year 2015/16

Outcome Agreement Grant Monitoring

Total Deliverables	On Target	Off Target or Not Available	Not Yet Due or Annual	Not Reported
2	2	0	0	0



Report B

Scrutiny measures & actions full monitoring report Policy and Resources scrutiny - at Half Year 2015/16



Theme: A. Making Better Use of Resources

Sub-theme: A1 Improve the Management of Finances and Procurement

Measure Description	2014/15 Comparative Data			2015/16 Target and Results			
	Best Quartile	Welsh Median	Our Actual	Quarter 1	Quarter 2	Quarter 3	End of Year
Percentage performance against target to generate capital receipts to support the capital program 2.1.2.12	Not applicable		Q2: 234.37 End Of Year: 294.29	Target: 20.00 Result: 8.48	Target: 30.00 Result: 40.55 Calculation: (688573 ÷ 1698000) × 100	Target: 40.00	Target: 100.00
Comment	The capital receipt target changes each year, so there is no issue with the reported decline in continuous service improvement.						
Remedial Action	None required						
Service Head: Jonathan Fearn			Performance status: On target				
Measure Description	2014/15 Comparative Data			2015/16 Target and Results			
	Best Quartile	Welsh Median	Our Actual	Quarter 1	Quarter 2	Quarter 3	End of Year
The percentage of council tax due for the financial year which was received by the authority CFH/007	97.51	97.12	Q2: 57.62 End Of Year: 97.06	Target: 31.00 Result: 30.30	Target: 58.00 Result: 59.02	Target: 85.00	Target: 97.10

				Calculation: (48916776.17 ÷ 82883398) × 100			
Service Head: Chris Moore				Performance status: On target			
Measure Description	2014/15 Comparative Data			2015/16 Target and Results			
	Best Quartile	Welsh Median	Our Actual	Quarter 1	Quarter 2	Quarter 3	End of Year
The percentage of non-domestic rates due for the financial year which were received by the authority CFH/008	98.37	97.88	Q2: 57.78 End Of Year: 98.32	Target: 26.00 Result: 37.03	Target: 55.00 Result: 63.46 Calculation: (29892619.68 ÷ 47104536.74) × 100	Target: 84.00	Target: 98.00
Service Head: Chris Moore				Performance status: On target			



Report B

Scrutiny measures & actions full monitoring report Policy and Resources scrutiny - at Half Year 2015/16



ACTIONS - Theme: A. Making Better Use of Resources **Sub-theme: A1 Improve the Management of Finances and Procurement**

Action	11645	Target date	31/03/2016
Action promised	We will ensure maximum use of Community Benefits in all procurements where such benefit can be realised and report those benefits on all contracts over £1m		
Comment	<p>A completed Community Benefits Measurement Tool has been submitted by the Cross Hands Strategic Employment Site Contractor, Alun Griffiths. This is still draft at the moment whilst we verify some of the figures, and some additional information on the additional benefits is still to be included but so far we are very pleased with the predicted Welsh multiplier effect for this project.</p> <p>For the £6.5 million spend, over the 12 month period, for every £1 spent in Wales £1.96 was reinvested back into the Welsh economy.</p> <p>The South West Wales Regional Civil Engineering Steering Group is awaiting funding approval to commence a pilot for a Civil Engineering Operative Training course in January 2016 in a Partnership between TRJ, CITB, and Coleg Sir Gar (to be confirmed). The Framework Contractors are due to meet next month to discuss appetite commit existing employees onto the pilot.</p> <p>The South West Wales Regional Construction (SWWRCF) Group has continued to meet over the Summer and has agreed a standard pro-forma template for the recording of Community Benefits for every construction project across the region which will be called off through this framework. This will make the process easier for Contractors to collate and report on an on-going basis.</p> <p>CPU has also been leading the regional tender evaluation panel for the evaluation of the Community Benefits section of the current SWWRCF live tender.</p> <p>Three `Introduction to Community Benefits` supplier workshops are scheduled for this Autumn, with the Welsh Government`s Tender Support team continuing to support them.</p>		
Service Head:	Phil Sexton	Performance status:	On target
Action	11646	Target date	31/03/2016
Action promised	The TIC team will develop a balanced work programme to ensure that TIC can support and promote longer term, sustainable change and improvement, whilst also recognising the need to focus on meeting the financial challenges in the short term/medium term.		

Comment	A TIC Business Plan and work programme have been approved which sets out a range of projects and reviews to be undertaken during 2015/16. However, the work programme is flexible and can be adapted to accomodate new project requests during the year. These are considered and prioritised by the TIC Programme Board.		
	Current Projects: Careline, Property Maintenance, Correspondence & Printing, Income and Charging, Third Party Spend, Fleet Management, Development Management Review, Procurement, Back Office Review, Mobile Working, Housing Rent Collection and Debt Prevention, Housing Options, Health and Safety, Channel Shift/Agile Working, Housing Repairs		
Service Head:	Robin Staines	Performance status: On target	
Action	11647	Target date	31/03/2016
Action promised	The TIC Team will develop L&D programmes to ensure that managers and staff have the necessary skills to manage and support change and transformation across the organisation.		
Comment	16 members of staff from across the authority are currently participating in a `Continuous Improvement Practitioner Course` which aims to provide managers with the skills to undertake service improvement activity within their service areas. It is then the intention that this is rolled out further across the organisation.		
Service Head:	Robin Staines	Performance status: On target	
Action	11795	Target date	31/03/2016
Action promised	We will promote the use of e-procurement via electronic tendering, E-trading & Purchase Card.		
Comment	Work has continued by the Electronic trading Group, chaired by the Corporate Procurement Unit, working with Value Wales `eProcurement Service to determine the Council`s involvement moving forward with their eTrading Wales programme. A number of meetings were held over the summer with Welsh Governement on their ePS and P Card programmes, with work on-going to investigate how best we can move forward.		
Service Head:	Phil Sexton	Performance status: On target	




Report B

Scrutiny measures & actions full monitoring report

Policy and Resources scrutiny - at Half Year 2015/16



ACTIONS - Theme: A. Making Better Use of Resources			
Sub-theme: A2 Improve the Management of Property			
Action	10861 	Target date	31/03/2016
Action promised	Continue the implementation of the Council's Office Accommodation Strategy which aims to reduce the number of buildings and increase the efficiency of the portfolio (Sq m of office space) - (Baseline: 34,462; Yr1: Target 31,909 (Actual 32,154); Yr2:Target - Reduce (Actual 30,522); Yr3:Target 29,431		
Comment	Relocation of staff from 1 West End to Ty elwyn has allowed the vacation and disposal of the former property. Staff have also vacated offices at Trinity St David`s. This amounts to a reduction of 400 square meters of accommodation bringing the current total area to 29,616 sq meters compared to the target this year of 29,431 sq meters and overall baseline of 34,462 sq. This represents a reduction of 14% overall.		
Service Head: Jonathan Fearn		Performance status: On target	
Action	11248	Target date	30/04/2016 (original target 31/03/2015)
Action promised	We will implement a mechanical and electrical upgrade at Llanelli Market		
Comment	Tenders returned 29th September 2015, returns being assessed.		
Service Head: Jonathan Fearn		Performance status: On target	
Action	11796	Target date	31/01/2016 (original target 31/03/2016)
Action promised	We will undertake a Retail Customer Survey at our Markets to help inform our Tenant Letting Policy.		
Comment	Training on retail survey completed.		
Service Head: Jonathan Fearn		Performance status: On target	
Action	11797	Target date	31/03/2016 (original target 31/03/2016)

Action promised	We will continue to improve the management of Industrial and Market Portfolios	
Comment	By collaborative working, staff training, improved procedures and provision of information to taders and public.	
Service Head: Jonathan Fearn	Performance status: On target	



Report B

Scrutiny measures & actions full monitoring report Policy and Resources scrutiny - at Half Year 2015/16



ACTIONS - Theme: A. Making Better Use of Resources

Sub-theme: A3 Improve Services by the use of ICT

Action	11798	Target date	31/03/2016
Action promised	We will develop Digital Communications to encourage customers to move from face to face or telephone contact on to 'Self Service' and enable 'Channel-Shift'.		
Comment	A channel shift/agile project has been established. It has corporate governance through TIC and CMT. The project initiation document will be presented to the project board in October. A number of initiatives are already underway and will become component parts of the wider project.		
Service Head:	Sarita Bennett	Performance status:	On target
Action	11799	Target date	31/03/2016
Action promised	We will provide IT support to increase the adoption of on-line payments across all services		
Comment	The functionality to make payments on-line is developed and tested. Already a number of services utilise the functionality. As the channel shift agenda is embraced by service departments, IT will facilitate the adoption of the functionality to increase the variety of services which can be paid for on-line.		
Service Head:	Sarita Bennett	Performance status:	On target
Action	11800	Target date	31/03/2016
Action promised	We will provide IT support to utilise webcasting technology to further improve local democracy and public engagement		
Comment	Project has been deployed and is in the working environment. Web casting is now undertaken at key Council Meetings.		
Service Head:	Phil Sexton	Performance status:	On target
Action	11801	Target date	31/03/2016

Action promised	We will further improve service delivery to schools by completing the implementation of appropriate web filtering system in all schools		
Comment	Project is now completed. the software was procured as part of a tendering process and the implementation of appropriate web filtering system has been completed in all schools, ahead of schedule.		
Service Head:	Phil Sexton	Performance status:	On target
Action	11802	Target date	31/03/2016
Action promised	We will further improve service delivery to schools implementing multi-occupant Wi-fi networks in all Schools		
Comment	Works are progressing according to the plan. Smothwall filtering solution in place. Currently reviewing technical solution and options for multi-occupant wifi.		
Service Head:	Sarita Bennett	Performance status:	On target
Action	11803	Target date	31/03/2016
Action promised	We will further improve service delivery to schools by ensuring that existing and emerging technologies support and enhance end-user experiences through multiple new initiatives.		
Comment	Currentlty new to post and establishing clarity and progress regarding this action.		
Service Head:	Sarita Bennett	Performance status:	On target




Report B

Scrutiny measures & actions full monitoring report Policy and Resources scrutiny - at Half Year 2015/16



Theme: B. Building A Better Council

Sub-theme: B1 Openness, trust, honesty, integrity

Measure Description	2014/15 Comparative Data			2015/16 Target and Results			
	Best Quartile	Welsh Median	Our Actual	Quarter 1	Quarter 2	Quarter 3	End of Year
% of Freedom of Information Act request responded to in 20 working days 2.1.1.17	Not applicable		Q2: 93.27 End Of Year: 92.73	Target: 94.00 Result: 92.12	Target: 94.00 Result: 92.24 Calculation: (440÷477) × 100	Target: 94.00	Target: 94.00
Comment	By the end of quarter 2, a total of 37 requests were not responded to within the required 20 working days. This was a result of delays in receiving information from departments (annual leave during the summer period contributing to this), incomplete information being received from departments and administrative errors. The time taken to obtain approval from senior managers to release information was also a factor.						
Remedial Action	Awareness raising through departmental co-ordinators is ongoing, to ensure that requests are identified and passed on to the FOIA team immediately. Continual monitoring of deadlines for responses from departments is ongoing and those overdue are being chased.						
Service Head: Wendy S Walters				Performance status: Off target			



Report B

Scrutiny measures & actions full monitoring report Policy and Resources scrutiny - at Half Year 2015/16



ACTIONS - Theme: B. Building A Better Council			
Sub-theme: B1 Openness, trust, honesty, integrity			
Action	11393	Target date	31/03/2016
Action promised	We shall address recommendations from the WLGA Corporate Governance Peer Review and progress with the action plan on the Constitutional Review Working Group progress report agreed in the Extraordinary General Meeting of the Council on the 17th June, 2015.		
Comment	County Council considered the Constitutional Review Working Group's (CRWG) recommendations on the Peer review Report at its meeting of 17th June 2015, and the recommendations accepted by them were drafted into the Constitution and approved by County Council on the 9th September 2015. The amended Constitution is now on-line. The Constitution is a living document. CRWG continues in existence and will be periodically meeting to consider any other amendments which may be needed to the Constitution.		
Service Head: Linda Rees Jones		Performance status: On target	
Action	11754	Target date	31/03/2016
Action promised	We will involve more people in the development of the Council's Business Plans making sure the discussions are aligned with the Council's Vision		
Comment	As the 2016/17 business planning cycle commences we will be encouraging wider business planning participation.		
Service Head: Wendy S Walters		Performance status: On target	
Action	11755	Target date	31/03/2016
Action promised	We will improve the links between service performance, improvement plans and budgets		
Comment	This year we will continue to link performance information and budget information for budget seminars.		
Service Head: Wendy S Walters		Performance status: On target	
Action	11756	Target date	31/03/2016

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Action promised	We will ensure that there is greater Member involvement and consultation in the agreement of our Key Improvement Objective Priorities (KIOPs)		
Comment	Our Key Improvement Objective Priorities do not have to change every year, or be deliverable within one year. We will conduct an analysis of performance data, customer satisfaction survey results and regulatory findings to see if the priorities for improvement remain the same.		
Service Head: Wendy S Walters		Performance status: On target	
Action	11757	Target date	31/03/2016
Action promised	We will work with Elected Members to facilitate and support the production of required Annual Reports		
Comment	Annual Reports by members are not currently mandatory, although they are best practice. 35 out of 74 members have produced Annual Reports for the 14/15 year, and these are available to view on the corporate website.		
Remedial Action	Production of these reports is not currently mandatory.		
Service Head: Linda Rees Jones		Performance status: Off target	
Action	11778	Target date	07/05/2015
Action promised	We will administer a successful Parliamentary Election by ensuring the whole process is delivered with complete honesty, openness and transparency.		
Comment	Election successfully administered. De briefs held and lessons learnt for next year`s elections.		
Service Head: Wendy S Walters		Performance status: On target	





Report B



Scrutiny measures & actions full monitoring report Policy and Resources scrutiny - at Half Year 2015/16

Theme: B. Building A Better Council
Sub-theme: B2 Putting customers first

Measure Description	2014/15 Comparative Data			2015/16 Target and Results			
	Best Quartile	Welsh Median	Our Actual	Quarter 1	Quarter 2	Quarter 3	End of Year
Average speed (seconds) to answer calls to the Contact Centre 2.2.2.20	Not applicable		Q2: 17 End Of Year: 17	Target: 25 Result: 14	Target: 25 Result: 13 Calculation: 1778248 ÷ 136875	Target: 25	Target: 25
Service Head: Wendy S Walters			Performance status: On target				

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Scrutiny measures & actions full monitoring report Policy and Resources scrutiny - at Half Year 2015/16



ACTIONS - Theme: B. Building A Better Council			
Sub-theme: B2 Putting customers first			
Action		Target date	
	11758		31/03/2016
Action promised	We will explore with elected Members the opportunities for improving convenience to customers. For example having an appointments only system for complex enquiries and for those customers unable to access services online and a drop in D-I-Y Service, supported by a Customer Service Centre floor walker, for those able to access services themselves		
Comment	Further workshop held with members on 6 October. Constructive dialogue over new ways of working in customer services.		
Service Head: Wendy S Walters		Performance status: On target	
Action		Target date	
	11759		31/03/2016
Action promised	We will produce and implement a new communications strategy for the County to pro-actively engage and promote openness and transparency		
Comment	Work has begun on the Strategy but there has been a delay in completing the first draft. The Strategy will focus on how the authority communicates and engages with the public, our people, members and partners. The Strategy will be presented to CMT in the Autumn.		
Service Head: Wendy S Walters		Performance status: On target	



Report B

Scrutiny measures & actions full monitoring report Policy and Resources scrutiny - at Half Year 2015/16



ACTIONS - Theme: B. Building A Better Council			
Sub-theme: B3 Listening and delivering on promises			
Action	11760	Target date	31/03/2016
Action promised	We will liaise with and support Town and Community Councils that will be required to develop local well-being plans as part of the requirements of the Well-being of Future Generations (Wales) Bill		
Comment	The Policy & Partnership team will work through the Future Generations (Wales) Bill guidance in order to develop guidance for the Town & Community Councils on local well-being plans. We will also work with One Voice Wales to support regional and national discussion.		
Service Head: Wendy S Walters		Performance status: On target	
Action	11761	Target date	31/03/2016
Action promised	We will consider introducing electronic petitions – Modern Government has a facility which allows the submission of e-petitions to be submitted and published on the Authority's website		
Comment	No progress has yet been made on introducing electronic petitioning as the focus is currently on developing modern.gov for more imminent needs, such as producing agendas etc.		
Service Head: Linda Rees Jones		Performance status: On target	
Action	11762	Target date	31/03/2016
Action promised	We will link the Equality Impact Assessment process to the development of the Council's Consultation and Engagement Strategy and the future requirements in terms of assessing the impact as a result of the Well-being of Future Generations (Wales) Bill.		
Comment	Development of consultation and engagement activity will be combined with the new Communications Strategy. This will include developing the use of Equality Impact Assessments as part of the consultation process. In addition, the new Well-being of Future Generations Act guidance has now been published with further clarity around general impact assessment requirements. The current approach will be reviewed and implemented according to requirements		
Service Head: Wendy S Walters		Performance status: On target	
Action	11763	Target date	31/03/2016

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Action promised	We will progress the action plan which has come out of the Policy & Resources scrutiny Task and Finish Review of Consultation and Engagement mechanisms		
Comment	Work continues to take forward the recommendations of the review. The action plan has been updated to reflect progress, which includes: work on the development of a communications strategy (including consultation and engagement); and the provision of opportunities for member training on social media		
<table border="0"> <tr> <td data-bbox="145 355 705 391">Service Head: Wendy S Walters</td> <td data-bbox="705 355 2083 391">Performance status: On target</td> </tr> </table>		Service Head: Wendy S Walters	Performance status: On target
Service Head: Wendy S Walters	Performance status: On target		



Report B

Scrutiny measures & actions full monitoring report Policy and Resources scrutiny - at Half Year 2015/16



ACTIONS - Theme: B. Building A Better Council			
Sub-theme: B4 Working in partnership			
Action		Target date	
11764		31/03/2016	
Action promised	We will continue to develop a close working relationship with the Department for Work and Pensions (DWP) and the current Universal Support Delivered pilot project which will provide key learning in terms of provision for DWP and Council services to support local residents		
Comment	The pilot project closed as planned on the 31 August 2015. A formal evaluation of the project is expected in the next few months from DWP. Following discussions between CCC and DWP a partnership agreement approach, based on the experiences gained from the pilot project, is in the process of being agreed in line with the introduction of Universal Credit in Carmarthenshire on the 26 October 2015. In addition, from 1 September 2015 one of the Personal Budgeting Support Officers employed through the pilot project secured temporary employment in a new post with the Council's Revenue Services team.		
Service Head: Wendy S Walters		Performance status: On target	
Action		Target date	
11765		31/03/2016	
Action promised	Work will continue with the Local Service Board to develop and take forward the 4 agreed priorities (Tackling Poverty/ Drug and Alcohol misuse/Community engagement/ External funding) for 2015/16		
Comment	At the July LSB meeting further details regarding the new European funding programmes was shared with the LSB members with an LSB external funding officer working group to be established. Discussions between the Council and Health Board relating to tackling poverty approaches are also on-going. Community engagement approach will be developed in line with the new Well-being of Future Generations Act guidance		
Service Head: Wendy S Walters		Performance status: On target	
Action		Target date	
11766		31/07/2015	
Action promised	We will undertake a full review of the Local Service Board and supporting partnerships by July 2015. This review will ensure that future partnership arrangements will be fit for purpose to deliver the requirements of the Well-being of Future Generations (Wales) Bill and the establishment of a Public Service Board for Carmarthenshire		
	Partnership review report presented to July 2015 LSB meeting. Agreement in principle on way forward with further work to be		

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Comment	undertaken to prepare Terms of Reference in line with requirements of the Well-being of Future Generations (Wales) Act 2015. Draft guidance on Act requirements published in September and will be taken forward formally from April 2016 onwards
Service Head: Wendy S Walters	Performance status: On target



Report B



Scrutiny measures & actions full monitoring report Policy and Resources scrutiny - at Half Year 2015/16

Theme: B. Building A Better Council
Sub-theme: B5 Valuing our staff

Measure Description	2014/15 Comparative Data			2015/16 Target and Results			
	Best Quartile	Welsh Median	Our Actual	Quarter 1	Quarter 2	Quarter 3	End of Year
% HPP`s carried out during the year (not including half year reviews) 1.3.2.11a	Not applicable		Q2: 57 End Of Year: 86	Target: 45 Result: 34	Target: 60 Result: 54 Calculation: (3009÷5540) × 100	Target: 72	Target: 88
Comment	The result for this quarter is off target by 6 percentage points and has declined by 3 percentage points on last year’s result. There are still almost half the number of staff who have yet to receive a Helping People to Perform (HPP) discussion/dedicated supervision discussion. 61% of office based staff have had a HPP discussion (6 percentage point improvement), whilst 47% of non-office based staff have had their HPP discussion (11 percentage point decline). There has been an improvement in performance this quarter in 2 departments, a decline in 2 departments, and 1 department has remained constant.						
Remedial Action	The iIP review along with the People Strategy will help steer more staff engagement in the HPP process.						
Service Head: Wendy S Walters				Performance status: Off target			

Measure Description	2014/15 Comparative Data			2015/16 Target and Results			
	Best Quartile	Welsh Median	Our Actual	Quarter 1	Quarter 2	Quarter 3	End of Year

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The percentage of employees including teachers and school based staff who leave the employment of the local authority, whether on a voluntary or involuntary basis CHR/001	Not applicable	Q2: 3.99 End Of Year: 7.52	Target: 1.50 Result: 0.93	Target: 4.50 Result: 3.87 Calculation: (317÷8181) × 100	Target: 6.50	Target: 9.00	
Service Head: Paul R Thomas			Performance status: On target				
Measure Description	2014/15 Comparative Data			2015/16 Target and Results			
	Best Quartile	Welsh Median	Our Actual	Quarter 1	Quarter 2	Quarter 3	End of Year
The number of working days/ shifts per full time equivalent (FTE) local authority employee lost due to sickness absence. CHR/002	9.4	9.8	Q2: 4.3 End Of Year: 9.6	Target: 2.4 Result: 2.4	Target: 4.6 Result: 4.5 Calculation: 28309.9÷6323.4	Target: 6.9	Target: 9.3
Service Head: Paul R Thomas			Performance status: On target				



Report B

Scrutiny measures & actions full monitoring report Policy and Resources scrutiny - at Half Year 2015/16



ACTIONS - Theme: B. Building A Better Council			
Sub-theme: B5 Valuing our staff			
Action	11767	Target date	31/03/2016
Action promised	We will develop improved People Management intranet pages to provide easier access to information		
Comment	No developments to report from last update. We anticipate that the new intranet pages will significantly improve access to People Management information.		
Service Head: Paul R Thomas		Performance status: On target	
Action	11768	Target date	31/03/2016
Action promised	We will continue to develop the attendance management strategies connected to the new Sickness Absence Policy across all services, to ensure that the positive effect already seen, will continue and also continue to promote an effective communication strategy.		
Comment	This work continues. The small corporate team support managers to reduce sickness absence through the provision of advice, guidance, policies and training.		
Service Head: Paul R Thomas		Performance status: On target	
Action	11769	Target date	31/03/2016
Action promised	We will complete the full Investors in People (IiP) review.		
Comment	The report has been received and is due to be fed back to full council on the 14th October 2015		
Service Head: Paul R Thomas		Performance status: On target	
Action	11770	Target date	31/03/2016
Action promised	We will maintain and continue to develop the role of the Organisational Support Team to assist Management Teams when undertaking restructuring and other organisational change projects that impact on workforce planning and employment matters		

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Comment	The team continues to support organisational change projects and has recently assisted in workforce planning workshops. It is currently highlighting employment matters for CMT consideration along with proposals for a further review of Terms and Conditions. The work of the team will be reflected in its annual report.		
Service Head:	Paul R Thomas	Performance status: On target	
Action	11771	Target date	31/03/2016
Action promised	We will develop a new Work Ready project plan with clear links to workforce planning in order to meet the changing needs of the organisation		
Comment	The recruitment process is progressing well, with a number of selection panels completed. Work is underway to integrate applications for work experience placements with the Web Recruit system for ease of access.		
Service Head:	Paul R Thomas	Performance status: On target	
Action	11772	Target date	31/03/2016
Action promised	We will develop an integrated workforce plan to support the People Strategy vision		
Comment	Workforce Planning Toolkit has been developed and translated Development sessions for managers will be held in the Autumn and the Toolkit will be made available to managers to support activity		
Service Head:	Paul R Thomas	Performance status: On target	
Action	11773	Target date	31/03/2016
Action promised	We will deliver a rebranded bilingual web based recruitment portal and increase the provision of people management transactions available online in effective and user friendly ways to support managers and staff		
Comment	Project Complete. Further developmental work will continue based on user feedback and a system review in three months. Online recruitment for Managers will be rolled out as part of the new `My View` module for managers from January 2016 onwards.		
Service Head:	Paul R Thomas	Performance status: On target	



Report B

Scrutiny measures & actions full monitoring report Policy and Resources scrutiny - at Half Year 2015/16



ACTIONS - Theme: B. Building A Better Council

Sub-theme: B6 Ensuring equality of opportunity

Action	11774	Target date	31/03/2016
Action promised	We will ensure full roll out of the Equality Impact Assessments (EIA) process across all Council services and support managers in undertaking the process		
Comment	Equality Impact Assessments are a Specific Duty of the Equality Act in Wales. A corporate template has been developed for use by departments during the Priority Based Budgeting process and in development of new policies, strategies and projects. Support is provided for departments by the Policy & Partnership Team and the Human Resources division.		
Service Head: Wendy S Walters		Performance status: On target	
Action	11775	Target date	30/09/2015
Action promised	We will update the Corporate Strategy during the year with the new Strategy to be published by September 2015. The new Strategy will cover the period from 2015/2020		
Comment	The Council's Corporate Strategy 2015-2020 was formally approved by Full Council on the 9 September 2015		
Service Head: Wendy S Walters		Performance status: On target	



Report B

Scrutiny measures & actions full monitoring report

Policy and Resources scrutiny - at Half Year 2015/16



ACTIONS - Theme: B. Building A Better Council

Sub-theme: B8 Improving our services


Action	11776	Target date	31/03/2016
Action promised	We will establish a robust framework for challenging performance at all levels across the Council and develop a team culture to ensure that we can address all the challenges ahead		
Comment	All 2015/16 business plans were signed off by the Executive Board Member portfolio holders. We have also instigated a programme of Executive challenge to Heads of Service on their business plans		
Service Head: Wendy S Walters		Performance status: On target	
Action	11777	Target date	31/03/2016
Action promised	We will support, raise awareness and help to deliver on the data required by Wales Audit Office for the assessment of the Council which will endeavour to show how we deliver continuous improvement against the six segments of the Corporate Assessment		
Comment	Extensive engagement and preparation took place in preparation for the Corporate Assessment which took place in October 2015. This included awareness sessions with Executive Board and Chairs of Scrutiny and all Committees. As Jeremy Evans for Wales Audit Office reported to County Council on Wednesday October 14th the Corporate Assessment report should be available in January 2016.		
Service Head: Wendy S Walters		Performance status: On target	



Report B

Scrutiny measures & actions full monitoring report Policy and Resources scrutiny - at Half Year 2015/16



ACTIONS - Theme: F. Carmarthenshire's communities and environment are sustainable			
Sub-theme: F1 Living within our environmental limits using only our fair-share of earth's resources			
Action	11165 	Target date	31/03/2016
Action promised	We will continue to increase the amount of electricity generated from renewable sources / solar photovoltaic panels. (At least 205,000 k Wh during 2014/15 & 230,000 k Wh during 2015/16) - by increasing the number of Council's non-domestic buildings that have renewable energy technologies installed		
Comment	<p>The Council has been working with British Gas & Gen Community on a major, community benefit 'rent-a-roof' programme to install solar PV systems on all suitable Council non-domestic buildings and tenants' homes.</p> <p>'Egni Sir Gâr Cyfyngedig', a community benefit society, was established in August 2015 to lead this programme. Unfortunately, shortly afterwards the Government launched a consultation which proposed substantial cuts to Feed In Tariffs from 1st January 2016. These proposed cuts will effectively rendered the installation of solar PV on tenants' homes financially unviable. Accordingly, the Council decided not to proceed with its housing solar PV programme, and to focus on pre-registering non-housing, corporate buildings with OFGEM under a scheme available to community energy installations & schools before 1st October 2015 deadline.</p> <p>This pre-registration scheme enabled potential schemes to secure the current Feed In Tariff rate, and for installations to be commissioned within 12 months.</p> <p>OFGEM received over 1,000 pre-registration requests, with 95 of these being submitted on behalf of Egni Sir Gâr Cyfyngedig. Confirmation is awaited from OFGEM regarding these pre-registration requests.</p>		
Service Head: Mark V Davies		Performance status: On target	

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Scrutiny measures & actions full monitoring report Policy and Resources scrutiny - at Half Year 2015/16



ACTIONS - Theme: F. Carmarthenshire's communities and environment are sustainable			
Sub-theme: F7 Ensuring the promotion of the Welsh language and Welsh culture			
Action		Target date	
	11354		31/03/2016 (original target 31/03/2015)
Action promised	We will facilitate the implementation of the recommendations from the Welsh Language Report by the Census Working Group.		
Comment	The Members Advisory Panel on the Welsh language receive updated information at every meeting on specific work areas. The Action Plan was published on the corporate website in July 2015 with updates on every priority.		
Service Head: Wendy S Walters	Performance status: On target		
Action		Target date	
	11793		31/03/2016
Action promised	We will develop and publish Compliance Strategies for each of the five Standards noted in the Welsh language Measure, including a Welsh language promotion Strategy in discussion with partner organisations on the Carmarthenshire Welsh Language Strategic Forum.		
Comment	The draft Compliance Notices were received from The Welsh language Commissioner on 22 June 2015 and a comprehensive response was prepared by the Executive Board. The final Compliance Notices are awaited on 30 September 2015 and the work to prepared the Compliance Strategies will then begin.		
Service Head: Wendy S Walters	Performance status: On target		



Report B



Scrutiny measures & actions full monitoring report Policy and Resources scrutiny - at Half Year 2015/16

Theme: G. Carmarthenshire has a stronger and more prosperous economy
Sub-theme: G5 Tackling poverty and its impact on the local economy

Measure Description	2014/15 Comparative Data			2015/16 Target and Results			
	Best Quartile	Welsh Median	Our Actual	Quarter 1	Quarter 2	Quarter 3	End of Year
Average time for processing new Housing/Council Tax Benefit claims 6.6.1.2	Not applicable		Q2: 25.74 End Of Year: 26.00	Target: 29.00 Result: 27.15	Target: 29.00 Result: 22.58 Calculation: 82916 ÷ 3672	Target: 27.00	Target: 24.50

Service Head: Chris Moore


Performance status: On target

Measure Description	2014/15 Comparative Data			2015/16 Target and Results			
	Best Quartile	Welsh Median	Our Actual	Quarter 1	Quarter 2	Quarter 3	End of Year
Average time for processing Housing/Council Tax Benefit notifications of changes of circumstances (days) 6.6.1.3	Not applicable		Q2: 5.56 End Of Year: 4.90	Target: 6.00 Result: 6.19	Target: 6.00 Result: 6.07 Calculation: 324115 ÷ 53409	Target: 6.00	Target: 5.00

Although very slightly below target the result shows an improvement on Q1 despite significant pressures

Tudalen 113

Tudalen 114


Comment	faced by the Benefits service with the increased number of pro-active reviews being undertaken.						
Remedial Action	New staff have been recruited and are starting an extensive training programme.						
Service Head: Chris Moore	Performance status: Off target						
Measure Description	2014/15 Comparative Data			2015/16 Target and Results			
	Best Quartile	Welsh Median	Our Actual	Quarter 1	Quarter 2	Quarter 3	End of Year
% of recently calculated Housing/Council Tax Benefit claims that have been calculated accurately based on a sample check 6.6.1.9	Not applicable		Q2: 94.26 End Of Year: 93.94	Target: 92.50 Result: 94.79	Target: 92.50 Result: 96.00 Calculation: (192 ÷ 200) × 100	Target: 93.00	Target: 94.00
Service Head: Chris Moore	Performance status: On target						



Report B

Scrutiny measures & actions full monitoring report Policy and Resources scrutiny - at Half Year 2015/16



ACTIONS - Theme: G. Carmarthenshire has a stronger and more prosperous economy			
Sub-theme: G5 Tackling poverty and its impact on the local economy			
Action		Target date	
	11229		31/03/2016
Action promised	We will develop and formulate a Tackling Poverty Action Plan for Carmarthenshire, monitoring headline actions		
Comment	The focus group has now been established and is due to meet on 2nd and 28th October. The group consists of two representatives from each political group as well as Carmarthenshire`s Tackling Poverty Champions and officer representatives from key tackling poverty programmes / initiatives. The first session will focus on assessing our current approaches to tackling poverty. The second session will focus on identifying priorities for future work in this area which will form the basis of the action plan.		
Remedial Action	We were unable to establish the focus group in the timescale we had planned and this has therefore delayed the development of the plan. Although this is unfortunate given the importance of the agenda we are prepared to extend timescales in order to ensure we establish a meaningful piece of work.		
Service Head: Wendy S Walters		Performance status: Off target	
			
Action		Target date	
	11794		31/03/2016
Action promised	We will continue to raise awareness of welfare reforms, particularly the roll-out of Universal Credit affecting Housing Benefit recipients` and engage with partners to ensure that both customers and landlords are properly supported		
Comment	The implementation of Universal Credit (UC) is via gradual roll-out nationally. The go-live date for UC in Carmarthenshire - for single claimants only - is 26th October 2015. Information in relation to UC has been developed and is available on the Website. The Delivery Partnership Agreement (DPA) with the DWP has been finalised with the Authority providing (amongst other things) budgeting support and supporting digital access for claimants being referred for such support. Revenue Services Unit is the liaison point co-ordinating the elements of the DPA and chairs the Welfare Reform Partnership Steering Group which involves a number of the Council`s services areas as well as key partners such as DWP and social landlords. Impact assessments are now being prepared by services in respect of impacts on customers and the services themselves.		
Service Head: Chris Moore		Performance status: On target	

Tudalen 115

Mae'r dudalen hon yn wag yn fwriadol

PWYLLGOR CRAFFU POLISI AC ADNODDAU 25^{ain} O DACHWEDD 2015

Cynllun Cydraddoldeb Strategol Cyngor Sir Caerfyrddin (Drafft) 2016-2020

Ystyried y materion canlynol a chyflwyno sylwadau arnynt:

- Bod y Pwyllgor Craffu yn ystyried cynnwys Cynllun Cydraddoldeb Strategol (drafft) ar gyfer trafodaeth trwy'r broses Ddemocrataidd a chadarnhad terfynol gan Gyngor mis Chwefror 2016 er mwyn ei weithredu o fis Ebrill 2016.

Rhesymau:

- Mae'r Ddeddf Cydraddoldeb 2010 yn cyfuno deddfwriaethau gan gryfhau a mireinio'r Gyfraith gan ei gwneud hi'n haws i bobl ddeall a chydymffurfio. Daeth y mwyafrif o'r Ddeddf i rym ar 1 Hydref 2010. Hon fydd ail Gynllun Strategol y Cyngor yn dilyn cyflwyno'r Ddeddfwriaeth hynny.
- Yng Nghymru, mae Dyletswyddau Penodol wedi eu gosod ar gyfer cyrff cyhoeddus, ac mae datblygu Cynllun Cydraddoldeb Strategol yn un o'r rheini. Law yn llaw â hyn, mae'r dyletswydd i Asesu Effaith ein penderfyniadau, polisiau a chynlluniau. Mae'n rhaid gwneud hyn yng nghy-destun holl ddinasyddion ein sir, ac yn benodol o ran effaith ar y nodweddion a ddiogelir.

Angen cyfeirio'r mater at y Bwrdd Gweithredol / Cyngor er mwyn gwneud penderfyniad: OES

Aelod y Bwrdd Gweithredol sy'n gyfrifol am y Portffolio:
Cyng. Linda Evans (Cydraddoldeb)

Y Gyfarwyddiaeth:	Swyddi:	Rhifau Ffôn / Cyfeiriadau E-Bost:
Prif Weithredwr		
Enw Pennaeth y Gwasanaeth: Wendy Walters	Prif Weithredwr Cynorthwyol (Adfywio a Pholisi)	01267 224112 wswalters@sirgar.gov.uk
Awdur yr Adroddiad: Kevin Pett	Swyddog Polisi, Ymgynghori a Chyfranogiad	01267 224676 kpett@sirgar.gov.uk

EXECUTIVE SUMMARY

POLICY & RESOURCES SCRUTINY COMMITTEE 25th NOVEMBER 2015

(Draft) Carmarthenshire County Council Strategic Equality Plan 2016-2020

The Equality Act 2010 includes a new public sector equality duty, replacing the separate duties on race, disability and gender equality.

The new general duty covers the following protected characteristics:

- Age
- Gender reassignment
- Sex
- Race – including ethnic or national origin, colour or nationality
- Religion and belief – including lack of belief
- Disability
- Pregnancy and maternity
- Sexual Orientation

The aim of the general duty is to ensure that public authorities and those carrying out a public function consider how they can positively contribute to a fairer society through advancing equality and good relations in their day-to-day activities. The Duty is compatible with the requirements of the Well-being of Future Generations Act, with 'equality' and 'cohesion' featuring strongly as two of the seven well-being goals.

Public bodies are required to have due regard to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Act
- Advance equality of opportunity between people who share a relevant protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who not.

The (draft) Carmarthenshire County Council Strategic Equality Plan 2016-2020 has been prepared to outline how the Council will meet its duties under the Equality Act 2010 and the Specific Duties for Wales. We are required to publish our second Plan before the 2nd of April 2016.

Based on the information available and initial feedback from the consultation (as noted below) this draft strategy includes six key objectives that the Council will work towards achieving based on its role as an employer, as a provider of services and as a community leader. The draft objectives are as follows:

The Council as an employer

- Attract and retain the very best workforce.
- Work to improve employment monitoring data held by the Local Authority and ensure pay differentials are identified and acted upon.

The Council as a provider of services

- Continue work to remove the barriers to accessing Council services and give due regard to all groups when making decisions.
- Help maximise the potential of people, through the education system and by supporting the growth of the local economy.

The Council as a community leader

- Support cohesive communities by promoting community and civic engagement.
- We will encourage healthy lifestyles and promote the importance of well-being.

As noted above, significant consultation was undertaken between 17 August – 9 October 2015 as part of a regional approach to identify priorities and objectives for future delivery. The consultation process involved a purpose-designed survey and was overseen by a project group of organisations from across mid and West Wales. The consultation was undertaken jointly by Carmarthenshire, Pembrokeshire, Ceredigion and Powys County Councils, Pembrokeshire National Park, Hywel Dda University Health Board, Powys Teaching Health Board, Dyfed Powys Police, Mid and West Wales Fire and Rescue Service and Wales Ambulance Trust. 774 responses have been received (569 of those are Carmarthenshire specific). In addition, specific engagement events have also taken place across the four county areas. Detailed reports on the feedback received are currently being prepared and the information gained will be used to develop action plans for each county for delivery against its set objectives from April 2016.

DETAILED REPORT ATTACHED?	YES
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IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report.

Signed: Wendy Walters Assistant Chief Executive (Regeneration & Policy)

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
YES	YES	NONE	NONE	NONE	NONE	NONE

- 1. Policy, Crime & Disorder and Equalities** – The development of a Strategic Equality Plan is a statutory duty under the Equality Act 2010.
- 2. Legal** – There are legal obligations to non-compliance with the Equality Act 2010.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below:

Signed: Wendy Walters Assistant Chief Executive (Regeneration & Policy)

- 1. Local Member(s)** – Included as part of the public consultation undertaken from 17 August – 9 October 2015.
- 2. Community / Town Council** – Included as part of the public consultation undertaken from 17 August – 9 October 2015.
- 3. Relevant Partners** – A variety of organisations and individuals have been consulted with to collect data and opinions.
- 4. Staff Side Representatives and other Organisations** – Included as part of the public consultation undertaken from 17 August – 9 October 2015.

Section 100D Local Government Act, 1972 – Access to Information
List of Background Papers used in the preparation of this report:

THESE ARE DETAILED BELOW:

Title of Document	File Ref No. / Locations that the papers are available for public inspection
Equality and Human Rights Commission Guidance for the Public Sector in Wales	http://www.equalityhumanrights.com/wales/publications/guidance-on-the-equality-duty-for-the-welsh-public-sector/

Cynllun Strategol Cydraddoldeb

Cyngor Sir Caerfyrddin

2016-2020

Mae'r ddogfen hon ar gael mewn fformatau eraill.

Os bydd arnoch angen y wybodaeth hon mewn fformat neu iaith arall, ffoniwch 01267 234567.



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Cyflwyniad

Mae Cyngor Sir Caerfyrddin wedi llunio Cynllun Strategol Cydraddoldeb sy'n ymdrin â'n holl ddyletswyddau cyfreithiol ac sy'n cadarnhau ein hymrwymiad i gydraddoldeb ac amrywedd. Dyma'r ail Gynllun i'r cyngor ei baratoi a'i gyhoeddi.

Mae'r cynllun strategol hwn yn nodi egwyddorion ein hymrwymiad i gydraddoldeb ac amrywedd ac yn amlinellu sut y bwriadwn gyflawni ein cyfrifoldebau a sicrhau ein bod yn gwireddu ein hegwyddorion mewn modd ymarferol.

Mae'r ymrwymadau hyn fel a ganlyn:

Rôl y Cyngor Sir fel cyflogwr;

Rôl y Cyngor Sir fel darparwr gwasanaethau;

Rôl y Cyngor Sir yn hyrwyddo goddefgarwch, dealltwriaeth a pharch o fewn y gymuned ehangach.

Mae'r Cynllun hwn yn amlinellu sut y byddwn yn hyrwyddo cydraddoldeb ac amrywedd am y 4 blynedd nesaf, rhai o'r camau ymarferol y byddwn yn eu cymryd i roi ein hymrwymadau ar waith a sut y byddwn yn monitro ein perfformiad ac effeithiolrwydd y Cynllun Strategol hwn.

Gellir cyflwyno sylwadau ac awgrymiadau ar sut y gall y cyngor wella a pherfformio ar ei orau fel sefydliad cyfleoedd cyfartal, ar unrhyw adeg at:

Y Tîm Polisi a Phartneriaeth,
Cyngor Sir Caerfyrddin,
Neuadd y Sir,
Caerfyrddin
SA31 1JP

neu drwy anfon e-bost at cydraddoldeb@sirgar.gov.uk

Ein Hymrwymiad i Gydraddoldeb ac Amrywedd

Mae 8 Gwerth Craidd gan yr Awdurdod:

1. Bod yn agored, ymddiriedaeth, gonestrwydd, uniondeb
2. Rhoi'r flaenoriaeth i gwsmeriaid
3. Gwrando a chyflawni addewidion
4. Gweithio mewn partneriaethau
5. Gosod gwerth ar ein staff
6. Sicrhau cyfle cyfartal
7. Trin pobl a'r amgylchedd â pharch
8. Gwella ein gwasanaethau

Mae pwysigrwydd cyfle cyfartal i'r awdurdod yn amlwg yn y chweched o'r gwerthoedd craidd ar y rhestr hon, ond mae hefyd yn gwbl hanfodol ym mhob un o'r saith arall.

Rydym wedi ymrwmo i drin ein staff, a phobl Sir Gaerfyrddin, yn deg. Fe sicrhawn na fyddwn yn gwahaniaethu yn erbyn pobl oherwydd eu hoedran, anabledd, tarddiad ethnig, cenedligrwydd, crefydd, cred neu ddiffyg cred, dosbarth cymdeithasol, rhywedd, cyfeiriadedd rhywiol, newid rhywedd, statws priodasol, cyfrifoldeb dros ddibynyddion neu am unrhyw reswm annheg arall.

Rydym wedi ymrwmo i sicrhau bod gwasanaethau cyhoeddus rhagorol yn cael eu darparu i bawb sy'n byw, yn gweithio, yn astudio yn Sir Gaerfyrddin ac yn ymweld â'r sir.

Mae'r Cynllun Strategol Cydraddoldeb yn amlinellu'r ymrwymiad parhaus sydd gan Gyngor Sir Caerfyrddin i greu amgylchedd o wir gydraddoldeb ac amrywedd ledled y sir.

Cefndir Cyfreithiol

Daeth y Ddeddf Cydraddoldeb newydd i rym ar 1 Hydref 2010. Mae'r Ddeddf Cydraddoldeb yn dod â mwy na 116 o ddarnau gwahanol o ddeddfwriaeth at ei gilydd mewn un Ddeddf. Gyda'i gilydd mae'r rhain yn creu Deddf newydd sy'n rhoi fframwaith cyfreithiol i amddiffyn hawliau unigolion a hyrwyddo cyfle cyfartal i bawb.

Mae'r Ddeddf yn symleiddio, yn cryfhau ac yn cysoni'r ddeddfwriaeth bresennol er mwyn sicrhau bod gan Brydain gyfraith gwahaniaethu newydd sy'n amddiffyn unigolion rhag iddynt gael eu trin yn annheg.

Un nodwedd bwysig o'r Ddeddf newydd yw ei bod yn cyflwyno Dyletswydd Cydraddoldeb Sengl y Sector Cyhoeddus sy'n cynnwys 9 o nodweddion gwarchoddedig. Y nodweddion gwarchoddedig yw:

- Oedran
- Anabledd
- Newid rhywedd
- Beichiogrwydd a mamolaeth
- Hil
- Crefydd a chred
- Rhyw
- Tueddfryd rhywiol
- Priodas a phartneriaeth sifil

Yn Sir Gaerfyrddin, mae hefyd angen penodol i roi ystyriaeth i'r iaith Gymraeg. Er bod hyn yn perthyn i fframwaith deddfwriaethol gwahanol (Mesur y Gymraeg 2011), mae cryn gysylltiad rhwng y modd ehangach y mae'r cyngor yn ymdrin â chydraddoldeb ac amrywedd ac ymrwymiad y cyngor i'r Gymraeg - ac yn enwedig yr angen i sicrhau bod pobl yn gallu ymdrin â'r cyngor yn yr iaith o'u dewis nhw (Cymraeg neu Saesneg).

Gallai'r gofynion i Asesu Effaith mewn perthynas â'r naw nodwedd a nodwyd, er enghraifft, fod yr un mor berthnasol i'r Gymraeg.

Gellir gweld manylion pellach am Safonau'r Gymraeg ar wefan y Cyngor neu drwy Gomisiynydd y Gymraeg.

Dyletswyddau Cydraddoldeb y Sector Cyhoeddus

Fel nodir ar dudalen 6, mae'r Ddeddf Cydraddoldeb 2010 yn gosod Dyletswyddau Cydraddoldeb ar gyrff a enwir yn y Ddeddf.

Y Ddyletswydd Gyffredinol

Nod y Ddyletswydd Gyffredinol yw sicrhau bod awdurdodau cyhoeddus a'r rhai sy'n cyflawni swyddogaeth gyhoeddus yn ystyried sut y gallant gyfrannu'n gadarnhaol i gymdeithas decach drwy hyrwyddo cydraddoldeb a pherthynas dda yn eu gweithgareddau pob dydd.

Mae'n ofynnol i gyrff cyhoeddus roi sylw priodol i'r angen i:

1. Dileu gwahaniaethu anghyfreithlon, aflonyddu, erledigaeth ac unrhyw ymddygiad arall sydd wedi ei wahardd gan y Ddeddf;
2. Hybu cyfle cyfartal rhwng pobl sy'n rhannu nodwedd warchoddedig berthnasol a phobl nad ydynt yn ei rhannu;
3. Hybu perthynas dda rhwng pobl sy'n rhannu nodwedd warchoddedig berthnasol a phobl nad ydynt yn ei rhannu.

Dyletswyddau penodol yng Nghymru

Mae Deddf Cydraddoldeb 2010 yn caniatáu i Weinidogion Cymru wneud rheoliadau sy'n gosod dyletswyddau cydraddoldeb penodol ar y sector cyhoeddus neu awdurdodau cyhoeddus perthnasol yng Nghymru a restrir yn Rhan 2 o Atodlen 19 y Ddeddf.

Mae'r dyletswyddau wedi'u datblygu i fod yn gymesur, i fod yn berthnasol i angen, yn dryloyw o ran dull ac wedi'u teilwra i arwain awdurdodau cyhoeddus perthnasol Cymru tuag at berfformiad gwell o'r ddyletswydd gyffredinol. Yr uchelgais yw i ddiwallu anghenion dinasyddion Cymru, sy'n dibynnu ar y gwasanaethau a ddarperir iddynt gan y sector cyhoeddus.

Mae'r Dyletswyddau Penodol yng Nghymru yn cael eu nodi yn Rheoliadau Deddf Cydraddoldeb 2010 (Dyletswyddau Statudol) (Cymru) 2011 a daethant i rym ar 6 Ebrill 2011.

Yng Nghymru, mae'r dyletswyddau penodol yn rhoi cyfrifoldeb ar y cyrff a restrir i ddatblygu a chyflwyno'r canlynol:

- Amcanion
- Cynlluniau Strategol Cydraddoldeb
- Ymgysylltu
- Asesu Effaith
- Gwybodaeth cydraddoldeb
- Gwybodaeth cyflogaeth
- Gwahaniaethau rhwng cyflogau
- Hyfforddiant staff
- Caffael
- Adroddiadau blynyddol (gan Awdurdodau Cyhoeddus a Gweinidogion Cymru)
- Cyhoeddi
- Adolygiad
- Hygyrchedd

Byddwn yn sicrhau ein bod, yn ystod oes y Cynllun hwn, yn cyflawni ac yn cydymffurfio â phob un o'r Dyletswyddau Penodol a nodir uchod.

Gwybodaeth am Sir Gaerfyrddin

Yn ôl Cyfrifiad 2011, 183,777 o bobl yw poblogaeth Sir Gaerfyrddin. Mae hyn yn cynrychioli cynnydd o 10,935 yn nifer y personau, a chynnydd canraddol o 6.3% ers cynnal y Cyfrifiad diwethaf yn 2001. Mewn cymhariaeth, cynyddodd poblogaeth Cymru 5.5% yn ystod y cyfnod o 10 mlynedd, ac roedd cyfanswm y cynnydd o gyfuno Cymru a Lloegr fymryn yn uwch, sef 7.8%, gan gadarnhau bod patrwm twf Sir Gaerfyrddin yn cyfateb fwy neu lai i gyfartaledd Cymru a Lloegr.

Mae gan Sir Gaerfyrddin ddwysedd poblogaeth o 0.8 o bobl yr hectar, sy'n is nag 17 o blith 22 Awdurdod Unedol Cymru. Yr aneddiadau dwysaf eu poblogaeth yn Sir Gaerfyrddin, yn nhrefn disgyniad y niferoedd, yw Tyisha, Lliedi, Bigyn a Phontaman. Yn y flwyddyn a ddaeth i ben ym mis Medi 2012, cyfradd ddiweithdra Sefydliad Llafur Rhyngwladol (ILO) Sir Gaerfyrddin - sef yr unigolion sy'n ddi-waith ac sy'n chwilio am waith - oedd 5.2%, y gyfradd isaf ers 2006, a ffigur sylweddol is na chyfartaledd Cymru, sef 8.4%. Fodd bynnag, dros gyfnod yr un tueddiadau (2006 - 2012) mae nifer y bobl yn Sir Gaerfyrddin y gellir eu galw yn 'bobl ddi-waith yn y tymor hir' (rhai sy'n derbyn Lwfans Ceisio Swydd am fwy na 6 mis) wedi codi 66.2%, gan godi i uchafbwynt o 3,835 o bobl yn 2010, ond gan wastatáu i 3,590 o hawlwyr yn 2012. O blith y rhain mae 34.7% (1,245 o bobl) rhwng 16 a 24 oed.

Mae'r newid yn y boblogaeth yn Sir Gaerfyrddin yn adlewyrchu patrymau twf a welwyd ledled Cymru gyfan, yn achos pob grŵp oedran ond un. Gwelir yr eithriad i hyn yn y grŵp oedran 0-15, lle mae gostyngiad o bron 2% ymhlith y plant 0-15 oed rhwng 2001 a 2011 yn Sir Gaerfyrddin yn cyferbynnu â chynnydd o 1.3% ar lefel genedlaethol yn ystod yr un cyfnod. Heblaw am gynnydd bychan iawn, 9.4%, yn y grŵp oedran 0-4 oed yn Sir Gaerfyrddin ers y Cyfrifiad diwethaf, mae poblogaeth ifanc y sir, yn benodol y rhai rhwng 5 a 14 oed, wedi gostwng 7.1%. Mewn cyferbyniad, mae poblogaeth oedolion ifanc Sir Gaerfyrddin (18-24 oed) wedi codi'n sylweddol. Mae Cyfrifiad 2011 yn cofnodi cynnydd o 20.3% yn y categori oedran hwn, a gellir egluro hynny, gan mwyaf, yn sgil y datblygiadau yn y sector addysg uwch (Coleg Sir Gâr a'r Drindod Dewi Sant).

Gwelwyd y cynnydd mwyaf dramatig ymhlith y grwpiau oedran hyn, yn benodol y rhai rhwng 60 a 74 oed a'r rhai 85 oed a throsodd, lle'r adroddwyd am gynnydd o 24.1% a 32.4% yn eu tro. Roedd y ddau gynnydd yn uwch na chyfartaledd Cymru, sef 21.2% (60-74 oed) a 27.7% (85 oed a throsodd), ac maent yn ategu'r model o boblogaeth sy'n heneiddio, sy'n golygu bod nifer uwch o drigolion Sir Gaerfyrddin wedi eu crynhoi mewn grwpiau oedran hŷn sydd wedi mynd heibio i oedran pensiwn.

Pe gallem grebachu poblogaeth Sir Gaerfyrddin i bentref o tua 100 o bobl, gyda phob un o'r cymarebau dynol presennol aros yr un fath, byddai:

- 49 o Wrywod a 51 o Fenywod (Cyfrifiad 2011)
- 18 o blant dan 16 oed (Cyfrifiad 2011)
- 61 o bobl o oedran gweithio (Cyfrifiad 2011)
- 21 o bobl o oedran pensiwn (Cyfrifiad 2011)
- 44 o bobl sy'n gallu siarad Cymraeg (Cyfrifiad 2011)
- 98 o bobl o gefndir gwyn a 2 o gefndir heb fod yn wyn (Cyfrifiad 2011)
- Byddai rhwng 6 a 9 o bobl yn Lesbiaid, Hoyw neu Ddeurywiol (Stonewall Cymru)
- 14 o bobl â salwch tymor hir cyfyngol (Cyfrifiad 2011)
- Byddai 13 o bobl yn darparu gofal di-dâl (Cyfrifiad 2011)
- 24 o'r boblogaeth oedran gweithio gydag anabledd (Ystadegau Gwaith a Phensiynau Mai 2013)
- Byddai 62 o bobl yn Gristnogion, 1 person o grefydd arall, 29 heb unrhyw grefydd ac 8 yn dewis peidio â nodi eu crefydd (Cyfrifiad 2011)
- Byddai 17 o gartrefi yn ennill llai na £10,000 y flwyddyn ac y byddai 5 o gartrefi yn ennill dros £80,000 y flwyddyn (CACI Paycheck 2013)
- Byddai 31 o bobl o gyfanswm y boblogaeth yn hawlio budd-daliadau allweddol gan yr Adran Gwaith a Phensiwn (Ystadegau Mai 2013)
- 18 o aelwydydd rhiant unigol (Cyfrifiad 2011)

O ystyried ein Sir o safbwynt mor gywasgedig â hyn, mae'r angen i dderbyn pobl, dangos parch a dealltwriaeth tuag atynt a meddu ar wybodaeth ynghylch cydraddoldeb ac amrywedd yn dod yn amlwg.

Cynllun Strategol Sir Gaerfyrddin

Mae Cynllun Strategol Cydraddoldeb Sir Gaerfyrddin yn tynnu sylw at dri dimensiwn sy'n rhan o'n cyfrifoldebau, a disgrifir y rhain yn fwy manwl yn y tair pennod ganlynol:

Ein rôl fel cyflogwr: Ni yw cyflogwr mwyaf y sir ac mae ein gweithlu'n cynnwys tua 8,000 o bobl (yn cynnwys gweithlu ysgolion). Rydym wedi ymrwmo i sicrhau cydraddoldeb yn ein gweithlu ac rydym yn dymuno bod yn enghraifft o arfer da i gyflogwyr eraill.

Ein rôl fel darparwr gwasanaeth: Rydym yn darparu tua 300 o wahanol wasanaethau i bobl leol, ac mae'r rhain mor amrywiol â darparu'r gwasanaeth addysg lleol, casglu sbwriel, gofalu am bobl hŷn neu blant sy'n agored i niwed, darparu cyfleusterau hamdden, cynnal a chadw priffyrdd ac rydym yn landlord i 9000 o gartrefi cyngor. Mae llawer o bobl yn dibynnu'n llwyr ar ein gwasanaeth ni ac nid oes unman arall ar gael iddynt. Rydym am sicrhau bod ein holl wasanaethau yn cael eu darparu'n unol â'r ymrwymadau sydd yn y Cynllun Strategol hwn.

Ein rôl fel arweinydd cymunedol: Rydym am hybu goddefgarwch a dealltwriaeth a helpu i adeiladu cymuned gydlynol ac unedig yn Sir Gaerfyrddin. Byddwn yn hyrwyddo egwyddorion cydraddoldeb ac amrywedd fel y'u nodir yn y Cynllun Strategol hwn drwy weithio gyda phartneriaid a chyrrff cymunedol ledled y sir.

Mae'r Cynllun Strategol Cydraddoldeb hwn yn amlinellu'r ymrwymiad parhaus sydd gan Gyngor Sir Caerfyrddin i greu amgylchedd o wir gydraddoldeb ac amrywedd ledled y sir.

Mae'r Cyngor yn cydnabod pwysigrwydd arweinyddiaeth ar sawl lefel. Mae aelod o'r Bwrdd Gweithredol yn Hyrwyddwr Cydraddoldeb. Mae'r Aelod yma yn chwarae rôl allweddol yn goruchwyllo'r modd y rhoddir y Cynllun Strategol Cydraddoldeb ar waith. Law yn llaw â hyn, mae'r Cyngorydd yn hyrwyddo materion Cydraddoldeb o fewn y Bwrdd Gweithredol ei hun.

Cydraddoldeb ac Amrywedd yng nghyd-destun ein Cynllun Gwella

Mae Rhaglen Cymru ar gyfer Gwella yn sôn yn benodol am 'leihau anghydraddoldeb o ran cael mynediad neu elwa ar wasanaethau, neu wella lle grwpiau dan anfantais'.

Er mwyn llwyddo i gylawni ein Hamcanion Cydraddoldeb, byddant yn rhan annatod o'n cynlluniau busnes gwasanaeth a'r Cynllun Gwella.

Ymgysylltu

Mae Ymgysylltu yn un o'r dyletswyddau penodol yng Nghymru. Mae'r gwaith o ddatblygu'r Cynllun Strategol hwn wedi cynnwys cynrychiolwyr o blith ein holl rhanddalwyr, cwsmeriaid, staff, aelodau etholedig, grwpiau cymunedol a phartneriaid.

O Gynllun Gwella'r Cyngor, Cynghrair Anabledd Sir Gaerfyrddin a phrosiectau a gweithgareddau Cydlyniad Cymunedol, mae ein hamcanion wedi cael eu datblygu drwy ymgysylltu â'n cymunedau. Rydym wedi defnyddio arolygon, grwpiau ffocws, fforymau a chyfarfodydd ymgysylltu i bennu'r blaenoriaethau. Er hynny, mae arnom angen gwybod mwy a bydd hynny'n un o flaenoriaethau'r Cynllun.

Mae'r Cynllun Strategol Cydraddoldeb yn adlewyrchu anghenion ein cymunedau a bydd yn datblygu wrth i'n cymunedau newid yn y dyfodol. Dros y pedair blynedd nesaf, bydd y Cyngor yn datblygu ei ddealltwriaeth o anghenion a dyheadau ei gymunedau a'r modd y mae'n cynnwys cymunedau ar gyfer monitro ei berfformiad yn erbyn ein hamcanion.

Gosod ein Hamcanion Cydraddoldeb

Mae ein Hamcanion Cydraddoldeb wedi eu gosod yn dilyn casglu tystiolaeth ac adborth o waith ymgysylltu'r Cyngor. Mae'r Amcanion Cydraddoldeb yn briodol i bob un o'r Nodweddion a Ddiogelir.

Cyngor Sir Caerfyrddin fel cyflogwr – hybu cydraddoldeb ac amrywedd yn ein gweithlu

Amcanion Cydraddoldeb :

- Denu a chadw'r gweithlu gorau posib.
- Gweithio i wella'r data monitro cyflogaeth sy'n cael ei gadw gan yr Awdurdod Lleol a sicrhau fod gwahaniaethau cyflog yn cael eu hadnabod gan gymryd camau priodol.

Er mwyn hyrwyddo cyflawni'r egwyddorion hyn byddwn yn:

- Sicrhau fod y Cyngor yn denu talent o'r ystod fwyaf eang o staff ag sy'n bosib.
- Parhau i ddatblygu staff, yn unol â Strategaeth Pobl y Cyngor.
- Cynnal ymarferiad i ddiweddarau data monitor cyflogaeth y Cyngor a mynd i'r afael ag unrhyw fylchau.
- Dadansoddi data a chywiro yn ôl y gofyn.

Bydd ein cynllun gweithredu manwl yn cynnwys y pwyntiau gweithredu sy'n eistedd o dan bob amcan, ynghyd â'r amserlen y byddwn yn gweithio tuag ati.

Ymwybyddiaeth a hyfforddiant staff

Mae hyfforddiant staff yn un o'r dyletswyddau penodol yng Nghymru, ac yn wir, mae cyfleoedd dysgu a datblygu yn allweddol i lwyddiant ein Cynllun Strategol Cydraddoldeb. Bydd cysylltu gwybodaeth, sgiliau a pherfformiad staff â'r amcanion cydraddoldeb yn helpu i sicrhau bod yr holl adnoddau dysgu a datblygu yn cael eu targedu at flaenoriaethau allweddol a gytunwyd gan alluogi unigolion i gyflawni eu rolau, cefnogi eu Cynlluniau Busnes Lleol a chyflawni cyfrifoldebau personol.

Mae darpariaeth Cydraddoldeb ac Amrywedd yn rhan greiddiol o'r Strategaeth Dysgu a Datblygu a byddwn yn parhau i ddatblygu ein cyrsiau yn unol â'r amcanion cydraddoldeb. Bydd cyfleoedd Dysgu a Datblygu ar gael i Aelodau Etholedig a staff.

Gwahaniaethau tâl

Mae mynd i'r afael gwahaniaethau tâl yn un o'r dyletswyddau penodol yng Nghymru. Yn 2011, gweithredodd yr Awdurdod y broses o werthuso swyddi a statws sengl.

Prif nodweddion hyn yw:

- Strwythur cyflogau a graddfeydd sengl
- Cysoni telerau ac amodau
- Cysoni wythnos waith safonol o 37 awr
- Cwblhawyd asesiad effaith cydraddoldeb annibynnol gan ganolbwyntio'n arbennig ar ryw

Y nodau allweddol yw:

- Sicrhau cyflog cyfartal am swyddi o werth cyfartal
- Moderneiddio strwythur tâl y Cyngor
- Sicrhau bod strategaeth cyflog a gwobrwyo y Cyngor yn cefnogi gweithio hyblyg a darparu gwasanaethau modern
- Cysoni amodau gwaith eraill, er enghraifft, taliadau goramser a lwfansau teithio.

Ym mis Rhagfyr 2013, cytunodd yr Awdurdod â'r undebau llafur cydnabyddedig i gymhathu gweithwyr ar delerau ac amodau 'Llyfr Coch' i mewn i'r strwythur tâl a graddio statws sengl newydd. Yn ystod 2015 mae mwyafrif y gweithwyr ar raddau leuenctid a Chymuned hefyd wedi'u cymathu i strwythur tâl a graddio statws sengl.

Mae'r Awdurdod wedi ymrwymo i gynnal archwiliad cyflog blynyddol a bydd unrhyw newidiadau i'r strwythur cyflog neu delerau ac amodau yn amodol ar asesiad effaith ar gydraddoldeb.

Cyngor Sir Caerfyrddin fel darparwr gwasanaethau

Amcanion Cydraddoldeb:

- Parhau i weithio i ddileu rhwystrau o ran mynediad at wasanaethau'r Cyngor a sicrhau ystyriaeth briodol i bob grŵp wrth wneud penderfyniadau.
- Helpu gwneud y mwyaf o botensial pobl, trwy'r system addysg a thrwy gefnogi twf yr economi leol.

Er mwyn hyrwyddo'r egwyddorion hyn byddwn yn:

- Ymateb i bryderon mynediad sy'n cael eu codi gan y cyhoedd.
- Adnabod pryderon cymunedol yn fuan trwy gyswllt rheolaidd gyda Chlymblaid Anableddau Sir Gâr a Chydraddoldebau Sir Gâr.
- Parhau i fireinio'r broses o gynnal asesiadau effaith ar gydraddoldebau.
- Priflifo camau gweithredu yn ymwneud ag addysg, cyflogaeth, tlodi a thwf busnes trwy Gynllun Llesiant y Sir.

Bydd ein cynllun gweithredu manwl yn cynnwys y pwyntiau gweithredu sy'n eistedd o dan bob amcan, ynghyd â'r amserlen y byddwn yn gweithio tuag ati.

Asesu Effaith

Mae'r gyfraith yn mynnu bod dyletswydd i roi 'sylw priodol' yn cael ei dangos yn y broses gwneud penderfyniadau. Un o'r prif ffyrdd y gall awdurdodau cyhoeddus ddangos 'sylw priodol' yw trwy asesu effaith bosibl unrhyw newidiadau arfaethedig ar bolisiau, gweithdrefnau ac arferion. Mae Asesu Effaith yn un o'r Dyletswyddau Penodol yng Nghymru.

Mae'r Comisiwn Cydraddoldeb a Hawliau Dynol yn argymhell bod cyrff cyhoeddus yn asesu'r effaith y gall eu polisi a'u penderfyniadau ariannol ei chael ar y grwpiau gwarchodedig newydd lle bo'n berthnasol a chymesur, ac y gellir gwneud hyn orau drwy ddefnyddio pecyn Asesu Effaith.

Mae Cyngor Sir Caerfyrddin wedi coleddu'r dull hwn ac wedi llunio ei dempled ei hun ar gyfer asesu polisïau a newidiadau yn y gwasanaethau. Mewn rhai achosion ychwanegir at hyn drwy gael asesiad a datganiad mwy manwl a fydd yn dangos pa gamau a gymerwyd i liniaru unrhyw effeithiau a allai fod yn niweidiol i bersonau sydd ag unrhyw un o'r 8 nodwedd warchoddedig a'r iaith Gymraeg.

Mae angen asesu 'polisïau' y deallir yn gyffredinol eu bod yn cynnwys yr holl ystod o swyddogaethau, gweithgareddau (gan gynnwys cyflawni gwasanaethau) a phenderfyniadau y mae'r cyngor yn gyfrifol amdanynt. Mae hyn yn cynnwys polisïau cyfredol a pholisïau newydd sy'n cael eu datblygu.

Mae'r Comisiwn Cydraddoldeb a Hawliau Dynol yn awgrymu bod pedwar canlyniad posibl i Asesiad a gall mwy nag un canlyniad ddeillio o bolisi unigol:

Canlyniad 1: Dim newid mawr

Mae'r Asesiad yn dangos bod y polisi yn gadarn; nid oes posibilrwydd o wahaniaethu neu effaith niweidiol. Manteisiwyd ar bob cyfle i hybu cydraddoldeb.

Canlyniad 2: Addasu'r polisi

Mae'r Asesiad yn nodi problemau posibl neu gyfleoedd a gollwyd. Dylid addasu'r polisi i ddileu rhwystrau neu i hybu cydraddoldeb yn well.

Canlyniad 3: Parhau â'r polisi

Mae'r Asesiad yn nodi'r posibilrwydd o effaith niweidiol neu golli cyfleoedd i hybu cydraddoldeb. Dylid cyfiawnhau'r rhesymau dros barhau â'r polisi yn glir. Dylid cynnwys y cyfiawnhad yn yr asesiad a sicrhau ei fod yn berthnasol i'r ddyletswydd i roi sylw priodol.

Canlyniad 4: Atal a dileu'r polisi

Mae'r polisi yn gwahaniaethu'n anghyfreithlon, neu fe allai wneud hynny. Rhaid atal a dileu'r polisi, neu ei newid.

(Mae'r codau ymarfer a'r arweiniad ar bob un o'r dyletswyddau sector cyhoeddus ar gael ar wefan Comisiwn Cydraddoldeb a Hawliau Dynol sy'n rhoi gwybodaeth am yr hyn sy'n diffinio gwahaniaethu anghyfreithlon www.equalityhumanrights.com)

Caffael

Mae Caffael yn un o'r Dyletswyddau Penodol yng Nghymru. Mae Cyngor Sir Gaerfyrddin yn cytundebu â sefydliadau allanol yn y sector preifat a'r trydydd sector ar gyfer darparu gwaith, nwyddau neu wasanaethau. Bydd ystyriaethau cydraddoldeb yn fwy perthnasol i rai gwasanaethau, nwyddau neu waith ond rhaid i ni bob amser roi sylw priodol i'r angen i ddileu gwahaniaethu ar sail cydraddoldeb, hybu cyfle cyfartal a meithrin cysylltiadau da.

Byddwn yn rhoi sylw priodol yn ystod pob cam o'r broses gaffael at yr angen i hyrwyddo cydraddoldeb. Er enghraifft, wrth gynllunio a hysbysebu cytundeb; wrth osod y meini prawf gwerthuso a pharatoi manylebau a hefyd wrth fonitro ein contractau gyda thrydydd parti.

Cyngor Sir Caerfyrddin fel arweinydd cymunedol – yn hyrwyddo goddefgarwch a pharch o fewn y gymuned ehangach

Amcanion Cydraddoldeb: Egwyddorion allweddol:

- Cefnogi cymunedau cydlynol trwy hyrwyddo ymgysylltu cymunedol a dinesig.
- Byddwn yn annog ffordd o fyw iachus a hyrwyddo pwysigrwydd lles .

Er mwyn hyrwyddo'r egwyddorion hyn byddwn yn:

- Priflifo camau gweithredu yn mynd i'r afael ag ymdeimlad o gymuned, dinasyddiaeth, bodlonrwydd o ran gwasanaethau, diogelwch cymunedol, ac ymgysylltu gyda hamdden a diwylliant trwy Gynllun Lles y Sir.
- Priflifo camau gweithredu yn ymwneud â lles (gan gynnwys tai, unigedd, iechyd meddwl a gweithgarwch corfforol) trwy Gynllun Lles y Sir.

Bydd ein cynllun gweithredu manwl yn cynnwys y pwyntiau gweithredu sy'n eistedd o dan bob amcan, ynghyd â'r amserlen y byddwn yn gweithio tuag ati.

Monitro ac Adrodd ar y cynnydd a wneir gan y Cynllun Strategol hwn

Mae Monitro ac Adrodd yn Ddyletswyddau Penodol yng Nghymru. Byddwn yn monitro pa mor dda yw ein perfformiad o ran y blaenoriaethau a'r amcanion a ddatblygwyd gennym sy'n ymwneud â chydraddoldeb ac amrywedd drwy fframwaith rheoli perfformiad y cyngor.

Byddwn yn cynhyrchu adroddiad blynyddol yn amlinellu'r hyn a wnaethom yn y flwyddyn flaenorol, a pha gamau rydym wedi'u cynllunio ar gyfer y flwyddyn i ddod. Gellir gweld Adroddiadau Blynyddol ein Cynllun Cydraddoldeb Strategol cyntaf ac Adroddiadau ein Gweithlu ar wefan y Cyngor.

Bydd grwpiau cymunedol a'u cynrychiolwyr yn cael cyfle i roi eu sylwadau ar y cynllun hwn ac i gynnig awgrymiadau o ran sut y gallem wella.

Bydd yr Adroddiad Blynyddol yn cael ei gyflwyno i'r Bwrdd Gweithredol ac i'r Pwyllgor Craffu Polisi ac Adnoddau.

Bydd y Cynllun Strategol Cydraddoldeb yn cael ei adolygu bob 4 blynedd.

**Diolch ichi am roi o'ch amser i ddarllen ein Cynllun Strategol
Cydraddoldeb**

Os hoffech gael mwy o wybodaeth, cysylltwch â'r
Tîm Polisi a Phartneriaeth
Cyngor Sir Caerfyrddin
Neuadd y Sir
Caerfyrddin

01267 224676 / 224914

cydraddoldeb@sirgar.gov.uk

www.sirgar.llyw.cymru

Mae'r dudalen hon yn wag yn fwriadol

**PWYLLGOR CRAFFU POLISI AC ADNODDAU
25 TACHWEDD 2015**

Gwariant ar Ymgynghorwyr Allanol 14/15

Ystyried y materion canlynol a chyflwyno sylwadau arnynt:

1. Bod y Pwyllgor yn ystyried yr adroddiadau sy'n amlinellu'r gwariant ar ymgynghorwyr allanol ac ar Gyngor Cyfreithiol Allanol yn ystod 2014/15, ac yn chyflwyno sylwadau arnynt.

Y Rhesymau:

1. Mae'r pwyllgor wedi gwneud cais am adroddiad blynyddol ynglyn a'r gwariant ar ymgynghorwyr allanol yn ystod 2014/15.
2. I ddarparu adroddiad ynghylch a) cyfanswm y gwariant ar ymgynghorwyr cyfreithiol allanol, b) natur y gwasanaeth(au) a ddarparwyd, c) y rhesymau dros gyflogi ymgynghorwyr cyfreithiol allanol.
2. Galluogi aelodau'r Pwyllgor i gyflawni eu rôl craffu.

Angen cyfeirio'r mater at y Bwrdd Gweithredol – NAC OES

YR AELODAU O'R BWRDD GWEITHREDOL SY'N GYFRIFOL AM Y PORTFFOLIO AM POLISI AC ADNODDAU:- Cyng. Emlyn Dole, Cyng. Pam Palmer, Cyng. Jim Jones and Cyng. Mair Stephens

YR AELOD O'R BWRDD GWEITHREDOL SY'N GYFRIFOL AM Y PORTFFOLIO

GWASANAETHAU CORFFORAETHOL:- Cyng. David Jenkins

Y Gyfarwyddiaeth: Gwasanaethau Corfforaethol	Swyddi:	Rhif ffôn: 01267 224886 Cyfeiriadau E-bost:
Enw Pennaeth y Gwasanaeth: Phil Sexton	Pennaeth Archwilio & Caffael	PSexton@sirgar.gov.uk
Awdur yr Adroddiad: Owen Bowen	Pennaeth Gwasanaethau Cyllidol Dros Dro	OBowen@sirgar.gov.uk

EXECUTIVE SUMMARY
Policy and Resources Scrutiny Committee
5th October 2015

Spend on External Consultants 14/15

This report has been produced in response to the Committee's request and summarises the spend on External Consultants by Department as follows:

	2013/14	2014/15
	£	£
Chief Executive	236,492	275,688
Environment	2,416,751	1,700,605
Education & Children	27,554	12,418
Corporate Services	129,141	136,283
Communities	14,639	107,320
TOTAL SPEND	<u>2,824,577</u>	<u>2,232,314</u>
TOTAL LEGAL SPEND	£386,229	£ 153,048

DETAILED REPORT ATTACHED ?

YES

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: Owen Bowen

Interim Head of Financial services

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
NONE	YES	YES	NONE	YES	NONE	NONE

1. Legal

It is vital to have proper contractual arrangements in place for all external consultancy and that the authority receives advice from suitably specialist legal advisers where the in-house legal team identifies a need to do so due to the complexity of the issues and/or insufficient capacity to deal with a matter.

2. Finance

Financial implications of commitments / payments to external Companies. Employment of External Consultants can avoid long term commitments associated with employing individuals over the longer term

5. Risk Management Issues

It is important to ensure that key expertise / skills are available when required

6. Staffing Implications

It is important to ensure that the right balance is achieved between procuring essential skills and employment of staff.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: Owen Bowen

Interim Head of Financial services

1. Scrutiny Committee – Not applicable

2. Local Member(s) – Not applicable

3. Community / Town Council – Not applicable

4. Relevant Partners – Not applicable

5. Staff Side Representatives and other Organisations – Not applicable

Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

THESE ARE DETAILED BELOW

Title of Document	File Ref No.	Locations that the papers are available for public inspection
None		

External Consultants

Department	Division	Head Of Service	Type of Consultant	Consultant/Consultancy Name	Nature of Service Provided	Why Consultant was used	2013 - 2014		2014 - 2015	
							Cost	Total per Division	Cost	Total per Division
Chief Executive	Customer Focus and Policy	Wendy S Walters	Language Consultant	CWMNI IAITH CYF.	Welsh Language Scheme Commissioning and Contracting Advice; final year of monitoring of Welsh Language Scheme; gweithgor findings - preparation of information and marketing for Education and Business Services		13,140.00	13,140.00	0.00	0.00
	Economic Development	Wendy Walters	Property & Engineering	OVE ARUP & PARTNERS INTERNATIONAL LTD	Llandovery Regeneration Master-plan and detailed designs for Town Centre Environmental Enhancement Scheme	Not able to deliver service in house procured through engineering framework	56,346.00		5,000.00	
			Property & Engineering	CAPITA PROPERTY & INFRASTRUCTURE LTD	Costs split between two projects. £47,151.71 (13/14) £17,050 (14/15) Development of Carmarthen Town Centre Regeneration Master-Plan and £34,795 (13/14) £7,974 (14/15) for Pibwrlwyd Strategic Employment Site Master-plan. Pibwrlwyd project delivered in conjunction with Coleg Sir Gar	Not able to deliver service in house procured through engineering framework	81,946.71		25,024.00	
			Property & Engineering	ATKINS LTD	Design Feasibility Study for Pontyates Rail Crossing	Not able to deliver service in house procured through engineering framework	9,823.36		0.00	
			Property & Engineering	CAPITA PROPERTY & INFRASTRUCTURE LTD	Split between three commissions: £2478 for development of Amman Valley Growth Zone Plan; £2992.75 for Cross Hands Growth Zone Plan and £5287 for Ammanford Town Centre regeneration master-plan review	Not able to deliver service in house procured through engineering framework	10,757.75		0.00	
			Training	CROSSHANDS INDUSTRIAL TRAINING LTD	Training to enable clients to secure full time employment, Fork Lift, HGV etc.	Training was procured and delivered by suitable provider. No provision internally	4,637.20		0.00	
			Specialist	CRM International	Collaborative Communities Final evaluation		11,750.00		0.00	
			IT	Local Gov Data unit (Wales)	Development, maintenance and hosting of the Regional Learning Skills Observatory	Expertise not available internally Initial contract advertised through sell2wales for tender	32,388.50		0.00	

External Consultants

Trefalen 146

Department	Division	Head Of Service	Type of Consultant	Consultant/Consultancy Name	Nature of Service Provided	Why Consultant was used	2013 - 2014		2014 - 2015	
							Cost	Total per Division	Cost	Total per Division
			Business specialist	SQW	RLP Final evaluation	No internal service available in house procured through engineering framework	15,702.00		0.00	
			Property & Engineering	Acanthus	Pendine Masterplan	Not able to deliver service in house procured through engineering framework	0.00		6,000.00	
			Property & Engineering	Acon	Carmarthen Town Study	Not able to deliver service in house procured through engineering framework	0.00		4,680.00	
			Property & Engineering	Francis Sant	Pendine Masterplan - flood expertise	Not able to deliver service in house procured through engineering framework	0.00		706.63	
			Property & Engineering	Parsons Brinkeroff	Laugharne Car Park Study	Not able to deliver service in house procured through engineering framework	0.00		3,446.38	
			Property & Engineering	ATKINS LTD	Piberlwyd Traffic Study	Not able to deliver service in house procured through engineering framework	0.00		5,685.00	
			Property & Engineering	ATKINS LTD	Carmarthen Town Traffic Model	Not able to deliver service in house procured through engineering framework	0.00		2,757.79	
			Property & Engineering	LambertSmithHampton	Marketed Foundry Row, Ammanford - Co - ordained marketing of site, Report on Expressions of Interest received	Service not available in house. Procured via Corporate Property	0.00		2,665.00	
			Signage	FWD Design	Provision of Concept designs for signage for Ammanford Town Centre	Unable to deliver service in house. Service procured as per financial regulations. This cost is externally funded	0.00		2,500.00	
			Business Specialist	Wavehill Consultants	Evaluation of Cross Hands East Strategic Employment Site project	Unable to deliver this service in house as independent evaluation of ERDF funded project required as part of the grant. Costs were 100% funded by external funding	0.00		14,975.00	
			Property & Engineering	Parsons Brinkeroff	Project and Contract Management, CDM Co-ordination for Cross Hands East Strategic Employment Site	Service not available in house. Procured via Technical Services framework. The costs were partly funded by external funding	0.00		54,336.00	

External Consultants

Department	Division	Head Of Service	Type of Consultant	Consultant/Consultancy Name	Nature of Service Provided	Why Consultant was used	2013 - 2014		2014 - 2015	
							Cost	Total per Division	Cost	Total per Division
			Property & Engineering	Waterman Engineering	Technical Data for Planning Applications on JV land in Burry Port	Expertise not available in house. These costs are externally funded	0.00		64,106.00	
			Design and Marketing specialist	NB Design	Cross Hands Growth Zone	Strategic branding, photography and concept design for marketing materials	0.00		4,999.00	
			Financial	Broomfield Alexander	Business Due diligence	Due diligence for DGI Global Ltd.	0.00		4,950.00	
			Business Consultant	PER Consulting	Study through ' Tackling Poverty through Capital Expenditure'	Tendering for work, based on brief submitted	0.00		4,999.00	
			Business Consultant	Peredur Ltd	Feasibility of additional Health Services in Town Centres and their contribution to Regeneration	Tendering for work, based on brief submitted	0.00		4,950.00	
			Designer	Parsons Brinkeroff	Designs and Proposals	Design and proposals of Llanelli Gateway Scheme. These costs are externally funded	0.00		17,663.00	
			Public Art Consultant	EMP Projects & Associates	Advised on artists	Sourcing public art & managed implementation. Costs were externally funded	0.00		1,000.00	
			Professional and Management Support	AECOM LIMITED	Evaluation of Project	Provide interim progress on Llanelli Town Centre. Service not available in house. Procured in line with financial regulations. These costs were funded by external funding	0.00		3,090.00	
			Digital Inclusion	Citizen's Online	Study into digital inclusion	No internal expertise. This was 100% funded via external funds - RDP	0.00		14,650.00	
			Agriculture	Andersons	Research feasibility of incubation farming in rural Carmarthenshire in conjunction with Farming Unions and Coleg Sir Gar	No internal expertise. This was 100% funded via external funds - RDP	0.00		13,980.00	
			Evaluation	CM International	Evaluation of the RDP Axis 3 programme in Carmarthenshire	WG requirement to appoint independent external consultants. This was 100% funded via external funds - RDP	0.00	223,351.52	13,525.00	275,687.80
Total Chief Executive								236,491.52		275,687.80

Department	Division	Head Of Service	Type of Consultant	Consultant/Consultancy Name	Nature of Service Provided	Why Consultant was used	2013 - 2014		2014 - 2015	
							Cost	Total per Division	Cost	Total per Division
Environment	Property	Mark V Davies Hywel Harries	The Property Maintenance & Construction Division is responsible for managing and administering the various Property Construction related Framework contracts on behalf of the Authority and the Region. There are separate arrangements for engineering Frameworks which are managed by Transport and Engineering These Framework contracts allow the engagement of external Consultants for all relevant work primarily due to the in house Property Design section not having the specific specialist skills available or resources available at the time to react to short notice demands and imposed timescales of primarily grant funders . Work is undertaken for all Departments and a wide range of specialist skills are employed. Since the Autumn of 2014 the Division has been insourcing more work and engaging additional staff , however the effect will not be reflected until 2015/2016. Some services are not economically viable to in source and reliance on external provision will still be a necessity, although the level of external sourcing will be reduced considerably.							
			Structural	MOTT MACDONALD CARDIFF	Structural ,QS & Cost Control services	On going commitment on capital projects due to lack of in-house capacity	4,000.00		66,577.00	
			Cost Control, Quantity Surveying, CDMC etc.	FAITHFUL+ GOULD LTD	Cost control & QS services	On going commitment on capital projects due to lack of in-house capacity	250,960.75		18,135.00	
			Cost Control, Quantity Surveying, CDMC etc.	ATKINS LTD	Cost Control, Quantity Surveying, CDMC & M&E Services etc.	On going commitment on capital projects due to lack of in-house capacity	0.00		367,082.60	
			Ecology & Environmental Assessments	JACOBS UK LTD	Ecology	Specialist service provision , no in-house capacity	36,109.19		0.00	
			Land surveys and underground mapping of services etc	LANDSCOPE ENGINEERING LTD	Topographical and underground surveys	No in-house specialism. Costs of setting up and maintaining would not be justifiable.	16,200.00		24,147.75	
			Land Surveys and underground mapping of services etc.	CATLING'S LAND SURVEYS	Topographical and underground surveys	No in-house specialism. Costs of setting up and maintaining would not be justifiable.	5,360.00		3,945.00	
			Asbestos & Environmental Consultancy	REDHILLS ENVIRONMENTAL CONSULTANTS	Asbestos surveys	Specialist service provision. Approx £855 on capital related projects. Remainder assumed to be on CHS and other revenue related work	222,176.50		200,968.45	
			Mechanical & Electrical Engineering Clerk of Works	RICHARDS PARTNERSHIP	M&E Clerk of Works services	No in- house specialism available at the time. Engaged on on-going capital projects	54,739.00		32,492.50	
			Architects	LAWRAY ARCHITECTS	Architectural services	On going commitment on capital projects due to lack of in-house capacity	347,500.72		46,965.95	
			Structural	WYATT & WATTS	structural advice	CHS related work.No in-house specialism. Amalgamation of Property and Engineering design teams will in the main address this in future	275.00		1,510.20	

External Consultants

Department	Division	Head Of Service	Type of Consultant	Consultant/Consultancy Name	Nature of Service Provided	Why Consultant was used	2013 - 2014		2014 - 2015	
							Cost	Total per Division	Cost	Total per Division
			Mechanical & Electrical Engineering Design including Ecology, Environmental and BREEAM Assessments etc	MCCANN & PARTNERS	M&E Design services	No in-house specialism available at time of engagement. On going commitment on capital projects . Reduction in cost; the completion of some the projects that they were engaged on and that they have not been commissioned on new projects, this work now being carried out in-house	193,507.53		18,768.39	
			Consulting Engineers	CURTINS CONSULTING ENGINEERS	Structural advice on non trad housing - specialist	Specialist service provision	10,754.65		0.00	
			Mechanical & Electrical Engineering Design	OVE ARUP & PARTNERS INTERNATIONAL LTD	Burry Port School Property Design	On going commitment on capital projects due to lack of in-house capacity	9,600.00		43,430.96	
			Ecology and Environmental Assessments etc.	PRYCE CONSULTANT ECOLOGISTS	Ecology Surveys and advice	Specialist service provision , no in-house capacity	2,865.00		0.00	
			Cost Control, Quantity Surveying etc	FRANKLIN & ANDREWS LTD	Ecology surveys and advice	On going commitment on capital projects due to lack of in-house capacity. Reduction in cost; the completion of some the projects that they were engaged on and that they have not been commissioned on new projects, this work now being carried out in-house	181,052.00		65,850.00	
			Asbestos surveys, analysis and supervision	RESOURCE & ENVIRONMENTAL CONSULTANTS ASBESTOS LTD		Specialist service provision. £720 on capital projects . Remainder CHS and other work	7,310.00		2,700.00	
			Architecture and construction services	AECOM	Cost control & QS Services	On going commitment on capital projects due to lack of in-house capacity	500.00		0.00	
			Architectural	Architype	Architectural Services	Specialist service - advice on "Passivhaus" accreditation	1,200.00		0.00	
			Planning & Development	Asbri planning	Planning advice	Specialist service provision , no in-house capacity	4,826.50		0.00	
			Architects	Austin Smith Lord	Architectural Services		1,000.00		0.00	
			Design, energy & sustainability	Bullock consulting	M&E Design services	No in- house specialism available at the time.	2,250.00		413.44	

External Consultants

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Department	Division	Head Of Service	Type of Consultant	Consultant/Consultancy Name	Nature of Service Provided	Why Consultant was used	2013 - 2014		2014 - 2015	
							Cost	Total per Division	Cost	Total per Division
			Construction consultants	Gleeds	Cost control & QS Services	No in-house capacity available at time of engagement. Engaged to assist with the development and production of documentation to support the Burry Port planning applications	1,648.40		76,827.40	
			Ecology and Environmental Assessments etc.	JW Ecology	Ecology surveys and advice	Specialist service provision , no in-house capacity	460.00		0.00	
			Architects	Lewis Partnership	Architectural Services	On going commitment with Corporate property planning applications and works at Ty Elwyn & works for Building services	65,247.95		79,565.99	
			Ecology and Environmental Assessments etc.	Soltys Brewster	Ecology surveys and advice		2,189.20		0.00	
			Geotechnical and Geo-Environmental Engineering and Site Investigation	Terra Firma(Wales)Ltd	Ground investigation work		3,465.00		0.00	
			Archaeologists	AB Heritage Ltd. (Archaeological Works)	Archaeological work at Bro Dinefwr	Specialist services not available in-house and engaged for the Client element of the Bro Dinefwr Project	0.00		185,577.45	
			Asbestos surveys, analysis and supervision	Anchem laboratories	Asbestos surveys, analysis and supervision	Specialist service provision.	0.00		24,346.75	
			Architects	B3 Architects	Architectural Services	No in-house capacity available at time of engagement	0.00		20,825.00	
			Design, energy & sustainability	Building Services Controls Ltd	M&E Design services	Specialist services not available in-house relating to energy and system control management on capital projects	0.00		7,426.00	
			Land surveys and underground mapping of services etc	Gwalia Surveys	Topographical and underground surveys	No in-house specialism. Costs of setting up and maintaining would not be justifiable.	0.00		1,390.00	
			Ecology and Environmental Assessments etc.	Habitat Matters	Ecology surveys and advice	Specialist service provision	0.00		411.00	
			Accousticians	Hunter accoustics	Accoustic specialists	Specialist service provision	0.00		11,475.00	
			Ecology and Environmental Assessments etc.	Rob Colley	Ecology surveys and advice	Specialist service provision	0.00		700.00	

External Consultants

Department	Division	Head Of Service	Type of Consultant	Consultant/Consultancy Name	Nature of Service Provided	Why Consultant was used	2013 - 2014		2014 - 2015	
							Cost	Total per Division	Cost	Total per Division
			Structural Engineers	Roger Casey Associates	structural advice	Capital related projects .No in-house specialism. Amalgamation of Property and Engineering design teams will in the main address this in future	0.00		17,975.00	
			Asbestos surveys, analysis and supervision	Santia Asbestos Management Ltd	Asbestos surveys, analysis and supervision	Specialist service provision.	0.00		36,034.28	
			Design, energy & sustainability	Such & Co	M&E Design services	Specialist services not available in-house relating to energy and system control management on capital projects	0.00		7,830.64	
				The Building safety group		Specialist service provision.	0.00		1,000.00	
			Arboriculture contractor	Treescene Ltd			250.00	1,425,447.39	0.00	1,364,371.75
Environment	Streetscene	Mario Cresci		MOTT MACDONALD CARDIFF	Framework - Engineering specialist design and assessment via internal Civil Design Gateway	Continuation of structural assessment and design of sub-standard bridge structures.	4,721.42		0.00	
				ExP Consultancy	Asset management reporting & HAMP development	Support in developing CCC reports and documentation within the SCOTS/CSSW HAMP framework, specialist knowledge	3,871.00		55.00	
				Shoreline Management Partnership	Specialist coastal defence engineering and tidal cycle management advice.	Specialist knowledge not within current resource base.	30,000.00		0.00	
				JACOBS UK LTD	Framework - Engineering specialist design and monitoring via internal Civil Design Gateway	Continuation of hydraulic monitoring and modelling work relating to groundwater issues at Ammanford Cemetery	3,031.61		180.91	
				OVE ARUP & PARTNERS INTERNATIONAL LTD	Framework - Engineering specialist design via internal Civil Design Gateway	Continuation of reservoir spillway upgrade feasibility/design at Trebeddrod Reservoir	12,068.00		37,348.53	
				B FLYNN CONSULTANCY	Environmental Consultancy	To gain & maintain accreditation to ISO 14001 Environmental Management & to ensure compliance with Environmental Legislation	3,600.00		3,150.00	
			Building Surveys	LLOYD EVANS & CO.	Property Condition Surveys	Surveys undertaken prior to construction works to safeguard against potential claims.	0.00		775.00	

External Consultants

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Department	Division	Head Of Service	Type of Consultant	Consultant/Consultancy Name	Nature of Service Provided	Why Consultant was used	2013 - 2014		2014 - 2015	
							Cost	Total per Division	Cost	Total per Division
			Ecology and Environmental	ECO SURVEYS LTD.	Otter and Bat surveys	Specialist ecological report required - expertise not available internally	0.00		550.00	
			Ecology and Environmental	THE OTTER CONSULTANCY	Otter surveys	Preparation of Otter Licence Report for NRW including site mitigating works - expertise not available internally	0.00		2,624.00	
			Archaeological	DYFED ARCHAEOLOGICAL TRUST LTD	Brunant Highway Support scheme	Specialist advice in relation to Report preparation and site supervision - expertise not available internally.	0.00		935.00	
				IMAGE CONSULTANTS	Quality Management Consultancy	To maintain accreditation to ISO 9001 Quality Management	8,550.00	65,842.03	4,750.00	50,368.44
Environment	Transportation	Steve Pilliner	<p>Framework contracts on behalf of the Authority. There are separate arrangements for non engineering Frameworks which are managed by Property Services.</p> <p>These Framework contracts allow the engagement of external Consultants for all relevant work primarily due to the in house Engineering Design section not having the specific specialist skills available. Work is undertaken for all Departments and a wide range of specialist skills are employed. It would not be cost effective to retain the majority of these skills within the in house teams.</p>							
			Civil Design	JACOBS UK LTD	Various schemes - 3 No. in total	Work on behalf of Regeneration & Leisure & Technical Services	80,741.21		91,852.03	
			Civil Design	MOTT MACDONALD CARDIFF	Various schemes – 1 No. in total	Work on behalf of Technical Services	10,447.42		0.00	
			Civil Design	CAPITA PROPERTY & INFRASTRUCTURE LTD	Various schemes – 5 No. in total	Work on behalf of Regeneration & Leisure & Technical Services	72,007.74		0.00	
			Civil Design	ATKINS LTD	Various schemes – 11 No. in total. Many Schemes have passed the design stage where High consultancy costs are incurred	Work on behalf of Regeneration & Leisure & Technical Services	260,391.02		11,549.47	
			Civil Design	OVE ARUP & PARTNERS INTERNATIONAL LTD	Various schemes – 5 No. in total. Many Schemes have passed the design stage where High consultancy costs are incurred	Work on behalf of Regeneration & Leisure, Technical Services and Education	350,313.61		137,426.04	
			Civil Design	CAPITA SYMONDS	No costs in 2014/15	Ecological Studies	553.52		0.00	
			Ecology	PRYCE CONSULTANT ECOLOGISTS	Various schemes - 3 No. in total	Work on behalf of Regeneration & Leisure, Housing and Education	3,771.00	778,225.52	3,689.00	244,516.54
Environment	Planning & Development	Eifion Bowen	Property & Engineering	JACOBS UK LTD	Input to LDP Process and specialist advice for Brechfa East Wind Farm	Service not provided by highways internally	19,246.34		13,956.99	
			Property & Engineering	AECOM LIMITED	Transport Statement and Travel Plan Assessment - W/27186	Service not provided by highways internally	2,592.98		0.00	

External Consultants

Department	Division	Head Of Service	Type of Consultant	Consultant/Consultancy Name	Nature of Service Provided	Why Consultant was used	2013 - 2014		2014 - 2015	
							Cost	Total per Division	Cost	Total per Division
			Property & Engineering	AECOM LIMITED	Small/Medium Wind Turbine advice	Capacity not available internally	9,780.00		0.00	
			Property & Engineering	ANDREW GOLLAND ASSOCIATES	Specialist advice for Local Development Plan (LDP)	Expertise not available internally	8,680.00		4,600.00	
			Property & Engineering	CAPITA SYMONDS	Specialist advice - Genwen Farm Planning Application	Service not provided by highways internally	2,025.41		0.00	
			Property & Engineering	CLG ENERGY CONSULTANTS	Specialist Technical Advice in support of Bryn Llywelyn Wind Farm appeal	Expertise not available internally	425.00		0.00	
				DYFED ARCHAEOLOGICAL TRUST LTD	Historic Environment Services	Requirement of WG Specialist knowledge	5,125.00		3,922.00	
			Property & Engineering	ECOTEXT LTD	Specialist Technical Advice in support of Bryn Llywelyn Wind Farm appeal	Specialist knowledge	13,170.00		0.00	
			Property & Engineering	EDGE ANALYTICS LTD	Input to LDP Process (Demographic Forecast)	Technical knowledge required to challenge WG predictions and lack of capacity internally	8,000.00	69,044.73	0.00	22,478.99
			Property & Engineering	GILLESPIES LLP	Specialist Technical Advice in support of Bryn Llywelyn Wind Farm appeal	Landscape Expertise ; specialist knowledge	17,407.44		0.00	
			Property & Engineering	NATHANIEL LICHFIELD & PARTNERS	Specialist Retail advice - E/28015	Capacity and expertise not available internally	1,750.00		3,000.00	
			Property & Engineering	OVE ARUP & PARTNERS INTERNATIONAL LTD	Transport Assessment - E/27510	Service not provided by highways internally	343.40		0.00	
			Property & Engineering	OXFORD BROOKES ENTERPRISES LTD	Specialist Technical Advice in support of Bryn Llywelyn Wind Farm appeal	Expertise not available internally	7,000.00		0.00	
			Property & Engineering	PARSONS BRINCKERHOFF	Specialist Technical Advice in support of Bryn Llywelyn Wind Farm appeal	Noise - Expertise not available internally	2,791.00		0.00	
			Property & Engineering	TERENCE O'ROURKE	Specialist Technical Advice in support of Bryn Llywelyn Wind Farm appeal	Archaeology Expertise not available internally	20,122.84		0.00	
				WEST WALES BIODIVERSITY INFORMATION CENTRE	Screening of weekly planning list, support to LBAP, Biodiversity Data Searches	Specialist knowledge	8,000.00		8,000.00	
				THIRD RESPONSE LTD	Training Plan for Building our Heritage Project bid (Tywi Centre)	Expertise not available internally	8,189.35		0.00	
				ALYSON JENKINS CONSULTANCY LTD	Evaluation of 3 externally funded projects (Tywi Centre)	Expertise not available internally	12,587.50		0.00	
				ATKINS LTD	Specialist advice - W/27776 & W/28754	Capacity not available internally	0.00		2,487.00	

External Consultants

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Department	Division	Head Of Service	Type of Consultant	Consultant/Consultancy Name	Nature of Service Provided	Why Consultant was used	2013 - 2014		2014 - 2015	
							Cost	Total per Division	Cost	Total per Division
				GILLESPIES LLP	Review of Wind Turbine Applications	Capacity not available internally - jointly funded	0.00		4,000.00	
				PARSONS BRINCKERHOFF	Specialist Technical Advice in support of Brechfa Windfarm application	Noise - Capacity not available internally	0.00		1,382.50	
								78,191.53		18,869.50
Total Environment								2,416,751.20		1,700,605.22
Education & Children	Governance & Inclusion	Gareth Morgans								
				SOLTYS BREWSTER CONSULTING	Nantygroes CP (closed school) - report on bats in the building	Specialist ecological report required	2,189.20		0.00	
				REDHEAD CONSULTANCY LTD	Halfway CP - Developing community policies & preparing bids for school project (willow garden)- ARRANGED BY SCHOOL	expertise in compiling bids for other schools	1,260.00		0.00	
				STEDDY LTD	Providing private occupational therapy services as directed by SEN tribunal	Do not have SLA with OT service for this specialist support	19,795.15		11,218.00	
				A A ACCOUNTANCY	Financial support for Maes Y Gwendraeth Comp- ARRANGED BY SCHOOL	Additional financial expertise required during school reorganisation	550.00		0.00	
				R TUNLEY	Directing school show production- ARRANGED BY SCHOOL	specialist service provided	3,760.00	27,554.35	1,200.00	12,418.00
Total Education & Children								27,554.35		12,418.00
Corporate Services	Corporate Property	Jonathan Fearn								
			Architect	LEWIS PARTNERSHIP	Architecture Services	Specialist advice required to support planning application. Internal expertise not available	38,152.00		43,567.00	
			Land Surveyor	MIKE WILLIAMS SURVEYS	Land Survey (13/14)	Specialist advice required to support planning application. Internal expertise not available	710.00		0.00	
			Estate Agent	GERALD VAUGHAN	Estate Agency (13/14)	External Marketing required for surplus property to maximise sale proceeds	8,406.00		0.00	
			Planning Consultant	ASBRI PLANNING	Planning Consultancy	Specialist advice required to support planning application. Internal expertise not available	1,099.00		1,918.00	
			Estate Agent	LAMBERT SMITH HAMPTON	Estate Agency / Auctioneer	Property Auction - internal expertise not available	2,199.00		1,638.00	
			Drainage Consultant	WATERMAN CIVILS LTD	Flood Risk and drainage advice	Specialist advice required to support planning application. Internal expertise not available	1,365.00		15,327.00	

External Consultants

Department	Division	Head Of Service	Type of Consultant	Consultant/Consultancy Name	Nature of Service Provided	Why Consultant was used	2013 - 2014		2014 - 2015	
							Cost	Total per Division	Cost	Total per Division
			Estate Agent	DAI LEWIS CYF	Estate Agents (13/14)	External Marketing required for surplus property to maximise sale proceeds	2,625.00		0.00	
			Estate Agent	MALLARD	Estate Agents (13/14)	External Marketing required for surplus property to maximise sale proceeds	325.00		0.00	
			Estate Agent	JOHN FRANCIS	Estate Agents (13/14)	Property Auction - no facility to provide in-house	743.00		0.00	
			Valuation	VALUATION OFFICE	Valuation advice	Independent Valuation required. Not possible to provide in-house	5,005.00		2,701.00	
			Estate Agent	CLEE TOMPKINSON FRANCIS	Estate Agents	External Marketing required for surplus property	5,406.00		3,235.00	
			Energy Performance Assessor	WARMLEIGH ENERGY SERVICES	Energy Performance Certificates	Statutory requirement prior to letting or disposing of property. Internal expertise not available	835.00		2,076.00	
			Commercial Property Consultant	KNIGHT FRANK	Development, Investment and Building Surveying	Specialist advice required. Internal expertise not available	19,500.00		0.00	
			Architect	DAVIES RICHARDS DESIGN	Architecture and Planning Advice	Planning and architectural advice. Internal expertise not available	0.00		2,700.00	
			Energy Performance Assessor	ENERGIZE WALES	Energy Performance Certificates	Statutory requirement prior to letting or disposing of property. Internal expertise not available	0.00		585.00	
			Architect and Planning Consultant	JCR PLANNING	Architecture and Planning Advice	Specialist advice required to support planning application. Internal expertise not available	0.00		1,845.00	
			Commercial Property Consultant	REES RICHARDS & PARTNERS	Valuation of CCC Fishing Rights	Expert assistance necessary for an infrequent and specialist task. Internal expertise not available	0.00		1,200.00	
			Ecologists	SOLTYS BREWSTER	Ecology Consultants	Specialist advice required to support planning application. Internal expertise not available	0.00		1,980.00	
			Transport Planners	ACSTRO	Transport Planning Consultant	Specialist advice required to support planning application. Internal expertise not available	0.00		1,176.00	
			Tree Surveyor	DAVID RICE FORESTRY	Tree Survey	Specialist advice required to support planning application. Internal expertise not available	0.00		400.00	

External Consultants

Department	Division	Head Of Service	Type of Consultant	Consultant/Consultancy Name	Nature of Service Provided	Why Consultant was used	2013 - 2014		2014 - 2015	
							Cost	Total per Division	Cost	Total per Division
			Land Surveyor	DLG SURVEYS	Topographical Survey	Specialist advice required to support planning application. Internal expertise not available	0.00	86,370.00	450.00	80,798.00
	Financial Services	Chris Moore	Treasury Management Services	CAPITA ASSET SERVICES	Financial	Expert assistance and advice on Interest Rate Forecasting, TM Portfolio Structure and Volatility, Borrowing, Debt Restructuring, Investment Policy. Provision of Training and Seminars and a Help-line Facility	18,400.00		18,400.00	
			Tax/National Insurance/VAT	Baker Tilly Business Services Ltd	Financial	Acquisition of specialist knowledge and advice to ensure compliance with HMRC regulations. Ensure the financial integrity of the Council pertaining to matters of tax, NI and VAT./ Resolve alleged overpayment of taxes emanating from 1996/7 onwards.	645.00	19,045.00	5,895.00	24,295.00
	Audit, Procurement & ICT	Phil Sexton	Risk & Insurance Broker	Marsh UK	Insurance Broker / Risk Advice	Access to the Insurance Market	23,726.00	23,726.00	24,200.00	24,200.00
	ICT	John Roberts	ICT Industry	Softcat Ltd	An independent Oracle License Audit to mitigate risk of financial penalty and support the submission for psn compliance.	External view required as expertise is not available in-house due to the transient nature of licensing models.	0.00		4,990.00	
			ICT Industry	Intercept Ltd	To design and configure the implementation of a Proof of Concept of XenApp 7.6	XenApp 7.6 is new to the authority and provides mobile access to various systems. Expertise required from an industry expert to support the installation.	0.00	0.00	2,000.00	6,990.00
Total Corporate Services								129,141.00		136,283.00
Communities	Housing and PP	Robin Staines	Housing	Andy Gale	Training and Support	Welsh Government Introduced New Legislation. It provided funding to support its introduction	0.00		5,000.00	
		Robin Staines	Housing	Opinion Research Services	G&T Accomodation Assessment	Welsh Governrment Introduced New Legislation. No one in house had the relevant expertise to carry out the assessment	0.00	0.00	11,075.00	16,075.00

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External Consultants

Department	Division	Head Of Service	Type of Consultant	Consultant/Consultancy Name	Nature of Service Provided	Why Consultant was used	2013 - 2014		2014 - 2015	
							Cost	Total per Division	Cost	Total per Division
	Leisure		Marine Engineering	CEDM Ltd	Specialist Coastal Defence consultant oversees dredging contract at BP Harbour	Monitors Marine environment at BP Harbour and assists with Annual access channel mechanical dredging tender process	9,664.00		3,820.00	
			Legal / Specialist / financial	RPT Consulting	Options appraisal for future management of Leisure Services, with potential trust procurement / set up support (Part B £25,700)	Specialist external advice on a potentially new delivery model for whole service area (£5k options; £6.8k Part A; £25,700 Part B)	4,975.00	14,639.00	32,500.00	36,320.00
SCH&H	OP&PD (at time of commissioning)	Sheila Porter (at time of commissioning)	Management	Care and Health Solutions	Strategic support in relation to service redesign and transformation of services	To provide expert knowledge in researching and evaluating the future managerial and delivery options for in house services. Expertise in evaluation of all options not available internally.	0.00		25,800.00	
		Robin Staines	Management	Project Development Workshop Ltd (PDW).	Housing and development consultancy in relation to service redesign and transformation of services	To provide expert support and specialist knowledge in the development of accommodation models for older persons . Expertise in evaluation of all options not available internally.	0.00	0.00	29,125.00	54,925.00
Total Communities								14,639.00		107,320.00
Whole Authority Total								2,824,577.07		2,232,314.02

Mae'r dudalen hon yn wag yn fwiadol

External Legal Advice

Barristers Chambers/ Solicitors	Nature of Service Provided	Why Consultant was Used?	2013-2014		2014-2015	
			Cost	Total Per Barristers/ Solicitors	Cost	Total Per Barristers/ Solicitors
Angel Chambers	Representation at trial	Conducting solicitor unable to attend	£240.00	£240.00		£0.00
Falcon Chambers	Advice on large dilapidations claim against the council	Issues beyond the expertise of the in-house team	£2,640.00	£2,640.00		£0.00
11 KBW, London	Advice of deprivation of liberty	Matters beyond expertise of in house lawyers			£2,286.00	
11 KBW, London	Advice and attendance at EGM in respect of PIR	Head of Admin & Law considered it appropriate to seek such advice	£28,872.80			
11 KBW, London	Advice on JR and representation at SEN Tribunal	Exceptionally complex case with significant implications for the authority	£33,808.00	£62,680.80		£2,286.00
12 College Place	Advice on highways law	Complex matter requiring specialist advice		£0.00	£1,815.00	£1,815.00
30 Park Place, Cardiff	Advice on provision of services	Complex case requiring specialist input			£120.00	
30 Park Place, Cardiff	Drafting and court attendance	Complex case requiring specialist input			£180.00	
30 Park Place, Cardiff	Advising on adoption law	Continuation of previous instructions			£210.00	
30 Park Place, Cardiff	Drafting and court attendance	Continuation of previous instructions			£229.50	
30 Park Place, Cardiff	Drafting and court attendance	Complex case requiring specialist input			£279.60	
30 Park Place, Cardiff	Drafting and court attendance	Complex case requiring specialist input			£306.00	
30 Park Place, Cardiff	Drafting and court attendance	Complex case requiring specialist input			£330.00	
30 Park Place, Cardiff	Drafting and court attendance	Complex case requiring specialist input			£330.00	
30 Park Place, Cardiff	Drafting and court attendance	Complex case requiring specialist input			£357.00	
30 Park Place, Cardiff	Drafting and court attendance	Complex case requiring specialist input			£360.00	
30 Park Place, Cardiff	Advice on best interests decisions	Complex case requiring specialist input			£360.00	
30 Park Place, Cardiff	Drafting and court attendance	Complex case requiring specialist input			£390.00	
30 Park Place, Cardiff	Advice on a CICA claim	Complex case requiring specialist input			£396.00	
30 Park Place, Cardiff	Drafting and court attendance	Continuation of previous instructions			£480.00	
30 Park Place, Cardiff	Drafting and court attendance	Complex case requiring specialist input			£486.00	
30 Park Place, Cardiff	Drafting documents	Complex case requiring specialist input			£522.00	
30 Park Place, Cardiff	Drafting and court attendance	Continuation of previous instructions			£540.00	
30 Park Place, Cardiff	Drafting and court attendance	Complex case requiring specialist input			£540.00	
30 Park Place, Cardiff	Drafting and Court Attendance	Complex case requiring specialist input			£540.00	
30 Park Place, Cardiff	Drafting and court attendance	No in-house lawyer available to attend court			£540.00	
30 Park Place, Cardiff	Drafting and court attendance	Complex case requiring specialist input			£540.00	
30 Park Place, Cardiff	Drafting and court attendance	Complex case requiring specialist input			£600.00	
30 Park Place, Cardiff	Drafting and court attendance	Continuation of previous instructions			£612.00	
30 Park Place, Cardiff	Drafting and court attendance	Continuation of previous instructions			£663.00	
30 Park Place, Cardiff	Drafting and court attendance	Complex case requiring specialist input			£665.00	
30 Park Place, Cardiff	Drafting and court attendance	Complex case requiring specialist input			£688.50	
30 Park Place, Cardiff	Drafting and court attendance	Continuation of previous instructions			£714.00	
30 Park Place, Cardiff	Drafting documents	Complex case requiring specialist input			£792.00	
30 Park Place, Cardiff	Advice on restricting contact	Complex case requiring specialist input			£792.00	
30 Park Place, Cardiff	Drafting and court attendance	Complex case requiring specialist input			£840.00	
30 Park Place, Cardiff	Drafting and court attendance	Complex case requiring specialist input			£930.00	
30 Park Place, Cardiff	Drafting and court attendance	Continuation of previous instructions			£980.40	
30 Park Place, Cardiff	Drafting and court attendance	Complex case requiring specialist input			£1,050.00	
30 Park Place, Cardiff	Providing specialist advice	Continuation of previous Instructions			£1,200.00	
30 Park Place, Cardiff	Advising on adoption law	Continuation of previous instructions			£1,215.00	
30 Park Place, Cardiff	Drafting and court attendance	Continuation of previous instructions			£1,377.00	
30 Park Place, Cardiff	Drafting and court attendance	Complex case requiring specialist input			£1,410.00	
30 Park Place, Cardiff	Drafting and court attendance	Complex case requiring specialist input			£1,741.50	
30 Park Place, Cardiff	Advice on a CICA claim	Complex case requiring specialist input			£1,836.00	
30 Park Place, Cardiff	Drafting and court attendance	Complex case requiring specialist input			£1,860.00	
30 Park Place, Cardiff	Drafting and court attendance	Complex case requiring specialist input			£2,047.50	
30 Park Place, Cardiff	Drafting and court attendance	Continuation of previous instructions			£2,049.60	
30 Park Place, Cardiff	Drafting and court attendance	Complex case requiring specialist input			£2,128.80	
30 Park Place, Cardiff	Drafting and court attendance	Continuation of previous instructions			£2,130.00	
30 Park Place, Cardiff	Drafting and court attendance	No in-house lawyer available to attend court			£2,289.00	
30 Park Place, Cardiff	Drafting and court attendance	Complex case requiring specialist input			£3,522.00	
30 Park Place, Cardiff	Drafting and court attendance	Continuation of previous instructions			£3,642.00	
30 Park Place, Cardiff	Drafting and court attendance	Continuation of previous instructions			£3,690.00	
30 Park Place, Cardiff	Drafting and court attendance	Complex case requiring specialist input			£4,329.70	
30 Park Place, Cardiff	Drafting and court attendance	Continuation of previous instructions			£4,819.15	
30 Park Place, Cardiff	Drafting and court attendance	Complex case requiring specialist input			£5,962.80	
30 Park Place, Cardiff	Drafting and court attendance	Complex case requiring specialist input			£6,466.50	
30 Park Place, Cardiff	Drafting and court attendance	Complex case requiring specialist input			£9,769.00	
30 Park Place, Cardiff	Drafting and court attendance	Complex case requiring specialist input			£11,670.00	

External Legal Advice

Barristers Chambers/ Solicitors	Nature of Service Provided	Why Consultant was Used?	Cost	Total Per Barristers/ Solicitors	Cost	Total Per Barristers/ Solicitors
30 Park Place, Cardiff	Drafting and court attendance	Complex case requiring specialist input			£14,226.60	
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£0.00			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	Complex child care case involving non-accidental injuries	£0.00			
30 Park Place, Cardiff	Representation at trial of contested adoption application	In house team lacked capacity and required advocacy experience	£0.00			
30 Park Place, Cardiff	Representation at Crown Court on PII application	In-house team lacks required audience rights	£0.00			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£0.00			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£102.00			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£127.20			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£127.20			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£153.00			
30 Park Place, Cardiff	Advice in relation to employment tribunal case	Advice on narrow issue outside solicitor's expertise	£180.00			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£204.00			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£204.00			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£229.20			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£300.00			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£331.20			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£339.60			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£357.00			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£364.50			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£408.00			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£408.00			
30 Park Place, Cardiff	Advice on the immigration status of a child	In house lawyers have no knowledge/experience of immigration law	£420.00			
30 Park Place, Cardiff	Advising on Adoption law and procedure	Complex case requiring adoption expertise above that maintained in-house	£456.00			
30 Park Place, Cardiff	Advice on the enforcement of market tenancies	Specialist are of law outside the expertise of the in-house team	£480.00			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£483.60			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	Complex case also involving adult mental health and immigration issues	£540.00			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£570.00			
30 Park Place, Cardiff	Advice on whether care threshold met	Complex case requiring specialist child care and education law advice	£600.00			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£600.00			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£612.00			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£612.00			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£660.00			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£663.00			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£750.00			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£810.00			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£840.00			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£885.60			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£891.00			
30 Park Place, Cardiff	Advice on Disability Discrimination claim against a school	In house lawyers lacked required expertise	£900.00			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£900.00			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£960.00			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£972.00			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£1,014.00			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£1,020.00			
30 Park Place, Cardiff	Advice on withdrawal of care package	In house team lacked required expertise	£1,020.00			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£1,053.00			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£1,094.40			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£1,107.60			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£1,130.40			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£1,200.00			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£1,261.50			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£1,377.00			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£1,408.80			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£1,417.50			
30 Park Place, Cardiff	Advice on Fostering Law	Advice sought on joint basis by Special Interest Group - issue of common interest	£1,440.00			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£1,479.00			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£1,530.00			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£1,560.00			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£1,590.00			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£1,630.80			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£1,798.80			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£1,800.00			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	Complex case requiring specialist advice on several key issues .	£1,858.50			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£2,217.60			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£2,244.00			

External Legal Advice

Barristers Chambers/ Solicitors	Nature of Service Provided	Why Consultant was Used?	Cost	Total Per Barristers/ Solicitors	Cost	Total Per Barristers/ Solicitors
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£2,728.20			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£2,730.00			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£2,856.30			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£2,946.00			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£3,136.50			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£3,750.00			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	Complex case requiring specialist advice on several key issues.	£3,789.60			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£4,005.60			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£4,334.04			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£4,519.20			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£4,640.10			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£4,653.60			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£5,289.90			
30 Park Place, Cardiff	Advice on complex human rights claim	Issues beyond the expertise of the in-house team	£5,328.00			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£5,506.20			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£6,276.00			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£7,780.50			
30 Park Place, Cardiff	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£9,049.20	£135,011.94		£106,745.15
5 KBW, London	Specialist adult social care advice	Complex matter requiring specialist advice			£3,711.50	
5 KBW, London	Advice & representation in Court of Protection	Insufficient in-house expertise/capacity	£1,950.00	£1,950.00		£3,711.50
Apex Chambers	Attendance at Court	Continuation of previous instructions			£660.00	
Apex Chambers	Attendance at Crown Court	In house team lacked rights of audience			£1,100.00	
Apex Chambers	Advice & court attendance	Complex matter requiring specialist advice			£4,380.00	
Apex Chambers	Drafting documentation, advice and representation at court	Specialist advice needed due to nature of defence being put forward	£0.00			
Apex Chambers	Advice in relation to statutory abatement notice	Specialist advice needed due to nature of the nuisance	£0.00			
Apex Chambers	Advice and drafting of documents	Complex Trading Stds case requiring specialist advice	£360.00			
Apex Chambers	Representation at trial	Conducting solicitor unable to attend	£390.00			
Apex Chambers	Advice and drafting of documents	Complex Trading Stds case requiring specialist advice	£480.00			
Apex Chambers	Advice and drafting of documents	Complex animal health case requiring specialist advice	£960.00			
Apex Chambers	Advice and attendance at court	Complex animal health case requiring specialist advice	£1,325.00			
Apex Chambers	Advice and attendance at court	Complex animal health case requiring specialist advice	£1,650.00			
Apex Chambers	Drafting, advice and representation at court	Complex Trading Stds case requiring specialist advice	£2,910.00			
Apex Chambers	Advice and attendance at court	Complex animal health case requiring specialist advice	£4,225.00			
Apex Chambers	Drafting documentation, advice and representation at court	Complex Trading Stds case requiring specialist advice	£6,225.00	£18,525.00		£6,140.00
Beachcrofts solicitors	Advice on complex human rights claim	In house team lacked required expertise	£5,025.00	£5,025.00		£0.00
City & County of Swansea	Urgent advice on complex food safety prosecution	In house criminal lawyer on leave. No cover available in house	£250.00	£250.00		£0.00
Cornerstone Chambers	Advice on a CPO	Continuation of previous instructions			£1,320.00	
Cornerstone Chambers	Advice on land law issues relating to a CPO	Issues beyond the expertise of the in-house team	£3,000.00			
Cornerstone Chambers	Advice, drafting & preparation for public inquiry	Issues beyond the expertise of the in-house team	£41,490.00	£44,490.00		£1,320.00
Gerdards solicitors	Advice on procurement law	Complex matter requiring specialist advice			£16,605.24	
Gerdards solicitors	Preparation of section 278 Agreement	Continuation of previous instructions	£0.00	£0.00		£16,605.24
Hugh James solicitors	Advice on State Aid issues	Complex matter requiring specialist advice			£1,200.00	
Hugh James solicitors	Advice on complex human rights claim	In house team lacked required expertise	£198.00			
Hugh James solicitors	Advice on a disability rights claim	In house team lacked required expertise	£300.00			
Hugh James solicitors	Advice and drafting of documents	Complex property transaction. Lack of in house capacity at the time	£27,175.00	£27,673.00		£1,200.00
Iscoed Chambers	Representation at trial	No in-house lawyer available to attend court			£360.00	
Iscoed Chambers	Advice on Housing Benefit appeal	Specialist Housing Benefit advice needed			£372.00	
Iscoed Chambers	Attendance at Crown Court	In house team lacked rights of audience			£570.00	
Iscoed Chambers	Representation at trial	Specialist advocacy needed			£600.00	
Iscoed Chambers	Advice on residential care fees	Matters beyond expertise of in-house team			£720.00	
Iscoed Chambers	Advice on Housing/Human Rights	Specialist advice required on complex case			£1,431.00	
Iscoed Chambers	Advice on possible prosecution	Specialist planning advice required			£3,000.00	
Iscoed Chambers	Drafting documentation, advice and representation at court	In house team lacked capacity and required advocacy experience	£110.00			
Iscoed Chambers	Representation at court	Lead counsel unable to attend on 1 occasion	£540.00			
Iscoed Chambers	Representing Council in the Crown Court	Public Interest Immunity Application - in house lawyers lack audience rights	£555.00			
Iscoed Chambers	Advice on ownership of dangerous structure	Issues beyond the expertise of the in-house team	£558.00			
Iscoed Chambers	Advice on ownership of dangerous structure	Issues beyond the expertise of the in-house team	£558.00			

External Legal Advice

Barristers Chambers/ Solicitors	Nature of Service Provided	Why Consultant was Used?	Cost	Total Per Barristers/ Solicitors	Cost	Total Per Barristers/ Solicitors
Iscoed Chambers	Advice on proposed land drainage works on private land	Issues beyond the expertise of the in-house team - threat of judicial review	£595.00			
Iscoed Chambers	Advice on recovery of residential care fees	In house team lacked required expertise	£612.00			
Iscoed Chambers	Advice on ownership of dangerous structure	Issues beyond the expertise of the in-house team	£840.00			
Iscoed Chambers	Specialist advice and advocacy	Complex employment case	£3,172.50			
Iscoed Chambers	Drafting documentation, advice and representation at court	Complex land law case following sale at auction	£6,001.50	£13,542.00		£7,053.00
Kearns	Cheapest option	Personal service of court papers in Yorkshire		£0.00	£72.00	£72.00
Radcliffe	Advice on Charitable Trust & land law issues	Issues beyond the expertise of the in-house team	£600.00	£600.00		£0.00
Slater & Gordon	Advice on defending defamation claim	Continuation of previous instructions			£3,208.00	
Slater & Gordon	Indemnity costs in defamation counterclaim	Continuation of previous instructions in 2011	£3,209.08			
Slater & Gordon	Advice and representation in defending Defamation case	Continuation of previous instructions in 2011	£53,797.42	£57,006.50		£3,208.00
Dolmans	Draft MOU RLP governance, Services procured through legal framework	Economic Development - Legal expertise, Services procured through legal framework. This cost is externally funded	£16,595.00	£16,595.00	892.5	£892.50
St John Chambers	Pendine Museum of Speed	Economic Development -Legal expertise, Services procured through legal framework	£0.00	£0.00	2000	£2,000.00
Total				£386,229.24		£153,048.39

PWYLLGOR CRAFFU POLISI AC ADNODDAU 25^{ain} O DACHWEDD 2015

Cynllun Iaith Gymraeg – Adroddiad Blynyddol 2014/15

Ystyried y materion canlynol a chyflwyno sylwadau arnynt:

- Derbyn diweddariad am weithrediad y Cynllun Iaith Gymraeg yn ystod 2014/15

Rhesymau:

- Mae'n ddyletswydd statudol ar yr Awdurdod i gyhoeddi a gweinyddu Cynllun Iaith Gymraeg. Un o ymrwymadau'r Cynllun yw darparu Adroddiad Blynyddol i Gomisiynydd yr Iaith Gymraeg er mwyn amlinellu sut y gweithredwyd y Cynllun yn ystod y flwyddyn ariannol blaenorol. Strwythurir yr adroddiad yn unol â chyfarwyddiadau a dderbyniwyd gan Gomisiynydd y Gymraeg.
- Er mwyn i'r aelodau gyflawni eu dyletswyddau craffu mewn perthynas â monitro perfformiad.

Angen cyfeirio'r mater at y Bwrdd Gweithredol / Cyngor er mwyn gwneud penderfyniad: NAC OES

Aelod o'r Bwrdd Gweithredol sy'n gyfrifol am y Portffolio:

Cyng. Mair Stephens (Adnoddau Dynol, Effeithlonrwydd a Chydweithio a Hyrwyddyd yr Iaith Gymraeg)

Y Gyfarwyddiaeth: Prif Weithredwr Enw Pennaeth y Gwasanaeth: Wendy Walters Awdur yr Adroddiad: Bethan James	Swyddi: Prif Weithredwr Cynorthwyol (Adfywio a Pholisi) Swyddog Datblygu'r Iaith Gymraeg	Rhifau Ffôn / Cyfeiriadau E-Bost: 01267 224112 wswalters@sirgar.gov.uk 01267 224008 bethjames@sirgar.gov.uk
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EXECUTIVE SUMMARY

POLICY & RESOURCES SCRUTINY COMMITTEE 25th NOVEMBER 2015

Cynllun Iaith Gymraeg – Adroddiad Blynyddol 2014/15 Welsh Language Scheme – Annual Report for 2014/15

Adroddiad Blynyddol ar weithrediad Cynllun Iaith Gymraeg 2014/15 Annual Report on the implementation of the Welsh Language Scheme 2014/15

This Annual Report on the Welsh Language Scheme has been produced in order to comply with the Welsh Language Commissioner's monitoring arrangements. The report includes the statutory and local indicators which measure compliancy with the Scheme.

The Welsh Language (Wales) Measure 2011 places a duty on county councils and county borough councils in Wales, national park authorities and Welsh Ministers to comply with standards in relation to the Welsh language.

The standards mean that the Welsh language must not be treated less favourably than the English language, and must also promote or facilitate the use of the Welsh language. This is in accordance with the two principles that form the basis of the Welsh Language Commissioner's work:

- in Wales, the Welsh language should be treated no less favourably than the English language
- persons in Wales should be able to live their lives through the medium of the Welsh language if they choose to do so.

Standards will replace the current system of Welsh language schemes. Standards will:

- provide greater clarity to organizations on their duties on the Welsh language
- provide greater clarity to Welsh speakers about the services they can expect to receive in Welsh
- ensure more consistency of Welsh language services and improve their quality.

The Welsh Language Commissioner gave Carmarthenshire County Council a compliance notice regarding the Welsh Language Standards Regulations on 30 September 2015 which requires CCC to comply with most of the standards by 31 March 2015.

DETAILED REPORT ATTACHED?

YES

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report.

Signed: **Wendy Walters** Assistant Chief Executive (Regeneration & Policy)

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
YES	YES	NONE	NONE	NONE	NONE	NONE

1. Policy, Crime & Disorder and Equalities

The new Compliance Notice received from the Welsh Language Commissioner on 30 September 2015 requires the Authority to comply with a new set of Standards by 31 March 2016.

2. Legal

Previously, statutory responsibilities were given to all public authorities to produce a Welsh Language Scheme through the Welsh Language Act 1993.

The Welsh Language Standards Regulations 2015 came into force on 31 March 2015. These Regulations replace the responsibilities placed on Carmarthenshire County Council under the Welsh Language Act 1993 and will be imposed on the Authority on 31 March 2016.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below:

Signed: Wendy Walters Assistant Chief Executive (Regeneration & Policy)

1. Local Member(s) – N/A
2. Community / Town Council – N/A
3. Relevant Partners – N/A
4. Staff Side Representatives and other Organisations – N/A

Section 100D Local Government Act, 1972 – Access to Information
List of Background Papers used in the preparation of this report:

THESE ARE DETAILED BELOW:

Title of Document	File Ref No. / Locations that the papers are available for public inspection
Welsh Language Scheme 2011-2014	(Welsh version) http://www.sirgar.llyw.cymru/media/221234/cynllun-iaith-gymraeg-2011-14.pdf (English version) http://www.carmarthenshire.gov.wales/media/68010/Welsh-Language-Scheme-2011-14.pdf
Welsh Language (Wales) Measure 2011	(Welsh version) http://www.legislation.gov.uk/mwa/2011/1/pdfs/mwa_20110001_we.pdf (English version) http://www.legislation.gov.uk/mwa/2011/1/pdfs/mwa_20110001_en.pdf
Carmarthenshire County Council's Welsh Language Standards – Compliance Notice	(Welsh version) http://www.comisiynyddygyymraeg.cymru/Cymraeg/Rhestr%20Cyhoeddi%20adau/20150930%20Hysbysiad%20Cydydffurfio44%20Cynghor%20Sir%20G%20C3%A2r%20(cy).pdf (English version) http://www.comisiynyddygyymraeg.cymru/English/Publications%20List/20150930%20Hysbysiad%20Cydydffurfio44%20Cynghor%20Sir%20G%20C3%A2r%20(en).pdf

Cyngor Sir Gâr

Cynllun Iaith Gymraeg

Adroddiad Blynyddol i Gomisiynydd y Gymraeg

2014-15

Adroddiad Blynyddol i Gomisiynydd y Gymraeg

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1. Cyflwyniad

Dyma'r adroddiad blynyddol ar gyfer gweithrediad Cynllun Iaith Gymraeg Cyngor Sir Gâr am y cyfnod 2014-15.

Mae'r wybodaeth isod yn grynodeb o'r perfformiad yn erbyn y dangosyddion a nodir yn adran 4 o Gynllun Iaith y Cyngor, ac mae'r adroddiad wedi ei strwythuro yn unol â chanllawiau Comisiynydd y Gymraeg.

Yr isadran Adfywio a Pholisi sydd yn arwain ar y Cynllun Iaith a'i weithrediad. Y Prif Weithredwr Cynorthwyol yw'r swyddog arweiniol am y Cynllun ac am gydlynu cydymffurfiaeth ar draws yr awdurdod gyda'r Cyfarwyddwyr a Phenaethiaid Gwasanaeth eraill. Mae'r Swyddog Polisi a Phartneriaeth a Swyddog Hyrwyddo'r Iaith Gymraeg yn gweithio yn yr isadran hon.

Mae'r Uned Gyfieithu yn rhan o'r isadran Rheoli Pobl a Pherfformiad sydd hefyd yn Adran y Prif Weithredwr. Yn ogystal â'r Uned Gyfieithu, mae'r tîm Polisi a Phartneriaeth yn cydweithio'n agos â'r Tîm Addysg Gymunedol a'r Tîm Dysgu a Datblygu.

Mae'r Cyngor wedi mabwysiadu Cynllun Iaith Gymraeg 2011-2014 a ddaeth i rym ar 14 Mawrth 2011 sy'n parhau â'r nod o feithrin dwyieithrwydd ar draws y Cyngor a gwella gwasanaethau drwy gyfrwng y Gymraeg ar draws yr adrannau.

2. Cydymffurfio â'r Cynllun

Cymeradwywyd Cynllun Iaith Gymraeg 2011-2014 ym mis Mawrth 2011 a datblygwyd y Cynllun mewn partneriaeth â'r Gweithgor a'r Panel Ymgynghorol ac yng nghyd-destun polisiau cenedlaethol megis y Mesur Iaith a gytunwyd yn 2011.

Yn dilyn canlyniadau Cyfrifiad 2011 a'r dirywiad sylweddol yn nifer y siaradwyr Cymraeg yn Sir Gâr, cytunodd yr aelodau etholedig mewn cyfarfod o'r Cyngor llawn i sefydlu Gweithgor er mwyn ystyried pa ffactorau arweiniodd at hyn. Yn dilyn y casglu tystiolaeth oddi wrth

amryw o arbenigwyr, sefydliadau a mudiadau, cyflwynodd y Gweithgor 73 o argymhellion ar draws 8 maes blaenoriaeth i'r Cyngor llawn. Derbyniwyd cymeradwyaeth y Cyngor llawn ym mis Ebrill 2014 ac ers hynny mae'r adrannau wedi bod yn gweithio trwy'r cynllun gweithredu ar gyfer yr argymhellion sy'n ymwneud â'r wyth maes isod:

- Addysg
- Cynllunio
- Iaith ac Economi
- Gweithleoedd cyfrwng Cymraeg a gweinyddiaeth Cymraeg
- Effaith sefydliadau sy'n gweithio er budd y Gymraeg megis y Mentrau Iaith
- Cyfleoedd i ddefnyddio'r Gymraeg yng nghymunedau'r sir
- Trosglwyddiad iaith yn y teulu
- Marchnata'r iaith.

Bwriad yr adroddiad yw atgyfnerthu'r sefyllfa bresennol ac adeiladu i'r dyfodol tra'n parchu'r iaith Gymraeg yn y sir. Rydym ni fel Cyngor Sir yn cydnabod bod gennym rôl allweddol wrth ystyried nifer o safbwyntiau amrywiol gan gynnwys ein hymagweddau at addysg, cynllunio, datblygu economaidd, cefnogaeth gymunedol ac ati. Yn ogystal, y Cyngor yw un o gyflogwyr mwyaf y sir ac felly un o'r ffyrdd y gallwn gefnogi datblygiad yr iaith yw annog mwy o ddefnydd o'r Gymraeg a meithrin hyder staff i ddefnyddio'r iaith o fewn y gweithle. Un o ddyheadau'r Gweithgor oedd cynyddu'r defnydd o'r Gymraeg o fewn y gweithle er mwyn medru creu amgylchedd naturiol dwyieithog o fewn y Cyngor, boed hynny wrth ddelio gyda chwsmeriaid a thrigolion y sir neu o fewn gwaith mewnol y Cyngor. Cydnabuwyd yn yr adroddiad na fyddai hyn yn digwydd dros nos ond gellid cyflawni cynnydd graddol.

Gellir gweld yr adroddiad ar wefan y Cyngor.

Un o argymhellion 'Gweithleoedd cyfrwng Cymraeg a gweinyddiaeth Cymraeg' yw diwygio Strategaeth Sgiliau Iaith y Cyngor er mwyn adlewyrchu disgwyliadau'r Safonau Iaith newydd. Mae'r adran Adnoddau Dynol mewn partneriaeth a'r Tîm Polisi a Phartneriaeth wedi paratoi drafft newydd o'r Strategaeth Sgiliau Iaith a bydd y ddogfen yn mynd trwy broses

gorfforaethol y Cyngor cyn hir. Prin yw'r recriwtio sy'n digwydd o fewn adrannau oherwydd yr hinsawdd economaidd ac felly mae'n gyfle i ni fel Cyngor i ganolbwyntio ar gefnogi ein staff presennol i wella eu sgiliau ac i feithrin hyder yn y Gymraeg.

Yn ystod y flwyddyn a aeth heibio, rydym wedi bod yn parhau i weithio i sicrhau bod y ddarpariaeth o ran dysgu a gloywi iaith yn effeithiol a hynny yn ystod ac ar ôl amser gwaith. Rydym yn parhau gyda chytundeb â'r dysgwyr sy'n gosod isafswm presenoldeb o 80% ar yr holl gyrsiau er mwyn sicrhau bod y dysgwyr yn ymwybodol o'r ymrwymiad sydd angen i ddysgu'r iaith. Ar gyfer y flwyddyn academiaidd Medi 2013 tan Medi 2014, llwyddodd pob un o'r dysgwyr i wireddu'r cytundeb yma. Mae'n ofynnol hefyd iddynt eistedd arholiad yn dilyn dwy flynedd o'r cwrs. Parhawyd â'r gwaith o ran darparu cyrsiau gloywi iaith (llafar ac ysgrifenedig) a hynny drwy'r cyrsiau a ddatblygwyd gan y tiwtoriaid.

Mae'r heriau sy'n wynebu'r Uned Gyfieithu yn dal i gynyddu, a hynny yn benodol o ran gwaith partneriaeth y Cyngor. Yn ystod y flwyddyn, mae'r Uned wedi bod yn parhau i annog swyddogion i ystyried unrhyw waith cyfieithu wrth sefydlu partneriaeth, yn hytrach na chymryd yn ganiataol mai Uned y Cyngor sy'n gyfrifol am y gwaith. Oherwydd y pwysau gwaith sydd ar yr Uned, bydd rhaid blaenoriaethu gwaith, er mwyn sicrhau'r defnydd gorau o adnoddau. Mae'r Uned wedi parhau i ddatblygu'r system Déjà Vu, gan adeiladu stôr o gyfieithiadau, termau a geirfa safonol.

Mae canllawiau manwl wedi eu cyhoeddi at ddefnydd yr holl staff ar bob agwedd o'r Cynllun Iaith ac yn cynnig iddynt bwyntiau gweithredu syml a manylion cyswllt ar gyfer swyddogion mewnlol ac asiantaethau allanol a all fod o gymorth. Mae'r staff hefyd wedi derbyn copïau o lawlyfr "Cyfleu eich Neges" sy'n amlinellu'r ddarpariaeth o ran dogfennau hygyrch a dulliau eraill o gyfathrebu.

Yn ystod y flwyddyn, rydym wedi parhau â'r ffocws ar wella safonau yn holl wasanaethau'r Cyngor Sir. Un elfen o'r gwaith yw annog cwsmeriaid i roi sylwadau a chwyno lle bo'n briodol ynglŷn â gwasanaethau. Ers sefydlu'r Tîm Gwella Gwasanaethau yn ystod 2011-12 rydym wedi cydweithio'n agos er mwyn monitro unrhyw gwynion ynghyd â llunio cyfres newydd o

lawlyfrau i gwsmeriaid yn esbonio'r weithdrefn gwynion, canmoliaeth a sylwadau. Rydym hefyd wedi gwella ar ein meddalwedd cofnodi cwynion, ac mae ymholiadau ynghylch y Cynllun Iaith Gymraeg / gwasanaethau dwyieithog yn cael eu cofnodi mewn categori penodol ar y feddalwedd. Mae cwynion a sylwadau yn cael eu hamlygu mewn adroddiadau i'r Pwyllgor Craffu priodol, y Tîm Rheoli Corfforaethol a'r Aelod Bwrdd Gweithredol.

Rydym wedi parhau i ychwanegu gwybodaeth ar y parth Cymraeg ar fewnrwyd y Cyngor, a ddatblygwyd fel rhan o brosiect 'Hyrwyddo Gweithleoedd Dwyieithog' Bwrdd yr Iaith Gymraeg. Mae'r parth yn adnodd defnyddiol i staff i gyrchu gwybodaeth, terminoleg, templedi, sgwrsio â chydweithwyr, derbyn gwybodaeth am ddigwyddiadau ynghyd â safle i'r staff sy'n dysgu Cymraeg. Mae'r parth yn adnodd pwysig i gynorthwyo ac annog staff i weithio'n ddwyieithog.

Wrth i'r Cyngor fuddsoddi fwyfwy mewn technoleg e-ddysgu, mae cyfle euraidd i ni o ran hyrwyddo dewis iaith yn ein gweithle, a sicrhau fod staff yn hyderus wrth ddilyn modiwlau a chyrtsiau cyfrwng Cymraeg. Mae'r swyddogion Dysgu a Datblygu bellach yn sicrhau fod gofynion dwyieithrwydd yn cael eu hystyried wrth baratoi manylebau ac wrth gytuno ar dargedau gyda darparwyr mewnol ac allanol.

Yn ystod y flwyddyn, mae'r tîm Polisi a Phartneriaeth wedi parhau i weithio'n agos gydag adrannau

- Hamdden
- Gofal Cymdeithasol, Iechyd a Thai.

3. Ansawdd gwasanaethau rheng flaen yn Gymraeg

Dangosydd Iaith Gymraeg 2 - Nifer a % swyddi'r prif dderbynfeydd a chanolfannau cyswllt a gafodd eu dynodi'n rhai lle mae'r Gymraeg "yn hanfodol", ac a gafodd eu llenwi gan staff dwyieithog

Dynodwyd 100% o swyddi'r prif dderbynfeydd yn rhai Cymraeg hanfodol yn unol â Strategaeth Sgiliau Iaith cyfredol y Cyngor. Ni hysbysebwyd unrhyw swyddi yn ystod y flwyddyn, ac mae 44 o swyddi yn rhan o dîm 'Galw Sir Gâr' ac mae pob un ohonynt yn rhugl yn y ddwy iaith. Fel rhan o ddatblygiad parhaus yr unigolion yma, maent oll wedi mynychu cyrsiau gloywi iaith ac ymwybyddiaeth iaith yn y gweithle.

Dangosydd iaith 5 - Nifer y cwynion a gafwyd ynglŷn â gweithrediad y Cynllun iaith, a % y cwynion a gafodd sylw yn ôl safonau corfforaethol y Cyngor.

Derbyniwyd 8 o gwynion yng nghyd-destun y Cynllun iaith yn ystod y flwyddyn. Ymdriniwyd â'r rhan fwyaf ohonynt yn unol â safonau corfforaethol y Cyngor, sef 10 diwrnod gwaith.

1. Derbyniwyd cwyn nad oedd tudalen i ddewis iaith wrth gyrraedd gwefan 'Fy Mhensiwn Ar-lein' gan Gronfa Bensiwn Dyfed a bod y wefan yn dewis iaith ar gyfer y defnyddiwr yn ôl gosodiadau'r porwr. Mae'r adran wedi mynd nôl at y cwmni er mwyn cael dyfynbris am ychwanegu tudalen glanio a fyddai'n gofyn i'r defnyddwyr am eu dewis iaith.
2. Derbyniwyd cwyn am ddiffyg defnydd o'r iaith Gymraeg yng Ngŵyl Rhyfeddodau Rhydaman gan fod y Cyngor wedi cyfrannu at gostau'r llwyfan, y system sain a'r rhaglen. Yn ystod trefnu'r digwyddiad, dim ond copi o glawr blaen a chefn y rhaglen a dderbyniodd y Cyngor gyda'r addewid byddai'r rhaglen yn ddwyieithog. Ni osodwyd canllawiau digon llym i'r trefnwyr lleol. Ers hynny mae'r Cyngor wedi datblygu meini prawf ar gyfer rhoi nawdd i wyliau cymunedol.
3. Derbyniwyd cwyn am lythyr a anfonwyd i aelod o'r cyhoedd yn Saesneg yn unig. Ymddiheurwyd i'r achwynydd am y camgymeriad a'i sicrhau bydd pob gohebiaeth yn y dyfodol yn ddwyieithog.
4. Derbyniwyd e-bost gyda'r cwynion isod:
 - a. Cwyn yn cyfeirio at beiriannau talu am barcio yn troi'n ôl i'r Saesneg ar ôl talu. Mae'r adran yn ymchwilio i osod y Gymraeg fel yr iaith ddiofyn.
 - b. Cwyn yn sôn am orfod dewis y Gymraeg ar beiriannau benthyg llyfrau newydd yn llyfrgelloedd y sir gyda'r Saesneg yn ailymddangos ar ôl gorffen. Eglurwyd nad oes modd newid y sgrin gyntaf i fod yn Gymraeg yn barhaol.

- c. Cwyn bod llythyr uniaith Saesneg wedi cael ei anfon oddi wrth yr Adran Gofrestru am Briodasau gyda nodyn ar y gwaelod yn nodi bod y llythyr yn Saesneg yn unig oherwydd yr amserlen i ddychwelyd gwybodaeth i'r Llywodraeth. Ymddiheurwyd i'r achwynydd ac atgoffwyd yr adran am Gynllun Iaith Gymraeg y Cyngor a'r angen i anfon gohebiaeth yn ddwyieithog.
 - d. Cwyn am gyfeiriadau uniaith Saesneg sydd ar wefan lleoli. Bydd yr adran berthnasol yn gwneud ymholiadau pellach.
5. Derbyniwyd cwyn nad oedd modd gweld gwybodaeth am ddigwyddiad yn y sir ar-lein yn Gymraeg. Roedd yr achwynydd wedi darllen erthygl ar ochor Gymraeg Newyddion Sir Gâr ac wedi cael cyfarwyddiadau i fynd i'r wefan am fwy o wybodaeth. Trafodwyd y mater gyda'r adran a nododd yr adran byddai pob neges yn ddwyieithog yn y dyfodol.
 6. Derbyniwyd cwyn am anghysondeb rhwng gwybodaeth Cymraeg a Saesneg ar wefan llyfrgelloedd y Cyngor. Ymddiheurwyd i'r achwynydd a diweddarwyd yr wybodaeth ar ochor Gymraeg y wefan.
 7. Derbyniwyd cwyn am arwydd gyda chamsillafiad ym Mharc Pembre. Ymddiheurwyd i'r achwynydd a chywirwyd yr arwyddion gwallus.
 8. Derbyniwyd cwyn am ddiffyg hyfforddiant cyfrwng Cymraeg i Lywodraethwyr ysgolion. Nododd yr Adran Addysg eu bônt yn gobeithio cynyddu'r ddarpariaeth yn y dyfodol.

4. Rheolaeth a gweinyddiad y Cynllun

Dangosydd Iaith Gymraeg 1 - Nifer a % y cyrff 3ydd parti gafodd eu monitro sy'n darparu yn unol â gofynion Cynllun Iaith Gymraeg yr awdurdod gan ystyried:-

- i) contractau gofal cymdeithasol
- ii) contractau sy'n darparu ar gyfer pobl ifanc

iii) contractau ar gyfer darpariaeth cyn oed ysgol

Yn ystod y flwyddyn rydym wedi asesu manylebau, amlenni tendr, holiaduron a chanllawiau am eu cynnwys yng nghyd-destun y Cynllun Iaith. Wrth edrych ar y contractau gofal cymdeithasol, rydym hefyd wedi edrych ar y niferoedd o staff trydydd parti sy'n gallu darparu gwasanaeth yn ddwyieithog.

Mae holl gytundebau'r Cyngor yn cael eu sianelu drwy'r Uned Gaffael ac mae'r swyddogion caffael yn ymwybodol o'r angen i fanylu o ran y dyletswyddau ac yn barod i gynorthwyo adrannau i baratoi'r manylion hynny. Mae'r polisi caffael hefyd yn cynnwys gwybodaeth safonol ar yr iaith Gymraeg.

Rydym hefyd wedi edrych ar drefniadau trydydd parti o fewn ein partneriaeth gaffael ranbarthol, ac wedi cynnwys cymalau pendant ynglŷn â'r Gymraeg yn ein cytundeb. Bydd hyn yn sicrhau ystyriaeth o'r Gymraeg pan fydd y Cyngor yn caffael gwasanaethau ar y cyd â sefydliadau eraill. Mae'r ffurflenni caffael wedi'u diweddarau yn unol â chanllawiau Llywodraeth Cymru, ac yn cynnwys gwybodaeth am Gynllun Iaith Gymraeg y Cyngor.

Yn ystod y flwyddyn, mae'r tîm polisi a phartneriaeth wedi cydweithio yn agos gyda'r uned caffael wrth iddynt gefnogi adrannau i baratoi manylebau a holiaduron contract. Er bod gwybodaeth gyffredinol yn cael ei gynnwys ymhob cytundeb, mae'n hanfodol asesu'r angen am wybodaeth fanylach.

5. Digonolrwydd sgiliau ieithyddol drwy gymharu'r angen â'r adnoddau

Dangosydd Iaith 3 - a) Nifer y staff a gafodd eu hyfforddi yn y Gymraeg at lefel benodol o gymhwyster

b) Nifer y staff sydd wedi derbyn hyfforddiant ymwybyddiaeth iaith

Datblygu sgiliau Cymraeg	
Gloywi Siarad – A	2
Gloywi Siarad – B	2
Cymraeg yn y Gweithle	
Mynediad 1	9
Mynediad 2	10
Canolradd 1	3
Canolradd 2	4
Sylfaen 1	3
Sylfaen 2	1
Ymwybyddiaeth iaith – modiwl e-ddysgu	215
Cymraeg i Ofalwyr sy'n gweithio gyda'r henoed	17
Cyfanswm	266

Dangosydd Iaith 4 - Nifer a % y staff sy'n gweithio i'r Cyngor sy'n gallu siarad Cymraeg

- fesul isadran gwasanaeth
- fesul gweithle (swyddfa, canolfan a phrif swyddfeydd)
- fesul graddfa gyflog

Cynhaliwyd yr arolwg yn ystod haf 2011 trwy gyfrwng awdit ar e-bost ac wrth ddefnyddio Polisi Meta Cydymffurfio'r adran TG. Gofynnwyd i'r holl staff sy'n gweithio mewn swyddfeydd i lanw holiadur ar-lein gyda'u manylion am eu sgiliau ieithyddol Cymraeg a Saesneg ar gyfer siarad ac ysgrifennu. Mae'r wybodaeth wedi cael ei fwydo i raglen Adnoddau Dynol y Cyngor ac mae'n fwriad bod Rheolwyr yn gallu gweld proffil ieithyddol tîm drwy ddefnyddio'r rhaglen. Wrth benodi aelodau newydd o staff, mae'r wybodaeth sydd ar ffurflen gais yr ymgeisydd llwyddiannus yn cael ei fwydo i'r rhaglen ar yr un pryd â gwybodaeth berthnasol arall.

Dyma ganlyniadau'r arolwg sgiliau iaith yn ôl yr hunan asesiad a gwblhawyd yn 2011. Mae'r wybodaeth yn cynnwys peth data am staff ysgolion a gofalmwr mewn cartrefi preswyl gan roedd yr awdit yn berthnasol i bawb sydd â mynediad i gyfrifiaduron y Cyngor.

Mae'r Cyngor wedi cael peth problemau wrth gasglu'r holl ddata wrth staff felly mae'n bosib bod rhai wedi ymateb i un rhan o'r holiadur.

Mae'r colofnau 'dim manylion' ar y tablau isod yn cynnwys staff nad ydynt yn gweithio mewn swyddfa a does dim mynediad ganddynt i gyfrifiadur y Cyngor ac hefyd staff nad ydynt wedi mewngofnodi i'w cyfrifiadur ers amser hir iawn gan gynnwys y rhai a oedd yn absennol o'u gwaith.

	Cyfanswm	Lefel Siarad						Dim manylion	Lefel Ysgrifennu						
		1	2	3	4	5	6		1	2	3	4	5	Dim manylion	
Adran															
Y Prif Weithredwr	303	32	34	21	16	37	66	97	58	14	34	23	62	112	
Addysg a Gwasanaethau Plant	4776	134	97	113	78	145	268	3941	211	75	97	108	310	3975	
Adfywio a Hamdden	444	47	50	50	33	46	55	163	68	48	48	34	69	177	
Adnoddau	351	45	28	42	32	49	55	100	70	21	33	44	53	130	
Iechyd a Gofal Cymdeithasol	1027	213	129	128	147	112	152	146	316	75	98	73	160	305	
Yr Amgylchedd	865	85	42	68	56	98	104	412	119	43	78	67	116	442	

Graddfa Gyflog	Cyfanswm	Lefel Siarad						Dim manylion	Lefel Ysgrifennu					
		1	2	3	4	5	6		1	2	3	4	5	Dim manylion
A	1141	107	45	33	40	48	57	811	142	24	35	31	75	834
B	611	15	9	12	14	17	28	516	16	13	13	16	30	523
C	495	79	70	52	47	41	54	152	127	38	38	29	72	191
D	1029	122	65	74	94	95	124	455	168	59	67	61	159	515
E	713	34	23	24	24	64	91	453	47	14	44	40	101	467
F	617	59	32	59	39	41	69	318	83	35	34	40	58	367
G	303	28	24	40	17	51	50	93	45	24	37	32	51	114
H	205	17	22	27	20	30	35	54	40	11	27	24	37	66
I	227	34	29	27	21	34	42	40	54	22	32	23	40	56
J	133	19	14	25	17	15	25	18	32	15	14	13	23	36
K	93	12	18	13	4	16	19	11	27	5	14	12	16	19
L	70	14	6	12	9	6	14	9	24	3	12	9	10	12
M	18	2	2	2	2	3	4	3	4	2	2	2	4	4
N	38	3	7	6	3	5	9	5	9	1	2	2	10	14
Pennaeth Gwasanaeth	13	1	3	2	0	2	3	2	6	1	0	1	3	2

Mae'r wybodaeth sy'n cael ei gyflwyno uchod yn unol â phrif raddfa gyflog y Cyngor.

	Cyfanswm	Lefel Siarad							Lefel Ysgrifennu					
		1	2	3	4	5	6	Dim manylion	1	2	3	4	5	Dim manylion
Neuadd y Sir, Caerfyrddin	197	19	12	21	18	27	33	67	33	8	21	23	32	80
Parc Dewi Sant	777	76	55	52	40	63	118	373	121	38	61	46	105	406
Parc Myrddin	152	14	15	19	9	17	23	55	25	12	19	14	21	61
Municipal, Llandeilo	74	7	8	6	6	6	22	19	14	6	8	8	17	21
3 Stryd Spilman	170	16	11	14	27	30	30	42	25	6	21	21	28	69
5 Stryd Spilman	24	2	3	4	2	3	4	6	5	1	3	2	4	9
7/8 Stryd Spilman	27	2	1		3	5	7	9	3	1	4	4	6	9
Porth y Dwyrain	59	9	7	8	6	5	8	16	16	4	5	4	6	24
Parc Amanwy	77	5	12	11	16	15	18	0	12	11	12	12	15	15
Ty Elwyn	167	31	24	32	7	19	17	37	53	16	19	10	18	51
Ty'r Nant	59	16	6	10	6	5	9	7	20	7	9	6	17	59
Coleshill	27	5	3	4	3	1	3	8	6	7	0	1	2	11
Canolfannau Hamdden	191	19	23	20	14	16	21	78	28	26	14	14	29	80
Llyfrgelloedd	68	2	3	9	5	7	10	32	4	4	9	4	12	35

Mae'r Cyngor wrthi ar hyn o bryd yn crynhoi gwybodaeth oddi wrth staff nad ydynt wedi'u lleoli mewn swyddfa a sydd heb gyswllt â chyfrifiadur. Mae'r adran Gofal Cymdeithasol wedi cwblhau'r awdit a gweler y canlyniadau isod:

Enw'r Cartref	Nifer o staff	Nifer sy'n gallu siarad Cymraeg	Canran sy'n gallu siarad Cymraeg	Nifer sy'n gallu siarad Saesneg	Canran sy'n gallu siarad Saesneg	Nifer sy'n gallu ysgrifennu Cymraeg	Canran sy'n gallu ysgrifennu Cymraeg	Nifer sy'n gallu ysgrifennu Saesneg	Canran sy'n gallu ysgrifennu Saesneg
Tir Einon	28	8	28.6	28	100	6	21.4	28	100
Tawelan	32	9	28.1	29	90.6	10	31.3	31	96.9
Tegfan	33	16	48.5	32	97.0	11	33.3	32	97.0
Maesllewellyn	41	16	39.0	40	97.6	9	22.0	40	97.6
Y Plas	34	4	11.8	34	100.0	2	5.9	33	97.1
Dolyfelin	40	20	50.0	39	97.5	14	35.0	39	97.5
Domiciliary Care	288	117	40.6	285	99.0	87	30.2	286	99.3
Caemaen	35	9	25.7	35	100.0	9	25.7	34	97.1
Cwmaman	9	5	55.6	9	100.0	3	33.3	8	88.9
Myrddin Day Centre	5	1	20.0	5	100.0	0	0.0	5	100.0
Awel Tywi	36	17	47.2	36	100.0	11	30.6	34	94.4
Glanmarlais	28	16	57.1	28	100.0	9	32.1	28	100.0
Llys y Bryn	58	23	39.7	58	100.0	17	29.3	57	98.3
Y Bwthyn	27	6	22.2	27	100.0	3	11.1	27	100.0
Cyfanswm	694	267	38.5	685	98.7	191	27.5	682	98.3

Mae'r gwaith hyn o gasglu'r data yn cymryd mwy o amser na'r disgwyl oherwydd bod y swyddogion dan sylw yn llenwi holiaduron papur ac mae'n rhaid bwydo'r wybodaeth i'r system gyfrifiadurol. Bydd y Cyngor yn casglu'r data oddi wrth weddill adrannau'r sir yn 2015/16.

6. Prif ffrydio

Yn ystod y flwyddyn a aeth heibio, rydym wedi parhau â'r gwaith o hyrwyddo ein gwasanaethau i gwsmeriaid Cymraeg.

Strategaeth Gymunedol Integredig

Mae Bwrdd Gwasanaethau Lleol Sir Gaerfyrddin, mewn cytundeb â phob un o'r partneriaethau strategol, wedi cytuno ar Strategaeth Gymunedol Integredig sy'n nodi'r trywydd i'r sir o 2011 tan 2016, gan ymgorffori'r dogfennau canlynol oedd yn cael eu cyhoeddi ar wahân yn y gorffennol:

- Cynllun Plant a Phobl Ifanc
- Strategaeth Tlodi Plant
- Strategaeth Gymunedol
- Strategaeth Iechyd, Gofal Cymdeithasol a Lles
- Cynllun Diogelwch Cymunedol
- Cysylltiadau yn Sir Gaerfyrddin (Strategaeth Adfywio)
- Cynllun Gweithredu Amgylcheddol

Mae'r Strategaeth Gymunedol Integredig yn canolbwyntio ar bum canlyniad strategol, sydd yn cyfrannu at y weledigaeth drosfwaol i'r sir. Y weledigaeth honno yw "Galluogi pobl i fyw bywyd iach a chyflawn trwy gydweithio i greu cymunedau cadarn, dwyieithog a chynaliadwy".

A'r pum nod strategol yw

- Bod pobl yn Sir Gaerfyrddin yn iachach
- Bod pobl yn Sir Gaerfyrddin yn cyflawni eu potensial o ran dysgu
- Bod pobl sy'n byw ac yn gweithio yn Sir Gaerfyrddin ac yn ymweld â'r sir yn ddiogel ac yn teimlo'n fwy diogel
- Bod cymunedau ac amgylchedd Sir Gaerfyrddin yn gynaliadwy
- Bod gan Sir Gaerfyrddin economi gryfach a mwy llewyrchus

Gellir gweld manylion pellach o ran yr iaith Gymraeg drwy Adroddiad Blynyddol y Strategaeth Gymunedol Integredig ar wefan Partneriaeth Sir Gaerfyrddin www.partneriaethsirgaerfyrddin.org.uk

Yr Iaith Gymraeg yn y Gymuned

Yn sgil adroddiad Gweithgor y Cyfrifiad, un o'r argymhellion oedd sefydlu Fforwm Strategol Sirol sy'n cynnwys partneriaid a mudiadau sy'n gweithredu er budd y Gymraeg yn y sir. Un o amcanion y Fforwm yw gweithredu ar y cyd er mwyn cryfhau capasiti cynllunio iaith. Mae'r Fforwm o dan arweiniad y Mentrau wedi dewis gweithio'n ddwys mewn tair ardal drefol a thair ardal wledig yn dilyn derbyn tystiolaeth Dr Dylan Phillips ar sefyllfa'r Gymraeg yn y sir. Comisiynodd y Cyngor Dr Dylan Phillips i ddadansoddi ystadegau'r Cyfrifiad fel rhan o'r gwaith o gasglu tystiolaeth ar gyfer Gweithgor y Cyfrifiad.

Yr iaith Gymraeg yng Ngofal Cymdeithasol

Mae cyfathrebu effeithiol yn hanfodol ym mhob sefyllfa pan mae gweithiwr cymdeithasol, therapydd, nyrs neu ofalwr yn delio â'r cyhoedd, yn enwedig os yw'r unigolyn yn agored i niwed neu mewn sefyllfa o argyfwng.

Mae Gwasanaethau Cymdeithasol Sir Gaerfyrddin yn parhau i fod yn ymrwymedig i sicrhau bod yr iaith Gymraeg wrth wraidd ein holl wasanaethau. Rydym yn gweithio at weithredu fframwaith strategol Llywodraeth Cymru "Mwy na Geiriau". Nid yn unig cwrdd â meincnod y fframwaith yw uchelgais yr Adran Gofal Cymdeithasol ond i fynd ymhellach na'r disgwyliadau¹.

Mae'r Adran Gwasanaethau Cymdeithasol yn gweithio ar gynllun tair blynedd o 2013-2016 i sicrhau bod:

- 1 – iaith unigolion yn cael ei gofnodi'n gywir ac yn gyson bob amser;
- 2 – staff sy'n gallu siarad Cymraeg ar gael ar gyfer anghenion y boblogaeth;
- 3 – unigolion yn derbyn gwasanaeth gan staff sy'n siarad Cymraeg os yw'r cofnod yn nodi eu bod yn siarad Cymraeg.

¹ Mae'r rhan hon o'r adroddiad yn canolbwyntio ar yr iaith Gymraeg ac mae pob cyfeiriad at ddwyieithrwydd ayyb yn cyfeirio at y Gymraeg a'r Saesneg. Mae rhan arall o'r adroddiad yn ystyried gwybodaeth a ddarperir mewn ieithoedd a fformatau hygyrch eraill.

Nid her fach yw hyn gan fod y ganran o siaradwyr Cymraeg yn Sir Gaerfyrddin ymhlith yr ystod oed gweithio yn sylweddol is na chanran y siaradwyr Cymraeg o fewn poblogaeth hŷn y sir. Fodd bynnag, mae Sir Gaerfyrddin wedi ymrwymo i ddarparu gwasanaethau yn iaith gyntaf siaradwyr Cymraeg a bydd yn adrodd ar ei lwyddiannau a'r heriau yn rheolaidd wrth ymgymryd â'r gwaith dros y tair blynedd nesaf.

Er mwyn gwneud y gorau o'r Cynnig Rhagweithiol mae'n bwysig cytuno ar 'sut mae arfer dda yn edrych' ym mhob maes gwasanaeth o fewn yr adran. Dyma fydd dyhead pob maes gwasanaeth gyda mesurau perfformiad wedi'u cynllunio i adolygu effaith unrhyw ymyriadau a wnaed.

Mwyhau'r Cynnig Rhagweithiol

Diffiniad o'r Cynnig Rhagweithiol yn unol â Maes Gwasanaeth:

Yn sail i'r cynnig rhagweithiol y mae'r egwyddorion y dylasai pob aelod o staff:

1. Ymgymryd â hyfforddiant Ymwybyddiaeth Iaith
2. Gallu defnyddio ymadroddion o ddydd i ddydd (ALTE² Lefel 1)
3. Dylasai canran y defnyddwyr gwasanaeth (ym mhob maes gwasanaeth) sy'n siarad Cymraeg gyfateb â chanran y staff sy'n medru'r Gymraeg, gydag eithriadau fel y nodir isod

Maes Gwasanaeth	Cynnig Rhagweithiol - Sut mae arfer dda yn edrych
<u>Canolfannau Cyswllt:</u> I gynnwys – Llinell Ofal+, Canolfan Gyswllt, MASH etc	<ol style="list-style-type: none"> 1. Ateb galwadau'n ddwyieithog 2. Staff yn ymateb yn iaith y cyswllt
<u>Timoedd/Gweithwyr Asesu:</u> I gynnwys – 'timoedd asesu' (plant), timoedd hir dymor (plant), timoedd Maethu, timoedd Mabwysiadu, timoedd AD, CMHT, AMHT, Timoedd Adnoddau Cymunedol.	<ol style="list-style-type: none"> 1. Sefydlu iaith y defnyddiwr 2. Cydweddu'r gweithwyr â'r sgiliau priodol i'r defnyddiwr gwasanaeth
<u>Gwasanaethau wedi'u teilwra:</u> I gynnwys - Gofal plant/cylchoedd chwarae,	<ol style="list-style-type: none"> 1. Ar gael yn ddwyieithog neu yn y naill iaith fel sy'n briodol

² Cymdeithas Profwyr Ieithoedd yn Ewrop – Lefel 2 cyfredol yn Strategaeth Sgiliau Iaith y Cyngor

<p>grwpiau dementia, grwpiau cadwraeth ynni, rhaglenni arbenigol i gleifion</p>	
<p><u>Darparu gwasanaethau i grwpiau:</u> I gynnwys – canolfannau teulu, Canolfannau Plan Integredig, gwasanaethau dydd ayyb</p>	<ol style="list-style-type: none"> 1. Sefydlu iaith y defnyddiwr 1. Cydweddu'r gweithwyr â'r sgiliau priodol i'r defnyddiwr gwasanaeth
<p><u>Darparu gwasanaethau i unigolion:</u> I gynnwys - Gofal cartref (yn fewnol ac a gomisiynwyd), gwasanaethau penodol dementia, gwasanaeth ymateb brys, gwasanaeth ail-alluogi, gwasanaethau dydd AD ayyb</p>	<ol style="list-style-type: none"> 1. Sefydlu iaith y defnyddiwr 2. Cydweddu'r gweithwyr â'r sgiliau priodol i'r defnyddwyr gwasanaeth 3. Siaradwr Cymraeg ar gael 24/7
<p><u>Gwasanaethau Preswyl:</u> I gynnwys - Gofal Preswyl, gofal seibiant, gwasanaethau ymadfer, seibiant AD ayyb</p>	<ol style="list-style-type: none"> 1. Sefydlu iaith y defnyddiwr 2. Cydweddu'r gweithwyr â'r sgiliau priodol i'r defnyddwyr gwasanaeth 3. Siaradwr Cymraeg ar gael 24/7
<p><u>Dros y ffôn a chyswllt arall:</u> I gynnwys – Staff Cefnogi Busnes, staff swyddfa sy'n ateb galwadau ffôn</p>	<ol style="list-style-type: none"> 1. Ateb galwadau'n ddwyieithog yn unol â pholisi'r Cyngor 2. Cynnig mynediad at siaradwyr yr iaith briodol 3. Ymateb i gyfathrebu ysgrifenedig yn iaith yr ohebiaeth

Er mwyn mwyhau'r cynnig rhagweithiol mae arolygon staff eisoes wedi nodi nifer y staff sy'n gallu siarad Cymraeg yn y meysydd gwasanaeth gwahanol ac mae ymgyrch hefyd i gofnodi'n fwy cywir defnydd iaith defnyddwyr gwasanaeth.

Mae Pencampwyr iaith Gymraeg wedi cael eu recriwtio o bob maes gwasanaeth a'u rôl yw:

- Mentora dysgwyr newydd
- Hyrwyddo 'Cynnig Rhagweithiol' y Gymraeg mewn Gofal
- Cynyddu hyder ysgrifennu yn Gymraeg
- Helpu pob gwasanaeth i fabwysiadu'r polisi iaith Gymraeg

- Cynnig cymorth a chyngor – dangos i bobl beth allant wneud i ddysgu Cymraeg a defnyddio'r Gymraeg yn y gwaith
- Darparu adborth am faterion a phryderon, adrodd nôl beth yw'r pethau sy'n atal pobl rhag defnyddio'r Gymraeg wrth eu gwaith.

Bydd pencampwyr iaith Sir Gaerfyrddin yn cymryd rhan mewn grŵp Dysgu Gweithredol, yr un cyntaf ar gyfer gofal cymdeithasol trwy gyfrwng y Gymraeg, a fydd yn ystyried ymhellach y ffyrdd gorau i fwyhau'r cynnig rhagweithiol.

Mae'r holl wybodaeth gyhoeddus ar gyfer gofal cymdeithasol eisoes yn cael ei gynhyrchu'n ddwyieithog ac ar gael i'r cyhoedd. Mae'r arfer gorau yn cael ei defnyddio trwy gyhoeddi pob taflen / llyfryn gyda'r fersiwn Cymraeg a'r Saesneg cefn wrth gefn, gan alluogi'r cyhoedd i gael mynediad at eu dewis iaith heb iddynt orfod gofyn amdano.

Llinell gofal+ yw'r cyswllt cyntaf ar gyfer y mwyafrif o ddefnyddwyr gwasanaeth a'r cyhoedd. Mae rhan fwyaf o'r staff yn siaradwyr Cymraeg sy'n galluogi ymateb dwyieithog. Darperir y gwasanaeth 24 awr y dydd dros 7 diwrnod yr wythnos ac mae'r gwasanaeth yn sicrhau bod siaradwr Cymraeg ar gael bob amser. Er mwyn sicrhau bod gofal cymdeithasol yn gwybod beth yw dewis iaith pob unigolyn, ychwanegwyd dau gwestiwn gorfodol i'r system yn ystod 2013 ar gyfer y rhai sy'n ateb y galwadau i ofyn a chofnodi ar y gronfa ddata gyfrifiadurol. Y cwestiynau yw:

- Ieithoedd yr ydych yn siarad
- Iaith gyntaf

Rhennir y wybodaeth gyda'r timau gofal cymdeithasol sy'n penderfynu ar y gweithiwr mwyaf priodol i ymweld â'r unigolyn os oes angen. Ar hyn o bryd, mae rheolwyr yn ystyried yn rheolaidd iaith yr unigolyn wrth wneud hyn, ond nid yw'n gyson eto.

Anogir staff yn rhagweithiol i gynnal asesiadau a sgysiau gydag unigolion yn yr iaith naturiol a siaredir ac a ddewiswyd gan yr unigolyn. Gellid darparu pob asesiad a gwaith papur yn Gymraeg neu Saesneg yn ôl y gofyn.

Comisiynir gwasanaethau gofal ar gyfer unigolion a gofynnir am anghenion ieithyddol fel bo'n briodol yn ôl barn broffesiynol. Mae staff gofal cartref a staff gofal preswyl sy'n gweithio yn yr ardaloedd sy'n bennaf siarad Cymraeg yn Aman Gwendraeth a Tywi, Teifi a Taf yn aml yn siarad Cymraeg, gan alluogi pobl i siarad Cymraeg heb yr angen i 'fynegi dewis'.

Mae Gwasanaeth Offer Cymunedol Integredig Sir Gaerfyrddin yn cyflogi staff sy'n siarad Cymraeg sy'n galluogi cyfathrebu yn dewis iaith yr unigolion bob amser wrth fynd a gosod offer yng nghartrefi pobl.

Mae pob cytundeb lefel gwasanaeth gyda darparwyr trydydd sector yn ei gwneud yn ofynnol i'r darparwr gwasanaeth i gydymffurfio â gofynion Deddf yr Iaith Gymraeg 1993, ac â Chynllun Iaith Gymraeg yr Awdurdod. Ar ben hynny, mae'r Awdurdod (drwy ei brosesau rheoli cytundeb) yn adolygu pob cytundeb lefel gwasanaeth gyda darparwyr gwasanaethau yn rheolaidd i wirio cydymffurfiaeth a disgwyliad yr Awdurdod yw y bydd dewis iaith y defnyddwyr gwasanaeth yn cael eu diwallu'n briodol.

Mae'r Adran dysgu a datblygu yn cefnogi datblygu sgiliau iaith Gymraeg staff a staff y sector annibynnol a gomisiynwyd. Mae'r amrywiaeth o gyrsiau yn cynnwys:

- Prosiect e-ddysgu Equal
- Amrywiaeth o gyrsiau Cymraeg i oedolion ar bob lefel (dechreuwr, canolradd, uwch, Cymraeg yn y gweithle, cyrsiau gloywi iaith), cyrsiau mae nifer o staff yn manteisio arnynt.
- Mae cwrs newydd wedi'i gyflwyno a ddatblygwyd yn Sir Gaerfyrddin, a elwir Cwrs Cymraeg i Ofalwyr yr Henoed, sydd ar gael ar gyfer staff mewnol a staff gwasanaethau gofal a gomisiynir. Enillodd y cwrs hwn wobwr yng Ngwobrau Cymraeg Iechyd a Gofal Cymdeithasol yn 2014.

Fel rhan o'u fframwaith proffesiynol, anogir Gweithwyr Cymdeithasol mewn cydweithrediad â Phrifysgol Cymru Y Drindod Dewi Sant i archwilio anghenion ac amrywiaeth yr iaith Gymraeg.

O fewn y Gwasanaethau Plant, mae'r gwaith canlynol wedi ei wneud:

- Wrth i'r adran Gwasanaethau Plant gytundebu Gofal Plant (o dan 4) mae'n ofynnol bod pob darparwr yn darparu gwasanaeth dwyieithog neu Gymraeg yn unig (cytundebu sylweddol yn cael ei wneud trwy Dechrau'n Deg)
- Mynychodd holl ddarparwyr gwasanaethau o fewn Teuluoedd yn Gyntaf gyrsiau Ymwybyddiaeth iaith Gymraeg
- Bwriedir cynnal awdit hunanasesiad mewn perthynas â darparu gwasanaethau dwyieithog o fewn gwasanaethau Teuluoedd yn Gyntaf yn 2014/15

- Bwriedir galluogi Gofalwyr Maeth i gael mynediad at hyfforddiant iaith Gymraeg o fewn cynlluniau iaith y Cyngor Sir ac i hyrwyddo hynny.

Ar hyn o bryd mae'r adran gofal cymdeithasol yn gweithio tuag at fynd ymhellach na disgwyliau'r Fframwaith Strategol ar gyfer Gwasanaethau Cymraeg mewn Iechyd, Gwasanaethau Cymdeithasol a Gofal Cymdeithasol 'Mwy na Geiriau', gan gefnogi unrhyw un sydd angen i'w gofal gael ei ddarparu trwy gyfrwng y Gymraeg, er budd cyhoedd Sir Gaerfyrddin.

7. Dadansoddiad o berfformiad fesul blaenoriaeth / targed

Nodwyd ar ddechrau ein Cynllun Iaith y blaenoriaethau a'r amcanion ar gyfer gweithrediad y Cynllun. Hefyd, mae'n rhaid sicrhau y bydd pawb sy'n defnyddio gwasanaethau'r Cyngor yn medru gwneud hyn yn ôl eu dewis iaith. Mi fyddwn yn cymryd camau uniongyrchol gydag unrhyw enghreifftiau o ddiffyg cydymffurfiaeth ac yn anelu i ddatrys unrhyw broblemau.

Adnabod risgiau a blaenoriaethau ar gyfer y flwyddyn nesaf

Mae'r Cyngor wedi cyfrannau at ymchwiliad Comisiynydd y Gymraeg ac ymgynghoriad Llywodraeth Cymru mewn perthynas â'r Safonau Iaith newydd. Bydd y Cyngor yn cydweithio gyda'r Comisiynydd yn ystod yr ymgynghoriad nesaf a fydd yn gosod amserlen ar gyfer y Rheoliadau sy'n berthnasol. Mae'r Cyngor yn cydnabod bod gwaith i'w wneud er mwyn cyrraedd rhai o'r Safonau gan gynnwys:

- Safonau ynghylch corff yn llunio ac yn cyhoeddi dogfennau sy'n cynnwys yr holl adroddiadau sy'n mynd gerbron y Cyngor llawn a'r Bwrdd Gweithredol.
- Safonau ynghylch peiriannau hunanwasanaeth.
- Hyfforddiant i staff.
- Bydd angen paratoi ar gyfer cofnodi dewis iaith aelodau o staff wrth dderbyn dogfennau yn ymwneud ag hyfforddiant, amcanion perfformiad, cynllun gyrfa ac ati.
- Bydd angen cynnwys cwynion gan staff ar y system gwynion.
- Bydd angen edrych ar holl ddeunydd y Cyngor Sir sy'n ymwneud â thechnoleg gwybodaeth a deunyddiau cymorth.

- Bydd angen cadw cofnod o'r nifer o swyddi newydd a swyddi gwag a'u categori iaith.

8. Cyhoeddi gwybodaeth ar berfformiad

Bydd yr adroddiad blynyddol yma'n cael ei osod ar wefan a mewnwyd y Cyngor, gan nodi'n glir y manylion cyswllt ar gyfer unrhyw ymholiadau. Byddwn hefyd yn cyhoeddi erthygl ym mhapur 'Newyddion Sir Gâr' sef papur rhwng sefydliadau Sir Gaerfyrddin ar ôl derbyn adborth.

9. Dangosyddion Cynllun Iaith

Mabwysiadwyd y dangosyddion isod hefyd yn rhan o Gynllun Iaith y Cyngor, fel atodiad i'r rhai a nodwyd uchod. Mae'r Cyngor wedi adrodd ar y dangosyddion hyn yn flynyddol, ac roedd canlyniadau'r ymarferion monitro a gomisiynwyd gan y Cyngor ers Ebrill 2006 yn ein galluogi i wneud hyn. Daeth y cytundeb monitro i ben diwedd Mawrth 2014 felly nid oes modd i ni adrodd ar y dangosyddion canlynol ar gyfer 2014/15.

Dangosydd Iaith 6 - % yr ohebiaeth Gymraeg a gafodd ei hateb cyn pen yr amserlen a gafodd ei phennu

Dangosydd Cynllun Iaith 7 - % y galwadau ffôn a gafodd eu hateb yn ôl gofynion y Cynllun Iaith

Dangosydd Cynllun Iaith 8 - % y peiriannau ateb sydd â negeseuon dwyieithog yn unol â gofynion y Cynllun Iaith

Dangosydd Cynllun Iaith 9 - % y cyfarfodydd â'r cyhoedd a gafodd eu cynnal yn ôl gofynion y Cynllun Iaith

Dangosydd Cynllun Iaith 10 - % y derbynfeydd sydd yn cydymffurfio â'r Cynllun Iaith

Dangosydd Cynllun Iaith 11 - % y polisiâu, y strategaethau, ac ati, a gafodd eu creu yn ôl gofynion y Cynllun Iaith

O'r sampl a gymerwyd gan yr Uned Gyfathrebu, mae'r holl strategaethau / polisiâu ac ati a gyhoeddwyd yn unol â'r Cynllun Iaith. Rydym yn ymwybodol o rai dogfennau arbenigol sydd wedi eu cyhoeddi ar wahân ond mae hyn yn unol â chanllaw'r Cynllun.

Dangosydd Cynllun Iaith 12 - % yr ymgynghoriadau cyhoeddus a gydymffurfiodd â gofynion y Cynllun Iaith

Casglwyd sampl o 5 ymgynghoriad cyhoeddus eleni gan gynnwys gweithgareddau'r Panel Dinasyddion a'r Fforwm 50+. Roedd pob un o'r ymarferion yn cydymffurfio â'r Cynllun Iaith.

11. Manylion cyswllt

Dylid cyfeirio unrhyw ymholiadau at:

Swyddog Hyrwyddo'r Iaith Gymraeg / Swyddog Polisi a Phartneriaeth

Polisi a Phartneriaeth

Cwsmeriaid a Pholisi

Adran y Prif Weithredwr

Cyngor Sir Gâr

Neuadd y Sir

Caerfyrddin

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Adroddiad 2014-15

Mae'r dudalen hon yn wag yn fwriadol

PWYLLGOR CRAFFU POLISI AC ADNODDAU 25^{ain} O DACHWEDD 2015

Strategaeth Sgiliau Iaith Gymraeg

Ystyried y materion canlynol a chyflwyno sylwadau arnynt:

- Bod y Pwyllgor yn ystyried a thrafod y Strategaeth Sgiliau Iaith Gymraeg (drafft), ac yn cyflwyno sylwadau arno.

Rhesymau:

- Yn dilyn cyhoeddi canlyniadau Cyfrifiad 2011, cytunodd Cyngor Sir Gaerfyrddin i sefydlu Gweithgor er mwyn ymchwilio i'r ffactorau a arweiniodd at ddirywiad yn nifer y siaradwyr Cymraeg yn y Sir ac i lunio argymhellion er mwyn ymdrin â'r sefyllfa.
- Un o argymhellion y Gweithgor oedd adolygu'r Strategaeth Sgiliau Iaith Gymraeg.
- Mae'r Strategaeth yn ddogfen allweddol o ran gweithredu'r Safonau Iaith newydd a chyfrifoldebau newydd y cyngor o ran datblygu a hyrwyddo'r cyfleoedd i ddefnyddio'r Gymraeg yn ein gweithle.

Angen cyfeirio'r mater at y Bwrdd Gweithredol / Cyngor er mwyn gwneud penderfyniad: OES

Aelod y Bwrdd Gweithredol sy'n gyfrifol am y Portffolio:

Cyng. Mair Stephens (Adnoddau Dynol, Effeithlonrwydd a Chydweithio a Hyrwyddyd yr Iaith Gymraeg)

<p>Y Gyfarwyddiaeth: Prif Weithredwr</p> <p>Enw Pennaeth y Gwasanaeth: Paul R. Thomas</p> <p>Awdur yr Adroddiad: Paul R. Thomas</p>	<p>Swydd:</p> <p>Prif Weithredwr Cynorthwyol (Rheoli Pobl a Pherfformiad)</p>	<p>Rhif Ffôn / Cyfeiriad E-Bost:</p> <p>01267 246123 prthomas@sirgar.gov.uk</p>
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EXECUTIVE SUMMARY

POLICY & RESOURCES SCRUTINY COMMITTEE 25th NOVEMBER 2015

Welsh Language Skills Strategy

Carmarthenshire County Council developed its first Language Skills Strategy in 2008, in order to ensure that sufficient skills were available in the workplace (through learning and development and recruitment) to meet the requirements of the Welsh Language Scheme.

Further to the research and recommendations made by the Census Working Group, the Strategy has been reviewed in order to manage and plan staff language skills and covers the following key areas in the management of language skills:

- Determining the Welsh language skills required for workplaces, teams and jobs, across the Authority;
- Record and monitor staff Welsh language skills;
- Recruit people with the appropriate level of Welsh language skills;
- Develop language skills and language awareness.

A Language Skills Framework is a key tool for Managers as they design and implement their workforce plans. Many of the leading employers in the public sector in Wales have adapted a widely recognised skills framework, which is the ALTE Framework (Association of Language Testers of Europe). This provides a good reference for employers due to the fact that it is based on recognition of what individuals can achieve linguistically (in Welsh and English in this context). It is a way of measuring language skills according to the types of communication tasks that a person can achieve in speaking, understanding, reading and writing.

Welsh Language (Wales Measure)

The Welsh Language (Wales) Measure 2011 received Royal Assent in February 2011 giving official status to the Welsh language in Wales. The Measure sets a new legislative framework for the Language in all aspects of life, namely the Welsh language Standards. The aim of the proposed Language Standards is to simplify the process of placing duties on bodies and to introduce greater consistency across sectors and areas.

The Language Standards will replace the current language schemes, and impose duties on organisations named by the Welsh language Measure in five areas; service delivery, policy formulation, implementation, promotion of the Language and record keeping.

The aim of this strategy is to ensure that Carmarthenshire County Council implements the requirements of the Welsh Language Standards, specifically the Implementation Standard.

Preparing and publishing a Language Skills Strategy is a key element in preparing Compliance Standards under the Welsh Language Measure (2011).

DETAILED REPORT ATTACHED?

YES

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report.

Signed: Paul R. Thomas Assistant Chief Executive (People Management & Performance)

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
YES	YES	YES	YES	YES	YES	NONE

1. Policy, Crime & Disorder and Equalities – Preparation of Compliance Strategies is a statutory responsibility under the Welsh language Measure 2011.

2. Legal – There are legal obligations to non-compliance with the Equality Act 2010

3. Finance – A detailed resources plan will need to be prepared to support areas such as Learning & Development, the Translation Unit and funding ICT developments to support service delivery and operational requirements for compliance with the new Standards.

4. ICT – There are likely to be a number of requirements to enhance existing ICT solutions to meet the delivery of the Operational Standard and support services and their staff. These requirements will need to be identified within the resourcing plan.

5. Risk Management Issues – In cases of alleged failure to comply with a Standard, the Commissioner will consider whether an investigation is required under section 71 of the Welsh Language (Wales) Measure 2011. The Enforcement Policy will explain the investigation process. However, the process does include the power to impose a civil penalty on organisations (maximum of £5,000).

6. Staffing Implications – The Operational Standard will focus upon areas such as the Language Skills Strategy, Human Resource functions and ensuring that workforce changes are planned in order to provide bilingual services. There will be a continuing need to ensure that support mechanisms are in place for Training and Development of staff.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below:

Signed: Paul R. Thomas Assistant Chief Executive (People Management & Performance)

1. Local Member(s) – N/A

2. Community / Town Council – N/A

3. Relevant Partners – N/A

4. Staff Side Representatives and other Organisations – The draft Strategy was discussed at the Corporate Employee Relations Forum on 17th July 2015.

The following feedback / concerns were noted at the meeting:

- 1) Provision, suitability and costs of training. The Unions would be concerned were undue pressure be put upon staff to undertake training, particularly outside the working day.
- 2) The approach to be taken towards those members of staff in posts in which the language skills requirement is increased.
- 3) The potential impact on grading of posts as the increase in skills required for a post could result in a higher grade
- 4) Whether there is going to be an Equality Impact Assessment undertaken
- 5) Potentially divisiveness between staff in situations where a post's language skills requirement changes and this prevents some staff applying should the post become vacant
- 6) Costs of implementing WLSS and the WL Standards

Section 100D Local Government Act, 1972 – Access to Information List of Background Papers used in the preparation of this report:

THESE ARE DETAILED BELOW:

Title of Document	File Ref No. / Locations that the papers are available for public inspection
Recruitment: Welsh Language Considerations – Prepared by the Welsh Language Commissioner	<p>Cymraeg http://www.comisiynyddygyymraeg.cymru/Cymraeg/Rhestr%20Cyhoeddi%20adau/20120518%20DG%20C%20Dogfen%20Cyngor%20Recriwtio%20f2.pdf</p> <p>English http://www.comisiynyddygyymraeg.cymru/English/Publications%20List/20120518%20DG%20S%20Dogfen%20Cyngor%20Recriwtio%20f2.pdf</p>

Mae'r dudalen hon yn wag yn fwriadol

Strategaeth Sgiliau iaith Gymraeg

Cyngor Sir Gâr

Os oes angen y wybodaeth hon arnoch mewn fformat arall,
cysylltwch â:

Rheoli Pobl a Pherfformiad

 Estyniad 6100

 RPUnedCymorthBusnes@sirgar.gov.uk

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1. Cyd-destun a chefnidir

Deddfwriaeth ddiweddar

Oherwydd deddfwriaeth ddiweddar sy'n ymwneud â'r Gymraeg a datblygiadau ym maes polisi iaith yng Nghymru, mae hi'n amserol i Gyngor Sir Gâr i sicrhau bod trefniadau priodol a digonol yn eu lle i staffio gwasanaethau dwyieithog yn Gymraeg a Saesneg i'r cyhoedd yng Nghymru.

Mesur y Gymraeg a Safonau'r Gymraeg

Derbyniodd Mesur y Gymraeg (Cymru) 2011 Gydsyniad Brenhinol ym mis Chwefror 2011 gan roi statws swyddogol i'r Gymraeg yng Nghymru. Mae'r Mesur yn gosod fframwaith deddfwriaethol newydd ar gyfer y Gymraeg ymhob agwedd o fywyd, sef y Safonau Iaith Gymraeg. Bwriad y Safonau Iaith arfaethedig yw symleiddio'r broses o osod dyletswyddau ar gyrff ac i gyflwyno mwy o gysondeb ar draws sectorau ac ardaloedd. Bydd y Safonau Iaith yn disodli'r Cynlluniau Iaith cyfredol, ac yn gosod dyletswyddau ar gyrff a enwir drwy Fesur y Gymraeg, mewn pum maes, sef; cyflenwi gwasanaeth, llunio polisi, gweithredu, hyrwyddo'r Gymraeg a chadw cofnodion.

Mae'r dyletswyddau sy'n gysylltiedig â'r safonau yn golygu bod yn rhaid i'r cyrff hynny i beidio trin yr iaith Gymraeg yn llai ffafriol na'r Saesneg, yn ogystal â hybu neu hwyluso defnydd o'r iaith Gymraeg. Mae hyn yn unol â'r ddwy egwyddor sy'n sail i waith y Comisiynydd y Gymraeg:

- yng Nghymru, ni ddylai'r iaith Gymraeg gael ei thrin yn llai ffafriol na'r Saesneg
- dylai personau yng Nghymru allu byw eu bywydau drwy gyfrwng y Gymraeg os ydynt yn dewis gwneud hynny.

Mae'r Strategaeth Sgiliau Iaith Gymraeg yn ddogfen allweddol o ran gwireddu'r Safon Gweithredu. Bydd hi hefyd yn ofynnol i ni ddatblygu polisi ar y defnydd o'r iaith o fewn y weinyddiaeth fewnol ac i gynnwys darpariaethau dwyieithog ar gyfer:

- contractau cyflogaeth
- gwybodaeth a chyfarwyddyd cyflogaeth
- cyfleoedd hyfforddi a chofnodion hyfforddi
- arfarnu ac amcanion perfformiad
- gwybodaeth sydd ar gael drwy feddalwedd Adnoddau Dynol
- polisïau a chanllawiau yn y gweithle
- ymdrin â chwynion a wneir gan staff
- gweithdrefnau a chyfarfodydd disgyblu
- technoleg gwybodaeth ar gael at ddefnydd staff
- tudalennau mewnwyd
- arwyddion a gwybodaeth mewnol a arddangosir
- polisïau a chyfleoedd recriwtio a dethol

laith fyw: laith byw

Cyhoeddwyd Strategaeth ar gyfer y Gymraeg 'laith Fyw: laith Byw' gan Lywodraeth Cymru ym mis Ebrill 2012. Mae'r strategaeth yn adlewyrchu gweledigaeth y Llywodraeth sy'n gweithredu er mwyn gweld y Gymraeg yn ffynnu. Mae'r strategaeth yn adeiladu ar y weledigaeth a amlinellwyd yn 'laith Pawb: Cynllun Gweithredu Cenedlaethol ar gyfer Cymru Ddwieithog' a gyhoeddwyd yn 2003.

Bydd y Llywodraeth yn cydweithio ag ystod eang o bartneriaid a fydd yn cyfrannu'n helaeth at sicrhau y caiff y weledigaeth ei gwireddu. I'r perwyl hwn, chwe nod y Llywodraeth yw:

- annog a chefnogi'r defnydd o'r Gymraeg o fewn teuluoedd
- cynyddu'r ddarpariaeth o weithgareddau Cymraeg ar gyfer plant a phobl ifanc a chynyddu eu hymwybyddiaeth o werth yr iaith
- cryfhau safle'r Gymraeg o fewn y gymuned
- cynyddu cyfleoedd i bobl ddefnyddio'r Gymraeg yn y gweithle
- cynyddu a gwella gwasanaethau Cymraeg i ddinasyddion
- cryfhau'r seilwaith ar gyfer yr iaith, gan gynnwys technoleg ddigidol.

Mae'r strategaeth hefyd yn pwysleisio pwysigrwydd 'Strategaeth Addysg Cyfrwng Cymraeg' Llywodraeth Cymru fel elfen hanfodol wrth greu siaradwyr Cymraeg y dyfodol - ar y cyd ag annog y defnydd o'r iaith o fewn teuluoedd.

Adroddiad 'Y Gymraeg yn Sir Gâr'

Yn dilyn cyhoeddi Canlyniadau Cyfrifiad 2011 a'r dirywiad yn nifer y siaradwyr Cymraeg yn Sir Gâr, cytunodd y cyngor i sefydlu Gweithgor Gorchwyl a Gorffen i ymchwilio i'r ffactorau sydd wedi arwain at y dirywiad ac i lunio argymhellion er mwyn ymdrin â'r sefyllfa. Cytunodd y Gweithgor i edrych ar y meysydd blaenoriaeth canlynol:

- Cynllunio (tai fforddiadwy a'r Gymraeg o fewn datblygu cynaliadwy)
- Addysg (meithrin, statudol, bellach, uwch)
- Iaith ac Economi
- Gweithleoedd cyfrwng Cymraeg a gweinyddiaeth y Cyngor
- Effaith sefydliadau sy'n gweithio er budd y Gymraeg megis y Mentrau Iaith
- Cyfleoedd i ddefnyddio'r Gymraeg yng nghymunedau'r sir (Cymraeg i Oedolion a defnydd o'r Gymraeg y tu allan i'r ysgol)
- Trosglwyddiad iaith yn y teulu
- Marchnata'r iaith

Y Cyngor Sir yw un o gyflogwyr mwyaf Sir Gaerfyrddin gyda dros 9,000 o staff a 74 o aelodau etholedig. Mae gan y cyngor rôl ganolog o ran cynnig arweiniad a gosod esiampl i'w drigolion a phartneriaid mewn nifer o feysydd amrywiol iawn, ac yn ganolog i hyn oll mae'n cynnig arweiniad cadarn o ran dyfodol yr iaith Gymraeg yn y sir. Yn y cyd-destun hwn mae'n bwysig ystyried rôl y cyngor fel darparwr gwasanaethau i gymuned ddwyieithog ond hefyd fel cyflogwr arwyddocaol o fewn poblogaeth ddwyieithog.

Ar hyd y blynyddoedd diwethaf mae'r Cyngor Sir wedi datblygu a gosod mewn lle nifer o weithdrefnau polisi a gwasanaethau uniongyrchol er mwyn, yn bennaf, alluogi'r cyhoedd i gysylltu ag ymwneud â'r cyngor yn Gymraeg neu Saesneg yn ôl eu dewis. Mae Cynllun Iaith Gymraeg y cyngor yn gosod disgwyliadau cadarn o ran ymwneud y Cyngor â'r cyhoedd ac mae'r Ganolfan Gyswllt a'r Canolfannau Gwasanaeth Cwsmer yn enghreifftiau cadarnhaol iawn o hyn yn ymarferol lle mae'r Cyngor yn cynnig gwasanaeth dwyieithog naturiol.

Serch hynny, er mwyn ymateb i'r cwmp sylweddol yn nifer y siaradwyr Cymraeg o fewn y sir, mae angen i'r Cyngor Sir fabwysiadu ymagwedd fwy rhagweithiol a gosod disgwyliadau uwch i'w hun fel corff sy'n gallu arwain y ffordd o ran codi statws a chynyddu'r defnydd o'r iaith Gymraeg yn y sir. Ein gweledigaeth hir dymor yw y bydd hyn yn arwain at ddatblygu ethos a diwylliant y cyngor fel corff naturiol dwyieithog a fydd yn medru esblygu'n hyderus i weinyddu'n bennaf drwy gyfrwng y Gymraeg yn y dyfodol.

Gwybodaeth ac arweiniad pellach

- Os oes gennych ymholiadau o ran y Safonau Iaith Gymraeg (2015), cysylltwch â'r tîm Polisi a Phartneriaeth ar 01267 224008/4914.
- Gallwch gael mwy o wybodaeth am y materion sy'n cael eu trafod yn y ddogfen yma, ac arweiniad pellach ar sut i weithredu trwy gysylltu â'r Adran Rheoli Pobl a Pherfformiad.

2. Strategaeth Sgiliau iaith Gymraeg

Bwriad y strategaeth hon yw sicrhau bod Cyngor Sir Gâr yn gwireddu gofynion y Safonau iaith Gymraeg.

Ynghyd â hyn, mae'n gwireddu'r argymhellion a baratowyd gan Weithgor y Cyfrifiad yn sgil canlyniadau Cyfrifiad 2011.

Y cam cyntaf tuag at baratoi Strategaeth Sgiliau iaith yw cydnabod bod y Gymraeg yn sgil, yn union fel unrhyw sgiliau eraill sy'n gysylltiedig â swyddi. O fewn fframwaith recriwtio ar gyfer swyddi Cyngor Sir Gâr, hysbysebir bob swydd ar isafswm o Lefel 1 ar y Fframwaith ALTE a bydd asesiad unigol yn cael ei baratoi ar gyfer bob swydd.

Mae'r cyngor wedi ymrwymo i sicrhau y bydd pob aelod o staff yn gallu dangos cwrteisi ieithyddol gyda chwsmeriaid a chydweithwyr, ynghyd â sensitifrwydd ac ymwybyddiaeth ieithyddol. Cynigir cefnogaeth i gyflogaeion nad sy'n cyrraedd lefel 1 o'r Fframwaith ALTE, i gyrraedd y lefel hon cyn gorffen eu cyfnod prawf (o fewn mwyafswm o 12 mis).

Mae'r cyngor yn cynnig ystod o gyfleoedd i ddysgu a gwella'r Gymraeg yn y gweithle. Dylsai pob aelod o staff drafod eu anghenion fel rhan o'r cyfarfod 'Helpu Pobl i Berfformio' gyda'u rheolwyr ac fe gynigir y gefnogaeth briodol ar eu cyfer pan adnabyddir bod y Gymraeg yn sgil ar gyfer y swydd.

Pwrpas Strategaeth Sgiliau iaith yw rheoli a chynllunio sgiliau iaith staff ac mae'n ymwneud â'r meysydd allweddol canlynol yn y broses o reoli sgiliau iaith:

- Pennu pa sgiliau Cymraeg sy'n ofynnol ar gyfer gweithleoedd, timau a swyddi ar draws yr Awdurdod;
- Cofnodi a monitro sgiliau iaith staff;
- Recriwtio pobl â'r sgiliau priodol yn yr iaith Gymraeg, ar gyfer y swydd a ymgeisir amdani;
- Datblygu sgiliau ac ymwybyddiaeth iaith.

Bydd y fframwaith sgiliau iaith yn declyn allweddol i Reolwyr, wrth iddynt ddylunio a gweithredu eu cynlluniau gweithlu. Mae llawer o gyflogwyr blaenllaw yn y sector cyhoeddus yng Nghymru wedi addasu un fframwaith sgiliau a gydnabyddir yn eang iawn, sef fframwaith ALTE (Cymdeithas Profwyr Ieithoedd yn Ewrop / The Association of Language Testers of Europe). Mae hwn yn cynnig cyfeiriad da i gyflogwyr am ei fod yn seiliedig ar gydnabod y pethau y gall unigolion eu cyflawni yn ieithyddol (yn Gymraeg a Saesneg yn y cyd-destun hwn). Mae'n ddull o fesur sgiliau iaith yn unol â'r tasgau cyfathrebu y mae person yn medru eu cyflawni wrth siarad, deall, darllen ac ysgrifennu.

Mae Cyngor Sir Gâr wedi mabwysiadu fframwaith ALTE ar gyfer asesu ystod o ieithoedd a gellir gweld copi o'r fframwaith yn Atodiad 1.

3. Camau gweithredu'r Strategaeth sgiliau iaith Gymraeg

Crynodeb o'r camau gweithredu

- (i) Cynnal arolwg o swyddi, gweithleoedd a thimau, er mwyn penderfynu pa sgiliau a phatrymau gwaith sydd eu hangen ar gyfer y swyddi, gweithleoedd a'r timau hynny.
- (ii) Diweddarau canlyniadau'r awdit o sgiliau iaith ein gweithlu yn unol â Fframwaith ALTE gan osod y canlyniadau ar feddalwedd adnoddau dynol Resource Link.
- (iii) Cydweddu'r anghenion am sgiliau dwyieithog â'r sgiliau dwyieithog sydd gan y staff presennol.
- (iv) Nodi'r dewisiadau ar gyfer cau'r bwlch sgiliau.
- (v) Llunio Rhaglen Weithredu a fydd yn cynnwys strategaethau ar gyfer
 - Hyfforddi / datblygu / cefnogi staff;
 - Recriwtio staff newydd;
 - Adleoli a hyblygrwydd staff lle bod angen.
- (vi) Monitro ac adrodd ar weithredu'r Strategaeth, gan ystyried yn benodol yr ymrwymïadau o ran y Safonau Iaith Gymraeg (2015).

Gweithredu'r Strategaeth Sgiliau iaith Gymraeg fesul cam

Cynnal arolwg o swyddi, gweithleoedd a thimau er mwyn penderfynu pa sgiliau dwyieithog sydd eu hangen

Awdit swyddi cyfredol

Meddylwch am y swyddi unigol, y timau a'r gweithleoedd. Ystyriwch pa sgiliau cyfathrebu sydd eu hangen er mwyn sicrhau bod gwasanaeth y staff hynny'r un mor safonol ac effeithiol yn Gymraeg ag ydi yn Saesneg. Dylech ystyried yr anghenion hynny heb ystyried pwy sy'n digwydd bod yn y swydd, neu'r tîm neu'r gweithle hynny ar hyn o bryd.

Mae templed ar gyfer asesu swyddi i'w weld yn Atodiad 2. Bydd angen i Reolwyr gwblhau'r matrices asesu a diweddarau'r swydd ddisgrifiad yn unol â chanlyniadau'r awdit.

Os nad yw'r swydd yn wag, ac os nad yw'r sgiliau angenrheidiol gan y person sydd yn y swydd ar hyn o bryd, gallwch gynnig ac annog hyfforddiant i godi lefel sgiliau'r person hwnnw. Dylid trafod hyn gyda'r unigolion yn eich tîm fel rhan o'r cyfarfodydd arfarnu.

Ar sail yr arolwg yma, gallwch symud ymlaen i gymharu'r sgiliau y mae eu hangen â'r sgiliau sydd eisoes gan y staff, a thrwy hynny, bydd modd gweld beth yw'r bwlch sgiliau.

Cynnal arolwg o sgiliau dwyieithog y staff presennol

Mae'r Cyngor Sir eisoes wedi dechrau ar y gwaith o gynnal awdit manwl o sgiliau iaith ein gweithlu. Er hynny, mae angen diweddarau'r cofnod i adlewyrchu'r cytundeb polisi i fabwysiadu'r Fframwaith ALTE.

Gofynnir i Reolwyr drafod sgiliau ieithyddol gyda staff unigol fel rhan o'r cyfarfodydd arfarnu. Dylid diweddarau'r cofnod ieithyddol yn sgil y cyfarfod hynny a chytuno ar unrhyw gyfleoedd datblygu sydd eu hangen o ran y Gymraeg.

Yn ogystal â chofnodi lefelau sgiliau Cymraeg, gallwch ddefnyddio'r arolwg i gael gwybod beth yw lefelau sgiliau iaith y staff mewn ieithoedd eraill hefyd os dymunwch, gan gynnwys iaith Arwyddion.

Cymharu'r angen am sgiliau dwyieithog â'r sgiliau dwyieithog sydd gan y staff presennol

Ar ôl gweithredu'r cam uchod byddwch yn gwybod pa sgiliau iaith sydd eu hangen yn eich isadran neu dîm nawr ac yn y dyfodol. Ar ôl cwblhau'r awdit sgiliau byddwch yn gwybod pa sgiliau sydd gennych. Y cam naturiol nesaf yw cymharu'r sgiliau sydd eu hangen â'r hyn sydd gennych. Wrth wneud hynny byddwch yn cael gwybod am y meysydd lle mae angen sgiliau dwyieithog ond lle nad ydynt ar gael ar hyn o bryd o fewn y gwahanol swyddi a thimau.

Rhaid i'r dystiolaeth fod yn rhan o'r Cynllun Gweithlu adrannol a hynny er mwyn ei drafod a'i weithredu ar lefel Tîm Rheoli Adrannol.

Bydd disgwyliad ar reolwyr gwasanaeth i weithio o fewn eu timoedd rheoli i ddatblygu cynllun gweithredu, mewn partneriaeth â Rheoli Pobl a Pherfformiad er mwyn ymdrin â'r bwlch sgiliau.

Bydd angen ystyried yr opsiynau sydd ar gael yng ngoleuni:

- yr adnoddau sydd ar gael i weithredu unrhyw ddewis;
- pwysigrwydd y swydd o ran sicrhau eich bod yn gallu darparu gwasanaeth Cymraeg o safon gyfartal yn y tîm dan sylw neu'r lleoliad dan sylw;
- yr angen i wneud y gorau o bob cyfle i gynyddu neu wella eich darpariaeth ddwyieithog;
- yr angen i ymgynghori ag aelodau staff ynghylch unrhyw newidiadau yn eu patrymau gwaith.

Datblygu sgiliau Cymraeg trwy hyfforddi / datblygu staff Paratoi rhaglen weithredu

Mae Cyngor Sir Gâr yn darparu rhaglen helaeth o gyfleoedd i ddysgu a gwella sgiliau yn y Gymraeg. Gellir gweld manylion pellach yn Atodiad 4.

Recriwtio siaradwyr Cymraeg i swyddi / timau / gweithleoedd penodol

Bydd polisiau recriwtio a dethol y Cyngor yn cael eu diweddarau i adlewyrchu cyfrifoldebau'r Strategaeth hon.

Pan fydd swydd yn dod yn wag, neu pan gaiff swydd newydd ei chreu, bydd y Rheolwr Gwasanaeth yn gwneud trefniadau i'w llenwi, yn unol â gweithdrefnau'r cyngor. Bydd rhaid adolygu'r disgrifiad swyddi a chadarnhau'r lefel o sgiliau iaith sydd angen.

Cofiwch sicrhau fod pwyslais priodol yn cael ei roi yn y deunydd recriwtio ar yr union sgiliau Cymraeg sydd eu hangen, gan gyfeirio at Fframwaith ALTE. Dylid ystyried y ffactorau hynny wrth baratoi manyleb person, y disgrifiad swydd a hysbyseb(ion) swydd.

Rydym yn cydnabod bod llawer o siaradwyr Cymraeg yn teimlo nad yw eu sgiliau'n ddigon da i'w defnyddio yn eu gwaith. Mae cyfeirio at y Fframwaith ALTE yn gostwng pryder ac yn esbonio i unigolion bod ganddynt yr union sgiliau sydd eu hangen.

Os nad oes ymgeisydd â'r union sgiliau Cymraeg sy'n addas i swydd y mae sgiliau Cymraeg yn hanfodol ar ei chyfer, yna, gallwch benodi rhywun sydd â sgiliau ar lefel is, ar yr amod y bydd yn gwella ei sgiliau hyd y safon sy'n ofynnol i gyflawni'r swydd. Os gwnewch hynny, rhaid i chi drafod gyda Rheoli Pobl a Pherfformiad i sicrhau bod yr amod hwnnw wedi ei gynnwys fel amod cyflogaeth. Bydd yr uned yn eich cynorthwyo i baratoi cytundeb dysgu i'r person a benodir.

Monitro ac adrodd ar weithrediad y Strategaeth

Mae Mesur y Gymraeg yn rhoi llawer o bwys ar fonitro a chadw cofnodion, a bydd hyn yn destun y Safon Cadw Cofnod newydd.

Bydd angen i'r cyngor ddangos ei bod yn gweithredu'r Strategaeth a bod cynnydd cyson tuag at ein gweledigaeth o fod yn gyflogwr dwyieithog. Byddwn yn mabwysiadu'r dangosyddion perfformiad canlynol -

- *nifer a chanran swyddi prif dderbynfeydd ble nodir y Gymraeg fel sgil hanfodol a chanran y rhai a lanwyd gan siaradwyr Cymraeg (Lefel 3 ALTE ac uwch);*

- *nifer a chanran y staff sy'n medru siarad Cymraeg fesul adran wasanaeth a gradd y swydd;*
- *nifer y swyddi a hysbysebwyd ar y lefelau ALTE unigol.*

Gall y dangosyddion hyn alluogi sefydliadau i fesur i ba raddau y mae gwasanaethau Cymraeg ar gael i'r cyhoedd ac a yw'r gwasanaeth yma'n cael ei gynllunio'n fwriadus. Fe allai'r data yma ein galluogi i fesur cynnydd dros amser ac i roi ystyriaeth i unrhyw broblemau recriwtio a amlygir.

Gall Comisiynydd y Gymraeg wneud ymholiadau am y materion yma ar unrhyw adeg a gofyn am wybodaeth am y cynnydd tuag at sicrhau gwasanaethau cydradd.

Atodiad 1: Fframwaith Sgiliau Iaith

Fframwaith Lefelau ALTE (Cymdeithas Profwyr Ieithoedd yn Ewrop)

(Perthnasol ar gyfer y Gymraeg a'r Saesneg)

Lefel	Gwranddo/Siarad	Darllen	Ysgrifennu
1	<ul style="list-style-type: none"> • Medru ynganu enwau llefydd ac enwau personol yn gywir. • Medru cyfarch cwsmeriaid mewn derbynfa neu ar y ffôn. • Medru agor a chloi sgwrs. 	<ul style="list-style-type: none"> • Medru deall testun byr ynglŷn â phwnc cyfarwydd pan wedi ei gyfleu mewn iaith syml, e.e. arwyddion elfennol, cyfarwyddiadau syml, deall cynnwys agenda. 	<ul style="list-style-type: none"> • Medru ysgrifennu enwau personol, enwau llefydd, teitlau swyddi ac enwau adrannau'r Cyngor.
2	<ul style="list-style-type: none"> • Medru deall craidd sgwrs. • Medru derbyn a deall negeseuon syml ar batrymau arferol, e.e. amser a lleoliad cyfarfod, cais am siarad gyda rhywun. • Medru cyfleu gwybodaeth elfennol a chyfarwyddiadau syml. • Medru agor a chau sgwrs a chyfarfod yn ddwyieithog. 	<ul style="list-style-type: none"> • Medru deall y rhan fwyaf o adroddiadau byrion a chyfarwyddiadau arferol o fewn arbenigedd y gwaith, â bod digon o amser wedi ei ganiatáu. 	<ul style="list-style-type: none"> • Medru llunio neges fer syml ar bapur neu e-bost i gydweithiwr o fewn y Cyngor neu gyswllt cyfarwydd y tu allan i'r Cyngor.
3	<ul style="list-style-type: none"> • Medru deall a chymryd rhan yn y rhan fwyaf o sgysiau arferol o ddydd i ddydd yn y swyddfa. • Medru cynnig cyngor i'r cyhoedd ar faterion cyffredinol mewn perthynas â'r swydd, er yn gorfod troi i Saesneg ar gyfer termau technegol neu arbenigol. • Medru cyfrannu i gyfarfod neu gyflwyniad ar faterion cyffredinol mewn perthynas â'r 	<ul style="list-style-type: none"> • Medru deall y rhan fwyaf o'r adroddiadau, dogfennau a gohebiaeth y byddai disgwyl eu trafod yng nghwrs arferol y gwaith. 	<ul style="list-style-type: none"> • Medru llunio negeseuon ac adroddiadau anffurfiol at ddefnydd mewnol.

	swydd, er yn gorfod troi i Saesneg ar gyfer termau technegol neu arbenigol.		
4	<ul style="list-style-type: none"> • Medru cyfrannu'n effeithiol mewn cyfarfodydd mewnol ac allanol yng nghydestun y pwnc gwaith. • Medru deall gwahaniaethau cywair a thafodiaith. • Medru dadlau o blaid ac yn erbyn achos penodol. • Medru cadeirio cyfarfodydd ac ateb cwestiynau o'r Gadair yn hyderus. 	<ul style="list-style-type: none"> • Medru deall gohebiaeth ac adroddiadau pwnc wedi eu llunio mewn cywair safonol. 	<ul style="list-style-type: none"> • Medru llunio gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a llenyddiaeth hysbysrwydd gyda chymorth golygyddol.
5	<ul style="list-style-type: none"> • Medru cyfrannu'n rhugl a hyderus yng nghyswllt pob agwedd ar y gwaith beunyddiol, gan gynnwys trafod a chynghori ar faterion technegol, arbenigol neu sensitif. • Medru cyfrannu i gyfarfodydd a darparu cyflwyniadau yn rhugl a hyderus. 	<ul style="list-style-type: none"> • Medru deall adroddiadau, dogfennau ac erthyglau y byddai disgwyl eu darllen yng nghwrs arferol y gwaith, gan gynnwys cysyniadau cymhleth a fynegir mewn iaith astrus. 	<ul style="list-style-type: none"> • Medru llunio gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a llenyddiaeth hysbysrwydd i safon dderbyniol gyda chymorth cymhorthion iaith. • Medru llunio nodiadau manwl wrth gymryd rhan lawn mewn cyfarfod.

Atodiad 2: Canllaw i reolwyr ar osod lefelau ieithyddol

Materion i'w hystyried

- O dan Fesur y Gymraeg (Cymru) 2011 mae'r iaith Gymraeg yn iaith swyddogol yng Nghymru.
- Ni ddylai eich gwasanaeth i siaradwyr Cymraeg fod yn wasanaeth llai ffafriol yn Gymraeg na'r gwasanaeth rydych yn ei roi yn Saesneg.
- Nid yw'n briodol i gyrff gymryd yn ganiataol mai'r Saesneg yw'r iaith ddiodyn wrth gyflwyno gwasanaeth i ddefnyddwyr. Os ydych yn darparu gwasanaeth i ddefnyddwyr sy'n arfer siarad Cymraeg fel iaith y teulu, fel iaith gyntaf neu iaith bob dydd, dylech gymryd yn ganiataol y byddai'n well ganddynt siarad Cymraeg.
- Ni ddylai siaradwyr Cymraeg orfod gofyn am wasanaeth yn Gymraeg. Dylai'r gwasanaeth gael ei gyflwyno yn iaith arferol y person – boed yn Gymraeg neu Saesneg. Mae hynny yn gydnaws ag egwyddor y cynnig rhagweithiol sy'n cael ei arddel yn fframwaith strategol Llywodraeth Cymru ar gyfer y Gymraeg ym maes lechyd, Gwasanaethau Cymdeithasol a Gofal Cymdeithasol.

Mae hyn yn golygu bod angen sicrhau bod gennych nifer priodol o aelodau staff sy'n medru'r Gymraeg.

Mae Cyngor Sir Gâr wedi ymrwymo i sicrhau bod pob aelod o'u staff yn gallu dangos cwrteisi ieithyddol sylfaenol gyda defnyddwyr gwasanaeth, a sensitifwydd at iaith a diwylliant siaradwyr Cymraeg. Mae cwrteisi ieithyddol sylfaenol ar Lefel 1 ALTE yn gofyn am y gallu i

- Ynganu enwau Cymraeg pobl yn gywir;
- Ynganu enwau llefydd yn gywir;
- Rhoi cyfarchion syml;
- Dweud rhai ymadroddion a geiriau syml;
- Ymateb yn gwrtais i rywun sy'n siarad Cymraeg.

Os nad ydy staff yn dal y sgiliau priodol wrth eu penodi, gellir eu cefnogi drwy hyfforddiant priodol i ennill y cymwyseddau hyn - hynny yw, Lefel 1 Cymraeg fel mae'n cael ei ddisgrifio yn y Fframwaith ALTE Atodiad 1.

Swyddi ar lefelau uwch o'r Fframwaith ALTE

Mae yna swyddi o fewn y Cyngor lle bydd angen lefel uwch o ruglder mewn Cymraeg llafar, ynghyd â'r gallu i ysgrifennu Cymraeg yn rhugl.

Canllaw defnyddiol ichi wrth ystyried pa lefel o fewn y Fframwaith ALTE fydd angen ar gyfer swyddi penodol, yw gofyn y cwestiynau canlynol ichi'ch hun:

- A ydym yn medru cynnig gwasanaethau Cymraeg a darpariaeth Gymraeg sydd gystal â'r rhai Saesneg o ran eu safon, argaeledd, a hwylustod?
- A fydd deilydd y swydd hon yn gweithio gyda grwpiau penodol o bobl? e.e. pobl ifanc, pobl hŷn, gydag Aelodau Etholedig?
- A fydd gan swydd hon gyswllt uniongyrchol â'r maes Addysg?
- A fydd deilydd y swydd hon yn gweithio mewn ardal ddaearyddol benodol, lle ceir niferoedd uchel o siaradwyr Cymraeg?
- A fydd gofyn i ddeilydd y swydd i wneud cyflwyniadau neu gyfweiliadau ar ran y Cyngor Sir? Neu gyflwyno'n rheolaidd i Aelodau Etholedig?
- A ydym wedi derbyn unrhyw adborth neu gwynion ynghylch gwendidau mewn gwasanaethau cyfrwng Cymraeg yn y gorffennol?

Templed awdit swyddi cyfredol

Pennaeth Gwasanaeth:	Rheolwr:	Adran / isadran:
Uned Fusnes / Tîm:		
	Tystiolaeth	Pwyntiau gweithredu
Pa wybodaeth am sgiliau iaith eich gweithlu sydd gennych ar hyn o bryd?		
Pa swyddi o fewn eich tîm a ddynodir yn swyddi rheng-flaen?		
A ydych wedi derbyn unrhyw adborth neu gwynion penodol ynghylch eich gwasanaeth o ran defnydd o'r Gymraeg?		
A oes gennych y fersiynau cyfredol o bob swydd ddisgrifiad?		

ATODIAD 3 MATRICS ASESU IAITH GYMRAEG

I'W BARATOI GAN Y RHEOLWR LLINELL CYN HYSBYSEBU AM SWYDD NEWYDD NEU SWYDD WAG / CYFREDOL AC WRTH GYNNAL AWDIT O SWYDDI CYFREDOL

Mae'r matrices canlynol yn rhoi arweiniad i'ch helpu i benderfynu pa lefel o ruglder yn y Gymraeg fydd yn ofynnol.

Dylech sicrhau (trwy recriwtio a / neu hyfforddi a datblygu staff) bod digon o allu o fewn y tîm i wireddu gweledigaeth Gweithgor y Cyfrifiad:

"I gynyddu'r defnydd o'r Gymraeg o fewn y gweithle a dwyieithogi ymhellach gweinyddiaeth fewnol y Cyngor gyda'r nod o weinyddu'n bennaf trwy gyfrwng y Gymraeg gydag amser".

Datblygwyd y matrices i adnabod y lefel o sgiliau iaith Gymraeg sydd angen ar gyfer swyddi unigol. Wrth benderfynu ar y sgiliau iaith Saesneg, cyfeiriwch at y Fframwaith ALTE.

TEITL SWYDD:		LLEOLIAD:	
CYFLOG:		RHIF SWYDD:	
CWBLHAWYD GAN:		DYDDIAD YR ASESAD:	

CYMRAEG LLAFAR

1. A ydy'r swydd yn cael cyswllt rheolaidd ag aelodau o'r cyhoedd, naill wyneb yn wyneb, neu dros y ffôn?

1 – 20%	21 – 40%	41 – 60%	61 – 80%	81- 100%	
Sgôr 1	Sgôr 2	Sgôr 3	Sgôr 4	Sgôr 5	Sgôr =

2. A ydy'r swydd yn cael cyswllt rheolaidd gyda grwpiau penodol o bobl neu'n darparu cefnogaeth arbenigol i grwpiau megis pobl ifanc, pobl hŷn neu mewn cyd-destun gofal?

1 – 20%	21 – 40%	41 – 60%	61 – 80%	81- 100%	
Sgôr 1	Sgôr 2	Sgôr 3	Sgôr 4	Sgôr 5	Sgôr =

3. A ydy'r swydd yn cael cyswllt rheolaidd ag Aelodau Etholedig neu unigolion o sefydliadau allanol?

1 – 20%	21 – 40%	41 – 60%	61 – 80%	81- 100%	
Sgôr 1	Sgôr 2	Sgôr 3	Sgôr 4	Sgôr 5	Sgôr =

4. Fel rhan o'r rôl, a ydy deilydd y swydd yn gweithio neu'n cysylltu â sefydliadau Addysgu neu'n darparu cyfleoedd dysgu?

Strategaeth Sgiliau iaith Gymraeg: Drafft (Hydref 2015)

1 – 20%	21 – 40%	41 – 60%	61 – 80%	81- 100%	
Sgôr 1	Sgôr 2	Sgôr 3	Sgôr 4	Sgôr 5	Sgôr =

5. A ydy'r swydd yn gweithio mewn lleoliad penodol o fewn y sir? Os ydy, pa ganran o'r gymuned sy'n siarad Cymraeg? Gweler y wybodaeth drwy [TrafodiAITH](#). Os ydy'r swydd yn gweithio ar draws y sir, sgoriwch ar y ganran uchaf o.g.y.dd

20 – 30%	31 – 40%	41 – 50%	51 – 60%	61 - 70%	
Sgôr 1	Sgôr 2	Sgôr 3	Sgôr 4	Sgôr 5	Sgôr =

6. Pa fath o gyfathrebu sydd ei angen gyda defnyddwyr gwasanaeth yn y Gymraeg?

Medru ynganu enwau llefydd ac enwau personol yn gywir	Medru deall craidd sgwrs	Medru deall a chymryd rhan yn y rhan fwyaf o sgysiau arferol o ddydd i ddydd	Medru cyfrannu'n effeithiol yng nghyd-destun y pwnc gwaith	Medru cyfrannu'n rhugl a hyderus	
Sgôr 1	Sgôr 2	Sgôr 3	Sgôr 4	Sgôr 5	Sgôr =

7. A ydy'r swydd yn cynnig cyngor a chefnogaeth i staff eraill o fewn y sefydliad?

1 – 20%	21 – 40%	41 – 60%	61 – 80%	81- 100%	
Sgôr 1	Sgôr 2	Sgôr 3	Sgôr 4	Sgôr 5	Sgôr =

Sgôr cyflawn

Sgôr o 7	Lefel 1 ALTE
Sgôr o 8 – 14	Lefel 2 ALTE
Sgôr o 15 – 21	Lefel 3 ALTE
Sgôr o 22 – 28	Lefel 4 ALTE
Sgôr o 29 – 35	Lefel 5 ALTE

Lefel y Gymraeg llafar i'w hysbysebu?	
Derbynnir lefel is gydag ymrwymiad i hyfforddiant?	
Cadarnhawyd gan y Pennaeth Gwasanaeth	
A oes unrhyw newid yn y lefel a aseswyd?	
Dylid nodi'r rhesymau yn y fan hon	
Dyddiad	

CYMRAEG YSGRIFENEDIG

1. A ydy'r swydd yn paratoi gwybodaeth reolaidd neu ymatebol megis negeseuon e-bost, llythyron, posteri neu deunyddiau cyfryngau cymdeithasol i aelodau o'r cyhoedd?

1 – 20%	21 – 40%	41 – 60%	61 – 80%	81- 100%	
Sgôr 1	Sgôr 2	Sgôr 3	Sgôr 4	Sgôr 5	Sgôr =

2. A ydy'r swydd yn paratoi gwybodaeth reolaidd megis negeseuon e-bost, llythyron ac adroddiadau i grwpiau penodol o bobl neu'n darparu cefnogaeth arbenigol i grwpiau megis pobl ifanc, pobl hŷn neu mewn cyd-destun gofal?

1 – 20%	21 – 40%	41 – 60%	61 – 80%	81- 100%	
Sgôr 1	Sgôr 2	Sgôr 3	Sgôr 4	Sgôr 5	Sgôr =

3. A ydy'r swydd yn paratoi gwybodaeth reolaidd megis negeseuon e-bost, llythyron a gwybodaeth briffio i Aelodau Etholedig neu unigolion o sefydliadau allanol?

1 – 20%	21 – 40%	41 – 60%	61 – 80%	81- 100%	
Sgôr 1	Sgôr 2	Sgôr 3	Sgôr 4	Sgôr 5	Sgôr =

4. Fel rhan o'r rôl, a ydy deilydd y swydd yn gweithio neu'n cysylltu â sefydliadau Addysgu neu'n darparu cyfleoedd dysgu?

1 – 20%	21 – 40%	41 – 60%	61 – 80%	81- 100%	
Sgôr 1	Sgôr 2	Sgôr 3	Sgôr 4	Sgôr 5	Sgôr =

5. A ydy'r swydd yn paratoi adroddiadau a dogfennaeth i'w hystyried gan y Cyngor Sir a'i bwyllgorau?

20 – 30%	31 – 40%	41 – 50%	51 – 60%	61 - 70%	
Sgôr 1	Sgôr 2	Sgôr 3	Sgôr 4	Sgôr 5	Sgôr =

6. Pa fath o gyfathrebu sydd ei angen gyda defnyddwyr gwasanaeth yn y Gymraeg?

Medru ysgrifennu enwau personol, enwau llefydd, teitlau swyddi ac enwau adrannau'r	Medru llunio neges fer syml ar bapur neu e-bost i gydweithiwr	Medru llunio negeseuon ac adroddiadau anffurfiol at ddefnydd mewnol	Medru llunio gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a llenyddiaeth hysbysrwydd gyda chymorth	Medru llunio gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a llenyddiaeth hysbysrwydd i safon	
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Strategaeth Sgiliau iaith Gymraeg: Drafft (Hydref 2015)

Cyngor			golygyddol	dderbyniol gyda chymorth cymhorthion iaith	
Sgôr 1	Sgôr 2	Sgôr 3	Sgôr 4	Sgôr 5	Sgôr =

7. A ydy'r swydd yn cynnig cyngor a chefnogaeth i staff eraill o fewn y sefydliad? (Yn cynnwys paratoi gwybodaeth at ddefnydd mewnol)

1 – 20%	21 – 40%	41 – 60%	61 – 80%	81- 100%	
Sgôr 1	Sgôr 2	Sgôr 3	Sgôr 4	Sgôr 5	Sgôr =

Sgôr cyflawn

Sgôr o 7	Lefel 1 ALTE
Sgôr o 8 – 14	Lefel 2 ALTE
Sgôr o 15 – 21	Lefel 3 ALTE
Sgôr o 22 – 28	Lefel 4 ALTE
Sgôr o 29 – 35	Lefel 5 ALTE

Lefel y Gymraeg ysgrifenedig i'w hysbysebu?	
Derbynnir lefel is gydag ymrwymiad i hyfforddiant?	
Cadarnhawyd gan y Pennaeth Gwasanaeth A oes unrhyw newid yn y lefel a aseswyd?	
Dylid nodi'r rhesymau yn y fan hon	
Dyddiad	

Atodiad 4: Cyfleoedd Dysgu a Datblygu

Disgrifiad o'r cwrs:
Cymraeg yn y Gweithle - Dosbarthiadau Addysg Gymunedol (Lefel 1 – 3 ALTE) Lleoliadau amrywiol - Mynediad 1 a 2; Sylfaen 1 a 2; Canolradd 1 a 2 Sesiynau 2 awr, unwaith yr wythnos am 30 wythnos yn ystod tymor ysgol (ac eithrio gwyliau ysgol)
Cwrs y Fferi (Canolfan Griffith Jones) (Lefel 1 – 3 ALTE) I'ch helpu i adolygu, ymarfer a defnyddio eich Cymraeg cyn i'r tymor newydd ddechrau. Bydd hefyd grŵp ar gyfer ddechreuwr pur.
Cwrs Carlam (Lefel 1 ALTE) I gynorthwyo dechreuwr i ymuno â'r cyrsiau "Cymraeg yn y Gweithle" Addysg Gymunedol sy'n dechrau ym mis Medi.
Cwrs Cyfun (Lefel 4 ALTE) (Cwrs cyfunol Cymraeg llafar ac ysgrifenedig) Wedi'i anelu at y rhai sy'n dymuno datblygu geirfa dechnegol neu arbenigol yn eu gwaith bob dydd. Bydd y 4 wythnos gyntaf yn canolbwyntio ar iaith uwch wedi ei deilwra, gan ymgyfarwyddo'r dysgwr i iaith yn y gweithle sy'n benodol i'w hanghenion penodol, o ran ffurf ysgrifenedig ac ar lafar. Mae'r pythefnos diwethaf yn ddewisol a bydd yn canolbwyntio ar ddatblygu sgiliau llafar neu ramadeg. Bydd gofyn i'r rhai sy'n mynychu'r cwrs i ddanfôn rhestr o eiriau / samplau nodweddiadol o ddeunydd ysgrifenedig (naill ai yn Gymraeg neu Saesneg) at y tiwtor o leiaf fis cyn dyddiad cychwyn y cwrs.
Cymraeg Llafar A (Lefel 4 ALTE) (Gloywi ar gyfer Siaradwyr Cymraeg) Os yw'r ymgeisydd yn ddysgwr - dylent fod wedi llwyddo yn yr arholiad Canolradd neu TGAU Cymraeg fel Ail Iaith. Os ydynt yn siarad Cymraeg (nid oes angen iddynt fod â chymhwyster) ond yn teimlo bod arnynt angen cymorth i ddatblygu hyder a gwella eu sgiliau llafar a therminoleg. Mae'r cwrs wedi ei anelu at siaradwyr Cymraeg sy'n dymuno gwella eu sgiliau llafar. Bydd yn eu galluogi i gyfathrebu yn y gweithle yn fwy parod drwy gyfrwng y Gymraeg.
Cymraeg Llafar B (Lefel 4 ALTE) (Gloywi ar gyfer Siaradwyr Cymraeg) Mae'r cwrs wedi ei anelu at bobl sydd wedi cyrraedd lefel sy'n cyfateb i TGAU (Canolradd), p'un a ydynt yn ddysgwyr neu siaradwyr Cymraeg. Bydd yn gwella eu hyder i ddefnyddio'r Gymraeg mewn modd swyddogol yn y gweithle.
Cymraeg Ysgrifenedig (Lefel 4/5 ALTE) Bydd y cwrs yn cael ei anelu at bobl sy'n dymuno gwella eu sgiliau ysgrifenedig yn Gymraeg. Bydd angen lefel hyderus o Gymraeg llafar a'r gallu i baratoi testunau syml yn gywir.

Atodiad 5: Cynllun gweithredu

	Pwynt gweithredu	Swyddog / adran sy'n arwain	I'w gwblhau:	Cynnydd / tystiolaeth:
1.	Llunio rhestr o adrannau / isadrannau (wedi eu blaenoriaethu ar sail cyswllt â'r cyhoedd) er mwyn cwblhau awdit swyddi	Rheoli Pobl a Pherfformiad / Polisi a Phartneriaeth		
2.	Diweddarau templedi disgrifiadau swyddi / gwybodaeth ar wefan recriwtio'r Cyngor i adlewyrchu'r newid	Rheoli Pobl a Pherfformiad		
3.	Paratoi a chynnal sesiynau briffio ar gyfer Rheolwyr i gyd-fynd â'r newid	Rheoli Pobl a Pherfformiad / Polisi a Phartneriaeth		
4.	Diweddarau polisiau a gwybodaeth Recriwtio a Dethol i adlewyrchu'r Startegaeth Sgiliau iaith Gymraeg	Rheoli Pobl a Pherfformiad		
5.	Diweddarau'r ffurflenni 'Helpu Pobl i Berfformio' / Arfarnu er mwyn cynnwys diweddariad o ran y Gymraeg	Rheoli Perfformiad a Gwybodaeth		
6.	Paratoi prosiectws o gyfleoedd dysgu a gloywi'r Gymraeg	Dysgu a Datblygu		
7.	Llunio adroddiad ar sgiliau iaith staff yn unol â dangosyddion perfformiad y Safonau Iaith Gymraeg	Rheoli Pobl a Pherfformiad / Polisi a Phartneriaeth		
8.	Sgrinio disgrifiadau swyddi i sicrhau cydymffurfiaeth, cyn eu hysbysebu	Rheoli Perfformiad a Gwybodaeth		

9.	Paratoi strategaeth adnoddau a chyfathrebu ar gyfer gweithredu'r Strategaeth	Rheoli Pobl a Pherfformiad / Polisi a Phartneriaeth		
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PWYLLGOR CRAFFU POLISI AC ADNODDAU 25^{ain} O DACHWEDD 2015

Adroddiad Hanner Blwyddyn ynghylch Rheoli'r Trysorlys a Dangosydd Darbodaeth (1af o Ebrill i'r 30ain o Fedi 2015)

Ystyried y materion canlynol a chyflwyno sylwadau arnynt:

- Gofynnir i aelodau sicrhau eu bod yn fodlon bod y gweithgareddau a gyfeiriwyd atynt yn yr adroddiad atodedig, yn gyson â gofynion Polisi a Strategaeth Rheoli'r Trysorlys a gafodd ei gymeradwyo gan y Cyngor Sir ar y 24ain o Chwefror 2015.

Rhesymau:

- Mae gan y Pwyllgor Craffu rôl allweddol ynghylch craffu ar swyddogaeth Rheoli'r Trysorlys o fewn yr Awdurdod.

Angen cyfeirio'r mater at y Bwrdd Gweithredol er mwyn gwneud penderfyniad: OES

Aelod y Bwrdd Gweithredol sy'n gyfrifol am y Portffolio:
Cyng. David Jenkins (Adnoddau)

<p>Y Gyfarwyddiaeth: Gwasanaethau Corfforaethol</p> <p>Enw'r Gyfarwyddwr: Chris Moore</p> <p>Awdur yr adroddiad: Anthony Parnell</p>	<p>Swyddi:</p> <p>Cyfarwyddwr Gwasanaethau Corfforaethol</p> <p>Rheolwr Buddsoddiadau Pensiwn a Chyllidol</p>	<p>Rhifau Ffôn / Cyfeiriadau E-bost:</p> <p>01267 224160 cmoore@sirgar.gov.uk</p> <p>01267 224180 aparnell@sirgar.gov.uk</p>
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EXECUTIVE SUMMARY

POLICY & RESOURCES SCRUTINY COMMITTEE 25th NOVEMBER 2015

Mid-Year Treasury Management and Prudential Indicator Report (1st April to 30th September 2015)

To inform members of the Committee of activities within the Treasury Management Function for the period 1st April to 30th September 2015.

DETAILED REPORT ATTACHED?

YES

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report.

Signed: Chris Moore Director of Corporate Services

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
YES	NONE	YES	NONE	NONE	NONE	NONE

1. Policy, Crime & Disorder and Equalities

Within the requirements of the Treasury Management Policy and Strategy Report 2015-2016.

3. Finance

The Authority's investments during the period returned an average return of 0.58%, exceeding the 7 day LIBID rate.

Gross interest earned on investments for the period amounted to £0.178m and interest paid on loans was £7.85m.

The Authority did not breach any of its Prudential Indicators during the period.

At the period end the investments included £0.7m of KSF investments.

82.5% of the claim submitted has now been received.

The administration of KSF is expected to continue for some time again and further updates will be provided in future reports.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below:

Signed: Chris Moore Director of Corporate Services

1. Local Member(s) – N/A
2. Community / Town Council – N/A
3. Relevant Partners – N/A
4. Staff Side Representatives and other Organisations – N/A

**Section 100D Local Government Act, 1972 – Access to Information
List of Background Papers used in the preparation of this report:**

THESE ARE DETAILED BELOW:

Title of Document	File Ref No. / Locations that the papers are available for public inspection
CIPFA – Treasury Management in the Public Services: Code of Practice (Revised 2011)	Financial Services Division, Corporate Services Department, County Hall, Carmarthen
Treasury Management Policy and Strategy 2015/16 – County Council (24th February 2015)	<p>Agenda http://online.carmarthenshire.gov.uk/agendas/eng/COCO20150224/index.asp</p> <p>Minutes http://online.carmarthenshire.gov.uk/agendas/eng/COCO20150224/MINUTES.HTM</p>

POLICY & RESOURCES SCRUTINY COMMITTEE
25th NOVEMBER 2015

**MID-YEAR TREASURY MANAGEMENT AND
PRUDENTIAL INDICATOR REPORT**
1st April 2015 – 30th September 2015

A. TREASURY MANAGEMENT REPORT

1. Introduction

The Treasury Management Policy and Strategy for 2015-2016 was approved by Council on 24th February 2015. Section B 1.1(2) stated that Treasury Management activity reports would be made during the year. This report outlines the Treasury Management activities in the period 1st April 2015 to 30th September 2015 and satisfies the reporting requirement stated above.

There are no policy changes to the Treasury Management Policy and Strategy for this period and this report updates the position in light of the updated economic position and budgetary changes already approved.

1.1 HRA Reform in Wales

As reported in the April - June 2015 quarterly report, the Council made a one off payment to the Welsh Government of £79m which removed the Authority's obligation to the Housing Subsidy system. The equivalent figure was borrowed from the PWLB on 2nd April 2015 and met the requirements of the HRA business plan and the overall requirements of the Council.

These loans were detailed in the April - June 2015 quarterly report.

2. Economic update

The UK GDP growth rate in the June 2015 quarter was +0.7% and is expected to weaken marginally to about +0.5% in September 2015 quarter. The economy faces headwinds for exporters from the appreciation of Sterling against the Euro and weak growth in the EU, China and emerging markets, plus the dampening effect of the Government's continuing austerity programme, although the pace of reductions was eased in the May 2015 Budget. Despite these headwinds, the Bank of England is forecasting growth to remain around 2.4 to 2.8% over the next three years, driven mainly by strong consumer demand as the squeeze on the disposable incomes of consumers has been reversed by a recovery in wage inflation at the same time that CPI inflation has fallen to, or near to, zero over the last quarter.

The August Bank of England Inflation Report forecast was notably subdued with inflation barely getting back up to the 2% target within the 2-3 year time horizon. However, with the price of oil taking a fresh downward direction there could be several more months of low

inflation still to come, especially as world commodity prices have generally been suppressed by the Chinese economic downturn.

There are therefore considerable risks around whether inflation will rise in the near future as strongly as previously expected; this will make it more difficult for the central banks of both the US and the UK to raise rates as soon as had previously been expected.

3. Prospects for Interest Rates

Based on the average projection from a number of sources we can expect the trend in base rates over the year to be as follows:

	Apr 2015	Jun 2015	Sep 2015	Dec 2015	Mar 2016
Base Rate %	0.50	0.50	0.50	0.50	0.50

(Source: CAPITA Treasury Services)

Capita Asset Services undertook a review of its interest rate forecasts in August 2015, after the Bank of England's Inflation Report. Interest rate rises are expected between 2016 and 2018.

Revised projection based on the recent review:

	2015-16	2016-17	2017-18
	%	%	%
Revised Average Bank Rate	0.50	0.88	1.50
Original Average Bank Rate (TM Strategy 2015-16)	0.63	1.13	1.75

4. Investments

One of the primary activities of the Treasury Management operation is the investment of surplus cash for which the Authority is responsible. As well as the Authority's own cash the County Council invests School Trust Funds and other Funds, with any interest derived from these investments being passed over to the relevant Fund.

All surplus money is invested daily on the London Money Markets. The security of the investments is the main priority; appropriate liquidity should be maintained and returns on the investments a final consideration. It continues to be difficult to invest these funds as the market continues to be insecure and as a consequence appropriate counterparties are limited.

The total investments at 1st April 2015 and 30th September 2015 analysed between Banks, Building Societies, Local Authorities and Money Market Funds, are shown in the following table:

Investments	1.4.15				30.9.15			
	Call and notice	Fixed Term	Total		Call and notice	Fixed Term	Total	
	£m	£m	£m	%	£m	£m	£m	%
Banks and 100% wholly owned Subsidiaries	13.50	0.70	14.20	35	7.00	5.70	12.70	38
Building Societies	0.00	0.00	0.00	0	0.00	7.00	7.00	21
Local Authorities	0.00	25.00	25.00	61	0.00	5.00	5.00	15
Money Market Funds	1.50	0.00	1.50	4	8.30	0.00	8.30	25
TOTAL	15.00	25.70	40.70	100	15.30	17.70	33.00	100

Investments on call are available immediately on demand. Fixed term investments are fixed to a maturity date. The current longest investment is maturing on 29th March 2016.

The £33.0m includes £0.7m (17.5% of original claim) invested in Kaupthing Singer and Friedlander which has been reduced from the original £4.0m by distributions.

During the period the total investments made by the Council and repaid to the Council (turnover) amounted to £464.7m. This averaged approximately £17.78m per week or £2.54m per day. A summary of turnover is shown below:

	£m
Total Investments 1st April 2015	40.70
Investments made during the quarter	228.50
Sub Total	269.20
Investments Repaid during the quarter	(236.20)
Total Investments 30th September 2015	33.00

The main aims of the Treasury Management Strategy is to appropriately manage the cash flows of the Council, the required short term and longer term market transactions and the risks associated with this activity. Lending on the money market secures an optimum rate of return and also allows for diversification of investments and hence reduction of risk, which is of paramount importance in today's financial markets.

The benchmark return for the London money market is the "7 day LIBID rate". For 2015-2016 the Council has compared its performance against this "7 day LIBID rate". For the period under review the average "7 day LIBID rate" was 0.36% whereas the actual rate the Council earned was 0.58%, an out performance of 0.22%.

This outperformance can be quantified to £58k additional interest earned compared to the "7 day LIBID rate".

The gross interest earned on investments for the period amounted to £0.178m. The income from investments is used by the Authority to reduce the net overall costs to the Council taxpayer.

5. Update on the investments with Kaupthing Singer & Friedlander (KSF)

No dividends were received during 1st April 2015 to 30th September 2015. 82.5% of the claim submitted remains unchanged. The administrators currently expect the total repayment to be up to 85% of the original claim with the next dividend expected before March 2016.

A further update will be provided in future reports.

6. Security, Liquidity and Yield (SLY)

Within the Treasury Management Strategy Statement for 2015-2016, the Council's investment priorities are:

- Security of Capital
- Liquidity and
- Yield

The Council aims to achieve the optimum return (yield) on investments commensurate with proper levels of security and liquidity. In the current economic climate it is considered appropriate to keep investments short term to cover short term cash flow needs but also to seek out value available in significantly higher rates in periods up to 12 months with highly credit rated financial institutions.

Attached at Appendix 1 is the Investment Summary and Top 10 Counterparty Holdings (excluding the £0.7m in KSF) as at 30th September 2015.

7. Borrowing

One of the methods used to fund capital expenditure is long term borrowing. The principal lender for Local Authorities is the Public Works Loan Board (PWLB).

Under the Treasury Management Strategy it was agreed to borrow when interest rates are at their most advantageous.

The total loans at 1st April 2015 and 30th September 2015 are shown in the following table:

Loans	Balance at 01.04.15 £m	Balance at 30.09.15 £m	Net Increase/ (Net Decrease) £m
Public Works Loan Board (PWLB)	275.64	364.10	88.46
Market Loan	3.00	3.00	0.00
Salix & HILS	1.20	1.08	(0.12)

The Salix interest free loans have been provided by an independent publicly funded company dedicated to providing the public sector with loans for energy efficiency projects.

7.1 New Borrowing

As mentioned in 1.1, loans were borrowed during the period to remove the HRA from the housing subsidy system. These loans were detailed in the April - June 2015 quarterly report.

The following loans were borrowed during the period to fund the capital programme:

Loan Reference	Amount (£m)	Interest Rate	Start Date	Period	Maturity Date
504388	5.00	3.18%	28th September 2015	45yrs	28th September 2060
504389	5.00	3.17%	28th September 2015	46yrs	28th September 2061
Total	10.00				

7.2 Interest Paid

Interest paid on loans during the period was:

PWLB Interest Paid £m	Market Loan Interest Paid £m	Total Interest Paid £m
7.78	0.07	7.85

8. Rescheduling and Premature Loan Repayments

The current economic climate and the consequent structure of interest rates meant that no rescheduling opportunities arose during the period and there were no premature loan repayments.

9. Leasing

No leases were negotiated during the period 1st April 2015 to 30th September 2015.

B. PRUDENTIAL INDICATOR REPORT

1. Prudential Indicators

As part of the 2015-2016 Budget and the Treasury Management Policy and Strategy 2015-2016, the Council adopted a number of Prudential Indicators. These Indicators are designed to ensure that any borrowing or other long-term liabilities entered into for capital purposes were affordable, sustainable and prudent.

The Indicators are required by the Local Government Act 2003 and the Revised Prudential Code of Practice in order to control Capital Finance. The Prudential Code also required that those Prudential Indicators that were forward looking should be monitored and reported. Some of the indicators are monitored by officers monthly, and are only reported if they are likely to be breached, others are to be monitored quarterly by the Executive Board.

1.1 Affordability Prudential Indicator

1.1.1 Ratio of Financing Costs to Net Revenue Stream

The indicator set for 2015-2016 in the Budget was:

	2015-2016 %
Non –HRA	5.68
HRA	35.00

An examination of the assumptions made in calculating this indicator concluded that there have been no changes in this period.

1.2 Prudence Prudential Indicators

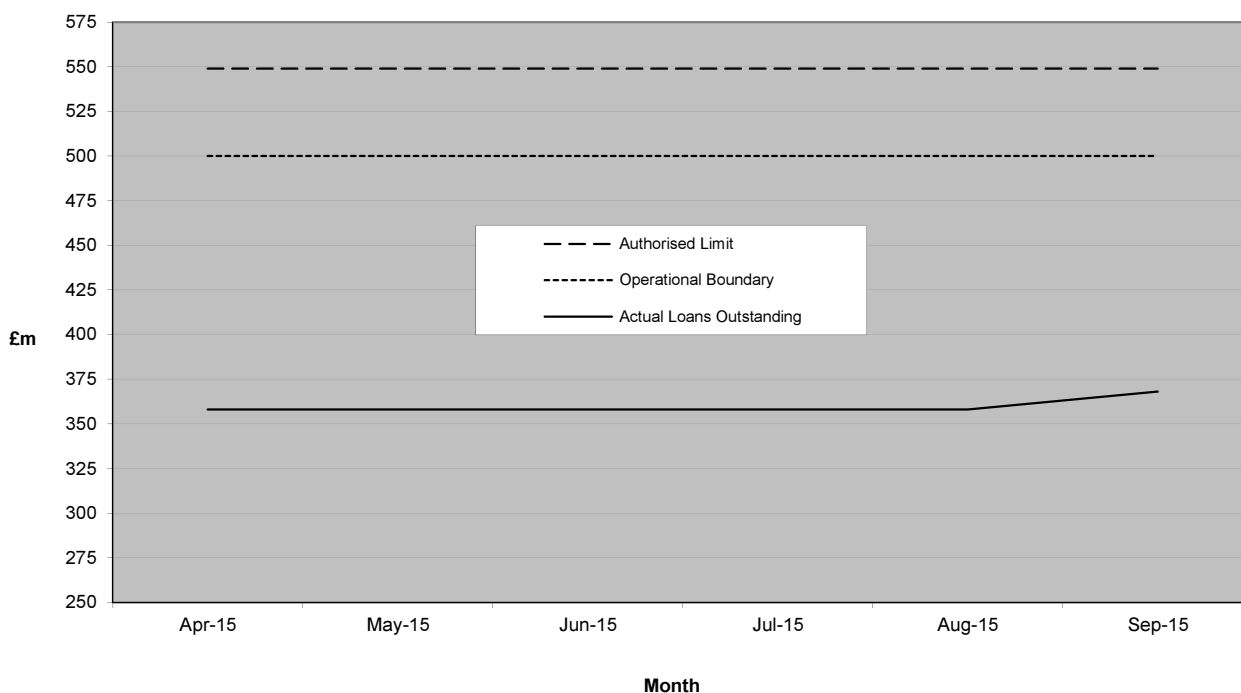
1.2.1 Capital Financing Requirement (CFR)

The Director of Corporate Resources reports that no difficulties are envisaged for the current or future years in complying with this prudential indicator.

	2015-2016 Estimate £m	As at 30.09.15 £m	2015-2016 Forecast £m
Capital Financing Requirement			
CFR – non housing	265	254	254
CFR – housing	137	134	134
CFR - housing subsidy buy-out	98	79	79
Total CFR	500	467	467

1.2.2. Authorised Limit and Operational Boundary

The actual value of loans outstanding must not exceed the Authorised Limit. In normal activity actual loans outstanding should be close but less than the Operational Boundary. The Operational Boundary can be breached in the short term due to adverse cash flows.



	Authorised Limit for External Debt		Operational Boundary for External Debt	
	2015-2016 Estimate £m	2015-2016 Forecast £m	2015-2016 Estimate £m	2015-2016 Forecast £m
Borrowing	548.5	548.5	499.9	499.9
Other Long-Term Liabilities	0.5	0.5	0.1	0.1
Total	549	549	500	500

	Apr-15 £m	May-15 £m	Jun-15 £m	Jul-15 £m	Aug-15 £m	Sep-15 £m
Authorised Limit	549	549	549	549	549	549
Operational Boundary	500	500	500	500	500	500
Loans Outstanding	358	358	358	358	358	368

Neither the Authorised Limit nor the Operational Boundary have been breached.

2.1 Treasury Management Prudential Indicators

2.1.1 Interest Rate Exposure

Position as at 30th September 2015:

	Fixed Interest Rate £m	Variable Interest Rate £m	TOTAL £m
Borrowed	365.18	3.00	368.18
Invested	(17.70)	(15.30)	(33.00)
Net	347.48	(12.30)	335.18
Limit	480.00	48.00	
Proportion of Net Borrowing Actual	103.67%	(3.67)%	100.00%
Limit	150.00%	10.00%	

The authority is within limits set by the 2015-2016 indicators.

2.1.2 Maturity Structure Of Borrowing

	Structure at 30.09.15 %	Upper Limit %	Lower Limit %
Under 12 months	2.77	15	0
12 months to 2 years	1.08	25	0
2 years to 5 years	7.57	50	0
5 years to 10 years	11.77	50	0
10 years to 20 years	17.57	50	0
20 years to 30 years	21.81	50	0
30 years to 40 years	25.48	50	0
40 years and above	11.95	50	0

The authority is within the limits set by the 2015-2016 indicators.

2.1.3 Maximum principal sums invested longer than 364 days

	2015-2016 £m
Limit	10
Actual as at 30 th September 2014	NIL

3. Conclusion

For the period 1st April 2015 to 30th September 2015 the actual Prudential Indicators to be monitored by the Executive Board are within the limits set by the Budget 2015-2016 and the Treasury Management Policy and Strategy 2015-2016. This is also true for the indicators being monitored by officers.

Mae'r dudalen hon yn wag yn fwriadol

Investment Summary as at 30th September 2015

Carmarthenshire County Council

Totals		
Total	£32,300,000	
Calls & MMFs	£15,300,000	47%
Fixed Deposits	£17,000,000	53%
Specified	£32,300,000	100%

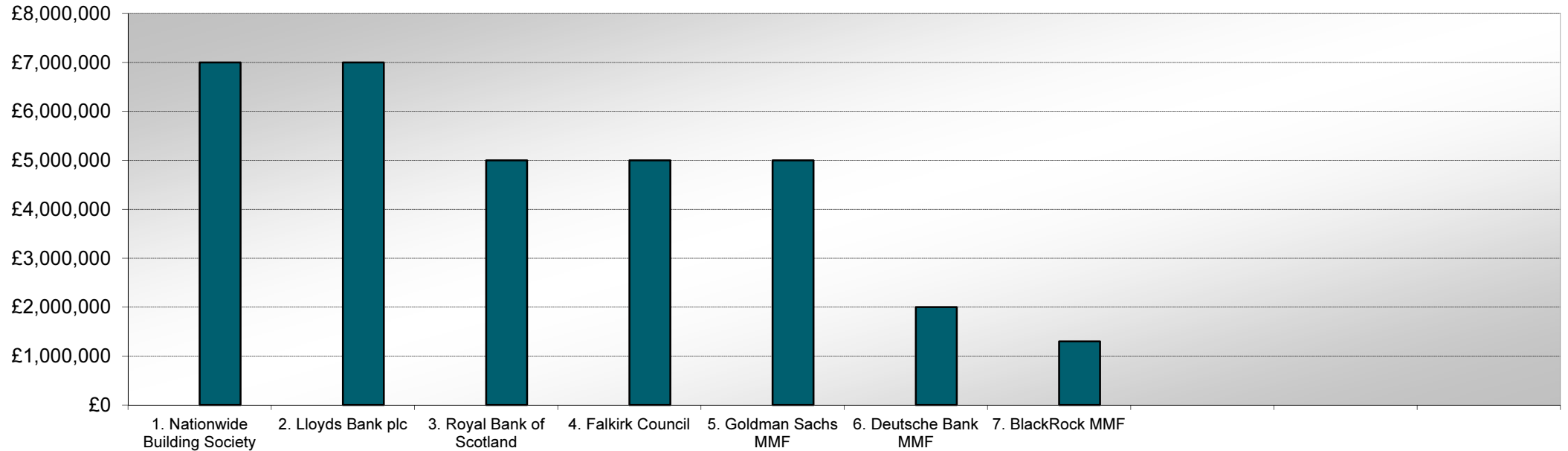
Weighted Average		
Yield		0.61%
Maturity (Days)		
Total Portfolio	Total Portfolio	80.38
Long Term		
Short Term		
AAA	-	56.26
AA	F1	0.00
A	F1	84.14
BBB	F2	134.00
CCC	C	0.00

Risk Factors		
< 1 year	£7,274	0.023%
1 - 2 years	£0	0.000%
2 - 3 years	£0	0.000%
3 - 4 years	£0	0.000%
4 - 5 years	£0	0.000%
Total Portfolio	£7,274	0.023%

Maturity Structure		
< 1 Week	£15,300,000	47%
< 1 Month	£0	0%
2 - 3 Months	£0	0%
3 - 6 Months	£17,000,000	53%
6 - 9 Months	£0	0%
9 - 12 Months	£0	0%
12 Months+	£0	0%
Total	£32,300,000	100%

Top 10 Counterparty Holdings

Counterparty	Principal	% of Total Holding	WAM (Days)	WAYield	WADefault
1. Nationwide Building Society	£7,000,000	21.67%	167	0.78%	0.043%
2. Lloyds Bank plc	£7,000,000	21.67%	1	0.65%	0.000%
3. Royal Bank of Scotland	£5,000,000	15.48%	134	0.70%	0.085%
4. Falkirk Council	£5,000,000	15.48%	148	0.57%	0.000%
5. Goldman Sachs MMF	£5,000,000	15.48%	1	0.43%	0.000%
6. Deutsche Bank MMF	£2,000,000	6.19%	1	0.41%	0.000%
7. BlackRock MMF	£1,300,000	4.02%	1	0.35%	0.000%



SECTOR

Mae'r dudalen hon yn wag yn fwriadol

**POLICY & RESOURCES
SCRUTINY COMMITTEE
25th NOVEMBER 2015**

**Explanation for non-submission
of scrutiny reports**

ITEM	RESPONSIBLE OFFICER(S)	EXPLANATION	REVISED SUBMISSION DATE
Well-Being of Future Generations (Wales) Act 2015 (including LSB Review)	Wendy Walters / Gwyneth Ayers	Due to the size of the agenda, the Chair has agreed to defer this item to the next meeting.	6th January 2016
ICT Strategy (including e-mail usage and monitoring)	John Roberts / Sarita Bennett	Due to the size of the agenda, the Chair has agreed to defer this item to the Committee's meeting in February 2016.	3rd February 2016
Combined Spend on Private Sector and Third Sector Services – TIC review	Wendy Walters / Samantha Watkins	Due to the size of the agenda, the Chair has agreed to defer this item to the Committee's meeting in February 2016.	3rd February 2016

Mae'r dudalen hon yn wag yn fwriadol

PWYLLGOR CRAFFU POLISI AC ADNODDAU 25^{ain} O DACHWEDD 2015

Diweddaraf am Weithrediadau ac Atgyfeiriadau'r Pwyllgor Craffu Polisi ac Adnoddau

Ystyried y materion canlynol a chyflwyno sylwadau arnynt:

- Hoelio sylw ar y cynnydd sy'n cael ei wneud mewn perthynas â'r camau, y ceisiadau neu'r atgyfeiriadau a gofnodwyd yng nghyfarfodydd blaenorol y Pwyllgor.

Rhesymau:

- Er mwyn i'r aelodau gyflawni eu dyletswyddau craffu mewn perthynas â monitro perfformiad.

Angen cyfeirio'r mater at y Bwrdd Gweithredol / Cyngor er mwyn gwneud penderfyniad: NAC OES

Aelod y Bwrdd Gweithredol sy'n gyfrifol am y Portffolio:
Cyng. Pam Palmer (Cymunedau a Rheolydd Busnes y Cyngor)

<p>Y Gyfarwyddiaeth: Prif Weithredwr</p> <p>Enw Pennaeth y Gwasanaeth: Linda Rees-Jones</p> <p>Awdur yr adroddiad: Matthew Hughes</p>	<p>Swyddi:</p> <p>Pennaeth Gweinyddiaeth a'r Gyfraith</p> <p>Ymgynghorydd Cynorthwyol</p>	<p>Rhifau Ffôn / Cyfeiriadau E-bost:</p> <p>01267 224010 lrjones@sirgar.gov.uk</p> <p>01267 224029 mahughes@sirgar.gov.uk</p>
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EXECUTIVE SUMMARY

POLICY & RESOURCES SCRUTINY COMMITTEE 25th NOVEMBER 2015

Policy & Resources Scrutiny Committee Actions and Referrals Update

During the course of a municipal year, several requests for additional information are made by the Committee in order to assist it in discharging its scrutiny role.

The attached report provides members of the Committee with an update on the progress made in relation to these requests.

DETAILED REPORT ATTACHED?

YES

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report.

Signed: Linda Rees-Jones Head of Administration & Law

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
NONE	NONE	NONE	NONE	NONE	NONE	NONE

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below:

Signed: Linda Rees-Jones Head of Administration & Law

1. Local Member(s) – N/A
2. Community / Town Council – N/A
3. Relevant Partners – N/A
4. Staff Side Representatives and other Organisations – N/A

Section 100D Local Government Act, 1972 – Access to Information
List of Background Papers used in the preparation of this report:

THESE ARE DETAILED BELOW:

Title of Document	File Ref No. / Locations that the papers are available for public inspection
P&R Scrutiny Committee Reports and Minutes	<p>Meetings held up to July 2015: http://www.carmarthenshire.gov.wales/home/council-democracy/committees-meetings/agendas-minutes-(archive)/</p> <p>Meetings from September 2015 onwards: http://democracy.carmarthenshire.gov.wales/ieListMeetings.aspx?Committeeld=170</p>

Mae'r dudalen hon yn wag yn fwriadol

Pwyllgor Craffu Polisi ac Adnoddau - Diweddraf am Weithrediadau ac Atgyfeiriadau
Policy and Resources Scrutiny Committee - Actions and Referrals Update

Meeting Date	Minuted Action / Referral / Request	Progress Update	Officer	Target / Completion Date	Completed / On-going
5th February 2015	Tackling Poverty Position Statement and Action Plan - Unanimously resolved that a focus group of members from the Policy & Resources Scrutiny Committee be established to assist with the development of the action plan to tackle poverty in Carmarthenshire.	The Focus Group has met twice during the past few months and will be meeting for a final time on the 19th November 2015. Councillors Deryk Cundy, Hugh Richards, Wyn Evans, Jan Williams, Alun Lenny and Elwyn Williams were members of the Group.	Rebecca Llewelhin	19th November 2015	Completed
11th June 2015	Draft Corporate Strategy 2015-2020 - Resolved to endorse the draft Corporate Strategy to the Executive Board in light of the Committee's comments.	The Corporate Strategy was considered by the Executive Board at its meeting on the 13th July 2015. The Board unanimously resolved to recommend to County Council that the Strategy be adopted. The Strategy was adopted by County Council at its meeting on the 9th September 2015.	Wendy Walters / Noelwyn Daniel	9th September 2015	Completed
	Policy & Resources Scrutiny Committee Forward Work Programme for 2015/16 - Unanimously resolved that the Committee's request to establish a focus group to assist with the revision of the Council's Procurement Strategy be confirmed.	The Focus Group will hold its first meeting on the 30th November 2015. The members of this group have been confirmed as Councillors Jeff Edmunds, Jan Williams, Wyn Evans, Glynog Davies, Hugh Richards and Alun Lenny.	Phil Sexton / Alan Aitken	30th November 2015	Completed
24th July 2015	End of Year Departmental Performance Management Report (1st April 2014 to 31st March 2015) - Unanimously resolved that other Scrutiny Committees are offered the opportunity to receive Performance Management Report B on an exception basis.	This referral has been presented to the other scrutiny committees at their meetings in November 2015.	Bernadette Dolan / Matthew Hughes / Noelwyn Daniel	23rd November 2015	Completed

Pwyllgor Craffu Polisi ac Adnoddau - Diweddraf am Weithrediadau ac Atgyfeiriadau
Policy and Resources Scrutiny Committee - Actions and Referrals Update

	Unanimously resolved that the Chairs and Vice-Chairs of Scrutiny Forum consider the format of Report B following the consultation with other Scrutiny Committees in line with minute 6.2.	The Forum held an initial discussion regarding the format of Report B at its meeting on the 27th July 2015. The Forum asked the Performance & Information Manager to look at alternative formats for the Performance Management reports. At a subsequent meeting on the 21st September, the Forum was shown a prototype 'dashboard' report format which will enable drilling down into the PIMS system so that off- target Improvement Plan deliverables are easily identified as well as those that are on-target. Further development on this is required to enable access via Councillors' i-Pads. An all-member seminar has also been organised for 14th January 2016 (2:00pm) at the Ffwrnes to demonstrate to and consult with Members on the revised format. Further details about the seminar will be circulated in due course.	Bernadette Dolan / Matthew Hughes / Noelwyn Daniel	14th January 2016	On-going
	Forthcoming Items - Unanimously resolved that agenda items be deferred if the relevant officers are not present at the meeting.	Officers have been informed of the Committee's recommendation.	Bernadette Dolan / Matthew Hughes	31st July 2015	Completed
5th October 2015	Ageing Well in Wales: Local Ageing Well Plans - Unanimously resolved to endorse the draft plan to the Executive Board.	The draft plan will be presented to the Executive Board 30th November 2015, after it has been considered by the Social Care & Health Scrutiny Committee at its meeting on the 19th November 2015.	Kevin Pett / Gwyneth Ayers	30th November 2015	On-going

PWYLLGOR CRAFFU POLISI AC ADNODDAU DYDD LLUN 5^{ED} O HYDREF 2015

YN BRESENNOL: Y Cyngorydd D.W.H. Richards (Cadeirydd)

Y Cyngorwyr: D.M. Cundy, J.S. Edmunds, W.J.W. Evans, A.W. Jones, A. Lenny, D. Price, D.E. Williams, W.T. Evans (yn lle A. Davies), H.I. Jones (yn lle A.G. Morgan), M.J.A. Lewis (yn lle G. Davies) a K. Madge (yn lle J. Williams)

Hefyd yn bresennol:

Y Cyngorydd D. Jenkins – Yr Aelod o'r Bwrdd Gweithredol dros Adnoddau

Y Cyngorydd P. E. Palmer – yr Aelod o'r Bwrdd Gweithredol dros Gymunedau

Y Cyngorydd L.M. Stephens – Yr Aelod o'r Bwrdd Gweithredol dros Adnoddau Dynol, Effeithlonrwydd a Chydweithio

Roedd y swyddogion canlynol yn gwasanaethu:

C. Moore, Cyfarwyddwr y Gwasanaethau Corfforaethol

G. Ayres, Rheolwr Polisi Corfforaethol a Phartneriaeth

J. Owen, Rheolwr Rhaglen TIC

K. Pett, Swyddog Polisi, Ymgynghori ac Ymgysylltu

S. Walters, Rheolwr Dros Dro Datblygu Economaidd

B. Dolan, Uwch-ymgyngorydd

Hefyd yn bresennol:

J. Evans, Rheolwr Archwilio Perfformiad, Swyddfa Archwilio Cymru (WAO)

Y Siambr, Neuadd y Sir, Caerfyrddin – 10:00yb – 11:40yb

1. YMDDIHEURIADAU AM ABSENOLDEB

Derbyniwyd ymddiheuriadau am absenoldeb oddi wrth y Cyngorwyr T. Bowen, G. Davies, A.G. Morgan a J. Williams.

2. DATGELU BUDDIANNAU PERSONOL.

Y Cyngorydd	Rhif Cofnod(ion) y	Y Math o Fuddiant
Y Cyngorydd A.W. Jones	Eitem 7	Ei fod yn Geidwad Tir a brydlesir i'r Awdurdod ar gyfer lleoedd parcio a'i fod yn derbyn incwm gan ei fod yn un o Ymddiriedolwyr Cymdeithas Les Glowyr Rhydaman
Y Cyngorydd K. Madge	Eitem 8	Bod ei ferch yn gweithio i'r gwasanaethau cymdeithasol

3. DATGAN CHWIPIAID PLAID SYDD WEDI EU GWAHARDD.

Ni chafwyd dim datganiadau ynghylch chwip waharddedig.

4. CWESTIYNAU GAN Y CYHOEDD (NID OEDD DIM WEDI DOD I LAW).

Nid oes cwestiynau gan y cyhoedd wedi dod i law.

5. EITEMAU AR GYFER Y DYFODOL.

Rhodddwyd rhestr i'r Pwyllgor o'r eitemau a fyddai'n cael eu hystyried yn ei gyfarfod nesaf i'w gynnal ddydd Mercher, 25^{ain} Tachwedd 2015.

PENDERFYNWYD YN UNFRYDOL gymeradwyo'r eitemau ar gyfer agenda'r cyfarfod nesaf.

6. ASESIAD SWYDDFA ARCHWILIO CYMRU O RAGLEN TRAWSNEWID, ARLOESI A NEWID CYNGOR SIR CAERFYRDDIN

Estynnodd y Cadeirydd groeso i Jeremy Evans, Rheolwr Archwilio Perfformiad (Swyddfa Archwilio Cymru) i'r cyfarfod. Croesawodd y Pwyllgor yr adroddiad ynghylch adolygiad o raglen TIC y Cyngor a oedd wedi'i gynnal yn ystod 2014/15 ac wedi'i gyhoeddi ym mis Mai 2015. Roedd yr adroddiad yn rhoi asesiad cadarnhaol o raglen TIC o ran ei threfniadau llywodraethu, ei hamcanion a'i chyfraniad ond roedd yn cynnwys 3 chynnig gwella. Dywedodd Rheolwr Rhaglen TIC fod y cynigion wedi'u gweithredu eisoes, gydag achosion busnes cryfach o ran risg a rhag-weld canlyniadau.

Gofynnwyd am eglurhad ynghylch y term "*dis-benefit*" a ddefnyddid yn yr adroddiad. Dywedodd y Rheolwr Archwilio Perfformiad (Swyddfa Archwilio Cymru) ei fod yn disgrifio effeithiau negyddol posibl nas rhagwelid o ran newidiadau y bwriedid iddynt ddod â budd mewn man arall.

Gofynnwyd beth a wnaed i sicrhau y câi ffyrdd newydd o weithio eu cynnal a'u rhoi ar waith mewn modd cyson. Dywedodd Rheolwr Rhaglen TIC fod sicrhau bod newidiadau'n gynaliadwy ac yn cael eu cyflwyno ar draws y meysydd gwasanaeth perthnasol yn nodwedd allweddol. Hefyd roedd gan TIC ddull o edrych eto ar brosiectau ymhen blwyddyn i wirio bod timau'n glynu wrth yr egwyddorion gweithredu newydd a'r prosesau a bod y rhain yn dal yn gweithio er budd y cyhoedd. Yn ogystal, cyflwynid adroddiadau parhaus i'r Bwrdd Prosiectau ynghylch y prosiectau.

Gwnaed sylwadau y dylai rheolwyr, yn hytrach na thîm TIC, fod yn gyfrifol am yrru'r arloesi yn ei flaen. Hefyd byddai wedi bod yn braf cael astudiaethau achos yn yr adroddiad. Ymatebodd y Rheolwr Archwilio Perfformiad (Swyddfa Archwilio Cymru) fod gweithgarwch TIC yn gwneud newid diwylliannol yn rhan annatod o'r sefydliad a hynny mewn modd cynaliadwy, gyda'r rheolwyr yn ymrwymo i gysyniadau TIC ac yn meddwl mewn ffordd wahanol. Roedd yr enghreifftiau'n cynnwys gwella perfformiad o ran yr amserau'n ymwneud â thai gwag. Roedd

hefyd yn ymwybodol o'r adroddiad TIC blynyddol i'r Pwyllgor hwn.

Dywedodd Rheolwr Rhaglen TIC y'i gwnaed yn glir bob amser mai'r gwasanaethau, ac nid y tîm TIC, oedd yn perchenogi unrhyw brosiect. Roedd y tîm TIC yno i roi'r modd i reolwyr a staff gamu'r tu allan i'w hamgylchedd gwaith er mwyn iddynt allu clustnodi'r angen am newid. Y rheolwyr oedd yn arwain o ran rhoi'r newid ar waith, a hynny gyda chymorth y tîm TIC, a oedd yn camu'n ôl yn unig pan oedd wedi'i fodloni bod y newid yn gynaliadwy. Roedd cwrs gwella parhaus wedi'i ddatblygu hefyd gan Academi ac roedd yn cael ei dreialu gan 15 rheolwr er mwyn creu'r modd i newid. Y gobaith oedd cyflwyno hyn yn raddol i reolwyr eraill ar draws y sefydliad maes o law.

Gofynnwyd faint yr oedd y fenter TIC wedi'i chostio o'i gymharu â'r £2,000,000 o arbedion y cyfeirid atynt yn yr adroddiad. Eglurodd Rheolwr Rhaglen TIC mai tîm wedi'i secondio ydoedd yn wreiddiol ond ei fod bellach yn dîm parhaol er mis Tachwedd diwethaf. Roedd £4.5 miliwn o arbedion wedi'u clustnodi bellach.

Gofynnwyd pam nad oedd yr achosion busnes wedi bod yn ddigon manwl i gychwyn. Dywedodd Rheolwr Rhaglen TIC mai'r rhain oedd yn sefydlu cynigion y prosiect ond ei bod yn anodd cael rheolwyr a staff i ymrwymo iddynt os clustnodwyd arbedion o'r cychwyn cyntaf. Fodd bynnag, roedd yn bosibl sicrhau arbedion drwy welliannau a mesurau effeithlonrwydd. Ychwanegodd Cyfarwyddwr y Gwasanaethau Corfforaethol fod unrhyw arbedion a wnaed i'w gweld eto yn y gyllideb sylfaenol.

PENDERFYNWYD cymeradwyo'r adroddiad.

7. ADRODDIAD MONITRO CYLLIDEB CYFALAF A REFENIW 2015/16

Estynnodd y Cadeirydd groeso i Jeremy Evans, Rheolwr Archwilio Perfformiad (Swyddfa Archwilio Cymru) i'r cyfarfod. Croesawodd y Pwyllgor yr adroddiad ynghylch adolygiad o raglen TIC y Cyngor a oedd wedi'i gynnal yn ystod 2014/15 ac wedi'i gyhoeddi ym mis Mai 2015. Roedd yr adroddiad yn rhoi asesiad cadarnhaol o raglen TIC o ran ei threfniadau llywodraethu, ei hamcanion a'i chyfraniad ond roedd yn cynnwys 3 chynnig gwella. Dywedodd Rheolwr Rhaglen TIC fod y cynigion wedi'u gweithredu eisoes, gydag achosion busnes cryfach o ran risg a rhag-weld canlyniadau.

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PENDERFYNWYD cymeradwyo'r adroddiad.

8. HENEIDDIO'N DDA YNG NGHYMRU – CYNLLUNIAU LLEOL HENEIDDIO'N DDA

Bu i'r Cynghorydd K.Madge ddatgan buddiant sef bod ei ferch yn gweithio i'r gwasanaethau cymdeithasol.

Croesawodd y Pwyllgor y fersiwn drafft o Gynllun Lleol *Heneiddio'n Dda*, Sir Gaerfyrddin sef cynllun a ddatblygwyd i fodloni dau sbardun strategol allweddol; rhaglen *Heneiddio'n Dda yng Nghymru* ac iddi bum thema, a'r *Strategaeth ar gyfer Pobl Hŷn yng Nghymru*. Roedd y Cynllun yn gysylltiedig â'r Weledigaeth ar gyfer Gwasanaethau Cynaliadwy i Bobl Hŷn, yr oedd yr adran Cymunedau wrthi'n ei datblygu. Roedd hefyd yn ategu Deddf Llesiant Cenedlaethau'r Dyfodol 2015, drwy gyfrannu at gymunedau cynaliadwy a oedd yn galluogi pobl i heneiddio 'gan aros lle roeddent'.

Codwyd y materion canlynol wrth ystyried yr adroddiad:

Pwysleisiwyd pwysigrwydd darpariaeth cyfrwng Cymraeg wrth ddarparu

gwasanaethau i bobl â dementia, o gofio bod llawer o ddiodefwr yn colli eu hail iaith.

Gwnaed sylwadau'n ategu'r prif themâu oedd yn y Cynllun. Y farn oedd bod problemau wedi'u clustnodi ond gofynnwyd sut y gellid datrys y rhain. Gofynnwyd hefyd pa mor ymarferol ydoedd o ran ei gyflawni o gofio'r materion cyllido. Dywedodd y Rheolwr Polisi Corfforaethol a Phartneriaeth nad oedd adnoddau ychwanegol wedi'u clustnodi a'r nod oedd defnyddio'r adnoddau presennol yn well ac mewn ffyrdd gwahanol. Clustnodi'r angen a theilwra gwasanaethau i'w diwallu. Ychwanegodd y Swyddog Polisi, Ymgynghori ac Ymgysylltu y byddid yn datblygu'r Cynllun ymhellach. Roedd goblygiadau o ran adnoddau yn sgil cymdeithas yn heneiddio. Fodd bynnag, y bwriad oedd mai hwyluso a galluogi cymunedau er mwyn iddynt hwy allu cynorthwyo eu pobl hŷn fyddai rôl y Cyngor a'r Aelodau Etholedig.

Yn ogystal trafodwyd y ffaith fod llai o gyswllt cymdeithasol yn achos llawer o bobl hŷn yn arwain at unigrwydd, unigedd, iselder a dementia, a bod y cwtogi o ran darparu pryd ar glud a gwasanaethau'r dyn llaeth yn gwaethygu hyn. Nodwyd hefyd fod y diffiniad o gymuned a natur cymunedau yn prysur newid.

PENDERFYNWYD YN UNFRYDOL gymeradwyo'r Cynllun drafft i'r Bwrdd Gweithredol.

9. EGLURHAD AM BEIDIO Â CHYFLWYNO ADRODDIADAU CRAFFU.

Eglurwyd i'r Pwyllgor pam na chyflwynwyd adroddiadau, sef Adroddiad Blynyddol 2014/15 ynghylch Caffael, yr Adolygiad gan TIC o Wariant ar Wasanaethau Sector Preifat, a'r Diweddariad gan TIC ynghylch y Gwariant ar Wasanaethau Trydydd Sector, a'r adroddiad ynghylch y Gwariant ar Arbenigedd Allanol, gan gynnwys y gwasanaethau cyfreithiol.

PENDERFYNWYD YN UNFRYDOL nodi'r rhesymau.

10. LLOFNODI FEL COFNOD CYWIR COFNODION Y CYFARFOD A GYNHALIWDYD AR Y 24AIN GORFFENNAF 2015.

PENDERFYNWYD llofnodi cofnodion y cyfarfod a oedd wedi'i gynnal ar 24ain Gorffennaf 2015, er mwyn nodi eu bod yn gofnod cywir.

CADEIRYDD

DYDDIAD

Mae'r dudalen hon yn wag yn fwriadol